FREE TEMPLATE

Traffic Management Plan

A workplace traffic management plan for a site or depot: vehicle and pedestrian routes, exclusion zones, speed limits, signage, spotters and review.

How to use this template

Replace the text in [square brackets] with your own details, delete what does not apply and add what does. Blue hints inside the form cells describe what goes there; delete them as you fill the form in.

Free to use, copy and adapt within your business. Please keep the attribution line in the footer, and link to swms.ohconsultant.com.au/swms/free/traffic-management-plan if you share it.

1. Plan details

Site / project	
Site address	
Person conducting the business or undertaking	
Principal contractor (if any)	
Plan prepared by	[Name, role, date]
Approved by	[Name, role, date]
Version and date	
Workers and contractors consulted	
Review due	[At each stage change, after any incident, and at least every three months]

2. Scope and site description

Hours of operation and peak delivery times	
Vehicles and mobile plant on site	[e.g. trucks, concrete agitators, forklifts, excavators, EWPs, light vehicles]
Pedestrians on site	[Workers, visitors, deliveries, public near the boundary]
Neighbouring roads, footpaths, schools, rail or other constraints	
Stages of work that change traffic arrangements	

3. Site traffic map

[Insert a plan of the site showing: site entry and exit gates; one-way vehicle routes; pedestrian routes and crossings; exclusion zones around plant and lifts; loading and unloading bays; turning and reversing areas; parking; first aid, amenities and assembly points; overhead and underground services; and the location of signs. Use a different colour for pedestrian and vehicle routes.]

4. Risk assessment

Hazard	Who is at risk	Risk before controls	Control measures	Risk after controls
Trucks reversing at the gate while workers walk in	Workers, visitors	High	Separate pedestrian gate with fenced walkway; reversing only with a spotter; reversing cameras and alarms on site trucks	Low
Forklift and pedestrians sharing the yard	Workers	High	Marked pedestrian walkways with physical barriers; forklift exclusion zone at the walkway; 10 km/h limit; high-visibility clothing	Low

5. Traffic rules for this site

- Speed limit on site: [10] km/h; walking pace within [5] m of workers on foot.
- Pedestrians use the marked walkways and crossings only; no walking through the loading bay or behind reversing plant.
- Reversing is avoided by the one-way route; where it cannot be, a trained spotter in high-visibility clothing controls it and stays in the operator's view at all times.
- Exclusion zone of [3] m around operating plant and under suspended loads; no one enters without the operator's acknowledgement.
- Deliveries report to the gate, are inducted to this plan and are escorted to the unloading bay; drivers stay in a safe place during unloading.
- Every operator holds the licence or competency the plant requires; mobile plant is pre-started daily and the record kept.
- High-visibility clothing is worn by everyone on site; headlights or beacons are on for all mobile plant.
- Changes to routes are made only by the person responsible for this plan and communicated at the toolbox talk before they take effect.

6. Signs, barriers and equipment

Item	Location (from the map)	Quantity	Checked by / frequency
Site speed limit sign	Both sides of the entry gate	2	Supervisor, daily
Pedestrian walkway barriers			
Exclusion zone bunting and signs			
Spotter vests, radios, wands			

7. Responsibilities, communication and emergencies

Person responsible for this plan on site	
How the plan is communicated	[Site induction, toolbox talks, signs, delivery drivers' briefing at the gate]
Emergency vehicle access route	[Kept clear at all times; shown on the map]
Incident and near miss reporting	[Report to the supervisor at once; vehicle incidents are reviewed under this plan within 24 hours]

8. Review record

Date	Reason for review	Changes made	Reviewed by

Need the document that goes with it?

Traffic Management SWMS (Construction Sites): swms.ohconsultant.com.au/swms/purchase/traffic-management

The plan sets the site rules. The SWMS covers the high risk construction work of working on or next to live traffic, with hazards and controls written and prepared for your state.

All free templates: swms.ohconsultant.com.au/swms/free-resources

General information, not legal advice. Work health and safety laws differ between states and territories: check the requirements that apply where the work is done, and the principal contractor's own site requirements.