

## ADVANCED WORKSITE TRAFFIC MANAGEMENT - REFRESHER COURSE

**Course Length:** Minimum - one (1) day

**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— TCGPs);
  - ◇ 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

## **AWTM RE-ACCREDITATION**

Re-accreditation of all traffic management accreditation holders is required every three years. It is a requirement that 'refresher training' is undertaken to maintain accreditation with Main Roads WA.

Re-accreditation is required to ensure that practitioners are kept up-to-date with any changes in legislation, standards and guidelines etc. and also changes in technology and work practices over the previous three year period. The extent of training required for re-accreditation is related to the applicant's level of day-to-day exposure to task required to be carried out, as well as to the extent of changes that have occurred to the relevant resource documentation since the date of previous accreditation.

Those who seek re-accreditation will need to provide evidence of active engagement in the industry within the previous 12 months. This may include written evidence of their work experience and/or PCBU - Employer / Client references. Applicants must have achieved statements of attainment in the current units of competency prior to being re-accredited.

**Those seeking re-accreditation will have three (3) months after their accreditation has expired to attend a refresher course.**

Failing this the individual will be required to attend the full course (exceptional circumstances may be considered by MRWA).

### **Re-Accreditation Training and Assessment Requirements**

In the three years since individuals attend traffic management courses key points may have been forgotten and therefore many may not be operating using best practice. It is recognised that the safety of work sites are dependent on the behaviour, attitude, awareness, motivation and skills of traffic management personnel and designers. A refresher course offers an opportunity for applicants to enhance these qualities as well as to share on job experiences and refresh their knowledge of the key functions of their role.

#### **Course Delivery**

RPL may be offered to some applicants seeking re-accreditation. Attending a refresher course will be more applicable to the vast majority of applicants seeking re-accreditation.

Main Roads WA Traffic Management re-accreditation minimum course duration is

- AWTM – minimum one (1) day duration;

Note: The duration requirement will not apply to applicants undertaking RPL. For any RPL as a minimum the following will apply:

- The same written/oral assessment of the applicants knowledge and understanding of their responsibilities
- Direct observation
- Substantial verified evidence of practical workplace / on-road experiences

## Pre-Requisites

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

Statement of attainment for:

- RIICOM201D– Communicate in the Workplace
- RIIWHS201D – Work Safely & Follow WHS Policies & work Procedures
- RIIWHS302D – Implement Traffic Management Plan
- RIIGOV401D – Apply, Monitor and Report on Compliance Systems
- RIIRIS402D – Carry out the Risk Management Process,
- RIICWD503D - Prepare workzone traffic management plan

The future additional prerequisite for people gaining refresher accreditation in Worksite Traffic Management is likely to be:

- RIIRIS301D—Apply the risk management process  
(RIIRIS301D may replace RIIRIS402D - still to be confirmed)

## Course overview

For AWTM re-accreditations, as a minimum requirement, applicants shall be required to undertake a written assessment on their knowledge and understanding of any relevant changes to the replacement Code or standard.

## Upskilling to MRWA criteria commencing January 2017 may include units of competency

- RIICOM201D – Communicate in the Workplace
- RIIWHS201D – Work Safely & Follow WHS Policies & work Procedures
- RIIWHS302D – Implement Traffic Management Plan
- RIIGOV401D – Apply, Monitor and Report on Compliance Systems

## Re-Accreditation Written Assessments

- Traffic Management for Works on Roads Code of Practice
- Traffic Management for Events Code of Practice
- AS 1742 - Manual of uniform traffic control devices Part 3 - Traffic control for works on roads
- Traffic Management Plan Preparation Guidelines
- AS 1743 - Road signs - Specifications
- AS/NZS 1906 – Retro reflective materials and devices for road traffic control purposes
- AS/NZS 4602 - High visibility safety garments
- Design for access and mobility for people with disabilities and other vulnerable road users (AS 1428, Austroads guide to traffic engineering - pedestrians, bicycles)
- Occupational Safety & Health Regulations - WHS Harmonisation
- *Road Traffic Code 2000*
- Main Roads WA Traffic Controllers Handbook
- AS/NZS 3845:1999 – Road safety barrier systems
- AS/NZS ISO 31000:2009 – Risk Management
- Truck and Trailer Mounted Attenuator National Guidelines

In addition to the above requirement applicants shall undertake written/oral assessment on their knowledge and understanding of the following.

