



**safe work australia**

# Traffic management: Guide for events

Guidance material

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# 1. Introduction

This Guide has been developed to supplement the [General guide for workplace traffic management](#). It provides information on how to manage risks that may arise from traffic movements at events. Event sites are considered a workplace, therefore work health and safety duties apply.

Managing traffic at events is an important part of ensuring the event site is without risks to health and safety. Vehicles and powered mobile plant moving in and around, reversing, loading and unloading at an event site create a serious risk of death and injury to workers, volunteers and other people, including visitors, participants, and patrons.

Events may include recreational, social, sporting, fundraising, artistic events, general public gatherings or other occasions. Event traffic can include:

- vehicles such as buses, cars, motor bikes and trucks,
- powered mobile plant such as forklifts, cranes and tractors,
- electrically powered carts, bicycles and pedestrians, and
- cattle, horses and other animals.

## 1.1. Work health and safety duties

### Persons conducting a business or undertaking

A person conducting a business or undertaking (PCBU) has a duty to ensure, so far as is reasonably practicable, workers and others are not exposed to health and safety risks from the work carried out as part of the conduct of the business or undertaking. This duty includes implementing control measures to prevent people being injured by moving vehicles at the event site.

A PCBU also has a duty to consult, cooperate and coordinate activities with other duty holders and to provide the information, training, instruction and supervision necessary to protect workers and other people from risks to their health and safety.

A PCBU for an event can include an event organiser. They are usually the person or entity whose name principally appears on the application forms for the event. An event organiser may also be the business contracted to organise the event on behalf of another organisation.

Event organisers must ensure, so far as is reasonably practicable, the safety of workers and others at the event. Event organisers should establish, monitor and review procedures for traffic management at events.

### Officers

Officers, such as company directors, have a duty to exercise due diligence to ensure the business or undertaking complies with the Work Health and Safety (WHS) Act and Regulations. This includes taking reasonable steps to ensure the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks from traffic at the workplace.

## Workers and others

Workers and other people at the workplace, such as customers and visitors, must take reasonable care for their own health and safety, co-operate with reasonable policies, procedures and instructions given by the PCBU and not adversely affect other people's health and safety.

## 1.2. Managing the risks associated with traffic at events

Event management can be broadly grouped into three phases:

- preparation - 'bump in'
- event staging, and
- event dismantling - 'bump out'.

The risks and control measures for each of these three stages should be actively considered and documented in a traffic management plan. The preparation and dismantling phases can involve significant construction activities. The traffic management risks relating to these activities should be managed.

More information on managing traffic risks in construction work is provided in the [Code of Practice: Construction work](#), and the [Traffic Management Guide: Construction work](#).

Issues to consider at each event phase include:

- loading and unloading equipment and goods at permanent and temporary venues, such as amusement devices, construction and catering supplies
- where possible, restricting public access to the area during bump in and bump out
- the type of vehicles and traffic routes and how these may differ during each event phase
- public transport, vehicle types and peak periods
- walkways and crossings
- parking and parking control
- crowd control, movement and safety
- emergency service access, and
- effective monitoring of and response to traffic management throughout the event.

Particular consideration should be given to eliminating or minimising the risk of workers and other people being hit by vehicles during car, motor bike and other racing, stunt and track events.

## 1.3. Ways to control traffic risks

The WHS laws require PCBUs and event organisers to do all that is reasonably practicable to eliminate risks. Where reasonably practicable, PCBUs must eliminate traffic hazards from the workplace, for example by removing powered mobile plant and other vehicles from the event site.

Where this is not reasonably practicable, the risks must be minimised, so far as is reasonably practicable. This can be done by careful planning and controlling vehicle operations and pedestrian movements at the event. PCBUs must consider substituting the hazard with something safer, isolating the hazard from people and using engineering controls to reduce risks. For example, use safer mobile plant and physically separate pedestrian routes from vehicle areas by using physical barriers or overhead walkways.

