TOOLBOX TALK AWARENESS PACKAGES

HAZ-MOB · Mobile Equipment and Vehicle Interaction Awareness

Product Overview

Audience: Workers on sites with forklifts, trucks, loaders or light vehicles · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For anyone who works around forklifts, trucks, loaders or utes: how people are hit by mobile equipment, and the habits that keep pedestrians and machines apart.

Being hit by a moving vehicle or piece of mobile plant is one of the most common causes of death at Australian workplaces. Heavy vehicles and equipment such as trucks, loaders and forklifts have large blind spots, and light vehicles move fast around people who expect them to stop.

This talk covers separating people from vehicles, blind spots, positive communication with operators, and the rules for both heavy and light vehicles on site. It suits pedestrians and operators alike. It is not a licence, operator training or spotter training for any machine.

Learning outcomes

By the end of the session participants will be able to:

- Explain why vehicle and mobile plant interaction is one of the most common causes of workplace fatalities
- Describe how separation works: exclusion zones, barriers, walkways, and keeping people and vehicles apart by design
- Recognise the blind spots of heavy vehicles and mobile plant, and that an operator may not see a pedestrian
- Use positive communication before approaching equipment: make eye contact, get a clear signal from the operator, and wait for it to stop
- Apply the site rules for light vehicles, such as speed limits, parking, reversing, flags and lights
- Explain why loads, reversing, slopes and fatigue increase the risk
- Report near misses involving vehicles and people, every time

What it covers

Module	Covers
Why interaction kills	Common scenarios: reversing, loading, intersections; Heavy and light vehicles; Duties under WHS or OHS laws
Separation	Exclusion zones and barriers; Walkways and crossing points; Loading and unloading areas
Seeing and being seen	Blind spots; Positive communication with operators; High-visibility clothing, lights and flags
Your part	Following the site traffic rules; Never approaching until the operator signals; Reporting near misses

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Activities

- Blind spot walk: with a parked vehicle or plan view, workers mark where an operator cannot see
- Approach the machine: workers describe the steps they would take to approach a loader or forklift to speak to the operator

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does this cover the forklift licence? No. Operating a forklift and many other machines needs a high risk work licence or specific operator training. This talk is about people and vehicles working near each other.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

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TOOLBOX TALK

Mobile Equipment and Vehicle Interaction Awareness

How people are hit by mobile equipment, and the habits that keep people and machines apart

20–30 minutes · Workers on sites with forklifts, trucks, loaders or light vehicles

[Company name] · [Date] · [Facilitator name]

MOB

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What this talk is, and is not

This talk covers

- ✔ How people are hit by mobile plant and vehicles
- ✔ Separation: exclusion zones, barriers, walkways
- ✔ Blind spots and positive communication
- ✔ Light vehicles on site, and your part

This talk is not

- ✕ A licence or operator training for any machine
- ✕ Spotter or traffic controller training
- ✕ The site traffic plan and visitors: see HAZ-TRF
- ✕ Our rules: **[Your mobile plant rules or procedure]**

Awareness only. Operating a forklift needs a high risk work licence; other machines need operator training and competency.

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Why interaction kills

Being hit by a moving vehicle or mobile plant is one of the most common causes of death at Australian workplaces.

- Reversing: the most common set-up, into a person the operator cannot see
- Loading and unloading: people beside trucks, forklifts working around them
- Intersections and blind corners: racking, doorways, stockpiles
- Heavy plant has large blind spots; light vehicles move fast and need room to stop

If the operator cannot see you, they cannot stop for you.

A composite example

- A loader is reversing at a stockpile. A labourer walks behind it to pick up a dropped tool. The reversing alarm has been sounding all shift, and nobody notices it any more.
- The operator checks the mirror, sees nothing and keeps going.

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Duties under WHS or OHS laws

The business must

- Manage the risk of people being hit: eliminate it, or minimise it using the hierarchy of control
- Separate people and mobile plant where it is reasonably practicable
- Provide safe plant, licensed or trained operators, information and supervision
- Consult workers on how people and vehicles share the site

