



## TRAFFIC MANAGEMENT POLICY

### Purpose

The purpose of this procedure is to ensure all risks associated with traffic within the Department of Education and Training (DE&T) workplaces are identified and managed.

### 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 DE&T workplaces.

### References

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

### Definitions

<b>Deputy Health and Safety Representative:</b>	An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to Occupational Health and Safety (OHS) in the absence of the HSR.
<b>Health and Safety Representative (HSR):</b>	An elected employee responsible for representing employees within a DWG on matters relating to OHS.
<b>Management OHS Nominee:</b>	A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.
<b>Mobile Equipment:</b>	A wheeled or tracked vehicle, which is engine or motor, powered.
<b>Traffic Management Plan:</b>	A concise overview of the arrangements put in place to manage the risks associated with the interaction of pedestrians and vehicles within a DE&T school/workplace.
<b>Workplace Manager:</b>	The Manager or Principal responsible for the school, central office, regional office or other DE&T workplace.

### Responsibility

**The Workplace Manager** and/or **Management OHS Nominee** are 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**.



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### 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;
- 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.

## Procedure

### Traffic Management Plan

The **Workplace Manager** and/or **Management OHS Nominee** are responsible for completing a Traffic Management Plan using DE&T'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.

### Identify Hazards Associated with Traffic

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

The **Workplace Manager** and/or **Management OHS Nominee** are 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**



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### **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**.

### **Risk Assessment**

The **Workplace Manager** and/or **Management OHS Nominee** are 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**.

### **Controlling Risks Posed by Traffic**

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

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**).

### **Reviewing Controls**

The **Workplace Manager** and/or **Management OHS Nominee** are 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.

### **OHS Risk Register**

The **Workplace Manager** and/or **Management OHS Nominee** are 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.



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### 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*

This policy will be reviewed as part of the school's three-year review cycle.