PLAN

Title:	Traffic Management Plan (DMSB)

DOCUMENT CONTROL			
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Rev. Number	4	**Group Approver**	Group Head of HSSEQ

APPROVED VARIANCE

There are currently no approved variances for this plan and is to comply with Australian rules and regulations.

DOCUMENT REFERENCES

Internal References	• WA-GOP-HR-014.01 - Fitness for Work • GOP-HSSEQ-030 - Contractor Assessment and Risk Evaluation (CARE) • GOP-HSSEQ-019 - Hazard Identification and Control • GOP-HSSEQ-046 - Service Improvement Process • GOP-HSSEQ-036 - Management of Change • PL-AUS-DAR-004 - Spill Management Plan • ERP-AUS-HSSEQ-001 - Emergency Response Plan (DMSB) • GLP-Part1 - Global Lifting Procedure Part 1 • GLP-Part2 - Global Lifting Procedure Part 2 • GLP-Part3 - Global Lifting Procedure Part 3
External References	• N/A

DOCUMENT SCOPE / PURPOSE

This Traffic Management Plan (TMP) has been introduced to reduce the likelihood of accidents relating to the movement of personnel and vehicles within the Darwin Marine Supply Base (DMSB). Additionally, control over personnel, plant and equipment will mitigate the consequences of an accident or injury to personnel and/or damage to equipment.

REVISION HISTORY

Rev	Date	Comment
0	25/05/2017	Creation of plan
1	05/10/2020	Annual Review
2	09/09/2021	Annual Review
3	13/12/2021	Update Traffic Management Site Plan
4	20/12/2022	Annual Review

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1.0 Purpose

The Traffic Management Plan (TMP) considers the traffic management issues that are unique to the Darwin Marine Supply Base (DMSB).

This plan has been introduced to reduce (remove) the likelihood of accidents relating to the movement of personnel and vehicles and additionally, control over personnel, plant and equipment will mitigate the consequences of an accident or injury to personnel and/or damage to equipment.

This TMP is applicable to all DMSB Facility users, stakeholders, visitors, and guests.

ASCO Australia's objectives with respect to the TMP are to:

- Ensure the health, safety and wellbeing of its employees, users, stakeholders, visitors and guests within the DMSB
- Maintain satisfactory facility access and security
- The protection of plant and equipment
- Ensure suitable traffic management controls within the DMSB
- Maintain clear road rules
- Plan for temporary road changes as required
- Ensure traffic management operational plans are developed in accordance with workplace demands to minimise traffic congestion.

This plan intends to provide advice and achieve this by applying simple safety principles:

- Keep vehicle and plant movement from engaging with personnel
- Traffic controls are maintained throughout the Darwin Marine Supply Base
- One-way traffic flow where practicable
- Supervision and monitoring of vehicle operations within the facility
- Appropriate signage and line marking.

2.0 Responsibility Summary

This document is relevant to the following roles:

Marine Supply Base Manager

- Safety critical role; has overall responsibility and accountability for overseeing the delivery of safe and efficient operations at the MSB
- To monitor the activities of Facilities Users to ensure compliance with this plan
- To implement this Plan and review annually
- Ensure competent advice and support is provided to employees in meeting the requirements of this plan
- Undertake assessments of TMP suitability and function as required or directed.

MSB Coordinator & Facility Coordinator

- Ensure competent advice and support is provided to Facility Users in meeting the requirements of this plan
- To monitor controls in relation to this plan ensuring all Facility Users are compliant
- To promptly report all non-conformances to BU Manager and HSSEQ Department
- To pass on any relevant information from this TMP to DMSB facility users, third party operators' visitors and stakeholders
- Undertake assessments of TMP suitability and function as required or directed.

HSSEQ Department

- Review HSSEQ trends and analysis and develop risk mitigation strategies

- Support Supply Base Manager and Supervisors to conduct work in a safe and efficient manner
- Approve TBRAs within level of authority
- Ensure compliance with this HSEMP
- Provide technical HSSEQ support to DMSB.

