



# DUBAI AVIATION CITY CORPORATION OHSE CODE OF PRACTICES



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DACC CODE OF PRACTICE – TRAFFIC  
MANAGEMENT AND LOGISTICS



## TRAFFIC MANAGEMENT AND LOGISTICS

DACC (DUBAI SOUTH) Code of Practice

Document Reference No.: DACC.DS.OPS.OHSE.TMT.01.TL

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### 1.0 INTRODUCTION

- (a) This Code of Practice (COP) is mandatory to all Operational Facilities operating within the Dubai South jurisdiction. It is designed to incorporate requirements set by UAE and other relevant Regulatory authorities. If requirements of this document conflict with requirements set by another regulatory authority, Operational Facilities are required to follow the more stringent requirement.
- (b) Operational facilities means the business operating in Dubai South such as Offices, Educational Institutions, Medical Facilities, Logistics and Warehouse Facilities, Factories, Recreational Facilities, Multi Store Apartments, Retail Facilities, etc. and all other facilities which are registered under Dubai South License.
- (c) A duty Holder is defined as;
  - (i) the person(s) who owns or is in control, through contact or tenancy, of non-domestic premises;
  - (ii) With regard to multiple tenanted premises, the duty holder shall be the person who owns or is in control of the building, including access and egress;
  - (iii) All other persons shall cooperate with the with the duty holder to allow them to comply with their duties requirements under this COP.
- (d) This COP covers the requirements and relevant standards so that the risk associated with traffic and logistics can be prevented or reduced through the introduction of appropriate control measures.
- (e) "Vehicle" refers to any powered truck, car, van or item of site plant that may be operated by a driver or operator.
- (f) "Site Traffic" refers to all forms of vehicle traffic movements, including powered lift trucks or plant, on Site and includes the movements of visitor's vehicles.
- (g) "Site" refers to a project or facility in which the traffic is being managed, including internal traffic movements such as powered lift trucks.
- (h) "Duty Holder are responsible for activities undertaken on the site. Duty Holder overseeing and the main responsible for any activities and consultant to ensure Duty Holders adhered to this COP.

### 2.0 COMPETENCE, TRAINING AND AWARENESS

- (a) Duty Holder shall ensure that OHSSE training complies with the requirements of:
  - (i) *Dubai Aviation City Corporation (DACC) OHSERF - Regulations 6 – Competence, Training and Awareness.*



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- (b) Duty Holder shall provide a training program appropriate to ensure that all persons involved in working at heights acquire the understanding, knowledge and skills necessary for the safe performance of all duties.
- (c) Training is to be provided to exposed employees prior to assignment to jobs where Traffic Management or Logistics are involved. The training shall include the following, but not limited to:
  - (i) Appropriate training on the vehicle they are operating;
  - (ii) Information on the safe systems of work identified in the risk assessment;
  - (iii) appropriate control measures to be followed by vehicle or operators;
  - (i) Appropriate control measures to be followed by pedestrians; and
  - (ii) Reporting procedure in the event of incidents involving site traffic.
  - (iii) Emergency rescue procedures. Practical and theoretical training on the actions to be taken in an emergency situation.
- (d) Refresher training shall be conducted when the Duty Holder has the reason to believe that any affected employee who has already been trained does not have the understanding and skill required by this COP. The training content shall be identical to the initial training. Circumstances where retraining is required including, but are not limited to, the following conditions:
  - (i) Whenever (and prior to) a change in job assignment is made;
  - (ii) When there is a deviations from or inadequacies in the employee's knowledge of site traffic management and logistics.
  - (iii) When a known hazard is added to the work environment that affects the traffic management or logistics.
  - (iv) Whenever a site traffic management or logistics procedure fails.
- (e) Duty Holder shall ensure that the training contains the following information;
  - (i) Company, name and company employee ID number;
  - (ii) Emirates ID number / Dubai South ID Pass;
  - (iii) Topic / subject of training;
  - (iv) Training provider;
  - (v) Date of training; and
  - (vi) Person conducting the training.

### 3.0 REQUIREMENTS

#### 3.1 Roles and Responsibilities

##### 3.1.1 Duty Holder;

- (a) Duty Holder shall undertake their roles and responsibilities in accordance with the general requirements of *Dubai Aviation City Corporation (DACC) OHSERF – Regulation 5 – Leadership, Roles, Responsibility and Self-Regulation*.



