

Logistics Traffic Management Plan

SAMPLE

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SAMPLE

Purpose and Scope

This Logistics Traffic Management Plan sets out the arrangements [Company Name] will implement to eliminate or minimise risks associated with vehicle and mobile plant movements in and around its workplaces. It is designed for operations in warehousing and distribution, manufacturing and production, retail and wholesale, and transport and logistics environments.

The plan aims to:

- Provide a systematic approach to identifying, assessing and controlling traffic-related risks.
- Separate people from moving vehicles and mobile plant as far as reasonably practicable.
- Establish clear rules for drivers, pedestrians, contractors and visitors.
- Support compliance with relevant work health and safety (WHS) legislation, codes of practice and Australian Standards.

This plan applies to all:

- Workers (including employees, labour hire and subcontractors).
- Contractors, delivery drivers and visiting drivers.
- Customers and visitors of sites.
- Areas under the control of [Company Name], including warehouses, manufacturing areas, loading docks, yards, car parks, access roads and interfaces with public roads.

Definitions

For the purpose of this Logistics Traffic Management Plan, the following definitions apply:

- **Traffic Management** – The planning, design and control of vehicle and pedestrian movements in and around the workplace to eliminate or reduce the risk of collision or injury.
- **Mobile Plant** – Any powered plant that is used to transport, lift, stack or move goods, materials or people, including forklifts, reach trucks, order pickers, pallet movers, yard tugs, elevated work platforms and similar equipment.
- **Pedestrian** – Any person on foot, including workers, contractors, visitors and customers.
- **High-Risk Traffic Activity** – Any activity involving significant interaction between vehicles/mobile plant and pedestrians, complex reversing, multi-vehicle manoeuvring, or loading/unloading of heavy or awkward loads.
- **Exclusion Zone** – A designated area around vehicles, mobile plant or loading operations where pedestrian access is restricted or prohibited.
- **Segregation** – Physical or procedural separation of vehicles/mobile plant and pedestrians to prevent interaction.

- **Spotter** – A trained worker responsible for directing vehicle or mobile plant movements where visibility is restricted or where complex manoeuvres are required.
- **Loading Dock** – Any platform or area used for loading or unloading vehicles, including recessed docks, drive-through docks, and ground-level loading zones.

Roles and Responsibilities

Officers and Senior Management

Officers and senior management of [Company Name] must exercise due diligence to ensure that appropriate traffic management systems are implemented and maintained. They must:

- Allocate adequate resources (financial, human and technological) for traffic risk controls.
- Ensure this Logistics Traffic Management Plan is developed, implemented, reviewed and enforced.
- Monitor the effectiveness of traffic controls via reports, inspections, audits and incident investigations.
- Ensure that procurement, design and layout decisions consider traffic safety and segregation.

Managers and Supervisors

Managers and supervisors are responsible for implementing this plan in their areas of control. They must:

- Ensure all workers, contractors and visitors are aware of and comply with traffic rules and procedures.
- Conduct and document traffic-related risk assessments and ensure controls are implemented.
- Arrange appropriate training for operators, spotters and other workers.
- Ensure that traffic control devices (signage, line marking, barriers, mirrors, speed humps) are maintained and functional.
- Monitor behaviours and enforce compliance with traffic rules, including taking corrective action when breaches occur.

Health and Safety Representatives (HSRs)

Where HSRs are in place, they should:

- Consult with workers on traffic management issues and raise concerns with management.
- Participate in traffic risk assessments, inspections and investigations.
- Assist in the review and improvement of this plan.