All Personnel

- All ASCO and sub-contractor personnel must ensure that they understand and strictly adhere to all ASCO regulations, standards and guidelines
- All individuals operating under ASCO management are to challenge and STOP any activity or condition, which they believe may have a negative effect on their welfare or that of others
- To not undertake work for which they are not trained, competent or inducted.

3.0 Abbreviations and Definitions

Terms	Meaning
Controlled Site	Work sites or locations at which ASCO Operational and/or Safety Management Services are designated.
Competent Person	A person who has, through a combination of training, education, and experience, acquired knowledge and skills enabling that person to perform correctly a specified task safely and effectively in the workplace.
Contractor	A Contractor who is executing part or all of their Work on Site
DMSB	Darwin Marine Supply Base
DP	Darwin Port
Driver/Operator	Anyone that holds a regulatory required licence or has been trained competent to operate a vehicle or plant that does not require a licence
GLP	Global Lifting plan
HSSEQ	Health, Safety, Security, Environment and Quality
Incident	Any unplanned uncontrolled event that causes or has the potential to cause injury or illness to people, damage to plant, equipment or the environment, or loss. An incident is categorised by its outcome or potential for an outcome.
Risk	The effect of uncertainty on objectives. For Safety, the likelihood and consequences often measure this as Risk.
PIC	Person in Charge
TMP	Traffic Management Plan
Task Based Risk Assessment (TBRA)	A process where the hazards associated with each step of a task are identified and barriers are put in place to eliminate or minimise and control the risk associated with each job step to ALARP Hazard - A situation with potential for human injury, damage to property or the environment, discharge of potential pollutants into the environment or some combinations of the three.

4.0 Management Commitment

The operation of plant and equipment in proximity to infrastructure and personnel is a potential high-risk activity, which cannot be entirely eliminated from day to day facility operations. ASCO Australia is committed to implementing controls to provide a safe workplace for all personnel. The key elements of the TMP shall ensure as far as practicable, that traffic control measures are implemented in accordance with the hierarchy of control.

5.0 Stop the Job

All Personnel working or visiting within the facility:

- Have the obligation and authority to stop unsafe work
- Must report unsafe acts and hazard observations to direct line supervisor and DMSB Management.

6.0 Fitness for Work

As per condition of entry all facility users, visitors and guests will follow all guidelines and set standards as per ASCO Australia WA-GOP-HR-014.01 Fitness for Work Procedure.

Fitness for Work relates to your general fitness to undertake jobs in a safe and competent manner
Under the ASCO fitness for work procedure, all individuals have the responsibility to come to work rested, focused, and free from the influence of performance impairing substances.

General facility user testing is conducted within the DMSB in the following formats:

- Random BAC testing
- Random drug testing
- 'For cause' testing.

Where persons are under the direct supervision/employment of ASCO testing will be conducted in the following formats

- Daily BAC testing
- Random drug testing
- 'For cause' testing.

7.0 Fatigue Management

As an organisation, ASCO is committed to ensuring all drivers and supervisors/managers are trained in the strategies of managing and identifying the fatigue-related issues.

ASCO complies with the operating standards for work and rest as stated within the Code of Practice Fatigue Management for Commercial Vehicle Drivers.

The ASCO Fitness to Work procedure and policy provides all drivers with an explanation of their responsibilities towards themselves, co-workers, workplace, and employer, in relation to managing fatigue.

Whilst ASCO is dedicated in providing a prompt and reliable service to our clients, under no circumstances will we allow the safety of our personnel or others to be put at risk.

Fatigue and related affects create an unsafe work environment.

8.0 Modification

It is an ASCO requirement that no modifications or additions which affect the capacity or safe operation of plant or equipment may be made or permitted to enter the facility without the manufacturer's written approval.

9.0 Identity Plant and Equipment

The Business Unit Manager (BU), Person in Charge (PIC) and/or HSSEQ must identify all plant and equipment within the DMSB record. This information on the global lifting plan document plant reception checklist. All plant and equipment will also be held on file on plant and equipment registers Examples of plant and equipment include:

- Cranes
- Forklifts
- Slings and shackles
- Safety harnesses
- Man, riding baskets
- Jib attachments.

Hazard identification should take place:

- When new plant and equipment is introduced into the facility
- All existing plant and equipment
- Before any changes are made to the system of work for plant and equipment
- When new information regarding the safety of the plant and equipment becomes available.

