Department of Transport and Main Roads

Manual

Queensland Guide to Temporary Traffic Management Part 7: Traffic Controllers

March 2025

Queensland Government

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About this document

This document supplements the Austroads *Guide to Temporary Traffic Management Part 7: Traffic Controllers*, which details contemporary traffic controller practices including information about training competencies, control instructions and devices.

How to use this document

This document is designed to be read and applied together with the Austroads *Guide to Temporary Traffic Management Part 7: Traffic Controllers* (AGTTM07-21 Edition 1.1). You must have access to the Guide to understand what applies in Queensland.

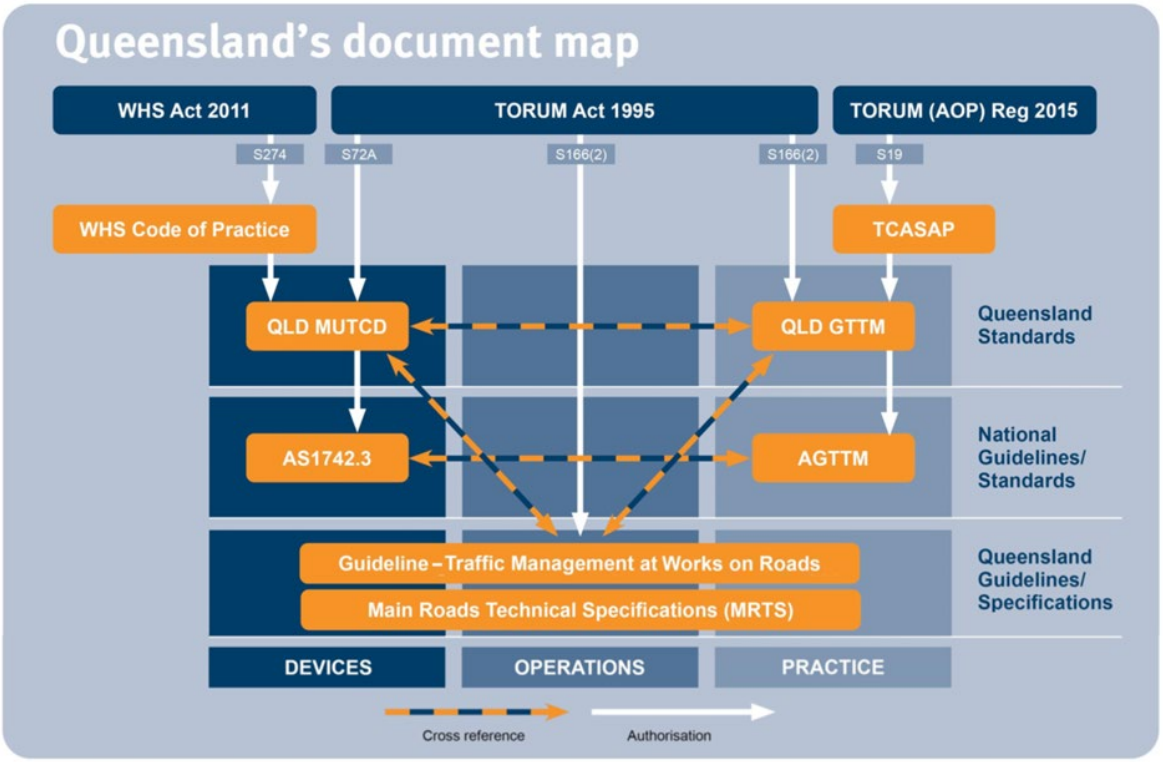
This document:

- sets out how AGTTM07-21 applies in Queensland
- has precedence over AGTTM07-21 when applied in Queensland
- has the same section and clause numbering and headings as AGTTM07-21.

The following table summarises the relationship between AGTTM07-21 and this document:

Applicability	Meaning
Accepted	The Guide section or clause is accepted.
Accepted, with amendments	Part or all of the section or clause has been accepted with additions, deletions or differences.
New	There is no equivalent section or clause in the Guide.
Not accepted	The Guide section or clause is not accepted.

