**Toolbox Talk – Managing Vehicle and Pedestrian Movement in Workshops**

**Relevant Legislation & Standards:**

* *WHS Act s19 – Primary Duty of Care*
* *OH&S Act 2004 (Vic) s21 – Employer Duties; s25 – Duties of Employees*
* *WHS/OHS Regulations – Traffic Management, Hazardous Plant, Duty to Control Risks*

**Why this matters**

Automotive workshops are high-traffic areas, with **vehicles moving in and out**, **pedestrians walking around**, and **equipment in use**. Without controls, this can lead to **collisions**, **crush injuries**, or even **fatalities**. Everyone plays a role in managing traffic safely.

**Key Risks**

* Vehicle-pedestrian collisions inside the workshop or yard
* Workers being crushed or pinned between moving vehicles and fixed objects
* Reversing incidents or blind-spot accidents
* Slip/trip hazards in traffic zones
* Poor visibility, noise, or congestion contributing to incidents

**Legal Duties**

* **Employers/PCBUs** must:
	+ Identify and control vehicle movement hazards (WHS Act s19 or OH&S Act s21).
	+ Implement a **traffic management plan** with clear rules and safe movement zones.
	+ Ensure **safe systems of work** and **training** for all staff and contractors.
* **Workers** must:
	+ Follow traffic rules and workshop signage (OH&S Act s25).
	+ Stay alert to moving vehicles and avoid walking through no-go zones.
	+ Report any unsafe practices or near misses.

**Control Measures**

1. **Traffic Management Plans**
	* Establish **separate pedestrian walkways** marked with paint or barriers.
	* Use mirrors, warning signs, and floor markings for vehicle zones.
	* Designate **entry/exit points** for vehicles and foot traffic.
2. **Vehicle Control Procedures**
	* **Spotters** must be used during reversing or vehicle movements where visibility is poor.
	* Ensure **ignition keys are removed** when vehicles are stationary and being worked on.
	* Never move a vehicle unless the path is **completely clear** and you are authorised.
3. **Workshop Design & Layout**
	* Keep thoroughfares wide and clear – no equipment or parts should block traffic areas.
	* Use **bollards or physical barriers** to protect work bays from through-traffic.
	* Ensure lighting is adequate to avoid blind spots.
4. **High-Visibility & Signage**
	* **High-vis clothing** should be worn in active vehicle areas.
	* Display signs for:
		+ “Pedestrian Only”
		+ “No Entry – Authorised Vehicles Only”
		+ Speed limits (typically under 10 km/h)
5. **Communication & Awareness**
	* Use radios or hand signals when moving vehicles.
	* Be aware of **electric or hybrid vehicles** – they may be silent and pose additional risks.
	* Keep phones and distractions away when walking or driving in the yard.
6. **Training & Supervision**
	* All staff should be trained in traffic movement procedures during induction and regularly thereafter.
	* Supervisors must monitor for compliance and intervene when unsafe behaviours are seen.

**Discussion Points**

* Where are the safe walkways and no-go zones in our workshop?
* What should you do if you see someone walking in an active vehicle bay?
* Have there been any near misses involving traffic – how can we prevent them?

**Conclusion**

**Every person in the workshop is responsible for safety.** Traffic hazards are real – from moving cars, silent EVs, or simply walking in the wrong place at the wrong time. Follow the rules, stay alert, and speak up if something feels unsafe.