**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:**

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| **School/Workplace:** |  |
| **Workplace Manager/Management OHS Nominee:** |  |
| **Health and Safety Representative:** |  |
| **Person completing TMP:** |  |
| **Date of Plan:** |  |
| **Date of Plan Review:** |  |

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| **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: * Insert entry locations * Insert exit locations. * Designated pick up and drop off areas for students are located at: * Insert locations. * Pick up and drop off areas for students are clearly marked by: * Insert method (e.g. signage, marked bays etc.) * Designated pedestrian crossings are: * Located at…. * Supervised at the following times * Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE): * For example - “lollipop” sign * Crossing flags * High visibility jacket. * Pedestrian walkways are physically protected from designated roadways by: * Insert method (e.g. bollards, fences etc). * Pedestrian walkways are clearly marked/indicated by: * Insert method (e.g. designated walkways, road markings etc). * Speed restriction signage is clearly displayed in the workplace at the following locations: * Insert number and location of signs. * Speed controlling devices are in place to restrict vehicle speed on site: * Insert location and type (e.g. speed humps are located at…). * Other considerations or risk controls that need to be documented? * Traffic flow impeded by vehicles picking up or dropping off students? * Blind spots? |
| **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: * Insert locations. * Courier and/or delivery drop off points are clearly marked by: * Insert method (e.g. marked loading bays, signage etc.) * Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at: * Insert number, location of signs. * Speed controlling devices are in place to restrict vehicle speed on site: * Insert method (e.g. two speed humps are located on the roadway adjacent the school hall). * Other considerations that may need to be documented? * Internal roadways are only one way * Concave mirrors to assist with visibility * Vehicles are prevented from accessing the following areas etc. |

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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 (insert workplace name) during the following time periods of peak pedestrian traffic: * Insert time periods. * Prior to entering insert workplace name, 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. * Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at: * Insert number and location of signs. * Other considerations or risk controls that may need to be documented? * Roadways are of sufficient width to allow for cars going in both directions to pass each other safely * Concave mirrors to assist with visibility * Vehicles are prevented from accessing the following areas etc. |

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| **Parking arrangements** |
| The following safety arrangements and features are in place to minimise the risks associated with vehicle parking:   * There are Insert number car parks available for employees, insert number car parks available for visitors and insert number car parks available for people with disabilities. * Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas: * Insert number and location of parking signs]. * Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at: * Insert locations. * Other considerations or risk controls that may need to be documented? * Concave mirrors to assist with visibility? * Pedestrian only pathways? |

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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: * Insert number and location of parking signs. * Other considerations or risk controls that need to be documented: * Concave mirrors to assist with visibility etc. * Pedestrian only pathways. |
| **Additional documentation** |
| Append any additional/relevant documentation e.g. site map to the TMP |

| **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…………………….