PCBUs should seek advice from suitably qualified and experienced people if required. Control measures should be appropriate for the vehicle type, speed and environmental conditions and may include physically altering the road layout or appearance to actively or passively slow traffic down using bollards, speed humps and chicanes.

Examples include:

- not allowing vehicles to be used in pedestrian spaces
- providing separate pedestrian and traffic routes, and
- restricting pedestrian entry to areas where vehicles are used.

In peak periods, the use of traffic controllers, marshals, parking attendants and spotters who are competent to carry out this work should be considered.

Any remaining risk to workers must be minimised using personal protective equipment, e.g. high visibility clothing.

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

## 1.4. Consultation, co-operation and co-ordination

The event manager should contact the relevant road authority to find out their requirements where an event interacts with a public road system. Authorisation from the relevant road authority for certain traffic control devices and managing traffic on public roads is required prior to traffic control plans being implemented.

When considering control measures such as road or footpath closures, advice and approvals should be obtained from relevant authorities, including the local council or the local police service. Each road authority will have its own methods, standards and authorisation documents which should be obtained prior to the event taking place.

If there is more than one business or undertaking involved in the event, a PCBU must consult with them to find out who is doing what and work together so risks are eliminated or minimised so far as is reasonably practicable. Event organisers must communicate with all relevant people like workers, volunteers, contractors, suppliers and the relevant road authority or council, and work together in a co-operative and co-ordinated way so all risks are managed. This could include pre-event planning meetings to identify potential traffic hazards and to decide what needs to be done to control the risks.

Also consider risks to the health and safety of third party delivery drivers, contractors and their sub-contractors, for example relating to selection and training procedures, maintenance of vehicles, use of regular or ad-hoc drivers and incident records.

## 1.5. Information, training, instruction and supervision

PCBUs must provide any information, training, instruction or supervision necessary to protect all persons from risks to their health and safety, so far as is reasonably practicable.

This includes ensuring that all workers, including contractors, visiting delivery drivers and others are provided with information, training and instruction about the designated safe routes, parking areas, pedestrian exclusion zones and speed limits for the event site.

Information and instruction for workers involved in work on or near public roads must include the contents of traffic management plans. Workers undertaking traffic management work should only be engaged for duties consistent with their qualifications and training, and appropriate supervision must be provided when required to ensure that they are able to carry out their duties effectively

## 1.6. Traffic routes

Traffic routes should be separate for vehicles and pedestrians at an event site.

Easily identifiable collection and drop off areas with waiting space to avoid interfering with traffic flows should be provided for the general public, disabled people, taxis and public transport.

Traffic routes should be:

- one-way if possible with adequate passing space around stationary vehicles
- designed with separate entries and exits for large vehicles and include turn around points for vehicles
- wide enough for emergency vehicle access and the largest vehicle and its load
- designed so there is good visibility at intersections so drivers can see and be seen, and
- clearly sign-posted to indicate restricted parking, event patron parking, speed limits, vehicle movement and other route hazards.

Emergency services access should be managed. Entry and exit areas should be adequate for emergency services and provisions made for emergency vehicles to pass through pedestrian traffic areas.

### Loading areas

Loading and unloading areas should be designed or changed to avoid the need for vehicles to reverse where there is potential for the vehicles to interact with people. All users of loading and unloading areas should have clear sight of other users. Where a driver cannot see behind their vehicle, a signal person or traffic controller wearing high visibility clothing assists the driver who cannot see clearly behind their vehicle—the driver should always be able to see the controller.

## Detours

On a public road, installation of detour routes should be undertaken in the following order:

- first install the last sign that vehicles will see (that is the sign at the end of the detour), and
- install the remaining signs working back toward the beginning of the detour.

This procedure allows vehicles to detour only after all the signs are in place. Alternatively, the signs can be placed one by one and covered until ready for use, where they are uncovered in the above sequence.

The detour route should be driven to ensure it is suitable for the expected traffic volume and type of vehicles to be detoured.

