



## Traffic Management Plan

A traffic management plan (TMP) is designed to provide a safe work environment, and to ensure the safe movement of vehicles and pedestrians in the workplace. Every site should have a TMP in place (including short term and mobile sites).

TMP's are designed to ensure effective controls are in place to protect all workers and visitors entering the workplace, to keep people and plant separated and safe, and to communicate these controls to everyone during site inductions.

When developing a traffic management plan:

- consult with workers and other affected persons when developing a TMP to identify hazards and adequate controls in accordance with the hierarchy of control
- set a review date to establish its effectiveness and practice ongoing review and improvement.
- ensure all workers and visitors loading or unloading on site are appropriately licensed and trained in the relevant area.
- consider what is relevant for your site.
- consider the size of the area, the activities being undertaken in the zones and the type and size of vehicles performing duties on site.
- where possible, organise work and times so persons and vehicles are not in the same area at the same time, and locate delivery areas away from pedestrians or work activities.
- eliminate the need for vehicles to reverse as much as reasonably practicable.
- communicate with contractors and third-party providers on requirements prior to arrival.
- ensure that drivers are positioned in a safe position and separated from loading/unloading zones.

# Sample template

[ Company name and ABN]

[ Site address and business hours]

[ Date]

[ Review date]

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Site access</b>    | <p>All visitors to the site are required to [<i>sign in at the main entry and receive an induction to the site</i>] prior to entry.</p> <p>Access requirements [<i>personnel/visitors require security pass/code etc to gain entry</i>]</p> <p>PPE requirements for this site are:</p> <ul style="list-style-type: none"><li>■ High visibility shirt or vest</li><li>■ Steel cap boots</li><li>■ [<i>insert additional requirements</i>]</li></ul> <p><i>Outline the facilities or amenities available to visitors on the site.</i></p> <p><i>Site rules – e.g. visitors must proceed directly to their loading zone point.</i></p> <p><i>Where required, heavy vehicle drivers must ensure vehicle is weighed when arriving and departing the premises.</i></p> |
| <b>Site - general</b> | <p>The site has [<i>separate entry and exit points</i>], the direction of travel is [<i>one way</i>] and has a designated speed limit of [ <i>km/h</i>].</p> <p>The communication channel available is [<i>channel xx</i>]</p> <p>The types of safety signage located on site are:<br/>[<i>insert types of signage here</i>]</p> <p>The types of vehicles on site include:</p> <ul style="list-style-type: none"><li>■ [<i>heavy vehicles</i>]</li><li>■ [<i>mobile plant, forklifts, pallet jacks</i>]</li></ul> <p>Vehicle restrictions [<i>identify here</i>]</p> <p>The peak daily times of [ ] AM and [ ] PM and traffic volumes are increased to:</p>                                                                                                      |

**Identified areas on site**

Consider the number of staff, vehicle size and the type of activity being undertaken in each area, to identify the appropriate safety measures.

The site may have specific loading bays for different product, for example dangerous goods/hazardous chemicals; heavy vehicles, waste collection, couriers etc where different rules and responsibilities will be implemented. For example:

**Example 1: Loading Bay / Zone 1 [Heavy Vehicles]**

Located at the [xx area] of the site [and marked on site diagram]

- All loading bays are marked and identified with [signage, painted lines]
- A risk assessment of identified hazards in loading zones and been identified and controlled: consider:
  - adequate lighting
  - noise, weather, and drainage
  - flat, level, and hard ground surface
  - overhead power lines, utilities, and structures
  - the area is clean and clear of clutter and debris
- Vehicles are required to be **properly immobilised** prior to the commencement of any loading or unloading.
- The loading/unloading is to be undertaken as per an agreed load plan, an identified spotter and communication plan established.
- Mobile plant and forklifts are operated daily.
- Loading Bay 1 restricted to trained personnel staff only
- Loading Bay 1 only operational during business hours and all operations must cease by 7:00pm due to noise restrictions
- Drivers are required to be in 'driver safety zone' during loading process and are not to return to the vehicle until confirmation that loading/unloading is completed
- No pedestrians are allowed in this area.

**Example 2: Loading Bay / Zone 2 [Waste Collection]**

Located at the [xx area] of the site [and marked on site diagram]

- Loading Bay 2 is accessed after hours to those permitted within the site.

**Example 3: Loading Bay / Zone 3 [DG's and Hazardous Waste/ Chemicals]**

Located at the [xx area] of the site [and marked on site diagram]

- Loading Bay 3 is restricted to staff who are trained in the management of dangerous goods and hazardous chemicals
- Mobile plant and forklifts are operating in this area
- Hazardous chemical and dangerous good signage is displayed in this area.
- Specific PPE required for this area includes:

**Identified areas  
on site - cont'd**

Example 3: *Loading Area for Livestock / Rural Property*

Located at the [xx area] of the site [*and marked on site diagram*]

- Loading Area located at the front of the property is for livestock loading and unloading
- Rules and restrictions for loading ramps –e.g. must be used
- Heavy vehicle access is available for this area
- Area is restricted from all family and children located on the property.

*ADD NEW SECTION for each Loading Bay / Zones*

**Mobile plant and forklift**

Located at the [xx area] of the site [*and marked on site diagram*]

- All pedestrians must remain on pedestrian walkways
- Personnel should keep a minimum safe distance [xx distance] from mobile plant.
- Signage is displayed to identify the use of warning/audible alarms
- All operators must be licenced as required (HRWL Forklift (LF), Relevant Crane class, Vehicle loading Crane 10mt + (CV), Concrete placing boom (PB), Elevating work platform (WP), materials hoist (HM) or (HP), Portal boom cranes and Bridge/Gantry (CP) and (CB), Telehandler (C2, C6, C1, or C0) depending on rating capacity.

**Pedestrian designated walkways**

Located at [areas] of the site [*and marked on site diagram*]

Pedestrian walkways are marked and identified with [*signage, painted lines*] and protected with [*bollards, fence, gate, barrier, or other engineer devices*]

**Parking – general and heavy vehicle**

Located at [areas] of the site [*and marked on site diagram*]

Heavy vehicles are not to park in the general parking area for visitors. All heavy vehicles must proceed to the designated heavy vehicle parking area.

**Emergency Evacuation Area**

Located at [areas] of the site [*and marked on site diagram*]

DG/Chemical spills protocols, if required.

|                     |                                                                                                                                                                                                                                                                                    |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Site diagram</b> | <p>Diagram of site with marked zones and legend</p> <p><i>Insert site diagram here</i></p> <p>For example:</p> <ul style="list-style-type: none"> <li>■ Green - safe zones</li> <li>■ Red - restricted zones</li> <li>■ Pedestrian zones</li> <li>■ Heavy vehicle zones</li> </ul> |
| <b>Signed</b>       | PCBU/Site Manager xx date                                                                                                                                                                                                                                                          |



## References

Working With or Around Mobile Plant Safety Alert – SafeWork NSW

Forklift Safety Guide for Employers – SafeWork NSW

Easy to Do Business WHS Guide – Safe Work NSW

Traffic Hazard Checklist – SafeWork Australia

High risk work licences – SafeWork NSW

Consultation SafeWork toolkit – SafeWork NSW

Code of Practice – Managing the risks of plant in the workplace – SafeWork NSW