 Department of Education and Early Childhood Development	Procedure No. DEE EHU-19-2-3	
	Authorised By: Manager EHU	
Title: Traffic Management Plan Template (TMP)		
Issue Date: July 2021	Review Date: July 2023	Page Number: 1 of 5

Traffic Management Plan:

School/Workplace:	Merino Consolidated School
Workplace Manager/Management OHS Nominee:	Glenda Knight
Health and Safety Representative:	Genevieve Hulin
Person completing TMP:	Genevieve Hulin
Date of Plan:	July 2021
Date of Plan Review:	July 2023

<p>Pick up and drop off points for students <i>(e.g. private vehicles, buses etc):</i></p> <p>The following safety features are in place to ensure that the picking up or dropping off of students is undertaken in a safe manner:</p> <ul style="list-style-type: none"> ▪ Entry and exit signage to the school/workplace is located at: <ul style="list-style-type: none"> - Top gate; and - Entry to the car park. ▪ Designated pick up and drop off areas for students are located at: <ul style="list-style-type: none"> - School Car Park. ▪ Pick up and drop off areas for students are clearly marked by: <ul style="list-style-type: none"> - Sign at the entry way to the school car park ▪ Speed restriction signage is clearly displayed in the workplace at the following locations: <ul style="list-style-type: none"> - At the top of the road into school ▪ Other considerations or risk controls that need to be documented? <ul style="list-style-type: none"> - There is one road in and out of the school – we employ of system of triage at the end of the day for the bus to leave first, followed by cars followed by school walkers and bike riders
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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:
 - Staffroom and Office

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, fork lifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around the school during the following time periods of peak pedestrian traffic: After 8:30 and 3:45
- Prior to entering Merino Consolidated School, 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;

Parking arrangements

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

- There is a car park available for employees and visitors and for people with disabilities.
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at: the carpark and the office

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Special Events <i>(e.g. Fetes, Sporting Events etc)</i>
<p>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:</p> <ul style="list-style-type: none"> ▪ Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace; <p>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.</p>

Additional documentation
Append any additional/relevant documentation e.g. site map to the TMP

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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.....