A summary of the documents relevant to TTM practice in Queensland, and their links, is provided following:



References

The following references apply when reading AGTTM07-21.

Reference to…	Means
AGTTM07-21	Austroads *Guide to Temporary Traffic Management Part 7: Traffic Controllers*, as amended by this document: for example, a reference to AGTTM07-21 means you must refer to the *Queensland Guide to Temporary Traffic Management* (QGTTM) Part 7. Throughout AGTTM07-21, references are made to other parts of the Guide (for example, when reading Part 7 you may be referred to Part 3 for further information.) In this case, you must refer to the equivalent Part within the *QGTTM*. Check the applicability of the equivalent Part in the QGTTM **before** referring to the referenced Austroads Guide Part.
AGTTM	Austroads *Guide to Temporary Traffic Management*
AS 1742	Australian Standard AS 1742 *Manual of Uniform Traffic Control Devices*
Queensland (Q) series / Traffic Control (TC) signs	MUTCD (Q) series and TC signs.
Queensland MUTCD	Queensland *Manual of Uniform Traffic Control Devices* which supplements AS 1742.

Relationship table (harmonised with AGTTM07-21 Edition 1.1)

Section		Description	Applicability
1	**Introduction**		
	1.1	Purpose	Accepted
	1.2	Structure of AGTTM	Accepted
	1.3	Scope of Part 7	Accepted with amendments
	1.4	Application of Part 7 to New Zealand	Accepted
	1.5	Definitions	Accepted
2	**Traffic controller requirements**		
	2.1	Introduction to traffic control	Accepted
	2.2	Authority and accreditation	Accepted
	2.2.1	*General*	Accepted
	2.2.2	*Authority of a traffic controller*	Accepted with amendments
	2.2.3	*Work health and safety*	Accepted
	2.2.4	*Supervising a traffic controller in training*	Accepted with amendments
	2.3	Fitness for duty	Accepted
	2.3.1	*General*	Accepted
	2.3.2	*Eyesight*	Accepted with amendments
	2.3.3	*Hearing, speech and vision*	Accepted
	2.3.4	*Mobility, endurance and concentration*	Accepted
	2.3.5	*Learning, literacy and numeracy skills*	Accepted
	2.3.6	*Character and suitability*	Accepted with amendments
	2.3.7	*Site climatic conditions*	Accepted
	2.3.8	*Fatigue and hydration*	Accepted
	2.3.9	*Drugs and alcohol*	Accepted
	2.4	Traffic controller's responsibilities	Accepted
	2.4.1	*General*	Accepted
	2.4.2	*Functions of a traffic controller*	Accepted, with amendments
	2.4.3	*Responsibilities of a traffic controller*	Accepted with amendments
	2.4.4	*Communicating effectively*	Accepted
	2.4.5	*Behaviour and attitude*	Accepted
	2.4.6	*Give definite and clear signals*	Accepted with amendments
	2.4.7	*Breaks from traffic controller duties*	Accepted with amendments
	2.5	What to wear	Accepted
	2.5.1	*General*	Accepted with amendments
	2.5.2	*Clothing to comply with standards*	Accepted with amendments

