TRAFFIC MANAGEMENT PLAN:

<table>
<thead>
<tr>
<th>School/Workplace:</th>
<th>Woodlands Primary School</th>
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<tbody>
<tr>
<td>Workplace Manager/Management OHS Nominee:</td>
<td>Jim Wilson</td>
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<tr>
<td>Health and Safety Representative:</td>
<td>Rachael Hyatt</td>
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<td>Person completing TMP:</td>
<td>Rachael Hyatt</td>
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<tr>
<td>Date of Plan:</td>
<td>20th July, 2015</td>
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<td>Date of Plan Review:</td>
<td>20th July, 2016</td>
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Pick up and drop off points for students
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:
  - On car park gates

- Designated pick up and drop off areas for students are located at:
  - Gum Nut Drive front of school
  - Cotoneaster Road side of school

- Pick up and drop off areas for students are clearly marked by:
  - Council Signage

- Designated pedestrian crossings are:
  - Gum Nut Drive (outside school main entrance)
  - Cotoneaster Road (outside high traffic side access to school grounds)

- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
  - Crossing supervisors wear appropriate safety clothing
  - Crossing supervisors use lollipop signs

- Pedestrian walkways are physically protected from designated roadways by:
  - Rostered council workers to manage before and after school

- Pedestrian walkways are clearly marked/indicated by:
  - Road markings

- Speed restriction signage is clearly displayed in the workplace at the following locations:
  - Staff car park entrances

- Other considerations or risk controls that need to be documented?
  - Witches hats placed to restrict access to parking bay when buses and coaches expected to arrive.
  - Use of lawn mower restricted to before school or students in buildings only.
  - External deliveries to be monitored and managed before or after school or when students are inside buildings only.
  - Access to all car parks and grounds are not permitted during school hours. Access gates are locked each evening and unlocked each morning.
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 the Administration car park.
- Courier and/or delivery drop off points are clearly marked by signage on gates in administration car park.
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at all vehicle entrance gates.

Safe passage of vehicles in Woodlands 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, fork lifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around the Woodlands Primary School during the following time periods of peak pedestrian traffic:
  - 8:15am to 4:45pm
- Prior to entering Woodlands Primary School, drivers of large vehicles must report to the Principal or Assistant Principal 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 all vehicle access gates.
- 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 minimise the risks associated with vehicle parking:

- There are 47 car parks available for employees, roadside car parks along Gumnut Drive and Cotoneaster Road 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:
  - Staff car parking signs on entrance gates to staff car parks
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
  - End of administration car park outside office.

Special Events (e.g. Fates, 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:

- Notification in writing will be sent to the Frankston City Council of any 'whole' school events that may increase the risk of illegal parking along council roads.
- The Woodlands Primary School community will be notified via our school newsletter, TiqBiz and our website outlining the potential risk of any infringements administered by the Frankston City Council for parking illegally on council roads prior to any major school events taking place.