

**WORKZONETRAFFIC MANAGEMENT RE-ACCREDITATION  
REFRESHER - CONVERSION AND UPSKILLING**

**Traffic Controller (TC) - Control Traffic with Stop Slow Bat**

**Traffic Management Implementer (TMI) - Implement Traffic Management Plans**

**Incorporates Department of Infrastructure Planning and Logistics (DIPL)**

- Workzone Traffic Controller (WZ2)
- Workzone Traffic Supervisor (WZ3)



**Course Length:** Minimum - Three (3) days

**Course Times:** 08.00am to 4.00pm (Negotiable with PCBU)

**Fee for Service:** \$750.00 per course participant

**CURRENCY**

Maintenance of accreditation requires an individual to take active action to maintain their currency and is intended to ensure that only individuals who have maintained their skills are eligible to operate in the industry. For an individual to maintain their accreditation currency they are required to complete refresher training or undertake a conversion course if from interstate within 3 years from their last relevant Temporary Traffic Management training accreditation date. Refresher / Conversion training content focuses on assessing the level of continuing competency as well as ensuring understanding of, and ability to implement, new and emerging Temporary Traffic Management practice and legislative requirements.

Non-practitioner traffic controllers and Implementers shall be subject to the same requirement to demonstrate their experience and ongoing competency or to undertake refresher conversion training to maintain their accreditation currency.

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 provides an opportunity for applicants to enhance these qualities as well as sharing on job experiences and refresh their knowledge of the key functions of their role and most importantly operate using industry best practice.

**Information to be provided to ETAS to demonstrate the individual has been actively working in the relevant Temporary Traffic Management role in the past 12 months.** For an RTO to issue the ongoing competency, they are required to determine that the individual meets the same requirements as those needed to originally gain the competency. This also includes an individual is aware of key changes in legislation and practice within the industry. Those who seek re-accreditation will need to provide evidence of active engagement in the industry within the previous twelve (12) months. For Traffic Controller (TC/WZ2), Traffic Management, Implementer (TMI/WZ3) documentary evidence of experience must include as a minimum:

- A letter or Third-Party Report from your PCBU detailing the type of work performed.
- Details of a minimum of three (3) worksites. Contractor or Supervisor name and contact details so that worksites can be verified. Details required to be provided must include:
  1. Description of works.
  2. Date/s of work.
  3. Site Location - Suburb, State or Territory.

Documentary evidence of Minimum requirements are three (3) each of the following:

- TMP or TGS you implemented .
- Pre-start documentation meeting (toolbox talk).
- Workzone Traffic Management SWMS the applicant has signed .
- Completed Daily diary.



**The applicant must submit the above evidence of experience prior to sitting the refresher / conversion course. If evidence cannot be provided, the applicant will be required to undertake the full course.**

Applicants must have achieved statements of attainment in the current units of competency prior to being re-accredited previous unit versions are acceptable e.g.

RIIOHS205A - RIIWHS205D or E Control traffic with stop-slow bat (Original Statement of Attainment).

RIIOHS302A - RIIWHS302 D or E Implement Traffic Management Plans (Original Statement of Attainment).

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 can be sent to the Regulatory Road Authority for the final decision). This may also apply to applicants from interstate who hold the relevant units of competency but not DIPL traffic management Motor Vehicle Registry (MVR) accreditation card.

**Statement of Attainment Issued by Others**

Where the Statement of Attainment had been obtained outside of Northern Territory or issued by a training organisations not registered with DIPL, the traffic management accreditation will be assessed against the performance criteria relating to the specific laws, regulations and Codes of Practice that apply in Northern Territory.

Risk Assessment and Communication skills are critical to work in the delivery of safe and effective workzone traffic management. Now is the time for people to gain accreditation in Traffic Controller and Traffic Management Implementer to hold a statement of attainment in :

- RIIWHS201E - Work safely and follow WHS policies and procedures.
- RIICOM201E - Communicate in the workplace.
- RIIWHS205E Control Traffic with Stop - Slow Bat - *upskilling*.
- RIIRIS301E - Apply risk management processes .
- RIIWHS302E Implement Traffic Management Plans - *upskilling*.
- Personnel undertaking workzone traffic management tasks on DIPL road network must hold the relevant Motor Vehicle Registry Workzone accreditation card as per the Provision for Traffic.

