



Title: Traffic Management Plan Template (TMP)

Issue Date: April 2011

Last Reviewed: April 2013

Next Review Date: April 2015

CENTRAL OFFICE USE ONLY

Page Number: 1 of 4

The **Workplace Manager** and/or **Management OHS Nominee** are to develop a Traffic Management Plan (TMP) by considering the traffic management issues that are unique to their school/workplace in consultation with the HSR and employees. Reference should be made to the **Traffic Management Procedure** for assistance in completing the TMP.

The TMP template includes prompts on common risk controls for managing traffic in order to assist in the development of your workplace TMP. The TMP template should be reviewed and amended to reflect specific traffic management controls at your workplace.

Traffic Management Plan:

School/Workplace:	Upwey South Primary School
Workplace Manager/Management OHS Nominee:	Janette Clarke
Health and Safety Representative:	Paul Hennessy
Person completing TMP:	Damien Kitch
Date of Plan:	January 2018
Date of Plan Review:	January 2018

Pick up and drop off points for students (e.g. private vehicles, buses etc):

The following safety features are in place to ensure that the picking up or dropping off of students is undertaken in a safe manner:

- Entry and exit signage to the school/workplace is located at:
 - Morris Road;
 - Riley Road
- Designated pick up and drop off areas for students are located at:
 - No designated pick-up or drop-off areas, with the exception of OSHC services utilising the Riley Road or Morris Road carparks.
- Pick up and drop off areas for students are clearly marked by:
 - N/A
- Designated pedestrian crossings are:
 - Griffiths Road and Morris Road and
 - Supervised from 8:30am-9:00am and 3:15pm-3:45pm weekdays only.
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - Stop sign, crossing flags, high visibility wear.
- Pedestrian walkways are physically protected from designated roadways by:
 - Fencing.
- Pedestrian walkways are clearly marked/indicated by:
 - Concreted paths and hand railing
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - Morris Road, Riley Road and Griffiths Road
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Speed humps at Morris Road carpark
- Other considerations or risk controls that need to be documented?
 - One way traffic circle clearly labelled and marked at entrance to Riley Road carpark.

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CENTRAL OFFICE USE ONLY

Page Number: 2 of 4

Courier and/or delivery drop off points

The following safety features are in place to ensure that deliveries of various items to the workplace is undertaken in a safe manner:

- Designated courier and/or delivery drop off points are located at:
 - Morris Road carpark
- Courier and/or delivery drop off points are clearly marked by:
 - Yellow paint markings adjacent to Disabled parking bay
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
 - Morris Road
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Speed humps on Morris Road carpark
- Other considerations that may need to be documented?
 - One way traffic circle clearly labelled and marked at entrance to Riley Road carpark.

Safe passage of vehicles in (insert workplace name) (large vehicles, buses, 4WD, mobile plant etc)

The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, fork lifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around Upwey South Primary School during the following time periods of peak pedestrian traffic:
 - 8:30am-4:00pm weekdays
- Prior to entering Upwey South Primary School, drivers of large vehicles must report to the Principal to arrange for a member of staff to act as a "spotter" to supervise vehicle movements whilst on site;
- Fork lifts are only to be used in clearly marked areas as designated on the site map; and
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
 - Morris Road entrance

Parking arrangements

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking:

Staff are advised to park at the Riley Road site, unless requiring special access to the Morris Road site. Access to the Morris Road Site should be approved by the Management OHS Nominee or Health and Safety Rep.

- There are 6 car parks available for employees on the Morris Road site, and ~40 unmarked car spaces on the Riley Road site, 6 car parks available for visitors and 1 car park available for people with disabilities on the Morris Road site.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Morris Road
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - Morris Road entry



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CENTRAL OFFICE USE ONLY

Page Number: 3 of 4

Special Events (e.g. Fetes, Sporting Events etc)

Traffic control requirements for special events may vary. Specific control measures will need to be determined through a risk assessment process taking into consideration learning's from previous special events.

The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace;
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Riley Road

Additional documentation

Traffic Management Policy

Signatures:

Workplace Manager/Management OHS Nominee.....Date.....

Health and Safety Representative..... Date.....

Person completing TMP.....Date.....

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CENTRAL OFFICE USE ONLY

Page Number: 4 of 4

WORKPLACE LAYOUT *[Insert site map below]*

