

Introduction to the WHS Management Plan 2017

The Work, Health and Safety (WHS) Management Plan applies to the site and offices of South Australia Produce Markets Ltd (SAPML) and any other sites under management by the Company, along with any project involving SAPML Lessee, Licensee, Buyers, Contractors, Visitors and Workers.

This WHS Management Plan is in accordance with the South Australian WHS Regulations 2012.

The purpose of this Management Plan is to establish and maintain effective Work Health Safety systems, and to provide guidance and information to ensure the safety of all those who access the SAPML site, including Lessees, Licensees, Buyers, Contractors, Visitors and Workers to the site.

SAPML is committed to achieving and maintaining a high standard of safety compliance. In addition, the Plan will serve to ensure SAPML meets the obligations of its site safety policy and all relevant Work Health Safety legislation.

This WHS Management Plan is to be read in conjunction with the Safe Operating Procedures (SOP's) relevant to the job tasks of the reader. The relevant SOP's are available from your Supervisor or Karen Butler – Facilities and Compliance Manager SAPML.

List of Safe Operating Procedures available:

- SAPML-SOP001 - Forklifts v2
- SAPML-SOP002 - Buggy v2
- SAPML-SOP003 - EWP v2
- SAPML-SOP004 - VMS Board v2
- SAPML-SOP006 - General Plant Maintenance v2
- SAPML-SOP008 - Leaf Blower v2
- SAPML-SOP012 - Asbestos in Buildings and Precincts v2
- SAPML-SOP013 - Confined Spaces v2
- SAPML-SOP014 - Electrical Safety v2
- SAPML-SOP015 - Working at Heights v2
- SAPML-SOP018 - Manual Handling v2
- SAPML-SOP019 - Handling Gas Cylinder v2
- SAPML-SOP020 - Ladders v2
- v3 SWMS Loading and unloading at the Chepp Yard

Table of Contents

GLOSSARY OF TERMS AND CONTACT ADVICE.....	6
1. INTRODUCTION TO WORK HEALTH & SAFETY MANAGEMENT PLAN.....	12
1.1 Scope.....	12
2. WORK HEALTH AND SAFETY POLICY	13
2.1 Organisation's Commitment.....	14
2.2 Work Health Safety priorities	14
2.3 Organisational responsibilities.....	15
2.3.5 Contractors and visitors.....	16
2.4 Review of Policy.....	18
2.5 Information and Communication.....	18
3. ORGANISATIONAL STRUCTURE	19
3.1 Organisational Chart.....	19
3.2 Authorised Communication Representatives.....	20
4. DRUG AND ALCOHOL POLICY.....	21
4.1 General.....	21
4.2 Procedure – Issue.....	21
4.4 Smoking on site.....	22
5. MANAGEMENT OF RISK IN WORKPLACE.....	22
5.1 General.....	22
5.2 Controlling Workplace Access	22
5.3 Contractor and Visitor Control.....	23
6. TRAFFIC MANAGEMENT SAFETY POLICY.....	23
6.1 Traffic Safety Policy	23
6.2 Management Commitment	23
7. FORKLIFT SAFETY	25
7.1 Forklift Safety.....	25
8. HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL	35
8.1 General.....	35
8.2 Hazard Identification	35
8.3 Hazard Reporting.....	35
9. INCIDENT REPORTING & INVESTIGATION.....	36
9.1 Incident reporting	36
9.2 Accident, Incident, Near Misses and Notifiable Incident Reporting	37

9.3	Determining the Cause	37
9.4	Checklist for Investigations.....	37
9.5	Incident/Near Miss Investigation Form.....	37
9.6	Reporting to Statutory Authorities.....	38
9.7	Incident Reporting	38
9.8	Incident Investigation	38
9.9	Dangerous Occurrence Reporting	39
9.10	Significant Safety Incidents, i.e. Dangerous Event, Notifiable Incidents	39
9.11	Review of Corrective Actions	39
10.	EQUIPMENT SAFETY AND ISOLATION	40
10.1	Equipment Safety and Isolation.....	40
10.2	Use of 'Danger Do Not Operate' and 'Out Of Service' Tags	40
11.	HAZARDOUS SUBSTANCES AND DANGEROUS GOODS POLICY	41
11.1	Hazardous Substances and Dangerous Goods Policy.....	41
11.2	Labelling.....	41
11.3	Decanting.....	42
11.4	Spills and Leaks	42
11.5	Material Safety Data Sheet (MSDS).....	42
11.6	Transfers	42
12.	EMERGENCY PROCEDURES AND PLANNING.....	45
12.2	Organisational commitment	46
12.3	Emergency Response.....	46
12.4	Fire Fighting Equipment.....	47
12.5	First Aid	48
12.6	First Aid Management Priorities.....	48
12.7	Liaising with Emergency Services	48
13.	CONSULTATIVE PROCESS.....	51
13.1	Demonstration of Management Commitment.....	51
14	THE CULTURAL AND BEHAVIOURS COMMITTEE.....	52
14.1	The Cultural and Behaviours Committee	52
14.2	The Committee Constitution	52
14.4	Aims	52
14.5	Actions/Aims/Responsibilities	53
14.6	Membership.....	53
14.7	Quorum.....	53

14.8	Term of Office	53
14.9	Meeting Format and Frequency	53
14.10	Code of Conduct	54
14.11	Determining the Position of the Chair	54
14.12	Committee Membership	54
15.	SAFETY PROMOTION	55
15.1	Safety Promotion	55
16.	GENERAL RULES OF CONDUCT	55
16.1	General Rules of Conduct	55
16.2	Prohibited Conduct	55
17.	PERSONAL PROTECTIVE EQUIPMENT (PPE)	56
17.2	High Visibility Clothing (Reflective Safety Vests)	56
17.3	Other Personal Protective Equipment	56
18.	PLANT AND EQUIPMENT	57
18.1	Plant and Equipment	57
18.2	Defective Plant	58
18.3	Maintenance of Plant	58
18.4	Tagging and Testing of Plant	58
18.5	Registered Plant	58
18.6	Licensing	58
19.	HOUSEKEEPING	59
19.1	Housekeeping	59
20.	HAZARDOUS MANUAL TASKS	59
20.1	General	59
20.2	Procedure	60
21.	WORKING AT HEIGHT	61
21.1	Purpose	61
21.2	Definitions	62
21.4	Responsibilities and Procedures	62
21.5	Procedures	63
22.	WASTE MANAGEMENT POLICY	64
22.1	Waste Management Policy	64
23.	CHILDREN ON SITE POLICY	66
23.1	Children on Site	66
24.	PERMIT TO WORK POLICY	67

24.1	Hot Work Policy	67
25.	CONTRACTOR MANAGEMENT BY LESSEE AND LICENSEE AND BUYERS POLICY	72
25.1	Contractor Management by Lessee and Licensee and Buyers Policy.....	72
26.	SAFETY PERFORMANCE MONITORING	73
26.1	Statistics - Reporting and Recording.....	73
26.2	Auditing of the Safety Plan	73
27.	INDUCTIONS.....	74
27.1	Site Induction	74
27.1.1	Purpose	74
27.1.2	The Procedure.....	74
27.2	Contents of the Induction Program.....	74
27.3	Visiting Contractor Procedures.....	74
27.4	Induction for Visitors	75
28.	SAFETY INSPECTIONS.....	76
28.1	Safety Inspections	76
28.2	The Procedure.....	76
28.3	Worker Involvement	77
28.4	Reviewing Documents and Schedules.....	77
28.5	Record Keeping	77
29	SAFETY IN THE OFFICE	77
29.1	Ergonomics and Office Safety	77
29.2	Working Space	77
29.3	Modifications to Work Environment	78
29.5	Mobility	78
29.6	Electricity and the SAPML Kitchen and Office Areas	78
29.7	Workstation set up	78
30.2	Working in Seasonal Heat	80
	FORMS AND CHECKLISTS	83
	SOUTH AUSTRALIAN PRODUCT MARKETS LTD.	83
	INDUCTION FOR CONTRACTORS	83
	INCIDENT & NEAR MISS INVESTIGATION REPORT	88

Glossary of Terms and Contact Advice

All definitions and contact advice are listed in alphabetical order. If you require any further clarification on terms etc. or on any other issues not appearing in this list, please contact SAPML for assistance.

Accident or Incident	An unplanned occurrence or incident that may cause or contribute to personal injury or damage to property. Includes a “near-miss”.
Australian Standard (AS)	A standard of the Standards Association of Australia.
Building	Includes part of a building. Common Areas: Anything outside Lessees and Licensees areas are classed as common areas these are: <ul style="list-style-type: none"> • Roadways • Growers Pavilion • Market Square • Footpaths
Competent person	A person who is suitably qualified (whether by experience, training or both) to carry out the work or function described.
Contract of service	Means: <ul style="list-style-type: none"> (a) A contract under which one person is employed by another; (b) A contract of apprenticeship;
Corporation	The WorkCover Corporation of South Australia.
Danger Tag	A red tag system designed to give personal protection to an individual working on a particular task or in a particular area.
Dangerous incident	An incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to: <ul style="list-style-type: none"> (a) an uncontrolled escape, spillage or leakage of a substance; (b) an uncontrolled implosion, explosion or fire; or (c) an uncontrolled escape of gas or steam; or (d) an uncontrolled escape of a pressurised substance; or (e) electric shock; or (f) the fall or release from a height of any plant, substance or thing; or (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or (h) the collapse or partial collapse of a structure; or (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or (l) any other event prescribed by the regulations.

