

Traffic Management Plan

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:	Walwa Primary School
Workplace Manager/Management OHS Nominee:	Christine Mc Kimmie
Health and Safety Representative:	Erin Albon
Person completing TMP:	Erin Albon
Date of Plan:	5 Aug 2025
Date of Plan Review:	5 Aug 2026

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:
 - Entry and exit is of Main Street in Walwa
- Designated pick up and drop off areas for students are located at:
 - Drop off/Pick up Bay indicated on the map
- Pick up and drop off areas for students are clearly marked by:
 - Signage and marked bays
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - Speed limit signage located at front gate, 5 km/h
 -

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 drop off/pick up bay indicated on the map
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at: Speed limit signage located at front gate, 5 km/h

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 Walwa Primary School during the following time periods of peak pedestrian traffic:
 - 8.30 to 9.30am
 - 11:15am to 11:30am
 - 1:40pm to 2.00pm

- 2.30 to 3.30pm
- Prior to entering Walwa Primary 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.
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
 - Speed limit signage located at front gate, 5 km/h

Parking arrangements

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

- There are 4 car parks available for employees and visitors, and 1 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Behind the toilet block and at the end of the driveway, with two parking signs.
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - Behind the toilet block

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.

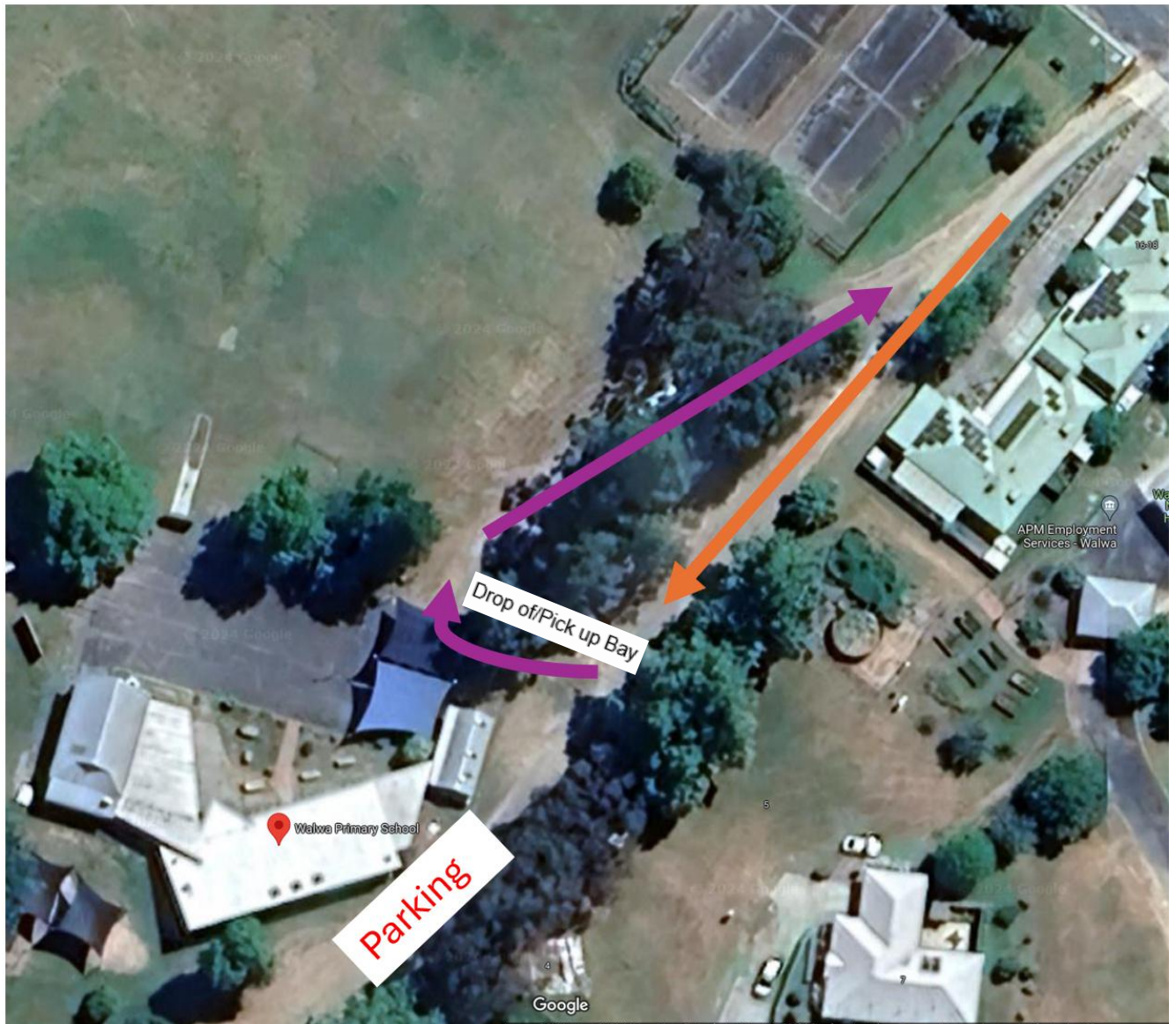
The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- 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 main street there is an additional 15 parking spots

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 Nominee.....Date.....

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

Person Completing TMP.....Date.....