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## “Traffic Control Policy”

**Secure Shield Security Inc.**

### **Purpose**

The purpose of this policy is to establish guidelines for the safe and efficient control of traffic in and around client premises. This policy aims to protect employees, visitors, and the public by minimizing traffic-related hazards.

### **Scope**

This policy applies to all employees, contractors, visitors, and delivery personnel accessing Secure Shield Security client’s premises. It includes procedures for vehicle movement, parking, pedestrian safety, and the management of traffic control devices.

### **Policy Statement**

Secure Shield Security is committed to ensuring the safety of all individuals on its premises. All traffic activities must be conducted in a manner that prioritizes safety and compliance with legal requirements.

### **Responsibilities**

- **Management:** Ensure the implementation and enforcement of the traffic control policy, provide necessary resources, and conduct regular reviews.
- **Employees:** Adhere to traffic control procedures, report hazards or incidents, and participate in training.
- **Security Personnel:** Monitor traffic flow, enforce traffic control measures, and assist in incident management.

## Traffic Control Measures

### 1. Speed Limits:

- Establish and clearly mark speed limits within company premises.
- Enforce speed limits through regular monitoring and penalties for violations.

### 2. Parking Regulations:

- Designate and clearly mark parking areas for employees, visitors, and delivery vehicles.
- Implement parking permits or access control systems if necessary.
- Ensure accessible parking spaces for individuals with disabilities.

### 3. Pedestrian Safety:

- Clearly mark pedestrian walkways and crosswalks.
- Install signage and barriers to separate pedestrian paths from vehicle routes.
- Provide adequate lighting in pedestrian areas to enhance visibility.

### 4. Traffic Control Devices:

- Install and maintain traffic signs, signals, and road markings as per regulatory standards.
- Use barriers, cones, and bollards to manage traffic flow during high-traffic periods or special events.

### 5. Loading and Unloading Areas:

- Designate specific areas for loading and unloading goods.
- Ensure these areas are clearly marked and not obstructed by parked vehicles.

## Procedures

### 1. Vehicle Entry and Exit:

- Control vehicle entry and exit points with gates or barriers.
- Implement visitor registration and vehicle check-in procedures.

### 2. Incident Reporting and Response:

- Establish a reporting system for traffic-related incidents or hazards.
- Ensure prompt response to incidents, including first aid if necessary, and document all incidents.

### 3. Training and Awareness:

- Provide traffic control training for employees, including safe driving practices and pedestrian awareness.
- Display traffic control policy and guidelines in common areas and on the company intranet.

### 4. Regular Inspections and Maintenance:

- Conduct regular inspections of traffic control devices and road conditions.
- Address any identified issues promptly to maintain a safe environment.

## Emergency Procedures

- **Emergency Vehicle Access:** Ensure clear and unobstructed access for emergency vehicles at all times.
- **Evacuation Routes:** Clearly mark and communicate evacuation routes to all employees and visitors.
- **Incident Management:** Establish procedures for managing traffic during emergencies, including the roles and responsibilities of security personnel.

## Review and Improvement

- **Policy Review:** Review the traffic control policy annually to ensure its effectiveness and compliance with current regulations.
- **Continuous Improvement:** Use feedback from employees and incident reports to improve traffic control measures and procedures.

## Compliance and Enforcement

- **Monitoring Compliance:** Regularly monitor adherence to the traffic control policy and take corrective actions as needed.
- **Disciplinary Actions:** Enforce disciplinary measures for violations of the traffic control policy.



## More information

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