

2017



# MEAT INDUSTRY STANDARD: TRAFFIC MANAGEMENT

**mia**

## Contents

<b>1</b>	<b>Introduction .....</b>	<b>3</b>
1.1	Basic principles .....	3
<b>2</b>	<b>Roles &amp; responsibilities .....</b>	<b>4</b>
2.1	Duties of the PCBU .....	4
2.2	Responsibilities by role.....	4
<b>3</b>	<b>Identify Hazards and Assess the Risk .....</b>	<b>6</b>
3.1	Steps for identifying traffic hazards .....	7
<b>4</b>	<b>Implement Controls.....</b>	<b>10</b>
4.1	Control Zones .....	10
4.2	Vehicle Speed limits .....	13
4.3	Barriers and Traffic control.....	13
4.4	Safety Signs .....	14
4.5	Lighting.....	15
4.6	High visibility clothing .....	15
4.7	Driver Competency & Fitness for Work.....	16
4.8	Worker Training .....	16
4.9	Managing Contractors .....	17
4.10	Safe work procedures .....	17
<b>5</b>	<b>Reference Documents .....</b>	<b>18</b>
5.1	Relevant legislation & regulations .....	18
5.2	Codes, Standards & Guidance .....	19
<b>6</b>	<b>Appendix 1. Traffic Management Check List .....</b>	<b>20</b>

# 1 Introduction



## Traffic Hazards

Accidents with pedestrians and vehicles is a major cause of serious injury and death in New Zealand workplaces. With large numbers of personnel (often working at night) and near constant movement of forklifts and trucks on and off the site, traffic management is identified as a critical risk for the meat processing industry.

This standard lays out the basic processes for clarifying roles and responsibilities, identifying traffic hazards, assessing risks, and implementing controls to eliminate or minimise traffic hazards.

This standard draws on international experience and merges this with the relevant New Zealand regulations coming into force under the Health and Safety at Work Act 2015.

Please note that these are minimum standards and companies may (and are encouraged to) go beyond any or all of the standards in order to control risks 'so far as is reasonably practicable'.

This is a working document. This document and the subsequent family of documents will evolve over time for example to reflect changes in industry practice and regulation.

**Note:** This document represents **guidance only** for managers and supervisors in managing workplace health and safety in the meat industry. It is not legal advice and does not replace or amend an individual or collective employment agreement or a PCBU health and safety policy. If a member company of MIA cannot achieve a particular standard it is recommended that they conduct a risk assessment outlining their additional controls that will be used to manage the hazard.

Neither the Meat Industry Association Inc or its members, take responsibility for the results or any actions taken on the basis of the information contained in these Standards, or for any error or omissions.

## Acknowledgments

MIA would like to acknowledge the assistance of John Walters, Group Health & Safety Manager, ANZCO Foods and his team for their contributions of photos and information included within this standard.

## 1.1 Basic principles

**The three key elements of good traffic management in order to achieve these aims are:**

- Safe site – layouts and traffic flows are designed to ensure control over vehicle movements and pedestrian interactions
- Safe vehicles - all workplace transport is fit for purpose and well maintained
- Safe drivers - drivers are competent, fit for work and appropriately supervised

## 2 Roles & responsibilities

### 2.1 Duties of the PCBU

The PCBU must ensure, so far as is reasonably practicable, that:

- The layout of the site allows, and the site is maintained so as to allow, persons to enter and exit the site and to move within it without risks to health and safety, both under normal working conditions, out of normal hours and in an emergency
- Work areas have sufficient space for work to be carried out without risks to health and safety
- Surfaces are designed, installed and maintained to allow work to be carried out without risks to health and safety
- There is sufficient lighting to enable –
  - Each worker to carry out work without risks to health and safety;
  - Persons to move within the site without risks to health and safety, and
  - Safe evacuation in an emergency.

These are required in regulation, and a PCBU who fails to comply with these duties is committing an offence and is liable to conviction.<sup>1</sup>

The PCBU must assign responsibility to a nominated person to manage traffic risks at each site.

The company is responsible for assigning someone to ensure the PCBU complies with its health and safety duties towards workers at a site – depending on the company, this can be the senior manager at that site.

