

Onsite & Public Road Traffic Management & Planning Standard Operating Procedure

[Company]
[Company Address]
[Company E-mail]
[Company Phone]

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Prepared By	Approved By
Name:	Name:
Designation:	Designation:
Signature:	Signature:

Revision Summary

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1. Purpose

The purpose of the document is to provide the guidelines, information regarding the logistics management, and set standards, control measures, for safe job execution. Compliance to the national and international standards, requirements, and legal requirements is mandatory.

2. Scope

The scope of the standard operating procedure titled as **Onsite & Public Road Traffic Management Planning** is applicable to the all operations and workers of the logistics department.

3. Terminologies

S/#	Term	Description
1	CEO	Chief Executive Officer
2	MD	Managing Director
3	HSE	Health and Safety
4	HIRA	Hazard Identification & Risk Assessment
5	PPEs	Personal Protective Equipment
6	JSA	Job Safety Analysis
7	JHA	Job Hazard Analysis
8	ITM	Inspection, Testing, and Maintenance
9	RCA	Root Cause Analysis
10	QA	Quality Assurance
11	QC	Quality Control
12	JMP	Journey Management Plan
13	ERP	Emergency Response Plan

4. Roles and Responsibilities

4.1. CEO/MD

- Provide resources to perform the activity and comply with the requirements.
- Provision of the correct equipment and accessories to perform the job.
- Ensure the all workers are trained, competent and experienced, for the job performance.
- Ensure all of the work activities execution is subject to risk assessment, job safety analysis.
- Ensure all of the accidents are reported, investigated, and root causes are evaluated for corrective actions implementation.
- Ensure biannually trainings, and internal audits are conducted on regular basis.
- Ensure all of the mock drills are conducted on regular basis, and induction trainings, are provided.

4.2. Safety Officer

- Conduct trainings, on regular basis and deliver to the staff.
- Conduct Job Safety Analysis (JSA), Job Hazard Analysis (JHA), Journey Management Plan (JMP).
- Ensure all machinery, equipment, accessories are inspected, Tested, and Maintained (ITM).
- Ensure all incidents are recorded, & investigated to the maximum depth for root cause analysis (RCA).
- Ensure onsite and road traffic is managed, planned, organized, and supervised properly.
- Design, develop and implement plans for the pedestrians and vehicles travel route.
- Ensure safety signs are marked, and placed onsite, speed limits are managed, and safety signs are on visible points.

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- Ensure the vehicles, and accessories are safe for use, inspected, and maintenance record is maintained.
- Other tasks assigned by the top management.

4.3. Site Supervisor & Foreman

- Manage the workplace and work activities.
- Ensure workplace is safe for use and free of hazards, report all kind of issues.
- Ensure Logistics Management Procedure is implemented by all means on worksite.
- Ensure the implementation of the work methods and organizational policies.
- Report any kind of incident, accident, hazard to the higher management and safety department.
- Participate in toolbox talks, emergency drills, meetings, and trainings.
- Participate in Incident investigations on regular basis.

4.4. QA/QC

- Ensure the equipment is as per approved standard.
- Ensure if the work is being performed as per agreed quality standards.
- Ensure the workers are aware of the quality standards and working accordingly.
- Check and inspect the project quality is as per the agreed standards.

4.5. Employees

- Follow up of the instructions provided by the higher management.
- Onsite traffic management and logistics operations execution
- Report all kind of issues, accidents, and near misses.
- Abide by the organizational policies.

5. Execution Commitment

- The standard operating procedure titled as **Onsite & Public Road Traffic Management Planning** is applicable to everyone during the project execution onsite and on the public places.
- The top management is responsible to provide the safe equipment, tools, and accessories for the job.
- Project execution is subject to the risk assessment, site inspection, vehicle inspection, journey management plan.

6. Health and Safety Hazards

The driving activity onsite and on public roads contains a range of various hazards resulting in minor to fatal accidents delivering physical, and economical harm to both personnel and organization. A list mentioned below contains the hazards.

