**Traffic management self-assessment**

Managing traffic at your workplace aims to prevent incidents and injuries to workers, students, parents, visitors, contractors and others. Traffic management relates to:

* vehicles and pedestrians on site (i.e. within your boundary) and around the site
* vehicles and plant moving in and around, reversing, (un)loading and towing
* people working near mobile plant

This checklist is provided as *optional guidance* to assist you to identify traffic hazards at your workplace. You can amend it to suit your workplace. Your findings can then be used to inform the development of your site [traffic management plan](https://mpe.education.qld.gov.au/initiativesstrategies/Documents/traffic-management-plan-template.docx). A suggested process is described below.

1. Form a consultative team with a range of members:
* observe the site and how people use the area to determine the nature of traffic, the layout of the site, traffic conditions and existing controls.
* identify areas where pedestrians and vehicles interact. Think about the floor plan of your workplace, the type of traffic, if traffic moves close to areas used by pedestrians and when traffic volumes are higher
* use information to inform your review - ask employees, pedestrians and visiting drivers about traffic management problems they encounter at your workplace; review your incident and injury records including near misses.
1. Use the checklist to help identify potential hazards and/or your current traffic movement at your workplace. Note risk levels to help prioritise areas for attention. Add comments and actions to help you decide how you will manage any hazards. Answering ‘no’ indicates a potential hazard to manage.
* at the same time, start developing a site map to help identify traffic controls already in place and features that need further consideration e.g. blind spots, pedestrian flow, traffic bottlenecks. where traffic exclusion zones may be needed, signage, signalling and speed limit and locations of traffic infrastructure- speed humps, road signage, boom gates, flashing light speed controls. etc.
1. Determine controls to manage traffic hazards (from most to least effective) e.g.:
* eliminating the need for vehicles to enter the site or areas of the site
* separation e.g. separating pedestrians from high vehicle flow areas
* substitution – e.g. controlled crossing locations
* engineering controls e.g. speed limiters on golf carts and tractors, boom gates, improving workplace design and layout with marked walkways, parking bays, physical barriers and speed humps
* administrative controls e.g. speed limits, sharing information and instructions with employees, contractors and visitors about traffic related hazards
* providing personal protective equipment (PPE) such as high visibility vests
1. Use this information to complete a traffic management plan. The Traffic Management Plan template includes prompts on common risk controls to assist you. Share your documented [traffic management plan](https://mpe.education.qld.gov.au/initiativesstrategies/Documents/traffic-management-plan-template.docx) to demonstrate how traffic risks are managed at your workplace.
2. Review the process annually or when changes occur at the site or surrounds.

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| **Workplace details** |
| Date of self-assessment |  |
| Workplace location and area (ha) |  |
| Persons conducting the self assessmente.g. traffic management consultation group, HSW Committee, HSA, HSR etc. |  |
| What vehicles operate in your workplace?e.g. cars, buses, service vehicles, mobile plant e.g. golf carts, scissor lifts, tractors, ride on mowers, garbage trucks, taxis, construction plant, emergency services |  |

