

# Griffith University Traffic Management Plan

## 1.0 Purpose

## 2.0 Scope

## 3.0 Procedure

## 4.0 Definitions

### 1.0 Purpose

The purpose of this Traffic Management Plan (TMP) is to detail how Griffith University (the University) manages traffic risks associated with pedestrians, plant and vehicle traffic in the workplace.

### 2.0 Scope

This TMP applies to all staff, students and visitors to any University campuses located in Queensland. The requirements of this TMP shall be complied with 24 hours a day, every day of the year. The University requires all persons who enter University campuses for whatever reason to comply with this TMP.

### 3.0 Procedure

#### Traffic Management Objectives

The primary objectives of this Traffic Management Plan are to:

- provide protection to staff, students and workers and the general public from traffic hazards that may arise as a result of entering a University Campus
- manage potential adverse impacts on traffic flows and pedestrian movements to ensure road and pedestrian network performance is maintained at an acceptable level.
- To minimise adverse impacts on users of the road, reserve, adjacent properties and facilities.

#### 3.1 Exclusions

##### 3.1.1 University Jurisdiction

This TMP only applies to roads, footpaths and other infrastructure located within University campuses and under the jurisdiction of Griffith University. It excludes land and infrastructure outside of campus boundaries under the jurisdiction of the State of Queensland, Local Governments or other bodies and agencies.

Any work proposed to be undertaken outside of campus boundaries shall be subject to the requirements of the relevant authority which has jurisdiction over the area in question.

##### 3.1.2 Construction Work

This TMP does not apply to traffic management related to construction work. Construction work to be conducted on University campuses will require a site-specific traffic management plan which shall be approved by the Project Coordinator responsible for the construction work.

##### 3.1.3 University Jurisdiction

This TMP does not apply to traffic management related to special events. Special events to be conducted on University campuses will require a site-specific traffic management plan which shall be arranged with the Manager, Parking, Traffic & Logistics and the Manager, Security & Control Systems

### 3.1.4 Infrastructure Deficiencies

In early 2016 the University, through a Traffic Engineering Consultant, undertook a risk assessment and mitigation investigation at all campuses which focused on identification of potential safety issues for all campus users and mitigation measures. The risk assessment produced a risk register for each campus with a ranked list of risks, potential remediation measures and indicative cost which were recommended to be undertaken on a priority basis.

This TMP does not address campus infrastructure which may be deficient or defective and which requires rectification to meet current design standards and requirements as identified in the risk register. University management has acknowledged that the risks identified as part of the risk assessment process and other infrastructure upgrade works will be undertaken on a progressive basis as funding is allocated and becomes available.

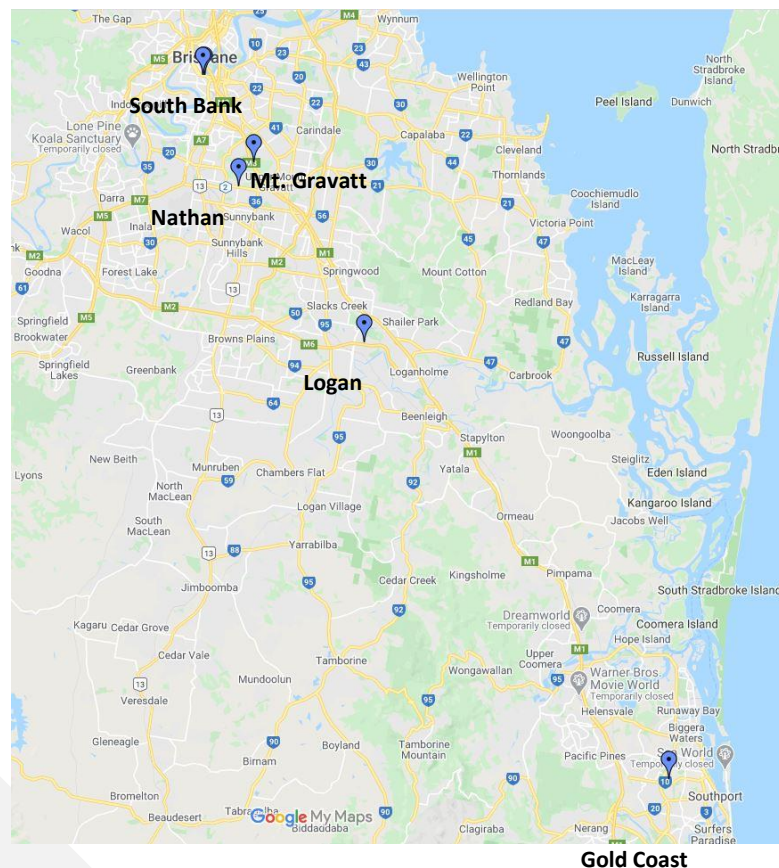
## 3.2 Campus Overview

### 3.2.1 General

The University operates five campuses throughout South-East Queensland as shown on Figure 1 below. These are located at:

- South Bank
- Nathan
- Mt Gravatt
- Logan
- Gold Coast

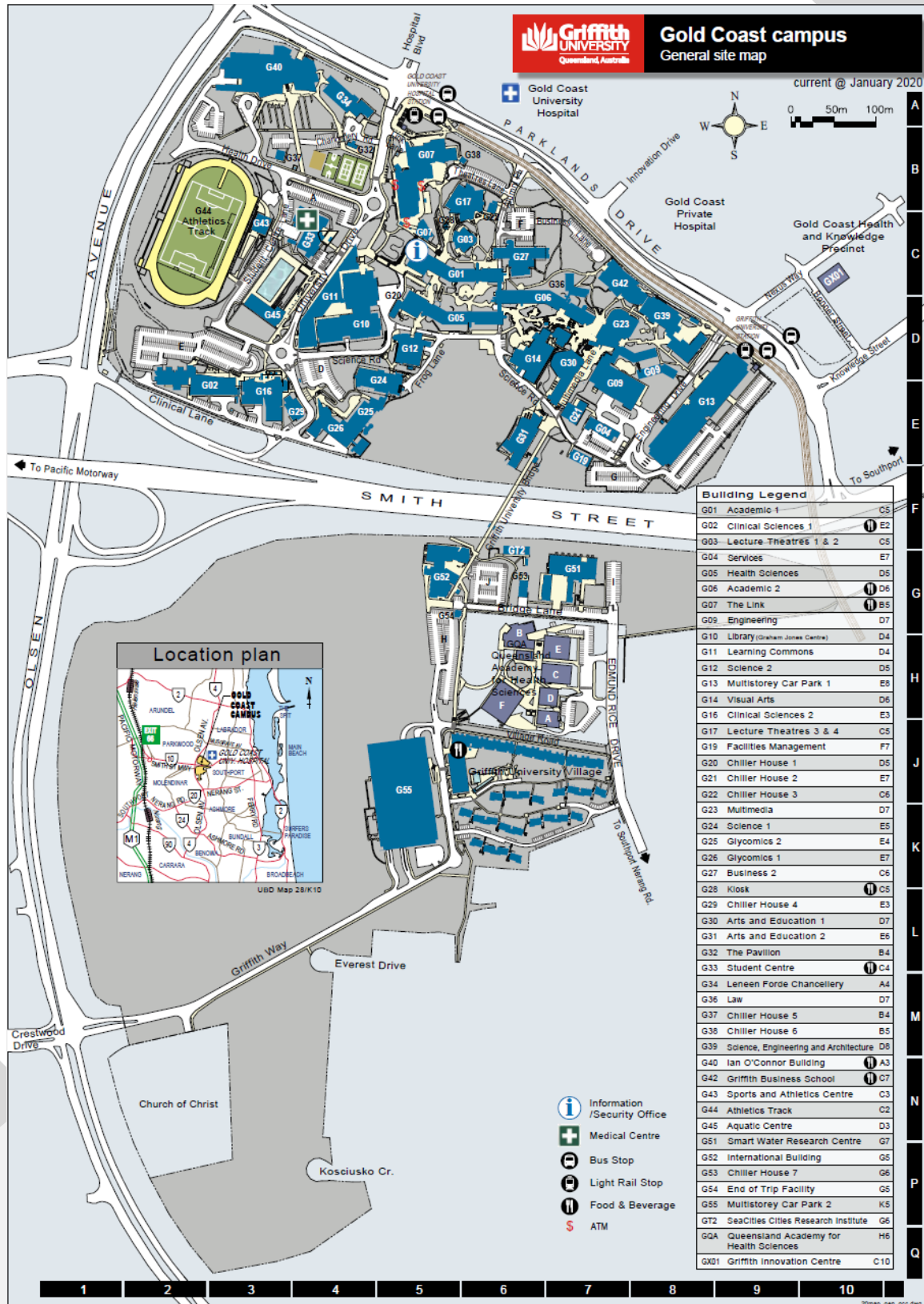
All five campuses are covered by the requirements of this TMP



