



Title: Traffic Management Plan

Issue Date: April 2011

Last Reviewed: April 2013

Next Review Date: April 2015

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Traffic Management Plan:

School/Workplace:	Mortlake P-12 College
Workplace Manager/Management OHS Nominee:	Graeme Good
Health and Safety Representative:	Cherie Robertson
Person completing TMP:	Cherie Robertson
Date of Plan:	April 2017
Date of Plan Review:	April 2018

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:
 - Staff Car park & Activity Centre;
- Designated pick up and drop off areas for students are located at:
 - Bus Zone 8.00am-9.00am 3:00-4.00pm on Hood Avenue.
- Designated pedestrian crossings are:
 - Princes Highway (Main street of Mortlake)
 - 8.00 – 9.00am / 3.00 – 4.00pm
- 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:
 - NA
- Pedestrian walkways are clearly marked/indicated by:
 - footpaths
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - Hood Avenue
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Speed Humps at Activity Centre
- Other considerations or risk controls that need to be documented?
 - A speed restriction for Boundary Road has been submitted to the Moyne Shire Council as well as more signage in Tea Tree Lake and on Officer street near the rear access

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:
 - Hood Avenue (signage in front of school)
- Courier and/or delivery drop off points are clearly marked by:
 - YES
- 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:
 - Speed humps at Activity Centre
- Other considerations that may need to be documented?
 - N/A
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Safe passage of vehicles in Mortlake 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, fork lifts or ride on mowers are required to move around the worksite:
- Vehicles are not allowed to move around the Mortlake College School during the following time periods of peak pedestrian traffic:
- 8.30am to 9.15am/ 10.45 to 11.30am/ 12.50 to 1.40pm / 3.00 to 4.00pm
- 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?
- Heavy vehicles not on Basketball Courts;

Parking arrangements

- The following safety arrangements and features are in place to minimise the risks associated with vehicle parking:
- There are 40 car parks available for employees, limited car parks available for visitors (front of school) and one car park available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
- One sign at the entrance of staff car park
- One sign at the entrance of Activity Centre car park
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
- Front of school- back wall of staffroom.
- Other considerations or risk controls that may need to be documented?
- Council signs at the front of school indicate areas for Bus and car parking
- Council NO Standing signs on the opposite side of the road to the Bus pick up zone.

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:
- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace;
- E.g. Delivery of materials (sofffall/mulch etc) – All entrances
- Other considerations or risk controls that need to be documented:
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.

Additional documentation

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

Signatures:

Workplace Manager/Management OHS Nominee: Graeme Good.....Date April 2017
Health and Safety Representative: Cherie RobertsonDate April 2017
Person completing TMP: Cherie Robertson.....Date April 2017

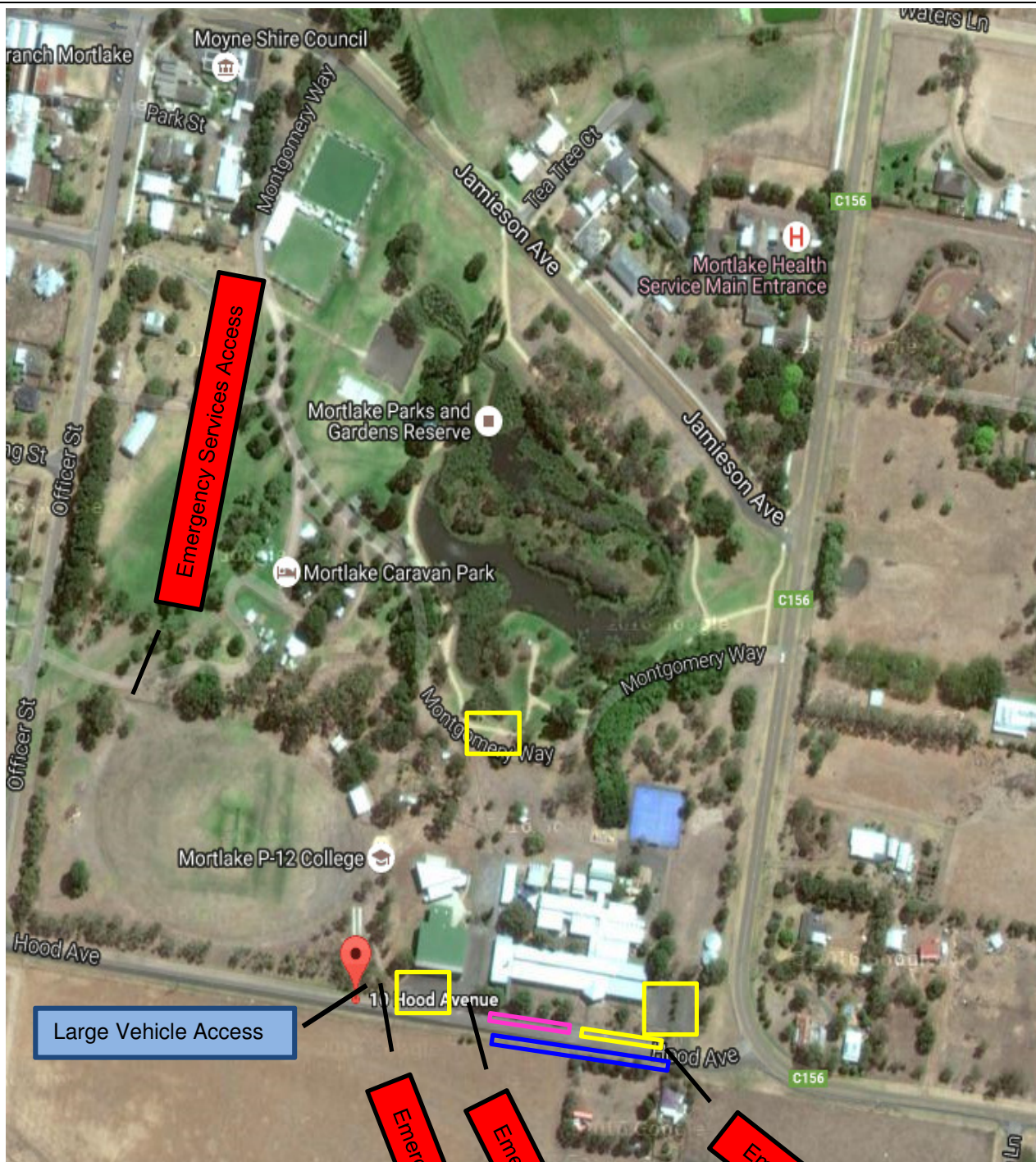
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Legend:

Car Parks



Bus Pick Up Zone/Loading Zone



No Standing Zone

