



Road Safety - Traffic Management Plan Policy

Rationale

SHPS - School Council acknowledges its responsibility to provide and maintain a safe and risk-free traffic environment for students, staff and parents in conjunction with parents and local authorities. A consultative, co-operative approach between school, parents and relevant authorities is encouraged.

Aim

- Create a safe traffic environment for students travelling to/from school.
- Create a team approach to traffic and safety issues.

Implementation

- SHPS to provide highly visible supervision school before and after school during arrival and dismissal times.
- Students be provided with Vic Roads road safety teaching/learning via AUSVELS based Kids On The Move program at Years 1/2 and 5/6.
- Collectively share responsibility to care for safety of students and colleagues.
- Minimise injury through systematic hazard identification and control
- Comply with roads safety related legislation, Departmental directives and guidelines.
- Provide information, training and supervision for all staff in the correct use of equipment and student learning materials
- Review and investigate incidents to preventing recurrence.
- Maintain written records on all incidents.
- Liaise and work cooperatively with local road safety authorities

Evaluation

- Frequency and nature of incidents.
- Biannual review of program by leadership team and School Council.

Traffic Management Plan:

School/Workplace:	Sunshine Harvester Primary School
Workplace Manager/Management OHS Nominee:	Paul Griffin/ Elena Tolchenova
Health and Safety Representative:	Ian Campbell
Person completing TMP:	Paul Griffin/ Elena Tolchenova
Date of Plan:	04 Aug 2016
Date of Plan Review:	04 Aug 2017

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:
 - **Hertford Road and Duke Street Sunshine** (for staff car park)
- Designated pick up and drop off areas for students are located at:
 - **Hertford Road Sunshine**
- Pick up and drop off areas for students are clearly marked by:
 - **Marked bays**
- Designated pedestrian crossings are:
 - **Located at Hertford Road and Duke Street Sunshine**
 - **Supervised at the following times 8.20am-9:05am & 3:15pm -3:55pm**
- Traffic/crossing controllers utilize the following safety aids and personal protective equipment (PPE):
 - **Lollipop signs**
 - **Crossing flags**
 - **High visibility jacket**
- Pedestrian walkways are physically protected from designated roadways by:
 - **Curbing & nature strip**
- Pedestrian walkways are clearly marked/indicated by:
 - **Designated walkways**
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - **2 in Hertford Road & 2 in Duke Street**
- Other considerations or risk controls that need to be documented?
 - **Traffic flow impeded by vehicles picking up or dropping off students**

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:
 - **Front office – Hertford Road Sunshine**
- Courier and/or delivery drop off points are clearly marked by:
 - **Signage**
- Worksite speed limits are set at (10 km/hr.) with clearly displayed signage located at:
 - **Signage throughout school**
- Other considerations that may need to be documented?
 - Internal roadways are only one way &
 - **Vehicles are prevented from accessing the car parks between 8:45am-9:15am & 3:15pm-3:45pm**

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 **Sunshine Harvester Primary School** during the following time periods of peak pedestrian traffic **8:45am-9:10am & 3:20pm- 3:40pm**
- Prior to entering **Sunshine Harvester Primary School** drivers of large vehicles **must report to office staff** 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 (20 km/hr) with clearly displayed signage located at:
 - **10km/hr. at gates in Duke Street**
- 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**

Parking arrangements

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

- There are **38 car parks available for employees, 4 car parks available for visitors** and **1 car park available for people with disabilities.**
 - 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 on Office window
- Other considerations or risk controls that may need to be documented?
 - **Pedestrian only pathways**