**Figure 1: Griffith University Campus Locations**

### 3.2.2 Gold Coast Campus

Griffith University Gold Coast campus is located at Parklands Drive, Southport (Figure 2).

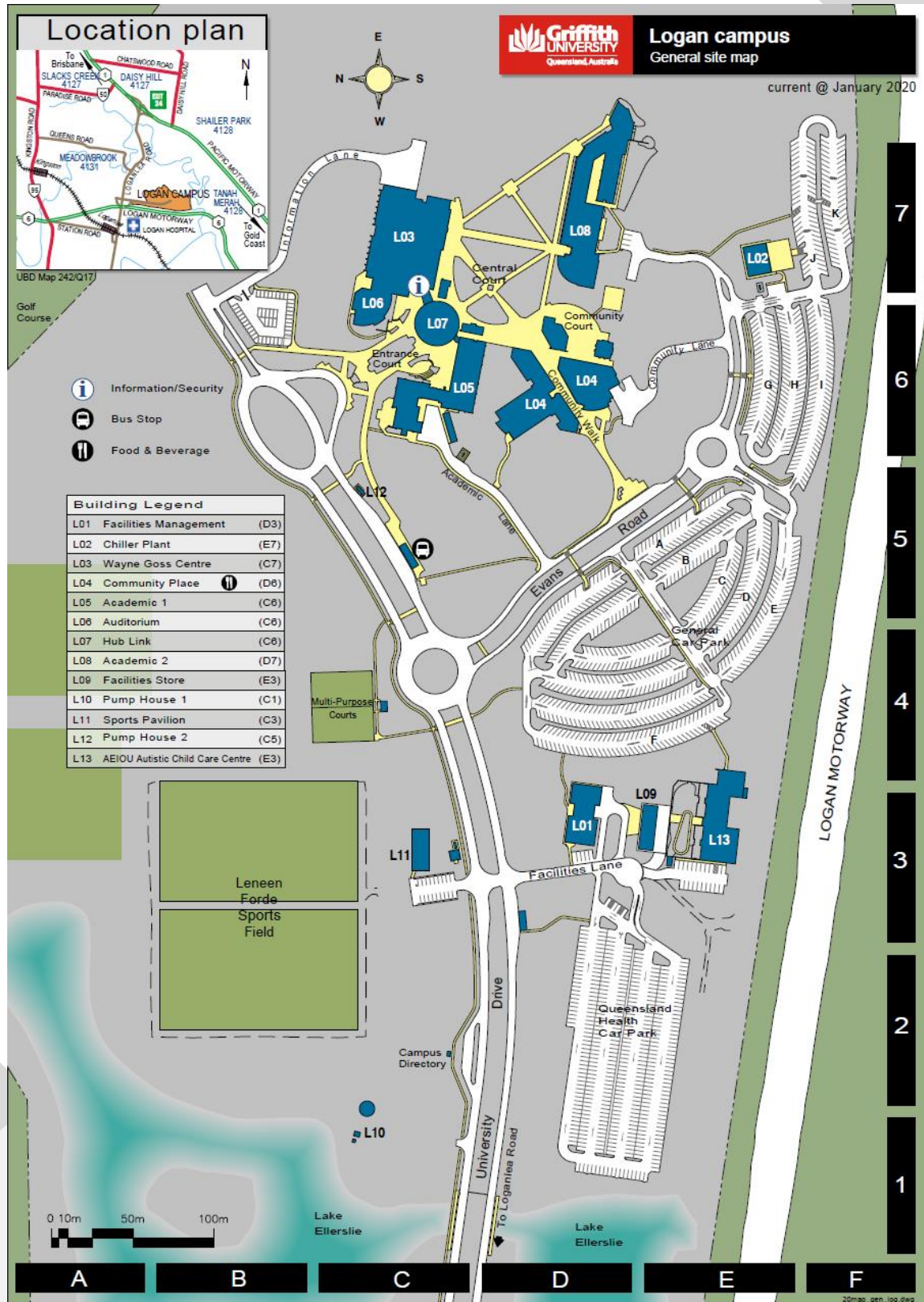


**Figure 2: Gold Coast Campus**



## 3.2.3 Logan Campus

Griffith University Logan Campus is located at 68 University Drive, Meadowbrook (Figure 3).

