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:

<table>
<thead>
<tr>
<th>School/Workplace:</th>
<th>Kingswood P.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace Manager/Management OHS Nominee:</td>
<td>Rosemary Cosentino</td>
</tr>
<tr>
<td>Health and Safety Representative:</td>
<td>Stephen Woolfe</td>
</tr>
<tr>
<td>Person completing TMP:</td>
<td>Michael Wall</td>
</tr>
<tr>
<td>Date of Plan:</td>
<td>December 2014</td>
</tr>
<tr>
<td>Date of Plan Review:</td>
<td>December 2016</td>
</tr>
</tbody>
</table>

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:

- Designated pick up and drop off areas for students are located at:
  - Plaza Crescent

- Pick up and drop off areas for students are clearly marked by:
  - There are NO signs for student drop off areas, only signs restricting parking only Plaza Cres at certain times.

- Designated pedestrian crossings are: in Plaza Crescent & Howard Rd.
  - Supervised at the following times....8.15 – 9.15 am and 3.00 – 4.00pm
  - Timms Cres (unsupervised, flags display...8.15 – 9.15 am and 3.00 – 4.00pm

- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
  - “lollipop” sign;
  - High visibility jacket
  - Whistle.

- Pedestrian walkways are clearly marked/indicated by:
  - Zebra crossing from hall to Year 2-4 Playground
### 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:**
  - Couriers can use staff car park and disabled parking zone.

- **Worksite speed limits are set at (20 km/hr) with clearly displayed signage located at:**
  - N/A

- **Speed controlling devices are in place to restrict vehicle speed on site:**
  - N/A

- **Other considerations that may need to be documented?**
  - 

### 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 during the following time periods of peak pedestrian traffic:**
  - Recess and lunchtime unless supervised by staff.

- **Prior to entering the school, drivers of large vehicles must report to the General 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 (20 km/hr) with clearly displayed signage located at:**
  - N/A

- **Other considerations or risk controls that may need to be documented?**
  - N/A
Parking arrangements

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

- There is a staff car park catering for over 30 cars.
- Car parking areas are clearly designated with marked parking bays.
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at: On a large board on exit from car park

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

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:

When the school holds functions, parents are encouraged to walk to school.

WORKPLACE LAYOUT [Insert site map below]