# RoadTek Prestart Meeting & Welfare Facilities Form (Operational Area)



Date:	26.	6.22	Time:	0630am
Location / Depot:	Pavemen Bruce		Job Type/No:	51-005521
Supervisor:	NR		H&S Representative:	
Maximum number of w	orkers on site (	inc. contrac	tors): /5	(0)-
RoadTek is Principal Con	tractor	⊠Y □N	Lead related processes b	eing conducted
Asbestos related-work be	ing conducted	□Y ⊠N		
ALL IN	CIDENTS MUST	BE REPOR	TED TO YOUR SUPERVI	SOR IMMEDIATELY
What Did We Do Well Y  POS (  Various S  Together  Latest Safety Alerts - C  Latest 'RoadTek Week!  Toolbox Talk Today Ye  Expected Weather Con  Covid Safe Plan in plac  What's Happening Toda  Ver Leef  Single Lo  Per Case  Latest 'RoadTek Week!  Toolbox Talk Today Ye  Expected Weather Con  Covid Safe Plan in plac  What's Happening Toda  Per Case  Latest 'RoadTek Week!  Latest 'RoadTek W	Could That Hap y Safety Incide s (No (Please of ditions Today: e and adhered ay (Where are a Control of State (Incide)	pen To Us? nts' email for Circle) - If Yelloworks any subconto	No. Stession Stession Court by Les Long type 2 L. Court by West Court by Les Long type 2 L. Court by West Court by	(Please Circle)  The Control of the Circle)  31736 258  1964 - Signerge as  28.8 Kg/m², Dry  Monch  e material Compa  Lexisting, 10051
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Manual Handling X, Loading Trucks X, Sealing Works , Traffic Control X, Rolling/Trimming , Soil Testing , Back Watering X, Dust Control X, Spotters X, Ground Crew X, Excavation , Backfilling , Sweeping The Road X, Stabilising X, Spreading Cement Powder X, Profiling .  Anything else:
What High Risk Construction Activities Are We Undertaking Today (Need Safe Work Method Statements)?  Working Near Roads ☒, Working Near Mobile Plant ☒, Working Near Rail ☒, Working Near Water ☒,  Working at Height ☒, Working Near Overhead Powerlines ☒, Working in a Confined Space ☒,  Working Near Pressurised Gas Main ☒, Working at Night ☒, Working in a Confined Space ☒, Demolition Work ☒  Anything else: Working with respirable silica
Exclusion Zones: (Eg. Traffic/ Plant/ Powerlines/ Pedestrians)  10m Exclusion Zone for all pedestrians when working near Mobile Plant  Stabiliser – 10m Exclusion Zone During Dry Munch, 1m During Wet Munch
What are the Hazards and Risks at this Site?  Traffic , Dust , Overhead Powerlines , Reversing Plant & Equipment , Working Near Earthmoving Equipment , Working In Confined Area's , Slips Trips and Falls , Working in a Hot Environment , Working with paint , Working with herbicide , Tac/Bitumen , Cement Powder Steep Slopes/Batters , Manual Handling , Swing area of Excavator/Backhoe , Excavations , Rock Falls , Snakes & Spiders , Storm's/Wet Weather , Working in High Terrain , Ticks , Hazardous Chemicals , Anything else:
How Will We Make Sure We Are Safe? What Control Measures Will We Use?  TMP ☒, Traffic Controllers ☒, Spotters ☒, Positive Communications ☒, Eye Contact with operators ☒,  10m Plant Exclusion Zone ☒, PPĒ ☒, RPE ☐, Stop Think Go ☐, Correct Manual Handling Techniques ☒, ≯ 2.  Well defined work areas ☒, 3 points of Contact ☒, Look out for each other ☒, Communication Channel ☒,  Level Ground for Tipping Truck ☒, Bulk Watering for Dust suppression ☒, Hazardous Chemical Storage ☐,  ChemAlert ☐, Firm footing when walking around the job site☒,  Shall do stop think go books (for each different activity) ☐, Ask for Help ☐  Anything else:
Are There Any Environmental Or Quality Issues?