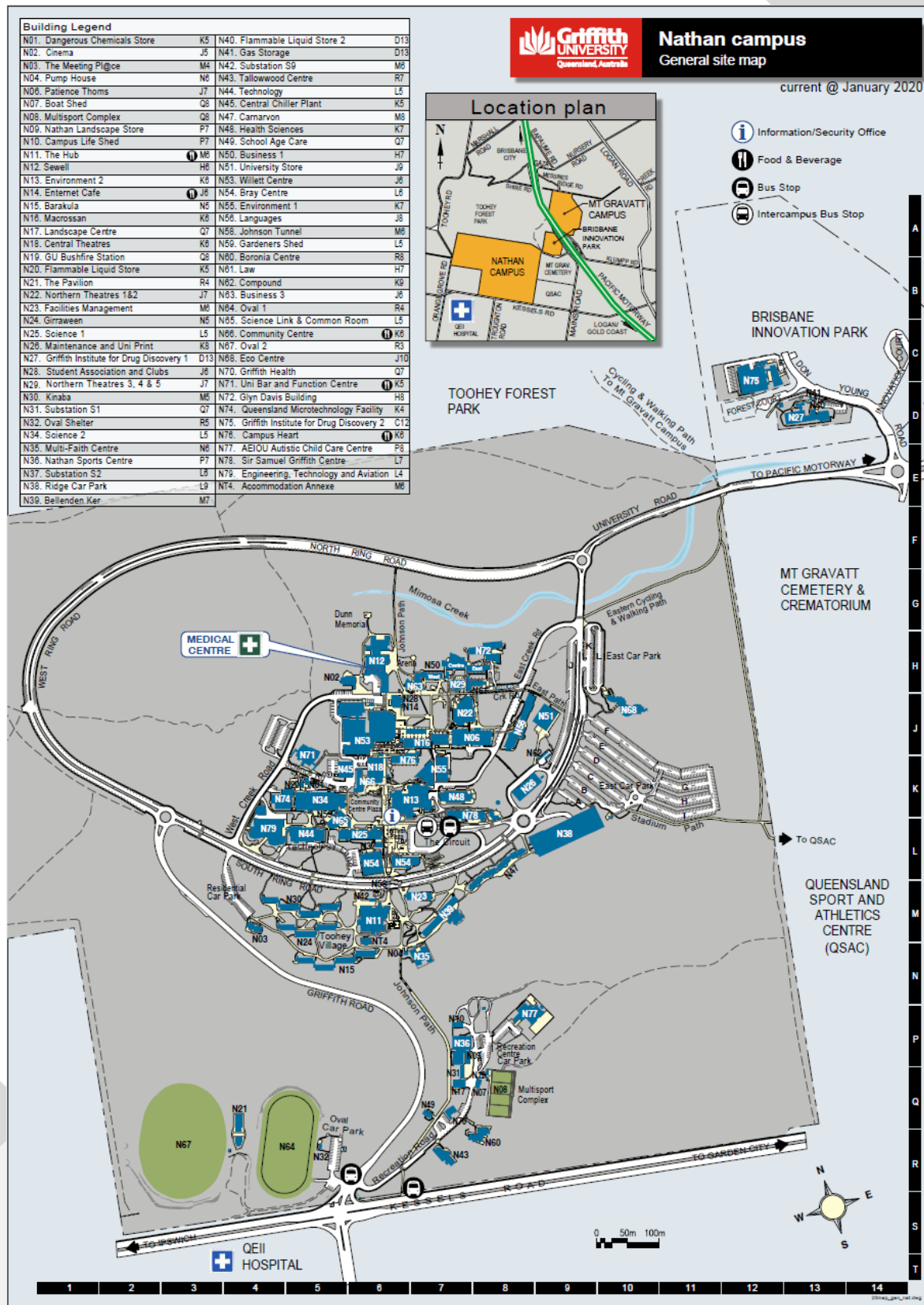


**Figure 3: Logan Campus**



## 3.2.5 Nathan Campus

Griffith University Nathan Campus is located at 170 Kessels Road, Nathan (Figure 5).

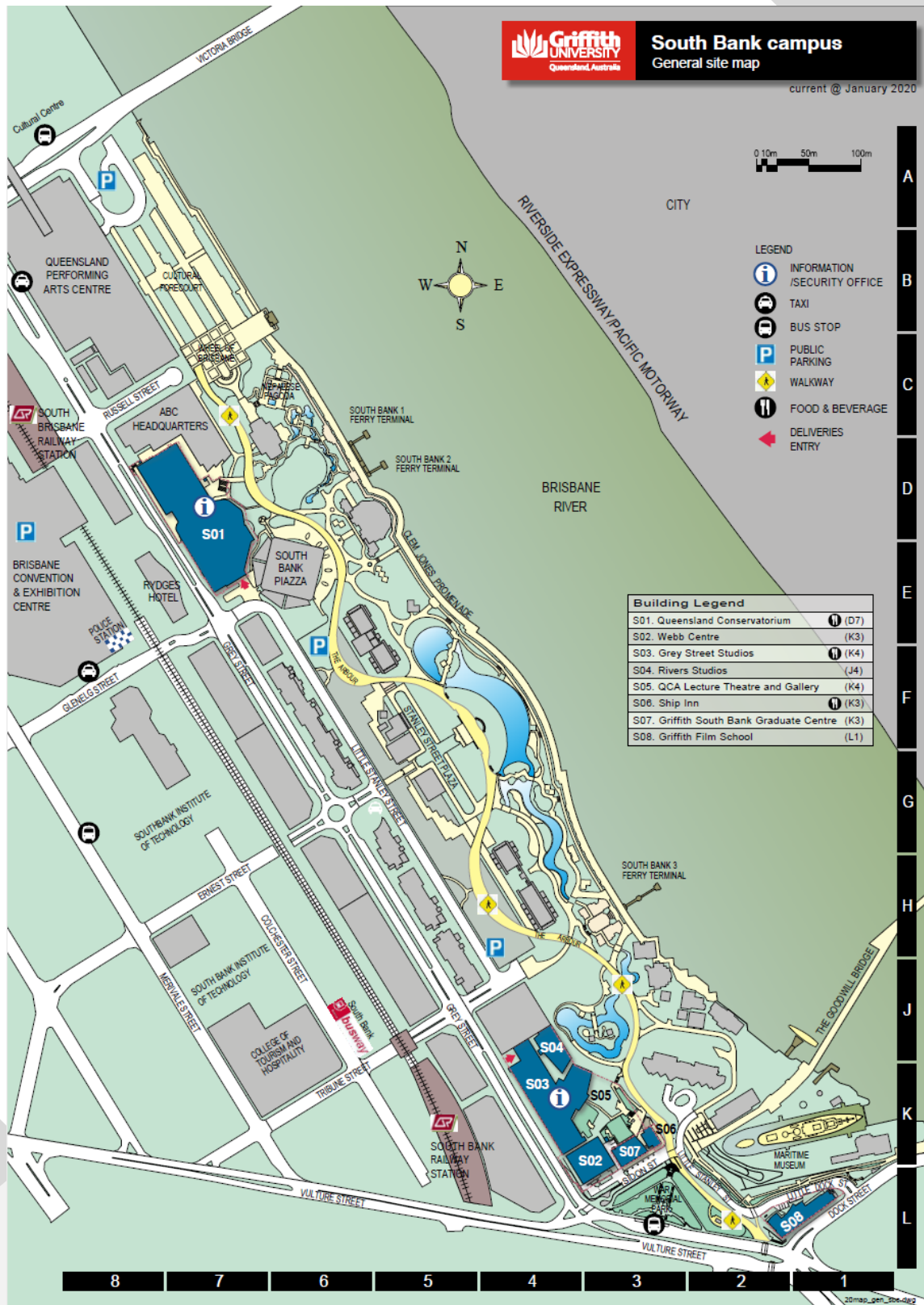


**Figure 5: Nathan Campus**



## 3.2.6 South Bank Campus

Griffith University South Bank Campus is located at Dock Street, South Brisbane (Figure 6).



## 3.3 Statutory Requirements

### 3.3.1 Work Health and Safety

Traffic Management is a risk management process, and PCBU have a statutory duty under the WHS Regulations to identify hazards, assess risks and consider means to control the risk exposure. In addition to these requirements, the University requires a risk management approach to traffic management planning as part of its [Risk and Resilience Management Policy](#).

### 3.3.2 Legislative and Other Provisions

This TMP has been developed in accordance with the University Policy Framework and is a subordinate document to the University - [Health, Safety and Wellbeing Policy](#)

### 3.3.3 Duties

Primary duties of care as specified in the WHS Act, relevant to this TMP are presented in Table 1.