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- (b) Duty Holder shall be responsible for performing a risk assessment in accordance with *Dubai Aviation City Corporation (DACC) OHSERF – Regulation 2 – Risk Management* to determine the risks associated with Traffic Management and Logistics. Duty Holder shall include control measures and safe work practices with the advice from consultant or client representative to reduce employee's exposures that could cause an injury.
- (c) Duty Holder shall undertake their specific roles and responsibilities in accordance with the following:
  - (i) Site traffic management shall be appropriately planned, assessed, organized and implemented;
  - (ii) Pedestrian and vehicles routes shall be segregated so far as is reasonably practicable;
  - (iii) Pedestrian and vehicles routes shall be clearly marked with signs and barriers;
  - (iv) Separate site entrances and exits shall be provided for both vehicles and pedestrians;
  - (v) Appropriate speed limits shall be enforced for the facility, taking into account pedestrian movements and the risk from the operators being undertaken.
  - (vi) Visitor's vehicles movements shall be managed in an appropriate manner for the facility. At a minimum traffic shall be stopped at the site entrance and drivers briefed by a competent person on the site traffic management arrangements;
  - (vii) All arrangements for site traffic management and logistics shall be regularly reviewed and updated where deemed necessary; and
  - (viii) All persons involved in site traffic management and logistics are trained and competent.
  - (ix) Development of Fall Prevention Plan and Emergency Rescue Plan

### 3.1.2 Employees

- (a) Employees shall undertake their roles and responsibilities in accordance with the requirements of *Dubai Aviation City Corporation (DACC) OHSERF – Regulation 5 - Leadership, Roles, Responsibility and Self-Regulation*.
- (b) Employees shall ensure to follow all instruction and training they receive on site traffic management and logistics.
- (c) Employees shall ensure to report any activity or defect relating to site traffic management or logistics which they believe is reasonably foreseeable to endanger their safety or the safety of other person.

### 3.2 Planning and Assessment

- (a) Duty Holder shall ensure that planning and design is developed for traffic management and logistics in accordance with the requirements set of this CoP and other relevant and applicable regulatory authority requirements and proven international best practices.
- (b) Duty Holder shall ensure the following:





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- (i) An assessment of the various risks is undertaken and system of work are established which are safe to all parties involved, other employees or affected including the public;
- (ii) That effective procedures and control measures are in place which are implemented in order to manage the risk associated with site traffic management and logistics.
- (iii) Where required by risk or high number of traffic movements, a traffic management plan is prepared where applicable and regularly updated.
- (iv) That for the Industrial Sector the traffic management plan is implemented in accordance with all other COP's relevant to the operation and movement of vehicle as part of the employers operational activities.
- (v) That associated safe systems of work and site rules are included in the Operational Occupational Health, Safety and Environment Plan (OHSE-Plan)

### 3.3 Site Traffic Management

#### (a) When planning for site traffic movements, Duty Holder shall ensure that;

- (i) Engineering controls measures shall be given priority over administrative controls when planning traffic management systems.
- (ii) Traffic routes shall be segregated from pedestrian routes wherever reasonably practicable.
- (iii) All vehicles routes are to be planned to minimize the need for vehicles to reverse by introducing one way systems wherever reasonably practicable.
- (iv) Road construction and surface quality for traffic routes shall be appropriate for the vehicle types that will use them;
- (v) Consideration shall be given to vehicles access routes widths and the turning radius of bends to ensure clear access for emergency vehicles;
- (vi) Appropriate lighting for roads and pedestrian walkways shall be provided.
- (vii) All vehicles including contractors and visitors shall be subject to the site rules for vehicles.
- (viii) Arrangement shall be made by the Duty Holder to brief contractors, visitors, drivers and operators on the safety requirements of the site traffic routes.
- (ix) Parking area shall be incorporated away from operational requirements.
- (x) The design of traffic routes shall be in manner that avoids blind spots and tight bends.

#### (b) Traffic Routes

- (i) Duty holder shall ensure that where main roads/service roads are blocked or obstructed temporary due to site activities inside Dubai South Premises a permit shall be taken from specialized department in Dubai South and Dubai Aviation City Corporation (DACC) OHSE Department.



