

Monthly Workplace Transport Safety Check

A short, planned walk to check your traffic controls work. Change the time or shift each month. Record what you saw, not just that you went.

Site			
Month			
Checked by			
Date, start and end time			
Shift / conditions (day, night, shift change, peak, weather)			

1. Routes and segregation	OK	X	What you saw (time, place)
Walkways clear and being used	☐	☐	
Barriers in place and undamaged	☐	☐	
People crossing at marked crossings, not beside them	☐	☐	
No new shortcuts or worn paths across vehicle routes	☐	☐	

2. Vehicle movements	OK	X	What you saw (time, place)
Reversing areas clear of people	☐	☐	
One-way routes followed	☐	☐	
Speeds look sensible for the area	☐	☐	

3. Loading bays	OK	X	What you saw (time, place)
Drive-away controls in use (keys, chocks or lights)	☐	☐	
Drivers in the safe area during loading	☐	☐	
Dock edges protected	☐	☐	

4. Visiting drivers	OK	X	What you saw (time, place)
Reporting to the gate on arrival	☐	☐	
Site map and rules available at the gate	☐	☐	
Staying where they are asked to	☐	☐	

5. Conditions	OK	X	What you saw (time, place)
Lighting working (check after dark at least every other month)	☐	☐	
Surfaces sound, no potholes or spills on routes	☐	☐	
Signs and markings clean and visible	☐	☐	

6. Changes and people	OK	X	What you saw (time, place)
Anything new this month: layout, vehicles, contractors, shift pattern	☐	☐	
New or agency staff briefed on routes	☐	☐	
Near misses recorded since last check (number): ____	☐	☐	

Actions

Action for each X	Who	By when	Done

Last month's actions checked: ☐ Next check (different time or shift): _____