Section		Description	Applicability
	2.6	What to use	Accepted
	2.6.1	*General*	Accepted
	2.6.2	*Portable traffic control devices*	Accepted with amendments
	2.6.3	*Approved equipment for manual control of traffic*	Accepted with amendments
	2.6.4	*Communication devices*	Accepted
	2.6.5	*Night works*	Accepted
	2.6.6	*Approved hand signals for traffic controllers*	Accepted
	2.6.7	*When hand signals can be used without additional equipment*	Accepted
	2.6.8	*Departures from standards and innovation*	Accepted with amendments
	2.6.9	*Traffic control in storm conditions*	New
	2.7	When a traffic controller gets to the worksite	Accepted
	2.7.1	*General*	Accepted
	2.7.2	*Pre-start meeting*	Accepted
	2.7.3	*Station set up and positioning*	Accepted with amendments
	2.7.4	*Sight distance and sign location*	Accepted with amendments
	2.8	Performing traffic control	Accepted
	2.8.1	*Traffic signals*	Accepted
	2.8.2	*Risk management*	Accepted
	2.8.3	*Always be alert to changing conditions*	Accepted
	2.8.4	*Traffic signals, STOP and GIVEWAY signs*	New
	2.9	Traffic Control Station Operation	Accepted
	2.9.1	*General*	Accepted
	2.9.2	*Queue monitoring*	Accepted with amendments
	2.9.3	*Changing hand-held STOP / SLOW bat*	Accepted
	2.9.4	*Periods of darkness*	Accepted
	2.9.5	*What to watch*	Accepted
	2.9.6	*Two lanes, two-way roads*	Accepted
	2.9.7	*Multi lane roads*	Accepted with amendments
	2.9.8	*At or near traffic signals*	Accepted with amendments
	2.9.10	*Third traffic controller*	Accepted
	2.10	When things don’t go to plan	Accepted
	2.10.1	*General*	Accepted
	2.10.2	*Incident management*	Accepted
	2.10.3	*Incident details*	Accepted
	2.10.4	*Incidents involving hazardous loads*	Accepted
	2.11	Compliance	Accepted

Section		Description	Applicability
	2.11.1	*General*	Accepted
	2.11.2	*Compliance*	Accepted
	2.11.3	*Amending, suspending and cancelling an accreditation*	Accepted

Contents

1 Introduction

1.3 Scope of Part 7

Addition

This document shall be read in conjunction with the *Traffic Controller Accreditation Scheme Approved Procedure* (TCASAP).

A traffic controller should also be familiar with the *Work Health and Safety Act 2011*. The Act sets out the laws about the health and safety requirements affecting some work activities and specified high-risk plant. Everyone has a responsibility for the health and safety of all workers in the workplace while carrying out work activities or using specified high-risk plant.

2 Traffic controller requirements

2.2 Authority and accreditation

2.2.2 Authority of a traffic controller

Addition

Add the following dot point:

- control cyclists and or pedestrians, including persons in or on a wheelchair or a personal mobility device, where traffic control is required on a roadway.

2.2.4 Supervising a traffic controller in training

Addition

When a traffic controller trainee is acquiring experience in using a STOP / SLOW bat in live traffic situations, the supervising traffic controller shall stand within 3 metres of the trainee.

2.3 Fitness for duty

2.3.2 Eyesight

Addition

The following additional requirement shall apply to the eyesight of traffic controllers:

i. distinguish a vehicle at a distance of approximately 150 metres, and

ii. have visual acuity of 6 / 12 which would allow a vehicle number plate to be read at a distance of up to 20 metres on a clear day.

Any visual defect which has not been rectified by the use of corrective lenses or by surgery should be taken into account by the Doctor / Optometrist. If the person has mild colour blindness, this should not be a problem for performing traffic controller duties, providing the person can pass the Ishihara Colour test.

2.3.6 Character and suitability

Addition

Transport and Main Roads is authorised by law to review the suitability of a traffic controller to remain accredited at any time throughout their period of their accreditation. Offence and incident reports, and information received from Queensland Police Service; registered traffic management organisations; employers; local governments; authorised officers; and Transport and Main Roads roadwork inspectors can be taken into consideration by the department.

Difference

Replace:

> If during the period of accreditation, the traffic controller is convicted of a potentially disqualifying offence, the traffic controller may be required to give written notice of the matter to the relevant authority representative within 14 days of the conviction occurring.

with:

> If during the period of accreditation, the traffic controller is charged or convicted with a disqualifying offence, the traffic controller must give written notification of the matter to the Chief Executive within 14 days of the charge or conviction occurring. Notification to the Chief Executive should be directed to the attention of the Transport and Main Roads customer service centre at which the traffic controller normally makes application for accreditation.

2.4 Traffic controller's responsibilities

2.4.2 Functions of a traffic controller

Addition

Traffic controllers are also often used to manage pedestrian activity at, through or past a road work site. Traffic controllers managing pedestrian activity are not required to use a STOP / SLOW bat or other PTCDs (however boom barriers are useful in managing pedestrian access) and use other methods such as direct communication or hand signals to manage their movements and access.

