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[https://prsviceduau-my.sharepoint.com/personal/col_prsc_vic_edu_au/Documents/OHS Scans for uploading to teams/Traffic Management Plan 2025-2026.docx](https://prsviceduau-my.sharepoint.com/personal/col_prsc_vic_edu_au/Documents/OHS%20Scans%20for%20uploading%20to%20teams/Traffic%20Management%20Plan%202025-2026.docx)

Traffic Management Plan (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/Workplace:	Patterson River Secondary College
Workplace Manager/Management OHS Nominee:	Daniel Dew
Health and Safety Representative:	John McLoughlin
Person completing TMP:	Adam Slater
Date of Plan:	29.08.25
Date of Plan Review:	29.08.26

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:
 - Front gate 1 & 2 along the continuation of Eel Race Road
- Designated pick up and drop off areas for students are located at:
 - None
- Pick up and drop off areas for students are clearly marked by:
 - Not marked
- Designated pedestrian crossings are:
 - Located at the formal entry to the college
 - They are supervised before school between 8:30 & 8:45 and after school between 3 & 3:10
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - Lollipop sign
 - High visibility jacket.
- Pedestrian walkways are physically protected from designated roadways by:
 - Barriers in place along front of college
- Pedestrian walkways are clearly marked/indicated by:
 - Need marking on footpaths
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - Along Eel Race Road
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Speed hump at entry to College
 - Roundabout
- Other considerations or risk controls that need to be documented?
 - Afterschool between 3 and 3:15 is very congested due to the 'dead end nature of Eel Race Road

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:
 - Gateway 2. Signs directing couriers to front office
- Courier and/or delivery drop off points are clearly marked by:
 - Signage to front office only
- Worksite speed limits are set at (20 km/hr) with clearly displayed signage located at:
 - Need signage to display
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Two speed humps are located on the entryway to the school.
- Other considerations that may need to be documented?
 - Front of College signage directing couriers
 - Electronic gates to ensure no access during 'lock out times'

Safe passage of vehicles in (Patterson River Secondary 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, forklifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around the Patterson River Secondary College during the following time periods of peak pedestrian traffic:
 - Before School
 - Recess
 - Lunchtime
 - After School
- Prior to entering Patterson River Secondary College, drivers of large vehicles must report to front office to arrange for a member of staff to act as a "spotter" to supervise vehicle movements whilst on site.
- Forklifts are only to be used with consent from front office staff and a spotter designated
- Worksite speed limits are set at (10 km/hr) with clearly displayed signage located at:
 - Gateway 1
- Other considerations or risk controls that may need to be documented?
 - Internal speed signs

Parking arrangements

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

- There are 113 car parks available for employees, 3 car parks available for visitors and 2 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Front of the college, PAC and stadium
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - Front entry and gates at the school
- Other considerations or risk controls that may need to be documented?
 - Speed signs

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

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.

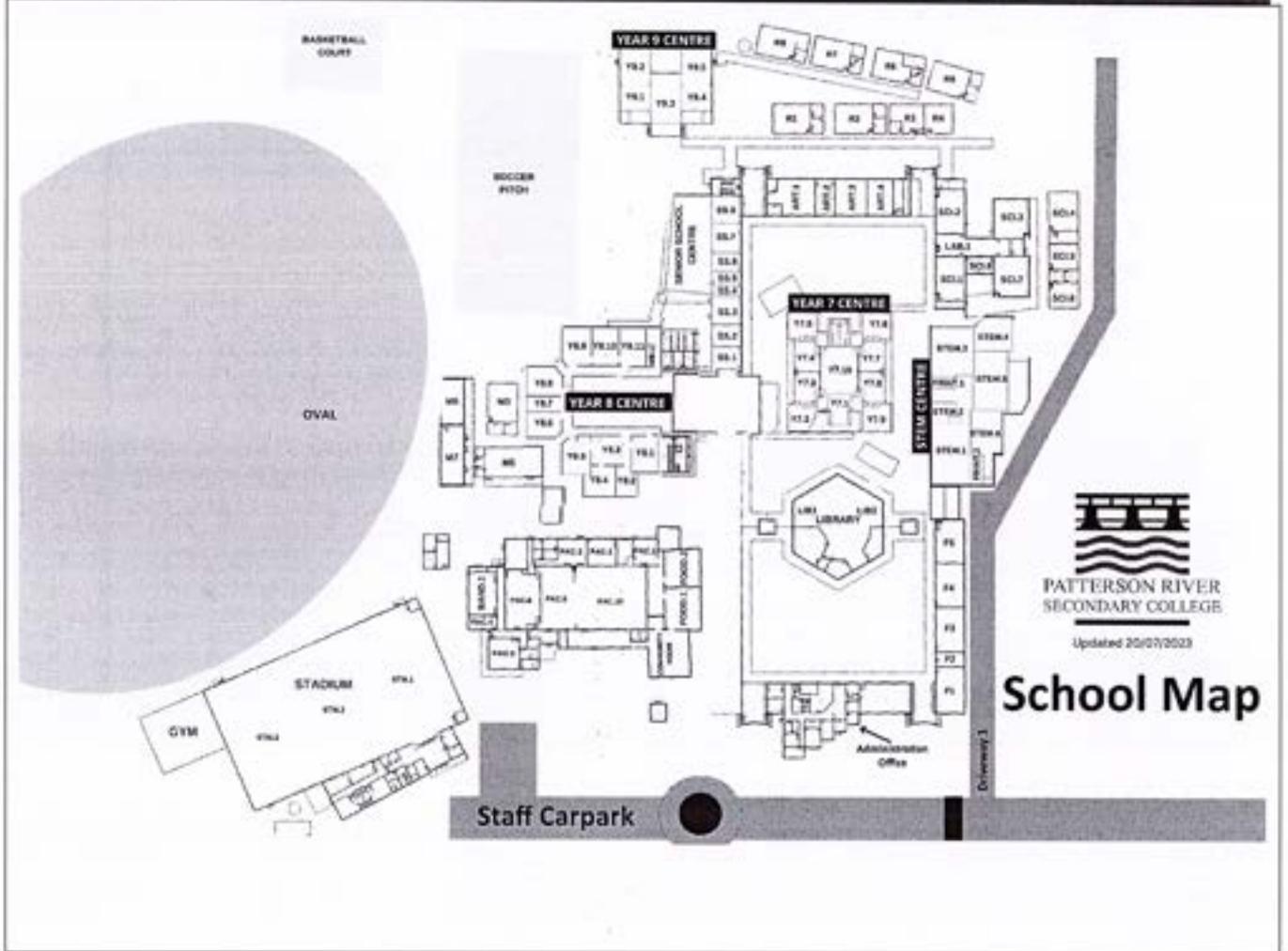
The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace.
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Parking on college oval as required
- Other considerations or risk controls that need to be documented:
 - Internal speed signs
 - Oval lighting

Additional documentation

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

WORKPLACE LAYOUT [Insert site map below]



Signatures:

Workplace Manager/Management OHS Nominee..... *[Signature]* Date...29.08.25
 Health and Safety Representative... *[Signature]* Date 29/8/25
 Person Completing TMP..... *[Signature]* Date...29.08.25