### 2.2 Responsibilities by role

Role	Responsibilities
PCBU	As above
Officers	Officers must exercise due diligence to make sure that the PCBU complies with its health and safety duties.
General Manager	The General Manager must ensure: <ul style="list-style-type: none"> <li>• This Standard is kept up to date and distributed to all relevant staff.</li> <li>• The requirements of this standard are adhered to.</li> </ul>

<sup>1</sup> Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, s.10.

Role	Responsibilities
Line Managers / Team Leaders	<p>Line Managers and Team Leaders are responsible for the immediate actions required to control health and safety risk in their areas of control, in particular:</p> <ul style="list-style-type: none"> <li>• Ensuring the levels of training and effectiveness of implementation of this procedure are consistent and appropriate.</li> <li>• Ensuring that Preventative Maintenance is carried out in a timely and complete manner.</li> <li>• Purchasing and providing PPE as requested.</li> <li>• Maintaining awareness of current NZ legislation, codes and standards as they apply to traffic management, and staying informed of any changes that are being applied.</li> <li>• Ensuring that traffic management structures and equipment meet the requirements of NZ legislation, engineering Standards, NZ Standards and Traffic Management Control Plans.</li> <li>• Participating in the development of safe work systems traffic management where risk exists.</li> </ul>
Health and Safety Manager/Advisor	<p>The Health and Safety Manager/Advisor are responsible for:</p> <ul style="list-style-type: none"> <li>• Providing assistance, advice and guidance on hazard and risk management requirements.</li> <li>• Ensuring that a clear hierarchy of responsibilities exists in the event of a serious failure involving traffic management.</li> <li>• Participating in the development of safe work systems for traffic management tasks where risk exists.</li> </ul>
All workers	<p>Workers (including contractors and subcontractors) at processing sites must:</p> <ul style="list-style-type: none"> <li>• Comply with all requirements of this Standard</li> <li>• Seek further advice from a Supervisor or Manager before commencing any task where concerns for their safety or the safety of others exist</li> <li>• Follow all traffic-related hazard controls correctly and consistently</li> <li>• Report any uncontrolled hazards they see to their immediate supervisor</li> <li>• Not drive a vehicle that they do not have specific training to operate</li> <li>• Report any traffic-related incidents using their site's incident reporting system</li> <li>• Not drive a vehicle while fatigued, and must inform their immediate supervisor. If a worker is too fatigued to drive safely they must not drive themselves home. They may have to wait until friends or family can drive them home.</li> <li>• Participate in the development of safe work systems for traffic management tasks where risk exists.</li> </ul>

### 3 Identify Hazards and Assess the Risk



In identifying potential traffic hazards at a site, you should consider factors including:

Hazard consideration	Examples
Different Users/Tasks	<ul style="list-style-type: none"> <li>• Staff and visitors parking cars</li> <li>• Visitors and contractors unfamiliar with the site</li> <li>• Maintenance or changes to the existing traffic flows workers may be unfamiliar with</li> <li>• Use of forklifts or other internal vehicles</li> <li>• Trucks delivering livestock</li> <li>• Trucks delivering and collecting packaging, general freight and collecting product</li> <li>• Tankers or trucks carrying hazardous substances</li> <li>• The moving of rail rolling stock and locomotives on a railway</li> <li>• Pedestrians</li> </ul>
Site layout	<ul style="list-style-type: none"> <li>• Roadways and footpaths</li> <li>• Turning areas</li> <li>• Exit and entry points to buildings (vehicles and pedestrians)</li> <li>• Signage and road markings</li> <li>• Barriers</li> <li>• Crossing points</li> <li>• Speed limits</li> <li>• One way systems</li> <li>• Lighting</li> <li>• Blind spots (within the site and from vehicles)</li> <li>• Height or width restrictions (pipe bridges, power lines, tipping vehicles, cranes and lifting equipment)</li> <li>• Surface construction – coefficient of friction, resistance to oils and fats, ice and wet, etc</li> </ul>
Vehicle related hazards	<ul style="list-style-type: none"> <li>• Falling objects</li> <li>• Roll over</li> <li>• Collision</li> <li>• Reversing</li> <li>• Overloading and load instability</li> <li>• Run away</li> <li>• Work at height (sheeting loads, maintenance, man riding cages)</li> <li>• Noise</li> <li>• Ergonomics</li> <li>• Access and egress</li> <li>• Exposure to carbon monoxide</li> </ul>

