**Traffic Management Plan**

**Version Control & Change History**

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| **Version** | **Approved by** | **Approved Date** | **Reason for Review** | **Next Review Date** |
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**Prepared by:**

**Date:**

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# PURPOSE

This Traffic Management Plan aims to communicate how hazards associated with pedestrian / vehicle and vehicle / vehicle interactions which are considered to present a risk of harm to people, property or environment if not managed in a careful and systematic way are addressed in the workplace.

The Traffic Management Plan is based on the outcomes of a formal Traffic Management hazard identification and risk assessment (refer to [**Traffic Management Checklist (001F)**](https://www.cshwsa.org.au/download/4264/)) which has been completed in consultation with [insert relevant parties e.g. workers, safety committee].

# SCOPE

The Traffic Management Plan details the risk controls for managing traffic at the workplace [or insert other location]. It applies to all workers and visitors to the workplace.

# RESPONSIBILITIES

All workers and visitors are responsible for complying with the requirements of the Traffic Management Plan.

The site manager is responsible for ensuring the Traffic Management Plan is developed and maintained.

# **OVERVIEW**

## General site description

Provide a general description of the traffic situation on the site. e.g.

The workplace consists of a one story office complex with underground car parking facilities, an outdoor visitors parking location and internal access roads.

The facilities hours of operation are 08.00 am until 06.00pm, five (5) days a week, with the additional days and / or hours to meet unique demand requirements.

Add further details if hand pallet jacks or forklifts are use, and if there are large vehicles / docking facilities present, etc.

## Vehicle & pedestrian traffic

Provide information regarding the expected frequency of interaction between vehicles and pedestrians. e.g.

The type of vehicles access the site would include cars, motorbikes, bicycles and couriers with the highest traffic periods being at the start and end of the working day.

Pedestrians access the site from the internal and external car parking areas and public footpaths which provide access to the building entrance. High pedestrian traffic times are also at the start and end of the working day as well as during the lunch periods.

## Basic traffic rules

Vehicles accessing the site and parking areas must observe all standard road rules including:

* observing all signposted speed limits;
* pedestrians always receive “right of way”;
* pedestrian walkways must be kept clear at all times;
* give way as needed;
* traffic signs and directional marking must be adhered to;
* keep to the left; and
* designated and marked roadway’s must always be used.

[Change any of the above as needed / add in any other relevant rule]

## Traffic management measures

The key risk areas identified and associated controls are detailed below:

|  |
| --- |
| **[insert name of risk area e.g. Vehicle Parking Arrangements]** |
| the following arrangements are in place to minimise the risks associated with vehicle parking:   * there are [insert number] car parks available for employees and [insert number] car parks available for visitors. [insert number] car parks are available for people with disabilities. [or describe car park arrangements]. * car parking areas are clearly designated with marked parking bays and signage displayed [insert details]. * Signage identifying the whereabouts of the building entrance is clearly visible form the car park and is located [insert details]. * Pedestrian walkways lead from the car park to the office entrance. * [insert other controls which may be present (e.g. concave mirrors to assist with visibility, pedestrian only pathways]. |
| **[insert name of risk area e.g. Vehicle Passage Arrangements]** |
| The following measures ensure that vehicles travel within the workplace in a safe manner:   * designated courier and / or delivery drop off points are located at [insert details] * courier and / or delivery drop off points are clearly marked by [insert details] * site speed limits are set at [insert km / hr] with clearly displayed signage located at [insert details] * speed controlling devices are in place to restrict vehicle speed on site. They include [insert method e.g. two speed humps are located on the roadway adjacent to the main entrance] * [insert other controls which may be present (e.g. internal roadways are only one way, concave mirrors to assist with visibility, boom gates, traffic flow directional line marked on ground, type / location of vehicle safety signage in place, vehicle’s prevented from assessing certain areas etc.)] |
| **[insert name of risk area e.g. Pedestrian Arrangements]** |
| Control measures to protect pedestrians from vehicle interaction include:   * Pedestrian road crossing clearly marked * Pedestrian walkways marked on the ground * Pedestrians not permitted to enter the car park via the vehicle entry point * [insert other controls which may be present e.g. pedestrian protection by way or guardrail, pedestrian signage in place] |
| **[insert name of risk area e.g. Warehouse Arrangements]** |
| the following controls have been implemented to ensure that powered mobile plant movement in the workplace occurs safely:   * Audible and visual systems fitted to all forklifts * Pre-start checks to be completed prior to operating the forklift * Forklift horn to be sounded when entering and exiting doorways and / or openings and proceed at walking pace * Forklift driver to stop and proceed with caution when approaching blind corners or intersections [insert other controls which may be present] * All personnel who enter warehouse must wear high visibility vests |
| **[insert name of risk area e.g. Special or Complex Traffic Situations]** |
| Traffic control requirements for special events or complex traffic situations may vary. Specific control measures will need to be determined through a risk assessment process taking into consideration learnings form previous similar situations  The following broad safety arrangements are in place to minimise the risk associated with these situations:   * appropriate number of traffic controllers to restrict / direct traffic with high visibility vests * additional car parking areas clearly designated and signage displayed * information communicated to relevant personnel regarding arrangements * [insert any other general controls which may be implemented in these circumstances] |
| **[insert name of risk area e.g. Special or Complex Traffic Situations]** |
| In an emergency situation, traffic management controls are implemented by [insert as appropriate e.g. Manager] and include:   * Evacuation wardens to control traffic / restrict access * Evacuation wardens to guide pedestrians to assembly area * No entry or exit of vehicles from carpark * [insert any other implement controls]   Details of traffic management procedures during an emergency is provided in the Emergency Management Plan for the site. |

# TRAFFIC MANAGEMENT DIAGRAMS

An illustration of the layout of barriers, walkways, signs and general traffic arrangements for the workplace is provided in Appendix 1.

# INFORMATION, INSTRUCTION & TRAINING

All workers and visitors shall be made aware of the site traffic management requirements as detail in the Traffic Management Plan by way of incorporating some of its requirements within the site specific induction.

# REVIEW

A review of the Traffic Management Plan will be undertaken after any incident as well as an annual forma review to ensure it is effective and takes into account changes at the workplace.

# APPENDIX 1

Traffic Management diagram

Insert diagram for the site