Where pedestrians are directed onto the other side of the road and crossing facilities are not available, traffic controllers may be used to ensure pedestrian safety by controlling traffic at locations where pedestrians are directed to cross the road.

A traffic controller, while displaying the STOP sign of the STOP / SLOW bat to vehicular traffic, may use hand signals to direct pedestrians to cross a roadway where it is safe to do so.

2.4.3 Responsibilities of a traffic controller

Difference

Replace last dot point:

- install and remove signs that are required for traffic controllers.

with

- install and remove signs and devices that are required for traffic control.

2.4.6 Give definite and clear signals

Difference

Replace:

- the hand-held STOP / SLOW bat.

with:

- the hand-held STOP / SLOW bat or portable traffic control device.

2.4.7 Breaks from traffic controller duties

Difference

Replace:

> Where having to stand at a station continuously for more than two hours, traffic controllers must be relieved from their duty after not more than 2 hours for a period of rest or "other duties" of at least 15 minutes.

with:

> Traffic controllers shall be relieved from their traffic control duty after not more than 2 hours for a period of rest or 'other duties' of at least 15 minutes.
>
> Where the traffic controller is operating a PTCD while seated, this requirement for a break from traffic control duty is still required.

2.5 What to wear

2.5.1 General

Difference

Replace:

> Specified traffic controller clothing is intended to signify a person on site performing specific traffic controller duties and functions and shall be in compliance with AS/NZS 4602.1. Traffic controller specific garments shall be worn when performing traffic controller STOP / SLOW duties or while supervising a traffic controller in training, as the supervisor may be required to step in to perform duties.

with:

> Specified traffic controller clothing is intended to signify a person on site performing specific traffic controller duties and functions and shall be in compliance with Section 2.5.2 of this document. Traffic controller specific garments shall be worn when performing traffic controller STOP / SLOW duties, while operating a PTCD, or while supervising a traffic controller in training.

2.5.2 Clothing to comply with standards

Addition

A traffic controller must wear clothing outlined in the Transport and Main Roads Queensland Traffic Controller Clothing Standard when carrying out the duties and functions of a traffic controller. The Transport and Main Roads Queensland Traffic Controller Clothing Standard can be found on the departmental website under Traffic Controller Accreditation Scheme.

A traffic controller must, at all times, whilst undertaking traffic control duties, wear clothing that is clean and has not deteriorated. The fluorescent and retro-reflective material must not be faded.

2.6 What to use

2.6.2 Portable traffic control devices

Addition

When operating a PTCD, and where suitable, the traffic controller may be seated while performing traffic control duties.

Unless specified otherwise by the TMD on the TGS, when using PTSS Type 1 or Type 2 devices, for manually controlled shuttle flow arrangements, they should be used in paired mode using a single HRC whenever possible / suitable. This will prevent a green signal being displayed to both approaches at the same time.

Additional guidance on the use, installation and operation of portable traffic control devices (PTCDs), including Type 1 and 2 portable traffic signal systems (PTSS) and boom barriers, is available in the *Guideline – Traffic Management at Works on Roads*.

Only PTCDs included on the current list of approved devices on the Transport and Main Roads *ITS Approved Products list* shall be used at roadwork sites in Queensland.

Addition

In the subsection **'Location'**, add the following dot point:

- is not next to the PTCD, or on the road or road shoulder close to the PTCD.

2.6.3 Approved equipment for manual control of traffic

Difference

Within subsection **'Warning signs'**, replace:

> When used side by side in a multi-message situation, the PREPARE TO STOP sign must be placed closest to the travel way as a 600 x 600 sign. In this situation, the PREPARE TO STOP must not be the 1200 x 300 size as it does not demand the same authority as illustrated in Figure 2.4.

with:

> When used side-by-side in a multi-message situation, it is mandatory that the PREPARE TO STOP panel is placed closest to the travel way and that the 600 x 600 version of this sign is used as illustrated in Figure 2.4, excluding where the use of the 1200 x 300 version is specifically permitted by QGTTM. The PREPARE TO STOP panel is used where warranted as part of the advance signage on approach to the traffic control position. See Section 4.8 of QGTTM Part 3 and *Guideline – Traffic Management at Works on Roads*.