Hazard consideration	Examples
Workers (including visitors and contractors)	<ul style="list-style-type: none"> <li>• Induction and training</li> <li>• Hearing and eyesight (including the effect of wearing PPE or fogging when moving from cold to hot environments)</li> <li>• Impairment by alcohol, drugs or fatigue</li> <li>• Lack of attention (use of mobile phones or music devices)</li> <li>• Distraction</li> <li>• Human factors (tendency to take the quickest route from A-B)</li> <li>• High risk tasks – shunters, dogmen, loaders, banksman</li> </ul>

### 3.1 Steps for identifying traffic hazards

Follow the steps below to take a systematic approach to identify traffic related hazards around your site.

Step	Description
1. Develop or source a map/floor plan of your site	<ul style="list-style-type: none"> <li>• Your map needs to be of a scale that will accurately show the arrangement of and spacing between key areas and plant equipment, doorway locations etc.</li> <li>• It shall include both interior and exterior areas of the site.</li> </ul>
2. Gather traffic flow information	<ul style="list-style-type: none"> <li>• Ask workers and visiting drivers about traffic management problems.</li> <li>• Review incident records.</li> <li>• Conduct observations of the different areas around your site.</li> </ul>
3. Chart current traffic flow onto your site map	<ul style="list-style-type: none"> <li>• Consider pedestrian routes as well as cars, trucks, fork hoists, and any other mobile equipment.</li> <li>• Consider customer movements, delivery and dispatch driver movements, as well as staff movements around the area.</li> <li>• Note which vehicle types use the same areas.</li> </ul>
4. Analyse the information to identify hazards	<ul style="list-style-type: none"> <li>• Consider how (and how often) vehicles, mobile equipment and pedestrians move around the area. You are looking for: <ul style="list-style-type: none"> <li>– factors that can put people or property at risk</li> <li>– hotspots where incidents and impacts may occur.</li> <li>– Note on each site map the possible interactions between Vehicle/Vehicle and Vehicle/Pedestrian, use the following key to denote interactions: <ul style="list-style-type: none"> <li>▪ Vehicle / Vehicle </li> <li>▪ Vehicle / Pedestrian </li> </ul> </li> </ul> </li> </ul>

### 3.1.1 Traffic Management Plan

A Traffic Management Plan documents the controls a site has implemented to protect workers and others from traffic hazards following a risk management process. It is best shown visually so that it can be shared and discussed with stakeholders such as Health and Safety representatives, Health and safety committee members, management and other workers.

**When creating a Traffic Management Plan, you should identify:**

- Control zones
- Equipment/parking bays
- Vehicle speed limits
- Pedestrian separation
- Colours and patterns
- Barriers
- Safety signs
- Lighting
- High visibility apparel areas