#### Course Prerequisites

- General Construction Induction Training card (NT White Card or interstate equivalent).
- Australian motor vehicle driver's licence.
- Current MVR cards for TC/WZ2 & TMI/WZ3 or Current Interstate cards for conversion to TC/WZ2 & TMI/WZ3 - *Original cards must be sighted by the trainer on day one (1) of the course.*
- Self assessment - Fitness for Duty:
  - \* Good Eyesight
  - \* Good Hearing, speech and vision
  - \* Good Mobility, endurance and concentration
  - \* Good Character and suitability
  - \* Good physical and medical condition
  - \* Drugs and alcohol Free
  - \* Can adapt to changing environmental conditions, cold, heat or high humidity

#### Pre Course Preparations

Course applicants are encouraged to make ETAS trainers aware of any specific learning requirements (Foundation Skills) to ensure learning strategies are discussed, developed and implemented to achieve maximum participation, capacity and capability during training sessions. All course participants will need to have sound numeracy, oral communication, writing, reading, technology and self-management , skills to complete this learning program. Note - This is a high risk work area!

#### Foundation Skills (Language, Literature & Numeracy)

Applicants wishing to gain this accreditation will need to have a sound understanding of the English language and literacy and numeracy levels to access, interpret and apply:

- Northern Territory Legislation .
- Control of Roads Act 1953, and its Regulations .
- Northern Territory of Australia Traffic Act 1987, and its Regulations.
- Northern Territory of Australia Work Health and Safety (NUL) Act 2011, & its Regulations 2011 .
- Worksafe Codes of Practice and Guidance Materials .
- Workplace documentation such as Safe Work Method Statements (SWMS), incident reporting, completion of daily diaries and log books.
- Traffic Management Plans (TMPs) and Traffic Guidance Scheme (TGS's).
- Austroads Guide to Temporary Traffic Management (AGTTM) Part 6 and Part 7.
- Sign and device positioning, spacing and placement.
- Two way radios operation and
- Communicate in meetings or to a group as team leader (Job pack contents - Pre-start).

#### FOUNDATION SKILLS—LANGUAGE, LITERACY, NUMERACY AND EMPLOYMENT SKILLS ESSENTIAL TO COMPLETE THIS COURSE

**Numeracy:** Applies basic mathematical problem solving processes, including simple addition, subtraction, multiplication and division

**Oral communication:** Listens to short, explicit instructions for work procedures and asks questions to clarify and con-firm. Presents information and provides assistance using industry specific vocabulary. Uses listening and questioning to clarify and confirm understanding.

**Reading:** Identifies and interprets information from workplace procedures, policies, documentation systems, legislation and regulations.

**Technology:** Identifies purposes, specific functions and key features of common digital systems and tools and operates them as required.

**Writing:** Produces and completes written documents required for workplace procedures and legislative requirements. Produces and completes workplace reports using appropriate vocabulary, grammatical structures and conventions.

**Self-Management:** Monitors and minimises own exposure to worksite risks and hazards during activities.

## Unit of Competencies - Key Elements

### Unit of Competency RIWHS201E - Work safely and follow WHS policies and procedures

The skills and knowledge required to work safely and follow work health and safety (WHS) policies and procedures in the resources and infrastructure industries. It applies to those working in operational roles. They generally work under supervision to undertake a prescribed range of functions involving known routines and procedures and take responsibility for the quality of own work outcomes which involves Site Safety, Personal Safety and Protective Clothing, Operational Safety and equipment, Personal Wellbeing, Incidents and Investigations and Traffic Offences.

#### Assessment

**TC & TMI must demonstrate the ability to work safely and follow work health and safety (WHS) policies and procedures including:**

- Sourcing, interpreting, clarifying and applying site safety information .
- Recognising and following health and safety instructions and information.
- Clarifying and responding to information and directions.
- Carrying out work instructions that comply with WHS policies and procedures.
- Selecting, wearing and maintaining personal protective equipment for all activities that require personal protective equipment.
- Applying safe lifting and manual handling techniques, Identifying and reporting on WHS issues to relevant Personnel.
- Identifying relevant work permits and clearances and
- Responding to alarms according to workplace procedures and completing workplace reporting procedures.



