

WHS / Human Resources Division

# Traffic Management Plan Template

## Contents

1	Introduction / Background .....	2
2	Scope / Purpose .....	2
3	Notification .....	2
3.1	Consultation, Notification and approval from Facilities Management Division (FMD).....	2
4	Details.....	3
5	Version Control Table.....	5

## **1 Introduction / Background**

The University of Wollongong (UOW) is committed to the provision of a safe and healthy workplace for all workers, students and visitors. To meet this commitment, the University will endeavour to eliminate or manage risks to health and safety through the implementation of effective traffic management.

## **2 Scope / Purpose**

This document has been designed to provide University -Faculties and Divisions, which have responsibilities to manage traffic, with an easily accessible traffic management template.

## **3 Notification**

### **3.1 Consultation, Notification and approval from Facilities Management Division (FMD)**

FMD is responsible for managing access to campus via all campus ring roads, loop roads and internal roads to facilities.

At any time a proposed traffic management plan affects a major campus road, internal campus access roads or lane access to buildings, or access to any minor or major campus car parks. Faculty or Division must first seek approval from FMD.

Advance planning should be a consideration when preparing a traffic plan for any project. Where there is any disruption or changes anticipated to normal parking conditions, a minimum of 7 days notification should be provided.

FMD will require this plan to be completed before any final approval can be provided.

## 4 Details

This Traffic Management Plan (TMP) should be developed in consultation with workers operating in the area that the TMP is being developed. Reference should be made to the UOW Traffic Management Guidelines. The persons completing this TMP need to work through and select and complete the relevant sections that are applicable to their area.

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:

<b>Campus:</b> Insert campus
<b>Building:</b> Insert building
<b>UOW Officer:</b> Insert name of UOW Officer
<b>Persons completing TMP:</b> Insert names of persons completing TMP
<b>Date of Plan:</b> Insert date

### Distribution Centre

The following controls have been implemented 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:
  - Insert locations.
- Courier and/or delivery drop off points are clearly marked by:
  - Insert method (e.g. marked loading bays, signage etc)
- Worksite speed limits are set at (km/hr) with clearly displayed signage located at:
  - Insert speed limit and number, location of signs.
- Speed controlling devices are in place to restrict vehicle speed on site:
  - Insert method (e.g. 2 speed humps are located on the road way adjacent the school hall).
- Other considerations that may need to be documented?
  - Internal roadways are only one way;
  - Concave mirrors to assist with visibility; and
  - Vehicles are prevented from accessing the following areas etc.

### Safe passage of vehicles in (insert workplace name) (large vehicles and powered mobile plant)

The following safety arrangements and features are in place when large vehicles or powered mobile plant are required to move around the worksite:

- Vehicles are not allowed to move around the (insert workplace name) during the following time periods of peak pedestrian traffic:
  - Insert time periods.
- Prior to entering insert workplace name, drivers of large vehicles must report to [insert name, contact details etc] to arrange for a member of staff to act as a "spotter" to supervise vehicle movements whilst on site;
- Fork lifts are only to be used in clearly marked areas as designated on the site map; and
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
  - Insert number and location of signs.
- 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;
  - Concave mirrors to assist with visibility; and
  - Vehicles are prevented from accessing the following areas etc.

## Parking arrangements

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

- There are **Insert number** car parks available for employees, **insert number** car parks available for visitors and **insert number** car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
  - **Insert number and location of parking signs**].
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
  - **Insert locations**.
- Other considerations or risk controls that may need to be documented?
  - **Concave mirrors to assist with visibility?**
  - **Pedestrian only pathways?**

## Special Events *(e.g. Exams and Sporting Events)*

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.