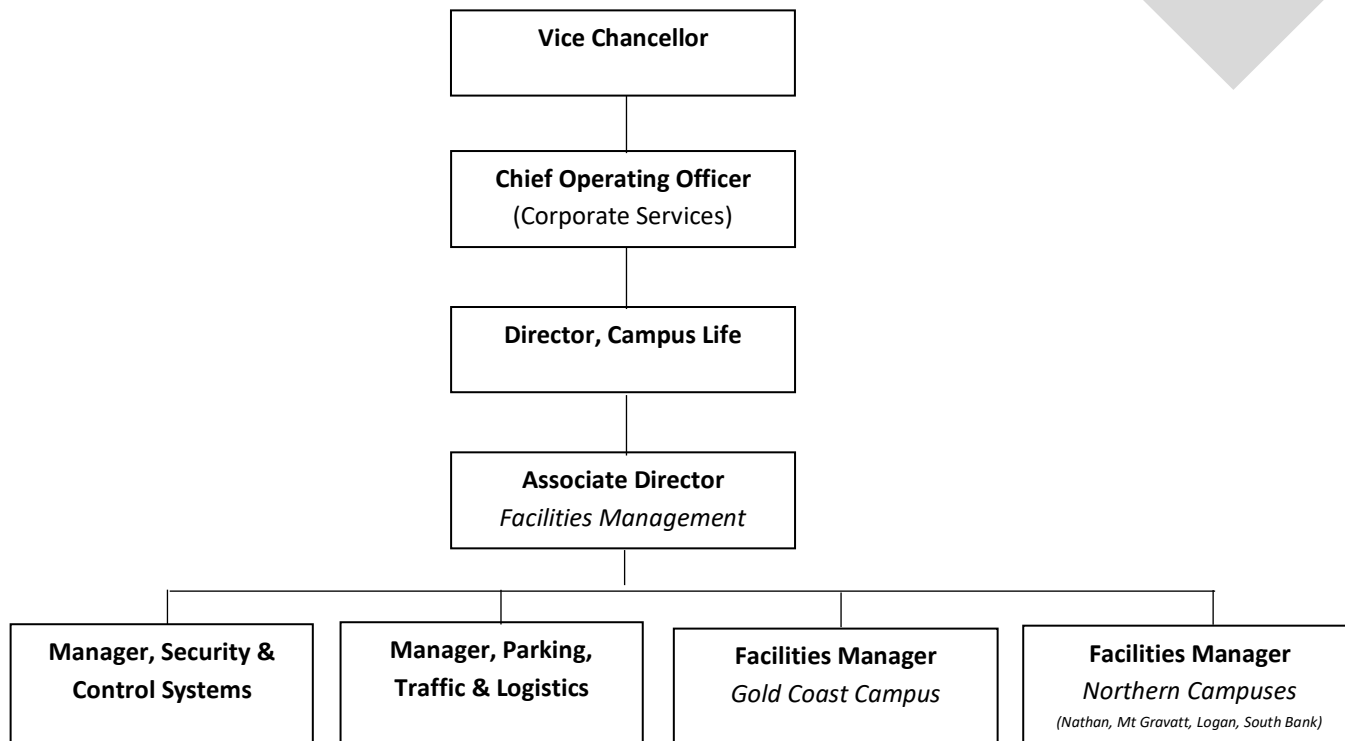
**Table 1: Primary Duties of Care**

| Who   | Duties   |
|---|--|
| A person conducting a business or undertaking     | <p>A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that workers and other people are not exposed to health and safety risks arising from the business or undertaking.</p> <p>A 'person conducting a business or undertaking' is a term that includes all types of working arrangements such as organisations, partnerships, sole traders or small business owners. For example, a builder, a manufacturing business, a fast food franchisee and a self-employed person operating their own business are all persons conducting a business or undertaking.</p> <p>A person conducting a business or undertaking who has management or control of a workplace must ensure, so far as is reasonably practicable, the workplace, the means of entering and exiting the workplace and anything arising from the workplace is without risks to health and safety.</p> <p>A person conducting a business or undertaking with management or control of powered mobile plant at a workplace must ensure it does not collide with pedestrians or other powered mobile plant. If there is a possibility of collision, the plant must have a warning device alerting persons who may be at risk from its movement.</p> |
| Designers, manufacturers, suppliers and importers | <p>Designers, manufacturers, suppliers and importers of plant or structures must ensure, so far as is reasonably practicable, the plant or structure is without risks to health and safety. For example, workplaces can be designed with vehicle and pedestrian routes that are separated. Mobile plant can be designed so the operator can see easily and the plant has speed limiters and warning devices.</p>   |
| Officers  | <p>Officers, such as company directors, have a duty to exercise due diligence to ensure the business or undertaking complies with the Work Health and Safety (WHS) Act and Regulations. This includes taking reasonable steps to ensure the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks from traffic at the workplace.</p>   |
| Workers and others                                | <p>Workers and other people at the workplace must take reasonable care for their own health and safety, co-operate with reasonable policies, procedures and instructions and not adversely affect other people's health and safety.</p>  |



### 3.3.4 Responsibilities

University organisational responsibilities in relation to the TMP are shown in Figure 7.



**Figure 7: Organisational Chart of TMP Responsibilities**

Responsibilities related to the Traffic Management Plan are set down in Table 2. These responsibilities are in addition to those that are outlined in the [Work Health and Safety Accountabilities](#).

**Table 2: TMP Responsibilities**

|  |   |
|--|---|
| <b>Vice Chancellor</b>                                 | PCBU (legislative obligations)<br>Supports implementation of the TMP as it relates to the Health and Safety Policy.<br>Provision of resources to implement traffic management across the University as it relates to health and safety.   |
| <b>Chief Operating Officer</b><br>(Corporate Services) | Has executive responsibility for coordinating all elements of the university to provide a strategic approach to traffic management.<br>Takes action to ensure activities in area of responsibility comply with health and safety legislation in relation to traffic management.   |
| <b>Director, Campus Life</b>                           | Exercises due diligence in ensuring health and safety in relation to traffic management is effectively implemented in area of control.<br>Ensure the implementation and management of University health and safety policy and practices within the area of responsibility.<br>Establish health and safety practices for area of responsibility.<br>Ensure health and safety risk management program is in place for area of responsibility. |