**During the above, the TC & TMI must locate and apply required documentation, policies and procedures and confirm that the work activity is:**

- Compliant .
- Implement the requirements, procedures and techniques required to work safely and follow WHS policies and procedures, work with others to under take work safely and follow WHS policies and procedures.
- Communicate with others to receive and clarify work instructions and to determine coordination requirements prior to commencing and during work zone activities.
- TC & TMI must be able to demonstrate knowledge of key legislation required to work safely and follow WHS policies and procedures .
- Key policies, procedures and documentation, including those related to complying with isolation procedures, site safety procedures, work health and safety procedures including reporting requirements, equipment safety procedures, complying with safety data sheets, hazardous substance handling and techniques, fitness of duty policies, workplace management procedures, emergency situations, use of personal protective equipment, use of permits, principles and techniques for manual and automated lifting and biological effects that affect work activities.

### Unit of Competency RIICOM201E - Communicate in the workplace

The skills and knowledge required to communicate in the workplace in the resources and infrastructure industries and other industries with relevant work practices and procedures. It applies to those working in operational roles. They generally work under supervision to undertake a prescribed range of functions involving known routines and procedures and take some responsibility for the quality of own work outcomes which involves Communication in the workplace, Types of communication, Communication methods, Emergency communication and equipment.

#### Assessment

**TC & TMI must demonstrate the ability to communicate in the workplace:**

- Identifying communication strategies and systems, operating communications systems and equipment to convey clearly and promptly to others.
- Listening carefully to instructions and information.
- Participating in group discussions and engage with group members respectfully, asking questions to clarify meaning concisely both written and verbally and
- Interpreting communications devices including identifying and reporting communication faults and deficiencies.

**TC & TMI must be able to demonstrate the following:**

Knowledge of key policies, procedures and documentation required to communicate in the workplace, in particular work health and safety procedures, emergency communication procedures, communication systems and equipment types, characteristics, technical capabilities and limitations including safety requirements, common faults, maintenance records and key communications devices such as lights, signs, alarms and sirens.

## Unit of Competencies - Key Elements

### Unit of Competency : RIWHS205E Control traffic with stop-slow bat - *upskilling*

The skills and knowledge required to control vehicle and pedestrian traffic using stop-slow bats, hand signals and approved communication devices in the resources and infrastructure industries and applies to those working in operational roles who generally work in teams in live traffic environments, under some degree of supervision which involves Prepare to control traffic, Control traffic and operate communication devices and conduct housekeeping activities.

#### Re-Accreditation Written Assessments

Applicants shall be required to undertake a written assessment of their knowledge and understanding of the changes.

- AGTTM Part 7: Traffic Controllers Instructions
- Provision for Traffic
- Duty of Care
- Fatigue and hydration management
- Reporting procedures
- JSAs / SWMS
- Hazards – Work plant and road users
- Escape routes
- PPE
- Communication
- Daily Diary
- Advance Warning/Sight Distance



#### Re-Accreditation Practical Assessments - simulated environment

TC shall demonstrate skill and knowledge in:

- Placement of Symbolic Traffic Controller /Prepare to Stop signs.
- Location of traffic control station.
- Procedures for controlling traffic.
- Co-ordinate traffic using Stop/Slow bats.
- Two-way radio communications and
- Removing or covering signs when not controlling traffic



## Unit of Competency RIIRIS301E - Apply risk management processes

The skills and knowledge required to apply risk management processes in the mining, drilling and civil infrastructure industries which applies to individuals who contribute to applying risk management processes as part of their responsibilities. This could be an Person Conducting a Business Undertaking (PCBU), line manager, supervisor, safety representative or worker. This unit applies to those who carry out or assist in carrying out risk assessment in the workplace which involves Plan and prepare for risk management, Identify and assess unacceptable risk, Identify and recommend risk controls, Con-tribute to the implementation of risk controls and Review risk management documentation.

### Assessment

**TC & TMI must demonstrate the ability to complete the application of risk management processes that safely, effectively and efficiently follows workplace procedures to carry out work activity :**

- By applying planning and organising skills to the risk management processes and identifying or sourcing criteria to determine unacceptable risk .
- Identifying and recognising type and scope of hazards and their impact, assessing and determining the consequence, likelihood and level of potential risk, identifying unacceptable risk using the acceptable/unacceptable criteria, assessing options for appropriate controls and implementing accordingly .
- Identifying and obtaining required resources, preparing and maintaining written records and report requirements and reviewing risk management documentation .
- Identifying and recommending controls contributing to the implementation of controls. In the course of the above work the TC & TMI must also locate and apply relevant documentation, policies and procedures, apply relevant operational information apply industry terminology, demonstrate the ability to engage with workers reporting to you, co-workers, and supervisors in the risk management processes, communicate clearly and concisely with others to receive and clarify work instructions and to coordinate work activities, meet written and verbal reporting requirements and procedures associated with risk management processes.