10.0 Hazard Identification and Risk Assessment and Control

Prior to the commencement, activities that may effect on site traffic management PIC shall conduct the necessary Safety hazard identification and risk assessment(s) for the work involved.

The GOP-HSSEQ-019 Hazard Identification and Risk Assessment process must identify and evaluate the hazards and risks associated with the expected scope of work and must include an agreement of the necessary control measures to eliminate or reduce the identified risks to As Low as Reasonably Practicable (ALARP) level.

The risk assessment process must involve suitable personnel of sufficient experience to ensure the integrity in the risk assessment process.

11.0 Risk Assessment of Plant and Equipment

The BU Manager/PIC and/or HSSEQ will ensure that a suitable and sufficient risk assessment is available for all existing and new plant and equipment within the facility. Risk assessments should be completed for each identified hazardous item of plant and equipment in consultation with facility users and employees.

When determining the level of risk of a hazard the BU Manager/PIC and/or HSSEQ should also consider:

- The systems of work related to the use of the item of plant or equipment
- The layout and physical conditions of the workplace.

The range of methods by which the work can be completed:

- The type of hazards involved with the method of use and item of plant or equipment proposed to be used
- The competence of persons to undertake the work.

12.0 Plant Identification

In line with ASCO Global Lifting Procedures (GLP) all cranes, and forklifts utilised within the facility should have a data plate with the safe working load as designated by the manufacturer. A separate data plate should be attached in respect of each attachment used.

If the forklift truck is equipped with front-end attachments other than factory installed, they must be marked to identify the attachments, and show the approximate weight of the forklift truck and attachment combination at maximum elevation with load laterally centred. All nameplates and markings must be maintained in a legible condition.

13.0 Pre-Assessment of Plant and Equipment

The BU Manager/PIC and/or HSSEQ Department must ensure that prior to the purchase or acquisition of plant and equipment, assessments are conducted to ensure suitably and function in line with minimum Australian Standards.

In line with ASCO GLP all Cranes and forklifts entering the DMSB facility will undertake pre-inspection (forklift or Crane pre-entry reception checklist) assessments to ensure in good working order and free from modifications or defects, and equipment is maintained to Australian Standards as a minimum.

14.0 Maintenance Records

ASCO shall ensure that all material equipment, vehicle and plant utilised within an ASCO operated facility receive regular routine maintenance in line with manufacturer's specifications, are in suitable working condition and are free from defects or modifications.

A record of inspections and maintenance will be supplied to the DMSB for each item of plant and equipment (cranes, forklift trucks, general plant and equipment in the form of Lifting and maintenance registers. This includes scheduled maintenance, breakdown maintenance and replacement of parts outside the scheduled maintenance program. Maintenance requirements should be determined in accordance with the supplier or manufacturer recommendations. Details recorded for plant and equipment should as a minimum include:

- Plant and equipment name
- Location
- Serial or identification number
- Description of work performed
- Completion date of repairs/maintenance
- Who the work was performed by?

When items of plant are being maintained or repaired, they must be isolated and tagged out.
The BU Manage/PIC and/or HSSEQ Department will ensure that third parties' contractors and alliance partners undertake operational activities in accordance with:

- Legislative requirements
- Manufacturer recommendations and requirements.

15.0 Parking

Only vehicles delivering services within the area is authorised entry. Entry is only authorised via the security guard house entry boom gates and exit is via the guardhouse exit boom gate only.

Any deviation to this requirement including wide loads shall be risk assessed and implemented in accordance with ASCO safe systems of work.

All parking within will be as per the direction of the PIC and in line with ASCO exclusion zone standards (refer to appendix section of this document).

Unless authorised to enter the main operational area, parking of light vehicles including taxis is prohibited. Parking areas for plant/equipment is as per the direction of the PIC and in line with ASCO exclusion zone standards.

16.0 Pedestrians and Vessel Crew

Pedestrians
All pedestrian traffic must comply with guidelines laid out within the Facility Induction whilst working within the Darwin Marine Supply Base. Pedestrians moving from one area of the workplace to another must do so by using described walkways where available and all visitors must be accompanied by a host at all times.