| **CONSIDER:** | **Yes** | **No** |  **Comments, Risk level & Actions** |
| --- | --- | --- | --- |
| **Work areas where vehicles are used** |
| Have you asked your workers, other pedestrians and visiting drivers about traffic management problems they encounter at your workplace?  |[ ] [ ]   |
| Have you reviewed your incident and injury records including near misses? |[ ] [ ]   |
| Does the physical environment have any impact on traffic risks e.g. road surfaces, poor drainage and flooding, terrain, lighting levels and visibility, and shade and light glare at different times of day? |[ ] [ ]   |
| **Pedestrian safety –** can interaction between vehicles and pedestrians be eliminated or minimised?  |
| Do the entries and exits protect pedestrians from being struck by vehicles e.g. are separate entries and exits provided for vehicles and pedestrians?  |[ ] [ ]   |
| Are pedestrian walkways separated from vehicle routes e.g. separated by distance or isolated by bollards or fences? |[ ] [ ]   |
| Does the layout of the workplace effectively separate pedestrians and vehicles (including from buses and plant such as tractors, ride on mowers and golf carts) e.g. are pedestrian routes designed so pedestrians will not take short cuts? |[ ] [ ]   |
| Does the workplace have adequate supervision in place for areas such as drop off/pick up zones, kiss ‘n’ go, bus zones etc. including:* observing and managing traffic and pedestrian behaviour
* ensuring an adequate number of supervisors are available
* having processes in place outlining required driver and pedestrian behaviour at drop off zones
 |[ ] [ ]   |
| Where necessary are there safe pedestrian crossings on vehicle routes? |[ ] [ ]   |
| Is there a safe pedestrian route which allows visitors to access the administration office? |[ ] [ ]   |
| Are pedestrian walkways clearly marked and well maintained? |[ ] [ ]   |
| Does the workplace have processes in place to govern arrival of bicycles and eRideable devices to control interaction between riders, vehicles and pedestrian when entering and exiting the site?  |[ ] [ ]   |
| Is the workplace safe and accessible for people with a disability e.g. designated car parks, ramps for people and bus/taxi zones are separate? |[ ] [ ]   |
| **Vehicle routes** |
| Are the roads and pathways within the workplace suitable for the types and volumes of traffic e.g. traffic routes are sufficiently wide so that vehicles or plant do not encroach on pedestrian areas. |[ ] [ ]   |
| Are delivery zones clearly marked? |[ ] [ ]   |
| Are rubbish pick up areas clearly marked and unobstructed e.g. sufficient room for garbage truck to access bins/reverse? |[ ] [ ]   |
| Do vehicle route designs take into account vehicle characteristics under all conditions e.g. vehicle height clearance, adverse weather? |[ ] [ ]   |
| Are there enough parking places for vehicles and are they used? |[ ] [ ]   |
| Are parking requirements (including limitations) clearly communicated to staff, students and school community? |[ ] [ ]   |
| Are traffic directions clearly marked and visible? |[ ] [ ]   |
| If a one-way system is provided for vehicle routes within the workplace is it properly designed, signposted and used? |[ ] [ ]   |
| Are vehicle routes wide enough to separate vehicles and pedestrians and for the largest vehicle using them? |[ ] [ ]   |
| Do vehicle routes have firm and even surfaces? |[ ] [ ]   |
| Are vehicle routes kept clear from obstructions and other hazards? |[ ] [ ]   |
| Are vehicle routes well maintained? |[ ] [ ]   |
| Do vehicle routes avoid bottlenecks or sharp or blind corners? |[ ] [ ]   |
| Is collision with stationary objects by vehicles possible e.g. overhead structures, vegetation, stationary plant or stored or discarded items.* Can the objects be removed?
* Can the object be isolated from all traffic routes?
 |[ ] [ ]   |
| **Vehicle movement** |
| Have drive-through, one-way systems been used to reduce the need for reversing? |[ ] [ ]   |
| Are non-essential workers/students excluded from areas where reversing occurs? |[ ] [ ]   |
| Are vehicles slowed to safe speeds, for example speed limiters on mobile plant, speed humps in carparks? |[ ] [ ]   |
| Do drivers use the correct routes, drive within the speed limit and follow site rules? |[ ] [ ]   |
| Are there dedicated areas for loading/unloading, hitching/ unhitching trailers, maintenance and reversing vehicles away from people and walkways? |[ ] [ ]   |
| **Signs** - Are there signage and road markings in place to help manage vehicle and pedestrian traffic? |
| Are there speed limit signs? |[ ] [ ]   |
| Driver directions (e.g. stop, give way, no entry, caution) |[ ] [ ]   |
| Pedestrian crossings and walkways |[ ] [ ]   |
| Parking and delivery areas |[ ] [ ]   |
| Drop-off and set down points |[ ] [ ]   |
| Hazard-specific e.g. low clearance |[ ] [ ]   |
| Is there clear signage of student ‘out of bounds’ zones? |[ ] [ ]   |
| Is there enough space and lighting to ensure signs are visible |[ ] [ ]   |
| Is signage: |  |  |  |