	Welfare Facilities
Drinking water: Easily accessible, clean drinking water that is at or below 24°C must be provided free of charge.  Bottled water or containers are acceptable.	Water available at Motel Water in Caravan
Toilets: Reasonable access is required to clean toilets with toilet paper, hand washing facilities, rubbish bins, and disposal facilities for sanitary items. Precise locations must be identified.  • 1 toilet per 15 males and 1 toilet per 15 females  • 1 unisex toilet if ≤10 workers and ≤ two of one gender  Portable toilets located on site should be provided where it is not reasonably practicable to provide access to permanent toilets. Portable toilets must be safe to access and regularly cleaned.	Toilet facilities available at – Porta Loo On-Site – RoadTek Caravan
Hand washing: Must include clean hot and cold water, soap and hygienic drying facilities that should be accessible to work areas, eating areas and toilets.	Please tick applicable:  ⊠Water wash facility located in site toilst hut  □Water wash facility in truck / LV  ⊠Hand cleaner / wipes in truck / LV  ⊠Rags located in truck / LV  □Other:
Dining facilities: Hygienic facilities for eating, preparing and storing meals are required on site. Facilities must accommodate the total number of workers on site likely to use them at one time.	Please tick applicable:  Site crib hut provided and hired fromRoadTek  S_5_ fold out chairs, _1 Awning  Work crew agrees to use truck for lunch and smoko breaks  □Public facilities (undercover area & seating) location (inc. road/distance):
First aid: First aid facilities, equipment and personnel must be provided, including a clean and private space where possible.	First aid kits located in Site office that are in date and serviced First aid officer/s NR
Change rooms: Where a change of clothes is required, access to permanent or portable private areas with secure storage should be provided on site.	Change rooms located at Carmila Motel
Shower facilities: Hot, dirty or hazardous work may require showers with clean hot and cold water on site.	Showers located Carmila Motel
Access to facilities: Workers, including those with needs or disabilities, must have safe access to the necessary facilities.	⊠Work area tidy ⊠No obstructions in the way of facilities
Other Issues?	hanges of delivery trucks ced during each prestart)

RoadTek Mackay Specific

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Roadworker Safety Hotline (24hrs) - reporting poor driving behaviour - 1800 501 509

Last Updated: February 2020

A traffic movement plan shall be developed to prevent workers' exposure to plant movements. Use the space below to develop the Traffic Management Plan for the day, or refer to: Ensure that this diagram identifies the minimum of the following: **Turnaround points** Onsite parking for plant and vehicles Lane closures RHS LHS Work area entry and points Vehicle movement direction As Per TMP NOTES:

Full Name of Attendee	Signature		Full Name of A	ttendee	Signature
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Please email the complete RoadTek Safety (roadtek sa Subject Line of the email sh	arety@tmr.qld.gov.au).				
Name : NR		Position		Site Sup	pervisor
THAILID I		1 OSIGIOII	•	Onco our	70171001
Signature:		Date:			

Our RoadTek Vision: To be... a valued partner delivering Transport Infrastructure solutions for Queensland

# Traffic Management Signage Checklists



Date: 26.6.22	Project: Bruce Hwy Patch Repairs				
Job No: 51-005521 Worksite Location: Bruce Hwy Patch Repairs					
TGS - 22020263	TGS Description: Stop Slow AFT				
Select work type:	Short Term Works				

and Bullions		SIGNAGE	LOCATIONS		
ked Reference Point		1			92.965
Sign	Qty	Distance from Reference Point	Sign	Qty	Distance from Reference Point
ROAD WORK AMEAD REDUCE SPEED	2	1030m		7	
REDUCE SPEED	2	730m	END ROAD WOEK	2	730m
OUEUED TRAFFIC AHEAD	2	330 m			
DO NOT OVERTAKE	2	220 m			
STOP HERE ON RED SIGNAL	1	100 m	7		
60 REDUCE SPEED	1	Work Zone	DO NOT OVERTAKE		
DO NOT OVERTAKE			60 REDUGE SPEED		Work Zone
			STOP HERE ON RED SIGNAL	1	100m
		7	DO NOT OVERTAKE	2	220 m
		The control of the co	FREPASE TUSTUP	2	330~
ROAD 100 WORK	2	730m	ROAD 60 REDUCE SPREE	2	730m
			ROAD 80	2	1030 m

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# Traffic Management Signage Checklists