1. Collision between two vehicles
2. Equipment breakdown
3. Hit by moving vehicle
4. Vehicle turnover
5. Fire

It is necessary that the organization provide the safe equipment to the workers for the work execution. The equipment should be inspected, and well maintained.

The worker should be competent, trained, experienced, and have basic knowledge of the work activity. Regular training is necessary.

The safety department/officer should conduct the trainings regularly to ensure the workers are trained and competent enough to perform the job.

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The 3rd party trainings and inspections shall be conducted to ensure the safety standards are maintained, and reviewed by the 3rd party independent observers to improve the system.

7. site Traffic Planning and Management

7.1. General Requirements

- The workplace area shall be constructed to satisfy the onsite traffic movement requirements.
- One-way system shall be introduced to ensure the entry and exit of the vehicles is controlled, and maintained at a safe distance.
- Reverse parking will be implemented to reduce the accidents when releasing the brakes for further journey and moving forward.
- Banksman will be used during the reverse parking.
- Road width, turns, and bends will be wide enough to ensure safe journey and turn, taking U-turn.
- All vehicles shall be liable to park in a row, within the marked areas.
- The lighting arrangements shall be made to satisfy the requirements during low light to ensure everything is well lit and visible.
- Reflector tapes, reflectors will be placed along the passage edges to mark the line, turns, and sharp edges.
- Parking areas shall be established away from the regular operational areas.
- Traffic routes shall be established away from the pedestrian route.

7.2. Onsite Pedestrian Route & Traffic Route Requirements

7.2.1. Pedestrian Route

- Designated walkways, and routes provision for the pedestrians.
- Designated walkways, and routes made of sound material, for the workers.
- Mark the walkways, and routes, place safety signs.
- Even surface of the walkways, and routes should be maintained, and any uneven surface should be repaired on immediate basis.
- Walkways should be kept free of the hurdles, and obstructions.
- Walkways and routes can't be used as storage areas.
- Daily check of the walkways before start of the shift on regular basis.
- Workers shall be provided with the induction training about the walkway's safety through health, safety, and environment induction training.
- Crossing points, where pedestrian and vehicle movement walkways are crossing each other shall be designed, and maintained as per the health and safety requirements.
- Workers shall be trained not to adopt the shortcuts, to ensure they are safe throughout the work execution.
- High risk areas being used as walkway will be installed with guard rails to prevent the falls. E.g., emergency exit stair.

7.2.2. Traffic Route

- Vehicle traffic routes shall be segregated from the pedestrian traffic route.
- Traffic routes shall be guarded, installed with the barriers to prevent worker entry.
- Traffic route dimensions will be designed carefully to fit the vehicle movement easily.
- Safety signs shall be placed to warn about the existing hazards, use multi-language safety signs to avoid language problem.
- Travel directions shall be planned, and implemented, supported by the travel direction signs.

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- Access routes for the emergency vehicles entry and exit will be planned & maintained accurately.
- Arrangements for the control of incoming vehicle shall be implemented, e.g., safety signs, mirrors, barriers etc.
- Speed bumps shall be placed to control speed around corners, turns, etc.
- Lighting arrangements shall be made to keep the area well illuminated.
- Traffic routes shall be maintained, repaired, and kept clean of any spillage, to ensure safety all time.

7.3. Helper/ Banksman/ Traffic Marshal & Vehicle Reversing

- Properly trained, traffic marshals, will be provided on-site to oversee the traffic movement and control to avoid any accident, collision or mishap.
- Helper/ Banksman/ Traffic Marshal will be provided with training on regular basis, and resources to perform the job safely.
- Traffic marshals will stay in direct line of sight of the driver to ensure proper communication.
- Work activity shall and vehicle movement shall be planned to avoid vehicle reversing action.
- If vehicle reversing is not avoidable, ensure the use of traffic marshal/ helper/ banksman.
- Ensure the vehicle is installed with reverse beacon, and lights to alert others when reversing the vehicle.
- Use of multiple banksman/helper/ traffic marshal if vehicle is larger than normal. E.g., 40 ft.
- Designated and use reverse areas for reversing the vehicles onsite.
- Place barriers, safety signs, to prevent the entry of the workers in reversing area.
- Reversing activity shall be performed safely, and supervised thoroughly.
- Traffic marshals/ banksmen/ helpers will be used during reversing by maintaining a safe distance from reversing vehicle/ lorry.

