

# 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:

<b>School/Workplace:</b>	Wooragee Primary School
<b>Workplace Manager/Management OHS Nominee:</b>	Angela Gray
<b>Health and Safety Representative:</b>	Bec Davia
<b>Person completing TMP:</b>	Angela Gray
<b>Date of Plan:</b>	22/07/2024
<b>Date of Plan Review:</b>	

## 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:
  - Entry via the service access road (one way street)
  - Exit via the service access road (one way street)
- Designated pick up and drop off areas for students are located at:
  - Double front gate of school
- Pick up and drop off areas for students are clearly marked by:
  - Gates opened at the beginning and end of the day
- Designated pedestrian crossings are:
  - NA
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
  - NA
- Pedestrian walkways are physically protected from designated roadways by:
  - NA
- Pedestrian walkways are clearly marked/indicated by:
  - NA
- Speed restriction signage is clearly displayed in the workplace at the following locations:
  - Due to service access road being 40km per hour shire have not put speed restriction signs up, speed humps have been installed.
- Speed controlling devices are in place to restrict vehicle speed on site:
  - 3 Speed humps along service access road
- Other considerations or risk controls that need to be documented?
  - Gates are monitored and only students who are accompanied by an adult can exit the school sight.
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## 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:
  - Via staff carpark – into front office
- Courier and/or delivery drop off points are clearly marked by:
  - Sign on on front gate directing couriers to front office
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
  - NA
- Speed controlling devices are in place to restrict vehicle speed on site:
  - three speed humps are located on the roadway adjacent to the school
  - 60km automatic signs are on the main road
- Other considerations that may need to be documented?
  - Internal roadways are only one way
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#### **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 the Wooragee Primary School during the following time periods of peak pedestrian traffic:
  - During Break times when students are outside
- Prior to entering Wooragee Primary School, drivers of large vehicles must report to the front office 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) 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 9 car parks available for employees on school ground, 10 car parks available for visitors and 1 car parks available for people with disabilities in front of the school.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
  - Ony disabled parking area is signed
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
  - On the front of the school building.
- 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:
  - Signs are placed on roadside and fence line indicating additional parking
- Other considerations or risk controls that need to be documented:
  - Service road is blocked off for car access whilst event is taking place
  - Emergency vehicles can still access the site



### Additional documentation

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

### WORKPLACE LAYOUT *[Insert site map below]*

## WPS Parent Parking Guide



**Signatures:**

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