

SITE GUIDE 05

FORKLIFT OPERATIONS GUIDE

1. PURPOSE

The purpose of the Forklift Operations Guide is to outline the process and requirements for Forklift registration and for Forklift Operators who operate a Forklift whilst on the Site.

The Forklift Operations Guide is in place to:

- Ensure awareness and compliance with Site safety requirements;
- Maintain the highest level of safety on Site for all Site users and Visitors; and
- give greater assurance that all Forklift Operators are competent in the use of a Forklift.

Words and terms defined in the Site Rules and used in this Guide have the same meaning as prescribed to them in the Site Rules.

To the extent there are any inconsistencies between the Site Rules and the Guides, the Site Rules prevail.

2. FORKLIFT OPERATORS PERMIT

2.1 Forklift Operators Permit Application

- (a) Any Person operating a Forklift on the Site must have:
 - (i) current Site Access Card;
 - (ii) current and valid High-Risk Work Licence;
 - (iii) PMG Forklift Operators Permit; and
 - (iv) a current and valid Driver's Licence when operating in Common Areas.

2.2 Application Process

- (a) A Forklift Operators Permit application will be completed as part of the process when obtaining a Site Access Card or renewal of a Site Access Card. (*See Site Access Guide*)
- (b) If a Forklift Operators Permit is to be added to an existing Site Access Card the process for obtaining a Forklift Operators Permit is as follows:
 - (i) Complete and submit the relevant section relating to Forklifts in the Site Access Card application and attach the required documentation.
 - (ii) Complete the Forklift Operators Permit Induction either online or at PMG Reception.
 - (iii) Payment of any fees required.
 - (iv) Formal approval by PMG.
 - (v) Update of Site Access Card to include Forklift Operators Permit and expiry date.
 - (vi) Issuance of Site Rules Forklift Operating Permit guides and specific Forklift safety guides.

2.3 Additional Application Documentation

- (a) Submitted with the application must be the original version of:
 - (i) Current valid High-Risk Licence
 - (ii) Current valid Driver's Licence
 - (iii) Evidence of the successful completion of the PMG Forklift Operators Permit Induction.

- (b) A photocopy of the document can be made at PMG reception.

2.4 Forklift Operators Permit Induction and Annual Refresher

- (a) This induction can be conducted online from any location and is in the form of a knowledge test. It can also be completed in person in the PMG Admin Office or at the applicant's relevant Tenancy with prior arrangement.
- (b) When successfully completed the applicant will be issued with a certificate of completion. A copy of this certificate will also be retained by PMG for its records.
- (c) Successful completion of an annual Forklift Safety Refresher will be required to renew the Forklift Operators Permit.

2.5 Associated Documents Issued with Approved Forklift Operators Permit

- (a) Once a Forklift Operators Permit has been approved and the relevant information added to the Site Access Card, the following (or similar) additional supporting information will be provided to the applicant.
 - (i) Forklift safety summary sheet.
 - (ii) Forklift Operators Information.
- (b) The PMG Forklift Operators Permit forms part of the PMG Site Access Card and must be carried at all times along with the Forklift Operator's current High-Risk Work Licence when operating a Forklift on Site.

2.6 Renewals

- (a) The Forklift Operators Permit is valid for a period of 12 months or up to either of the expiry of the holders High Risk Work license or Drivers Licence, whichever comes first.
- (b) 30 days prior to the expiry date, the holder may be sent notification of the expiry of their Site Access Card and PMG Forklift Operators Permit. However, it is the sole responsibility of the Card Holder to ensure that their Site Access Card and Forklift Operators Permit is renewed in a timely manner as required.
- (c) To renew a Forklift Operators Permit, the holder must, on an annual basis:
 - (i) Complete an annual PMG Forklift Operators Permit Safety Refresher.
 - (ii) Complete a PMG annual Site Safety Refresher.
- (d) In addition, every two years, the holder must complete a Forklift Verification of Competency (VOC). To renew the operator's permit the Forklift Operator must provide evidence of having completed a VOC through an external certified and qualified provider.
- (e) It is the responsibility of the Permit holder to renew and ensure the currency of their Forklift Operators Permit at all times.
- (f) PMG accepts no responsibility to have to notify a holder of pending expiry of a permit.

