

Traffic Management Plan Template (TMP)

The **Workplace Manager** and/or **Management OHS Nominee** have developed a Traffic Management Plan (TMP) by considering the traffic management issues that are unique to South Oakleigh College in consultation with the HSR and employees.

Traffic Management Plan:

School/Workplace:	South Oakleigh College
Workplace Manager/Management OHS Nominee:	Anthony Katsianos John Roodenburg
Health and Safety Representative:	Kalouda Pelitidis
Person completing TMP:	John Roodenburg
Date of Plan:	4/02/19
Date of Plan Review:	20/05/20

Pick up and drop off points for students (e.g. private vehicles):

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 main entrance **Gate 3** Bakers Road
 - **Gate 4.**
- Designated pick up and drop off areas for students are located at:
 - South carpark entry from Gate 3
- Boom gates separate the Staff car park from the Parent car park with the boom down at the following times: 8am – 9am, 2.15pm – 3.15pm
- A designated pedestrian crossing are:
 - Golf Road 8am-9am & 3pm-4pm
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - “lollipop” sign
 - Crossing flags
 - High visibility jacket.
- Pedestrian walkways are physically protected from designated roadways by: Walkways are set back from each car park to separate vehicles from pedestrians
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - Entry to gates 1 & 3, entry to staff & parent carparks.
- Other considerations:
 - Bus Zone adjacent to gate 2 (exit gate)
 - West side Bakers Road Permit Zone

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:
 - Gate 1 signage for deliveries
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
 - 6, 3 parent carpark, 1 staff carpark, 1 each at Gates 1 & 3
- Other considerations:
 - College external gates closed outside school hours
 - Staff supervision of car parking during school events such as Open Night, Cultural Food Festival or School Production

Safe passage of vehicles in (South Oakleigh College) *(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 South Oakleigh College during the following time periods of peak pedestrian traffic:
 - 8.15am – 9am 10.15 – 10.40am, 1.00pm – 2.05pm, 3.00pm-3.30pm
- Prior to entering South Oakleigh College, drivers of large vehicles must contact/report to General Office to arrange for a member of staff to act as a “spotter” to supervise vehicle movements whilst on site or direct them to the site.
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at: All Entry gates
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at: 3 @ parent carpark, 1 @ staff carpark, 1 each at Gates 1 & 3.
- Other considerations or risk controls:
 - Parents are regularly informed regarding use of the car parks & speeds via Compass Newsfeed.

Parking arrangements

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

- **Staff car park:** There are 70 car parks available for employees, 5 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 in both car parks.
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at: Gates 1 & 3 and Main Entrance
- **Parent car park:** There are 45 car park spaces available for drop off & pickups as well as road side parking on Bakers Road east side.

Special Events (e.g. Fetes, Sporting Events etc.)

Traffic control requirements for special events may vary. Specific control measures will be determined through a risk assessment process taking into consideration learning's from previous special events and the particular requirements of the event.

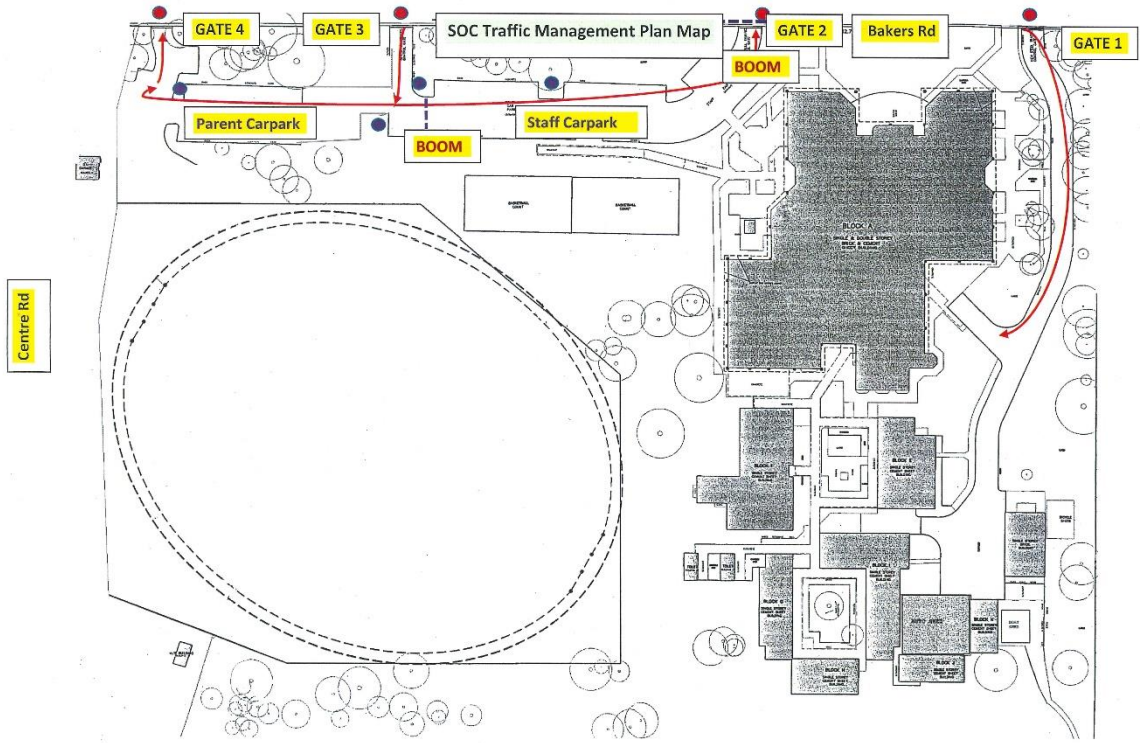
The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- 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 bollards and bunting on the school oval
Other considerations or risk controls:
 - Communication with hirers, providers, parents, students and staff regarding traffic management

Additional documentation

Site map

WORKPLACE LAYOUT



Signatures:

Workplace Manager/Management OHS Nominee.....Date: 4/2/19
Health and Safety Representative.....Date: 4/2/19
Person Completing TMP.....Date: 4/2/19