

## SAMPLE CHECKLIST FOR WORKPLACE TRAFFIC MANAGEMENT

This checklist provides the basic requirements for workplace traffic management. Should a "No" be recorded for any of the below checklist items, state the condition(s) and its respective corrective actions in the "Remarks" column. This checklist is non-exhaustive and users are recommended to make the necessary customisation to suit your work processes and conditions at the workplace.

| S/N                                                                         | Items                                                                                                                                                                                                     |                                                          | Remarks |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------|
| <b>A. Workplace, traffic layout, traffic routes and pedestrian walkways</b> |                                                                                                                                                                                                           |                                                          |         |
| 1                                                                           | Are roads and walkways suitable for the types of vehicular traffic and pedestrian traffic?                                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 2                                                                           | Are surfaces of roads and walkways slip-resistant?                                                                                                                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 3                                                                           | Are transport vehicles and pedestrians kept safely apart?                                                                                                                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 4                                                                           | Are roads, walkways and parking areas marked properly according to the traffic management plan?                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 5                                                                           | Are lighting levels sufficient in the pedestrian areas and for vehicle activity?                                                                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 6                                                                           | Do transport vehicles traffic routes have firm and even surfaces?                                                                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 7                                                                           | Are traffic routes for transport vehicles and pedestrian walkways free from obstruction and other hazards?                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 8                                                                           | Are traffic routes marked properly?                                                                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 9                                                                           | Are standard traffic signs installed at necessary locations?                                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 10                                                                          | Are convex mirrors (to provide greater vision at blind bends), road humps (to reduce transport vehicles speeds), or barriers (to keep transport vehicles and pedestrians apart) provided where necessary? | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 11                                                                          | Are traffic routes wide enough?                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 12                                                                          | Is the width of the passageways wide enough?                                                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| <b>B. Training</b>                                                          |                                                                                                                                                                                                           |                                                          |         |
| 13                                                                          | Has the driver or employee gone through the company's safety induction course?                                                                                                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 14                                                                          | Has the driver or employee gone through the company refresher training for drivers (if applicable)?                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 15                                                                          | Does the driver have a valid license and experience to operate the powered vehicle?                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 16                                                                          | Has the signalman or banksman been trained to guide the manoeuvring transport vehicles?                                                                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| <b>C. Traffic or operation</b>                                              |                                                                                                                                                                                                           |                                                          |         |
| 17                                                                          | Are suitable transport vehicles and attachments chosen for the tasks to be carried out?                                                                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |
| 18                                                                          | Have any observations been made of drivers who do not obey the traffic rules (e.g., use the correct routes or drive within the speed limit) and operate their transport vehicles safely?                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |         |

|                                      |                                                                                                                                                          |                                                          |  |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--|
| 19                                   | Do managers/ supervisors/ drivers/ signalmen/ banksmen/ employees wear the PPE provided (e.g., visibility vests)?                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 20                                   | Do drivers carry out pre-operation checks before actual operation?                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 21                                   | Are personnel cleared of the areas before reversing the powered vehicle?                                                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 22                                   | Is there a signalman or banksman provided to guide the manoeuvring transport vehicles (if applicable)?                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 23                                   | Does the signalman or banksman position themselves at a safe position?                                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 24                                   | Are transport vehicles parked on level ground (wheels chocked, if applicable) with their parking brakes on and the ignition key removed?                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| <b>D. Loading and unloading</b>      |                                                                                                                                                          |                                                          |  |
| 25                                   | Are loading or unloading operations carried out in an area away from passing traffic and pedestrians?                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 26                                   | Are the appropriate vehicle(s) used for loading or unloading?                                                                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 27                                   | Are loading or unloading activities carried out on ground that is flat, firm and free from potholes?                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 28                                   | Are parking brakes used to prevent unwanted movement (e.g., when coupling transport vehicles)?                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 29                                   | Are the transport vehicle's brakes and/or stabiliser used to prevent unsafe movements during loading and unloading operations?                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 30                                   | Do the lifting equipment, appliance or gears used for (un)loading transport vehicles possess valid statutory inspection certificate(s)?                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 31                                   | Is loading or unloading carried out such that the load is spread evenly to avoid the powered vehicle or trailer from becoming unstable?                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 32                                   | Are checks made to ensure that the load is adequately secured and not over-loaded before the powered vehicle leaves the workplace?                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 33                                   | Are there any unsafe act observed during loading or unloading?                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 34                                   | Do employees follow safe work procedures when (un)coupling, (un)loading and securing loads, and so on?                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| <b>E. Management and Supervision</b> |                                                                                                                                                          |                                                          |  |
| 35                                   | Are workplace traffic rules documented and distributed?                                                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 36                                   | Are managers/ supervisors/ drivers/ signalmen/ banksmen/ employees and others, including contractors and visitors, aware of the workplace traffic rules? | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 37                                   | Has risk assessment been conducted for work activities and communicated to all concerned personnel prior to operation?                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 38                                   | Has action been taken when the workplace's traffic rules (if any) are violated?                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| <b>F. Maintenance</b>                |                                                                                                                                                          |                                                          |  |
| 39                                   | Are roads and walkways suitable for the types and volumes of vehicular traffic and pedestrian traffic?                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

|    |                                                                                                                                                                                                        |                                                          |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--|
| 40 | Are transport vehicles and pedestrians kept safely apart?                                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 41 | Are there adequate parking places for all parking needs?                                                                                                                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 42 | Is the level of lighting sufficient for vehicular and pedestrian traffic?                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 43 | Do powered vehicle traffic routes have firm and even surfaces?                                                                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 44 | Are vehicular and pedestrian traffic free from obstructions and other hazards?                                                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 45 | Are traffic routes arranged to avoid sharp or blind turns?                                                                                                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 46 | Are traffic routes marked properly according to the traffic management plan?                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 47 | Are standard traffic signs installed at necessary locations?                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 48 | Are convex mirrors (to provide greater vision at blind bends), road humps (to reduce powered vehicle speeds), or barriers (to keep transport vehicles and pedestrians apart) provided where necessary? | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 49 | Are the passageways wide enough?                                                                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |