



# RIIWHS205D

## Control traffic with stop-slow bat

*20 Hour Vocational Placement Logbook*

## Traffic Controller 20 Hour Vocational Placement Logbook

### Document history

Version History	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

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## Trainee details

Trainee name: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact details: Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Drivers licence no:  
(if applicable) \_\_\_\_\_

General Card no.: \_\_\_\_\_ Date issued: \_\_\_\_\_

Construction Issued by (RTO): \_\_\_\_\_

Induction Card: \_\_\_\_\_

\_\_\_\_\_

## Trainer/assessor declaration (before commencement of 20 hour vocational placement)

I declare that (*trainee name*) \_\_\_\_\_

- has successfully completed the theory component of the Department of Transport and Main Roads Approved Traffic Controller Training Program (comprising competency unit *RIIWH205D 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: \_\_\_\_\_

Telephone: \_\_\_\_\_

RTO name: \_\_\_\_\_

RTO number: \_\_\_\_\_

Trainer/assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Trainee's 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 trainee, 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 Manual of Uniform Traffic Control Devices (MUTCD). This includes complying with the rest and break requirements stipulated in Clause 4.10.5 of the MUTCD Part 3 and Clause 2.4 of TCASAP:

*“Traffic controllers shall be relieved from their duty after not more than 2 hours for a period of rest or “other duties” of at least 15 minutes. [NOTE: “Other duties” does not include operation of a STOP/SLOW bat to control traffic or any duties involving standing in one position].”*

4. **Complete your 20 hour vocational placement within three months of training.**

When your 20 hour placement is completed, your logbook is to be submitted to your Registered Training Organisation. Your trainer/assessor will conduct a final workplace observation assessment to confirm your competency. If you are competent, your RTO will issue you with a Statement of Attainment in *RIIWH5205D 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 all the trainee/supervisor details.  
**Note:** If you have more than one supervisor during your vocational placement then the details for each one **must** be entered on the following page of the logbook (page 5).
2. Ensure all details are written clearly and concisely.
3. Ensure that you make an entry in the logbook every day you perform work as a trainee.
4. Ensure that all daily entries are confirmed and signed off by your supervising traffic controller. 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 MUTCD 1.4.17) or long-term (refer MUTCD 1.4.5), 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 supervise you whilst gaining your practical experience.

Name of supervising traffic controller	Traffic controller accreditation no.	Company/organisation	Mobile telephone

## Site and operation details (EXAMPLE PAGE)

<b>Supervising traffic controller:</b>	<b>Name:</b> <i>Robert Jones</i> <b>Accreditation no:</b> 123 456 789 <b>Expiry date:</b> 30/6/2018	<b>Date:</b> 21/3/16
<b>Site location:</b>	<i>South Pine Road, Everton Park</i>	<b>Type of works:</b> <input checked="" type="checkbox"/> Short-term <input type="checkbox"/> Long-term

### Self-checklist

<input checked="" type="checkbox"/> Ensure escape route cleared <input checked="" type="checkbox"/> Ensure vehicles can be seen from distance of 2D (refer 4.3.3 TCASAP) <input checked="" type="checkbox"/> Ensure stop/slow bat is 1.8m (refer 4.2.3 TCASAP)	Ensure the Traffic Controller Ahead/ Prepare to Stop sign is: <input checked="" type="checkbox"/> erected correctly at the beginning of the shift <input checked="" type="checkbox"/> removed or covered when work is suspended or completed for the day
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### Type of duties

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

<input checked="" type="checkbox"/> Attend prestart meeting	<input checked="" type="checkbox"/> Lane closure on built-up area roadway
<input checked="" type="checkbox"/> Operate radio	<input type="checkbox"/> Lane closure open-road roadway
<input checked="" type="checkbox"/> Pedestrian control	<input type="checkbox"/> Other, please state
<input checked="" type="checkbox"/> Manage site access	

### 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
<i>7.00am</i>	<i>12.00pm</i>	<i>12.30pm</i>	<i>3.00pm</i>	<i>30mins (lunch)</i>	<i>7.5 hours</i>
<b>Total</b>					<i>7.5 hours</i>

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

<b>Supervising traffic controller:</b>	<b>Name:</b> <b>Accreditation no:</b>	<b>Expiry date:</b>	<b>Date:</b>
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