

# HOLMESGLEN INSTITUTE

## Traffic Management Plan

Version 02 - December 2025

# HOLMESGLEN TRAFFIC MANAGEMENT PLAN

**RELATED RULE OR POLICY:**

Occupational Health and Safety Policy  
Risk Management Rule

## 1. PURPOSE

This Traffic Management Plan (TMP) sets out the procedures for traffic management across all campuses and assesses the risk associated with pedestrian, mobile plant and vehicle traffic across the campuses. Holmesglen aims to minimise the risks associated with vehicle and pedestrian interactions to ensure the safety of all employees, learners, consultants, contractors and visitors.

## 2. SCOPE

This plan applies to all employees, learners, consultants, contractors and visitors and includes delivery truck drivers and the general public on Holmesglen Institute campuses. The TMP is to be adhered to 24 hours a day, and every day of the year. Holmesglen Institute requires all persons who enter Holmesglen campuses for whatever reason to comply with this TMP.

Holmesglen campuses include the Chadstone, Glen Waverley, Moorabbin, Drummond Street, Futuretech, Bourke Street and Eildon.

Campus	Location
Chadstone	1-49 Batesford Road, Malvern East
Moorabbin	488 South Road, Moorabbin
Glen Waverley	595 Waverley Road, Glen Waverley
Drummond Street	41 Drummond Street, Chadstone
Futuretech	Level 2, 200 Arden Street, North Melbourne
Bourke Street	Level 3, 206 Bourke Street, Melbourne
Eildon	92 Moore Road, Eildon

## 3. PROCEDURES

This plan outlines procedures and guidelines to:

# HOLMESGLEN TRAFFIC MANAGEMENT PLAN

- Ensure the safety of all employees, learners, consultants, contractors, visitors, delivery truck drivers and the general public from traffic hazards that may arise as a result of entering Holmesglen Institute campuses.
- Separate forklift/plant and pedestrian traffic as far as is reasonably practicable on internal roadways.

Procedure / Action	Accountability
<b>3.1 Ensuring the safety of all employees, learners, consultants, contractors, visitors, delivery truck drivers and the general public from traffic hazards that may arise as a result of entering Holmesglen Institute campuses</b>	
a) Ensure the implementation of the Traffic Management Plan.	Executive Director Corporate and Commercial Services
b) Update and maintain the map of the campus and map of all high risk conflict areas between plant/truck and pedestrians. c) Identify types of vehicles and access zones using internal roadways. d) Identify frequency of forklift/truck movements and establish timeframes for usage/entry. e) Identify and establish parking and loading/unloading arrangements. f) Identify and ensure appropriate access markings/signage for pedestrian access. g) Assess high risk traffic areas and ensure: <ul style="list-style-type: none"> <li>i. Installation of convex mirrors to internal and external of buildings at blind corners.</li> <li>ii. All areas are tidy to eliminate blind spots and regular housekeeping inspections are conducted to eliminate hazards.</li> <li>iii. Installation of permanent fences or barriers to restrict pedestrian access when forklift or mobile plant is being used during loading and unloading or movement of goods/items.</li> <li>iv. Reconfigure employee/learner access to bins at the rear of trade barn areas, to limit pedestrian traffic.</li> <li>v. Waste bin pick up times are scheduled outside of business hours.</li> <li>vi. Speed limits signage is appropriate displayed.</li> </ul> h) Ensure designated line markings for: <ul style="list-style-type: none"> <li>i. Loading bays and exclusion zones for loading and unloading of trucks and designated contractor</li> </ul>	Manager Facilities

# HOLMESGLEN TRAFFIC MANAGEMENT PLAN

<ul style="list-style-type: none"> <li>parking for Moorabbin and Glen Waverly Campus.</li> <li>ii. Delivery truck driver and other persons safety zones.</li> <li>iii. Line markings for designated pedestrian walkways.</li> <li>iv. Pedestrian crossings to encourage pedestrians to use designated walkways.</li> </ul>	
<ul style="list-style-type: none"> <li>i) Ensure all contractors complete induction that includes the Traffic Management Plan.</li> <li>j) Ensure visitors are made aware of traffic management requirements.</li> <li>k) Ensure all employees and services contracted through a signed agreement complete induction that includes the Traffic Management Plan.</li> <li>l) Ensure all learners complete induction that includes the Traffic Management Plan.</li> </ul>	Manager Security Services Manager Associate Director Human Resources Operations Associate Director Employee Experience
<ul style="list-style-type: none"> <li>m) Ensure parking arrangements are managed for all employees, learners, consultants, contractors, and visitors.</li> <li>n) Ensure speed limits are implemented.</li> </ul>	Manager Security Services
<ul style="list-style-type: none"> <li>o) Ensure employees using high risk mobile plant hold the appropriate licence at appointment and during their employment tenure.</li> <li>p) Ensure learners using mobile plant as part of the course of study are under direct supervision of a licenced employee.</li> <li>q) Ensure maintenance of forklift and mobile plant.</li> </ul>	Manager Dean HoD
<ul style="list-style-type: none"> <li>r) Ensure that all traffic management requirements are adhered with, including:               <ul style="list-style-type: none"> <li>i. completion of induction requirements</li> <li>ii. holding the relevant licence for all mobile plant</li> <li>iii. following all speed limits, line markings, parking requirements and pedestrian crossings</li> <li>iv. supervising learners when using mobile plant (where required during their course of study)</li> <li>v. reporting on all traffic management incidents to relevant Manager.</li> </ul> </li> </ul>	All employees Learners Visitors Consultants Contractors Forklift drivers/Mobile plant operator
<b>3.2 Separate forklift/plant and pedestrian traffic as far as is reasonably practicable on internal roadways</b>	
<ul style="list-style-type: none"> <li>a) Assess the usage of all plant and forklifts and ensure:</li> </ul>	Manager Facilities

