

## Traffic Management PROCEDURE

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### **Aim of this Procedure**

To ensure that all risks associated with the movement and control of traffic within Resurrection Catholic Primary School control is identified and managed.

### **Responsibilities**

Resurrection Catholic Primary School leadership team is responsible for:

- identifying traffic related hazards within the school
- completing a *Traffic Management Plan* (TMP) using the TMP template
- conducting workplace inspections to manage all traffic related hazards
- consulting with HSRs, employees and other stakeholders (e.g. parents representative body) during the hazard identification process.

Employees are responsible for:

- participating in the development of the TMP
- complying with this procedure.

### **Definitions**

- mobile equipment – a wheeled or tracked vehicle which is manual or automated.
- TMP – Traffic Management Plan

### **Procedure**

Traffic management at Resurrection Catholic Primary School applies to all areas within the school where vehicles and mobile equipment such as ride on mowers, tractors, forklifts and scissor lifts are in use.

### **Identifying Traffic-related Hazards**

The school leadership team in consultation with the HSR and employees will identify areas where vehicles and mobile equipment are present within the school. The leadership team will review and amend any Workplace Inspection Checklists, with reference to the completed Traffic Management Plan (TMP), to assist in initially identifying traffic hazards.

The leadership team will ensure they carry out workplace inspections on a regular basis in order to monitor traffic-related hazards, and will update the TMP accordingly.

## ***Risk Assessment and Control***

The leadership team will assess the risks associated with any traffic related hazards using a [risk assessment](#), and in consultation with the HSR, employees and other stakeholders. Appropriate risk controls will be determined through this process, and will be documented within the TMP. When considering risk controls, the hierarchy of controls should be utilised, below are some examples:

- eliminating the need for vehicles to enter school grounds
- substituting the use of ride on lawn mowers for push lawn mowers
- improving workplace design and layout with walkways and physical barriers
- training employees, contractors and visitors about traffic related hazards and
- providing personal protective equipment such as high visibility vests.

The leadership team will regularly review risk controls using workplace inspection records, traffic-related risk assessments, incident reports and traffic management plans.

## ***Traffic Management Plan (TMP)***

The leadership team is responsible for and will complete a Traffic Management Plan using the TMP template available on the [CECV OHS & WorkCover](#) site. The plan will consider traffic flow on the whole site including:

- pick-up and drop-off of students (including camps and excursions)
- couriers / deliveries
- four wheel drives and other large vehicles on school grounds (e.g. golf carts)
- staff car parks
- special events such as fetes and sports carnivals
- lawn mowers
- mobile equipment such as forklifts and tractors.

Authorised by: Mrs Jessica Davis  
(Acting Principal)

Signature:



Policy ratified by: 24<sup>th</sup> July 2023

Next review: 24<sup>th</sup> July 2024

### **Relevant Legislation and Guidance**

*Occupational Health and Safety Act 2004*

[A Health and Safety Solution – Forklifts: Developing a Traffic Management Plan](#)

[Guidance Note – High Visibility Clothing near Traffic](#)

[OHS in Schools – A practical guide for school leaders](#)

[Traffic Management Plan template](#)