

## ADVANCED WORKSITE TRAFFIC MANAGEMENT - FULL COURSE

**Course Length:** Minimum - Five (5) days

**Course Times:** 8.00 am to 4.00pm (negotiable with PCBU - Employer)

### MRWA Substantive Accreditations (Valid for 3 years)

- Advanced Worksite Traffic Management (AWTM)



The Main Roads Western Australia (MRWA) traffic management accreditation recognises persons who have met the knowledge, skills and experience requirements to undertake worksite traffic management in an effective and efficient manner, and in a way to ensure the safety of workers, event participants, and all road users.

The training associated with this accreditation addresses the skills and knowledge requirements of MRWA, Local Government, utility service providers, event organisers, and their consultants/contractors who may be responsible for the implementation, control, design, review and approval of traffic control guidance plans for the safe and effective management of traffic at worksites and events.

Personnel undertaking any tasks listed in the MRWA Codes of Practice (CoP) Roadworks, Events or Emergency works must hold the relevant MRWA traffic management accreditation that corresponds to the tasks listed in the relevant CoP.

Communication skills are vital for safe and effective worksite traffic management.

Applicants gaining accreditation should have the English language, literacy and numeracy levels to access, interpret and apply:

- Workplace documentation such as
  - ◇ ACTs and Regulations
  - ◇ Australian Standards
  - ◇ Codes of Practice
  - ◇ Policies and Procedures (SOPs)
  - ◇ Operator Manuals
  - ◇ Safe Work Method Statements (SWMS - JSAs, - JSEAs)
  - ◇ Log books and daily diaries;
  - ◇ Traffic Management Plans (TMPs) and Traffic Control Diagrams (TCDs);
  - ◇ Compliance check - Auditing tools
  - ◇ Traffic Controller Handbook
- Sign position and placement
- Two way radios; and
- Communicate in meetings or to a group.

### **Note:**

Computer skills are essential to complete this course

## Course overview

These courses are mandatory requirement on all Western Australia road reserves. The course will give participants the theory and practical skills required to :

- Prepare, review, monitor and adjust Traffic Management Plans and Traffic Control Diagrams.

## Unit of Competency

### 1. RIICWD503D – Prepare Workzone Traffic Management Plan

#### Key Topics

- ◇ Traffic Control Guidance Plans (TCGPs)
- ◇ Principles of Traffic Management
- ◇ Essential Documentation for Preparing Traffic Management Plans
- ◇ Categories of works on or near roads
- ◇ Methods of Traffic Control
- ◇ Road User Behaviour
- ◇ Planning to Write a Work Zone Traffic Management Plan
- ◇ Planning to Prepare a Work Zone Traffic Management Plan
- ◇ Receiving Work Instructions
- ◇ Development Plans for TMPs
- ◇ Identifying viable traffic management options
- ◇ Recommending/Selecting preferred control options
- ◇ Writing the Traffic Management Plan
- ◇ The Traffic Management Plan
- ◇ Traffic Control Guidance Plans
- ◇ Traffic Management Plan Checklist
- ◇ Implementation cost estimates
- ◇ Traffic Management Plan Review
- ◇ Completing associated documentation
- ◇ Monitoring and coordinating project team members
- ◇ Gaining TMP approval
- ◇ Finalise the preparation process of traffic management plans
- ◇ Preparation Records
- ◇ Completion and Submission of Costing and other Reporting
- ◇ Performance Review
- ◇ Client Feedback and Verification of the Plan
- ◇ Closing out project systems
- ◇ Implementation of the Plan
- ◇ Clarification and Advice
- ◇ Support, Review and Validation of the Plan

## Unit of Competency

### 2. RIIRIS402D – Carryout the Risk Management Process

#### Key Topics

- ◇ Access Risk Management Documentation and Procedures
- ◇ What is Risk Management?
- ◇ Identify Hazards
- ◇ Explain the Hazard Identification Process to Personnel
- ◇ Inspect the Work Area to Identify Hazards
- ◇ Check for Changes to Work Practices, Systems or Technology
- ◇ Assess the Risks Associated with Identified Hazards
- ◇ Locate and Apply Existing Procedures to Address Identified Hazards
- ◇ Identify Risk Treatments and Hazard Controls
- ◇ Analyse All Control Options
- ◇ Prepare a Risk Treatment Plan
- ◇ Implement or Facilitate Hazard Controls
- ◇ Provide Details of Implementation of Controls to Personnel
- ◇ Review Control Implementation
- ◇ Audit the Risk Management Process
- ◇ Complete Risk Documentation

## Unit of Competency

### 3. RIIGOV401D – Apply, Monitor and Report on Compliance Systems

#### Key Topics

- ◇ Identifying, sharing and implementing regulation and business requirements
- ◇ Business and regulatory documentation
- ◇ Convey compliance information to others
- ◇ Plan, Design and Implement Compliance systems
- ◇ Monitor, revise and report compliance performance
- ◇ Compliance Problems
- ◇ Managing work activities to maintain compliance
- ◇ Making recommendations for improvement
- ◇ Contractual Procurement Rights for Goods and Services
- ◇ Reporting
- ◇ Responding to non-compliance

#### Pre-Requisites

The current prerequisite for people gaining accreditation in Advanced Worksite Traffic Management are:

Statement of attainment for:

- RIICOM201D– Communicate in the Workplace
- RIIWHS302D – Implement Traffic Management Plan

Evidence of being issued with a valid WorkSafe WA Construction Safety Awareness Training card (blue card) or Construction Induction (white card).