7.4. Traffic Management & Planning

7.4.1. Public Road Movement

- Traffic management plan shall be developed and implemented throughout the project execution.
- Journey management planning will be done for the vehicle journey on public road.
- Generic risk assessment will be performed for the vehicle journey on the public road.
- Workers will be trained to drive the vehicles on the public road.
- Workers will be provided with the Defensive Driving Course Training (DDC).
- Higher management will decide and approve the journey on the public roads.

7.4.2. Onsite Management

- Consulting the worksite layout will be preferred during the traffic management and planning.
- If multiple sites are being used, every site will have own traffic management plan.
- Site specific traffic generic risk assessment will be performed and implemented.
- Site layout drawing shall be placed on site entrance with clearly marked, traffic, pedestrians' routes with safety signs and exits.
- Number of vehicles entering and exiting the worksite shall be controlled.
- Parking sites shall be labelled, and clearly marked with barriers to prevent the pedestrian entry.
- List of the traffic marshals/ banksmen/ helpers will be mentioned on the entrance point.
- List of the traffic supervisors will be mentioned on the entrance point.
- Emergency procedures shall be developed for each type of the emergency listed below;
 - Vehicle collision
 - Vehicle breakdown during work activity execution

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- iii. Hit by moving vehicle
- iv. Vehicle overturning
- v. Fall of material from vehicle
- vi. Fire & spillage/ leakage

7.5. Journey Management Planning

- Journey management plan shall be developed and implemented for the vehicle logistics on public road.
- Journey management plan will contain the following information;
 - i. Job Reference Number
 - ii. Type of vehicle and Registration Number
 - iii. Journey description
 - iv. Driver & helper name
 - v. Pickup location
 - vi. Stop Locations/ rest points
 - vii. Drop location
 - viii. Hazards & control measures
 - ix. Emergency contact details
 - x. Emergency services numbers
 - xi. Screen shot of the journey route
- Journey management plan will be prepared and reviewed by the competent person to ensure every detail is covered in the planning process.
- Tracker will be used to track the vehicle movement on the public road.
- Any change in the journey management planning is subject to the top management approval.
- In case of emergency, driver will stop the vehicle on safe location, apply the parking brakes, and inform the top management about situation.
- Use of electronics, e.g., cell phone, is not allowed when driving the vehicle.

8. Manpower

S/#	Manpower	Qty.
1	Safety Officer	
2	Traffic Marshal/ Banksman/ Helper	
3	Traffic Management Supervisor	

9. Training Requirements

S/#	Training Requirements	Training Date & Location	Trainer	Status
1	Training Topic 1			
2	Training Topic 2			
3	Training Topic 3			
4	Training Topic 4			
5	Training Topic 5			

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10. Safety Guidelines

- All of the workforce shall be trained, experience, and skilled to perform the job.
- Workers will be provided with the induction, and job specific training on regular basis.
- Refresher training shall be performed if there is any accident, or change in work activity.
- Workers will report all kind of accidents to the higher management, and investigations will be performed for root cause analysis and appropriate controls adoption.
- Vehicle and equipment under the use are inspected on regular basis.
- Use of cell phone during driving is not allowed.
- Tracker will be used to monitor the vehicle movement.
- Vehicle maintenance will be done on regular basis to prevent any during job breakdown.

11. Relevant Documentation

- i. Vehicle Inspection Checklist
- ii. Vehicle Maintenance Record
- iii. Vehicle Staff credentials
- iv. Worksite Route Layout
- v. Journey Management Plan (JMP)
- vi. Emergency Response Plan (ERP)