2.6.8 Departures from standards and innovation

Difference

Replace:

> Where innovative treatments are proposed to be adopted for use by traffic controllers, undertake a risk assessment in accordance with the traffic management plan and include the innovative treatment as approved by the TMP designer and road authority.

with:

> Where variations to the requirements of the Queensland MUTCD Part 3 or the QGTTM are required, they shall be documented by a risk assessment certified by a RPEQ, refer Clause 1.9 of Queensland MUTCD Part 3.

2.6.9 Traffic control in storm conditions

New

Traffic controllers shall not be placed at risk by controlling traffic where lightning is occurring in the immediate vicinity of the worksite.

When controlling traffic in adverse weather conditions such as heavy storms (including for example: heavy rain, reduced visibility, hail and high winds), an on-site risk assessment shall be conducted to assess the safety of continuing to control traffic at the site.

Where storm conditions include imminent lightning strikes, consideration in the first instance should be given to expediently suspending works to allow all site workers and traffic controllers to seek safe shelter from these conditions.

If active traffic control must continue temporarily for reasons of public or road worker safety, traffic controllers may cease using a STOP / SLOW bat and control traffic instead using approved hand signals only.

In periods of darkness (such as at night or where daylight is compromised due to storm conditions), the traffic controller must use approved hand signals together with an illuminated wand or a torch fitted with a luminous cone attachment. The wand or torch with luminous cone is to be weatherproof and made on non-conductive material.

Where a wand or torch is used in these circumstances, it is held in the upright position to indicate STOP and moved in a sweeping sideways motion to indicate SLOW.

Where the imminent risks posed by the above-mentioned hazards no longer exists, the traffic control is to revert to normal operating procedure, that is, controlling traffic using a STOP / SLOW bat or PTCD, and where appropriate, continued use of illuminated wands or torches.

2.7 When a traffic controller gets to the worksite

2.7.3 Station set up and positioning

Difference

Replace:

> Once the traffic control station position is established, a traffic controller shall ensure that:

with:

> Once the traffic control station position is established, a traffic controller shall ensure that all signs and devices included on the TGS which are required for traffic control activities are in place and visible, and other elements specific to traffic control duties are addressed, including the following:

Difference

Replace:

- the Traffic Controller (symbolic) / Signals Ahead / PREPARE TO STOP / STOP HERE ON RED SIGNAL / STOP HERE WHEN DIRECTED signs and PTCDs are erected correctly at the beginning of the shift

with:

- the Traffic Controller (symbolic) / Signals Ahead (symbolic) / Boom Barrier (symbolic) / PREPARE TO STOP / STOP HERE ON RED SIGNAL / STOP HERE WHEN DIRECTED signs and PTCDs are erected correctly at the beginning of the shift

Difference

Replace:

- the Traffic Controller (symbolic) / PREPARE TO STOP / STOP HERE ON RED SIGNAL / STOP HERE WHEN DIRECTED signs are removed or covered when a traffic controller is not performing traffic control duties on site

with:

- the Traffic Controller (symbolic) / Signals Ahead (symbolic) / Boom Barrier (symbolic) / PREPARE TO STOP / STOP HERE ON RED SIGNAL / STOP HERE WHEN DIRECTED signs and PTCDs are removed or covered when a traffic controller is not performing traffic control duties on site. PTCDs and their signs may remain in place for short periods when not being used to control traffic, with signals displaying a GREEN signal and with boom barriers in the raised position.