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- (ii) Duty holder shall ensure that access for emergency vehicles is maintained at all times. Where routes are blocked or obstructed temporary due to site activities, alternative arrangements shall be in place for emergency vehicle access.
- (iii) Duty holder to ensure that vehicle traffic routes are appropriate and wide enough for the type of vehicle using them. Where two way traffic is unavoidable with the width of the traffic route shall be wide enough to allow vehicles to pass safely without risk of collision or striking with the other vehicle.
- (iv) Duty holder to ensure that signage shall be provided to clearly indicate the traffic route, direction of travel and any specific instructions that the driver and operator may need to know.
- (v) Duty Holder shall ensure that speed limits shall be determined and appropriate signage shall be displayed at frequent intervals displaying the maximum speed limit. The risk assessment process shall be followed to assess each site specific requirements.
- (vi) Duty holder shall ensure that where there is a public interface at the site entrance and /or exit warning signs and traffic control measures shall be provided. In most cases this will involve the use of traffic marshals to direct and oversee the traffic arrangements and public safety.
- (vii) Duty holder shall ensure that signage shall be checked regularly and maintained so that it can be easily read.
- (viii) Duty holder shall ensure that traffic control measures shall be provided at junctions, pedestrian crossing points or other potentially dangerous areas.
- (ix) Duty holder shall ensure that arrangement shall be made to check the safe use of traffic routes including;
  - 1. Vehicle speed;
  - 2. Direction of travel
  - 3. Safe driving practices
  - 4. Compliance with passing/overtaking rules; and
  - 5. Adherence to warning signs and traffic signals
- (x) Duty holder shall ensure that where speed bumps are used they shall be clearly signposted, physically marked and designed so as not to create additional hazards for the type of vehicles using the traffic route.
- (xi) Duty holder shall ensure that traffic routes shall be maintained and the surface shall be kept in good condition. Pot holes and other wear shall be identified through inspection and remedial action shall be taken.

### (c) Pedestrian Routes

- (i) Duty holder shall ensure that as far as is reasonably practicable, designated walkways and routes are provided for pedestrians. Pedestrian's walkways shall be clearly marked with signage and where reasonably practicable, protected with appropriate barriers.



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- (ii) Duty holder shall ensure that pedestrian routes are maintain in good order a kept free from any obstruction. Daily checks of each walkway shall be made at the beginning of each shift.
- (iii) Duty holder shall ensure that details of the arrangements for pedestrian access and safely shall be included and covered thoroughly in the site environment health safety induction.
- (iv) Duty holder shall ensure that access to high risk vehicle maneuvering areas is restricted with appropriate barriers and signage.
- (v) Duty holder shall ensure that appropriate crossing points are provided and clearly signposted where pedestrians have to cross vehicle traffic routes.
- (vi) Duty holder shall ensure that control measures are implemented to prevent pedestrians taking shortcuts. This may include increased levels of barrier protection or security staff at high risk areas
- (vii) Duty holder shall ensure that pedestrian routes shall be illuminated where out-of-hours or night-time working is required. This arrangements also covers access by night-time security staff.

### (d) Traffic Marshals

- (i) Duty holder shall ensure that traffic marshals are in full view of the driver at all times whilst undertaking reversing operations and shall prevent any pedestrian movement behind reversing vehicles.
- (ii) Duty holder shall ensure that appropriately trained marshals are provided on site to oversee traffic control arrangements. Traffic marshals shall be easily identifiable with a high-visibility vest jacket.
- (iii) Duty holder shall ensure that appropriate shelters are provided for traffic marshals to shade them from the sun, this will include air conditioning for main entrance and exit points.

### (e) Vehicle Reversing

- (i) Duty holder shall ensure that so far as reasonably practicable that control measures are implemented to prevent the need for vehicle reversing movements in accordance with section 3.3(a).
- (ii) Duty holder shall ensure that where it is not reasonably practicable to prevent the need for vehicle reversing movements employers shall ensure the following but not limited to;
  - 1. A full and detailed risk assessment shall be undertaken
  - 2. The need for reversing shall be minimized where reasonably practicable.
  - 3. Audible alarms and flashing amber lights are to be fitted to vehicles which operates automatically when the reverse gear is selected.
  - 4. Designated reversing areas are to be provided indicated with appropriate signs.
  - 5. Pedestrian access to reversing areas is to be restricted with appropriate barriers and warning signs.