SafeWork SA	Workplace Health and Safety, Industrial Relations Level 4 33 Richmond Road Keswick SA 5035 Telephone (08) 8303 0272 Facsimile (08) 8303 0423
Department of Health SA	General Enquiries Telephone (08) 8226 6000.
Electrical installation	Any electrical wiring, accessory, fitting, consuming device, control or protective gear, or other equipment associated with wiring situated in or on a workplace.
Emergency service	Means: (a) The South Australian Metropolitan Fire Service; (b) The Country Fire Service; (c) The South Australian Police Force; (d) SA Ambulance Any other department or agency or instrumentality of the Crown which may be required to attend at the scene of an emergency.
Employee	See 'Worker'
Employer	See 'Person Conducting a Business or Undertaking'
Environmental Protection Authority or (EPA)	Department of Environment and Natural Resource The Office of the Environment Authority Telephone (08) 8204 2000
Ergonomic	Refers to a situation where steps have been taken to optimise the functioning of plant, or work procedures associated with plant, by adapting them to human capacity or need.
Gas cylinder	An individual rigid pressure vessel that does not exceed 3000 litres water capacity, does not have openings or integral attachments on the shell other than at the ends, and is designed for the storage or transport of gas under pressure, and is covered by AS 2030 SAA Gas Cylinders Code.
Guard	A device that prevents or reduces access to a danger point or area.
Hazard	The potential to cause injury or illness.
Hazardous substance	A substance that: (a) is listed on Worksafe Australia's List of Designated Hazardous Substances; or (b) is determined to be a hazardous substance by the manufacturer or importer of the substance on the basis of Worksafe Australia's Approved Criteria for Classifying Hazardous Substances.

Hierarchy of control	The preferred order of controlling hazards. That is elimination, engineering, isolation, substitution, administration, and personal protective equipment in that order.
Improvement Notice	Improvement Notice is a written direction requiring a person to remedy a breach or likely breach of the law. It sets a time limit within which the improvement must be carried out.
Industrial Commission	The Industrial Relations Commission of South Australia. Industrial Court means the Industrial Relations Court of South Australia.
Infectious substance	A substance that contains an organism that can cause disease.
Market Official	The Chief Executive Officer or an SAPML worker (as the case may be) appointed to be a Market Officer (including contract security personnel).
Market Users	Lessees, Licensee, Grower/Agent, Buyer, Contractor, Visitors, Unloader, Transporter, Trader
Minimise	Means to reduce to the lowest level that is reasonably practicable to achieve.
Movable electrical equipment	Electrical equipment that is: (a) Moved while in operation; or (b) Moved from place to place between operations where exposure to damage of the flexible supply cord could occur.
MSDS	A Material Safety Data Sheet prepared by the manufacturer or importer of a hazardous substance.
Near-miss	An incident which could have resulted in personal injury (or illness) or damage to plant or equipment.
Non-Disturbance Notices	An inspector may issue a non-disturbance notice to the person with management or control of a workplace if the inspector reasonably believes it is necessary to do so to facilitate the exercise of his or her compliance powers A non-disturbance notice may require the person to preserve the site at which a notifiable incident has occurred for a specified period.
Notifiable Incident	Means: (a) The death of a person; or (b) A serious injury or illness of a person; or (c) A dangerous incident.
Occupier	In relation to a place means a person who has the management or control of the place.

Office of the Technical Regulator (OTR)	Level 8 ANZ Building 11 Waymouth Street Adelaide SA 5000 Telephone: 08 8226 5500
Officer	A person conducting a business or undertaking has a duty or obligation under this Act, an officer of the person conducting the business or undertaking must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.
Out of Service Tag:	A yellow tag system designed to place faulty or unsafe plant or equipment out of use in order to prevent damage to the plant or equipment.
Person Conducting a Business or Undertaking (PCBU)	Any person conducting a business or undertaking. Controllers of Premises (i.e. Facility Managers, Property Managers, etc.) are included under this broader definition.
Place of work	A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.
Plant	Plant includes any machinery, equipment, appliance, container, implement and tool, and includes any component or anything fitted or connected to any of those things. Plant includes items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools and amusement devices.
Poisons Information Centre	Australian Poisons Information Centre (SA) Telephone 13 11 26.
PPE	Personal protective equipment
Procedure	A document which defines the method, activities and responsibilities associated with a work process.
Prohibition Notice	Prohibition Notice is a written direction that applies if an inspector reasonably believes that: <ul style="list-style-type: none"> (a) an activity is occurring at a workplace that involves or will involve a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard; or (b) an activity may occur at a workplace that, if it occurs, will involve a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard
Reasonably practicable	Reasonably Practicable means that which is (or was at a particular time) reasonably able to be done to ensure WHS, taking into account and weighing up all relevant matters including: <ul style="list-style-type: none"> a) the likelihood of the hazard or the risk concerned occurring

- b) the degree of harm that might result from the hazard or the risk
- c) what the person concerned knows (or ought reasonably to know) about the hazard or risk and about ways of removing or reducing the risk
- d) after assessing the extent of the risk and the available ways of removing or reducing the risk, the cost associated with available ways of removing or reducing the risk, including whether the cost is grossly disproportionate to the risk.

Residual current device (RCD)

A mechanical switching device designed to make carry and break currents under normal service conditions and to cause the opening of the contacts when residual current attains a given value under specific conditions. Also commonly referred to as a safety switch.

Buyers

A person classified as such by SAPML and to whom SAPML has issued an access card applicable to a Buyers.

Risk

The probability and consequences of occurrence of injury or illness.

Risk Assessment

The process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards.

SA Ambulance

SA Ambulance emergency contact telephone number 000

Safety

A state in which the risk to harm (to persons) or damage is limited to an acceptable level.

In the context of WHS Systems, this should be taken to mean the workplace health and safety.

Serious injury or illness of a person

Serious injury or illness of a person means an injury or illness requiring the person to have:

- (a) immediate treatment as an in-patient in a hospital; or
- (b) immediate treatment for:
 - (i) the amputation of any part of his or her body; or
 - (ii) a serious head injury; or
 - (iii) a serious eye injury; or
 - (iv) a serious burn; or
 - (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
 - (vi) a spinal injury; or
 - (vii) the loss of a bodily function; or
 - (viii) serious lacerations; or
- (c) medical treatment within 48 hours of exposure to a substance.

Substance

Means any natural or artificial substance, whether in solid, liquid, gas or vapour.

The Act

The Work Health and Safety Act 2012.

The Regulations	The Work Health and Safety Regulations 2012.
Work Positioning Systems	Work positioning system means any plant or structure, other than a temporary work platform, that enables a person to be positioned and safely supported at a location for the duration of the relevant work being carried out.
WorkCover Corporation	WorkCover Corporation Telephone 131855
Worker	A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking.
Working at Height	<p>A person conducting a business or undertaking at a workplace must manage, risks to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person and includes the risk of a fall:</p> <ul style="list-style-type: none"> (a) in or on an elevated workplace from which a person could fall; or (b) in the vicinity of an opening through which a person could fall; or (c) in the vicinity of an edge over which a person could fall; or (d) on a surface through which a person could fall; or (e) in any other place from which a person could fall.
Workplace	A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work and includes a vehicle, vessel, aircraft or other mobile structure.
Work-related fatality	A work-related fatality is a death to any worker or contractor resulting from a work-related occupational injury/disease, regardless of the time intervening occupational injury/disease and death.
Work-related injury	<p>Means:</p> <ul style="list-style-type: none"> (a) An injury, disease or disability; (b) The loss or destruction of, or damage to an artificial limb or other prosthesis or a medical or surgical aid or appliance; or (c) Any death; <p>That is attributable to work and includes the aggravation, exacerbation or recurrence of a prior work-related injury.</p>

I. Introduction to Work Health & Safety Management Plan

I.1 Scope

The Work, Health and Safety (WHS) Management Plan applies to the site and offices of South Australia Produce Markets Ltd (SAPML) and any other sites under management by the Company, along with any project involving SAPML Lessee, Licensee, Buyers, Contractors, Visitors and Workers.

All persons, by entering Market Land agree to comply with SAPML Operating Articles and Market Rules and the Work Health and Safety Handbook.

The Work Health and Safety Handbook encompasses the WHS Management Plan, requiring that all persons entering must exercise caution and care for their own safety and the safety and welfare of others to minimise the risk of death or injury being sustained.

All persons entering Market Land are required to carry an applicable ID card and licenses applicable and produce these if requested to do so by SAPML Management or Market Officials.

I.2 Purpose of this Plan

The purpose of this Management Plan is to establish and maintain effective Work Health Safety systems, and to provide guidance and information to ensure the safety of all those who access the SAPML site, including Lessees, Licensees, Buyers, Contractors, Visitors and Workers to the site.

SAPML is committed to achieving and maintaining a high standard of safety compliance. In addition, the Plan will serve to ensure SAPML meets the obligations of its site safety policy and all relevant Work Health Safety legislation.

SAPML is responsible for the effective management of health and safety obligations related to the design and construction of new and refurbished buildings on this site. As such SAPML will affect reasonable controls relative to any modifications or refurbishments undertaken by Lessees.

SAPML will affect controls of its safety systems throughout the site.

Action by **Market Officials** shall be taken where breaches of policy, procedures or law occur, including and not limited to Breaches of SAPML's Operating Articles and Market Rules will result in the issuing of Infringement Notices, warnings, sanctions, banning, ejection.

I.3 Review

SAPML will:

- Review and amended this Plan annually to reflect any organisational and legislative changes.
- Take responsibility for safety by developing a consultative approach with all market users and the communities in which we operate.

I.4 Document Control

This Work Health and Safety Management Plan will be released as a controlled document. The controlling authority shall be the Chief Executive Officer who will be responsible for its release and circulation. It will be managed under the document control system currently maintained by SAPML.

Non-controlled copies of the Plan are not authorised for distribution or use within SAPML.

2. Work Health and Safety Policy

South Australian Produce Market Limited (SAPML) recognises and is committed to its responsibility for the health, safety and welfare of its workers and contractors. To achieve this commitment SAPML will demonstrate through policy development that health and safety receives priority attention on a continual basis. Resources in line with the importance attached to work health and safety will be made available to comply with the South Australian Work Health and Safety Acts and Regulations of 2012 and to ensure that the workplace is safe and without risk to health.

