

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:	Mackellar Primary School
Workplace Manager/Management OHS Nominee:	Simon McGlade
Health and Safety Representative:	Anthony Michielin
Person completing TMP:	Anthony Michielin
Date of Plan:	30 th October 2020
Date of Plan Review:	30 th October 2021

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:
 - Goldsmith Ave
 - Yeats Drive
- Designated pick up and drop off areas for students are located at:
 - On street parking on Goldsmith Ave and Yeats Dr.
- Pick up and drop off areas for students are clearly marked by:
 - Council signage
- Designated pedestrian crossings are:
 - Goldsmith Ave and Yeats Dr.
 - 8:45 – 9:15
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - “Lollipop” sign
 - Crossing flags
 - High visibility jacket
 - Supplied to them by Brimbank City Council
- Pedestrian walkways are physically protected from designated roadways by:
 - Kerb and nature strips
- Pedestrian walkways are clearly marked/indicated by:
 - Designated walkways and road markings
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - Entry to carpark on Goldsmith Ave.
- Speed controlling devices are in place to restrict vehicle speed on site:
 - **NIL**
- Other considerations or risk controls that need to be documented?
 - Traffic flow impeded by vehicles picking up or dropping off students.

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:
- Main carpark outside Administration area of school.
- Courier and/or delivery drop off points are clearly marked by:
 - **NIL**
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
 - Entry to carpark on Goldsmith Ave.
- Speed controlling devices are in place to restrict vehicle speed on site:
 - **NIL**
- Other considerations that may need to be documented?
- Internal roadways are only one way.
- Vehicles are prevented from accessing the following areas during 08:40 and 15:45.

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 Mackellar Primary School during the following time periods of peak pedestrian traffic Monday to Friday:
 - 08:40 – 09:15. 15:00 – 15:45
- Prior to entering Mackellar Primary School, drivers of large vehicles must report to Office Staff 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:
 - 1 sign at the entry to Goldsmith Ave carpark
- Other considerations or risk controls that may need to be documented?
 - Roadways are not of sufficient width to allow for cars going in both directions to pass each other safely in the carpark.
 - Vehicles are prevented from accessing the following areas the Main staff carpark between the following times Monday to Friday 08:40 – 09:15 15:00 – 15:45

Parking arrangements

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

- There are 83 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:
 - Main Carpark (Admin area) – Goldsmith Ave, Supplementary carparks – Goldsmith Ave and OHSC Yeats Dr.
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - Both ends of the carpark and walkways entering the school.
- Other considerations or risk controls that may need to be documented?
 - Pedestrian only pathways.

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.

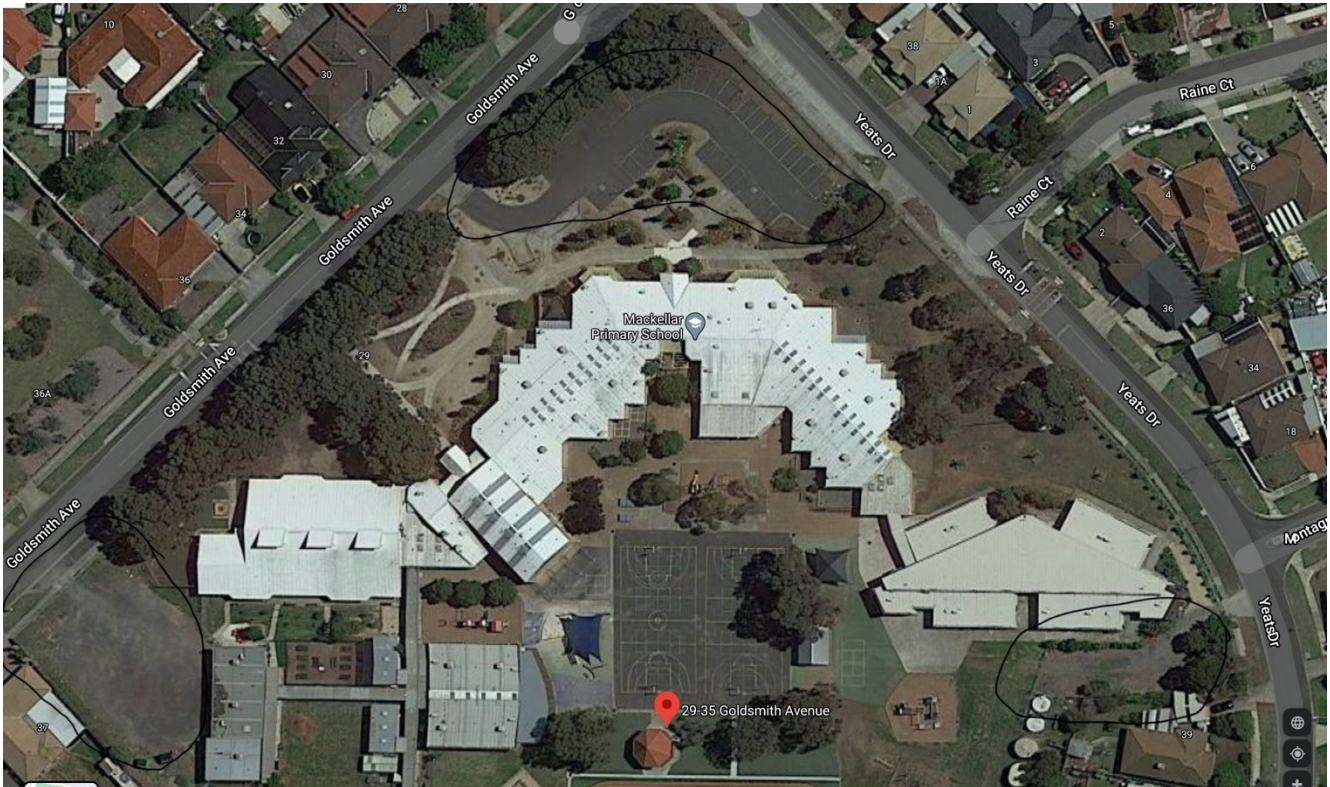
The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- 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:
 - On street parking.
- Other considerations or risk controls that need to be documented:
 - Pedestrian only pathways.

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 NomineeDate.....
 Health and Safety RepresentativeDate.....
 Person Completing TMPDate.....