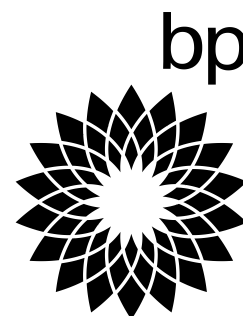




## NZ Guide



## GUI-A-2.5.3-03

## NZ Traffic Management Guide

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To review changes, refer to the ['Version Summary'](#) at the end of this document.

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## 1. Purpose

This guide provides the details to assist in meeting the requirements or implementation of site specific safety plans to meet the requirements of **OMS Element 2.5.3:**

*Define contractually and inform contractors of the entity's HSSE requirements for the services and equipment to be provided, the scope of work of the contract and the identified boundary conditions.*

## 2. Scope

The requirements specified in this guide apply to contractors and personnel involved in building bp Assets in New Zealand.

This guide covers:

- ☑ Clarification of the different types of Traffic Management Plans (TMPs); and
- ☑ Guidance for bp contractors in meeting the minimum requirements when developing Traffic Management Plans for bp construction projects; and
- ☑ Ensure traffic hazards are risk assessed and appropriate controls put in place to eliminate or minimise these.

## 3. Terms, Definitions and Abbreviations

**Table 1: Terms, Definitions and Abbreviations**

	Contract Job Representative.
<b>CJR</b>	The bp employee that signs off the Contractor's SSSP documents Typically this is the bp project manager
<b>CCR</b>	Contractor Contract Representative Allocating sufficient resources for the implementation of the TMP on site
<b>CAP</b>	Contractor accountable person The contractor employee that signs off their SSSP documents
<b>CoPTTM</b>	NZ Transport Agency's <i>Code of practice for temporary traffic management</i> describes best practice for the safe and efficient management and operation of temporary traffic management (TTM) on all roads in New Zealand
<b>Road Reserve</b>	The area of land between the legal boundaries, usually fence line to fence line including airspace six metres directly above the road surface.
<b>Shall</b>	Indicates a mandatory requirement
<b>Should</b>	Preferable, but not mandatory in all circumstances
<b>SSSP</b>	Site specific safety plan A <u>group</u> of documents detailing how all HSE expectations and requirements shall be managed on a project

<b>TMD</b>	Traffic management diagram A single page (A4 or A3) graphical representation of the project area showing main roads, traffic flows, signage, project entry and exits , parking areas, etc.
<b>TMP</b>	Traffic Management Plan

## 4. Roles and Responsibilities

**Table 2: Roles and Responsibilities**

<b>CCR</b>	Contractor Contract Representative <ul style="list-style-type: none"> <li>Allocating sufficient resources for the implementation of the TMP onsite.</li> </ul>
<b>CAP</b>	Contractor Accountable Person <ul style="list-style-type: none"> <li>Ensuring the requirements of the TMP are put in place on the project.</li> <li>Ensuring personnel, including sub-contractors, comply with the TMP.</li> <li>Routinely audit and document compliance with the approved TMP</li> </ul>
<b>Supervisors</b>	Personnel in a supervisory capacity are responsible for: <ul style="list-style-type: none"> <li>Notifying CAP in the event that the requirements of the TMP cannot be implemented.</li> <li>Utilise stop work authority if an unsafe situation arises.</li> <li>Ensuring day to day implementation and adherence to the TMP</li> </ul>

## 5. Methodology

This guide covers the required aspects of Traffic Management Plans for use on bp sites throughout NZ.

### 5.1. Types of TMP's

#### 5.1.1. Council Approved TMP

Council approved TMP where works are impacting the road reserve and the TMP must meet the requirements set out in CoPTTM. Typically, these TMPs are prepared by a 3rd party that is certified and registered with New Zealand Transport Agency.

#### 5.1.2. bp Approved TMP

bp approved TMP which forms part of the project risk assessment, where it is foreseeable that construction vehicles pose a medium to high level of risk.

## 5.2. TMP Detail

### 5.2.1. Traffic management plans shall include - as a minimum

**1. Cover page**

See appendix A for an example layout of TMP cover page.

**2. Roles and responsibilities**

**3. Summary of traffic environment:**

- ☑ Road types bordering project site (single / dual carriage, intersections, traffic flows, etc).
- ☑ Layout and traffic flow onsite (can be represented in TMD).
- ☑ Layout and traffic flow leading into / out of / adjacent to site (can be represented in TMD).
- ☑ Risk to road users – vehicles passing by site, congestion, lane closures (or part of).
- ☑ Risk to non-motorised parties (public).
- ☑ Pedestrians (Including mobility impaired persons).
- ☑ Cyclists (cycle lanes obstructed or cyclists forced into traffic lanes).

**4. Risk to pedestrians:**

**5. If bp site is open to public, impact on customers, including pedestrians.**

- ☑ Access to public transport (e.g. access to bus stops, bus lane use, tram/train lines, etc)

**6. Heavy vehicle access onto site:**

- ☑ Right turns into the work site should be strongly discouraged where practicable. TMD should be prepared with preference to showing access to site so as to eliminate the need for right hand turns across traffic lanes.

**7. Construction vehicle parking:**

- ☑ Offsite (include assessment of impact on residents / local business parking).
- ☑ Onsite (include assessment of impact on heavy vehicle and mobile plant movements).

NOTE: Parking areas onsite should be drive through, so as to eliminate the need for reversing. Where this is not practicable, reverse parking shall be implemented.

