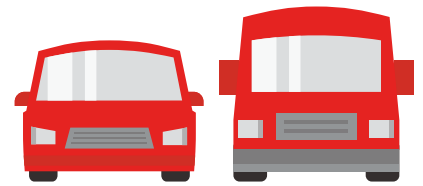


Traffic management plans

Giving the green light to reduce risk

No matter the size or location of your business, it can benefit from a well-considered and operated traffic management plan. Having a simple plan in place may reduce injury to pedestrians and risk of property damage.

Traffic management involves the safe movement of not only cars, but trucks, buses, agricultural vehicles, and mobile powered plant. This is especially important when vehicles of all sizes and shapes are operating next to pedestrians. Here are some simple tips to helping you get your traffic plan into gear.



Developing your plan



1. Identify

Scope out the areas where there is vehicle and pedestrian movement and take special notes of what could cause injury or damage.

2. Assess

Determine what type of damage or degree of injury could be caused, and what the likelihood of it happening could be.

3. Control

Find the most effective way to control or reduce the risk of an event occurring. Can the hazard be eliminated completely, or just managed?

4. Aware

Make sure all staff and visitors to the site are aware of the plan and understand their responsibilities. Arrange a site induction for unescorted contractors who may be unfamiliar with the site.

5. Share

Work together with other businesses onsite to manage the risk related to the site traffic management plan.

6. Visual

Prepare a site plan which includes the external and internal areas of concern, clearly noting specific risks.

7. Review

Carry out a review of the measures in place to ensure they are working. Review and adjust your plan as necessary.

Ask for feedback from drivers and pedestrians if possible and revisit this plan regularly so that any changes around the site are considered.

The plan should always be reviewed and where necessary amended, following an event or incident.

Visit vero.co.nz/risk-profiler to check out our other risk guides for more tips and in-depth information about managing risk.

Introducing clear and simple controls to your business

Impact protection

Clear signage is essential to indicate height restrictions and speed limits, protect entrances to warehouse with bollards and highlight canopies, and low or narrow entrances. Other watch-outs include:

- Situate parking areas on level ground to prevent parked vehicles rolling. Where this is not possible consider installing wheel stops in parking areas. Make sure the wheels of vehicles are pointed towards a safe stopping place like a curb or a wall, so the vehicle or equipment does not accidentally roll and chock the wheels of parked delivery vehicles.
- Use the correct vehicle for the job, consider whether the type and size of vehicle can easily manoeuvre around the site, and identify any special requirements or conditions. Check for pipework, water troughs or irrigation systems before you dig.

Managing movement of vehicles

- Introduce one-way traffic for sites that have multiple access points, and clearly mark the entrance and exit. Keep an eye on traffic flow, and make sure this isn't obstructed.
- Use separate building entry and exit points where there is vehicle access into buildings. Ensure there is signage and ground markings which provide direction arrows, stop signs and speed limits.
- Reduce the need to reverse onsite. Where this is not possible utilise devices such as reversing sensors, reversing cameras, reverse warning tones on vehicles, and mirrors and use a spotter where appropriate. Ideally create a dedicated reversing area where other people and vehicles cannot enter.

Parking areas

- General parking areas should be close to access doors for visitors and staff. Consider speed reduction measures by use of speed bumps. Ensure trip hazards are minimised or readily identified by 'safety yellow' paint where necessary. Maintain these areas well.
- Separate customers pick up areas from loading bay areas. These should be close to pedestrian walkways, be supervised and separated from the main workings and vehicle traffic on site.
- Situate hazardous substances storage areas away from parking areas.

Loading and unloading

Designate a loading and unloading area and where possible use signage and barriers around the area to prevent people from entering. These areas should be clearly marked and managed, ensuring drivers are well aware of site operations.

Ensure there are systems in place to stop vehicles from inadvertently moving or being driven off during loading and unloading, for example, turn engine off, use wheel chocks, air brake isolation interlock devices, vehicle or trailer restraints.

Adverse site features

Each site has a unique set of hazards that need to be considered and can pose a risk to people and property. Site features can include steep slopes, uneven terrain, bodies of water, steep drop-offs or accesses, and ramps without barriers. These risks should be fenced or have signage installed where appropriate.

Lighting should also be considered. Make sure that you provide sufficient lighting in low light areas and for both pedestrians and moving vehicles, eliminate blind spots on tight corners by using wide angle mirrors to ensure maximum visibility where possible. To protect property and avoid damage to infrastructure, prevent overweight vehicles entering the site.

Protecting Pedestrians and visitors

Eliminate pedestrian and vehicle interactions, if possible, this minimises the likelihood of an incident occurring between the two. You can achieve this by creating 'pedestrian zones', with either physical barriers or painted lines. You may want to consider substituting motorised equipment for manual equipment, for example trolley lifters used rather than a forklift.

Where vehicles and pedestrians could come into contact, have signage or painted markings symbolising who has priority to cross.

Your staff should always be aware of the procedures in place and trained accordingly. Visitors on site should be accompanied by your staff and always ensure that visitors report to reception first.

Training and Licensing

If you have a fleet of vehicles or regular delivery vehicles to site, think about:

- Having a comprehensive site induction for new staff and contractors and regular toolbox talks focusing on site health and safety.
- Making sure drivers are competent, have the relevant skills, experience and current certifications for the specific vehicle and work site conditions they are operating in.
- Booking a Site Safe course for relevant employees.
- Considering regular drug testing for vehicle and machinery operators.
- Providing personal protective equipment (PPE) suitable for each action or task.
- Planning for staff shortages by ensuring there are multiple people onsite trained to use equipment.
- Avoiding driver distractions such as the usage of cell phones while operating vehicles on site.