3 FORKLIFT REGISTRATION

3.1 Registration Process

- (a) All Forklifts operating on any common area of the Site must be registered with PMG and display appropriate signage to identify the owner.
- (b) The process for registering a Forklift is as follows:
 - (i) Submission of the Forklift Registration Application Form to PMG reception with relevant documentation.
 - (ii) Payment of the application and any other fees.
 - (iii) Approval notification by PMG.
 - (iv) Allocation and issuance of PMG registration numbers and roof signage to be affixed to the Forklift.
- (c) The following documentation should be attached to the form:
 - (i) Evidence of ownership or lease of the Forklift.
 - (ii) A certificate of insurance or other evidence satisfactory to PMG establishing that the Forklift is insured under a Forklift Insurance Policy.
 - (iii) An inspection certificate as to Vehicle fitness for purpose containing Information such as last inspection date and next inspection date.
 - (iv) Evidence that the Forklift has been fitted with an AFL valve to the LPG cylinder.
 - (v) For LPG Forklifts, evidence that the LPG Forklift has either been speed governed to 20 (twenty) kilometres per hour or that a speedometer has been installed (this can be in the form of photos or in writing by the sales, hire or servicing company).
 - (vi) Any other certificates, approvals or licences required under any law for the operation or use of the Forklift.
- (d) For the avoidance of doubt, the registration requirements also apply to hired Forklifts operated within the Site.

3.2 Signage and Forklift Identification

- (a) Once approved the owner/lessor of the Forklift is to attach:
 - (i) PMG Identification Numbers to the Forklift within three (3) days of approval;
 - (ii) Company identification signage to the forklift within fourteen (14) days of approval.
- (b) The requirements for Forklift signage and identification are as follows:
 - (i) PMG identification numbers (issued by PMG) are attached so they are clearly visible from above and either side of the Forklift.
 - (ii) Company identification either in the form of logo, company name or buyer registration code (tenant/owner cost).
- (c) Signage must be as per PMG requirements and specifications as set out in 3.2 (i), (ii), (iii).
 - (i) Signage must be attached to the roof and side of the forklift (behind and below the driver's seat).
 - (ii) The roof signage attachment must be at least 20cm in diameter (to be easily

- read by CCTV)
- (iii) The side signage should be the same as the roof signage but can be a minimum of 10cm in diameter.

3.3 Renewal

- (a) Forklifts are registered for a period of 12 months from date of approval.
- (b) Forklift registrations must be renewed prior to the expiry of the current registration period. Registration renewal fees are payable annually in advance.
- (c) Registration renewals will only be validated when:
 - (i) PMG's annual registration fee is paid, and
 - (ii) A completed Forklift renewal application with all required Registration Documentation is submitted to and agreed as complete and in order by PMG.
- (d) If the above registration conditions are not met prior to the expiry of the current registration period:
 - (i) the Forklift registration will not be renewed
 - (ii) the Forklift may be red tagged out of service; and
 - (iii) the unregistered Forklift may not be operated within the Site with the need for a new application to be made to PMG if the Forklift is again to be used on the Site.

3.4 Transfer Of Registration

- (a) A Person who buys, or otherwise acquires, a registered Forklift must apply to PMG to transfer the Forklift's registration within seven (7) days of acquisition.
- (b) An application for the transfer of registration must be made to PMG in the approved form and accompanied by:
 - (i) Any amounts due, including fees payable for the renewal of the Forklift's registration, and
 - (ii) The documents and materials required for registration of a Forklift.

3.5 Cancellation Of Registration

- (a) A Forklift owner may cancel their Forklift registration at any time where the Forklift is no longer used at the Site. Forklift registration fees are not refundable.
- (b) PMG may, by written notice to a Forklift owner, cancel the registration of a Forklift if, in the opinion of PMG, there has been a failure to comply with any of the provisions of the Site Rules or associated Guides with respect to the Forklift or its use.
- (c) A Forklift registration is deemed to have been cancelled if:
 - (i) Application for renewal of registration is refused or not made in accordance with the provisions of the Site Rules and this Guide.
 - (ii) Fees for registration or renewal of registration are not paid by the due date, or

- (iii) An amount payable to PMG for registration or renewal of registration is not honoured.