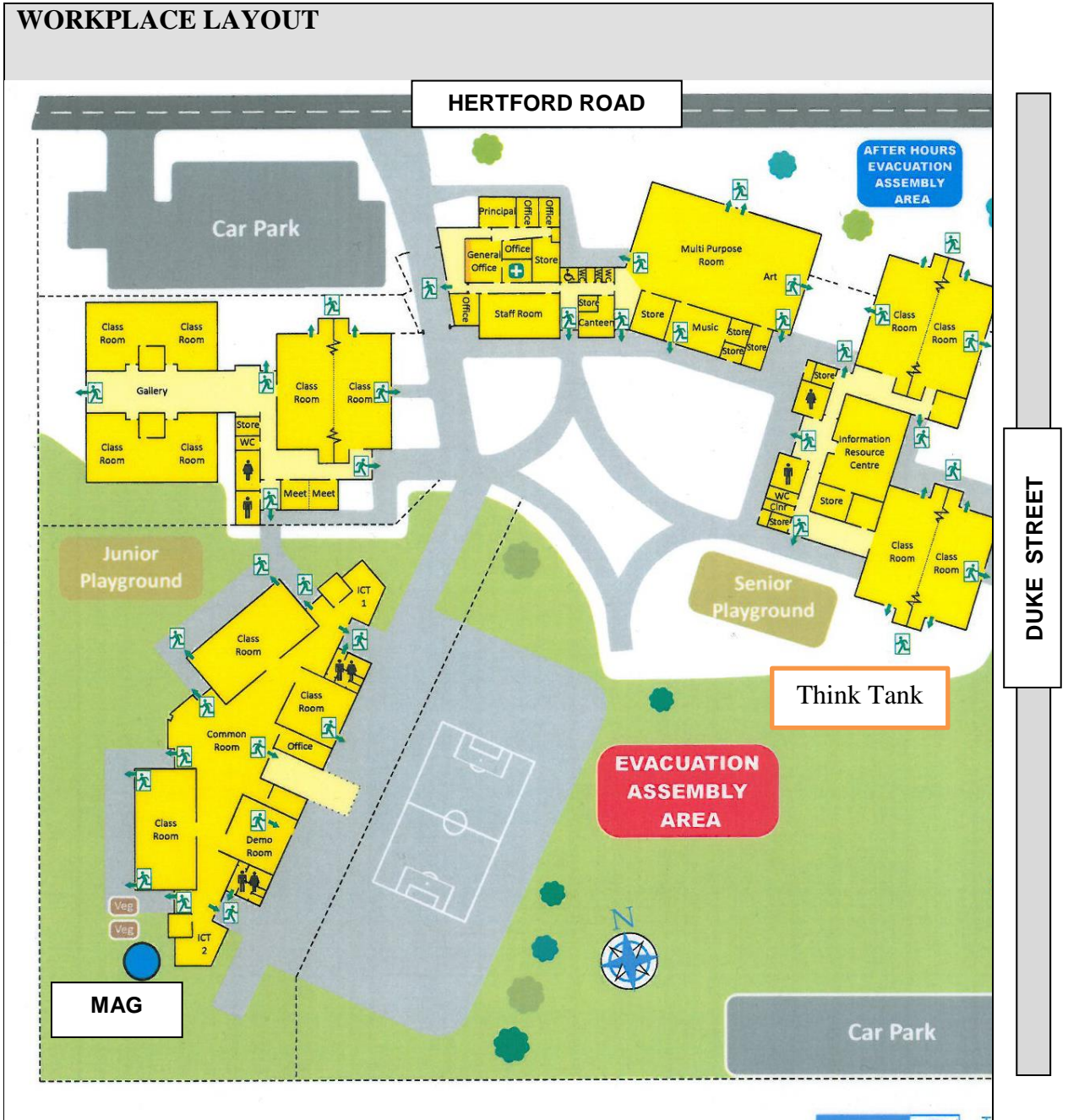
Special Events (e.g. Fetes, Sporting Events etc.)

The following broad safety arrangements and features are in place to minimize 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:
 - **Traffic Wardens**
- Other considerations or risk controls that need to be documented:
 - **Pedestrian only pathways**
 - 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



This policy was ratified by School Council on 08/08/2016 and will be reviewed in 2019.