Removal should be undertaken in the following steps:

- first remove the sign at the beginning of the detour route, and
- remove all other signs in the direction of the flow of traffic.

## 1.7. Walkways and crossings

Consider providing pedestrian barriers at entries and exits to stop pedestrians walking in front of vehicles. Other control measures to consider include:

- using railings and bollards
- installing interlocked, chicaned or hinged gates so they open towards the pedestrian—these methods create a stop or pause in the pedestrian's movement
- ensuring traffic routes are wide enough for pedestrian safety where separation is not possible
- providing mirrors for pedestrians and vehicles in addition to other controls
- using separate, clearly marked footpaths or walkways e.g. using lines painted on the ground or different coloured surfacing and signs, and
- providing well-lit pedestrian routes they are likely to follow so they are unlikely to take potentially hazardous shortcuts.

If pedestrians have to cross vehicle routes at an event site, consider:

- using overhead walkways
- providing physical barriers with inward opening gates
- using traffic light systems and speed limits
- using traffic controllers to aid pedestrians
- providing clearly visible ground markings, or signs
- ensuring pedestrians and vehicles can easily see each other, and
- providing lighting, such as street lamps and floodlights, to ensure pedestrians, vehicles, traffic controllers, signs and devices are easily visible, particularly at night time.



## 1.8. Parking

If onsite parking is provided, it should be separated from workers' and other vehicles. Consider providing parking in designated areas away from event work areas.

Walkways leading to and from parking areas should be separated from vehicle routes, clearly marked, signed, well lit and unobstructed.

Disabled parking should be clearly identified, easily accessible and located as close as possible to an event site, facilities and entries and exits. Access should be provided between a car parking space for disabled people and an adjoining pathway or building.

## 1.9. Crowd safety

Entries and exits should be managed efficiently so they do not create crowds that could interfere with traffic flows. Consider separate entries and exits for workers and other people.

Entries and exits can be safely managed by:

- providing an adequate number of gates
- providing clearly marked exits to eliminate confusion
- ensuring gates open on time
- providing adequate numbers of staff including security staff, and
- providing a designated area for bag and security checks if required.

## 1.10. Traffic management plans

A traffic management plan documents how risks will be managed at an event.

This may include details of:

- the event summary
- contact details of key personnel
- a traffic control plan describing how to control the movement of traffic affected by the event activity
- approvals for the event and road closures from police and road authorities
- traffic control measures including illustrations of the layout of barriers, walkways, signs and the general arrangements to warn and guide traffic around, past or within an event site
- travel paths for vehicles including entries and exits and routes for special or heavy vehicles
- traffic crossing another stream of traffic and special event clearways
- pedestrian routes
- the number of entries and exits and how they will be managed
- monitoring and controlling site access provided to delivery vehicles throughout an event
- parking arrangements including over-flow parking

- provisions for people with disabilities e.g. ramps at entries and exits
- site induction material and methods for workers and other people
- the responsibilities of traffic controllers in the workplace
- the responsibilities of people expected to interact with traffic in the event site, including the police and road authorities
- communication between the traffic controllers and event management in case of an emergency, and
- how to implement and monitor the effectiveness of a traffic management plan.

On a public road, traffic management plans detail the layout of signs and devices, such as temporary speed zones and barrier placements, and arrangements to warn and guide traffic around, past, or through a work site for the duration of the activity. They may include diagrams of the location, spacing and sizes of all signs and devices to be installed, the location and length of tapers, pedestrian routes and separation of distances between signs and the work area. They may also provide written instructions and guidance to explain special procedures or arrangements associated with the control of traffic and the local protection of the public, particularly pedestrians.

For bulk transfer of raw materials, product or livestock onto or off an event site, freight vehicle movements including trains and trucks should be co-ordinated with the relevant transport company.

The traffic management plan should be monitored and reviewed regularly including after an incident, including a near miss, to ensure it is effective and takes into account changes at the event.

Workers, including volunteers, must be aware of and understand the traffic management plan and receive information, instruction, training and supervision that is easily understood by the worker.