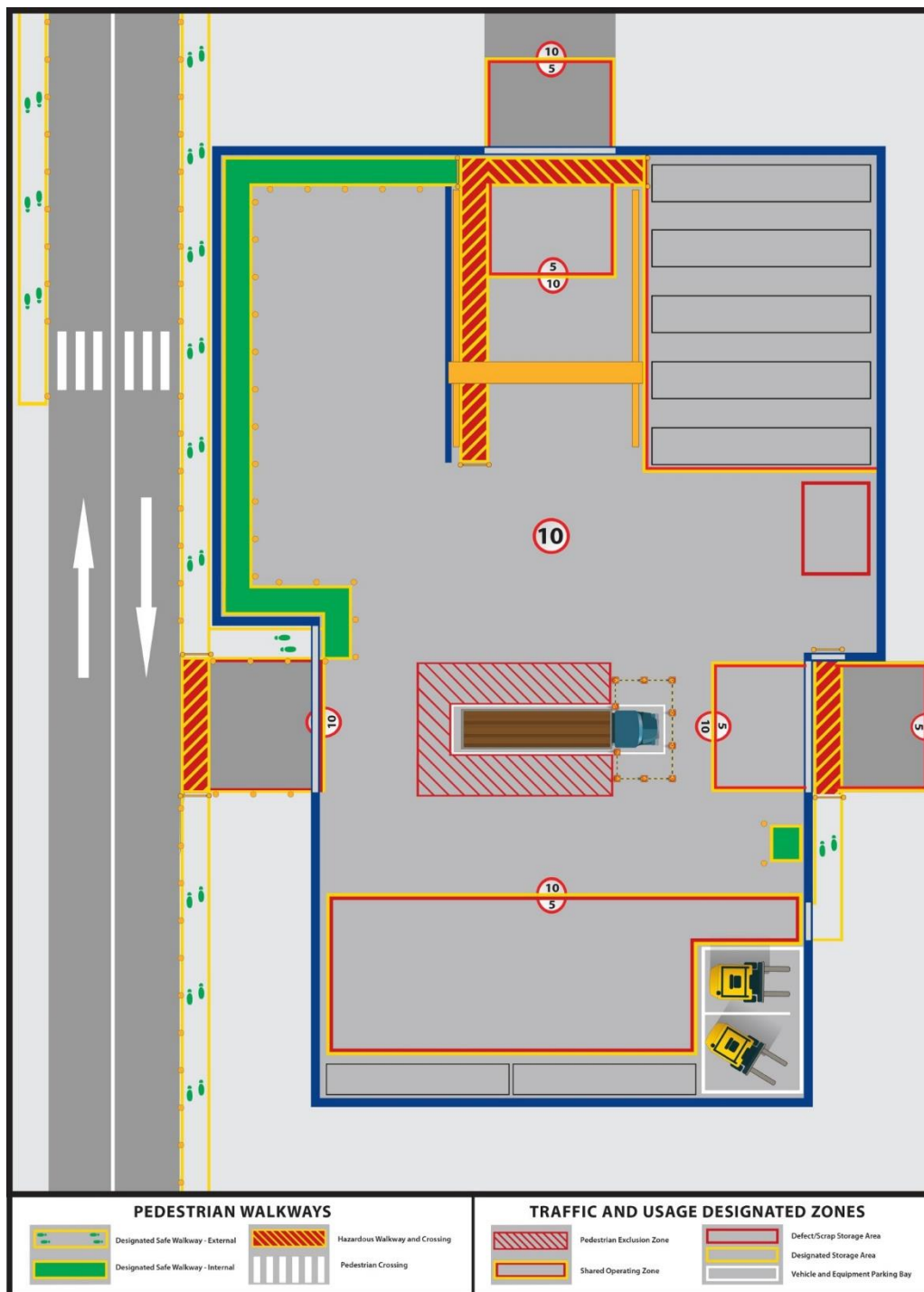
***Monitoring and review of the Traffic Management Plan***

You also need to consider how you will monitor the effectiveness of the Traffic Management Plan's controls. The Plan should be regularly reviewed and improved as required.

***Communication of the Traffic Management Plan Requirements***

All workers including contractors and subcontractors need to be made aware of the traffic management plan's requirements. This is particularly important if there have been changes for example if access has changed or if direction of travel has been modified. The plan must be well communicated and workers given an opportunity to provide feedback and raise any issues for further review or correction.





**Figure 1. Traffic Management Plan (example only)**

Identification of hazards, assessment of risk, and controls, should be determined in conjunction with the site Health and Safety Committee and/or relevant Health and Safety Representative.

