

**Title: Traffic Management Procedure**

**Issue Date: April 2011**

**Review Date: April 2013**

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**1. Purpose:**

The purpose of this procedure is to ensure all risks associated with traffic within the Department of Education and Early Childhood Development (DEECD) workplaces are identified and managed.

**2. Scope:**

This procedure applies to all areas where vehicles and mobile plant such as, ride on mowers, tractors, forklifts and scissor lifts are in use within DEECD workplaces including schools and central and regional offices.

**3. References**

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*

**4. Definitions:**

**Deputy Health and Safety Representative:** An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to OHS in the absence of the HSR.

**Health and Safety Representative (HSR):** An elected employee responsible for representing employees within a DWG on matters relating to OHS.

**Management OHS Nominee:** A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.

**Mobile Equipment:** A wheeled or tracked vehicle which is engine or motor powered.

**Traffic Management Plan:** A concise overview of the arrangements put in place to manage the risks associated with the interaction of pedestrians and vehicles within a DEECD school/workplace.

**Workplace Manager:** The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

**5. Responsibility:**

**The Workplace Manager and/or Management OHS Nominee** is responsible for:

- Identifying traffic related hazards within the workplace;
- Consulting with the HSR and employees in relation to identifying and managing traffic related hazards;
- Completing a Traffic Management Plan (TMP) using the TMP template;
- Modifying the *Workplace Inspection Checklist (Traffic)* to incorporate controls outlined in the TMP;
- Scheduling workplace inspections on the *OHS Activity Calendar* to manage all traffic related hazards;
- Entering identified traffic related hazards into the *OHS Risk Register*; and
- Reviewing controls and the *OHS Risk Register*.

**HSR:**

The functions of the **HSR** can include:

- Reporting traffic related hazards to the Workplace Manager and/or Management OHS Nominee;
- Assisting with workplace inspections;

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- Assisting in risk assessments;
- Assisting with the Implementation of controls as required; and

**Employees** are responsible for:

- Reporting traffic related hazards to the Workplace Manager and/or Management OHS Nominee;
- Assisting the Workplace Manager and/or Management OHS Nominee to complete risk assessments as required; and
- Assisting the Workplace Manager and/or Management OHS Nominee with workplace inspections.

## 6. Procedure:

### 6.1 Traffic Management Plan

The **Workplace Manager and/or Management OHS Nominee** is responsible for completing a Traffic Management Plan using DEECD's **Traffic Management Plan** or equivalent template for their workplace. The plan should 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;
- staff car park;
- special events such as fetes and sports carnivals;
- lawn mowers; and
- mobile equipment such as forklifts and tractors.

### 6.2 Identify Hazards Associated with Traffic

The **Workplace Manager and/or Management OHS Nominee**, in consultation with the HSR and employees, is to identify all areas where mobile plant and equipment are present within the workplace.

The **Workplace Manager and/or Management OHS Nominee** is to review and amend the **Workplace Inspection Checklist**, as required with reference to the completed TMP, to assist in initially identifying traffic hazards. In order to monitor traffic related hazards on an ongoing basis, the **Workplace Manager and/or Management OHS Nominee** is to ensure that the workplace inspections are scheduled on the **OHS Activity Calendar** at regular intervals as required in the **Workplace Inspection Procedure**.

In all instances the **Workplace Manager and/or Management OHS Nominee** must record the identified traffic related hazards on the **OHS Risk Register**.

### 6.3 Risk Assessment

The **Workplace Manager and/or Management OHS Nominee** is to assess the risk for traffic related hazards using the risk matrix outlined in the **OHS Risk Management Procedure**. The risk assessment is to be conducted in consultation with the HSR, employees and contractors and documented in the **OHS Risk Register**.

### 6.4 Controlling Risks Posed by Traffic

The **Workplace Manager and/or Management OHS Nominee**, in consultation with the HSR and employees is required to control risks associated with traffic.

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The **Workplace Manager and/or Management OHS Nominee** should ensure that all control measures are included on the **OHS Risk Register** and documented in the TMP.

When determining controls to reduce risks, the **Workplace Manager and/or Management OHS Nominee** must follow the hierarchy of control outlined in **OHS Risk Management Procedure**.

Examples of controls (from most to least effective) could include:

- 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;
- providing personal protective equipment such as high visibility vests; and
- training employees, contractors and visitors about traffic related hazards (see **Induction and Training Procedure**).

### 6.5 Reviewing Controls

The **Workplace Manager and/or Management OHS Nominee** is responsible for reviewing the effectiveness of controls in consultation with the HSR and employees. This review is to be documented in the **OHS Risk Register** and any changes to controls must be incorporated into the TMP.

### 6.6 OHS Risk Register

The **Workplace Manager and/or Management OHS Nominee** is to make sure that the **OHS Risk Register** is kept up to date and is reviewed when traffic related hazards are identified, assessed, controlled and reviewed.

### 7. Related Documentation:

**OHS Risk Register**

**OHS Risk Management Procedure**

**Traffic Management Plan**

**OHS Activity Calendar**

**Workplace Inspection Procedure**

**Workplace Inspection Checklist**

**Induction and Training Procedure**

**Traffic Management Plan template**

### 8. Version Control

Version	Section Amended	Amendment	Date Created	Author
2	4; 5; 6.2; and 6.3	Revised Traffic Management Procedure to reflect changes to Traffic Management Plan template.	July 2010	Employee Health Unit
3	All	Two yearly review as per OHSMS requirements	April 2011	Employee Health Unit