



Title: Traffic Management Plan Template (TMP)

Issue Date: April 2011

Last Reviewed: April 2013

Next Review Date: April 2015

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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:	Glen Huntly Primary School
Workplace Manager/Management OHS Nominee:	David Jenkins
Health and Safety Representative:	David Jenkins
Person completing TMP:	Amy Tinetti
Date of Plan:	May 2017
Date of Plan Review:	May 2019

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:
 - West Site: driveway Grange Rd (for staff only)
 - East Site: driveway Grange Rd (for staff only)
- Designated pick up and drop off areas for students are located at:
 - West Site: Kiss and Go- Garden Ave
 - East Site: Munro Ave
 - Alternatively Grange Rd
- Pick up and drop off areas for students are clearly marked by:
 - Council signage- "Kiss and Go"
 - Staff Only Car park Sings- parent are NOT able to park in either carparks
 - One disabled access car space on the East Site next to Building Block B
- Designated pedestrian crossings are:
 - Located at Garden Ave and Grange Rd
 - Supervised at the following time: 8:15-9:00am and 3:00-3:45pm
(currently work with Glen Eira council to amend morning time to 8:25am-9:10am)
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - "lollipop" sign;
 - Crossing flags; and
 - High visibility jacket.
- Pedestrian walkways are physically protected from designated roadways by:
 - Signage
- Pedestrian walkways are clearly marked/indicated by:
 - Footpaths
 - Pedestrian gates no 3,4,6,7,8 and 9
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - East Site gate 5
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Signage clearly displayed at eye level for drivers
- Other considerations or risk controls that need to be documented?
 - Parents / visitors are not to drive in to Gate 1 and 5 this is for staff only
 - All pedestrians are to enter the school via Gates 3,4,6,7,8 and 9

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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:
 - East Site Gate 5
 - The entrance to the staff carpark on the East Site Building B
- Courier and/or delivery drop off points are clearly marked by:
 - East Site Gate 5- number 5 on gate
- Worksite speed limits are set at (20 km/hr) with clearly displayed signage located at:
 - East Site Gate 5
 - 5 km/hr
- Speed controlling devices are in place to restrict vehicle speed on site:
 - 1 speed hump is locate in the East Site Driveway Gate 5
- Other considerations that may need to be documented?
 - Drivers are to sound their horn when exiting (signage up)

Safe passage of vehicles at Glen Huntly Primary School *(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 the Glen Huntly Primary School during the following time periods of peak pedestrian traffic:
 - 8:45-9:15am
 - 3:15-4:00pm
- Prior to entering Glen Huntly Primary School, drivers of large vehicles must report to office 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:
 - Gate 5
- Other considerations or risk controls that may need to be documented?
 - Vehicles are restricted from entering staff carpark Gate 1 and 5 at all times

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, no car parks available for visitors and 1 car park available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Entrances and exits to the car parking areas
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - Gate 3 West Site
 - Gate 5 East Site



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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 documentation

Traffic Management Policy

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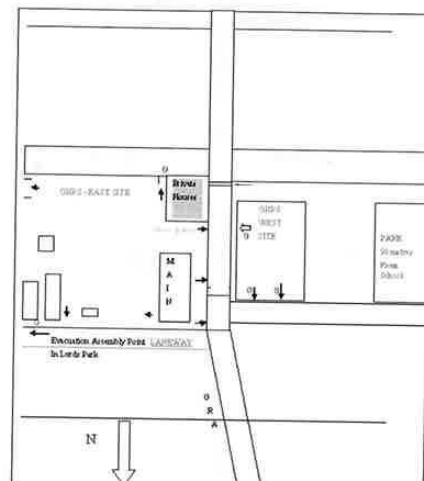
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WORKPLACE LAYOUT *[Insert site map below]*





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Signatures:

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

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

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