



Onsite traffic management self-assessment tool

Between 2014-2016, 10 workers died from being hit or trapped by mobile plant in Queensland. Additionally, there were 1,200 accepted workers' compensation claims for serious injuries during the same period. Don't let this happen in your workplace.

Traffic management planning

Planning is the first step to ensure work is done safely. A traffic management plan (TMP) details how the risks associated with plant and vehicle traffic are being managed in a 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.

How to use this tool

This self-assessment tool will assist in reviewing the effectiveness and adequacy of your existing risk management approach for vehicle and mobile plant traffic movements at your workplace. It will also help generate ideas and opportunities to improve your practices.

The self-assessment should be undertaken in consultation with members of your traffic management consultative team.

Once you have completed the self-assessment, refer to **appendix one** for more information about onsite traffic management, including links to guidance material that may assist in addressing any areas where you responded 'no'. Alternatively, contact Workplace Health and Safety Queensland (WHSQ) on **1300 362 128** if you would like a visit from a local inspector/advisor to help you with your onsite traffic management.

Workplace details

Date of assessment:	
Workplace location and area:	
Person/s conducting self-assessment:	

Safe systems of work	Yes	No	Comments/ actions required
<p>1. Do you have a safe system of work, and is there an element in that system, which supports the safety of workers and members of the public in relation to onsite traffic management?</p> <p>Such as: evidence of documentation or processes in your system of work, around traffic management related hazards.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>2. Is a TMP in place that outlines:</p> <ul style="list-style-type: none"> • the desired flow of pedestrian and vehicle movements • the expected frequency of interaction between vehicles and pedestrians • how short term, mobile work or complex traffic situations will be managed • roles and responsibilities of people in relation to traffic management? 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>3. Does the TMP include a sketch or illustration of the worksite?</p> <p>This should show the location of:</p> <ul style="list-style-type: none"> • traffic routes • pedestrian walkways • barriers and signage • loading/unloading bays • carparks • maintenance bays, work areas and buildings. <p>The sketch should also include contact details to notify when arriving at the site.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>4. Is traffic management included in the following components of the work health and safety management system?</p> <ul style="list-style-type: none"> • Hazard identification • Risk management register • Site inspections/audits • Contractor management (e.g. codes of conduct and quality standards) • Procurement of new equipment (e.g. safety devices on mobile plant) 	<input type="checkbox"/>	<input type="checkbox"/>	

Consultation arrangements	Yes	No	Comments/ actions required
<p>5. Have you consulted with workers, mobile plant operators and your supply chain (e.g. delivery drivers) to help understand all possible risks relating to the interaction of traffic and people on the site?</p> <p>Consideration should be given to:</p> <ul style="list-style-type: none"> • the types of vehicles and mobile plant accessing the site • pedestrian access for people with a disability (e.g. wheelchairs) • work involving road closures • environmental factors (e.g. road surfaces, shade, glare, lighting, weather and noise) • unexpected or changing circumstances (e.g. queuing of vehicles, peak traffic times, bottlenecks, intersections and blind corners) • work area design and layout • overhead electrical lines and structures • whether loading zones, parking and reversing areas are adequate and what happens with overflow traffic • drug and alcohol policies and procedures • work demands and fatigue management (e.g. shift work) • other traffic issues commonly encountered or reported by workers, pedestrians or visiting drivers. 	<input type="checkbox"/>	<input type="checkbox"/>	

6. Have you documented communication and consultation for coordinating significant traffic movements? Documents can include all electronic communication, such as emails, mobile phone messages etc.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Have you reviewed previous incident or near-miss reports to better understand contributing factors and identify how the traffic management system could be improved?	<input type="checkbox"/>	<input type="checkbox"/>	