## 4 Implement Controls

---

If it is not reasonably practicable for a PCBU to eliminate identified risks, the PCBU must implement risk-control measures. The first thing to consider is whether risks can be eliminated from certain parts of the workplace (for example by using overhead walkways). It is unlikely to be possible to remove all traffic management risks in this way so consideration should be given to a package of the following options to minimise risks, so far as is reasonably practicable:

- **Substitute:** Substitution must be considered where elimination is not possible. Substitution is the replacement of a hazard with something that presents lower risks, for example:
  - Substitute the equipment for something safer e.g. replace forklifts with other load shifting equipment like a walker stacker or pallet jacks
- **Isolate:** Isolate the hazard from people e.g. by creating a delivery area away from other pedestrians or work activities, use of bollards, cones, etc
- **Engineering:** e.g. speed limiters on forklifts, presence sensing devices or interlocked gates, high kerbs, speed bumps, crash barriers,
- **Administrative controls:** e.g. warning signs or schedule delivery times to avoid or reduce the need for pedestrians and vehicles to interact, training,
- **Personal protective equipment (PPE):** e.g. high visibility clothing.

You need to consider all possible control measures and make a decision about which are reasonably practicable for your workplace. Deciding what is reasonably practicable includes the availability and suitability of control measures, with a preference for using substitution, isolation or engineering controls to minimise risks before using administrative controls or PPE. Cost may also be relevant, but you can only consider this after all other factors have been taken into account.

Irrespective of the type of controls, they should be supported with measures to make sure:

- Everyone on site understands the controls and why they are there
- Everyone uses the controls and that there is adequate supervision with follow up for anyone not obeying them
- The controls are working
- The controls remain effective

A PCBU must ensure through effective supervision and monitoring that the control measures are effective and are maintained. There must be regular reviews of the risks and controls.

### 4.1 Control Zones

---

**The purpose of control zones is to separate pedestrians and traffic as much as possible.**

Pedestrian zones should be demarked and ideally separated from vehicles by distance or barriers. Vehicle traffic ways and operating areas should be demarked. Where it is impracticable to do so, pedestrians and vehicles should mix only in area that is clearly demarked and subject to additional controls.

The markings laid out below may differ from plant to plant. However, it is important that workers at the plant understand what the different markings mean, and that it is consistent throughout the plant.

#### 4.1.1 Designated pedestrian walkways

These are designated pathways (painted with a yellow outline, yellow diagonal lines, barriers or deterrent paving, etc).

There must be a significant distance (at least 3 meters) or a kerb, guardrails (often painted high visibility yellow) or bollards between pedestrians and vehicles.

The surfaces should be well drained and not potholed, slippery, obstructed or cluttered.



#### 4.1.2 Hazardous Walkways and Crossings

Walkways where people may be exposed to hazards that cannot be practically avoided or isolated by using barriers, (such as where vehicles approach around a corner or forklifts are moving in and out of an entrance).

Pedestrians approaching a hazardous walkway/crossing shall not enter the walkway/crossing until any approaching vehicle has stopped or is clear of the walkway/crossing.

Where a pedestrian is already on the crossing, any vehicle approaching a hazardous walkway/crossing shall stop until the pedestrian has left the hazardous walkway/crossing.

Regardless, pedestrians and vehicle drivers shall always establish eye contact and positively acknowledge the other party's presence. All parties shall exercise extreme caution.

Blind spot mirrors shall be installed where appropriate.



#### 4.1.3 Traffic ways and traffic way crossings

These are normal traffic ways consistent with public roads.

Consider a one-way system (ideally clockwise around the site), as this helps pedestrians know which direction vehicles will travel, limit the need for reversing, and are easier to enforce. Pedestrians should not be allowed on traffic ways, except to cross at designated “zebra” crossings.

Traffic ways should be wide enough to allow vehicles to use without having to leave the route. Be aware that the trailer on articulated trucks (such as livestock trucks) will swing out behind the tractor unit.



#### 4.1.4 Pedestrian Exclusion Zones

These zones apply to plant equipment being used to load and unload trucks, rail wagons, containers, livestock trucks, and warehouse and operational areas where forklift activity is the predominant task being conducted.

Pedestrians must keep clear of hazardous zones when vehicles or plant equipment (such as forklifts) are being operated.

The pedestrian exclusion zone should be clearly marked, such as by red diagonal painted lines. Barriers such as expandable gates, temporary bollards, ropes or cones may also be used where practical to do so.