**TC & TMI must be able to demonstrate knowledge of the Commonwealth and Northern Territory Acts, regulations, codes or practice standards, guidance material and other relevant publications and internal and external sources of work related health and safety information and data and how to access them and:**

- Work related health and safety legislative requirements relating to communication, consultation and participation, recordkeeping, specific hazard identification and risk assessment and control methods.
- Concept of hazards, risks & risk factors & topics or subject areas which are targets for assessment and treatment.
- Site risk management systems and their application and site work related health and safety management systems and their application.
- Hierarchy of Control and its application and conventions and requirements for written communications including report writing, problem solving techniques.

## Unit of Competencies - Key Elements

### Unit of Competency RI1WHS302E Implement traffic management plans - *upskilling*

The skills and knowledge required to set out, monitor and close down traffic management plans and traffic guidance schemes in civil construction which involves the Prepare to implement traffic management plan, Set out traffic guidance scheme, Monitor traffic guidance scheme and Close down work activities. It applies to those working in supervisory roles. They generally work in teams in live traffic environments and hold some responsibility for the outcomes of others.

#### Re-Accreditation Written Assessments

AGTTM Part 6: Field Staff – Implementation and Operation Provision for Traffic

- 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 TGSs
- Sign cleanliness
- Aftercare signage and delineation
- Safe work methods for setting out and recovering signs and devices
- Sign Credibility
- End of queue protection when using traffic controllers
- Advance Warning/Sight Distance
- Emergency Preparedness
- Validating generic TMP / TGS



#### Re-Accreditation Practical Assessments - simulated environment

TMI shall demonstrate skills and knowledge in:

- Set out a Traffic Guidance Scheme (Traffic Management Plan).
- Monitor the guidance scheme and
- Close down the guidance scheme.

#### Personnel Protective Equipment (PPE) / Dress

A minimum standard of PCBU / Company Personnel Protective Equipment (PPE) is required daily:

- Fully enclosed non-slip footwear - steel/composite cap boots.
- High visibility reflective clothing-garment (long sleeve) vest/shirt, trousers (shorts not acceptable).
- Broad brim hat – (peak caps not acceptable).
- Protective glasses - (clear / sun) .
- Raincoat ( inclement weather only).
- Own Work Gloves .
- Own Hand Sanitiser .
- Sunscreen - broad spectrum SPF 30 or higher .

See last page for more details

All course participants will be required to read and interpret Traffic Management Plans (TMP) and Traffic Guidance Scheme (TGS) including completing calculations and written activities throughout the three (3) day training session.

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

Contact: ETAS Administration  
Phone: (08) 89885484  
Email: [etas@bigpond.net.au](mailto:etas@bigpond.net.au)  
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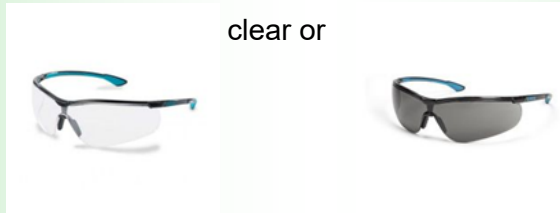
Personal protective equipment (PPE) requirements for this course are:  
Wide-brimmed hats to shade the face, head, neck and ears (or a hard hat with brim or neck flap), **Peak caps are not acceptable.**



Protective glasses

clear or

sun

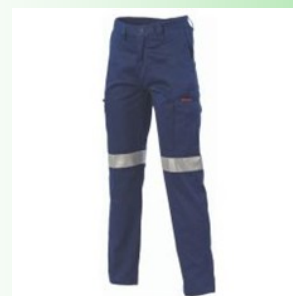


High visibility reflective clothing - shirt long sleeve or vests with shirt long sleeve.  
**Short sleeve shirt are not acceptable.**



Gloves

Trousers— **Shorts are not acceptable.**



Fully enclosed non slip footwear.



Broad spectrum SPF 30 or higher sunscreen to minimise the exposure to ultraviolet (UV) radiation.