Hazard, risk management and reporting	Yes	No	Comments/ actions required
8. Do you have a record of the identified hazards, for example in a register?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Have you conducted a risk assessment for all hazardous tasks?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are control measures in place to eliminate or minimise risks (using the hierarchy of control)?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is there a process for reporting incidents (including near misses) and hazards? For example, a form or book, or a verbal process?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are workers encouraged to report WHS issues?	<input type="checkbox"/>	<input type="checkbox"/>	
13. When someone reports an incident or near miss, is it acted on (Is there an incident investigation)?	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are workers provided with feedback on the action and outcomes of any issues they report?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Is there a process in place to identify out of hours risk and hazard management for non-production workers?	<input type="checkbox"/>	<input type="checkbox"/>	
16. Are reports developed and reviewed for trends that identify areas for improvement?	<input type="checkbox"/>	<input type="checkbox"/>	

Providing information, training, instruction and supervision	Yes	No	Comments/ actions required
17. Is information and instruction about safe traffic and pedestrian movement around the workplace provided in advance to visitors, contractors and external delivery drivers?	<input type="checkbox"/>	<input type="checkbox"/>	
18. Is everyone entering the workplace informed, and their understanding checked, of the content of the TMP (e.g. via a site induction)? This includes: <ul style="list-style-type: none"> • their obligations • pedestrian walk areas • restricted areas and lifting/loading zones • specific hazards • speed limits • signage. 	<input type="checkbox"/>	<input type="checkbox"/>	

Providing information, training, instruction and supervision	Yes	No	Comments/ actions required
19. Does the workplace have adequate supervision in place for the work area? This includes: <ul style="list-style-type: none"> observing traffic and pedestrian behaviour (see the section on managing the risk of people being hit by mobile plant or vehicles) ensuring an adequate number of supervisors or managers available having procedures for supervising contractors and visitors. 	<input type="checkbox"/>	<input type="checkbox"/>	

High risk work licensing	Yes	No	Comments/ actions required
20. Do workers who are operating forklift trucks and/or order picking forklift trucks have the appropriate Queensland licence?	<input type="checkbox"/>	<input type="checkbox"/>	
21. Have mobile plant and vehicle operators been trained and hold the relevant licenses for the operation of that equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
22. If the person is operating equipment that requires a high risk working license (HRWL) and they do not hold a HRWL, are they enrolled with a registered training organisation and supervised by a person with a HRWL for that class?	<input type="checkbox"/>	<input type="checkbox"/>	
23. Has the competency of mobile plant and vehicle operators been verified and documented?	<input type="checkbox"/>	<input type="checkbox"/>	
24. If mobile plant is being driven on the road, workers need to have a Queensland issued driver licence to drive plant on the road, with a suitable endorsement for the plant being driven from the Department of Transport and Main Roads?	<input type="checkbox"/>	<input type="checkbox"/>	

Managing the risk of people being hit by mobile plant or vehicles

Level one – elimination controls	Yes	No	Comments/ actions required
25. Are measures in place to eliminate the risk of people being hit by mobile plant or vehicle traffic? For example: <ul style="list-style-type: none"> physically separating pedestrian routes with overhead walkways or solid barriers scheduling activities involving mobile plant or vehicles at a time when workers or pedestrians are not using the area. 	<input type="checkbox"/>	<input type="checkbox"/>	

Level two – substitution, isolation and engineering controls	Yes	No	Comments/ actions required
26. Are measures that substitute mobile plant and vehicles with a safer work system in place to minimise risk? For example: <ul style="list-style-type: none"> replacing mobile plant with other loading equipment including conveyor systems, mobile walker stackers or pallet jacks. 	<input type="checkbox"/>	<input type="checkbox"/>	

