

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:

School:	Glen Waverley Primary School
Workplace Manager:	Frank Catalano
OHS Nominee:	Julie Milward
Health and Safety Representative:	Michael La Rosa
Person completing TMP:	Julie Milward and Michael La Rosa
Date of Plan:	16 July 2026
Date of Plan Review:	July 2027

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:
 - High Street Road and Brent Street, Glen Waverley.
- Designated pick up and drop off areas for students are located at:
 - Brent Street – turning circle.
- Pick up and drop off areas for students are clearly marked by:
 - Sign posts x 2 and marked bays
- Designated pedestrian crossings are:
 - Located at High Street Road and Springvale Road
 - Supervised at the following times 8:20am-9:00am and 3:20pm-4:00pm.
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - Crossing supervisors.
 - High visibility coat and hat.
 - Lollypop signs and whistle.
- Pedestrian walkways are physically protected from designated roadways by:
 - Steel fencing at Brent Street and High Street Road.
 - Gates between staff car park and play area.
- Pedestrian walkways are clearly marked/indicated by:
 - Designated walkways/foot paths.
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - 5km signed at High Street Road entrance.
 - 40km High Street Road 8am-9:30am and 2:30pm-4pm
 - 40km Brent Street
- Other considerations or risk controls that need to be documented?
 - Brent Street gates are locked at 9:30am and 3:00pm.

- Temporary Bollards are set within turning circle to direct traffic morning and afternoon pickup

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:

- Worksite speed limits are set at (5km/hr) with clearly displayed signage located at:
 - Sign on fence a High Street Road.
- Vehicles are prevented from accessing the school grounds
 - From 8:30am-9:15am and 3:00pm-3:45pm.

Safe passage of vehicles in Glen Waverley Primary School *(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, forklifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around the Glen Waverley Primary School during the following time periods of peak pedestrian traffic:
 - 8:30am-9:15am and 3:00pm-3:45pm.
- Prior to entering Glen Waverley Primary School, drivers of large vehicles must report to Administration (9802 9938) 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 (5 km/hr) with clearly displayed signage located at:
 - The entrance on High Street Road Glen Waverley.

Buses depart and arrive at the Mountain View Hotel Car Park.

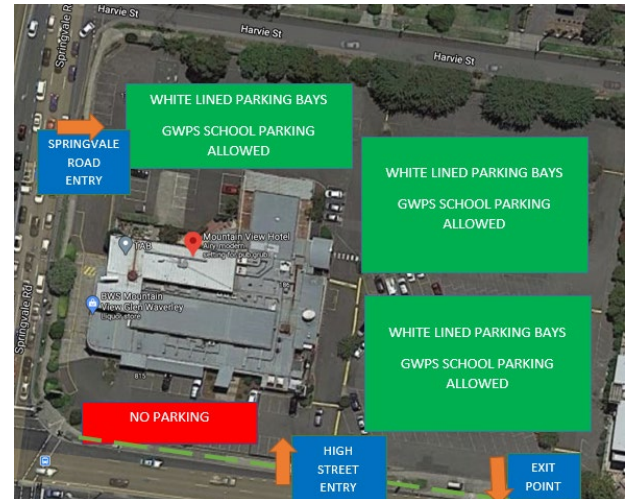
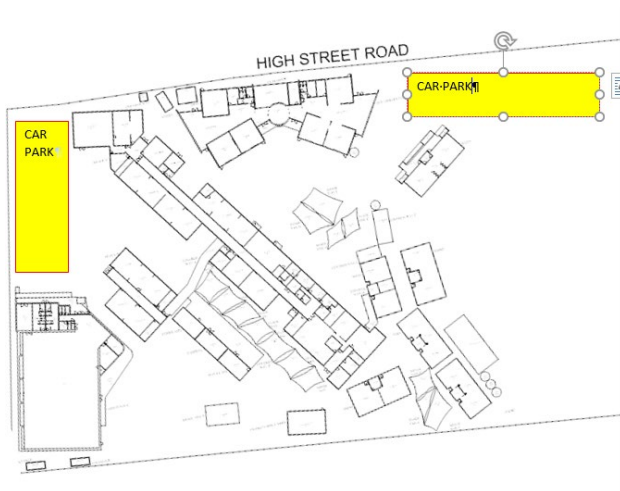
Parking arrangements

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

- There are 39 car parks available for employees, 2 car parks available for visitors and 2 car parks available for people with disabilities at the top staff car park.
- Our second staff car park has 50 staff car parks available.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - High Street Road.
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - Signed on overhead walk way.

The gates of all car parks are locked between 9.00 and 3.00pm every day.

WORKPLACE LAYOUT *[Insert site map below]*



Signatures:

Workplace Manager Frank Catalano. Date 16 July 2026

Health and Safety Representative Michael La Rosa. Date 16 July 2026

Person Completing TMP Julie Milward Date 16 July 2026