A pedestrian accessing the zone should:

- Wear appropriate high-viz PPE
- Make contact with the driver/operator before they enter
- Wait for the driver/operator to indicate it is safe to enter the zone

A “spotter” should be used where there are people working in operations close to the pedestrian exclusion zone when mobile equipment is operating.

Truck drivers who have exited their vehicle in a loading/unloading area should stand in a designated area (such as a painted area clear of the truck or next to the truck cab with cones) or else be in full view of the forklift driver in a location known by the forklift driver. If the forklift operator is uncertain of the driver’s location, the operator shall immediately come to a halt, apply the handbrake and lower the load or forks/bucket to the ground.



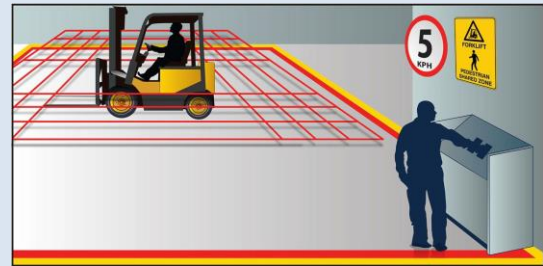
#### 4.1.5 Shared Operating Zones

Shared operating zones are hazardous areas where it is impractical for vehicles and pedestrians not to operate within 3-5 meters of each other.

Within these zones interaction between pedestrians and vehicles should be minimised as far as is reasonably practicable, and vehicle speed limits reduced from normal operation.

The shared operating zone must be clearly marked, such as by red and/or yellow lines. Barriers such as expandable gates, temporary bollards, ropes or cones should also be used where practical to do so to separate pedestrians from forklifts and other vehicles.

Pedestrians and vehicles should be separated by at least 3m. If this separation distance is not possible, you should have a Standard Operating Procedure capturing the controls implemented to manage the risk.



#### 4.1.6 Equipment/Parking Bays

Areas for parking must be specifically designated, ideally with white painted lines. Parking for work-related vehicles should be separated from worker and visitor car parks.

Parking areas must be clear of walkways, crossings and fire hydrants. For larger vehicles and trucks consider drive-through parking so as to avoid the need for reversing.

Where possible, drivers of parked vehicles should not have to cross potentially hazardous traffic routes.



### 4.2 Vehicle Speed limits

The maximum vehicle speed inside the gates of a site is recommended to be <15kph.

Where pedestrians and vehicles are in close proximity and there is no separation, the speed limit should be lower. A single site-wide speed limit reduces opportunities for confusion.



### 4.3 Barriers and Traffic control

Consideration should be given to implementing one-way traffic systems.

Barriers should be installed wherever practicable to create a physical control between people and vehicles. Where there are crossings, consideration should be given to gates.

Barriers include bollards, handrails, and removable barriers. More substantial Armco style steel barriers should be used where there is little separation distance between walkways and heavy vehicle roadways.

Gates, such as boom gates, should be used at site entry points to control/restrict site access.





Photo 1. Bollards



Photo 2. Barriers



#### 4.4 Safety Signs

Signs must be visible to those entering or operating in the area. The size of the signage should be proportional to the level of risk of the hazard and in accordance with any New Zealand standard.

Entrances to all areas where mobile equipment or vehicles operate should display:

- Authorised person and mobile equipment operating signs
- Mandatory PPE requirements
- Signs should be large enough to be easily read by approaching vehicles, positioned at the approximate eyeline of the driver, kept clean and follow normal road signage conventions.



Figure 2. Typical safety signage

#### 4.5 Lighting

Sufficient lighting is required in all areas during hours where any vehicle/people interactions occur, so that drivers, operators and pedestrians have clear and unobstructed visibility, regardless of weather or time of day.

Avoid sudden changes in lighting, such as leaving a dark warehouse into a bright day.

Interior lighting luminance levels must comply with AS/NZS 1680.0: Interior lighting – Safe movement.

#### 4.6 High visibility clothing

All drivers, operators and pedestrians in traffic areas where vehicles or mobile equipment can operate should wear high visibility clothing. All high visibility apparel should comply with:

- AS/NZS 4602: High visibility safety garments
- AS/NZS 1906: Retro reflective materials and devices for road traffic control purposes – High visibility materials for safety garments
- Or equivalent standards.