| * 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)?
 |[ ] [ ]   |
| **Warning devices** - Are engineering and plant design measures in place to minimise risk? |
| * speed limiters on mobile plant
 |[ ] [ ]   |
| * boom gates to restrict access to areas
 |[ ] [ ]   |
| * speed bumps or chicanes
 |[ ] [ ]   |
| * convex mirrors to avoid blind spots
 |[ ] [ ]   |
| * adequate lighting for various times of day.
 |[ ] [ ]   |
| **Work scheduling** |
| Is work/play scheduled to minimise the interaction of vehicle traffic and mobile plant and people in the same area at the same time? E.g.:* moving ride on mowers and trailers during class time when students are not present
* declaring delivery areas out of bounds for students
* coordinating deliveries to occur when workers and pedestrians are unlikely to be present.
 |[ ] [ ]   |
| Have you reviewed when traffic volumes are higher e.g. before and after school, delivery times, after school activities, C.O.B or peak times when people are moving around the workplace e.g. break times and the ends of shifts.? |[ ] [ ]   |
| **Information, training and supervision** |
| Are workers and other pedestrians aware of traffic hazards e.g. are there procedures in place to manage risks, admin check in for visitors/service providers, site induction, traffic controllers. |[ ] [ ]   |
| Have staff operating vehicles on site been trained/are experienced and/or hold the relevant licenses for the operation of that equipment? Is this documented? |[ ] [ ]   |
| Are traffic controllers (e.g. ‘lollipop’ persons) appropriately trained and qualified?  |[ ] [ ]   |
| Have workers received site specific information on traffic hazards, speed limits, parking and delivery areas? |[ ] [ ]   |
| Is information and instruction about safe movement around the workplace provided to visitors and external delivery drivers? |[ ] [ ]   |
| Is the level of student supervision sufficient to check traffic movement and ensure safety of pedestrians and drivers? |[ ] [ ]   |
| Are there special operating conditions for vehicles e.g. conditionally registered vehicles, golf carts etc. |[ ] [ ]   |
| **Personal Protective Equipment** |
| Is PPE like high visibility clothing provided and used where necessary? |[ ] [ ]   |
| **Workplace-owned vehicle safety**  |
| Have vehicles and powered mobile plant been selected which are suitable for the tasks to be done? |[ ] [ ]   |
| Do vehicles have direct visibility or devices for improving vision like external and side mirrors and reversing sensors? |[ ] [ ]   |
| Do vehicles and powered mobile plant have seatbelts where necessary? |[ ] [ ]   |
| Is there a regular maintenance program for all vehicles and powered mobile plant? |[ ] [ ]   |
| Is there a system for reporting faults on all vehicles and powered mobile plant? |[ ] [ ]   |
| Do drivers carry out basic safety checks before using vehicles and powered mobile plant e.g. daily pre-operational checks, inspecting guarding and log-books, [amusement device checklist](https://mpe.education.qld.gov.au/initiativesstrategies/Documents/amusement-rides.pdf)? |[ ] [ ]   |
| Are there records of the manufacturer’s instruction, plus every inspection, service, maintenance, repair and modification carried out? |[ ] [ ]   |
| 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. |[ ] [ ]   |
| Are there any other control measures that should be implemented to manage risks at your workplace? |[ ] [ ]   |
| **Contractor management** – how are risks associated with contactor vehicles managed for on- site works? |
| Has the Principal contractor provided your workplace with a copy of their traffic management plan and discussed it with your nominated delegate? |[ ] [ ]   |
| Is the construction/worksite securely fenced? |[ ] [ ]   |
| Are site access points monitored or closed and secured at all times? |[ ] [ ]   |
| **Unique workplace traffic hazards** - are there any other hazards specific to your workplace that may have an impact on traffic risks? E.g. special events, one-off annual events  |
|  |[ ] [ ]   |
|  |[ ] [ ]   |

**Resources:**

WorkSafe Queensland

* [How to Manage Work Health and Safety Risk Code of Practice 2021](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0022/72634/how-to-manage-work-health-and-safety-risks-cop-2021.pdf).
* [Traffic Management for Construction or Maintenance Work Code of Practice 2008](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0018/22158/traffic-management-construction-cop-2008.pdf)

Safe work Australia

* [Workplace Traffic Management guidance material](https://www.safeworkaustralia.gov.au/doc/workplace-traffic-management-guidance-material)
* [Traffic Management: Guide for Events](https://www.safeworkaustralia.gov.au/doc/traffic-management-guide-events)

Australian Standards

* AS 1742 Set - 2014 Manual of uniform traffic control devices
* AS 1319:1994 Safety signs for the occupational environment

For further assistance, contact your regional Health and Safety Consultant or Regional Infrastructure Services Advisor.