The 4C's are a critical part in promoting good health and safety practices:

Communication, Cooperation, Consultation, Commitment

SAPML will ensure, as far as is reasonably practicable that:

- (1) It complies with all relevant Work, Health and Safety legislation;
- (2) A safe and healthy work environment is provided for its workers, contractors and visitors;
- (3) There is regular consultation with workers/contractors to ensure that the policy operates effectively;
- (4) Appropriate actions are taken to review and improve Work, Health and Safety performance.

Resources commensurate with the company's emphasis towards work, health and safety will be made available to provide and maintain for the physical and psychological wellbeing of workers.

Where SAPML does not have the necessary in-house knowledge or expertise to enable it to meet its work, health and safety objectives, SAPML will ensure that advice and guidance are obtained from competent health and safety professionals.

Senior managers and supervisors will be responsible for the implementation and promulgation of all matters dealing with the health and safety of workers/contractors under their control.

All workers/contractors will be expected to demonstrate a willingness to embrace the concept of safe work practices and a safe working environment. Workers/contractors will be required to work in a healthy and safe manner whilst discouraging others from working in an unsafe manner.

Education/training of all workers on health and safety is considered to be a natural course of employment and all workers will be encouraged to embrace this concept.

This policy is but an outline of the commitment which this company places upon Work, Health and Safety within the workplace, but this commitment from all concerned is necessary if the health and safety of all is to be achieved and maintained.

Chief Executive

Officer Date

2.1 Organisation's Commitment

SAPML is committed to ensuring the health, safety and welfare of its Workers, Lessee and Licensee, Buyers, Visitors, Contractors and any other people who may be affected by SAPML's operations. In securing workplace health and safety, this organization will proactively pursue best practice in WHS and to fulfil its statutory obligations with regard to WHS at all times.

SAPML will actively pursue a cooperative relationship with SafeWork SA and WorkCover to ensure compliance and to continuously improve workplace health, safety and welfare.

Where necessary, external consultants, legal advisors and risk auditors will be engaged to ensure that workplace health and safety is appropriately managed.

2.2 Work Health Safety priorities

As priorities, SAPML will ensure that:

- An effective WHS program is maintained to ensure that all workplace hazards are identified, the associated risks assessed and appropriate measures introduced to control these risks;
- The WHS program is monitored and reviewed to take account of changing conditions and circumstances at the workplace;
- Appropriate records are kept in relation to the risk management program;
- Workers, Lessee and Licensee and Buyers and their representatives are consulted on WHS issues relevant to them;
- All relevant documentation relating to WHS issues is made available to Workers, Lessee and Licensee and Buyers and their representatives;
- All necessary inspections, maintenance, repairs, cleaning, modifications and housekeeping are undertaken in a timely manner;
- Tasks requiring specific qualifications, skills or experience are only undertaken by those competent to do them;
- All Workers and Contractors are appropriately trained, supervised and provided with adequate information to undertake their duties safely and without risk to health;
- All visitors to the workplace are to receive a site safety induction and provided with appropriate personal protective equipment i.e. high visibility day night safety vests;
- All visitors to the site, particularly children, are the responsibility of the parent, guardian or hosting party who they enter the site with. and must be supervised for the duration of the visit to ensure workplace health and safety;
- Appropriate means are provided to prevent visitors and other unauthorised people from entering restricted areas or parts of the workplace where they may be at risk, or endanger others' safety and health;
- Any personal protective equipment needed to secure health and safety of an Worker (SAPML employees only) is provided free of charge and are adequately instructed in its proper use, maintenance and storage;
- Best practice industry standards are observed with regard to the safety of its operations;
- All work systems, plant and substances are introduced in line with the established risk management processes;
- All necessary registration, certification and licensing requirements are complied with and systems for Lessees and Licensee compliance are developed, implemented, maintained reviewed and amended as required;

- All accidents, incidents and near misses are reported to SAPML management by all Market users, the circumstances of the accident, incident or near miss are investigated, recorded, and appropriate measures implemented to prevent a recurrence;
- This policy is monitored annually and revised in accordance with legislative, best practice or organisational changes.

2.3 Organisational responsibilities

In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated:

2.3.1 Officers of SAPML

Officers of SAPML:

SAPML Chairman, SAPML Board, Chief Executive Officer, Finance Manager, Safety & Compliance Manager and Facilities Manager.

Responsibilities:

- The overall Work, Health and Safety strategy throughout the SAPML complex;
- Ensuring the Work, Health and Safety Management Plan and Policy are developed, implemented and maintained;
- Provide adequate resources and finances to ensure that SAPML is able to discharge its Work Health & Safety responsibilities;
- Supporting the establishment of a Work, Health and Safety Cultural and Behaviours Committee;
- Monitoring the effectiveness of the Work, Health and Safety Management Plan and all related Policies and Procedures;
- Maintain a proactive effective means of co-ordinating a systematic approach to health and safety across the organisation;
- Reviewing all investigations comprehensively to ensure their accurate completion.

2.3.2 Cultural and Behaviours Committee

The Cultural and Behaviours Committee has a duty to:

- Promote fulfilment of all WHS policies, procedures and guidelines;
- Consultation as required with Market users regarding Work, Health and Safety concerns;
- Review of WHS policies, procedures and activities on behalf of all Market users through regular WHS meetings;
- Assist SAPML management in identifying workplace hazards;
- Meet at least four times per annum (quarterly) or more often if required;
- Immediate reporting to South Australia Produce Markets Ltd management any issue that may affect Work, Health and Safety; and
- Participate and cooperate in workplace investigations of accidents, incidents, or near misses.

2.3.3 Safety & Compliance Manager

The Safety & Compliance Manager is responsible for:

- Investigating and recording all workplace accidents, incidents or near misses and making recommendations to prevent recurrences;
- Working with all levels of SAPML to develop, review, and implement work, health and safety policy and plans, including risk management;
- Providing work, health and safety advice and coordinating external specialist advisers;
- Conducting regular workplace inspections and review of workplace issues on behalf of all Market users; and
- Keeping up to date with changes to work, health and safety legislation and practice.

2.3.4 South Australia Produce Markets Ltd Managers and Market Officials

South Australia Produce Markets Ltd Managers and Market Officials are responsible for ensuring:

- That the objectives of WHS policies are integrated into work practices;
- All SAPML Workers are consulted on workplace WHS matters that may affect them;
- All plant and equipment in the workplace is adequately maintained, and that substances and work systems used are suitable for their intended purpose and meet safety requirements;
- Adequate training, information, instruction and supervision are provided so that work is conducted safely;
- Contractors and visitors are made aware of site safety procedures;
- Immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from work activity;
- Any relevant health and safety issues are promptly brought to the attention of senior management;
- All accidents and near misses are properly recorded and reported, and an investigation is carried out to determine causal factors; and
- Safe access to, and egress from, the workplace is maintained at all times.

2.3.5 Contractors and visitors

Contractors and visitors are required to:

- Complete a WHS induction session and sign an authority to enter Market Land form;
- Correctly use any information, training, personal protective equipment and safety devices provided;
- Ensure that repairs, modifications or alteration to buildings or fixtures are not initiated without prior consent of SAPML Management;
- Provide the appropriate Safe Work Method Statements (SWMS);
- Have Public Liability insurance;
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons;
- Undertake only those tasks for which they have authorisation and/or the necessary training, and for which all-necessary safety arrangements are in place;
- Immediately report to their Supervisor, SAPML Management or Market Officials any issue that may affect workplace health and safety of all Market users.

Contractors are required to provide proof of the following prior to site access and commencement of work activity:

- Current certificate for workers' compensation insurance cover;
- Current policy for public liability insurance cover;
- Current licenses appropriate to the type of activity carried out.

Contractors and their employees are to be skilled, instructed and supervised to perform their assigned tasks. In the event of any accidents or mishaps or other incidents, the Contractor and their employees must not provide information to news or media sources or other external parties except when legally required to do so. All inquiries are to be directed to SAPML personnel.

- Contractors may be requested and will be expected to participate in SAPML Risk Assessments, provide their own Job Safety Analysis prior to commencement of site activity.
- Suitable personal protective equipment must be used to prevent injury or accidents. A day/night safety vest that complies with Australian Standards AS/NZS 1906.2 **MUST** be worn at **ALL** times whilst on the site.
- Contractors are to have the correct signage prior to commencement of work, keep work areas tidy, hygienic and clear of waste. All waste generated by the Contractor must be removed from the site for proper disposal by them. No waste is to be brought onto the site.
- Contractor owned equipment must comply with applicable electrical and other safety standards and be safely stored when not in use, to prevent unauthorised access and use.
- All Contractors and their employees must have appropriate licenses when on site. e.g. forklift, motor vehicle, electrical, asbestos etc. and all vehicles **MUST** be registered.
- A confined Space Permit is required prior to entry to any designated confined space.
- In the event of fire or other emergency, Contractors must be aware of emergency procedures and follow the instructions of SAPML responsible personnel for orderly evacuation and control.
- Vehicle speed limits on the premises must be obeyed as signposted. SAPML have a calibrated Laser Gun that is regularly used on the site. Vehicles must be parked or positioned as agreed with SAPML management.
- Hazardous Substances – Contractors must advise the company in writing, details of any prescribed hazardous substances to be used prior to them being brought on site. Current Safety Data Sheets must be available at/near points of use at all times.
- No fumes or other air contaminants are to be released to atmosphere unless agreed by SAPML management or through the proper assessment of risk.
- Smoking is not allowed in any enclosed areas. Illegal drugs and alcohol must not be brought on site. Random breath testing occurs on this site.
- Legal noise emission levels are not to be exceeded unless all affected personnel use suitable, approved personal protective equipment.
- No waste liquids or solids are to enter the storm water drains. No contaminants are to enter the drainage and sewerage systems other than those permitted by the Sewerage Act. Contractors must report all spills that could affect safety or the environment to SAPML management immediately.
- All injuries, accidents, illnesses, safety and environment concerns are to be reported to the SAPML Safety and Compliance Manager or other authorised SAPML personnel whilst on site.
- Contractors must be aware of and comply with SAPML policies and instructions at all times. Acceptance of these conditions includes acceptance of Operating Articles and Market Rules.
- When welding, cutting, grinding or other 'hot' work is involved, the Contractor is responsible for ensuring that adequate safeguards are in place to prevent fire, accident, injury and adverse effect on the environment. This type of work cannot begin until relevant permits have been completed and conditions have been agreed with the Facilities Manager.
- Contractors and employees must operate in a safe manner that does not endanger SAPML and other personnel in any way, or cause accidents and incidents. This includes the use of suitable

barriers and warning signage to prevent unauthorised access to a hazardous work area, when applicable.

