

Traffic Controller Training

RIIWHS205E Control traffic with a STOP/SLOW bat

Logbook

December 2021

Learner name

Date

RTO name

Version	Document status and nature of amendment	Date
1.0	Version 1	03/10/14
2.0	Initial draft for comment (Version 2)	15/04/16
2.1	Revised draft (Version 2)	17/06/16
2.2	Revised draft for review (Version 2)	29/07/16
2.3	Final draft for review (Version 2)	26/08/16
2.4	Change to page numbers (Version 2)	12/10/16
2.5	Change to example page and breakdown of times table (Version 2)	30/11/16
2.6	Change to Supervising TC details block (Version 2.1)	11/05/17
3.0	Change D to E	02/12/2020
3.1	Update for Harmonisation standards	13/12/2021

Trainer / Assessor declaration

I declare that (Learner name) _____

- Has successfully completed the theory component of the Department of Transport and Main Roads Approved Traffic Controller Training Program (comprising competency unit RIIWHS205E Control traffic with stop-slow bat).
- Has declared that he/she meets the Traffic Controller medical fitness and suitability requirements applicable to accredited Traffic Controllers.

Date of successful completion of theory component of course: _____

Trainer / Assessor name: _____

Work phone no: _____

RTO name: _____ RTO no: _____

Trainer / Assessor signature: _____ Date: _____

Learner vocational placement requirements

When undertaking your 20 hour vocational placement there are strict requirements to be met by you and your supervisor.

As a Traffic Controller learner, you are required to:

1. Follow all directions given to you by your:
 - a) Site supervisor
 - b) Traffic control supervisor, and/or
 - c) Trainer/assessor.
2. Keep a written record of your 20 hour vocational placement in your logbook. These hours must be entered in the logbook at the completion of each work day and signed off by your supervising Traffic Controller.
3. **Do not** perform any supervised traffic control duties unless you are complying with the operational procedure as described in Traffic Controller Accreditation Scheme Approved Procedure (TCASAP) and the *Queensland Manual of Uniform Traffic Control Devices Part 3* (Queensland MUTCD) and the *Queensland Guide to Temporary Traffic Management* (QGTMM). This includes complying with the rest and break requirements stipulated in TCASAP:
4. **Complete your 20 hours vocational placement within three months of training.**

Once completed, submit your logbook to your Registered Training Organisation. Your trainer / assessor will conduct a final workplace observation assessment to confirm your competency. If you are deemed competent, your RTO will issue you with a Statement of Attainment in RIIWHS205E Control traffic with stop-slow bat. The Statement of Attainment is a pre-requisite for applying to become an accredited Traffic Controller in Queensland.

Daily record – Completing your logbook

1. Complete placement company and supervisor details on page 3.
2. Ensure all details are written clearly and concisely.
3. Ensure that you record every day you perform work as a trainee.
4. Ensure that all entries are confirmed and signed off by your supervising Traffic Controller daily. Only a Queensland accredited Traffic Controller can supervise you whilst gaining your worksite experience.
5. When indicating whether the 'Type of Works' is short-term (refer Queensland MUTCD Part 3 and QGTTM) or long-term, please be aware that short-term works is taken to mean a traffic control operation that is established for one day or less (such as for a temporary diversion). Long-term applies when a traffic guidance scheme is required to operate both day and night and may be left unattended.

REMEMBER: You are ONLY allowed to control traffic on a road when you are under the direct supervision of an accredited Traffic Controller.

PLEASE NOTE: You are responsible for ensuring the logbook is completed and that it is signed by your supervising Traffic Controller at the work site at the end of each day. Ensure your logbook is with you on site.

It is very important that you do not lose your logbook.

Company / organisation information

Record details of all companies / organisations responsible for the road worksites in which you gain your experience.

Company / organisation name	Address	Telephone

Record details of all accredited Traffic Controllers who supervised you whilst gaining your practical experience.

Name of supervising Traffic Controller	Traffic Controller accreditation no.	Company / organisation	Work contact number

Site and operation details (example page)

Supervising Traffic Controller	Name: <i>Robert Jones</i> Accreditation no: <i>123 456 789</i>	Expiry date: <i>30/6/2022</i>	Date: <i>21/3/2020</i>
Site location:	<i>South Pine Road, Everton Park</i>	Type of works:	Short-term Long-term

At the worksite

<p>Ensure escape route cleared</p> <p>Ensure the traffic controller line of sight of approaching traffic, and minimum sight distance for traffic approaching a traffic controller or PTC, which is being manually controlled by a traffic controller is as specified QGTTM Part 7 or as specified by TMD</p> <p>Ensure the Traffic Controller symbolic) / Signals Ahead / Boom Barrier / PREPARE TO STOP / STOP HERE ON RED SIGNAL / STOP HERE WHEN DIRECTED signs are:</p> <p>erected correctly at the beginning of the shift</p> <p>properly set up if traffic control is taken over part way through a shift</p> <p>removed or covered when traffic controller is not performing traffic control duties</p>	<p>STOP HERE ON RED SIGNAL/STOP HERE WHEN DIRECTED sign is placed a minimum distance of 6 m from the PTC/traffic controller position (downstream), and in line with the nearest cone to the traffic controller station</p> <p>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)</p> <p>Ensure there is a maximum speed limit of 60 km/h established through the worksite</p> <p>a PREPARE TO STOP sign in conjunction with the Traffic Controller (symbolic) / Signals Ahead / Boom Barrier Ahead sign is installed at a minimum distance as shown in QGTTM from the predicted end of traffic queue</p> <p>Ensure stop / slow bat is 1.8 m</p> <p>Use correct manual handling techniques</p>
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Types of duties

Tick the most appropriate description of the type of tasks you carried out during the day.

Attend prestart meeting	<input type="checkbox"/> STOP/SLOW duties on a roadway (shuttle flow)
Operate radio	<input type="checkbox"/> STOP/SLOW duties on a multi lane road
Pedestrian control	<input type="checkbox"/> Control traffic using PTC (PTSS or boom barrier)
Manage site access	<input type="checkbox"/> Guide traffic through an intersection
Undertake / contribute to site risk assessment	<input type="checkbox"/> Communicate with others in a clear manner using correct terminology
Monitor queue length	<input type="checkbox"/> Report incidents

Work at night	<input type="checkbox"/> Other, please state:
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Breakdown of times

Total hours includes award-based breaks (excluding meals), TCASAP 15 minute rest and “other duties”.

Shift start	Meal start	Meal finish	Shift finish	Total break	Total hours of experience
7.00am	12.00pm	12.30pm	3.00pm	30mins (lunch)	7.5 hours
Total					7.5 hours

Total logged hours, excluding meal breaks: 7 hours 30 minutes.

Trainee signature: Anne Robins

Supervising Traffic Controller signature: Robert Jones

Supervising Traffic Controller notes:

Site and operation details

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Site location:			Type of works: <input type="checkbox"/> Short-term <input type="checkbox"/> Long-term

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Supervising Traffic Controller signature: _____

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