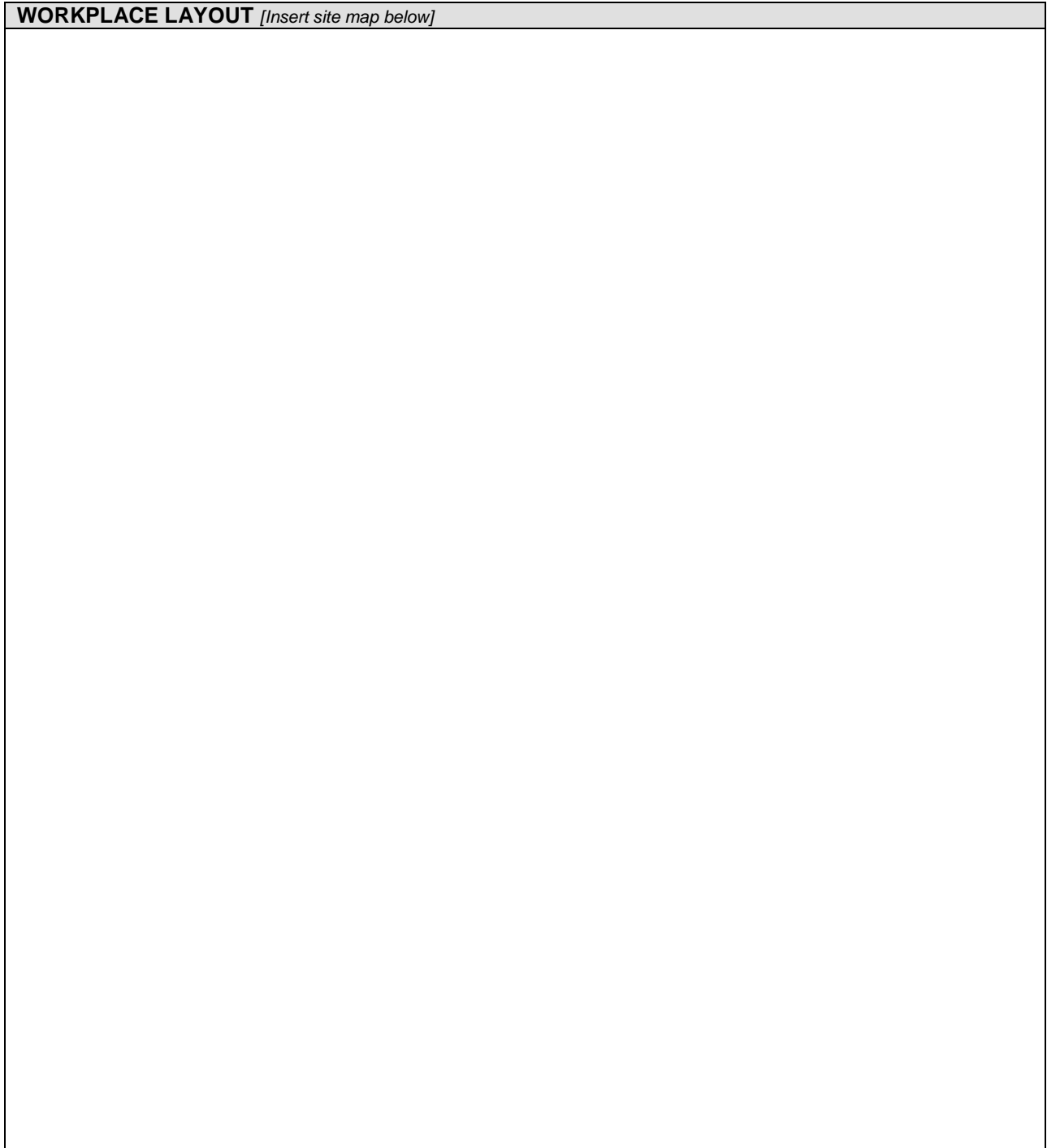
The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers and traffic control devices 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:
  - **Insert number and location of parking signs**.
- Other considerations or risk controls that need to be documented:
  - **Concave mirrors to assist with visibility etc;**
  - **Pedestrian only pathways.**

## Additional documentation

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

**WORKPLACE LAYOUT** *[Insert site map below]*



**5 Version Control Table**

<b>Version Control</b>	<b>Release Date</b>	<b>Author/Reviewer</b>	<b>Approved By</b>	<b>Amendment</b>
1	20131105	Dylan Smith	Darren Smith	New Document