Reference: WHSPR13 WHS Contractor Management

2.4 Review of Policy

The WHS policy will be reviewed annually in consultation with the Cultural and Behaviours Committee.

The review will involve assessing the effectiveness of the policy and programme by:

- Reviewing the health and safety performance;
- Monitoring the effectiveness of policies and procedures.

2.5 Information and Communication

SAPML will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to all Market Users. WHS related information and notices shall be displayed throughout the workplace.

Induction programs have been developed to ensure Market users have a reasonable understanding of their WHS obligations and Market Rules. Information may be offered to Lessee and Licensee, Buyers and Workers from time to time.

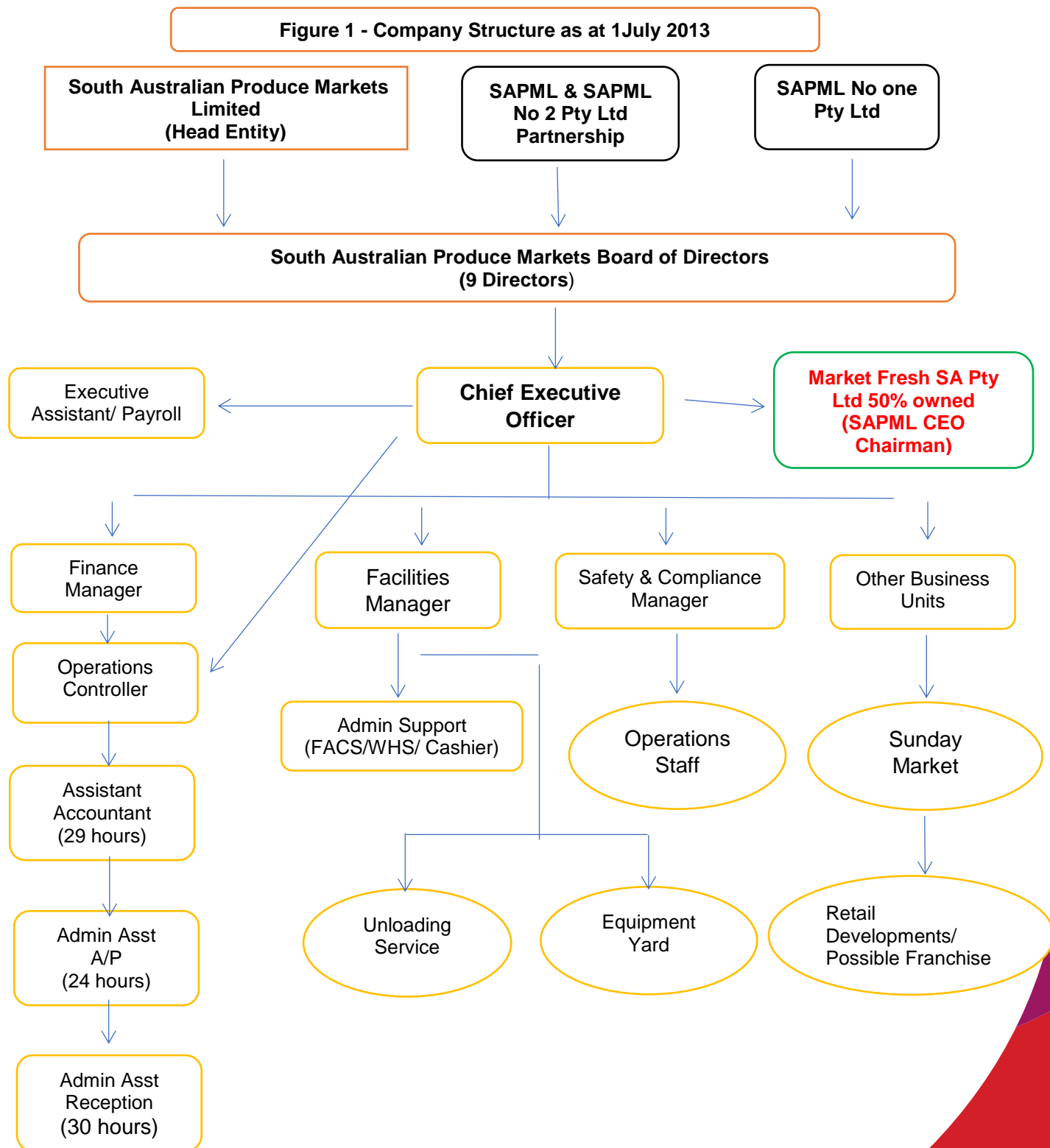
Cultural and Behaviours Committee meetings will be held regularly, at least quarterly.

Prior notice will be given of the agenda and Committee resolutions will be publicised on site.

3. Organisational Structure

3.1 Organisational Chart

South Australia Produce Markets Ltd is structured in accordance with the chart below (Figure 1).



3.2 Authorised Communication Representatives

External communications

In matters relating to WHS and other Market related business matter, particularly in the event of a workplace emergency, the Chief Executive Officer is the only personnel nominated to speak to external parties on behalf of SAPML.

Internal communications and work, health and safety assistance

Competent personnel have been appointed to assist this organisation in meeting its Work Health and Safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the WHS policy is being adhered to.

The names, locations and contact details of these people are listed below:

Chief Executive Officer

Name: Angelo Demasi
Location: Administration Office
Contact details: Tel: 8349 4493; Fax: 8349 6574; Mobile: 0417 835 340

Safety & Compliance Manager

Name: Karen Butler
Location: Administration Office
Contact details: Tel: 8349 6574; Fax: 8349 5894; Mobile: 0413 922 773

Facilities Manager

Name: Karen Butler
Location: Administration Office
Contact details: Tel: 8349 6574; Fax: 8349 5894; Mobile: 0413 922 773

Team Leader Market Officials

Name: Rodney Helps
Location: Operations Office
Contact details: Tel: 8349 6574; Fax: 8349 5894; Mobile: 0439 144 811

4. Drug and Alcohol Policy

4.1 General

Personnel shall not attend work under the influence of drugs or alcohol.

Control of drugs and alcohol in the workplace is no different to controlling other workplace risks, other than it requires particular sensitivity to privacy issues and issues of personal choice (where substances are legal) and the level of intrusion required to monitor compliance with company policy.

The SAPML policy includes the requirement that ***“no person enter or remain at an SAPML controlled workplace if adversely affected by any medication, drugs or alcohol, whether the substance is legal or illicit”***.

4.2 Procedure – Issue

In the event of a Worker being suspected of being under the influence of alcohol or drugs their supervisor and/or manager is to discuss the situation with the worker.

If there is confirmation or strong suspicion that a person is under the influence of alcohol or drugs, they are to be formally interviewed by the Safety & Compliance Manager or the most senior management representative present on site. The questions asked and responses given shall be documented by the manager conducting the interview. If, after the interview the worker is assessed as being under the influence of a drug or substance they are to be advised that the issue is considered so serious they will be sent home with pay and advised they need to report to their manager the next day prior to commencing work. If, in the opinion of the manager, the person is unfit to drive all reasonable attempts are to be made to ensure the person travels home in a safe manner.

The next working day, before the Worker is permitted to commence work, the Management representative who conducted the initial interview is to meet with the Worker involved with the aim of completing the investigation and taking appropriate disciplinary action that may include counselling or termination of employment as per SAPML's disciplinary procedure.

Where promotional or staff events involve alcohol, this should be in accordance with “responsible serving of alcohol” rules and consideration given to appropriate controls e.g. provision of designated drivers or a taxi home to minimise travel risks.

4.3 Disciplinary Procedures & Warnings

SAPML's duty of care in each jurisdiction requires operation of effective disciplinary procedures. This includes the requirement of the employer to demonstrate it has acted fairly and in accordance with legislative and company requirements.

If considered necessary, random or as-required testing may be instituted. This may include testing for alcohol or for drugs such as marijuana, heroin, cocaine, valium, etc. Counselling and the appropriate treatment advice shall be made available to Workers where applicable and disciplinary action shall be taken.

Illegal activities associated with the sale, purchase and/or transfer of drugs will be reported to the relevant authority. The presence of any detectable amount of an illegal drug in a worker while on our premises and/or whilst conducting company business is prohibited and will be cause for dismissal.

4.4 Smoking on site

SAPML also support the food hygiene requirements of preventing the use of tobacco products in areas where food items are stored, processed or handled.

There will be 'No Smoking':

- Inside any building which is the property of SAPML;
- Adjacent to intakes or areas where natural ventilation take smoke into buildings;
- In any areas where waste or rubbish is collected;
- In any storage areas;
- In any areas where flammable liquid is stored or handled;
- In any other special hazardous areas, e.g. LPG bottle storage;
- In any areas where discarded butts may be washed or swept into drains or gutters.

This policy applies equally to all Lessee and Licensee, Buyers, Contractors, Workers and Market users.

5. Management of Risk in Workplace

5.1 General

SAPML will ensure all workplace hazards and associated risks are appropriately identified, assessed and controlled.

