# 7.16 Traffic Controller Operations

<table>
<thead>
<tr>
<th>Purpose</th>
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<tbody>
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<td>To recognise the importance of correct procedures</td>
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<th>Guideline</th>
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<tr>
<td>Using the Stop/slow bat</td>
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**STOP**  
White reflectorized legend and border, red class 3 reflectorised backgrounds.

**SLOW**  
Black legend and border, yellow class 3 reflectorised background

**The Stop/Slow Bat should always:**
Be held steady by the Traffic and Controller (it may be necessary to wave the bat from side to side to attract oncoming driver attention otherwise the bat should remain steady by the Traffic Controller)

**Bat Changes-From SLOW to STOP**
When changing from Slow to Stop:
- Hold the bat in the left hand in case escape is necessary
- Remain outside the travelled path
- Avoid stopping large vehicles at the front of the queue
- Face oncoming traffic
- Ensure the vehicle has a safe braking distance
- Gain the drivers attention and nominate /point at the drive with freehand
- Hold the bat upright with STOP facing the driver
- Move the bat in a sideways directions to gain attention (if required)
- Raise the right hand into position with palms towards the traffic
• Show the vehicle where to stop (5 meters from the control position) using cones as a guidance tool

**Bat Changes - From STOP TO SLOW**

When changing from STOP TO SLOW

• Check the other controller has stopped the traffic
• Confirm the last vehicle has passed your traffic control location
• Return to the shoulder or footpath (outside the travelled path)
• Check that the work area is clear
• Recheck that the other controller has stopped traffic
• Gain the driver attention
• Turn the bat to SLOW
• Indicate that the driver may proceed
• If using two way radio after turning your bat to STOP, give the other traffic controller a clear description of the last vehicle past your location

What to watch
Traffic Controllers must:

- Never turn your back on approaching traffic
- Control traffic from the standing position
- Watch approaching traffic to assess changes in traffic patterns, or to identify drivers who do not see or choose to ignore signs or direction
- Be aware of the progress of the job and any problems within the work area that may impact on the passing traffic
- Always communicate with other controllers, whether visually or using the two-way radio

A Traffic Controller can control traffic in one lane and in one direction only

When are more than 2 Traffic controllers needed

When:

- The two Traffic controllers cannot see each other and two-way radios are not available
- Traffic queues get so long that the end of the queue approaches a blind corner or crest and vehicles may not have sufficient chance to stop in time
- Controlling traffic at a T-junction or Roundabout (in this situation it is essential that all three Traffic controllers be in two-way communication
- Oncoming traffic approach too quickly. A third Traffic controller waving a SLOW bat may be useful in controlling the speed of that approaching traffic
- Controlling traffic involving side streets between the traffic control position

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
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<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
</tr>
<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
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<tr>
<td>Next date of review</td>
<td>1 July 2013</td>
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