|  |   |
|--|---|
| <b>Associate Director, Facilities Management</b>   | <p>Provide clear direction to all levels of management on traffic management.</p> <p>Allocate responsibility and resources for traffic management and delegation of authority to staff.</p> <p>Ensure the Manager, Parking, Traffic &amp; Logistics and the Manager, Security &amp; Control Systems is aware of responsibilities in relation to traffic management at University campuses.</p> <p>Report ongoing health and safety risks to senior management.</p> <p>Facilitate consultative processes regarding health and safety issues between management and staff.</p>  |
| <b>Manager, Parking, Traffic &amp; Logistics</b><br><br><b>Manager, Security &amp; Control Systems</b> | <p>Ensure Campus Facilities Managers are aware of their responsibilities in relation to traffic management at University campuses.</p> <p>Conduct risk assessments and control risks on relevant activities related to traffic management.</p> <p>Ensure TMP is kept up to date and is reflective of activities being undertaken by the University and existing environment at the workplace.</p> <p>Report ongoing traffic management issues to senior managers.</p>   |
| <b>Campus Facilities Managers</b>  | <p>Ensure Contractors and visitors to site are familiar with University policies, procedures and any safe work procedures especially in relation to traffic management.</p> <p>Ensure locally organised contractors and visitors are suitably inducted and adequate supervision is provided in relation to the identified risks.</p> <p>Ensure that the behaviour of contractors and visitors to the University complies with traffic management requirements.</p> <p>Ensure all incidents, hazards and near misses reported by contractors are logged and reported into GSafe as soon as possible after they are notified. Arrange and/or undertake any necessary audits and incident investigations.</p> <p>Report ongoing traffic management issues to senior managers.</p>                                    |
| <b>University Contact Person</b>   | <p>Ensure Contractors and visitors to site are familiar with University policies, procedures and any safe work procedures especially in relation to traffic management.</p> <p>Ensure locally organised contractors and visitors are suitably inducted and adequate supervision is provided in relation to the identified risks.</p> <p>Ensure that the behaviour of contractors and visitors to the University complies with traffic management requirements.</p>  |
| <b>Staff and Students</b>  | <p>Follow all University policies, procedures and any safe work procedures especially in relation to traffic management.</p>  |
| <b>Contractors and Visitors</b>  | <p>Cooperate and actively contribute to the health and safety of themselves and others within the workplace that may be affected by their acts or omissions.</p> <p>Follow all University policies, procedures and any safe work procedures.</p> <p>Comply with the requirements of the TMP and ensure no activity is undertaken that will endanger the safety of other workers or the general public.</p> <p>Undertake all work activities in a manner which prevents personal injury or injury to others and any damage to property.</p> <p>Follow all directions as provided by Campus Facilities Managers</p> <p>Report all incidents, hazards and near misses to relevant Campus Facilities Managers</p> <p>Enter and leave the University by approved routes and in accordance with safe work practices</p> |

## 3.4 Procedure for Entering the Campus

### 3.4.1 Vehicle Entry onto University Property

Entry of vehicles to University premises is restricted to the following:

- (a) Vehicles registered by an Australian State or Territory vehicle licensing authority or vehicle exempt from registration by Queensland Government regulation.
- (b) Vehicles ridden or driven by Staff, Students or Visitors with a valid reason to park on University Campuses.
- (c) Vehicles of commercial tenants who have businesses or are attending meetings, functions, authorised sporting activities and other University sanctioned activities on University Campuses.
- (d) Vehicles delivering goods ordered by the University; vehicles operated by contracting companies and service providers to the University.
- (e) Vehicles picking up or setting down passengers who are Staff, Students or Visitors to the University.
- (f) Emergency services vehicles.
- (g) Police vehicles.
- (h) Buggies with ladder racks are not to utilise the Nathan South Ring Road underpass (between N11 and N54) due to height restrictions.

Riding of scooters and wheeled recreation devices (e.g. skateboards) is restricted to routes external to University buildings and adjoining pedestrian bridges. Riders must always give right of way to pedestrians. Mobility devices such as wheelchairs and motorised scooters are permitted where they are used by people with a mobility impairment.

### 3.4.2 Bicycles

Under Queensland Law, bicycles are considered a type of vehicle. When bicycles are ridden within University Campuses cyclists have rights and responsibilities like all other road users. Cyclists must obey general road rules as well as the specific road rules for bicycle riders.

#### 3.4.2.1 Riding on a Separated Path



Riding on a separated path is only permitted where signed as follows:

On a separated path, cyclists shall only ride on the side that is for bicycle riders. The other side is for pedestrians. The separated path sign will show cyclists which side of the path must be ridden on. Cyclists must always ride to the left of bicycle riders coming toward them, travelling at no more than 10km/hr while on the University Campuses.

#### 3.4.2.2 Riding on a Footpath or Shared Path



Riding on a footpath or shared path is only permitted where signed as follows:

On footpaths and shared paths, cyclists share the space with pedestrians. Cyclists shall keep left and give way to all pedestrians, and always ride to the left of approaching bicycle riders, travelling at no more than 10km/hr while on the University Campuses.



### 3.4.3 Rideables (Personal Mobility Device)

A broad range of personal mobility devices or rideables can be used in public spaces and road related areas in Queensland. You must comply with the road rules to use them.

Remember, people of all abilities use our paths and not everyone can easily move around a device that is obstructing free movement.

#### 3.4.3.1 Riding on a Footpath or Shared Path

Rideables should be used on paths wherever possible. When on footpaths and shared paths, Rideables share the space with pedestrians. Riders shall keep left and give way to all pedestrians, and always ride to the left of approaching pedestrians and other riders/cyclists, travelling at no more than 10km/hr while on the University Campuses.

#### 3.4.3.2 Riding on a Separated Path

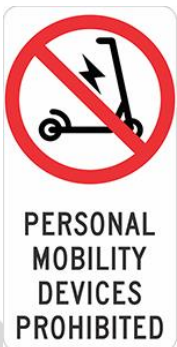


Riding on a separated path is only permitted where signed as follows:

On a separated path, Rideables shall only ride on the side that is for bicycle riders. The other side is for pedestrians. The separated path sign will show cyclists which side of the path must be ridden on. This is identifiable at either end of the Griffith Bridge. Rideables, must always ride to the left of bicycle riders coming toward them, travelling at no more than 10km/hr while on University Campuses.

#### 3.4.3.3 Riding on an Internal Campus Road

When on one of the internal campus roads, the maximum speed is 20km/hr, unless otherwise signed.



#### 3.4.3.4 Prohibited Areas on Campus

When Rideables are not on a Footpath, Shared Path or an Internal Road, riders must dismount and push/carry their Personal Mobility Device. In some instances, prohibited signs maybe displayed.

Personal mobility device riders who break the road rules will be given the same fines as motorists but will not accumulate demerit points.

### 3.4.4 Buggies and Mobility Scooters

All Buggies and Mobility Scooters have the ability to drive on roads, paths, cement recreation and grassed areas. As such, they will follow the rules and requirements specific for that area as described in this document. For details on driving and use of Buggies and Mobility Scooters refer to the document CLF-FM-SOP-003 Buggy and Mobility Scooter Procedure and Use. Buggies and Mobility Scooters are classed as a vehicle, not plant or equipment.

### 3.4.5 Plant and Equipment

All plant and equipment at the workplace shall meet statutory requirements and have the required registration, licences or certification where required. All mobile equipment shall be fitted with suitable reversing alarms.

All mobile plant and vehicles shall be fitted with a pair of rotating flashing yellow lamps in accordance with AS1742.3 clause 3.12.1.

### 3.4.6 Drug and Alcohol Policy

Entry to University campuses is governed by the [Facilities Management and Campus Access and Use Policy](#). Anyone who enters University land shall comply with this policy. Sections 3.4 and 3.5 specifically reference the requirements around drugs and alcohol on University campuses.

### 3.4.7 Staff and Students

All staff and student conduct on University land shall act in accordance with the Code of Conduct, which provides guidance on acceptable standards of behaviour.

### 3.4.8 Contractors and Visitors

Contractors and visitors entering any University campus shall only do provided that prior to arriving on site, contact has been made with the relevant University Contact Person for whom the delivery is being made or with whom the visitor is meeting.

### 3.4.7 Scheduling

Major deliveries shall be scheduled in non-peak periods to minimise impacts to campus operations and maximise safety of campus users. Contact shall be made with the relevant University Contact Person to determine the preferred time for deliveries and the specific location where the delivery is required to be made. Reference shall be made to the Traffic Management Plan map for the relevant campus to locate permitted loading zones.

