# Quick safety scan – Traffic Management in the Automotive Workshop

Use this quick safety scan to look at your safety systems and practices to manage hazards from vehicle and pedestrian traffic. Those items where you tick ‘Sometimes’ or ‘Never’ will need action to fix or improve. The documents in italics are on the SafeWork SA website.

## FORKLIFTS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| A traffic management plan is followed |  |  |  |
| Forklift ‘roadways’ are clearly defined and separated from pedestrian walkways |  |  |  |
| Exclusion zones are clearly marked with signs and/or barriers |  |  |  |
| There is a designated safety zone for delivery drivers when vehicles are being loaded or unloaded |  |  |  |
| Clear and effective communication systems are in place between forklift operators and drivers |  |  |  |
| There is a system for warning pedestrians and drivers that loading/unloading is in progress (e.g. signage, cones, lights, alarms, horns) |  |  |  |
| Speed limit (close to walking pace) is followed by operators |  |  |  |
| Pre-start checks are completed |  |  |  |
| Weight carrying capacity is clearly marked and followed |  |  |  |
| Reverse beeper, flashing light and warning sound are working |  |  |  |
| Keys are removed when forklifts are not in use |  |  |  |
| Fall protection cages are fitted |  |  |  |
| Only approved forklift attachments are used |  |  |  |
| Forklift tines are not used for any unintended purpose |  |  |  |
| Forklift tines are lowered when not in use |  |  |  |
| Forklifts are regularly serviced |  |  |  |
| Maintenance and service records are kept |  |  |  |
| Operators wear correctly fitted seat belts |  |  |  |
| Operators and pedestrians wear high-visibility vests |  |  |  |
| Operators have a current Licence to Perform High Risk Work |  |  |  |

## MOVEMENT OF VEHICLES

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Designated pedestrian exclusion zones and walkways are identified and in operation |  |  |  |
| Mirrors are fitted to blind corners |  |  |  |
| Another person (wearing high-visibility clothing and in visual contact with the driver) assists with directing reversing vehicles |  |  |  |
| Situations where reversing is required are minimised (e.g. drive through instead) |  |  |  |
| Non-essential workers and pedestrians are kept away from reversing areas |  |  |  |
| Reversing areas are well lit and clearly marked |  |  |  |

## ROADSIDE MAINTENANCE

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Workers are trained (and regularly retrained) in traffic control procedures and dynamic risk assessments |  |  |  |
| You have an effective means of two-way communication between the workshop supervisor and isolated/remote workers (e.g. mobile/satellite phone, UHF radio) |  |  |  |
| Signs/lights (e.g. high-visibility triangles/cones, flashing lights) are provided to warn approaching drivers of disabled vehicles/assistance vehicles |  |  |  |
| High-visibility, retro-reflective clothing is provided |  |  |  |
| Lifting or manual handling aids are available (e.g. wheel dolly, brake drum lifter) |  |  |  |