Difference

Replace:

- Where required, four cones are placed at 4 m spacing on the centreline, with the first to be 6 m from the traffic controller station, starting from the STOP HERE ON RED SIGNAL / STOP HERE WHEN DIRECTED sign position (downstream). Traffic cones are used to highlight the traffic control position, where vehicles are to stop and for traffic management purposes. A temporary hazard marker or KEEP LEFT DELINEATOR sign may be installed at the start of the row of 4 cones to direct traffic to the correct travel path if needed. The requirement for the four cones is not applicable if the traffic guidance scheme specifies otherwise following a site-specific risk assessment

with:

- Four cones should be placed on the centreline spaced 4 m apart starting from the STOP HERE ON RED SIGNAL or STOP HERE WHEN DIRECTED sign position (downstream). Traffic cones are used to highlight the traffic control position, where vehicles are to stop and for traffic management purposes. A Temporary Hazard marker or KEEP LEFT delineator sign may be installed at the start of the row of four cones to direct traffic to the correct travel path if needed. The requirement for the four cones is not applicable if the traffic guidance scheme specifies otherwise following a site-specific risk assessment

Difference

Replace:

- once traffic has stopped, a traffic controller must change their position as necessary so that they are clearly visible to approaching traffic.

with

- once traffic has stopped, a traffic controller must change their position as necessary so that they are clearly visible to approaching traffic (not applicable to traffic controllers operating PTCDs).

Addition

Add the following dot point:

- Cones or bollards may be placed on the edge line at the traffic control station to delineate vehicle movements past the traffic control station. Methods of speed management, as per the QGTTM Part 3 may be used to manage vehicle speeds.

Difference

Replace notes for Figure 2.5: *Station set up and positioning guide* with the following:

Notes:

- Signs are to be duplicated in accordance with the requirements in QGTTM Part 3 Section 2.5.3 and Section 5.5.1 for speed signs.
- Not all advance warning signs are shown.
- For sign spacing refer to Austroads *Guide to Temporary Traffic Management* Part 3 Table 2.2.

2.7.4 Sight distance and sign location

Addition

The minimum sight distance for traffic approaching a traffic controller using a STOP / SLOW bat shall be as per Table 2.3.

The minimum sight distance for traffic approaching a PTCD which is being manually controlled by a traffic controller shall be as per Table 2.3.

The minimum sight distance for traffic approaching a PTSS which is operating in vehicle actuated, or fixed time operation (no traffic controller) shall be 150 m as per Section 2.6.2, subsection **'Visibility'**.

2.8 Performing traffic control

2.8.4 Traffic signals, STOP and GIVE WAY signs

New

A traffic controller cannot direct traffic through a STOP or GIVE WAY sign without covering the sign first, nor can traffic be directed through operating traffic signals without having the relevant RIM switch them to flashing yellow or off.

Worksite supervisors must first gain the written approval of the relevant authority to cover a permanent fixture such as a STOP or GIVE WAY sign or switch traffic signals to flashing yellow or off.

See Section 2.9.8 of this document for guidance on traffic controllers operating at or near traffic signals.

2.9 Traffic control station operation

2.9.2 Queue monitoring

Addition

When the traffic queue approaches the predicted end-of-queue location, the traffic controllers should consider the options provided in QGTTM Part 3 Section 4.8 (Item 7).

2.9.7 Multilane roads

Difference

Replace all references to ‘10 m’ with ‘6 m’.

2.9.8 At or near traffic signals

Difference

Replace 6th dot point:

- if the conditions only allow one traffic controller to work on a multilane road, the approach should be reduced to a single lane.

with:

- if the conditions only allow one traffic controller to work on a multilane road, the approach shall be reduced to a single lane.

Difference

Replace last dot point:

- if traffic controllers are using a STOP / SLOW bat to control traffic at an intersection, they must have the “SLOW” sign covered or removed to ensure that vehicles on other approaches do not proceed into the intersection.

with:

- if traffic controllers are using a STOP / SLOW bat to control traffic at an intersection, they must manage the risk of traffic from the opposite direction seeing the reverse face of the STOP / SLOW bat and responding to that direction (which would not be intended). It is important to ensure approaching traffic is aware of the controls applicable for that direction which would likely be another traffic controller with a STOP / SLOW bat for that approach.

Addition

Add the following dot points:

- Traffic controllers operating between 50 m and 100 m of a signalised intersection should consider the impact of the signals on their operations and the impact of their operations on the signals.
- A traffic controller shall not direct traffic contrary to an operating traffic signal.