4 FORKLIFT OPERATORS

- (a) A Forklift Operator must operate the forklift safely and in accordance with the High-Risk License Requirements, WA Road Traffic Act (1974), Road Traffic Code (2000) and these Site Rules including:
 - (i) Hold a valid motor vehicle drivers licence, a High Risk Work Licence and PMG Forklift Operators Permit.
 - (ii) Notify PMG of any loss or suspension of their motor drivers licence prior to operating a Forklift on Common Areas.
 - (iii) Carry their High Risk Work Licence, PMG Forklift Operators Permit at all times and produce such licences and cards upon request.
 - (iv) Have their seatbelts fastened at all times when the Forklift is moving.
 - (v) Not use a hand-held device (such as a mobile phone), eat, drink or smoke or do anything other than operate the controls whilst the Forklift is moving.
 - (vi) Have driving lights illuminated when the Forklift is in operation.
 - (vii) Use traffic indicators and horns (prior to reversing) where these are fitted to the Forklift.
 - (viii) Not drive under the influence of Drugs or Alcohol
 - (ix) Safely and securely stack the load on the Forklift.
 - (x) Not carry or stack more than a maximum of 15 empty Pallets (or three bins high) in any common area and any unsecured load must not protrude past the height of the main mast.
 - (xi) At all times, travel with forks no higher than approximately 20 centimetres above the road surface whether the Forklift is laden or not laden.
 - (xii) Travel in a forward direction if no load is being carried, or if a load is being carried which does not obstruct the driver's view or if a load is being driven up Road gradients.
 - (xiii) Travel in a reverse direction if a load is being carried which obstructs the Driver's view or if a load is being driven down road gradients.
 - (xiv) Not carry passengers unless the Forklift is designed to carry more than one Person and an additional seat, footrest and seatbelt is provided.
 - (xv) Not raise any Person on tines or Pallets.
 - (xvi) Not allow any Person to stand, work or walk under raised tines.
 - (xvii) Not reach through the mast or place body parts outside the Forklift while it is in operation.
 - (xviii) Obey the Forklift speed limit of 10 kilometres per hour in the CTA and Buyer Bays and all other speed restrictions as per Site signage and as defined in the Traffic Management Plan, namely 20kmh for Forklifts and 30kmh for all other vehicles.
 - (xix) Obey traffic usage signage and management Signs including all give way, stop, traffic flow and road markings.
 - (xx) Give way when entering Roads from other Common Areas or Tenancy Areas.
 - (xxi) Travel on the left side of all Roads in the direction of travel.
 - (xxii) Not pass other Vehicles travelling in the same direction at intersections, blind spots or other dangerous locations.
 - (xxiii) Not drive on Designated Walkways except when entering or exiting a

- Tenancy Area and travelling perpendicular to the walkway.
- (xxiv) Drive responsibly and not engage in unacceptable or unsafe driving practices.
 - (xxv) Give way to Pedestrians at all times.
 - (xxvi) Maintain safe distances between moving vehicles/Forklifts.
 - (xxvii) Refuel the Forklift in accordance with the LPG dispensing procedures within the designated LPG dispensing area only and not service or wash Forklifts in the Common Area.
 - (xxviii) Not drive over spilt liquids or powders as this reduces the traction of the tyres and spreads the substance, causing problems for other traffic.

5 FORKLIFT OPERATIONS

5.1 Forklift Compliance

- (a) All Forklifts must be mechanically sound when operated on the Site and, at a minimum:
 - (i) serviced in accordance with the manufacturers handbook.
 - (ii) seatbelts must be operational and Drivers must have their seatbelts fastened.
 - (iii) headlights must be fully functional.
 - (iv) brake lights must be fully functional.
 - (v) traffic indicators must be fully functional.
 - (vi) speed regulators (if fitted) must be fully functional and not altered in any way.
 - (vii) any horn must be fully functional.
 - (viii) any reversing tone or alarm must be functional.
 - (ix) identification plates and signage must be fitted and clearly visible in accordance with this Guide.

5.2 Non-Conforming Forklifts

- (a) A Forklift must not be altered with any temporary or permanent fixture or addition which obscures vision, alters performance or which does not meet the manufacturer's handbook in respect of proprietary products.
- (b) PMG may require either a Person applying for Forklift registration or the owner of a registered Forklift to submit the Forklift for inspection at a specified time and place at the expense of the registered owner.
- (c) If a Forklift does not conform with the Site Rules or any law relating to the use and operation of a Forklift, PMG may refuse to register or renew the registration or may cancel the registration of a Forklift at which time PMG may require the Forklift to not be operated and removed from the Site.

6 NON- COMPLIANCE FOR FORKLIFT OPERATORS

- (a) If a Person breaches any obligation or condition of this Guide, the Forklift Operators Permit, Forklift safety guide or the Site Rules, PMG may, without limiting any other rights;
 - (i) Withdraw the permit for that Person to operate a Forklift on the Site (regardless of any valid licences for such Vehicles that the Person holds).
 - (ii) Issue a formal verbal or written warning through an Authorised Officer.
 - (iii) Withdraw access to the Site for such a period as determined by PMG;
 - (iv) Vary the terms of that Person's Site Access Card, and / or

- (v) Do any combination of these things.

7 LIABILITY

- (a) The regulation of Forklifts used in any part of the Site under these Site Rules does not in any way:
 - (i) Limit or reduce the liability of Forklift owners and Forklift Operators for loss, damage, death or injury caused as a consequence of their acts and omissions.
 - (ii) Create a basis upon which PMG could be asserted to have assumed any responsibility whatsoever for any such acts and omissions.
 - (iii) Replace or remove the requirement for a Tenant or other Forklift owner or Forklift Operator to register or conditionally register any Forklift as required under Legislation.
- (b) Forklift owners and Forklift Operators indemnify and hold PMG harmless in respect of all loss, damage, death or injury caused as a consequence of their acts and omissions concerning Forklifts and their use within the Site.

Guide Process Flowchart