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- 6. Vehicle drivers or operators are to be briefed on the reversing arrangements and appropriate supervision is provided to monitor the effective implementation of the control measures for reversing vehicles.
- (iii) Duty holder shall ensure that traffic marshals shall be considered as a last resort and shall only be used in circumstances where other control measures identified through risk assessment are not possible.
- (iv) Duty holder shall ensure that where traffic marshal are used, they are fully trained and competent to undertake the role of a traffic marshal. Training shall be in accordance with section of this document.

### 3.4 Traffic Management Plans

- (a) Duty holder shall ensure that site specific "Traffic Management Plan" is prepared on each site where vehicle(s) are operating. The Traffic Management Plan shall include details on the following;
  - (i) General site description and details of the type of traffic on site
  - (ii) Site specific risk assessment for vehicles on site
  - (iii) Site layout drawing clearly showing traffic routes, pedestrian crossing points, signage location and pedestrian routes.
  - (iv) Estimated volumes of each traffic type and means of monitoring traffic flow rates.
  - (v) Details of the traffic control measures at junctions and pedestrian crossing points including arrangements for the segregation of pedestrian and vehicles.
  - (vi) Location of the designated site parking areas.
  - (vii) Details of the person overseeing traffic arrangements.
  - (viii) Details of the driver / operator site rules
  - (ix) Description of the arrangements for visiting drivers
  - (x) List of traffic marshal operating on site along with records of their training.
- (b) Duty holder shall ensure that Traffic Management Plan is reviewed on a regular basis and updated to ensure it is appropriate for the current arrangements implemented at site.
- (c) Duty holder shall ensure that develop and keep up-to-date detailed emergency procedures to deal with vehicles fires that may arise on site. The following emergency situations shall be reviewed as foreseeable and detailed in the emergency procedures for the site.
  - (i) Vehicle collisions
  - (ii) Vehicle overturning
  - (iii) Vehicle breakdown in high volume traffic area
  - (iv) Pedestrian struck by vehicle
  - (v) Vehicle fire.



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### 3.5 Logistics

#### (a) Site Set Up

Duty holder shall ensure that prior to the commencement of the main works the site is set up to meet the following requirements.

1. Establishment of the site perimeter fencing.
2. Provision of welfare facilities to meet the requirements of the anticipated workforce numbers when work commences.
3. Establishment of site offices
4. Provision of traffic routes, pedestrian routes, delivery areas and storage areas.

#### (b) Storage Areas

- (i) Duty holder shall ensure that appropriate storage areas are provided for materials that can be easily accessed and do not present any danger to employees.
- (ii) Duty holder shall ensure that a concrete hard-standing area is provided for the storage of palletized materials.
- (iii) Duty holder shall ensure that palletized materials are stacked no more than 3 pallets high or in accordance with manufacturers recommendation (whichever is less).
- (iv) Duty holder shall ensure that storage areas are defined using barriers and signs.
- (v) Duty holder shall ensure that appropriate space is allowed around storage areas for employees to move around safely without the risk of being trapped between stacked materials and walls or barriers
- (vi) Duty holder shall ensure that wedges/stoppers provided for materials that has a tendency of rolling while stacking.
- (vii) Duty holder shall ensure that arrangements are made to ensure the safe loading and unloading of materials to and from storage areas.
- (viii) Duty holder shall ensure that storage areas are maintained in good order at all times.

#### (c) Material Deliveries and Collection

- (i) Duty holder shall ensure that arrangements are in place to ensure the controlled or organized delivery and collection of materials.
- (ii) Duty holder shall ensure that delivery/collection drivers shall be subject to OHSE briefing / induction with regards to traffic management. This includes site layout and designated routes, speed restrictions, site traffic requirements, any specific risks and any additional relevant information.