Level two – substitution, isolation and engineering controls	Yes	No	Comments/ actions required
<p>27. Are measures that isolate mobile plant and vehicles from people (e.g. workers, visitors and pedestrians) in place to minimise risk?</p> <p>For example:</p> <ul style="list-style-type: none"> • separate entries and exits for vehicles and pedestrians • dedicated areas for loading/unloading, hitching/unhitching trailers, maintenance and reversing vehicles away from people and walkways • physical isolation or separation by distance, guardrails, lock out/ tag out procedures, safety cones or fences • wide traffic routes so that vehicles or plant do not encroach on pedestrian areas • one-way drive-through systems to reduce the need to reverse • exclusions zones where workers might be exposed to a risk of falling objects (e.g. crane lifts) • barriers, fences or exclusion zones isolating workers or pedestrians from roads or railways, demolition work, excavations or trenches. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>28. Are engineering and plant design measures in place to minimise risk?</p> <p>For example:</p> <ul style="list-style-type: none"> • speed limiters • presence sensing devices • interlocking gates to restrict access to areas during traffic movement • traffic signal lights (portable or permanent) • speed bumps • convex mirrors to avoid blind spots • warning lights and reversing alarms on mobile plant • adequate lighting for various times of day. 	<input type="checkbox"/>	<input type="checkbox"/>	

Level three – administrative controls	Yes	No	Comments/ actions required
<p>29. Is work scheduled to minimise the interaction of mobile plant and vehicle traffic and people in the same area at the same time?</p> <p>For example:</p> <ul style="list-style-type: none"> • coordinating deliveries and unloading to occur when workers and pedestrians are unlikely to be present. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>30. Is there a uniform line demarcation colour coded system in place across the work area?</p> <p>For example:</p> <ul style="list-style-type: none"> • Red demarcation - restricted or no pedestrian access zones, restricted/exclusion zones and loading/unloading zones. • Yellow and/or white demarcation - pedestrian walking zones and crossings. • Green demarcation - operator or safe zone, no access for vehicles or mobile plant. 	<input type="checkbox"/>	<input type="checkbox"/>	

Level three – administrative controls	Yes	No	Comments/ actions required
<p>31. Are there signage and road markings in place to help manage vehicle and pedestrian traffic?</p> <p>For example:</p> <ul style="list-style-type: none"> • speed limits • driver directions (e.g. stop, give way, no entry, caution) • pedestrian crossings and walkways • parking and delivery areas • drop-off and set down points • steep gradients • start and end of road works • hazard-specific (e.g. biosecurity). 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>32. Is signage:</p> <ul style="list-style-type: none"> • adequately distributed across the work area and leading up to the site • in good condition (e.g. not visibly damaged, not faded and easy to read from a distance) • subject to regular inspection and maintenance • in accordance with AS 1319:1994 Safety signs for the occupational environment based on design, size, format and fixture (if required)? 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>33. Are mobile plant operators and pedestrians provided with correct personal protective equipment (PPE) for the work area?</p> <p>For example:</p> <ul style="list-style-type: none"> • high visibility clothing in high risk work or restricted work areas • safety toe enclosed shoes • hard hats in areas where there is a risk of falling objects. 	<input type="checkbox"/>	<input type="checkbox"/>	