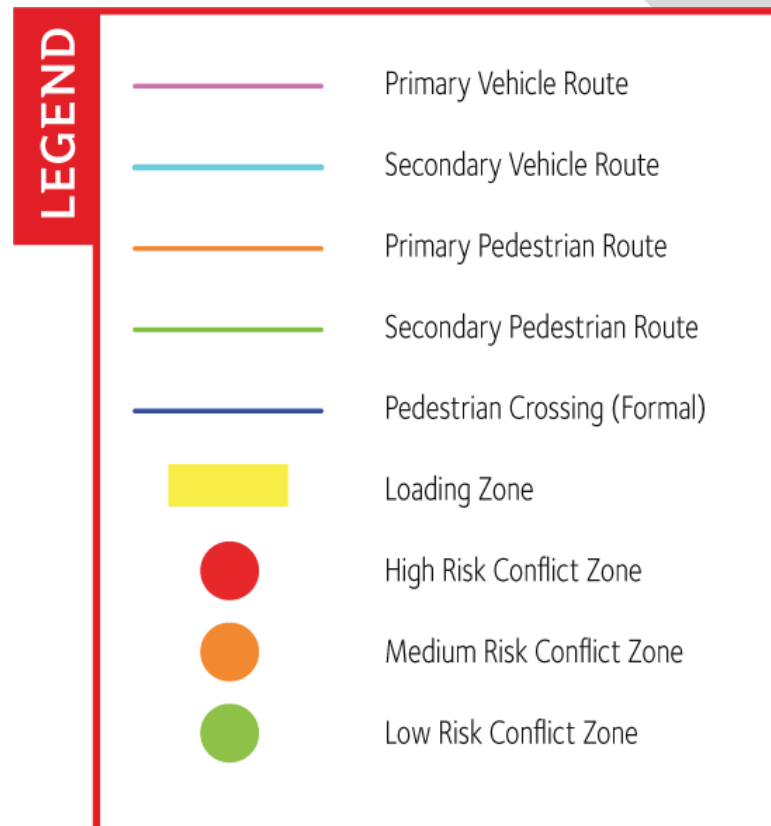
## 3.5 Campus Vehicles and Pedestrian Movements

### 3.5.1 General

Approved vehicle and pedestrian movements within all University campuses are shown on Traffic Management Plan mapping prepared for each campus. This mapping is included in Appendix 1 to 5 of this TMP and are also available on the University's website at [Campuses and Facilities](#). TMP maps shall be read in conjunction with this TMP.

The TMP mapping shows approved vehicle routes, approved pedestrian routes, and permitted loading zones. The maps also identify those areas where conflicts may arise between vehicle and pedestrian movements and how they are to be managed.

Vehicle and pedestrian routes have been designated as either primary or secondary routes based on their hierarchy of use and function. Permitted loading zones have no special designation. The legend adopted for the traffic management plan mapping is shown in Figure 8.



**Figure 8: Traffic Management Plan Legend**

### 3.5.1 Primary Routes

Primary vehicle routes are those roads which act as a major thorough fare for vehicles and access to major campus facilities as opposed to providing local access to minor facilities and less frequented areas. Primary vehicle routes can be defined as follows:

- generally, carry higher volumes of traffic travelling at higher speeds.
- comprise a mixture of vehicle types and sizes.
- consist of more significant infrastructure i.e. wider roads, footpath provision and formalised pedestrian crossings
- by their nature create a higher-level risk of conflict with other University users.

### 3.5.2 Secondary Routes

Secondary vehicle routes are those roads which provide local access to minor campus facilities and less frequented areas. Secondary vehicle routes can be defined as follows:

- generally, carry lower volumes of traffic travelling at lower speeds.
- comprise a more consistent mix of vehicle types i.e. predominantly passenger vehicles
- consist of simpler infrastructure i.e. narrower roads, no footpaths and no formalised pedestrian crossings
- as a consequence, generally create a lower-level risk of conflict with other University users.



## 3.6 Pedestrian Routes

### 3.6.1 Primary Routes

Primary pedestrian routes are those paths which act as a major route for pedestrians and link to major campus facilities. Primary pedestrian routes can be defined as follows:

- generally, carry higher volumes of pedestrians
- provide a connection between pedestrian attractors and generators.
- consist of more significant infrastructure i.e. wider footpaths and formalised pedestrian crossings
- by their nature create a higher-level risk of conflict with other University users.

### 3.6.2 Secondary Routes

Secondary pedestrian routes are those paths which act as a minor route for pedestrians and provide a connection off the major routes to less frequented campus facilities. Secondary pedestrian routes can be defined as follows:

- generally, carry lower volumes of pedestrians
- provide a connection between primary routes and other campus facilities.
- consist of minor infrastructure i.e. narrow footpaths and informal pedestrian crossings
- as a consequence, generally create a lower-level risk of conflict with other University users.

## 3.7 Loading Zones

The location of loading zones for each campus have been previously determined and approved by the University and are shown on the 'Visitors parking map' for each campus which can be accessed using the following links:

- [Gold Coast Campus – Visitor Parking Map](#)
- [Logan campus - Visitors parking map](#)
- [Mt Gravatt campus - Visitors parking map](#)
- [Nathan campus - Visitors parking map](#)

Note: South Bank does not facilitate visitor parking. Only Griffith University vehicles and approved vehicles may park on site.

Loading zones have been categorised as either 'Commercial Vehicle Loading Zone' or 'Loading Zone' which can be used for non-commercial vehicles.

## 3.8 Carparking

The location of parking zones for each campus have been previously determined and approved by the University and are shown on the 'Visitors parking map' for each campus which can also be accessed using the links above. Within the parking zone mapping, provision has been made for all user types as follows:

- Casual (metered) parking
- General (permit) parking
- Motorcycle parking
- Taxi Rank
- Authorised visitor parking.

- Passenger set-down zone.
- Parking areas for people with disabilities

For information regarding parking payments, visit the [Griffith Parking](#) webpage for details regarding each campus.

### 3.8.1 Pedestrian access for people with disabilities

The University has located parking facilities for people with disabilities in close proximity to campus buildings and pedestrian paths which are compliant with the required accessibility standards.

## 3.9 Traffic Management Principles

In order to address potential conflicts between vehicles and other campus users, the TMP identified potential conflict areas or zones, then ranked the conflicts zones in terms of the risk they presented to campus users as either high risk, medium risk or low risk. Control measures for each zone were then developed and are presented in the following sections.

### 3.9.1 High Risk Conflict Zones

High risk conflict zones have been identified on the TMP plans as a red cross in a red circle as shown below:



High risk zones mean there is high risk that conflict may occur between vehicles and pedestrians. High risk zones will generally be located where primary vehicle routes intersect with primary pedestrian routes or where loading zones are located in conflict with primary and secondary pedestrian routes.

The existence of high-risk zones is an outcome of existing infrastructure which exists within University campuses which is unable to be rectified in the short-term but which over time and subject to available funding will be addressed as part of progressive infrastructure upgrades.