This will be achieved by:

- Maintaining a register of hazards (located at the Gatehouse and Operations Office) for the reporting of all hazards;
- Ensuring effective formal investigation and follow-up of accidents/incidents or hazardous occurrences is carried out as soon practicable;
- Engaging expert external services to deliver professional risk management audits on a regular basis or as required;
- Undertaking a consultative approach in risk management in conjunction with Cultural and Behaviours Committee members, Market users and Workers; and
- Training of all Workers in the use and application of all controls introduced for each identified risk.

SAPML will continuously strive to improve workplace safety to protect all Market Users and their Workers.

Reference: WHSPR04 WHS Risk Management

5.2 Controlling Workplace Access

All Market Users accessing to the site must:

- Carry a valid SAPML ID card at all times when visiting the Market complex;

- The SAPML ID card may also be issued to allow vehicle access;
- Attend a safety induction session;
- Sign an authority to enter Market Land form before entering;
- Wear a high visibility safety vest suitable for day/night wear at all times within the complex; and
- Regular Market users should purchase their own safety vest (Loan vests are available from the gatehouse by leaving a form of identification).

5.3 Contractor and Visitor Control

- Contractors and Visitors must have prior approval from SAPML management before entering Market Land;
- Carry a valid SAPML badge at all times when visiting the Market complex;
- Place SAPML ID on the passenger side dashboard of their motor vehicle;
- Attend a safety induction session;
- Sign an authority to enter Market Land form before entering;
- Wear a high visibility safety vest suitable for day/night wear at all times within the complex;
- Contractors and visitors should be accompanied where possible by an SAPML Market Officer, Market Tenant or Worker; and
- Unauthorised persons shall be prevented from entering the site.

Reference: WHSPR13 WHS Contractor Management

6. Traffic Management Safety Policy

6.1 Traffic Safety Policy

“No commercial pressure should ever warrant deliberate risk or wilful endangerment of the lives of any of our colleagues, work mates, customers and visitors”.

All roads and parking areas throughout the complex are deemed public roads and due to the nature of the Market’s operation carry significant risk to the lives and welfare of Market Users, Contractors and Visitors to the site. All Market Users, Contractors and Visitors must strictly adhere to all road operating rules and safety instructions stated in this WHS manual in order to minimise the risk of injury or death.

6.2 Management Commitment

As such Management is committed to:

- Ensure that all workers requiring licenses to operate vehicles or forklifts are identified and that details are recorded and retained on site;
- Ensure every reasonable measure is taken to ensure all persons who operate vehicles on site are made aware, understand and adhere to this policy;
- Ensure controls are put in place to minimize the risk to pedestrians and individuals working in hazardous, congested or high traffic areas;
- Ensure that all motorised vehicles including forklifts, jinkers, motorcycles, scooters and any other

vehicle used on South Australian Produce Market roads are appropriately registered with Transport SA;

- Ensure all Lessee and Licensee provide an annual statement of compliance, which includes references to safety maintenance, licensing, and registration of vehicles;
- Ensure the drivers of all motor vehicles including forklifts obey the site speed limit (20kph) and all other traffic signals;
- Ensure that drivers of motor vehicles do not operate vehicles without due care or attention or without reasonable consideration for other persons using the road;
- Ensure that drivers do not drive a vehicle recklessly or at a speed or in a manner which is dangerous to the public;
- Ensure that all persons driving a vehicle or attempt to drive a vehicle are not under the influence of intoxicating liquor or a drug;
- Ensure that pedestrians use designated walkways and pedestrian crossings;
- Ensure that all persons driving a vehicle within the site look out for pedestrians and other vehicles.

6.3 Road Traffic Act

In addition to specific policies for the site, the Road Traffic Act of 1961 is applicable throughout the South Australian Produce Market complex.

6.4 Motor Vehicle Act

The Motor Vehicle Act of 1959 is applicable throughout the South Australian Produce Market complex.

This is a direction to all persons at the Site about traffic management at the Site.

As there is an interaction between pedestrians and vehicles/forklifts at the Site and as it is not reasonably practicable to remove either the use of vehicles/forklifts or pedestrians from traffic areas, SAPML has introduced measures to control the risks of persons being injured due to the movement of vehicles and forklifts at the Site.

Penalties (including fines, suspension or expulsion from the Site) to be determined at SAPML's discretion may apply in the event of any non-compliance with these guidelines. Penalties may also apply to Market Users who fail to assist SAPML in ensuring compliance with these guidelines.

Guidelines

Persons at the Site must not:

- drive any motor vehicle in a dangerous or reckless manner or at a speed in excess of that permitted by signs; or
- disobey any traffic sign.
- A person in charge of a vehicle at the Site must ensure that the vehicle displays its registered plates.
- A person in charge of a vehicle at the Site must provide satisfactory evidence that the vehicle is registered, immediately upon being requested to do so by a Market Official.
- Where a seatbelt is fitted in a vehicle, the seat belt must be worn at all times whilst the vehicle is operating at the Site.
- Where SAPML has designated specific areas for particular vehicles or pedestrians, the following general guidelines apply:

- Vehicles/forklifts are only permitted and can only be stopped in their designated areas. Vehicles/forklifts must not enter pedestrian designated areas;
- Pedestrians must, as far as reasonably practicable, stay within pedestrian designated areas and follow the entry and exit points where indicated;
- Pedestrians at the Site must use the designated walkways and crossings;
- Vehicles must only be parked in the designated parking areas provided at the Site; and
- Loading and unloading should only occur at the designated loading and unloading bays.
- All vehicles must:
 - be fitted with safety mirrors;
 - be fitted with working warning devices such as reversing lights and audible reversing alarms;
 - be fitted with clean safety mirrors and windscreens that are in good working order; and
 - where a driver is reversing in circumstances where visibility is poor or there is a high volume of people at the Site, another person must direct the driver and the driver must maintain visual contact with the person signaling them and signalers must wear high-visibility clothing in accordance with the onsite clothing requirements set out at in the WHS Handbook.

7. Forklift Safety

7.1 Forklift Safety

All persons who own and/or operate forklifts or fork trucks on the SAPML site are responsible for ensuring that:

- Forklift operators working on the SAPML site must be over 18 years of age and carry an applicable driver's licence issued by Transport SA and must also carry a notice of assessment/operator's certificate or a high risk work licence to operate a forklift;
- All forklift operators must operate their forklift in a safe manner, not to endanger themselves or put other Market users in danger;
- All forklifts or fork trucks are registered under the Motor Vehicle Act of 1959; and
- All forklifts are properly maintained in a safe operating condition.
- Obey the site speed limit (20kph).

Any person who is asked by a Market Official to show an applicable license/certificate or identification must comply immediately.

Overview of Forklift Injuries and Fatalities

- Collisions with pedestrians and loads falling onto pedestrians (29% of injuries, 56% of fatalities);
- Rollovers and unexpected movement of forklifts crushing operators (29% of fatalities);
- Persons falling from makeshift platforms elevated on forklift fork arms (12% of fatalities);
- Slips, trips and falls getting on and off forklifts (operators) (27% of injuries); and
- Body stressing (sprains and strains) while driving forklifts (operators) (19% of injuries)

Pedestrians and Forklifts Don't Mix

The key lesson to be learnt is that pedestrians must be kept at a safe distance from working forklifts. Even at low speeds, an unexpected movement of the forklift can crush a bystander against a fixed structure or another vehicle.

Without significant change to the way forklifts are used, there will be an ongoing and unacceptably high risk of serious injuries and death.

For people suffering severe injury, or the surviving families of people killed, the effects are devastating. For employers and business owners that failed their legal duty to provide a safe workplace, the legal and financial costs can be overwhelming.

Sadly, many employers and Workers only become aware of dangerous practices as the result of a serious accident at their workplace. Supervisors and managers must be aware of how a forklift is operated, and the hazards involved.

Please take the time to read and understand this information, and then take a look at your forklift operations. **And do it today.**

Forklift Stability

Overturning poses the most danger to forklift operators in the workplace. It is a leading cause of operator deaths involving forklifts, accounting for one in six such deaths.

Driving with raised forks, cornering too fast, striking low doors or beams, driving across inclines and uneven ground are the main causes of forklifts overturning. Colliding with another vehicle,

Braking too quickly and towing disabled forklifts can also cause overturns and fatalities.

To be effective a forklift must be manoeuvrable. To achieve manoeuvrability, forklifts are designed to be compact, making them less stable than other vehicles and mobile plant.

Forklifts have a range of limitations, from maximum load weight to speed. These factors affect the operator and the forklift itself, employers should ensure the workplace conditions suit the forklift and the tasks it performs.

Key Risks to Forklift Stability

Research has identified 10 key concerns in relation to forklift stability:

1. Most rollovers involve unladen forklifts, because unladen trucks are less stable than a laden forklift with the load being carried low.
2. When operators apply the brakes on a laden forklift they easily lose stability.
3. Even when stationary, forklifts have a small stability safety margin – 30-50% at rated load with the load down and 15-20% with a fully elevated load and mast vertical.
4. Sales materials do not always detail if the forklift's working capacity has been restricted by stability tests relating to (lateral) overturning or (longitudinal) tip over.
5. Manufacturers do not always include vital information in their sales materials, such as the forklift's capacity at full forward tilt of the mast and at maximum load elevation.
6. Uneven flooring, particularly with a height difference in excess of 40mm across the front wheels, can seriously impact on a forklift's stability when carrying its rated load at full height.
7. The stability of dual wheel forklifts is required when undertaking higher lifts, particularly over four metres.
8. A forklift may become 'dangerously' unstable when driving with a raised load or a raised empty load

carriage.

9. Loads attached to a forklift or suspended from a jib attachment are more likely to result in a full forward tip over when braking.
10. Forklifts can easily overturn if they make contact with overhead structures.

Lift capacity, that is, the maximum load supported by the lift and vertical lift travel, are the two most important forklift specifications to prevent forklift instability incidents.