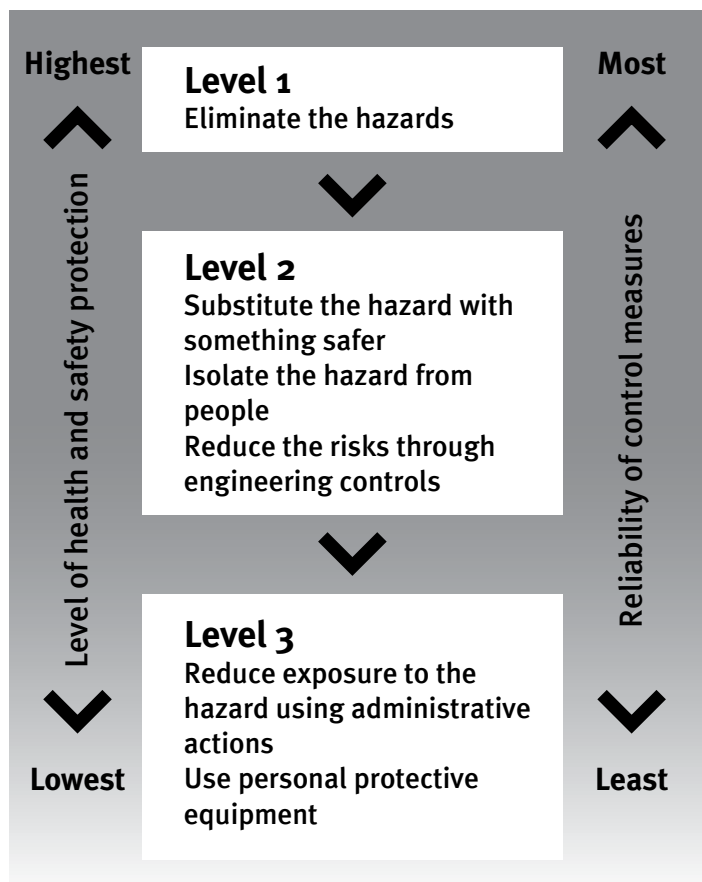
Maintenance of mobile plant	Yes	No	Comments/ actions required
Has your mobile plant onsite been inspected frequently and maintained according to the manufacturer's instructions?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the mobile plan in good condition, no scratches, dents or other damage?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the mobile plant clean, including its tyres? Clean tyres make detecting worn or defective parts easier.	<input type="checkbox"/>	<input type="checkbox"/>	
Are there records of the manufacturer's instruction, plus every inspection, service, maintenance, repair and modification carried out?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a procedure for dealing with unsafe or damaged mobile plant? The procedure should include isolating and tagging the vehicle and reporting the problem to the appropriate person.	<input type="checkbox"/>	<input type="checkbox"/>	
Additional comments or recommendations:			

Appendix 1

How to manage work health and safety risks

The onsite traffic management self-assessment tool details example control measures in line with the hierarchy of controls.

These control measures are ranked from most effective and highest level controls to the least effective and lowest level control measures.



Hierarchy of controls - How to Manage Work Health and Safety Risk Code of Practice 2011.

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 risk control measures will provide the best solution to minimise the risk to the lowest level reasonably practicable.

Legislative requirements

The onsite traffic management self-assessment tool has been designed to assist persons conducting a business or undertaking (PCBUs) with their primary duty of care under s19 of the *Work Health and Safety Act 2011*, to ensure, so far as is reasonably practicable, the health and safety of workers and others from work being carried out. It also aims to assist PCBUs meet their duty to consult with workers and other duty holders (e.g. suppliers and contractors) about work health and safety matters.

Building and construction work

The onsite traffic management self-assessment tool is applicable to all industries including construction work (construction projects, demolition and excavation work site). Refer to the Traffic Management for Construction or Maintenance Work Code of Practice 2008 for specific guidance relating to traffic management for construction work.

Reference material and further resources

Go to www.legislation.qld.gov.au and search:

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*

Go to www.worksafe.qld.gov.au and search:

- How to Manage Work Health and Safety Risks Code of Practice 2011
- Traffic Management for Construction or Maintenance Work Code of Practice 2008

Go to www.safeworkaustralia.gov.au and search:

- General Guide for Workplace Traffic Management
- Traffic Control Measures Checklist
- Traffic Management: Guide for Construction Work
- Traffic Management: Guide for Warehousing
- Traffic Management: Guide for Events
- Traffic Management: Guide for Shopping Centres
- Workplace Traffic Management Information sheet

Workplace Health and Safety Queensland

WHSQ wants to work with industry to develop good examples into case studies to be shared with the wider industry. With your help, other workplaces will be able to better manage the risk of people being hit by mobile plant or vehicles.

If your workplace has effective onsite traffic management design and practices please let us know at IndustryStrategy@oir.qld.gov.au or call **1300 362 1281**.