Date: 26-6-22	Project: Bruce Hwy Patch Repairs					
Job No: 51-005521	Worksite Location: Bruce Hwy Patch Repairs					
TGS - 22020263	TGS Description: Stop Slow AFTERCARE					
Select work type:	Short Term Works	▼ Long Term Works				

ixed Reference Point	Chainer		LOCATIONS		$\sum_{i=1}^{n}$
Sign	Qty	Distance from Reference Point	Sign	Qty	95-280 Distance from Reference Point
ROAD WORK ANEAD REDUCE SPEED	2	1030m			Total allow Pollic
ROAD 60 WORK AHEAD 60 REDUCE SPEED	2	730m	END ROAD WORK 100	2	730m
OUEUED TRAFFIC AHEAD	2	330 m			
DO NOT OVERTAKE	2	220 m			
STOP HERE ON RED SIGNAL	1	100 m	<b>D</b>		
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DO NOT OVERTAKE			REDUCE SPEED	-	Work Zone
			STOP HERE ON RED SIGNAL	1	100m
	(V)		DO NOT OVERTAKE	2	220 m
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# Traffic Management Signage Checklists



Date: 26-6-22	Project: Bruce Hwy Patch Repa	irs
Job No: 51-005521	Worksite Location: Bruce Hwy F	Patch Repairs
TGS - 22020263	TGS Description: Stop Slow	
Select work type:	Short Term Works	V Long Term Works

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ixed Reference Point / Sign	Chainage	Distance from Reference Point	Sign	Oty	92-965 Distance from Reference Point
ROAD WORK AHEAD 80	2	1030m			-
ROAD WORK AHEAD	2	730m	END ROAD WORK 100	2	730m
QUEUED TRAFFIC AHEAD	2	330m			:
DO NOT OVERTAKE	2	220 n			
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DO NOT OVERTAKE	1		<b>%</b> 40 HEDUCE STEED	1	Work Zons
			STOP HERE CN 850 SIGNAL	1	100m
	7		DO NOT OVERTAKE	2	220m
	77)		QUEUED TRAFFIC AHEAD	2	3304
END ROAD WORK	2	730m	ROAD 60 WORK AHEAD 60	2	730m.
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# RoadTek Prestart Meeting & Welfare Facilities Form (Operational Area)



Date:		Time:	0630am
Location / Depot:	Pavement Repairs Bruce Hwy	Job Type/No:	51-005521
Supervisor:	NR	H&S Representative:	
	orkers on site (inc. contrac	ctors):	(0)
RoadTek is Principal Cont	ractor XY N	Lead related processes b	peing conducted Y N
Asbestos related-work be	ing conducted Y N		
ALL INC	CIDENTS MUST BE REPOR	RTED TO YOUR SUPERV	ISOR IMMEDIATELY
Pos Comms	esterday? Did Anyone No	tice Anything Unsafe? No	ear Miss?
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I stoot Safaty Alarts - (	Could That Happen To Us?	•	
Latest 'RoadTek Weekl	y Safety Incidents' email f	or discussion, YES / NO	(Please Circle)
Toolbox Talk Today Ye	s / No (Please Circle) - If	Yes Attach to this presta	art
Expected Weather Con	ditions Today:		
Covid Safe Plan in place	e and adhered to, All worl	kers healthy and fit for w	ork, YES / NO (Please Circle)
What's Happening Tod  Verifact College  Single lane  Spreder College  Wet munch  Crader, college  excess ma	ay (Where are any subcomported fraffic of ebaseurs using ) Stabiliser property of the circles of	Sites 36 & 2 type 2 lights, s coment @ 8.81 , shape materia	
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Specific Activities and Assigned Responsibilities: (for Stop-Think-Go Pocketbook assessment)  Manual Handling , Loading Trucks , Sealing Works , Traffic Control , Rolling/Trimming , Soil Testing , Back Watering , Dust Control , Spotters , Ground Crew , Excavation , Backfilling ,
Sweeping The Road  Stabilising  Spreading Cement Powder  Profiling  Anything else:
What High Risk Construction Activities Are We Undertaking Today (Need Safe Work Method Statements)?
Working Near Roads ⊠, Working Near Mobile Plant ⊠, Working Near Rail □, Working Near Water □, Working at Height □, Working Near Overhead Powerlines □, Working in a Confined Space □.
Working Near Pressurised Gas Main, Working at Night, Working in a Confined Space, Demolition Work Anything else: Working with respirable silica
Exclusion Zones: (Eg. Traffic/ Plant/ Powerlines/ Pedestrians)  10m Exclusion Zone for all pedestrians when working near Mobile Plant  Stabiliser – 10m Exclusion Zone During Dry Munch, 1m During Wat Munch
What are the Hazards and Risks at this Site?  Traffic , Dust , Overhead Powerlines , Reversing Plant & Equipment , Working Near Earthmoving Equipment , Working In Confined Area's , Slips Trips and Falls , Working in a Hot Environment , Working with paint , Working with herbicide , Tac/Bitumen , Cement Powder , Steep Slopes/Batters , Manual Handling , Swing area of Excavator/Backhoe , Excavations , Rock Falls , Snakes & Spiders , Storm's/Wet Weather , Working in High Terrain , Ticks , Hazardous Chemicals , Anything else:
How Will We Make Sure We Are Safe? What Control Measures Will We Use?  TMP 🔄, Traffic Controllers 🔄, Spotters 🔄, Positive Communications 🔄, Eye Contact with operators 🔄,  10m Plant Exclusion Zone 🔄, PPE 🔄, RPE 🗀, Stop Think Go 🗀, Correct Manual Handling Techniques 🔄, & X6  Well defined work areas 🔄, 3 points of Contact 🔄, Look out for each other 🔄, Communication Channel 24 🔄,  Level Ground for Tipping Truck 🔄, Bulk Watering for Dust suppression 🔄, Hazardous Chemical Storage 🗀,  ChemAlert 🗀, Firm footing when walking around the job site 🔄,
Shall do stop think go books (for each different activity)  , Ask for Help   Anything else:
Are There Any Environmental Or Quality Issues?