Managing Rollover Risk for Forklift Operators

When an operator jumps or is thrown from an overturning forklift, there is a very high likelihood that they are trapped under the overturned forklift and a fatality occurs.

When a forklift overturns, the safest place for the operator is in the cabin with a seatbelt on. If body restraints have been fitted they should be worn. The operator is advised to hold on, stay with the truck and lean in the opposite direction of the overturn. While seatbelts may be an inconvenience, they may save the operators life.

If a lateral turnover occurs in a stand-up type forklift with rear access, the operator should exit by stepping backwards.

Managing Rollover Risks, for Employers

Employers have a primary duty to provide a safe workplace.

Providing a safe work environment, training, well maintained machinery and effective traffic management plans all play an important part in reducing the risks posed by forklifts in the workplace.

All Workers, including managers and supervisors, have a duty to ensure the actions they take, or don't take, do not put themselves or others at risk.

Employers can help mitigate the effects of forklift instability by:

- Ensuring seatbelts are fitted, correctly worn. Installing intelligent systems can prevent forklifts being started unless the seatbelt is fastened;
- Purchasing forklifts with speed limiting devices;
- Removing incentives that may encourage forklift operators to drive too quickly;
- Reduce the speed limit around the workplace;
- Using forklifts with a greater capacity for a given load;
- Using dual wheeled forklifts that provide an extra margin of safety in lateral stability when lifting loads above 4.5 metres;
- Require suppliers to provide detailed information on all stability limitations, capacities at different lift heights and lift positions, and how the limiting capacity was obtained;
- When buying or leasing a new forklift, look for stability-enhancing features and the capacity to meet all workplace needs;
- Ensure operators possess a competency certificate, have received detailed site/task-specific training, and demonstrate high levels of competency in all tasks;
- Ensure floor imperfection do not exceed 20mm across the front wheels where off centre loads may be manoeuvred at full height.

Design Features and Intelligent Systems

Design features and intelligent systems that can help eliminate risks posed by forklifts in the workplace include:

- Mechanisms that prevent forklifts from starting when the driver is not restrained by a seatbelt or another device;
- Limiting travel speeds to as low as 8km/h (9km/h for dual tyred forklifts), except where manufacturers can provide stability figures to show otherwise. This would assist in reducing the occurrence of side tipovers. (Uneven operating surfaces could require a lower speed limit);
- Speed limiters that reduce the maximum speed of a forklift depending on the load, its height and turning radius;
- Systems that monitor and limit the number of wheel rotations while the forks are elevated, to prevent forklifts being driven with raised forks;
- Load weighing devices on forklifts; and
- Maximum hydraulic pressure to mast lift cylinders can be set at about 110% of the rated load at full height with the mast vertical to prevent overloading.

Speed and Braking Distance

While a forklift's brakes are less effective than other vehicles', they could still cause a tip over or loss of load when applied heavily in an emergency.

Too many workplaces rely on the operator to apply 'just the right amount' of brakes to quickly stop the forklift without causing it to tip over. Usually, the only warning a driver will receive of this happening is when the back wheels come off the ground. **This is unacceptable.**

Employers should purchase forklifts with speed limit devices and, where practicable, retro-fit older trucks to ensure speed limits are observed and safety precautions taken.

At all workplaces, speed limits should be prominently displayed, observed and enforced.

Signs must be placed so that they can be easily seen by forklift operators.

The speed at which a forklift can stop in an emergency is determined by the speed at which it was travelling, the weight of its load and road surface. As such, forklift braking distances must be considered when planning for, and managing, forklift travel paths.

The emergency stopping distance of a fully loaded forklift is often significantly underestimated when planning for pedestrian safety. Monash University Accident Research Centre (MUARC) research showed that a laden forklift cannot use its maximum braking as the load will slide or fall from the forks, or the forklift will tip over forwards. The table below shows the minimum braking distance for common forklifts travelling on an even surface.

Minimum Actual Emergency Stopping Distance

Monash University Accident Research Centre findings on emergency braking distances for typical forklifts on a level surface - based on a driver reaction time of 1.5 seconds

Speed Braking Distance

Speed (km/h)	6	12	14	16	18	20	22
Speed in metres per second	1.7	3.3	3.9	4.4	5	5.6	6.1
Distance travelled while driver reacts to emergency (m)	2.5	5	5.8	6.7	7.5	8.3	9.2
Minimum Theoretical Emergency Stopping Distance (m)	2.8	6	7	8.5	9.5	11	12.5
Minimum Actual Emergency Stopping Distance-test results (m)	2.9-3.2	7-8	8-10	9.5-12	11-14	13-16.5	14.5-19

NOTES: The Theoretical Emergency Stopping Distance (m) is the calculated minimum emergency stopping distance under full braking with no allowance for stability.

The Actual Emergency Stopping Distance (m) is the minimum result of forklift braking tests without losing load or tipping over but decelerating at the extreme limits of stability.

The values given are based on an alert and skilled driver braking on a level, non-skid surface.

The reaction distance may be doubled if the driver is distracted.

So, what does this data mean?

It tells us that at a speed of 14km/h, a forklift will travel four metres in one second and needs at least 10 metres to stop safely. And that even at 6km/h (walking pace) a forklift needs at least three metres to stop.

It also indicates that emergency stopping distances must be taken into consideration when developing a traffic management plan.

Effective traffic management planning, intelligent systems fitted to forklifts (Smart Forklifts) and appropriate operator behaviour are the three major contributors to minimising the incident of pedestrian injuries.

Loads and Load Handling

Even without a load, forklifts are extremely heavy and can be the cause of serious injury even when travelling at low speeds. Just like other heavy vehicles (such as dump trucks) their use is dangerous if it is not correctly and carefully controlled.

Forklift operators must ensure each load is carried, lowered and set down in compliance with the manufacturer's recommendations and company procedures.

A forklift's capacity is the maximum weight it can safely carry at a specified load centre. Load capacity data plates are a useful tool that allows the manufacturer to detail the load each truck can safely lift.

The rated capacity of a forklift must always be noted and never exceeded. Marked weight, a weight gauge or scale can be used to weigh loads and ensure they do not exceed the forklift's capacity at a given load.

centre.

Overloading can damage the forklift as well as present additional health and safety risks to operators and pedestrians in the workplace.

Together with the weight, the shape and size of a load affects the way it should be lifted.

When a load is raised, the forklift is less stable. Tilting forwards or backwards with a raised load will also affect stability.

Driving with a raised load is a dangerous practice impairing stability and easily leads to tip overs and turnovers, particularly if the forklift is being driven at speed or around a corner or on an uneven surface.

Operator Checks

It is in an operator's interest to ensure all precautions are taken.

- Familiarise yourself with a new type of load or a new forklift;
- Check that the load is within the forklift load limit listed on the load capacity plate;
- When operating a forklift at grade, the load must be tilted back and raised only as far as needed to clear the road surface;
- If it's not placed correctly, reload it;
- If it's particularly long or wide, check if you need to take an alternative route;
- If pallets are damaged, remove them; and
- Ensure pedestrians are not present during forklift operations.

Forkarm Attachments

Where other types of loads are required to be moved, specialist removable attachments should be used. For example, 200 litre drum-lifting attachments are available and jibs are commonly used to sling loads.

- When an attachment is fitted to a forklift the dynamic and operating characteristics may change, making it necessary to de-rate the forklift capacity and restrict some operating controls;
- Attachments such as side shift devices, jibs and extension forks must have rated capacities and information on the type of forklift that is suitable for use in connection with the attachment;
- If an attachment is designed and manufactured on site, design calculations must be done by, or checked by, a competent engineer;
- Unintentional detachment from the fork carriage or the fork arms must be prevented; and
- Sideways displacement must be prevented.

A competent welder must be used for any required welding. The attachment should be weighed, and the weight marked on it, together with any safe-working-load restrictions.

Before any attachment is used, the forklift manufacturer (or the manufacturer's operating manual) must be consulted to ensure that it is safe to be used on that model forklift truck, and the load plate is to be annotated for any attachment(s) likely to be used.

Training in the use of all removable attachments for operators must be provided and documented, and supervision provided where necessary.

Raising People on Forklift tynes

Forklifts (other than purpose-built order-picking lift trucks) are designed for lifting loads – not people.

Raising people on pallets or on the bare fork arms is extremely dangerous and is not to be done.

You must ensure that the crucial safeguards, risks and legal duties involved with raising people are fully understood in your workplace. Refer to the procedures for the use of work platforms set out in Australian Standard AS 2359.2 - Powered Industrial Trucks Part 2 – Operation and Australian Standard AS 2359.6 - Powered Industrial Trucks Part 6 – Safety Code.

Maintenance Work Platforms

Maintenance work platforms with a meshed in work area securely attached to the forks can be used to raise people performing minor maintenance tasks.

In considering the use of a maintenance work platform on a forklift the following points must be observed:

- Platforms should not be used by workers who have not completed the necessary safety training;
- These platforms should only be attached to a complying designated forklift with a load capacity data plate stating attachments that may be used. To use a forklift with a maintenance work platform it must have tilt levers locked out and restricting hydraulic valves fitted;
- Before anyone is raised on a forklift, safe work procedures must be in place to ensure they can be rescued if an incident or breakdown occurs;
- The risks associated with using the forklift must be assessed and determined to be no greater than the risks involved in using plant or equipment specifically designed to raise people; and

It should be noted that where a task is carried out on a regular or longer-term basis (e.g. stock picking or stock taking in a warehouse or general production work), the use of plant or equipment specifically designed to raise people will generally be practicable and should therefore be used.

Order Picking Lift Trucks

Order picking lift trucks are designed to raise people.

- The platform must have guard rails to prevent falls from the platform; and
- People on the platforms must wear a full body harness and shock absorbing lanyard attached to a strong anchor point.