Vessel Crew/ Vessel Changeovers
All Vessel pedestrian traffic must comply with guidelines as directed by DMSB management/PIC whilst within the Marine Supply Base Pedestrians moving from one area of the DMSB to another must do so by using described walkways, and communications to DMSB guardhouse pre-departure from vessel, security will provide direction as required.

All vessel crew changeovers will utilise a bus to transport crew members to and from the vessel Gangway, crew members are not permitted to undertake crew change other than this method.

17.0 Speed Restrictions

Vehicles and plant operators must not exceed the designated speed limits of 10KPH at any time within ASCO Controlled Locations, failure to abide by this rule will result in removal form site.

All cranes must travel at walking speed and a spotter used when travelling with a load within the facility.

18.0 Operators and Vehicle Condition

- All vehicles must be maintained and remain road worthy as per Federal, State or Territory Government legislative requirements
- All high-risk plant, as required by the Work Health & Safety Act and Regulations, must be maintained and have a register maintenance available for inspection
- All operators, as required by the Work Health & Safety Act and Regulations, are to be licensed and competent
- All operators, as required by any regulatory requirement, are to be licensed
- Any vehicle found to be not complying with regulatory requirements will be refused access to ASCO operated facilities
- Vehicle and plant operators must obey all line markings, signage and changes to the traffic conditions within the ASCO operated facilities at all times
- Vehicles and plant operators must not exceed the designated speed limits of 10KPH at any time within ASCO operated facilities
- Vehicles and plant must remain on specified roadways unless directed otherwise when moving around within the boundaries of ASCO operated facilities
- Barricading of work area should not intrude onto any pedestrian walkways, were this is un-avoidable then an alternative pedestrian walkway must be provided
- Vehicles, plant and equipment must not obstruct the pedestrian walkway
- Vehicles, plant and equipment must not obstruct the designated roadways at any time
- All load securement and unshackling of load must be conducted from ground level as per ASCO site rules, failure to comply with this instruction will result in removal from the facility
- Vehicle drivers are only allowed to secure and unsecure their loads, thereafter direction will be sought from the PIC (refer to point below

- Drivers when not in their vehicles will be placed in a designated driver safe Zone by the PIC during operational activities
- Vehicles and plant (operators) shall have (ensure) flashing beacons (are on) while operating within any ASCO Australia location
- Seatbelts shall be worn in vehicles where they are fitted. If a seat belt is not fitted, a Risk Assessment will be undertaken prior to this equipment being introduced into service. Seatbelts shall be used at all times when the vehicle is moving, including high risk plant
- Wide or long loads that would generally require an escort must only travel alone through the workplace where approval from the appropriate person (DMSB management) has been granted and a suitable and sufficient assessment has been undertaken and approved
- All operators/drivers of vehicles are to abide by the speed limits indicated and any other requirement of this TMP
- Any vehicle or plant operators (who return a positive test) under the influence of alcohol or other drugs will immediately be stood down and escorted from all ASCO operated facilities (not in vehicle) by their own free will or if required call police for assistance
- All drivers entering or exiting ASCO operated facilities must not drive or tow a vehicle carrying a load that is; not properly secured, causes the vehicle or trailer to be unstable, or protrudes in a way that could be dangerous or cause obstructions
- OVERTAKING of any vehicle within the ASCO work locations is prohibited unless authorised by an ASCO person to do so
- No mobile phones are to be used within traffic flow or operational areas (mobile phones will only be answered when safe to do so within an operational safe zone)
- Third parties/visitors & guests must follow all directions given by ASCO induction host
- All non-conformances must be reported immediately to the PIC and/or management
- All personnel must have a valid business reason to enter an ASCO operated facility.