# HOLMESGLEN TRAFFIC MANAGEMENT PLAN

<ul style="list-style-type: none"> <li>i. audible and visual signals are installed on forklifts and buildings</li> <li>ii. rear vision mirrors are installed on all forklifts</li> <li>iii. appropriate signage is displayed at all locations advising on forklift and mobile plant traffic activities</li> <li>iv. forklift display “keep 3 metres clear of forklift”.</li> </ul> <p>b) Bollards are installed to protect racking/stationary plant inside building areas.</p>	
<h3>3.3 Emergency and Critical Incident Management</h3>	
<p>Refer to Emergency Procedures and the Critical Incident Management Plan (CIMP) when responding to emergencies or critical incidents.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>a) The CIMP references the Critical Incident Management Team (CIMT) and includes all members of the senior Executive and is chaired by the Chief Executive.</li> <li>b) Business Continuity Plans are in place for all key Institute operations to ensure continuity of services for Institute programs and activities and to support remote learning and working from home where relevant. For a copy of the BCP for your department or faculty contact your manager or relevant Executive.</li> </ul>	<p>Critical Incident Management Team</p>
<h3>3.4 Reporting</h3>	
<ul style="list-style-type: none"> <li>a) Monitor the implementation of traffic management requirements.</li> <li>b) Receive and analyse traffic management incidents and report on all incidents to the Facilities Manager.</li> </ul>	<p>Employees Manager</p>
<ul style="list-style-type: none"> <li>c) Assess traffic management implementation and consider improvement actions.</li> <li>d) Complete relevant reporting to Management, Board Committees and regulatory body as required.</li> </ul>	<p>Manager Facilities Executive Director Corporate and Commercial Services Manager OHS Associate Director Human Resources Operations</p>
<ul style="list-style-type: none"> <li>e) Identify notifiable incidents and notify WorkSafe immediately on incidents where applicable.</li> </ul>	<p>Manager OHS Associate Director Human Resources Operations</p>

## 4. DEFINITIONS

Term	Meaning
Contractors	<p>A contractor is an individual or organisation that is formally engaged to provide works or services for or on behalf of an entity. This definition does not include casual, fixed term or temporary employees employed by the entity. A contractor may be an individual sole trader, a company, a partnership or a trust.</p> <p>This includes all contractors operating forklifts, mobile plant and trucks.</p>
Consultants	<p>A particular type of contractor that is engaged primarily to perform a discrete task for the Institute that facilitates decision making through the provision of expert advice and analysis and/or development of a written report or other intellectual output.</p> <p>A consultant may be an individual sole trader, a company, a partnership or a trust.</p> <p><b>Note:</b></p> <p>Many contractors may call themselves consultants but do not fall within this definition. The main distinguishing factor of a consultant is the predominantly advisory nature of their work.</p>
Employees	<ul style="list-style-type: none"> <li>• All persons employed at the Institute</li> <li>• All persons operating forklifts, mobile plant and driving/walking on Holmesglen campuses.</li> </ul>
Manager	<p>The person who is responsible for the operations of a faculty, department, centre, unit or another functional area within Holmesglen.</p>

## 5. CONTEXT AND/OR REFERENCED DOCUMENTS

### Internal

Code of Conduct  
 Contractor Safety Induction and Sign-in Procedure  
 Critical Incident Management Plan  
 Employment Policy  
 Support and Wellbeing Policy (Learners)  
 Hazard Identification and Risk Assessment Procedure  
 Hazard and Incident Report  
 Risk Management Plan

Safety Consultation Procedure

**External**

OHS Act 2004

OHS Regulations 2017

## 6. VERSION HISTORY

Version Number	Date	Summary of changes
V1	January 2024	New traffic management plan.
V2	December 2025	Scheduled review with minor updates to: <ul style="list-style-type: none"><li>▪ wording regarding inclusion of TMP as a part of site induction</li><li>▪ removal of word 'retractable' from Section 3.1 (iii).</li></ul>