

**Goal:**

This checklist enables a quick, structured self-assessment of workplace traffic routes. It supports safety officers, managers, and auditors in systematically identifying risks and immediately deriving measures – without lengthy preparation.

Areas of application:

- Regular workplace inspections - Internal and external audits - Safety rounds and briefings - Preparation for conversion measures

A.

Route guidance & separation

- Pedestrian and vehicle routes are clearly separated (structurally, by colour, or organisationally)
- Traffic routes are sufficiently wide for the vehicles in use
- Intersections are clearly marked and not obstructed by shelving, pallets, or machines
- Bottlenecks are marked, secured, or resolved through one-way regulations
- Priority rules are clearly defined and known

B.

Visibility & orientation

- Floor markings are continuous, high-contrast, and clearly visible
- Mirrors secure blind corners, intersections, and exits
- Warning, mandatory, and information signs are logically placed and up to date
- Emergency exits, escape routes, and first aid facilities are visible at all times

C.

Temporary situations

- Construction sites and maintenance areas are clearly cordoned off and signed
- Mobile guidance systems (retractable belts, chains, partition walls) are consistently used
- Provisional routing is comprehensibly marked
- Changes to traffic routes are actively communicated

Evaluation & measures**Common weak points**

- ▶ Grown structures without an updated routing concept
- ▶ Inconsistent or faded markings
- ▶ Temporary solutions used permanently

Immediate actions

- ▶ Re-mark critical areas
- ▶ Deploy mobile barriers
- ▶ Add mirrors at blind spots

Recommended inspection intervals

- ▶ Visually inspect traffic routes: **weekly**
- ▶ Inspect markings and signs: **quarterly**
- ▶ Review entire routing concept: **annually**