• Duty of Care
• Fatigue and hydration management
• Reporting procedures
• JSAs / SWMS
• Hazards – Work plant and road users
• Escape routes
• PPE
• Communication
• Daily Diary
• Reviewing TMPs and (TCDs - TCGP)
• Sign cleanliness
• Aftercare signage and delineation
• Safe work methods for setting out and recovering signs and devices
• Sign Credibility
• Assessing risk
• End of queue protection when using traffic controllers
• Risk Management
• Traffic flow
• Worker offsets and speed limits
• Staging of works
• Advance Warning

### **Re-Accreditation Practical Assessments - AWTM**

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

A copy of a detailed Traffic Management Plan completed in accordance with Main Roads template document or equivalent that had been implemented to an Event or Worksite, which they have developed. The plan must include multiple traffic control diagrams and speed reductions

A copy of an onsite inspection of a roadwork or event traffic management site they have completed.

Where the primary role of the Applicant that is seeking their AWTM re-accreditation is limited to:

Reviewing and/or approving Traffic Management Plans; or Conducting Compliance or Suitability Audits at a Workzone or at an Event, in a Roadworks Traffic Manager (RTM) capacity, the applicant shall submit a copy of two (2) detailed Traffic Management Plans that have been implemented at an Event or Worksite that they had reviewed or approved, together with their review comments, for assessment.

The plans must include multiple traffic control diagrams and speed reductions.

All evidence shall have been within the last 12 months of seeking their Main Roads WA Traffic Management re-accreditation.

Where an applicant is unable to produce a sample of a Traffic Management Plan that they have reviewed, designed and / or approved within 12 months of seeking their Main Roads WA Traffic Management re-accreditation, an assignment will then need to be submitted by the applicant.

**Dress**

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

**Fee for Service**      \$1000

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

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**ROADWORKS  
TRAFFIC MANAGEMENT PLAN**

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**INTERSECTION WORKS  
STREET NAME - SUBURB  
TRAFFIC MANAGEMENT COMPANY**

Contract .....

**March 2016**

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**Declaration**

I XXXXX (AWTM Cert No. XXXX) declare that I have designed this Traffic Management Plan following a site inspection on XX/XX/XX. The Traffic Management Plan prepared, subject to the variations approved, is in accordance with the Main Roads Code of Practice and AS 1742.3

Signature: ..... Date: XX/XX/XX

	Name / Company	Accreditation Details	Date	Signed
TMP designed by	XXXXXX	AWTM XXX	XX/XX/XX	
TMP Reviewed by	XXXXXX	XX	XX/XX/XX	
RTM reviewed and Endorsed by	XXXXXX	RTM XXXX	XX/XX/XX	
Compliance Audit to be undertaken by:	XXXXXX	RTM XXXX	XX/XX/XX	
Service Authority Approval	N/A	N/A		
Road Authority Authorisation	Road authority authorisation of the implementation of traffic signs and devices is given for Traffic Management Plan No. XXX-XXXXX (Note: this can be provided by the road authority via email referencing the TMP and Rev No.)			Authorised Officer
	Signed Date  (Print Name)	Position		

TMP No TSPL- XXX-XXXXX	Rev. No. X	Date XX/XX/XX
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DISCLAIMER  
This template is a guide as to what would 'normally' be included when preparing traffic management plans. The amount and type of details provided is project specific and therefore the template is only a base.

MAIN ROADS Western Australia      Page 1