

# Managing Traffic Hazards In Your Workplace

## **A QUICK GUIDE TO MANAGING TRAFFIC HAZARDS IN YOUR WORKPLACE**

Moving vehicles or equipment on any workplace site has the potential to be fatal if not used or managed correctly and safely. Find out more about how to effectively and efficiently manage traffic hazards in your workplace in this free guide.

# Workplace Traffic Management

**Moving vehicles or equipment on any workplace site has the potential to be fatal if not used or managed correctly and safely.**

Forklifts, delivery trucks and other light vehicles - these type of machines are also known as mobile plant and have the potential to cause serious injury or kill someone by coming into contact with each other. This can not only have devastating consequences for families and friends of the victim, it can also have considerable effect to your companies reputation and brand, and liable for substantial personal and/or company fines.



## **How can I manage traffic hazards in the workplace?**

As an employer, you have a duty to eliminate, isolate, or minimise hazards to your employees and visitors. For effective management of traffic hazards, consider breaking it into 3 different areas:

- Safer Vehicle
- Safer Site
- Safer Driver

## **Safer Vehicle**

### **Vehicle Selection:**

Vehicles that are used in the workplace must be safe and competent for the intended use. Today there are many unique machines designed to do specific tasks to increase efficiency, therefore you must make sure the machine you select is suitable for that particular job. For selection of a safer vehicle you can consider the following:

- The design specification and functions of the machine or vehicle
- The capacity or maximum loading of the vehicle
- If any additional attachments will be required, and what their capacity/load rating is
- Safe means of access and egress from the vehicle in your workplace
- Fuel source - if the vehicle is being used inside you may like to consider electric powered rather than LPG
- Visibility requirements - for example flashing lights, mirrors, reversing alarms, cameras, safe zone laser lights
- Protective structures - falling object protection, rollover protection
- Seat belts - some older machines may need to have them retro-fitted

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## Vehicle Maintenance:

It is also important to make sure that vehicle systems/safety controls are working at all times. Vehicles should be maintained in accordance with the original manufacturer's specifications/requirements and be done by a competent person. For maintenance of a safer vehicle you can consider the following:

- Pre-start checklist that can be kept and logged with vehicle records
- Regular scheduled maintenance inspections
- A system for monitoring and auditing checks and inspections to make sure they are being completed and required remedial work is fixed



*Regular maintenance and pre-start checklists help create safer vehicles.*

## Safer Site

A warehouse or factory is a unique environment which combines machinery, people and large amounts of product. This mixture can, at times, create a hazardous work environment. Because of this, warehouses must consider unique traffic flow and layouts to help make them safer places for people and plant to move around. For creation of a safer site you can consider the following:

- Well marked road/pedestrian areas and walkways
- Easily visible directional and safety signage
- Physical segregation of mobile plant and pedestrians on walkways and roadways
- One way systems
- Reversing/turn-around areas
- Designated loading/unloading areas
- A designated driver safe area while loading/unloading
- Safety spotters to assist vehicle movements and positioning
- Training and inductions for staff and visitors covering site specific pedestrian areas and traffic flows
- Mirrors on blind spots
- Separate entrances for people and plant
- Designated crossing points
- Adequate lighting
- Speed management items, e.g. bumps, signage, delineators

Depending on the nature of the site and particular business activities, these suggestions could be temporary (removable) or permanent. For example, a small manufacturing site with minimal deliveries could consider a temporary barrier solution for unloading trucks, where a site with frequent truck movement might consider a more permanent solution.



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## Safer Driver

Drivers are required to be trained and competent in safe operation of any vehicles they are authorised to use. Drivers with less experience need to be supervised and monitored to ensure they are operating the vehicle safely and using it as intended.

For development and management of safer drivers you can consider the following:



*Initial and refresher driver training help create safer drivers.*

- Initial and refresher training for drivers by competent and authorised persons/providers
- Driving observations, with feedback on driving habits
- Motion sensors or equipment monitors that track and log driver behavior
- Guidance material specific vehicle training
- Training log/record for each driver
- Approved/licensed user log kept on the vehicle
- Medical checks to ensure drivers are fit to operate plant
- Drug and alcohol policy and checks
- Driving hours policy and log books, to minimise fatigue

**For further information and other useful workplace safety tools refer to [www.dexsafe.com/toolbox](http://www.dexsafe.com/toolbox)**



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*Australia: [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)*

*New Zealand: [www.worksafe.govt.nz](http://www.worksafe.govt.nz)*

*United Kingdom: [www.hse.gov.uk](http://www.hse.gov.uk)*