

## Traffic Management Plan (TMP)

Welcome to the latest RM Insight article, where we provide a simple overview of a different risk management subject each month. This article covers the main considerations for establishing a Traffic Management Plan and will be useful for a variety of commercial organisations.

Traffic Management Plans (TMPs) are not only the domain of large complex businesses or properties. Smaller businesses and property owners can also benefit from a well considered and managed plan thereby reducing their risk of property damage and injury to pedestrians.

Traffic management involves the safe movement of vehicles (such as cars, trucks and buses), mobile powered plant (such as forklifts) and pedestrians within, through and around sites where work is carried out. Areas that should be considered include both the internal and external areas of a workplace where appropriate.

The standard risk management process should be used to develop a systematic plan and involves:

- identify the hazards – review areas involving vehicular and pedestrian traffic to find out what could cause harm
- assess the risk – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
- control risks – eliminate the hazard or implement the most effective control measures that are reasonably practicable in the circumstances.
- review and supervise control measures to ensure they are working as planned.

As with most risk management processes consultation with staff is paramount. By early consultation and gaining input from staff, ownership of the Traffic Management Plan can be enhanced throughout the organisation. Maintaining the control measures with front line staff assistance is vital in the system being effective.

A diagram of the external or internal areas of concern greatly assists to provide a visual interpretation of the area and specific risks.

Control measures for consideration in your site Traffic Management Plan include:

### Separating pedestrians

Consider ways of reducing or eliminating pedestrian and vehicle interaction for example can forklifts be substituted for other load shifting equipment. Provide pedestrian only lanes or zones where vehicles such as forklifts cannot be used. This can be achieved by simple lines on the ground through to physical barriers such as guardrails and gates.

### Vehicle movement controls

Provide one way only vehicle movement around the interior and exterior of buildings. Where vehicle access to buildings is required use separate building entry and exit points. Clear signage and ground markings restricting movement such as direction arrows, stop signs and speed limits are recommended. Audible warning systems e.g. for reversing can be useful.

### Safe crossings

Providing safe crossing areas designated for vehicle use such as marked pedestrian crossings and interlocked gates. Clear training and procedures on who must give way at pedestrian crossings is important. At pedestrian crossing points consider prominently displaying a warning sign to encourage both pedestrians and vehicles to pay visual attention.

### Parking areas

Consider ensuring that general parking areas are close to access doors for visitors and staff. In these areas consider vehicle speed reduction by use of speed bumps, ensure enough clearance space is available for larger vehicles to park with ease being clearly marked and signed. Ensure trip hazards are minimised and/or readily identified by the application of “safety yellow” paint where necessary. The areas around the site should be well maintained. In loading bay areas ensure there are clearly designated driver safe areas and good driver instruction and supervision. Any customer pick up areas should be completely separated from loading bay areas. Customer pick up areas should be in close proximity to pedestrian walkways, be fully supervised and be separated from the main workings and vehicle traffic on site.

The use of the control measures mentioned above and those identified within your specific TMP should aid in minimising the risk of property damage and injury to occupants. Effective induction and ongoing training in relation to your TMP is paramount to ensure understanding, communication and utilisation of the plan.