Therefore, at locations of high-risk conflict zones the following control measures shall be implemented:

- drivers shall obey the posted speed limit at all times and be aware of the shared nature of the road environment.
- drivers shall maintain awareness of the presence of pedestrians and be prepared for pedestrian behaviour and actions when in close proximity to the travelled way
- reverse parking shall be used for loading zones configured as 90-degree angle parking in lieu of nose in parking
- where reverse parking is not possible due to existing infrastructure limitations and where the travelled path will cross a pedestrian route, then a spotter shall be used to hold pedestrians while vehicle manoeuvring is occurring.
- deliveries shall be scheduled in non-peak periods to minimise conflicts with pedestrians and other campus users.

### 3.9.2 Medium Risk Conflict Zones

Medium risk conflict zones have been identified on the TMP plans as an orange cross in an orange

circle as shown below:



Medium risk zones mean there is medium risk that conflict may occur between vehicles and pedestrians.

Medium risk zones will generally be located where secondary vehicle routes intersect with primary and secondary pedestrian routes where formalised pedestrian crossings do not exist.

The existence of medium risk zones is an outcome of existing infrastructure which exists within University campuses which is unable to be rectified in the medium-term but which over time and subject to available funding will be addressed as part of progressive infrastructure upgrades.

Therefore, at locations of medium risk conflict zones the following control measures shall be implemented:

- drivers shall obey the posted speed limit at all times and be aware of the shared nature of the road environment
- drivers shall maintain awareness of the presence of pedestrians and be prepared for pedestrian behaviour and actions when in close proximity to the travelled way.

### 3.9.3 Low Risk Conflict Zones

Low risk conflict zones have been identified on the TMP plans as a green cross in a green circle as shown below:



Low risk conflict zones mean there is low risk that conflict may occur between vehicles and pedestrians.

Low risk zones will generally be located where primary and secondary vehicle routes intersect with primary and secondary pedestrian routes where formalised pedestrian crossings are in operation.

At locations of low-risk conflict zones the following control measures shall be implemented:

- drivers shall obey the posted speed limit at all times and be aware of the shared nature of the road environment
- drivers shall maintain awareness of the presence of pedestrians and be prepared for pedestrian behaviour and actions at formalised pedestrian crossings and other locations where pedestrians may cross the travelled way.

## 3.10 Monitoring, Review and Reporting

### 3.10.1 Traffic Management Consultative Team

The traffic management consultative team comprises the following members:

- Health and Safety representatives
- Safety advisors / Officers
- Staff (Workers)
- Students
- Contractors
- Others in the supply chain



The consultation process is managed under the University Health and Safety Policy [Reporting and Recording Procedures for Incidents, Injuries, Dangerous Incidents, Hazards and Near Misses](#).

### 3.10.2 Continuous Improvement

The University strives to continually improve and measure its health and safety performance and will use the traffic management consultative committee as a means of consultation to resolve potential or identified issues.

A review of the TMP will be undertaken on a six - monthly basis on the anniversary of the TMP approval date. The Traffic Management consultative committee will review the TMP taking into consideration data on incidents, injuries, hazards and near misses reported in GSafe or via the People and Wellbeing.

### 3.10.3 Risk Management

The University is committed to identifying, assessing and controlling all foreseeable risks in order to minimise or prevent the likelihood of an injury or illness occurring. This process is set down in the University's [Risk and Resilience Management Policy](#).

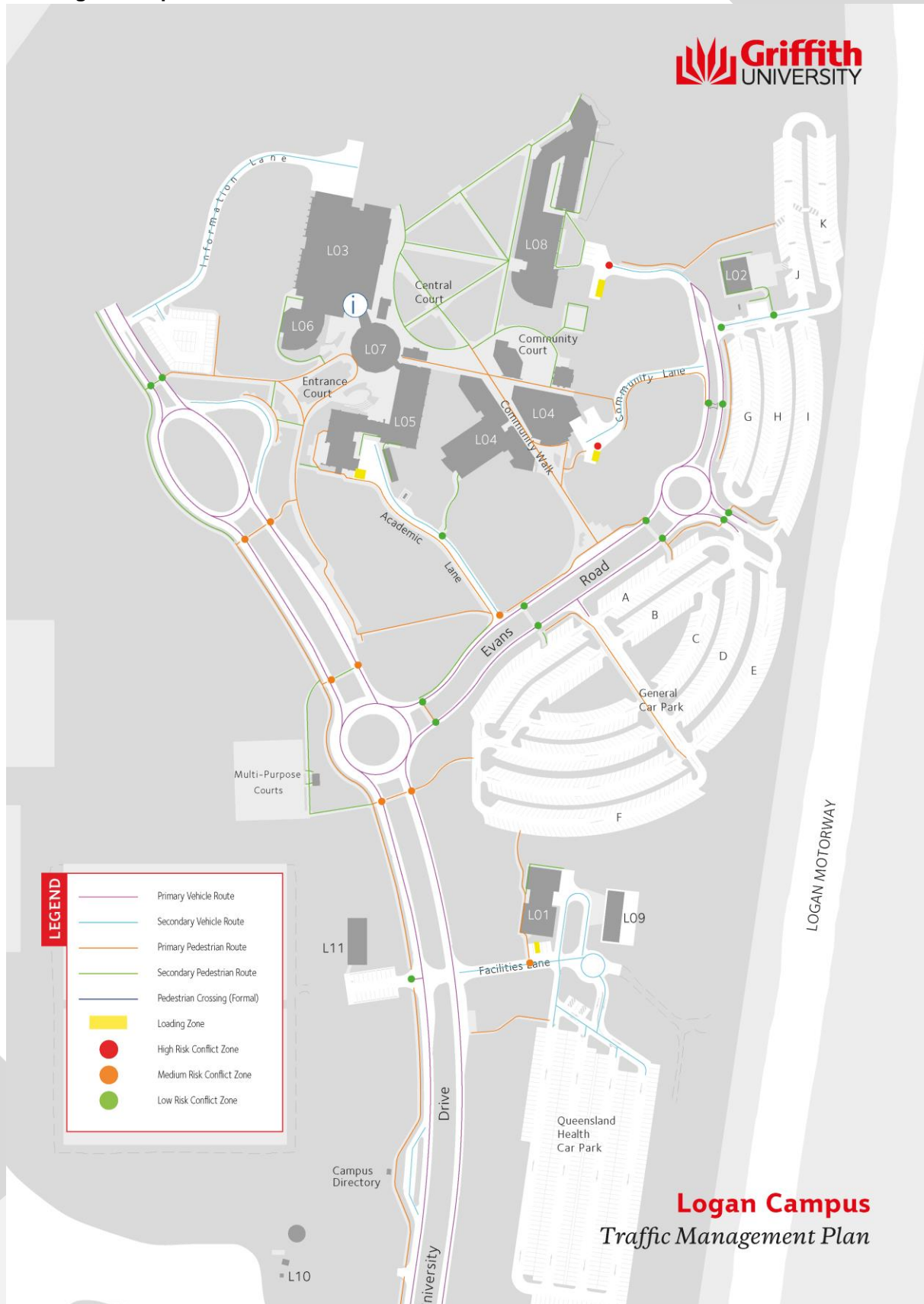
### 3.10.4 Incident and Accident Procedures

The requirements for reporting, recording and notifying workplace injuries, work-caused illnesses, and dangerous or potentially dangerous events are covered in the University Health and Safety Policy [Reporting and Recording Procedures for Incidents, Injuries, Dangerous Incidents, Hazards and Near Misses](#).

