

FORKLIFT SAFETY AT SYDNEY MARKETS FLEMINGTON SITE

Markets businesses are required to inform their forklift drivers of the information contained in this presentation, which is also available in the booklets provided.

Additional information can be accessed on the Sydney Markets website www.sydneymarkets.com.au/markets/whs



SYDNEY
MARKETS

Forklift Safety at Sydney Markets

This presentation provides information on what is required when operating a forklift at Sydney Markets Flemington.

ALL FORKLIFT OPERATORS MUST COMPLY WITH THE FOLLOWING PROCEDURES.



Before You Start Your Forklift

- Every forklift must have its own logbook, multiple forklifts cannot be documented in one logbook.
- Forklifts must be properly maintained, and any defects are to be reported to the business owner (Principal).
- Any forklift with an identified issue that affects the safe operation of that forklift, must be tagged out of operation for any operator and the forklift repaired by a qualified person before it can be operated again.
- Logbooks must be stored on the forklift or in safe locations that are easily accessible for all drivers.
- Once completed, Logbooks must be replaced with a new logbook and the old stored in a safe place.

Forklift Operators must complete daily prestart checks of any forklift they operate during their shift.

Prestart checks must be documented in a logbook.

If a driver uses a forklift with a prestart already completed for that day by another driver, they are not required to complete a prestart check for that forklift.



Forklift Operation

- Directional signage and other road signage throughout the site MUST be followed.
- Speed Limits are enforceable
 - 20kph on all open roads
 - 10kph under canopies
 - 5kph on the forklift bridge
- Forklift drivers must exercise caution at all times whilst operating a forklift on the Sydney Markets site and drive to conditions (including inclement weather, traffic congestion or road works)
- Roads & Maritime Services (RMS) Road Rules must always be adhered to and as such, the roundabout at Austin Avenue is to be used in accordance with RMS Road Rules.

IT IS COMPULSORY TO WEAR A SEATBELT. Comply Notices will be issued for non-compliance.

Forklifts without seatbelts cannot be used until a seatbelt is fitted. Seatbelts must be worn at all times, even when only travelling a short distance.



Forklift Operation



- Forklifts **MUST** be governed to no more than **20kph**. Forklift governors are randomly checked by SML staff and SafeWork NSW Inspectors to ensure they have not been tampered with (where possible).
- **Forklift operators are not permitted to carry passengers on forklifts** (even for short trips).
- Forklift **lights must be turned on** when operating at night.
- No person is to travel or be lifted on the tines of a forklift. The tines must not be raised too high when the forklift is in operation.

Do not carry items on the forklift other than what the forklift is designed to carry on pallets.

No items to be transported on or within the cab of the forklift. Anything needed to be carried must be carried on a pallet (even if only one box).



Forklift Operation

- ❑ Forklift drivers **MUST NOT** operate a forklift whilst under the influence of any drug (including some prescription medications) or alcohol.
- ❑ Forklift drivers **MUST NOT** smoke, eat or drink whilst operating a forklift.
- ❑ Forklift drivers must respect other road users. There should be no 'Hooning' or Aggressive overtaking or undertaking of other vehicles whilst operating a forklift.
- ❑ **DO NOT** cut corners when entering or exiting canopies and follow line markings.



FOOD



DRINKS



MOBILE PHONES



NO SMOKING



HEAD PHONES

No mobile phones or two-way radio devices (including headphones and Bluetooth speakers) to be used whilst operating forklifts.



Pedestrian Safety

- Be aware of pedestrian access ways and keep a safe distance **(at least 3 metres)** from pedestrians in general.
- **Do not enter buyers walks in Buildings A, B or C between 3.00am and 8:00am on Mondays and Fridays and 3.30am and 8:00am on Tuesdays, Wednesdays, and Thursdays.**
- Do not drive a forklift down the pedestrian walkway running down the centre of Building D at any time.
- When operating a forklift around areas crowded with pedestrians, sound your horn to warn them of your location.
- Where possible, use a spotter to guide your forklift through crowded areas, to warn pedestrians you are in their vicinity.
- When loading or unloading any vehicle, ensure the driver or any other person is at least three meters away from your forklift, if they approach you at any time, stop all forklift movements until they have cleared your area.