Orinking water: Easily accessible, clean drinking water that is at or below 24°C must be provided free of charge. Sottled water or containers are acceptable.	Water available at Motel Water in Caravan
Foilets: Reasonable access is required to clean toilets with toilet paper, hand washing facilities, rubbish bins, and disposal facilities for sanitary items. Precise locations must be identified.  • 1 toilet per 15 males and 1 toilet per 15 females  • 1 unisex toilet if ≤10 workers and ≤ two of one gender	Toilet facilities available at – Porta Loo On-Site – RoadTek Caravan
Portable toilets located on site should be provided where t is not reasonably practicable to provide access to	
permanent toilets. Portable toilets must be safe to access	
and regularly cleaned.	
Hand washing: Must include clean hot and cold water, soap and hygienic drying facilities that should be accessible to work areas, eating areas and toilets.	Please tick applicable:    Water wash facility located in site toiler but  Water wash facility in truck / LV  Hand cleaner / wipes in truck / LV  Rags located in truck / LV  Other:
Dining facilities: Hygienic facilities for eating, preparing and storing meals are required on site. Facilities must accommodate the total number of workers on site likely to use them at one time.	Please tick applicable:  ⊠Site crib hut provided and hired fromRoadTek  ⊠_5_ fold out chairs, _1 Awning  ⊠Work crew agrees to use truck for lunch and smoke breaks  □Public facilities (undercover area & seating) location (inc. road/distance):
First aid: First aid facilities, equipment and personnel must be provided, including a clean and private space where possible.	First aid kits located in <b>Site office</b> that are in date and serviced First aid officer/s NR
Change rooms: Where a change of clothes is required, access to permanent or portable private areas with secure storage should be provided on site.	Change rooms located at Carmila Motel
Shower facilities: Hot, dirty or hazardous work may require showers with clean hot and cold water on site.	Showers located Carmila Motel
Access to facilities: Workers, including those with needs or disabilities, must have safe access to the	⊠Work area tidy  ⊠No obstructions in the way of facilities

- assessment carried out
- Daily plant movement and expected changes
- Safety requirements for the unloading of delivery trucks

#### Important Numbers (to be read out/reinforced during each prestart)

WHS Connect (7am-5pm Mon-Fri) - reporting incidents - 1800 867 947 (1800 TMR WHS)

Roadworker Safety Hotline (24hrs) - reporting poor driving behaviour - 1800 501 509

	ge that I am fit for work.		Full Name of At	tendee	Signature
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Our RoadTek Vision: To be... a valued partner delivering Transport Infrastructure solutions for Queensland

#### Person affected:

# **Unknown Unknown (PAN9904)**

#### **Details:**

Name: NR

Person Type: Full-time

Position Title: WHS Officer Business Unit: Health & Safety

Person Workplace: 61 Mary Street Flr 6

Work Phone:

#### Notified On Behalf Of:

Name: Unknown Unknown (PAN9904)

