

ONSITE TRAFFIC MANAGEMENT

LEARNING OUTCOME

Describe how traffic management risks can be systematically managed at the workplace. Understand the legislative requirements and control measures that are available to minimise or remove the risk associated with these hazards.

ASSESSMENT CRITERIA

- List all the items that should go into a traffic management plan
- List three controls that can be used to minimise interaction between vehicles and people
- What should be done if a site location or workplace is shared with other businesses?

REFERENCES

- Work Health and Safety Act 2011
 - s19 duties, s20 Persons with management or control of a workplace, and s21 persons with management or control of fixtures, fittings and plant.
 - s46 and s47 duties to consult
- Work Health and Safety Regulation 2011
 - s34, s37 – effective control measures, s38 (2) review, revise control measures
- How to Manage Work Health and Safety Risks Code of Practice 2011
- Safe Work Australia – Workplace traffic management guidance material
- Traffic management for Construction or Maintenance Work Code of Practice 2008

ATTACHMENTS

[Traffic management assessment tool](#)

[Traffic management for construction or maintenance work Code of Practice 2008](#)

[General guidance for Traffic Management](#)

ONSITE TRAFFIC MANAGEMENT

Traffic management hazards generally arise from interactions between vehicles and pedestrians and between vehicles and other vehicles at the workplace.

Traffic at workplaces may include;

- Vehicles such as cars, trucks, vans and buses
- Powered mobile plant such as forklifts, and
- Cyclists.

Traffic management planning is the first step to ensure work is done safely where there is potential for unsafe interactions between people and vehicles and other mobile plant.

A traffic management plan details how the risks associated with plant and vehicle traffic are being managed at the workplace. Plans should be regularly monitored and reviewed to ensure they are effective and account for changes in the workplace.

A traffic management consultative team consisting of management, health and safety representatives, safety advisors/officers, workers, contractors and others in the supply chain should be actively involved in planning, developing, monitoring and reviewing traffic management plans.

Your workplace's size, location and the main activities conducted at your workplace will determine the specific controls required to manage traffic management on site. As such please refer to further guidance material specific to you workplace.

Effectively managing risks associated with traffic moving in and around a workplace should start with identifying the hazards and assessing the risks so effective control measures can be implemented. In most cases, a combination of engineering and administrative control measures may be required to effectively manage the identified risks.

HOW TO MANAGE THE RISKS

Identify hazards

Find out what could cause harm to workers and others at your workplace? You could do this by:

- Observing activities across relevant areas of your workplace to identify areas where pedestrians and vehicles interact. Think about the floor plan of the workplace, if work is done close to public areas, when traffic volumes are higher, where potential blind spots are and others areas of poor visibility. Security footage may be useful if available.
- Ask your workers, pedestrians and visiting drivers about traffic management they encounter at your workplace.
- Review your incident reports and injury records including near misses.
 - [Traffic hazard checklist](#)

Assess the risks

In many cases the risks and related control measures are well known. In other cases you may need to carry out a formal risk assessment to identify the likelihood of somebody being harmed by the hazard and how serious the harm could be. A risk assessment can help you determine what action you should take to control the risk and how urgently actions needs to be taken to address these.

Most vehicle incidents at the workplace are from collisions between pedestrians and vehicles reversing, and during loading and unloading activities. People who work with or near vehicles are most at risk. Customers and visitors may also be at risk. Be aware that customers and other persons external to your workplace may be distracted by other activities and factors (e.g. children, mobile phones, etc.)

Control risks – take action to take control the risk.

The WHS laws require that a PCBU must do all that is reasonably practicable to eliminate or minimise risks.

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest. This ranking is the hierarchy of risk controls. You must work through this hierarchy to manage risks.

The first thing to consider is whether hazards can be completely removed from the workplace. For example, risks can be eliminated by physically separating pedestrian routes from vehicle areas. This could be done by conducting activities at times when pedestrians are not present, using physical barriers or overhead walkways.

If it is not reasonably practicable to completely eliminate the risk then consider one or more of the following options in the order they appear below to minimise risks.

- Substitute the hazard for something safer e.g replace forklifts with other load shifting equipment like a walker stacker or pallet jacks
- Isolate the hazard from people e.g speed limiters on forklifts, presence sensing devices or interlocked gates.

If after implementing the above control measures a risk still remains, consider the following controls in the order below to minimise the remaining risks, so far as it reasonably practicable.

- Use administrative controls e.g warning signs or schedule delivery times to avoid or reduce the need for pedestrians and vehicles to interact.
- Use personal protective equipment (PPE) e.g high visibility clothing.

A combination of the controls set out above may be required if a single control is not enough to minimise the risks.

You need to consider all possible control measures and make a decision about which are reasonably practicable for your workplace. Deciding what is reasonably practicable includes the availability and suitability of control measures, with a preference for using substitution, isolation, or engineering controls to minimise risks before using administrative controls or PPE. Cost may also be relevant, but you can only consider this after all other factors have been taken into account.

Review control measures – check your control measures

Check your control measures regularly to ensure they are working as planned. Control measures need to be regularly reviewed to make sure they remain effective, taking into consideration any changes, the nature and duration of work and that the system working as planned. Refer to the [How to Manage Work Health and Safety Risks Code of Practice 2011](#).

For a list of information that could go into a traffic management plan, refer to the attachments above.

OTHER CONSIDERATIONS

- If there is more than one business or undertaking involved at your workplace you must consult them to find out who is doing what and work together so risks are eliminated or minimised so far as reasonably practicable – refer to the [Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011](#).
- Ensuring that you take into consideration entering and exiting the site, vehicle parking, delivery areas and scheduling suitable times for loading and unloading.
- Emergency vehicle access.
- Parking areas – located away from busy areas, and have walkways to and from parking areas.
- Pedestrian crossings – physical barriers, clear markings, and visibility for traffic
- Vehicle routes – firm and even surfaces, clear of obstructions and speed limits.
- Loading and unloading vehicles – locations including docks and flow of traffic
- Signs such as ‘forklifts in use’, and
- Lighting

For further guidance on all the above, please refer to the [Safe Work Australia Traffic Management Guide](#).

Version	Date	Author
1	30/06/2018	WHSQ