Site traffic toolbox talk

Site order · about 5 minutes · read it out, or say it in your own words

SITE OR JOB	DATE	PRESENTER

Small sites are often squeezed onto a residential plot or a busy street, so delivery trucks, tippers, bakkies and plant share the same space as workers, neighbours, children and passers-by. Drivers of big vehicles have large blind spots, and a reversing truck can crush someone who did not hear or see it coming.

SAY THIS

People and vehicles do not mix

A loaded tipper or a TLB weighs many tonnes and cannot stop quickly. The driver often cannot see someone standing right behind or beside the vehicle. So we keep people and vehicles apart. Use the marked walkways, not the vehicle route. Never walk behind a vehicle that is reversing, and never stand between a vehicle and a wall, a stack or another vehicle.

Deliveries

Every delivery is guided in and out by one person who knows the signals. Make eye contact with the driver before you walk near the truck. If you cannot see the driver's face in the mirror, the driver cannot see you. On our plant, the hooter and reversing alarm must work. Keep everyone else away while the truck tips, offloads or uses its crane. Never climb on a load while it is being moved.

Riding and parking

Nobody rides on a construction vehicle unless there is a proper seat for them. No standing on steps, buckets or tipper backs. When plant is parked, the bucket or boom goes down flat on the ground, the controls are in neutral, the brakes are on, the wheels are chocked if needed and the keys are taken out.

The gate and the public

Our duty does not stop at the boundary. Neighbours, children and people walking past must not be put at risk by our work. Keep the gate closed and the fence up. Strangers and children who wander in must be stopped politely and taken out. When a truck reverses in or out of the site, someone must stop people on the pavement and watch the road until it is clear.

Mess on the road

Mud, sand and stone carried onto the road make it slippery for cars and motorbikes. Clean it up. Do not stack materials on the pavement so people have to walk in the road. Vehicles or skips left next to the road at night need lights, reflectors or lit barricades so drivers can see them.

Be seen

Wear your high-visibility vest whenever you are near moving vehicles, the gate or the road. Do not wear earphones near traffic routes.

CHECK ON SITE TODAY

- [ ] Walk the vehicle route and the walkways: are they separate, marked and clear?
- [ ] Check which deliveries are expected today and who will guide each one in.
- [ ] Test the reversing alarm and hooter on site plant and delivery vehicles where possible.
- [ ] Check the fence and gate, and that the gate is kept closed.
- [ ] Look at the pavement and road outside: any mud, materials or skips that put the public at risk?
- [ ] Check how parked plant was left last night: bucket down, keys out.

ASK THE CREW

? Where on this site do people and vehicles cross, and how could we keep them apart?
? What signals do we use to guide a truck, and does every driver understand them?
? Have you seen children or strangers come onto the site? What did we do?
? What makes a delivery go wrong, and who should stop it?

PROTECTIVE EQUIPMENT FOR THIS JOB

High-visibility vest or clothing near vehicles, the gate and the road · Hard hat and safety boots

THE LAW

Construction Regulations, 2014, regulation 23: Construction vehicles and mobile plant; Construction Regulations, 2014, regulation 27: Housekeeping and general safeguarding on construction sites; Occupational Health and Safety Act 85 of 1993, section 9: General duties of employers and self-employed persons to persons other than their employees. What each one says, in plain words, with links: sitediary.co.za/toolbox-talks/site-traffic/

Toolbox talk attendance register

TOPIC

Site traffic, deliveries and keeping the public safe

DATE

SITE OR JOB

TIME

PRESENTER

COMPANY

PRESENTER SIGNATURE

By signing, I confirm that I attended this toolbox talk, that it was given in a language I understand, and that I could ask questions.

NO.	NAME AND SURNAME	COMPANY OR TRADE	SIGNATURE
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Keep this register in the site health and safety file. Log the talk in today's site diary with a photo of this page.