

TRAFFIC MANAGEMENT

POLICY

The interaction between traffic and pedestrians creates a significant risk of incident and injury. Workplace Managers and/or Management OHS Nominees are responsible for completing a Traffic Management Plan (TMP) for their site utilising the Traffic Management Plan template. The plan should consider traffic flow on the overall site including:

- pick up and drop off of students by private vehicles and/or buses
- couriers/deliveries
- four wheel drives on school grounds
- employee car park
- special events such as fetes, sports carnivals and excursions
- lawn mowers
- tractors

Examples of traffic management controls (from most to least effective) could include:

- eliminating the need for vehicles to enter school grounds
- substituting the use of ride on lawn mowers for push lawn mowers
- improving workplace design and layout with marked walkways, parking bays, physical barriers and speed humps
- speed limits
- providing personal protective equipment such as high visibility vests
- training employees, contractors and visitors about traffic related hazards

Traffic Management Plan

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.

School/Workplace:	Templeton Primary School
Workplace Manager/Management OHS Nominee:	Marc Crilly
Health and Safety Representative:	David Poulton
Person completing TMP:	Marc Crilly
Date of Plan:	February 2020
Date of Plan Review:	February 2022

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:
 - Front Entrance (Exit Point 1, Crestdale Road)
 - Crestdale Road Entrance (Exit Point 2)
 - Birchfield Crossing Entrance (Exit Point 3, Birchfield Crescent)
 - Tradesman's Entrance (Exit Point 4, Birchfield Crescent)
- Designated pick up and drop off areas for students are located at:
 - 2 Minute Pickup Zone (Crestdale Road)
- Pick up and drop off areas for students are clearly marked by:
 - 2 Minute Parking signs (Crestdale Road)
 - 'Kiss and Go' signs (Crestdale Road)
 -
- Designated pedestrian crossings are:
 - Crestdale Road Crossing
 - Birchfield Crescent Crossing
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - 'Lollipop' sign
 - Crossing flags
 - High visibility jacket
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - NA
- Speed controlling devices are in place to restrict vehicle speed on site:
 - NA
- Other considerations or risk controls that need to be documented?
 - NA

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:
 - NA
- Courier and/or delivery drop off points are clearly marked by:
 - NA
- Worksite speed limits are set at (20 km/hr) with clearly displayed signage located at:
 - NA
- Speed controlling devices are in place to restrict vehicle speed on site:
 - NA
- Other considerations that may need to be documented?
 - NA

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, forklifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around Templeton Primary School during the following time periods of peak pedestrian traffic:
 - 9:00 am and 3:30 pm weekdays
- Prior to entering Templeton Primary School, drivers of large vehicles must report to Marc Crilly (Assistant Principal) 0404082239 to arrange for a member of staff to act as a "spotter" to supervise vehicle

movements whilst on site

- Worksite speed limits are set at (5 km/hr)

Parking arrangements

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

- There are 2 car parks available for employees, 0 car parks available for visitors and 2 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Behind Templeton Heights, Cresdale Road
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - Inside Front Entrance (Exit Point 1, Cresdale Road)

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.

Signatures:

Workplace Manager/Management OHS Nominee

Date February 2020

Health and Safety Representative

Date February 2020

Person Completing TMP

Date February 2020