

Traffic Management Plan Template (TMP)

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:	Kingswood Primary School
Workplace Manager/Management OHS Nominee:	Aaron Cox
Health and Safety Representative:	Stephen Woolfe & Marina Kalinikos
Person completing TMP:	Michael Wall
Date of Plan:	29/10/20
Date of Plan Review:	August 2023

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:
 - Staff carpark
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- Designated pick up and drop off areas for students are located at:
 - Plaza Crescent
 - Disabled bays in staff carpark.
- Pick up and drop off areas for students are clearly marked by:
 - Parking is restricted to 2 minute 'Kiss and go zone'
- Designated pedestrian crossings are:
 - Plaza Crescent, Timms Crescent & Howard Rd.
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- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE): "lollipop" sign; - High visibility jacket - Whistle. - Children crossing flags.
- Pedestrian walkways are physically protected from designated roadways by:
 - NA
- Pedestrian walkways are clearly marked/indicated by:
 - Zebra crossing from hall to Year 2-4 Playground
- 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?

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:
 - Staff carpark
- Courier and/or delivery drop off points are clearly marked by:
 - N/A
- Worksite speed limits are set at (20 km/hr) with clearly displayed signage located at:
 - N/A.
- 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 Kingswood Primary School during the following time periods of peak pedestrian traffic:
 - Recess and lunchtime unless supervised by staff.
 - Before and after school unless supervised by staff
- Prior to entering Kingswood Primary School, drivers of large vehicles must report to [insert name, contact details etc.] to arrange for a member of staff to act as a “spotter” to supervise vehicle movements whilst on site.
- Forklifts are only to be used in clearly marked areas as designated on the site map.
 - NA
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
 - NA
- Other considerations or risk controls that may need to be documented?
 - NA

Parking arrangements

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

- There are 30 car parks available for employees, 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:
 - Front gate
- Other considerations or risk controls that may need to be documented?
 - NA

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.

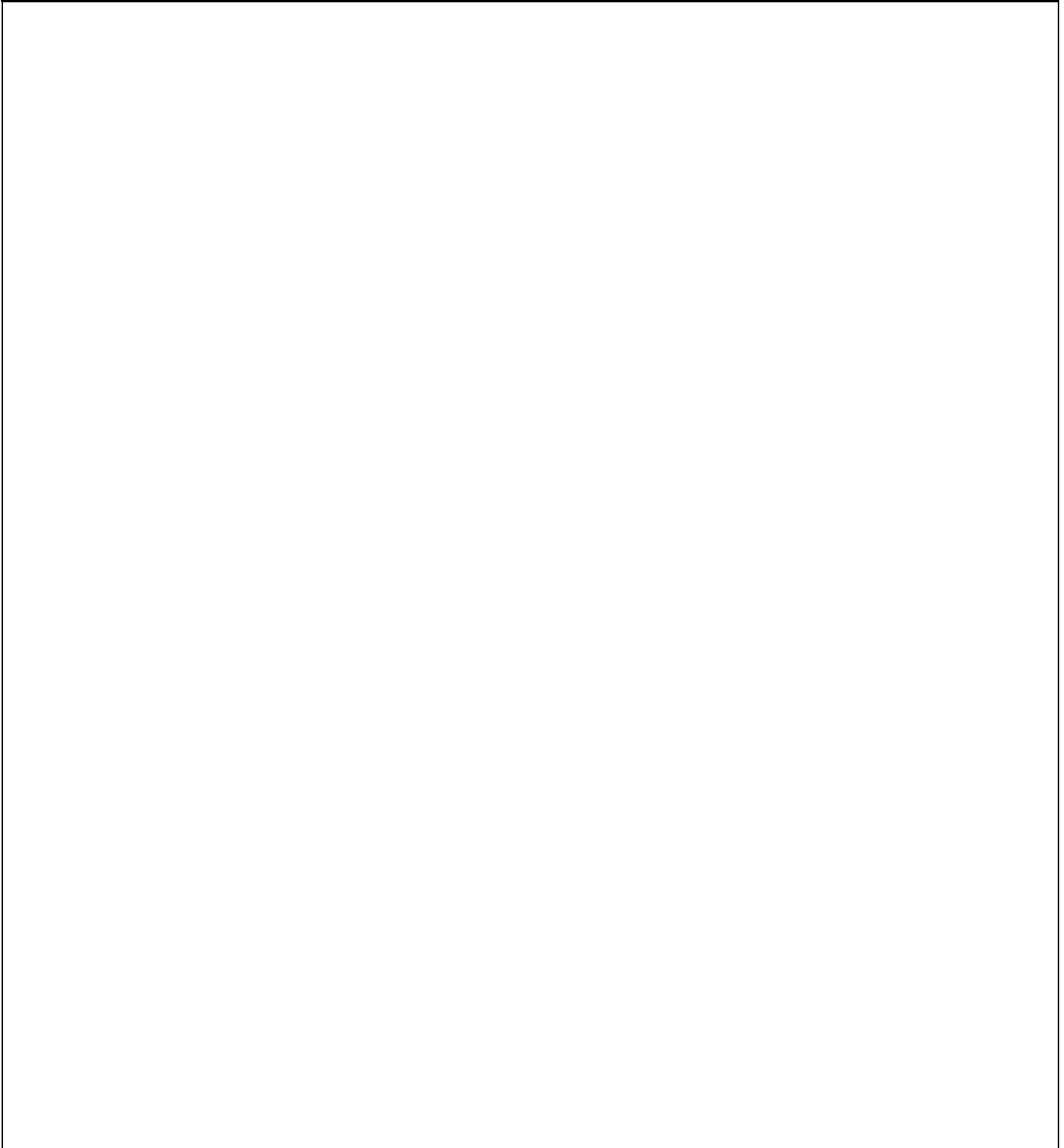
The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- 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:
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- Other considerations or risk controls that need to be documented:
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Additional documentation

Append any additional/relevant documentation e.g. site map to the TMP

WORKPLACE LAYOUT *[Insert site map below]*



Signatures:

Workplace Manager/Management OHS Nominee.....Date.....
Health and Safety Representative.....Date.....
Person Completing TMP.....Date.....