## **Assessments - AWTM**

### **RIICWD503D – Prepare Workzone Traffic Management Plan**

This test requires you to demonstrate the skills and knowledge required to prepare a work zone traffic management plan in the civil construction industry. The test has been divided into 2 main parts:

- Theory Assessment.
- Practical Assessment.

#### **Theory Assessment**

This includes successful completion of the in class written assessments and involves participants amending 3 TCDs that require updating. Participants to address site specific issues in the risk assessment and changes to be noted in the daily diary.

#### **Practical Assessment**

For AWTM accreditation, as a minimum requirement, applicants shall be required to submit, for assessment:

Detailed Traffic Management Plans completed in accordance with Main Roads template document or equivalent for an Event or Worksite, which they have developed.

The participant shall submit two (2) detailed Traffic Management Plans . Assessments for the practical aspects of the course and must take the form of individual project work. This project work must include the development of:

- One (1) Non Complex Traffic Management Plan and;
- One (1) Complex Traffic Management Plan

The plan must also include multiple traffic control diagrams and speed reductions. An onsite inspection of a roadwork or event traffic management site the individual has completed.

Participants must provide evidence of their ability to source the data and documentation required to develop the Traffic Management Plan.

### **RIIRIS402D – Carryout the Risk Management Process**

This test requires you to demonstrate the skills and knowledge required to carry out the risk management process in the resources and infrastructure industries. The test has been divided into 2 main parts:

- Theory Assessment.
- Practical Assessment.

#### **Theory Assessment**

This includes successful completion of the in class written assessments which involves participants amending 3 TCDs that require updating. Participants to address site specific issues in the risk assessment and changes to be noted in the daily diary.

### Practical Assessments

Worksite Traffic Management Risk Identified in the Workplace.

You will need to demonstrate how to carry out the risk management process by completing the following tasks:

1. Complete Risk Assessment Plans
2. Completed Hazard Report Forms
3. Complete Risk Management Processes for Reviewing Documentation
4. Complete Risk Management Reports

### **RIIGOV401D – Apply, Monitor and Report on Compliance Systems**

This test requires you to demonstrate the skills and knowledge required to Apply, Monitor and Report on Compliance Systems in the resources and infrastructure industries. The test has been divided into 2 main parts:

- Theory Assessment.
- Practical Assessment.

### Theory Assessment

This includes successful completion of the in class written assessments.

### Practical Assessments

You will need to demonstrate how to Apply, Monitor and Report on Compliance Systems by completing the following tasks:

1. Access and examine a relevant management plan
2. Identify its legislative, code, standard or business requirement basis
3. Identify relevant policies and procedures for implementing this plan, and clarify requirements
4. Explain processes for informing colleagues of requirements, outcomes and Consequences of non-compliance
5. Explain processes for planning the implementation of policies/procedures
6. Demonstrate the implementation of policies/procedures
7. Illustrate monitoring, revision of plans and procedures, and reporting
8. Exemplify investigations and reporting of non-compliance and/or improvements.

**Post Course** - Should assessments not be completed during the course

Participants will need to provide work-based evidence post course if not completed during the training session.

Participants will be **given one (1) month to submit** remaining work based evidence. Extensions of one month will only be granted under exceptional circumstances at the discretion of Earthworks Training and Assessment Services. Assignments to be submitted in Word format or PDF. Students should retain a copy of what was submitted. Further information will be provide on registration.

## Statements of Attainment Issued by Others

Where the Statement of Attainment had been obtained outside of Western Australia or issued by a training organisation not registered with Main Roads WA.

Traffic management accreditation will be assessed against the performance criteria relating to the specific laws, regulations and Codes of Practice that apply in Western Australia

### Resources:

It is essential each participant has access to worksite specific resources.

These resources will be required after the course to successfully complete any post course activities and allow individuals to perform their employment role as accredited worksite traffic management personnel.

ETAS recommends that the following resources are obtained prior to the commencement of the course.

No cost

[Main Roads WA Code of Practice for Works on Roads](#)

[Main Roads WA Code of Practice for Events](#)

Purchase - (currently under review)

[Australian Standard \(AS1742.3 – 2009\) Manual of Uniform Traffic Control Devices – Part 3: Traffic Control for Works on Roads](#)

They may be obtained from your PCBU / Employer or downloaded from MRWA and Australian Standards web site.

### Dress:

A minimum standard of PCBU / Employer / Company Personnel Protective Equipment (PPE) and fully enclosed footwear is required.

**Fee for Service**      \$1800 per participant  
 Construction Training Fund (CTF) Subsidy may be available  
<https://bcitf.org/funding-support/skills-training>

***This program will be delivered and assessed by Earthworks Training and Assessment Services Pty Ltd (Nat. Provider: 50590) ABN: 30 092 729 532***

**ETAS**  
**PO Box 1930**  
**Kununurra WA 6743**

**Phone: (08) 92998524**  
**Mobile 0407991448**

**Email: [etas@bigpond.net.au](mailto:etas@bigpond.net.au)**  
**Website: [www.etas.com.au](http://www.etas.com.au)**