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- (iii) Duty holder shall ensure that establish appropriate dedicated vehicle parking areas for delivery / collection vehicles. Parked vehicles shall be turned off with hand brakes on.
- (iv) Duty holder shall ensure that arrangements are in place to ensure all delivery / collection drivers report to security upon arrival to site.
- (v) Duty holder shall ensure that materials delivery / collection is made at designated storage / collection areas.
- (vi) Duty holder shall ensure that materials can be unloaded / loaded safely by mechanical means where appropriate safety precautions, closely supervise by a competent client representative and without risk to others on site.
- (vii) Duty holder shall ensure that those involved in material handling are trained in the site delivery procedures.
- (viii) Duty holder shall ensure that vehicle loads are checked prior to entry to site to ensure that they are safe.
- (ix) Duty holder shall ensure that vehicle loads are checked and approved by both the employer and the driver following loading on site prior to release of the vehicle for exit from site.
- (x) Duty holder shall ensure that employers shall implement safe loading and dispatch procedures as required according to assessed risk.
- (xi) Duty holder shall ensure that coupling / uncoupling shall be undertaken in an appropriate dedicated area. Duty holder shall ensure that shall assume responsibility for the safe coupling / uncoupling when undertaken on site. Vehicle operators shall be competent in coupling / uncoupling procedures.

### (d) Trip Management Plan

- (i) A Trip Management Plan shall be developed and implemented for employers involved in off-site vehicle movements related to operational activities including collection, delivery, and client meetings etc. This does not apply to commuting journeys to and from the workplace at the beginning and end of the shift.
- (ii) Trip Management Plan shall include the following but not limited to;
  - 1. A Trip by road shall be necessary and business related.
  - 2. A Trip Plan shall consider the factors like selection of route, timings, location etc.
  - 3. A log of the Trip including the vehicle used, the driver and any passenger, the time out, destination, expected arrival and return times shall be recorded. An appropriate log shall be maintained on site.
  - 4. Driver shall inform the employer upon arrival at destination.
  - 5. Driver shall inform the employer upon return and sign log as completion of Trip.



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6. Should the driver be more than one hour late in submitting relevant reports (at destination or on return) then the employer shall take necessary steps to contact driver and ensure his safety.
7. Driver shall inform the employer of any unexpected (traffic jams)
8. The employer shall have in place appropriate response procedures for breakdowns, incidents etc.

### 3.6 Inspection of Site Traffic Management and Logistics Arrangements.

- (a) Duty holder shall ensure that routine OHSE inspection carried out on site cover the site traffic management and site logistics arrangements.
- (b) Duty holder shall ensure that record inspections and identify areas of non-compliances against this CoP. Where non-compliances are identified a corrective action plan shall be developed to deal with their timely close-out.

### 3.7 Signs, signals and markings

- (a) Duty holder shall ensure that Road signs shall be used to warn or inform traffic as per the **Road and Transport Authority (RTA) requirements**.
- (b) Duty holder shall ensure that flashing warning signs can be used to control traffic flow and speed of approaching vehicles.
- (c) Duty holder shall ensure that all signs are placed in a strategic position so that people have time to see them, and take appropriate action before they reach the hazard.
- (d) Duty holder shall ensure that all signs should be clearly understandable, be easily noticed, clean and well-maintained so that they are visible at all times.
- (e) Duty holder shall ensure that where overhead clearance is limited, consider the use of warning signs. Reflective (and preferably illuminated) signs should be used when they have to be visible in darkness.

## 4.0 RECORD KEEPING

- (a) Duty Holder shall ensure records of the below but not limited to:
  - (i) Traffic Management Plan
  - (ii) Inspection reports for Site Traffic Management and Site Logistics Arrangements.
  - (iii) Training and Competency certificates / Licenses
  - (iv) Incident reports involving site traffic management
  - (v) Permits System



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(vi) Site Logistics Plan

### 5.0 REFERENCES

NO.	DOCUMENT NAME	DOCUMENT NO.
1	Risk Management	DACC OHSERF – Regulation 2
2	Leadership, Roles, Responsibilities and Self-Regulations	DACC OHSERF – Regulation 5
3	Competence, Training and Awareness	DACC OHSERF – Regulation 6
4	Document Control and Record Management	DACC OHSERF – Regulation 8
5	Emergency Management	DACC OHSERF – Regulation 13
6	Occupational Health Screening and Medical Surveillance	COP- DACC.DS.OPS.OHSE.WRH.03.MS
7	Medical care which the employer is obliged to provide to his workers	Ministerial Decision No. 37/2 of 1982