**8. Pedestrian segregation:**

- ☑ All consideration shall be given to hard barriers between vehicle and pedestrian areas such as walkways, crib hut / lunch room, toilets, site office, and any other areas where personnel are frequently on foot.

**9. Any additional barricading (water filled or concrete hard barriers) at entry and exit points.**

**10. Environment management (detail how any relevant requirements outlined in bp EMP shall be managed.)**

**11. Any phases of work which requires a Council approved TMP.**

**12. How reversing trucks shall be managed, if reversing cannot be eliminated.**

### **5.2.2. Personnel on foot near traffic (Road Reserve)**

If personnel are working closer than 3m to the edge of the lane carry public vehicles - for more than short periods - one or more of the following controls shall be implemented:

- ☑ A hard barrier system to physically separate vehicles from workers (e.g. concrete or water filled barriers).
- ☑ Reduce traffic speeds.
- ☑ Erect advance warning signing and delineation.

**NOTE:** Typically, the above will require a Council approved TMP and Corridor Access Request (CAR) application.

### **5.2.3. Traffic Management Diagram (TMD)**

Traffic Management Diagram(s) shall be developed to support the information provided in the TMP.

Minimum requirements for TMDs are:

- ☑ Be as close as possible to scale
- ☑ Be sufficiently detailed (street names, traffic flow arrows, font / image size, etc) to enable them to be used by third parties and be easily interpreted.
  - E.g. emailed to delivery drivers prior to arriving onsite.
- ☑ Include any relevant items listed in Section 5.2.1 above, that can be represented graphically and add value to the TMD (e.g. parking areas).
- ☑ Be displayed in prominent location(s) onsite.

TMD's maybe be screen shots from Google Maps or drawn. Example provided at Appendix C.

### **5.2.4. Site Handover**

In the final few days of the project there will be construction and non-construction personnel onsite as the site prepares to open to the public. To help control SIMOPS (Simultaneous Operations), the following minimum controls are required:

1. Large, marked up plan to be placed on shop window / door highlighting the area that is still a construction area.
2. Construction TMP to be updated to ensure:
  - ☑ Construction and staff parking areas are allowed for.
  - ☑ Delivery vehicles can access site to supply shop.
  - ☑ Static guard to be onsite during non-work periods, (as required).
  - ☑ Non-construction personnel, for example bp staff, entering any construction area, are to follow construction site PPE requirements at all times.

### 5.2.5. Pre-Construction pavement Inspections

Consideration should be given to recording (photographing) the condition of roads boarding the immediate construction site prior to works commencing.

Where damage is – or is reasonably believed to be the result of construction activities, no repairs shall be made without approval from bp asset manager.

Any significant damage to the road reserve shall be reported to BPCM (or their delegate) immediately.

## 6. Verification

Verification of this procedure is covered in bp procedure: PRO-A-2.5.0-01 - Working with contractors under the oversight and self-verification requirements.

## 7. Associated Documents

**Table 3: Required References**

Document Name	Document No	Document Location
MS&L Self Verification Procedure	<a href="#">PRO-8.2-0001-0-01</a>	Controlled Document Register

## 8. Version Summary

**Table 4: Document Version Summary**

Version	Prepared by	Description of Change	Date	MoC
1	G Dopson	Document created.	01/03/2017	
2	G Dopson	Formatting updated to match bp style Doc number changed to new bp style, (previous doc ID AM-GN-031).	29/08/2017	
3	I Heath	Change to document owner to I Heath Change to section 3 definitions-adding CCR definition as this is referenced to in section 5 Roles and responsibilities. Change to section 8 site handover-addition non construction personnel are to follow site PPE requirements.	21/02/2019	
4	I Heath	Formatting update, no change to content.	10/02/2022	

**End of Document**

**Annex A - Sample TMP Cover Page****Traffic Management Plan**

Contractor details	e.g. Breaking Ground Civil Ltd
Project name	(e.g. bp Connect Silverdale)
Project location	Names of the street(s) e.g. Corner of Greenlane Rd and Ohewana St
Local Council Area	e.g. Auckland City
TMD details	Detail of supporting TMDs (e.g. Drawing 001, Drawing 002, etc)

Revision	Rev Date	Revision Description	By	Check	Approved



## Annex B - TMP Risk Assessment Tool

Assessment Completed By		
Date		
Hazard	Weight	Project Score <i>(add weighting to this column if condition exists)</i>
New project (full site build)	<b>+80</b>	
Project is re-tank	<b>+50</b>	
Dual carriage (more than 2 lanes in either direction)	<b>+50</b>	
Right turn(s) into site <u>cannot</u> be eliminated	<b>+50</b>	
Pedestrian walkways and construction vehicle entrances/exits remain shared for project	<b>+50</b>	
School zones within 500m (on same street as project)	<b>+50</b>	
Existing speed limit for roads past work area >50km/h	<b>+30</b>	
Parking requirements for more than 5 vehicles at any one time	<b>+20</b>	
Shopping centre within 500m (on same street as project)	<b>+20</b>	
Emergency Services depot within 500m (on same street as project)	<b>+20</b>	
Site entry and exit point is through same gate	<b>+20</b>	
Bus stop(s) within 50m (on same street as project)	<b>+10</b>	
More than 1 construction site on project area	<b>+10</b>	
<b>Total Score</b>		

**If total score is greater than 100, TMP is required  
or, in some cases a TMP is requested by bp even if score is less than 100.**

### Annex C-Example Traffic Management Diagram