Person Type: Member of the Public

Position Title:

Business Unit: Mackay (MO)

Person Workplace: Mackay Depot

Work Phone:

Email:

@TMR.QLD.GOV.AU

Email:

#### **Details**

Incident Type: Near Miss

Status: New

Time Zone: (UTC +10:00) Brisbane

Inc. Statistical Reporting: Yes

Date of Incident: Sunday, 26 June 2022

Time of Incident: 12:00 PM

Date Logged: Monday, 27 June 2022

Time Logged: 3:10 PM

Assigned To: NR

Did an injury occur: No

Is confidential: No

Restricted Work Duties: No

HiPo: No

#### Risk Assessment

Inherent Rate: Residual Rate:

#### **Title**

A minor vehicle accident occurred in a roadworks area.

#### **Description**

Roadworks were set up along a highway. Traffic controllers were on site directing the traffic. Two vehicles were approaching the traffic lights, when the vehicle in front had slowed down, the vehicle behind it did not, resulting in a nose to tail accident. No injuries were sustained and the incident was reported to a supervisor.

### Security Impact

Security Impact: No Identified Security: Impact Description:

## Environment Impact

**Environmental Impact: No** 

#### Classification

Identify what occurred: Vehicle incident

What was the most significant cause: Other adults

#### Incident Location

The Incident is located: Non TMR Site, Location Details: Bruce Highway, Koumala

### Work/activity Being Performed

Work/Activity Category: Road Work / Construction / Maintenance

Work/Activity Frequency: Daily

Activity Being Performed:

Plant Equipment:

### **Property Damage**

Was there any property involved/damaged: No

#### Relevant Event

Low Potential

#### Witness Details

Witness Available: No

#### Vehicle Involved

Vehicle Involved: No

#### **Notification**

Manager/Supervisor: NR 26/06/2022 3:04 PM

Other Internal Person: NR 27/06/2022 3:04 PM

**External Person:** 

#### RoadTek Incident MRC Assessment and Investigation Level Advice

Purpose: To capture the MRC assessment (scenario and logic) to support investigation level decisions by RoadTek Operations Managers. This process is described in the RoadTek Safety Incident Investigation Procedure.

Incident Details									
Incident number PAN 9904 Unit Mackay Operations									
Incident title	A minor	inor vehicle accident occurred in a roadworks area							
Incident location Bruce Highway, Koumala									
Involved / Exposed	Person	Unknown	n Unknown (F	PAN9904)	- Member of	f the Public)			
Incident description Roadworks were set up along a highway. Traffic controllers were on site vehicles were approaching the traffic lights, when the vehicle in front habehind it did not, resulting in a nose to tail accident. No injuries were sureported to a supervisor.					nt had slowe	ed down,	the vehicle		
Incident date	26/06/20	)22	Potentia	Low				>	
Actual damage to people None									
Assessment and a	advice de	etails					$\langle \rangle$		
Prepared by	NR			Sent to	NR			On	28/06/2022
MRC assessment	details					()	>		
MRC assessment s		Nose to t	ail MVA at te	mporary tra	affic lights				
MRC assessment		NFPD			//				
Supporting information / logic		vicinity of the MVA impact area. It is not known what speed the impact occurred, but injuries such as whiplash can occur at speeds as low as 15 km/hr, and such injuries can result in non fatal permanent damage outcomes. This MRC assessment is based on the assumption the vehicle was traveling at least 15km/hr at the time of the collision.  It is also assumed any help/assistance provided by TC, work crews or emergency services post MVA, were done in a safe environment and with modified traffic management.  If these assumptions are not correct, then this MRC may need to be revisited.							
				NO.					
RoadTek Investig	•			Oliv	nt Dunings	Linit Manag			
Procedure suggests	5	Level 2 Client Business Unit Manager							
Methodology			r Standard Ti	ViK					
Operational Safet	·		$\langle \bigcirc \rangle$						
Advice re methodolo	ogy	Standard	TMR						
Advice re Scoping		None							
Advice re investigation									
Advice re preliminary data collection		(95)							
Investigation of benefit to business? Yes									
If 'No' -	- reason								
Other considerations (//)									
Notifiable		No							
If 'Yes' -	- reason								
Safety alert recommended		No							
If 'Yes' -	- reason								
Advice re immediate	Э								

corrective actions



Survey Date 18 March 2022



Google Streetview October 2022