19.0 Crane and Forklift

- Forklifts operating within an ASCO operated facility must, as a minimum, have reversing beepers, flashing lights, to ensure protection to plant asset and pedestrians
- All cranes when travelling through the facility will ensure spotters are utilised when travelling
- All Crane and forklifts when not in use will be stored in safe, appropriate, and secure locations within the facility
- All forklift and crane activities must be controlled as a minimum a risk assessment will be undertaken for all task
- All forklift and crane operators within an ASCO operated facility must be fully licenced to operate the vehicle, where directly under the supervisor of ASCO operators will also undergo a VOC assessment and/or be internally challenged tested
- Where loads obstruct the operators view, a spotter is to be used when travelling and placing goods
- When forklifts are traveling without a load all TMP controls must be adhered to
- Mobile Franna cranes must travel at walking speed and a spotter used when travelling with a load
- All other crane travel within ASCO operated facilities must adhere to facility speed restrictions of 10kph
- All Crane activities will be assessed on a task by task basis utilising ASCO lift and hazard process (Global Lifting Procedure) and Alliance partners lifting operating plans
- All forklift operations will be assessed on a task by task basis to ensure suitable and sufficient protection and controls applied as per ASCO Global Lifting Procedures (GLP)
- Exclusion zones are to be established around cranes and forklift operations as required to prevent persons from entering the area and being injured by falling or moving materials. The size of the exclusion zone should be based on a written risk assessment &/or lift/hazard plan. Where the exclusion zone requires closure of a pedestrian walkway, approval must be obtained from the Business Unit Manager/PIC, or their authorised

representative, in consultation with HSSEQ representative, and persons should be safely directed to an alternative walkway.

20.0 Dangerous Goods Vehicles

- All Dangerous Goods (DG) vehicles must follow the requirements of the DG Act and Regulations in force including the current ADG code and any other legislative requirements when entering the Darwin Marine Supply Base
- Details of Dangerous Goods prior to arrival of the Darwin Marine Supply Base.

21.0 Refuelling

- Vessel refuelling is undertaken in line with Intertek SWMS and safety systems monitoring approval as per ASCO permit to work process
- All other refuelling requirements will be as per the approval of the MSB management team and will be risk assessed on a case by case basis.

22.0 Truck and Trailer

- All vehicle operators must abide by all instruction and direction as per ASCO DMSB induction process
- Vehicles shall have flashing beacons while operating within any ASCO Australia location
- Vehicle operators will utilise VHF channel (or other communication channels) as directed by PIC to ensure continual communications are maintained between PIC and operators
- Vehicles are to only wait in designated area whilst waiting for loading or unloading instructions to be given by PIC
- Vehicles are to follow all directions provided or as directed by PIC
- All vehicle drivers will announce their arrival to the DMSB via the PIC
- All staging of vehicles will be as per the direction of the PIC
- Single trailer orientation is preferred onto the facility, where additional trailers are required (double or triple) consultation must be undertaken with DMSB management or PIC, of task or location
- Trailer drivers are only permitted to strap and unstrap loads, thereafter PIC will place driver in designated safe zone
- All removal of lashings or the securements of loads will be conducted from the ground only, where a securement strap has been snagged, further consultation will be undertaken with PIC for further direction
- Wide loads will be entered to the facility via the wide load entry gates, pre-consultation will be undertaken with DMSB management/PIC prior to entry to ensure compliance to site rules.

23.0 General Work Vehicles

All vehicle operators must abide by all instruction and direction as per ASCO DMSB induction process.

General work vehicle placement will be determined by task, in principle all general work vehicles will park in the administration car park and report to Guardhouse, as required further direction will be given.

If a general work vehicle is required into an operational area, direction from PIC and or Security will be followed, failure to follow instruction will result in removal from site.

- General work vehicles required to conduct vessel operations will park as directed by task PIC, and should be in close proximity of the vessel gangway
- Work vehicles given authority to access operational area shall have flashing beacons while operating within

any ASCO Australia location

- All vehicles will ensure all doors are closed and secured when travelling.

24.0 Licensing Requirements

The DMSB Manager/PIC and/or HSSEQ Department will ensure that all operators of plant and equipment hold the operate licence and if under the direct supervisor of ASCO have undertaking appropriate VOC and or Challenge Testing. Copies of current licences will be obtained and retained.

25.0 Public and Other Vehicles (Including Taxi)

Public vehicles including Taxis are not permitted to enter an operational area of the Darwin Marine Supply Base. All public vehicles must park their vehicles in the Administration car park only, and report to the Admin building or Guardhouse to see further direction. Failure to abide by this instruction will result in removal/barring from the facility.