## Appendix – Approved vehicle and pedestrian movements

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## Logan Campus



## Logan Campus Traffic Management Plan

## Mt. Gravatt Campus



## Nathan Campus





## South Bank Campus



## 4.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

**Buggy and Mobility Scooter** – An electric propelled vehicle designed to carry two (2) persons and equipment or up to six (6) persons (buggy only) on all surface types and areas. These are not classed a Motorised Scooter.

**Construction work** – Is as defined in the Work Health and Safety Regulation 2011 and means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. For the purposes of this TMP construction work also includes high risk construction work as defined in the Work Health and Safety Regulation 2011.

**Contact Officer/s** – Person or persons nominated by schools or elements as a point of contact for response to alarms or issues that affect schools or elements.

**GU Act** – Griffith University Act 1998 (Qld).

**Worker** – A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as—

- a) An employee; or
- b) A contractor or subcontractor; or
- c) An employee of a contractor or subcontractor; or
- d) An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- e) An outworker; or
- f) An apprentice or trainee; or
- g) A student gaining work experience; or
- h) A volunteer; or
- i) A person of a prescribed class.

**Ridables (Personal Mobility Device)** – Rideables includes scooter that is propelled by one or more electric motors and complies with the requirements in paragraph (e) of the definition Scooter. Motorised Scooters are not classed as a Buggy or Mobility Scooter.

**PCBU** – A person conducting a business or undertaking (PCBU) is as defined in the Work Health and Safety Act 2011. For the purposes of this TMP the PCBU is the Griffith University Vice Chancellor or his delegate/s.

**Powered mobile plant** – Defined by the Work Health and Safety Regulation 2011 (WHS Regulation) to mean any plant that is provided with some form of self-propulsion that is ordinarily under the direct control of an operator, and includes: forklifts and earthmoving machinery (e.g. rollers, bobcats).

**Project** – A temporary endeavour undertaken to create a unique product, service, or result. The temporary nature of projects indicates that a project has a definite beginning and end. The end is reached when the project's objectives have been achieved.

**Project Coordinator** – Those people that may hold the following job titles within the University – Principal Project Manager, Project Manager, Project Coordinator, Project Officer or any staff member in overall charge of the planning and execution of a particular project.

## **Scooter –**

- a) Has 2 or more wheels and a footboard supported by the wheels; and
- b) Is steered by handlebars; and
- c) Is designed to be used by a single person; and
- d) Is propelled by any 1 or more of the following—
  - (i) gravity;
  - (ii) the user pushing 1 foot against the ground; and
  - (iii) an electric motor or motors; and
- e) If it is fitted with an electric motor or motors (whether the motor or motors are part of, or attached to, the device), complies with the following requirements—
  - (i) its maker certifies (either by means of a plate attached to the motor or each motor, or by means of engraving on the motor or each motor) the ungoverned power output of the motor, or each motor;
  - (ii) the maximum power output of the motor, or the combined maximum power output of the motors, is not more than 200 watts;
  - (iii) when propelled only by the motor or motors, the scooter is not capable of going faster than 10 km/h on level ground.
  - (iv) have a maximum weight of 60kg—when not carrying a person or load, fitting the following dimensions:
    - 1,250mm in length by 700mm in width by 1,350mm in height  
or
    - 700mm in length by 1,250mm in width by 1,350mm in height
  - (v) Have a braking system
  - (vi) have no sharp protrusions

**Senior Management** – Those people that may hold the following job titles within the University - Deputy Vice Chancellors, Pro Vice Chancellors, Deans, Administrative Directors, Heads, Heads of School, Centre Directors, Directors and Associate Directors.

**Staff** – Refer to both paid and unpaid persons undertaking work for or on behalf of the University. Staff are workers under the WHS Act.

**Student** – Is as defined in the GU Act and means a student enrolled in the University and includes both Admitted Students or Enrolled Students, at the relevant time.

- a) Admitted student means a student who has been admitted to a University course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the University course of study;
- b) Enrolled student means a student who is enrolled in a unit of study at University.

**Structure** – Has the same meaning as it has in the Work Health and Safety Act 2011. Relevant examples ---

- a) A roadway or pathway
- b) Foundations, earth retention works and other earthworks
- c) Formwork, falsework or any other structure designed or used to provide support, access or containment during construction work
- d) A sewer or sewerage or drainage works

**Special Event** – Is a sporting, cultural, business or other type of unique activity, occurring for a limited or fixed duration (one-time, annual) conducted on University Campuses which may impact operations of the campus.

**Traffic Management Plan (TMP)** – A plan that provides a means of planning and implementing how all likely road users will be safely and efficiently guided through a site. In the context of a University Campus, a TMP encompasses all potential users of the campus including motorists, pedestrians, people with disabilities, cyclists, emergency vehicles, staff, students and contractors and visitors.

**University** – Griffith University.

**Vehicle** – Includes any type of transport that moves on wheels.

**Wheeled recreation device** – A device built to transport a person, propelled by human power or gravity, and ordinarily used for recreation and play, and—

- a) includes rollerblades, roller-skates, a skateboard, scooter, unicycle or similar wheeled device; but
- b) does not include a golf buggy, pram, stroller or trolley, a motor-assisted device (other than a motorised scooter) whether or not the motor is operating, or a bicycle, wheelchair or wheeled toy.

**Work Health and Safety Act 2011 (WHS Act)** – The WHS Act is the primary piece of legislation that governs health and safety in the workplace.

**Workplace** – Is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work



## INFORMATION

|                     |  |
|---------------------|--|
| Title               | Traffic Management Plan  |
| Document number     | 2022/0001213   |
| Purpose             | The purpose of this Traffic Management Plan (TMP) is to detail how Griffith University (the University) manages traffic risks associated with pedestrians, plant and vehicle traffic in the workplace. |
| Audience            | Griffith University Student, Staff and Visitors  |
| Category            | Operational  |
| Subcategory         | Risk Management  |
| Effective date      | 23 <sup>rd</sup> March 2023  |
| Review date         | 16 <sup>th</sup> of March 2023   |
| Policy advisor      | Manager, Parking, Traffic & Logistics  |
| Approving authority | Director, Campus Life  |

## RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

|             |   |
|-------------|---|
| Legislation | <p>General Guide for Workplace Traffic Management</p> <p>How to Manage Work Health and Safety Risks Code of Practice 2011</p> <p>Traffic Control Measures Checklist</p> <p>Traffic Management for Construction or Maintenance Work Code of Practice 2008</p> <p>Work Health and Safety Act 2011</p> <p>Work Health and Safety Regulation 2011</p> <p>Workplace Traffic Management Information sheet</p>                                 |
| Policy      | <p><u><i>Griffith University Act</i></u></p> <p><u><i>Health, Safety and Wellbeing Policy</i></u></p> <p><u><i>Reporting and Recording Procedures for Incidents, Injuries, Dangerous Incidents, Hazards and Near Misses</i></u></p> <p><u><i>Risk and Resilience Management Policy</i></u></p> <p><u><i>Facilities Management and Campus Access and Use Policy</i></u></p> <p><u><i>Work Health and Safety Accountabilities</i></u></p> |

|            |                                     |
|------------|-------------------------------------|
| Procedures | <u><i>Risk Management Guide</i></u> |
|------------|-------------------------------------|