1. IDENTIFY traffic risks

When considering the traffic risks on site, think about:

- **The site** – what’s the layout and access like? Where are the entrances for vehicles and for people? Is there a lot of natural light? Are there well marked road and pedestrian paths? Is there traffic signage on site?

- **The vehicle** – is it an appropriate vehicle to use on a construction site? Does it have good visibility? Are seat belts fitted? What’s the loading and unloading capacity of the vehicle like? And has it been well maintained? What other vehicles will be on site?

- **The driver** – is the driver or drivers of the vehicle/s trained and competent to operate it safely? Do they have training records and medical checks? Is there a log of driver behaviour or observations?

Ask the team on site to think about these three things on the site you’re currently working on. Ask them to identify the traffic risks based on these areas.
2. **ASSESS the controls available**

There are a range of controls you can use to safely manage traffic on site. Under the three topics above, these can be:

**The site**
- Develop a traffic management plan including the direction of traffic around the site. A traffic management plan should set out the vehicle routes and directions on site to minimise inconvenience and ensure everyone’s safety.
- Organise work involving vehicles and pedestrians to occur at different times
- Establish speed limits on site and designated delivery and turning areas
- Consider using fences, barriers or barricades around exclusion zones
- Restrict access to pedestrians where mobile plant is operating.

**The vehicles**
- Ensuring the vehicles are well maintained and working well
- Having pre-start checks and keeping vehicle records
- Using reversing alarms, flashing lights and reversing cameras.

**The driver**
- Make sure all drivers have initial and refresher training in operating the vehicle
- Put a medical and drug and alcohol policy in place – and make sure it’s working well
- Ensuring drivers, and all workers on site, are wearing high vis clothing.

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3. **MANAGE with a site traffic plan**

Once you have identified the traffic risks and assessed the controls available to you – a full traffic management plan should be developed and regularly reviewed for the site.

When developing the plan make sure blind spots are identified and also include exclusion zones around plant for workers and the public. Work out who has right of way – and make that clear. Everyone on site should also be trained in the plan and control measures in place.

Ask everyone on site to be part of developing the traffic management plan for this site. If it’s already in place ask them to review it and how it’s working in practice.

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**Where do we get more information?**

The Safety Charter’s Critical Risk Traffic Management webpage has more information, which is regularly updated. You can view it [here](#) or by clicking on Improve Health and Safety – Critical Risks – Traffic Management from the homepage.

If you want toolbox talks on the other 12 critical risks you can check them out [online](#).

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**Employee issues raised:**

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**Date to be resolved by:**

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*This toolbox talk was written with information from WorkSafe, Fulton Hogan and Downer. Thank you.*