Traffic Management Procedure

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Purpose

The purpose of this procedure is to ensure all risks associated with traffic within the Department of Education and Training (the Department) workplaces are identified and managed.

Scope

This procedure applies to all areas where vehicles and mobile plant such as, ride on mowers, tractors, forklifts and scissor lifts are in use within Department workplaces including schools and central and regional offices.

3. Procedure

## 3.1 Traffic Management Plan

The **Workplace Manager** and/or **Management OHS Nominee** are responsible for completing a traffic management plan usingthe Department’s *Traffic Management Plan* or equivalent template for their workplace. The plan should consider traffic flow on the whole site including:

* pick up and drop off of students (including camps and excursions)
* couriers/deliveries
* four-wheel drives and other large vehicles on school grounds (such as contractor vehicles or moving libraries)
* staff and visitors (if applicable) car park
* special events such as fetes and sports carnivals
* mobile equipment such as forklifts and tractors and ride on lawn mowers.

## 3.2 Identify Hazards Associated with Traffic

The **Workplace Manager** and/or **Management OHS Nominee**, in consultation with the Health and Safety Representative (HSR) and employees, are to identify all areas where mobile plant and equipment are present within the workplace.

The **Workplace Manager** and/or **Management OHS Nominee** are to review and amend the *Workplace Inspection Checklist*, as requiredwith reference to the completed *Traffic Management Plan,* to assist in initially identifying traffic hazards. In order to monitor traffic related hazards on an ongoing basis, the **Workplace Manager** and/or **Management OHS Nominee** is to ensure that the workplace inspections are scheduled on the *OHS Activity Calendar* at regular intervals as required in the *Workplace Inspection Procedure*.

In all instances the **Workplace Manager** and/or **Management OHS Nominee** must record the identified traffic related hazards on the *OHS Risk Register.*

## 3.3 Risk Assessment

The **Workplace Manager** and/or **Management OHS Nominee** are to assess the risk for traffic related hazards using the risk matrix outlined in the *OHS Risk Management Procedure.* The risk assessment is to be conducted in consultation with the HSR, employees and contractors (where applicable) and documented in the *OHS Risk Register.*

## 3.4 Controlling Risks Posed by Traffic

The **Workplace Manager** and/or **Management OHS Nominee**, in consultation with theHSR and employees are required to control risks associated with traffic.

The **Workplace Manager** and/or **Management OHS Nominee** should ensure that all control measures are included on the *OHS Risk Register* and documented in the *Traffic Management Plan.*

When determining controls to reduce risks, the **Workplace Manager** and/or **Management OHS Nominee** must follow the hierarchy of control outlined in *OHS Risk Management Procedure*.

Examples of controls (from most to least effective) could include:

* eliminating the need for vehicles to enter school grounds
* substituting the use of ride on lawn mowers for push lawn mowers
* improving workplace design and layout with clearly marked pedestrian walkways and physical barriers next to driveways / roads
* ensuring there are clearly marked designated zones, for delivery vehicles, that are well distanced from pedestrian areas
* training employees, contractors and visitors about traffic related hazards (see *OHS* *Induction and Training Procedure*).
* providing personal protective equipment such as high visibility vests

## 3.5 Incident / accident reporting

The **Workplace Manager** and/or **Management OHS Nominee** are responsible for ensuring that incidents and vehicle accidents associated with traffic management are reported on eduSafe Plus.

The **Workplace Manager** and/or **Management OHS Nominee** must investigate all traffic related incidents and vehicle accidents as per the *Hazard and Incident Reporting and Investigation Procedure* and review existing controls.

## 3.6 Reviewing Controls

The **Workplace Manager** and/or **Management OHS Nominee** are responsible for reviewing the effectiveness of controls in consultation with the **HSR** and **employees**. This review is to be documented in the *OHS Risk Register* and any changes to controls must be incorporated into the *Traffic Management Plan*.

## 3.7 Reviewing the OHS Risk Register and Traffic Management Plan

The **Workplace Manager** and/or **Management OHS Nominee** are to make sure that the *OHS Risk Register* and *Traffic Management Plan* is kept up to date and is reviewed when traffic related hazards are identified, assessed, controlled and reviewed.

## 4 Defined Terms

Terms defined within this Procedure can be located on the Department’s [Defined Health, Safety Terms](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx) website. Defined roles will appear **in bold**.

## 5 Related References

*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2017*

[*WorkSafe Victoria Guidance on Safety in workplace car parks, 22 December 2020*](https://www.worksafe.vic.gov.au/safety-workplace-car-parks)

## 6 Related Documentation

*Hazard and Incident Reporting and Investigation Procedure*

*OHS Activity Calendar*

*OHS Consultation and Communication Procedure*

*OHS Induction and Training Procedure*

*OHS Risk Management Procedure*

*OHS Risk Register*

*Traffic Management Plan Template*

*Workplace Inspection Checklists*

*Workplace Inspection Procedure*

## 7 Further Assistance

Further information, advice or assistance on any matters related to traffic management is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@education.vic.gov.au](mailto:safety@education.vic.gov.au).