Photo 3. Stencilled reminder



Photo 4. Worker in High Viz

#### 4.7 Driver Competency & Fitness for Work

All drivers and operators of mobile plant must hold a current driver's licence with relevant endorsements. Drivers should be appropriately trained and certified in the use of the vehicle they operate. Refreshed training and certification should be provided –and is mandated in some circumstances for example for a fork truck licence.

Training records of drivers should be kept.

Vehicles must not be operated by staff who are not trained and authorised. Consideration should be given to removing keys from unattended vehicles and/or swipe card or keypad controls to prevent unauthorised use.

Regular health checks should be considered for drivers to include eyesight and hearing as well as general fitness to drive.

Company policies on drug and alcohol use and fatigue management should apply to drivers as these are safety sensitive roles. Visiting drivers should be subject to the same rules as others on site.

#### 4.8 Worker Training

The PCBU should make sure that all supervisors and workers are competent to do their work properly.

##### ***Ensure new workers are competent***

Have effective recruitment or placement policies to ensure workers have the relevant knowledge and experience to do their jobs safely or gain this through training.

##### ***Ensure existing workers are competent***

Provide ongoing information about the traffic management plan and training, especially where changes in staff, equipment or procedures are planned.

Training of all workers should include traffic safety and reference to the site traffic management plan.

##### **Training should include:**

- Familiarisation with walkways and main access ways around the site



**Training should include:**

- Familiarisation with signs and painting of different control zones
- Familiarisation with reversing horns
- Familiarisation with the main escape routes
- Requirements and responsibilities of workers.

## 4.9 Managing Contractors

We must take the same care of contractors (and sub-contractors) as any other worker while on site however contractors may require additional management because they may be unfamiliar with the site, work at different times, bring their own specialist vehicles and mobile plant onto site, and their health and safety responsibilities and duties in relation to other workers may be unclear.

When contractors are engaged, the site manager should establish their competence before they do any work. The same health and safety standards that apply to workers also apply to contractors on site. They are likely to need specific job and familiarisation training and/or supervision.

There will be overlapping duties and both the PCBU (controller of site) and the PCBU (contracting firm) should agree the safety arrangements before any contractor employees commence work.

There will be overlapping duties and both the PCBU (controller of site) and the PCBU (Contracting firm) should agree the safety arrangements before any contractor employees commence work.

**The PCBU (controller of site) should give the PCBU (contracting firm) appropriate information about:**

- The workplace
- The routes to be used
- The vehicles and equipment on site
- Risks from activities on the site and controls in place
- Penalties if they fail to follow safe working practices.

## 4.10 Safe work procedures

At times administrative controls may be used, for example a safe work procedure that describes the steps involved in safely undertaking a task. It may also include any particular training, instruction and the level of supervision required. For example, a safe work procedure to ensure that truck drivers exit their vehicles prior to loading and stand in a demarcated and approved safe area for the duration of loading activity.

If relying on administrative controls, it may be necessary to provide a high level of supervision to ensure that the safe work procedure is being adhered to as administrative controls are a low form of protection.

## 5 Reference Documents



### Further information

- New Zealand's key work health and safety legislation is the Health and Safety at Work Act 2015 (HSWA) and regulations made under that Act. Compliance with all statutory requirements with the HSWA Act 2015 and other applicable acts and/or regulations is mandatory.
- New Zealand 'Codes of practice' (CoP or ACoP) are documents that offer an approved method of achieving compliance with regulatory requirements. A code of practice will tell you how to meet the Act or regulation requirements and controls in a way that is legally defensible. They are not mandatory and you can adopt other ways of meeting the requirements instead.
- 'Good Practice Guidelines' (GPG) are a guide to what WorkSafe New Zealand considers good practice. Health and safety inspectors may use these guidelines when visiting workplaces or conducting investigations.
- Other types of guidance including webpages, fact sheets or brochures or any international guidance is provided for information only. Compliance to these forms of guidance may have little bearing under the law.

