



**PERTH MARKETS**

# **FORKLIFT OPERATIONS GUIDE**

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# Section 1

## PURPOSE

- (a) 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:
  - (i) Ensure awareness and compliance with Site safety requirements,
  - (ii) Maintain the highest level of safety on Site for all Site users and Visitors, and
  - (iii) Give greater assurance that all Forklift Operators are competent in the use of a Forklift.
- (b) 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.

# Section 2

## FORKLIFT OPERATORS PERMIT

### 2.1 Forklift Operators Permit Application

- (a) Any Person operating a Forklift on the Site must have:
  - (i) A Current Site Access Card,
  - (ii) A Current and valid High-Risk Work Licence,
  - (iii) A PMGL Forklift Operators Permit,
  - (iv) A current and valid Driver's Licence when operating in Common Areas, and
  - (v) Have acquired less than 12 Forklift demerit points.

### 2.2 Application Process

- (a) A Forklift Operators Permit application will be completed as part of the process when obtaining a Site Access Digital ID or renewal of a Site Access Digital ID (see Site Access Guide).
- (b) If a Forklift Operators Permit is to be added to an existing Site Access Digital ID, 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 application and attach the required documentation,
  - (ii) Complete the Forklift Operators Permit Induction either online or at PMGL Reception,
  - (iii) Payment of any fees required,
  - (iv) Formal approval by PMGL,
  - (v) Update of Site Access Digital ID to include Forklift Operators Permit and expiry date, and

- (vi) Issuance of Site Rules Forklift Operating Permit guides and specific Forklift safety guides.

### 2.3 Forklift 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, and
  - (iii) Evidence of the successful completion of the PMGL Forklift Operators Permit Induction.
- (b) A photocopy of the documents can be made at PMGL reception.

### 2.4 Forklift Operators Permit Induction

- (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 PMGL Administration 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 PMGL for its records.
- (c) The Forklift Operators Permit is valid while the operator maintains a continual service on site.

### 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, and
  - (ii) Forklift Operators Information.
- (b) The PMGL Forklift Operators Permit is added to the PMGL Site Access Digital ID 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 operator will need to renew the Forklift Operators Permit if they are absent from site for a period more than 12 months, or at 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 PMGL Forklift Operators Permit. However, it is the sole responsibility of the ID Holder to ensure that their Site Access Digital ID and Forklift Operators Permit is renewed in a timely manner as required.
- (c) To renew a Forklift Operators Permit, the holder must:
  - (i) Complete an PMGL Forklift Operators Permit Safety Induction,
  - (ii) Complete a PMGL Site Safety Refresher, and
  - (iii) Provide evidence that they hold a valid and current High-Risk Work Licence (FL).
- (d) It is the responsibility of the Permit holder to renew and ensure the currency of their Forklift Operators Permit at all times.
- (e) PMGL accepts no responsibility to have to notify a holder of pending expiry of a permit.

# Section 3

## FORKLIFT REGISTRATION

### 3.1 Registration Process

- (a) All Forklifts operating on any common area of the Site must be registered with PMGL 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 PMGL reception with relevant documentation,
  - (ii) Payment of the application and any other fees,
  - (iii) Approval notification by PMGL, and
  - (iv) Allocation and issuance of PMGL 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 PMGL 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 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, and
- (vii) 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) PMGL Identification Numbers to the Forklift within 3 days of approval.
- (b) The requirements for Forklift signage and identification are as follows:
  - (i) PMGL identification numbers (issued by PMGL) are attached so they are clearly visible from above and either side of the Forklift.
- (c) Signage must be as per PMGL requirements and specifications.
  - (i) Signage must be attached to the roof of the forklift.
  - (ii) The roof signage attachment must be at least 20 centimetres 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 10 centimetres in diameter.

### 3.3 Transfer of Registration

- (a) A Person who buys, or otherwise acquires, a registered Forklift must apply to PMGL to transfer the Forklift's registration within 7 days of acquisition.
- (b) An application for the transfer of registration must be made to PMGL 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.

### 3.4 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) PMGL may, by written notice to a Forklift owner, cancel the registration of a Forklift if, in the opinion of PMGL, 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) Fees for registration are not paid by the due date.

# Section 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 Driver's Licence, a High-Risk Work Licence and PMGL Forklift Operators Permit,
  - (ii) Notify PMGL of any loss or suspension of their motor Driver's Licence prior to operating a Forklift in Common Areas,
  - (iii) Carry their High-Risk Work Licence, PMGL 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 seat belt 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 20 kilometres per hour for Forklifts and 30 kilometres per hour 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 intentionally drive over spilt liquids or powders as this reduces the traction of the tyres and spreads the substance, causing problems for other traffic, and
- (xxix) Not operate a Forklift while wearing in-ear or over-the-ear headphones.

# Section 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 manufacturer's 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 horns must be fully functional,
  - (viii) Any reversing tone or alarms must be functional,
  - (ix) Identification plates and signage must be fitted and clearly visible in accordance with this Guide,
  - x) A pre-start inspection has been conducted and recorded for each day of operation on site,
  - xi) All attachments used with the Forklift are fit for purpose, attached and used as per the manufacturer's instructions and the Forklift has been approved to be used with that attachment, and
  - xii) A Data Plate (Load Rating Plate/Name Plate) listing the approved attachments is mounted and visible on the Forklift.

### 5.2 Non-Confirming 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) PMGL 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, PMGL may refuse to register or may cancel the registration of a Forklift at which time PMGL may require the Forklift to not be operated and removed from the Site.

# Section 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, PMGL 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) Issue one or more demerit points,
  - (iv) Remove a person's permit to operate a Forklift on common grounds for a period of up to 3 months if they acquire 12 demerit points in a consecutive two-year period,
  - (v) Withdraw access to the Site for such a period as determined by PMGL,
  - (vi) Vary the terms of that Person's Site Access Digital ID, and/or
  - (vii) Do any combination of these things.

# Section 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 PMGL could be asserted to have assumed any responsibility whatsoever for any such acts and omissions, or
  - (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 PMGL 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.

# Section 8

## GUIDE PROCESS FLOWCHART