Poorly Ventilated Workplaces

Forklifts powered by internal combustion engines (petrol, diesel or LPG) should not be used in an enclosed space. Where ventilation may be inadequate - electrically powered forklifts are the safer alternative.

The health effects associated with internal combustion engine emissions can quickly become fatal, particularly as a result of carbon monoxide (CO₂) poisoning, a deadly, colourless and odourless gas produced by combustion engines.

LPG forklift trucks generally have a 'cleaner' exhaust than petrol or diesel-powered engines. However, they can still produce dangerous levels of airborne contaminants such as carbon monoxide if they are used in a poorly ventilated place, such as a cold store or freezer room.

As an example, a working forklift with a 1.8 litre LPG engine operating in an unventilated 60,000 cubic metre warehouse (10m x 60m x 100m) could take just 30 minutes to exceed exposure standards for carbon monoxide.

Forklift engines also produce other gases that can be harmful or fatal, as well as consuming available oxygen.

The dangers are compounded by the fact that exposure to gases or reduced oxygen levels impairs judgement and reflexes, causes dizziness and increases fatigue - creating further serious hazards.

Slips, Trips and Falls

Believe it or not, almost a third of all forklift injuries involve slips, trips and falls while getting on or off forklifts often resulting in musculoskeletal back injuries. The high incidence of slips, trips and falls clearly shows a need to review and change work practices.

The design of access steps, grab-rails and the layout of the foot pedals, steering wheel and cabin floor surface of exiting forklifts are important. These factors should be considered when purchasing a new forklift.

To manage risks associated with slips, trips and falls, it is necessary to:

- Purchase or refit forklift so that each forklift has:
 - Steps that give a good footing;
 - Anti-slip surfaces;
 - Grab handles; and
 - Provision for three points of contact (hands & feet) while mounting or dismounting the forklift;
- Ensure that uneven surfaces are removed or minimised;
- Ensure forklift operating and parking areas are well lit and clear of obstructions;
- Redesign work practices to minimise the need for operators to get on and off the forklift;
- When getting off a forklift always check:
 - The parking brake is set;
 - The forks are lowered; and
 - The controls neutralised.
- Discourage operators from jumping from the forklift.

Sprains and Strains

Body stresses, such as muscular sprains and strains and other soft-tissue injuries, incurred while driving forklift typically represent 20% of injuries.

Common body-stress injuries include straining the neck while looking up during high stacking, and back or neck strains caused by looking behind while driving in reverse.

Work practices that require the operator to twist around while driving should be reviewed. Vision aids that reduce neck 'craning', particularly during difficult high-level stacking, can assist in reducing these types of injuries.

Injuries such as back strains often arise as a result of hitting bumps or driving on an uneven surface. These injuries indicate a need to review the quality and condition of forklift seats, which are often in a poor or damaged condition. Road surface conditions in areas where forklifts operate must be maintained.

Sprains, strains and soft-tissue injuries to the neck and back can cause long-term health problems if the cause remains unchecked, severely limiting operator efficiency. These injuries can also result in long-term costs and human suffering. Obviously, the initial outlay in purchasing or leasing an 'operator friendly' forklift can be easily recouped by preventing these types of injuries.

To manage risks associated with sprains and strains, it is necessary to:

- Purchase forklifts that employ a good ergonomic design that reduces the effort required to operate controls, steering, brakes etc. (e.g. air over hydraulic controls);
- Purchase or re-fit forklifts to include vision aids (e.g. closed-circuit video systems) which reduce neck craning or twisting;
- Maintain level ground surfaces in the forklift operating area;
- Maintain the operator's seat and cabin area, so that they are always in good condition.

Reference: WHSPR34 Forklift Safety
WHSPR31 Vehicle and Travel Safety

SAPM FORKLIFT DAILY SAFETY CHECKLIST

Your Name:.....Today's Date:.....

1. TYRES	OK	FIX
• Are the tyres cut, damaged or worn out?		
• Are the tyres inflated correctly?		
2. MAST		
• Is the mast still straight?		
• Are all the rollers on the mast still in place and turning?		
• Are the chains in good order and correctly adjusted?		
• Is the carriage damaged?		
• Is the backrest still in place?		
• Are the hydraulic cylinders, lift and tilt, leaking?		
• Are the tynes (forks) worn, cracked or bent?		
• Are the tynes properly attached to the carriage?		
3. SEATING		
• Is the seat (or seats) broken or worn out?		
• Is the seat (or seats) firmly attached?		
• Are seatbelts fitted?		
4. CONTROLS		
• Are the controls clearly marked?		
• Do the controls work properly?		
5. WARNING DEVICES		
• Is the horn working?		
• Is the flashing light working?		
• Are the brake and turning lights (if fitted) working?		
6. HYDRAULIC FLUIDS		
• Are the hydraulic fluid levels adequate?		
7. CAPACITY		
• Is a load plate to the manufacturer's specifications fitted?		
(Do not use the forklift until this load plate is fitted.)		
8. BRAKES		
• Are both hand and foot brakes working properly?		
9. STEERING		
• Is the steering wheel moving smoothly?		
There should be no "slack" or "play" in the steering wheel (that is there should be no free movement in the steering wheel before the wheels start to turn.)		

Check the forklift's manual. It will list regular maintenance checks. If there is no manual, make sure one is ordered. Good maintenance means fewer break-downs, and the forklift will last longer.

If any of the above items need fixing, talk to your supervisor!

**DON'T DRIVE A FAULTY FORKLIFT
A LIFE COULD DEPEND UPON IT**

8. Hazard Identification, Risk Assessment and Control

8.1 General

All workplace hazards should be identified and risks to health and safety assessed in consultation with workers who are likely to be affected by the hazard. This is a legislative requirement. Where appropriate, it may be necessary to seek advice from safety practitioners or persons with appropriate training and experience to identify hazards and to assess risks.

To achieve this, hazards must be identified, their associated risks assessed and everything practicable done to control the risk. Dangerous conditions and practices must be eliminated, or at least controlled.

The process of hazard and risk assessment consists of:

- Identifying hazards;
- Determining the *likelihood* of adverse effects, such as injury or illness, arising from exposure to each hazard;
- Determining the consequences and level of risk to health and safety;
- Deciding the most appropriate control measures to eliminate or minimise risks.

The assessment will record and include:

- The identification of hazards in the workplace;
- The nature of the hazard to health and safety;
- The degree of risk to health and safety;
- Practical means to control the hazards;
- The safety induction and training required for employees.

8.2 Hazard Identification

Hazards that may impact on the Health, Safety and Welfare of SAPML's workers and others will be identified through a combination of activities co-ordinated by the Safety & Compliance Manager, in consultation with the workers. The following methods will be used:

- Regular workplace inspections;
- Incident Reports;
- Internal/external safety audits;
- Employee consultation and feedback;
- Product information, including labels and Safety Data Sheets (SDS);
- Machinery and equipment information and operation manuals;
- Information obtained from suppliers.

8.3 Hazard Reporting

As part of the shared goals of all Market users to make the Market a safe site to work within, there is a hazard reporting system. This system is required by law and is easily accessible to all Market users to assist Management in making the site as safe as possible for all.

The system consists of a 'Hazard Report' page designed to record any concerns by all users. The Operations Team are responsible for monitoring hazard report entries on a daily basis and urgent concerns are brought to the attention of Management immediately. The Hazard Reports are tabled and items are addressed at Cultural and Behaviours Committee meetings.

Hazard Reports are located at the main gatehouse and in the Operations office. Market Officials can make entries on behalf of individuals who approach them with concerns. Every report **MUST** be recorded as per the Hazard Reporting system procedure.

See appendix to see an example of the Hazard Report Form.

Hierarchy of Risk Control Measures

The first control strategy to be applied is to **eliminate** risks by eliminating the use of the hazardous activity, plant, tool or substance if practicable. If this is not practicable, risk should be reduced as far as practicable by one or a combination of:

- **Elimination** by eliminating the process or the risk completely
- **Substitution** by less hazardous activity, plant, tool or substance.
- **Isolation** of the activity, plant, tool or substance to prevent or reduce exposure to the hazard.
- **Engineering controls** e.g. exhaust ventilation for dusts or vapours.

When these measures have been applied to the highest extent practicable, any remaining risk should be reduced by:

- **Administrative controls.** This means adoption of procedures or instructions that minimise exposure to the hazard.

When risk has been reduced as far as practicable by one or a combination of these measures, any remaining risk may be controlled using **Personal Protective Equipment (PPE)**.

Reference: WHSPR04 WHS Risk Management

9. Incident Reporting & Investigation

9.1 Incident reporting

All Market users must take appropriate steps to notify SAPML Management of a hazard, accident, incident, near miss or notifiable incident. All issues under the control of SAPML are brought to the attention of senior management by way of a formal hazard reporting process. All Market Users are welcome to contribute information regarding WHS matters at any time, either through formal reporting systems as described below or by reporting urgent concerns immediately to SAPML management.

Any 'near misses' that fall under the definition of a 'Notifiable incident' must be immediately or within 24 hours be reported to SafeWork SA, as per their guidelines.

All Market users when required are expected to participate and cooperate in workplace investigations into accidents, incidents or near misses.

It is important to notify, investigate and analyse a "near miss" because next time it happens the results may be more serious.

9.2 Accident, Incident, Near Misses and Notifiable Incident Reporting

All Market users must take immediate and appropriate steps to enable SAPML management to investigate and rectify any risks to health and safety arising from work activity in the Market. All accidents and near misses are properly reported and recorded, and an investigation is carried out to determine cause and provide statistical and preventative information to improve SAPML site safety.

All Market Users are responsible for achieving safe working environment by making every effort to use the management systems available by reporting hazards, accidents incidents or near misses.

9.3 Determining the Cause

All accidents and incidents, including near misses, must be reported and investigated as soon as possible. The two essential reasons for this include:

- To determine the true and accurate circumstances which led to and contributed to the event; and
- To prevent the event occurring again, potentially with even greater repercussions.