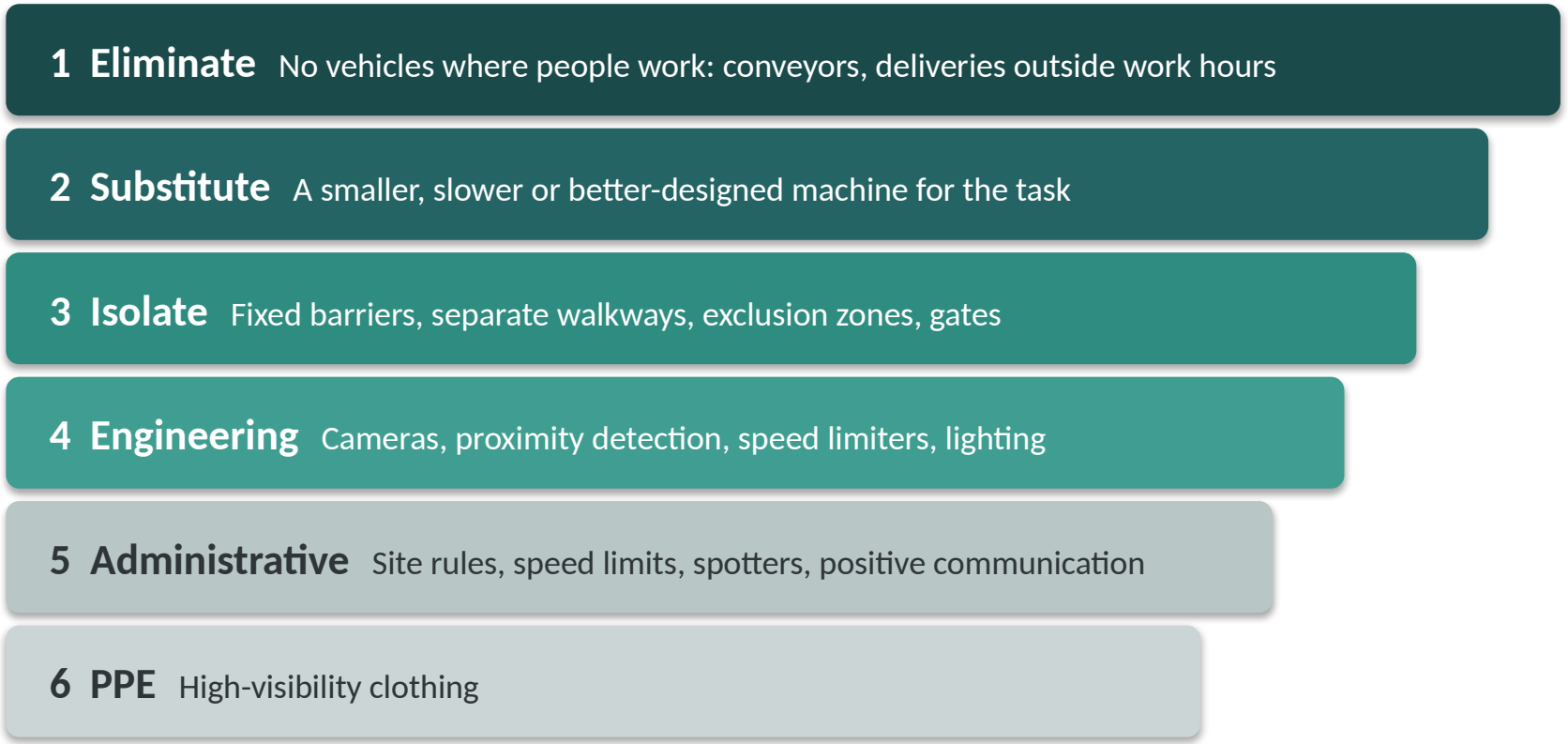
You must

- Stay out of exclusion zones, and use the walkways and crossings
- Never approach a machine until the operator signals
- Operate only plant you are licensed or trained and authorised for
- Report hazards and every near miss

Most of Australia has WHS laws; Victoria has its own OHS laws. Mines also have extra safety laws.

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The hierarchy of control for people and plant



HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Start at the top. Go down only when the step above is not reasonably practicable.

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Mobile Equipment and Vehicle Interaction Awareness

Participant handout · keep this

Being hit by a moving vehicle or mobile plant is one of the most common causes of death at Australian workplaces. Keep this page.

Keep people and machines apart

1. Eliminate: no vehicles where people work
2. Substitute: a smaller or slower machine
3. Isolate: barriers, separate walkways, exclusion zones
4. Engineering: cameras, proximity detection, speed limiters, lighting
5. Administrative: site rules, speed limits, spotters
6. PPE: high-visibility clothing, last

Blind spots

- Behind, beside and close in front of big machines
- Behind a load on the forks or a raised bucket
- If you cannot see the operator's face, they cannot see you

Light vehicles on site

- Keep to the site speed limit; park nose out
- Give way to heavy plant; stop at the go-line
- Flags, beacons, lights and radio calls as the site requires

What raises the risk

- Loads, reversing, slopes and poor ground
- Fatigue, darkness, dust, rain and glare
- Changes: new layouts, visitors, new starters

Approaching a machine

- ☐ Stop outside the machine's exclusion zone or at the go-line
- ☐ Make eye contact with the operator
- ☐ Signal that you want to approach, or call on the radio
- ☐ Wait: the machine stops, the attachment goes down and the brake goes on
- ☐ Get a clear signal back from the operator
- ☐ Approach from the side the operator can see, never from behind
- ☐ Leave the same way, and let the operator see you are clear

Stop and report when

- A barrier or walkway is missing or blocked
- A machine moves without a signal
- Someone is in a blind spot or exclusion zone
- Report every near miss to: **[Who to report to here]**
- How: **[How to report a near miss here]**

No eye contact, no signal, no approach. Report every near miss.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not a licence or operator training for any machine, or spotter training.

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