 Department of Education and Early Childhood Development	No. DEE ESWB-19-2-4
	Authorised By: Manager ESWB
Title: Traffic Management Plan Template (TMP)	
Issue Date: April 2011 Last Reviewed: April 2013 Next Review Date: April 2015	Page Number: 1 of 6 CENTRAL OFFICE USE ONLY

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 Waverley Primary School
Workplace Manager/Management OHS Nominee:	Frank Catalano/ Damien Kitch
Health and Safety Representative:	Damien Kitch/ Roland Lewis
Person completing TMP:	Damien Kitch
Date of Plan:	August 12 th 2015
Date of Plan Review:	August 2017

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:
 - The turning circle entrance/ exit from Brent Street
 - The gates between the turning circle and the top carpark/ play area
 - The gates between the lower carpark/ play area
 - The fence and gates between bordering the staff carpark between the main building and Block B building
- Designated pick up and drop off areas for students are located at:
 - The turning circle at the Brent Street end of the school. This is a “no standing” area
- Pick up and drop off areas for students are clearly marked by:
 - Signage which is clearly visible
 - Clearly marked bays
 - Yellow safety bollards and markings for pedestrians
 - The designated waiting area for students being collected from the turning circle is on the basketball court
 - Two disabled access car spaces clearly marked outside of the school hall.
- Designated pedestrian crossings are:
 - Clearly marked by yellow lines and feet between the main building and Block B building
 - Located near the clearly marked “disability parking”
 - Supervised during before and after school duty.
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - High visibility vests
- Pedestrian walkways are physically protected from designated roadways by:
 - Yellow bollards at the turning circle
 - Fencing between the main carpark and the top play area
 - Fencing between the staff carpark and the play area
- Pedestrian walkways are clearly marked/indicated by:
 - Yellow lines painted on the ground



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- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - The entrance to the turning circle
 - The entrance from High Street Road
- 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?
 - Traffic flow can be impeded during pick-up and drop-off times when vehicles are left unattended in thoroughfares. In these circumstances a public announcement is made and traffic is directed around the unattended car where possible
 - On days of excursions involving buses, the arrival and departure points for these buses is located at The Mountain View Hotel Carpark, when appropriate and in agreement with the hotel's management.

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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:
 - The entrance to the staff carpark between the main building and Block B building
- Courier and/or delivery drop off points are clearly marked by:
 - To be marked by line markings when line marking in the newly resurfaced turning circle is completed (prior to the beginning of Term 3, 2015).
- Other considerations that may need to be documented?
 - There is an additional entry/ exit point for trade vehicles through the lower gate off High Street Road and a fenced access driveway which leads behind the oval.

Safe passage of vehicles in *(large vehicles, buses, trucks, 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 school buildings during the following time periods of peak pedestrian traffic (the restricted pedestrian area between the two main buildings which is behind the fenced gates):
 - 8:30am-9:15am and
 - 3:15pm- 4:15pm
- Prior to entering the school, drivers of large vehicles must report to the office to arrange for a member of staff to act as a "spotter" to supervise vehicle movements whilst on site
- Fork lifts are not allowed access to the site without prior approval from the Principal, at which time a risk assessment will be conducted.
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
 - The fencing at the turning circle entrance/ exit from Brent Street
 - The fencing of the designated staff carpark between the main building and Block B building
 - The fencing between the main carpark and the top play area
- Other considerations or risk controls that may need to be documented?
 - Vehicles are restricted from entering the staff carpark between the main building and the Block B building during drop-off and pick-up times
 - Visitor parking outside the High Street Road entrance/ exit is accessible during school hours

Parking arrangements

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

- There are car parks available for employees in between the two main buildings and are fenced off from regular pedestrian access, additional car parks available for parents in the top court and 4 visitors' carparks at the front of the gates 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:
 - Entrances and exits to the carparking areas
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - The entry to the staff carpark between the main building and Block B building
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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 car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - When necessary the carpark opposite the school at the Mountain View Hotel is available for school use, with staff supervising the use of the crossings. This is an agreement that has been reached with the management of the hotel.