It is the vessel agent's responsibility to ensure safe transit of personnel from administration building to the vessel All personnel entering an operational area must be fully inducted to site requirements.

26.0 Exclusion Zones

- All berth locations will include a segregation station for use by the PIC to ensure suitable and sufficient segregation zones can be applied for operational activities
- Barriers and controls will be applied to ensure suitable and sufficient segregation between plant/pedestrians and additional operational activities. In the case of activities occurring simultaneously (SIMOPS), changes to BU Traffic Conditions will be relayed to all on site personnel before task commencement
- All traffic conditions and controls will form part of the Daily Facility Scheduling meetings
- All berth traffic controls will be the responsibility of the PIC of the task/location.

27.0 Loading and Unloading

- Non-operational personnel are not permitted in the immediate area of operations while a loading/unloading activity is in progress (all vehicle drivers will be placed within designated safe areas during loading unloading tasks)
- All laden trucks will proceed as directed by the PIC
- vehicles are to wait in designated areas away from loading/unloading operation; direction of these vehicles will be given by PIC
- No loading or unloading of a vehicle will be undertaken without the direction of the PIC
- Failure to abide by PIC instruction will result in removal/barring from site.

28.0 Blind Spots

Operators must check vehicles and area of operations for blind spots before task commencement. The area of operation must be suitable and sufficient controls applied to ensure safety to other facility users. Safety of all personnel should be paramount before task commencement.

29.0 Vehicle Breakdown

In the event a vehicle or plant whilst on site, experience a failure requiring maintenance, PIC of work area/location will ensure suitable and sufficient barriers and controls are applied, PIC will also communicate failure to other Wharf operators and DMSB management.

30.0 Reporting of Defects and Damage

- Operators shall report to their Supervisor or PIC any defect in plant or equipment which they are operating
- Operators shall report immediately to their Supervisor or PIC any hazardous condition or damage to their plant or equipment
- Operators shall report to their Supervisor or PIC any obstructions or anomalies in conditions likely to be detrimental to operators or their equipment.

31.0 Emergency Response

Emergencies, accidents and incidents on premises refer to the DMSB Emergency Response Management Plan. The DMSB induction provides facility users with a familiarisation of the facility emergency response requirements. All facility emergencies simulated or other will be shared with all users utilising scheduling meetings and on site HSSEQ meeting.

32.0 Security

All facility personnel will abide by all instructions and directions as per the Darwin Marine Supply Base Maritime Security Plan, all personnel must report all security related observations to the Guardhouse and or PIC and Security Focal Point (SFP).

33.0 Housekeeping

As part of this TMP, all facility personnel have a duty and obligation to monitor housekeeping standards to ensure effectiveness of traffic management. Housekeeping is to be maintained to a standard that does not have adverse effects to facility traffic management.

Housekeeping will be continually monitored by ASCO Management team and person in change (PIC) of work scope.

34.0 Lighting

There is suitable and sufficient lighting for all wharf side activates, when required for nigh time operations.

Out of the Wharf area DMSB roadways and penetration walkways are lighted by standard street lighting illumination as per Australian Standards.

35.0 Management of Change

ASCO will utilise the GOP-HSSEQ-036 Management of Change Procedure for significant TMP changes. The procedure includes guidance on identification of changes that need to be managed following an initial or formal review.

If any party requests a change or deviation to the TMP the ASCO Management of Change process will be utilised.

36.0 Non-Conformances

All non-conformances, in relation to this plan, will be investigated utilising the ASCO GOP-HSSEQ-046 Service Improvement Process (SID) to ensure all non-conformances are investigated and suitable measures imposed to ensure satisfactory outcome.

37.0 Monitor and Review

This TMP will be continually monitored to ensure full compliance as a minimum a full review will be conducted annually.

Appendix A - Traffic Management Site Plan

Traffic Management Site Plan (DMSB) - 30.11.21 *PLEASE ENSURE ALL VEHICLES STOP AND SPEAK TO SECURITY ON THE FIRST VISIT EACH DAY*

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Appendix B - Loading and Unloading