



# Demerit Points Policy

This policy applies to all forklift operators, operating in common areas of the Perth Markets Group Limited (PMGL) site, including PMGL employees, tenants and tenant employees, buyers and buyer employees, and contactors.

## 1. Definitions

<b>Authorised Person</b>	A person authorised by PMGL to act on PMGL's behalf in the performance of any act, discretion, or duty with respect to the PMGL Site Rules and includes the CEO and each Market Officer or person as designated by the CEO.
<b>CEO</b>	Means the Chief Executive Officer of PMGL.
<b>Contractor</b>	A person (other than as an employee of a Tenant or PMGL) who is providing a service to PMGL, or to tenants or persons within the site.
<b>Forklift</b>	A vehicle, designed to be equipped with pallet forks, that is commonly used for loading, unloading, and transporting palletised goods, also known as load shifting mobile plant.
<b>Forklift Operator</b>	A person who operates a forklift on the site.
<b>Demerit Point</b>	Are part of the penalties for various offences of the site rules. They can vary anywhere from one to three points depending on the offence. Each point received stays on the offenders' records for twelve months.
<b>Headphones</b>	A device worn inside the outer ear, or over the ear to listen to audio signals or communicate with as a hands-free device.

## Policy Statement

Forklift operations are a significant hazard on the Perth Markets site. Incidents involving forklift collisions and pedestrian impacts can cause significant harm. Operators of this mobile plant must undertake structured training to obtain a High-Risk Work License (HRWL) and a site forklift permit before they can operate a forklift on-site. This training is in addition to other measures implemented to reduce the risk of harm, such as the duty to provide safe plant, ongoing maintenance, pre-start inspections, effective warning devices, speed controls and implemented traffic management plans.

PMGL has implemented rules for operation of forklifts and other mobile vehicles on site. This is communicated to all site users as part of the induction and available on the Perth Markets website as the Perth Markets' Site Rules and Guides. These Site Rules are intended to:

- Provide, without limitation, rules and requirements relating to site access, traffic management, conduct on site, environmental management, compliance with laws and regulations and Remedial Actions for Non-Compliance.
- Minimise the risk of loss, damage, death or injury being sustained to persons or property at the site and promote the safe, effective and efficient operations of the site.
- Facilitate the efficient and effective transacting of business on the site having regard to the interests of all persons using the site as a whole.

## Breaches

PMGL authorised officers have been granted the authority from the CEO to monitor compliance with this policy, issue written warnings, and demerit points for any of the following offences. Demerit Points assigned as follows:

- Speeding,
- Failure to obey stop signs,
- Parking in walkways (longer than one minute),
- Use of a mobile phone while driving,
- Failure to wear a seat belt, and
- Breach of the Open Ears Policy.

## Demerit Points Management

On issuing a written warning, for an offence listed below, a set number of demerit points will be recorded in the person’s file. At any time, the offender accumulates 12 or more points, the forklift operating permit will be cancelled for the following three months. During this time, the individual may not operate a forklift in any common area within the site boundaries of the Perth Markets.

- Demerit Points are valid for a 2-year period.
- PMGL must notify a person if they have accrued 10 Demerit Points.
- If a person accrues 12 Demerit Points, PMGL may suspend that person’s forklift operators permit for a period of 3 months.

RULE	DISCRIPTION	INFRINGMENT	DEMERIT POINT	WARNINGS
4.(a)	Not operate a forklift with headphones fitted into or over an ear.	Operating a forklift while wearing headphones or Earpieces.	1	Written Warning
5.5.2 (c)	<b>It is prohibited for a Person to park any Vehicle (including forklifts)</b> in any manner that blocks access or creates an obstacle (physical or visual) to fire exits, emergency equipment, pedestrian crossings, footpaths, <b>walkways</b> , car parks or roads.	Parking a forklift on a pedestrian walkway for longer than one minute.	2	Written Warning
4.(a)(iv)	Have their seatbelt always fastened when the forklift is moving.	Failure to wear a seat belt while operating a forklift.	2	Written Warning
4.(a)(v)	<b>Not use a hand-held device</b> (such as a <b>mobile phone</b> ), eat, drink or smoke or do	Using a handheld mobile phone while operating a forklift	3	Written Warning

	anything other than <b>operate the controls whilst the forklift is moving.</b>	(not otherwise parked and stationary).		
<b>4.(a)(xvii)</b>	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.	Operating a forklift at speeds in excess of the posted speed limit.	3	Written Warning
<b>4.(a)(xix)</b>	<b>Obay traffic usage signage</b> and management signs including all give way, <b>stop</b> , traffic and road markings.	No stopping a forklift at an intersection with a stop sign.	3	Written Warning

## Appeals

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In line with Perth Markets Rules and Guides section 7 Non-compliance guide:

A person issued with Demerit Points will be given the opportunity to reply in writing to the Demerit Points within three (3) business days and either accept or appeal the Demerit Points. On review of the issues raised in the person's written appeal by the PMGL CEO, PMGL may vary any Demerit Points issued. PMGL will provide its determination within five (5) business days of receipt of the appeal.