Additional documentation

Traffic Management Policy

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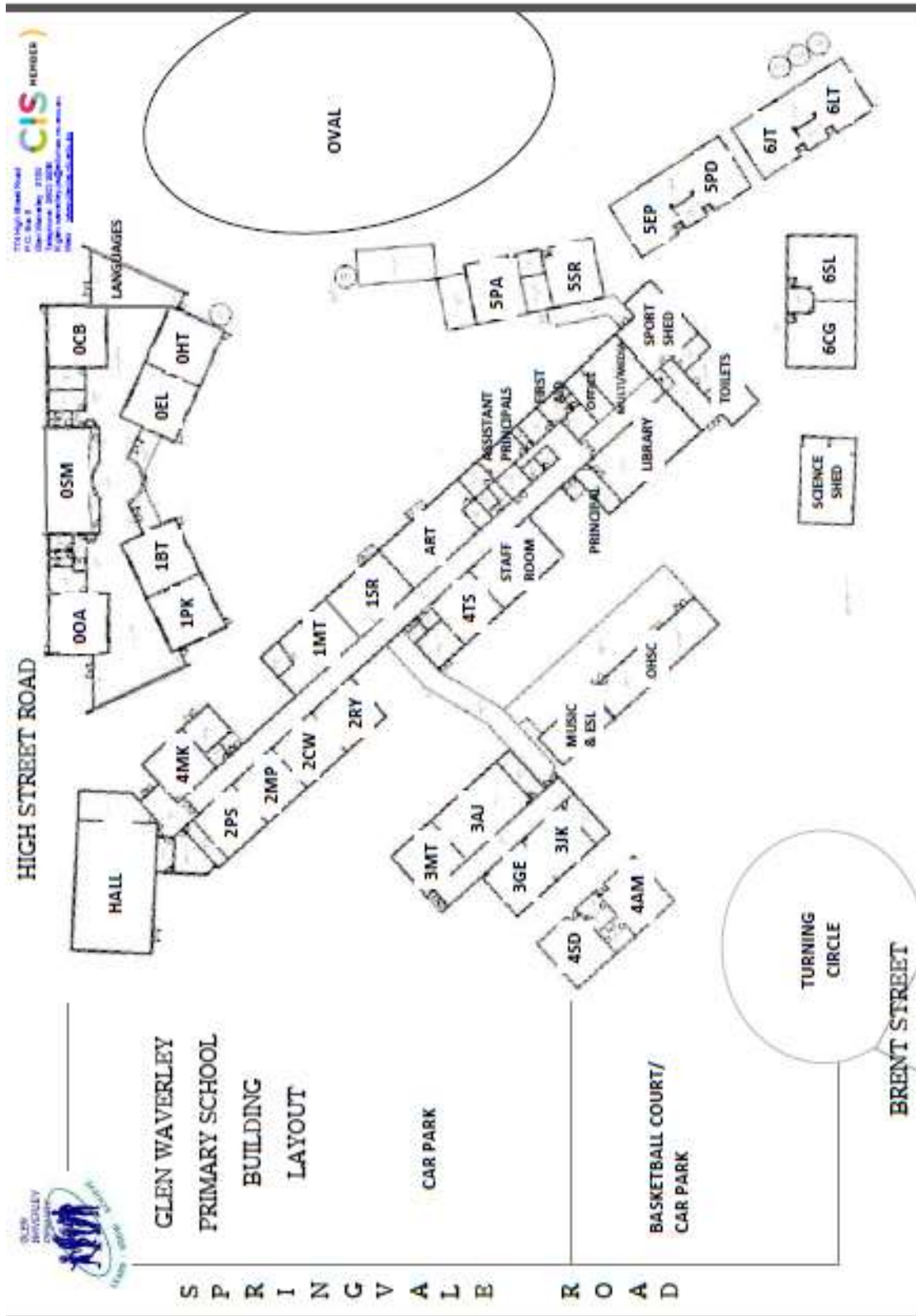
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WORKPLACE LAYOUT *[Insert site map below]*





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Signatures:

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

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

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