

## Traffic Management Plan Template (TMP)

The **Workplace Manager** and/or **Management OHS Nominee** are to develop a Traffic Management Plan (TMP) by considering the traffic management issues that are unique to their school/workplace in consultation with the HSR and employees. Reference should be made to the *Traffic Management Procedure* for assistance in completing the TMP.

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>School/Workplace:</b>                         | Osbornes Flat Primary School |
| <b>Workplace Manager/Management OHS Nominee:</b> | Kade Livermore               |
| <b>Health and Safety Representative:</b>         | Bec Davis                    |
| <b>Person completing TMP:</b>                    | Bec Davis                    |
| <b>Date of Plan:</b>                             | 17/06/2025                   |
| <b>Date of Plan Review:</b>                      | 17/06/2026                   |

### Pick up and drop off points for students (e.g. private vehicles, buses etc.):

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:
  - Entrance to School from the main road
  - Exit to School from the main road
- Designated pick up and drop off areas for students are located at:
  - Front of the school, in designated drop off area
- Pick up and drop off areas for students are clearly marked by:
  - Lines to road
- Designated pedestrian crossings are:
  - None, supervision at the front of school area
  - Before School starts and After School ends
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
  - N/A
- Pedestrian walkways are physically protected from designated roadways by:
  - N/A
- Pedestrian walkways are clearly marked/indicated by:
  - Clear Foot Path along the edge of school/car park
- Speed restriction signage is clearly displayed in the workplace at the following locations:
  - 1 for 60 KPH at designated times
- Speed controlling devices are in place to restrict vehicle speed on site:
  - Flashing Sign 50 metres from school entrance
- Other considerations or risk controls that need to be documented?
  - Bus entering and exiting the school drop off area
  - School Mini bus entering and exiting the school drop off area

### 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:
  - None
- Courier and/or delivery drop off points are clearly marked by:
  - N/A
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
  - N/A
- Speed controlling devices are in place to restrict vehicle speed on site:
  - N/A
- Other considerations that may need to be documented?
  - Entrance road is one way
  -

### Safe passage of vehicles in Osbornes Flat 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, forklifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around Osbornes Flat PS during the following time periods of peak pedestrian traffic:
  - 8am-3.30pm
- Prior to entering Osbornes Flat PS, drivers of large vehicles must report to the Principal or Business Manager to arrange for a member of staff to act as a “spotter” to supervise vehicle movements whilst on site.
- Forklifts are only to be used in clearly marked areas as designated on the site map.
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
  - N/A
- Other considerations or risk controls that may need to be documented?
  - N/A

### Parking arrangements

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

- There are 40 car parks available for employees, 40 car parks available for visitors and 0 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
  - None
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
  - Front of the Admin building
- Other considerations or risk controls that may need to be documented?
  - None

### Special Events (e.g. Fetes, 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.

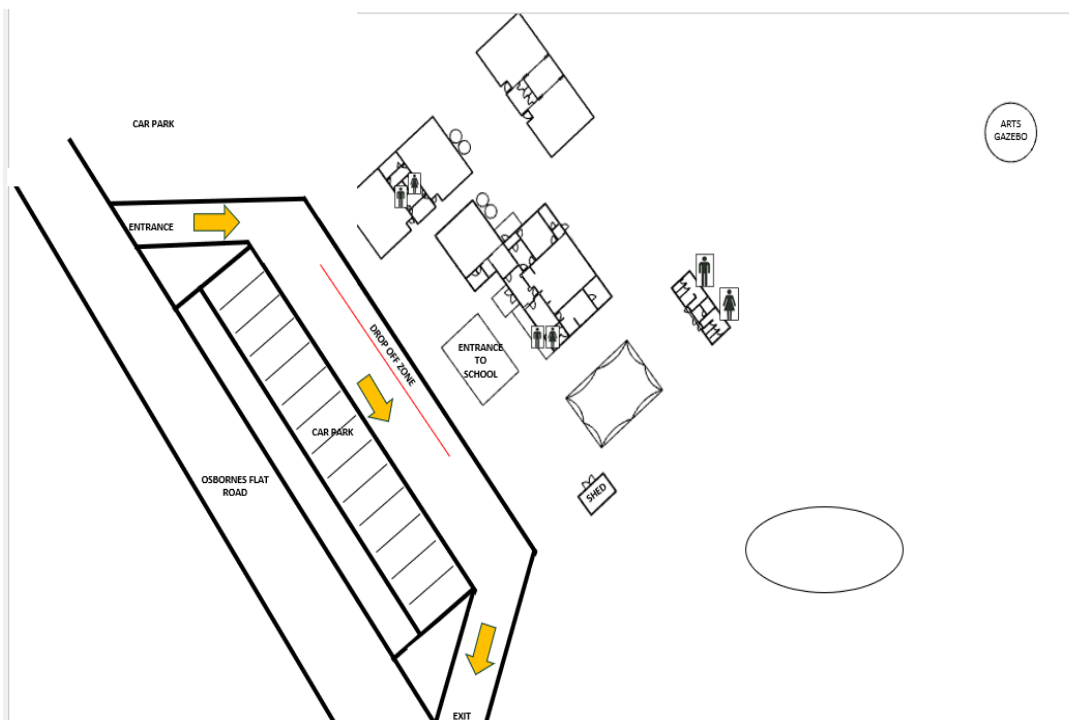
The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers 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:
  - N/A
- Other considerations or risk controls that need to be documented:
  - N/A

### Additional documentation

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

## WORKPLACE LAYOUT





-  Pedestrian Crossing
-  Emergency Vehicle Access Point
-  School Entrance Walking Path

### Signatures:

Workplace Manager/Management OHS Nominee..... Date 17/06/2025

Health and Safety Representative..... Date 17/06/2025

Person Completing TMP..... Date 17/06/2025