### 5.1 Relevant legislation & regulations

Health and Safety At Work Act 2015 (HSAW Act 2015)

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>

Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

<http://www.legislation.govt.nz/regulation/public/2016/0013/latest/DLM6727530.html>

Building Act 1991 and published Regulations and Codes

<http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html>

<https://www.building.govt.nz/building-code-compliance/building-code-and-handbooks/>

Fire Safety and Evacuation of Buildings Regulations 2006

<http://www.legislation.govt.nz/regulation/public/2006/0123/latest/DLM382016.html>

## 5.2 Codes, Standards & Guidance

### 5.2.1 New Zealand

WorkSafe NZ Traffic Management

<http://manufacturing.worksafe.govt.nz/assets/fact-sheets/workplace-traffic-management/workplace-traffic-management.pdf>

New Zealand Transport Agency - Traffic control devices manual (TCD manual)

<https://www.nzta.govt.nz/resources/traffic-control-devices-manual/>

AS/NZS 1906 Retroreflective materials and devices for road traffic control purposes

NZS/AS 1319:1994 Safety signs for the occupational environment

AS/NZS 1680.0: Interior lighting – Safe movement

AS/NZS 4501.1:2008 Occupational protective clothing - Guidelines on the selection, use, care and maintenance of protective clothing

### 5.2.2 Other countries

SafeWork Australia traffic management guidance

<http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/guidance-traffic-management>

<http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/864/Traffic-Management-General-Guide.pdf>

Northern Territory Worksafe – traffic management guidance

Onsite traffic management self-assessment tool

[https://www.worksafe.qld.gov.au/\\_data/assets/pdf\\_file/0016/116260/onsite-traffic-management-self-assessment-tool.pdf](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0016/116260/onsite-traffic-management-self-assessment-tool.pdf)

HSE (UK) traffic management guidance

<http://www.hse.gov.uk/workplacetransport/index.htm>

<http://www.hse.gov.uk/pubns/indg199.pdf>

<http://www.hse.gov.uk/pubns/priced/hsg136.pdf>

AS 1742 Manual of uniform traffic control devices

## 6 Appendix 1. Traffic Management Check List

(Example only)

Traffic Management	Yes	No	N/A
<b>Process</b>			
Has the site manager undertaken an identification of the hazards?			
Has the site manager undertaken a risk assessment of the hazards?			
Has the site manager identified and documented controls?			
Has the site manager undertaken a regular review of the hazards and controls?			
Has the hazard identification, risk assessment and identification of controls been documented?			
Does the site have a current Traffic Management Plan?			
Is there an up-to-date register of accidents and near misses?			
Was the Health and Safety Representative/Health and Safety Committee consulted on the Traffic Management Plan?			
<b>Controls</b>			
Are control zones clearly marked?			
Are walkways, guard rails and, stairs in good condition?			
Are all road and pedestrian markings and signs well maintained?			
Have safe traffic routes been put in place - preferably with one-way systems and, if needed, pedestrian crossing points?			
Are vehicles and pedestrians kept safely apart by, for example, provision of safe pedestrian routes both outside and, where possible, inside buildings?			
Do vehicles and pedestrians have separate doors into buildings with suitable barriers where required?			
Are appropriate speed limits enforced and, where required, speed bumps installed?			
Are adequate signs in place, e.g. indicating direction, speed limit, no entry, etc., and mirrors fitted on blind corners?			

Traffic Management	Yes	No	N/A
Are vehicles, including private cars, parked in designated areas?			
Is access to loading yards restricted to essential personnel and are they wearing high visibility clothing where necessary?			
Are all roads, manoeuvring areas and yards adequately lit, with particular attention being given to areas near junctions, buildings, plant, pedestrian areas and places where there is regular movement of vehicles or mobile equipment?			
Are all emergency exits well marked, free of obstruction, unlocked and able to be opened from the inside?			
Are all employees provided with appropriate personal protective equipment and trained in correct use and limitations?			
Are regular checks made to ensure employees wear their PPE when and as required?			
Do drivers have a relevant valid driver's licence?			
Have workers been made familiar with walkways and main access ways around the site?			
Are all employees and contractors made aware of the location of escape routes from all work areas?			