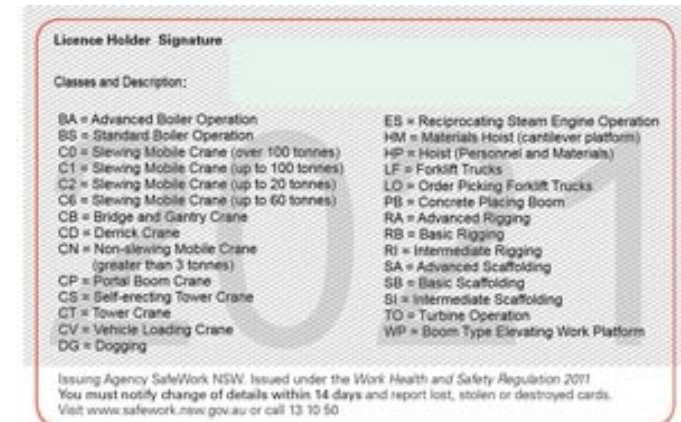
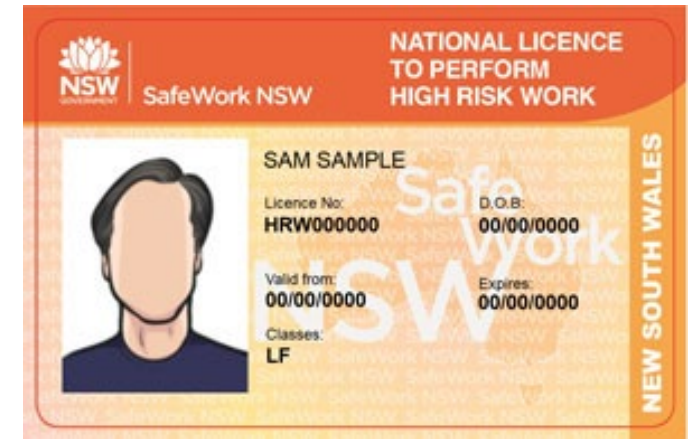
Always give way to pedestrians, make eye contact with them to ensure for yourself that they have seen you.

If unsure, come to a complete stop until the pedestrian has safely moved out of your way.



Driver and High Risk Work (HRW) Licences

- ❑ Forklift drivers must have a **CURRENT FULL DRIVER'S LICENCE** and a **High-Risk Work (HRW)** Licence from SafeWork NSW to drive on roads within the Markets.
- ❑ Forklift drivers must carry their licences with them when they are operating a forklift (even for short trips).
- ❑ Operators must notify **SafeWork NSW** of any change of address by calling **13 10 50**.
- ❑ Drivers with an INTERNATIONAL DRIVER'S LICENCE must also be in possession of a High-Risk Work (HRW) Licence to drive on roads within the Markets (International Licence must be accompanied by a translated version in English).
- ❑ International operators must carry their licences when they are operating a forklift (even for short trips).
- ❑ International operators must notify **SafeWork NSW** of any change of address by calling **13 10 50**.



Carrying a Load

- ❑ Forklift operators are not permitted to carry more than 15 empty pallets or exceed the height of the load guard (this may be less than 15 pallets).
- ❑ Forklifts should travel in a forward direction and should only travel in reverse when carrying a load that would obstruct the driver's vision if travelling forward.
- ❑ Forklift drivers are to avoid pushing empty pallets or pallets of produce along the ground.
- ❑ No pushing or pulling of other vehicles (including deliberately colliding with other forklifts), whilst operating a forklift.

When operating a forklift onsite, forklift drivers must not lift or carry a load that extends above the load guard (the load must be secured).



After Using a Forklift

- ❑ **DO NOT** leave the forklift unattended whilst the forklift is still running.
- ❑ **DO NOT** leave the keys in the ignition of the forklift whilst the forklift is unattended.
- ❑ When parking the forklift, always ensure the **gears are in neutral and hand/foot brake is fully engaged** to ensure the forklift cannot roll forward or backward.
- ❑ Never park the forklift with the tines raised or with a load on the raised tines.
- ❑ Never park a forklift in a position that can block emergency exits.
- ❑ If gas powered, always **turn gas bottle off** when not using the forklift.
- ❑ LPG gas bottles must be stored in a secured cage and always in an upright position.

Slow Down, Buckle Up and Stay Safe

Always park the forklift on an even surface, ensuring the risk of the forklift rolling away is reduced.



NOTE: All unsafe work practices need to be reported to an SML Market Officer on the 24-hour SML contact number 0409 325 232 or to the WHS Manager Leighton Freney on 0417 325 171.



Unsafe practices should be reported to an individual's employer and any relevant tenant, occupier, or contractor/transport company.

There's no job so urgent that it can't be done safely

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