

## 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:

<b>School/Workplace:</b>	Rowellyn Park PS
<b>Workplace Manager/Management OHS Nominee:</b>	Mark Henderson (Principal) Kim Murrell (Facilities Coordinator)
<b>Health and Safety Representative:</b>	Sharon Baker-Davis
<b>Person completing TMP:</b>	Mark Henderson (Principal)
<b>Date of Plan:</b>	August 2024
<b>Date of Plan Review:</b>	August 2025

### 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:
  - Tattler Street, Rowellyn Avenue and Sandfield reserve (two gates at each location)
- Designated pick up and drop off areas for students are located at:
  - Rowellyn Ave (Kiss and Go) and Tattler Street Parking Bays.
- Pick up and drop off areas for students are clearly marked by:
  - Signage and Parking bays.
  - Designated pedestrian crossings are:
    - Located at Rowellyn Ave, Hall Road and Tattler Street and
    - Supervised at the following times Before and After School hours.
  - Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
    - “lollipop” sign;
    - Crossing flags; and
    - High visibility jacket.
  - Pedestrian walkways are physically protected from designated roadways by: a footpath and grassed area (nature strip)
  - 
  - Pedestrian walkways are clearly marked/indicated by:
    - designated walkways

- Speed restriction signage is clearly displayed in the workplace at the following locations:
- Tattler Street and Rowellyn Ave ( two signs in each location). Hall Road has a restricted hours turning sign which reduces traffic crossing Hall Road from Rowellyn Avenue.
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- Speed controlling devices are in place to restrict vehicle speed on site:
- Tattler Street and Rowellyn Ave.
- Other considerations or risk controls that need to be documented?
- Teachers monitor the exiting of students from designated school gates for a period of 15 minutes each day.

### **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:
- Rowellyn Ave.
- Courier and/or delivery drop off points are clearly marked by: signage
- Worksite speed limits are set at (20 km/hr) with clearly displayed signage located at: Not.
- Speed controlling devices are in place to restrict vehicle speed on site:
- e.g. 2 speed humps are located on Rowellyn Ave road way and two roundabouts reduce the traffic speed.
- Other considerations that may need to be documented? No.
- Internal roadways are only one way;
- Concave mirrors to assist with visibility; and
- Vehicles are prevented from accessing the following areas etc.

### **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 Rowellyn Park School during the following time periods of peak pedestrian traffic:
- 8.15 to 3.45
- Prior to entering Rowellyn Park School, drivers of large vehicles must report to [Janette Llewellyn Principal 97820953 / 0409434996, to arrange for a member of staff to act as a “spotter” to supervise vehicle movements whilst on site;
- Fork lifts are only to be used in clearly marked areas as designated on the site map; and

- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at: Not
- 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;
- Vehicles are prevented from accessing the internal school grounds.

### **Parking arrangements**

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

- There are sufficient car parking spaces available for employees, and car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
- Rowellyn Ave and Tattler Street
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
- Rowellyn Ave, Tattler Street, and two sign situated in the school grounds.'

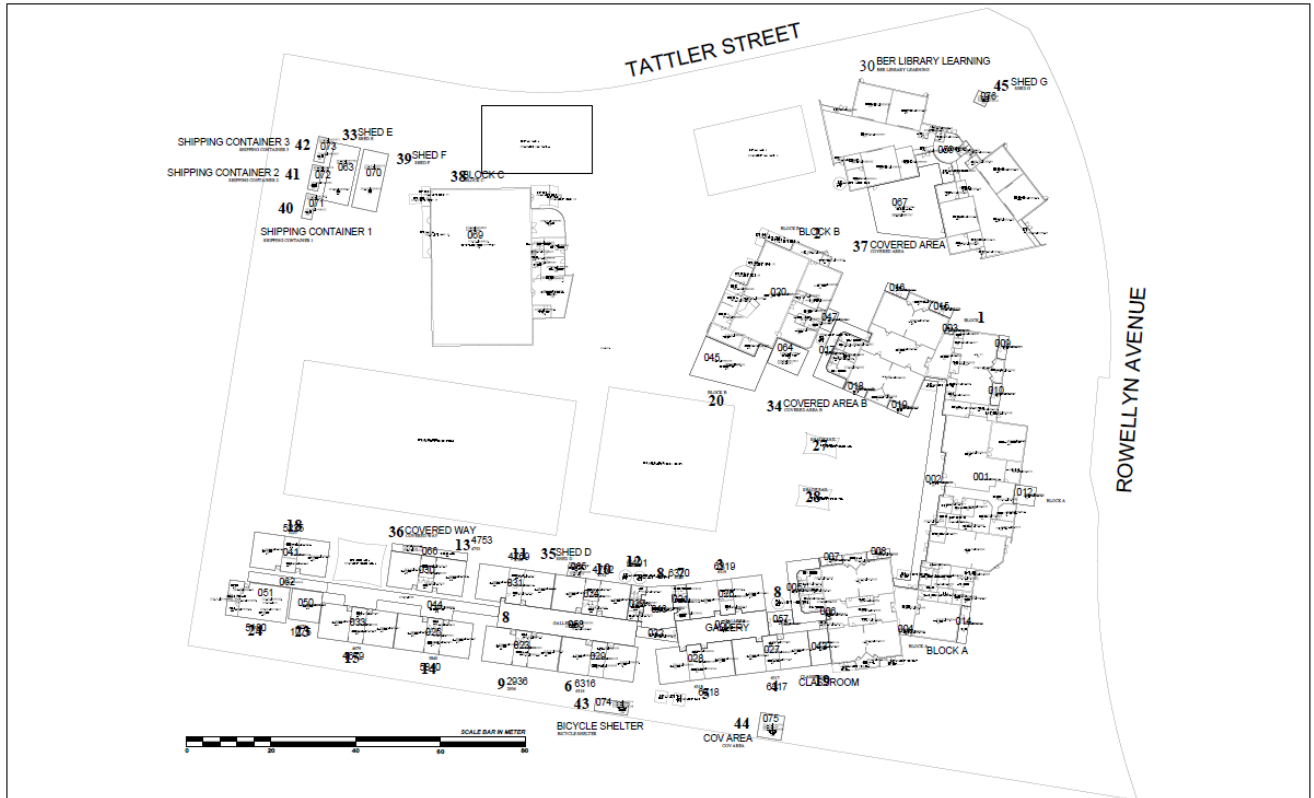
### **Special Events (e.g. Fetes, Sporting Events etc)**

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:
- Two Staff Carparks in Tattler Street.
- Other considerations or risk controls that need to be documented:
- Nil

**WORKPLACE LAYOUT [Insert site map below]**



These drawings were prepared by the Department of Education and Training. Any Queries relating to these drawings should be referred to the School Asset Data Team. Email: sams@education.vic.gov.au

School Asset Drawing	Drawing Name: SITE PLAN	Scale: SEE SCALE BAR
<b>Rowellyn Park Primary School</b>		
Rowellyn Park Primary School Rowellyn Avenue Canungra Downs 3201	School No: 5313 Campus No: 1	Region no: 73 SOUTH-EASTERN VICTORIA

THESE DRAWINGS ARE FOR INFORMATION PURPOSES ONLY

06/06/2022 10378548

**Signatures:**

Workplace Manager/Management OHS Nominee..... *M. Henderson* .....Date...01/09/2024.....  
 Health and Safety Representative.....Date.....01/09/2024.....  
 Person Completing TMP.....Date.....