

Traffic management

This Information Sheet provides advice for small businesses and workers on managing traffic risks in the workplace.

Managing traffic is an important part of ensuring the workplace is without risks to health and safety. One of the main challenges of traffic management is accommodating different types of traffic, vehicles and pedestrians in a safe and efficient way to eliminate or reduce the risks of collision.

More information is in the [General guide for workplace traffic management](#) and the specific guides for traffic management on [warehouses](#), [construction workplaces](#), [shopping centres](#) and [events](#).

Risks of vehicles in the workplace

Where there are vehicles including cars, trucks or forklifts at your workplace, there is a risk that they will collide with people. People who work with or near vehicles are most at risk. Customers and other visitors at your workplace may also be at risk.

Managing the risks of traffic in the workplace

Persons conducting a business or undertaking (PCBUs) have specific obligations to eliminate and minimise risks. The first thing that must be considered is whether traffic hazards can be completely removed. For example, traffic risks can be eliminated by removing powered mobile plant and other vehicles from the workplace. If this is not reasonably practicable, the risk must be minimised, so far as is reasonably practicable.

PCBUs must manage the risk of vehicles colliding with people or other things at your workplace. How the risks are managed depends on the size of your workplace, the kinds of vehicles being used and how often vehicle and pedestrians interact.

Risk management should start by identifying the hazards and the potential points of collision between people, vehicles and other things. This can be done by considering the flows of traffic and people, reviewing past traffic related incidents, including near misses, and by asking your workers and health and safety representatives about any problems they have encountered at the workplace.

PCBUs must put in place control measures to eliminate or minimise the risks, so far as is reasonably practicable. A combination of control measures are generally needed to control the risks effectively.

For work being carried out on a public road, a PCBU must consider the risks and controls that are specific to that worksite and the type of work being carried out. You should contact your relevant road authority for the applicable traffic management requirements and guidelines.

Keeping people and vehicles apart

Consider the layout of your workplace and identify where traffic interactions can be minimised. For example, consider how vehicles and pedestrians interact in your workplace, and the possible ways to separate them.

PCBUs must first consider substituting and isolating hazards and using engineering controls, so far as is reasonably practicable, for example by:

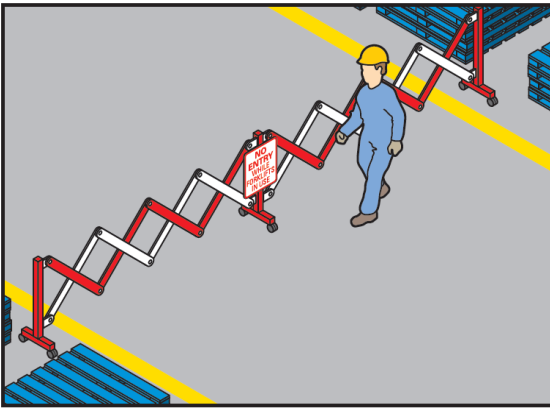
- providing overhead walkways
- locating delivery areas away from pedestrians or work activities

- ensuring traffic areas are well lit
- using physical barriers like gates, rails, fences, bollards or temporary barriers to separate vehicles from people (Figure 1)
- creating clearly marked exclusion zones such as forklift-only areas in loading bays and pedestrian-only areas around tearooms, amenities and entrances, and
- scheduling work to avoid or reduce the need for pedestrians and vehicles to be in the same area.

If a risk still remains, it must be minimised by using administrative controls, so far as is reasonably practicable. For example, consider:

- using mirrors and vision panels in pedestrian doors entering vehicle areas
- using signs for speed limits, hazards like forklift operating areas and exclusion zones, and
- ensuring workers wear high visibility clothing.

Figure 1 Temporary physical barrier to keep people away from vehicles



Vehicle movement

Consider the location and speed of the traffic, particularly the clearance between the traffic stream and the workers, plant and machinery. Traffic routes should be one-way if possible, with adequate passing space around stationary vehicles and wide enough for emergency vehicle access.

Consider the vehicle operator's visibility of pedestrians, plant, other vehicles and objects. Consider the use of devices such as external and side mirrors, reversing sensors, flashing lights or reversing alarms.

Reduce the speed of vehicles, for example using speed limiters on forklifts, implementing speed limits or speed humps on vehicle routes. On a public road, a PCBU will need to contact the relevant road authority for approval to change speed limits.

Reversing vehicles

Reversing vehicles are a significant hazard to pedestrians. One-way traffic routes can reduce the risk of a reversing vehicle colliding with a pedestrian. If there is no alternative and vehicles need to reverse, consider:

- fitting vehicles with devices such as reversing cameras, rotating lights or audible reversing alarms
- fixing mirrors at blind corners and other areas to improve visibility
- using a person to direct the reversing vehicle—this person should be in visual contact with the driver at all times and wear high visibility clothing
- excluding non-essential workers from reversing areas, and
- ensuring reversing areas are well lit and clearly marked with signs or line markings.

Loading and unloading areas

A PCBU can manage loading and unloading safely by:

- designating pedestrian exclusion zones in loading and unloading areas which are clearly marked with signs, reflective paint and witches hats, or separated using physical barriers such as chains or bollards
- using signage, lights, alarms and horns to warn pedestrians and vehicle drivers that loading is in progress, and
- implementing clear and effective operating procedures to protect the driver and plant operator, for example:
 - designating a safety zone for the driver
 - ensuring the driver can be seen by the plant operator at all times, and
 - implementing effective communication systems between the plant operator and the driver, for example using hand signals or two-way radios.

Figure 2 Examples of signs



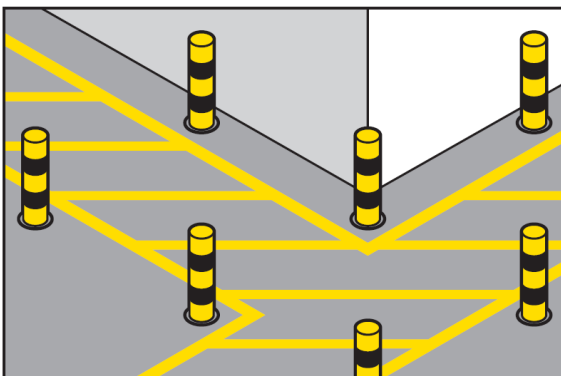
Parking

Parking areas may be needed for workers, visitors, large vehicles, including trucks, used in the workplace.

Consider setting out parking areas that:

- are away from busy work areas and traffic routes
- are clearly marked, sign-posted, well-lit and unobstructed, and
- if possible, include physical barriers, such as fences or bollards, to protect walkways leading to and from parking areas (Figure 3).

Figure 3 Walkway marked with lines and bollards



Further information

For further information see the [General guide for workplace traffic management](#) or the Safe Work Australia website www.swa.gov.au.

Disclaimer

Safe Work Australia is an Australian Government statutory agency established in 2009. Safe Work Australia includes Members from the Commonwealth, and each state and territory, Members representing the interests of workers and Members representing the interests of employers.

Safe Work Australia works with the Commonwealth, state and territory governments to improve work health and safety and workers' compensation arrangements. Safe Work Australia is a national policy body, not a regulator of work health and safety. The Commonwealth, states and territories have responsibility for regulating and enforcing work health and safety laws in their jurisdiction.

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