The definition of an accident is an unplanned or undesired event that results in injury or illness to a person. This may also involve damage to plant, equipment and/or the environment.

The definition of an incident is an unplanned or undesired event that could have resulted in harm. It is often called a 'near miss' or 'near hit', e.g. a container of corrosive is dropped when being delivered but does not break or open.

Accidents resulting in lost time or hospitalisation must be reported to Safe Work SA. A 'Serious Injury' or 'Dangerous Incident' must also be reported to Safe Work SA.

All incidents involving electricity and gas must be reported to the Office of the Technical Regulator (OTR) on 8226 5500 for investigation by OTR staff.

9.4 Checklist for Investigations

SAPML shall investigate safety events using the standard **Incident/Near Miss Investigation Report Form**. This form is in checklist format and appears in the appendix.

9.5 Incident/Near Miss Investigation Form

SAPML shall report all safety incidents, accidents or near miss events so that they may be analysed and the risks of a repeat event reduced. The Safety & Compliance Manager in consultation with other involved parties must complete the **Incident/Near Miss Investigation Report Form** immediately after any event. (See appendix)

SAPML has obligations under the Regulations to report any incidents that would fit under the definition of 'Serious Injury' or 'Dangerous Incident' so that SafeWork SA can further investigate the circumstances of the event. SAPML is committed to working in partnership with SafeWork SA, WorkCover and other regulatory bodies to ensure continuous improvement in WHS practices and to maximise a safe environment for all Market users.

9.6 Reporting to Statutory Authorities

SAPML shall comply with all the statutory reporting requirements for South Australia with regard to incidents, accidents or near misses involving Workers or events involving Market users that occur in the common areas.

The Chief Executive Officer before lodgement must sign all written reports to the relevant authorities made by SAPML.

Market users retain full responsibility for reporting any notifiable events to SafeWork SA, as stipulated in the WHS Regulations. The employer of an injured person retains responsibility for notifying SafeWork SA and/or WorkCover of the event of such injury.

9.7 Incident Reporting

Incident reporting is defined as any accident that results in death or injury requiring treatment in hospital after which the incident and injury must be reported to SafeWork SA by telephone immediately.

9.8 Incident Investigation

Identification of root causes/contributing factors in terms of Management System failures. WHS Regulations demand that hazards associated with certain activities, equipment or materials require more specific and detailed assessment to be undertaken. Hazard Identification, Risk Assessment and Control should be used when assessing the risks associated with:

- Hazardous Manual Tasks;
- Plant & Equipment;
- Hazardous Substances;
- Noise;
- Asbestos;
- Confined Spaces; and
- Prevention of Falls (Working at Height)

All incidents will be investigated by the respective Tenant and the Safety & Compliance Manager. Incident investigation has three (3) purposes. They are:

- To establish causes;
- Identify contributing factors; and
- Implement strategies to prevent a recurrence.

Incident investigation is NOT about apportioning blame.

9.9 Dangerous Occurrence Reporting

Dangerous occurrence Reporting is defined as a notifiable dangerous incident that must be reported to SafeWork SA by telephone immediately. Written reports must be submitted within 24 hours of the event occurring. Dangerous occurrences must be reported even if nobody has been injured (and if an injury or fatality has occurred).

Incident Notification Reports must be tabled and reviewed at site Health & Safety Committee Meetings to ensure controls are effective and appropriate. The Safety & Compliance Manager must keep a copy of the SAPML Incident Notification Form for 5 years and make it available for inspection by:

- (a) The Work Health and Safety Regulator;
- (b) Cultural and Behaviours Committee;
- (c) The injured person or a person authorised by the injured person or a representative of the deceased person

9.10 Significant Safety Incidents, i.e. Dangerous Event, Notifiable Incidents

The CEO, Safety & Compliance Manager must be notified immediately in the event of any incident which involves the following:

- Fire brigade, ambulance, police
- Environmental protection authority (EPA)
- SafeWork SA authority investigators
- Health department investigators
- Serious Injury' or 'Dangerous Incident' as per relevant legislation
- An incident which attracts media attention
- An incident which could be considered serious in that major consequences were only narrowly avoided (i.e. a near miss).

9.11 Review of Corrective Actions

SAPML shall review corrective actions by taking the following steps:

- Defining the scope of the activity that is to be assessed;
- Identifying the risks;
- Assessing the risks;
- Controlling the risks;
- Monitoring and reviewing the process.

SAPML shall implement all controls using the following hierarchy of hazard control:

- Elimination;
- Substitution;
- Isolation;
- Engineering Controls;
- Administrative Controls;
- Personal Protective Equipment

Reference: WHSPR07 Incident Recording Investigation Analysis and Review

10. Equipment Safety and Isolation

10.1 Equipment Safety and Isolation

If any item of plant or equipment becomes hazardous it must be isolated before any maintenance work is undertaken on it. A danger do not operate tag shall be placed on the unit by a responsible Market User or Market Officer.

In the case of electrical plant or equipment becoming hazardous and requiring isolation a 'danger do not operate' tag must be placed on it, and isolated if safe to do so. In this case the hazardous unit must not be reenergised unless the person is a licensed electrician and safe to do so.

10.2 Use of 'Danger Do Not Operate' and 'Out Of Service' Tags

The following guidelines shall be adhered to if placing an 'Out of Service' and 'Danger Do Not Operate' tag on a hazardous item of plant or equipment:

- If an item of plant or equipment becomes hazardous immediately contact the Gatehouse by telephoning intercom number 259 or 8349 8846 where supplies of 'Out of Service' and 'Danger Do Not Operate' tags are readily available.
- No individual shall operate any plant or equipment when an 'Out of Service' or 'Danger Do Not Operate' tag is attached to it.
- A 'Danger Do Not Operate' tag is to be placed on any equipment where it is foreseen that to operate faulty or unsafe equipment will cause either injury to a person, or damage to the plant or equipment.
- An 'Out of Service' and/or 'Danger Do Not Operate' tag must have the name of the person placing the tag and the date and time recorded on it.
- The duty security guard or Market Officer must record further details of the hazardous plant or equipment including contact details of person placing the 'Out of Service' or 'Danger Do Not Operate' tag.
- An 'Out of Service' tag may only be removed after the hazardous item has been repaired and cleared for safe use by a qualified technician.
- A 'Danger Do not Operate' tag may only be removed by the person placing the tag or the supervisor after consultation with the person placing the tag.

Reference: WHSPR18 Isolation and Tag Out

11. Hazardous Substances and Dangerous Goods Policy

11.1 Hazardous Substances and Dangerous Goods Policy

The handling, transport, storage and use of hazardous material shall be carried out in compliance with the following Legislation:

- Work Health and Safety Act 2012, section 19 (3) a, c, d & f
- WHS (Hazardous Chemicals) Regulations 2012 Part 7.1
- Code of Practice – How to Manage Work Health and Safety Risks, 2012
- Code of Practice - Labelling of workplace hazardous chemicals
- AS 4332:2004 The storage and handling of gases in cylinders
- AS 1940:2004 The storage and handling of flammable and combustible liquids
- AS 3780:2008 The storage and handling of corrosive substances
- Specifically, LPG bottles must be transported, stored and used in compliance with the Australian Standard AS1596:2008; and an alternative is to use the onsite LPG refuelling facilities.

LPG bottles shall not be stored inside Lessees premises.

No hazardous substances or dangerous goods must be brought on site, used or stored in any manner which could risk the health and safety of others in the Market.

No substance shall be brought onto the site for use or trial without a material safety data sheet having been obtained, and the contents of the sheet having been previously read and understood by those using the substance. Verification of training must be provided to the Safety and Compliance Manager on request.

Wherever possible, safer alternatives will be used if a substance poses a risk to the health and safety of Market users.

A register of all dangerous goods shall be maintained in the Administration Office. All Lessee and Licensee maintain responsibility for their own systems of control within their own premises. It remains the responsibility of the Lessee and Licensee to ensure that the appropriate engineering controls and/or personal protective equipment are available for use where the material safety data sheet deems it necessary.

11.2 Labelling

All chemicals including Hazardous Substances/Dangerous Goods used or stored on site must be appropriately labelled. This includes any decanted chemicals as per the Code of Practice for Labelling of Workplace Hazardous Chemicals.

All the information on labels should be:

- On an outside face of the container
 - In the English language
 - In durable print

- In lettering in which the size and style is easily legible.
- The label should be firmly secured and printed in a colour or colours which provide a distinct contrast to the background colour.
- A person shall not remove, deface, modify or alter a correct label of a substance used at work. It is an offence under the Work Health and Safety Act, 2012, Section 28.

11.3 Decanting

Where it is necessary to decant a hazardous substance or dangerous good into another container, the Lessee and Licensee will ensure that suitable controls have been implemented to:

- Control any spills and leaks;
- Minimise static electricity;
- Control vapour generation and spills;
- Ensure the integrity and suitability of the receptacle being used for the transfer; and
- Protect the worker undertaking the decanting.
- When emptied, and / or no longer needed - ensure the container is appropriately disposed of.

11.4 Spills and Leaks

Adequate provision shall be made for the containment of spills including the separation of spillage between incompatible chemicals e.g. bunding, spill trays etc. Lessee and Licensee will ensure that spills and leaks are cleaned up immediately and that waste generated is safely dispose of after the clean-up, in accordance with directions contained on the MSDS.

11.5 Safety Data Sheet (SDS)

Lessee and Licensee must ensure that the types and quantities of all dangerous goods and hazardous substances stored and handled at the premises are identified and that a safety data sheet (SDS) for each type of substance identified as a Hazardous Substance and/or Dangerous Good is held on site. The SDS must not exceed 5 years.

11.6 Transfers

Where substances need to be transferred (by pumping, decanting, dispensing and filling) into or from a container or moved from place to place the following safety controls must be considered:

- Spill containment is provided that can hold at least the quantity of the largest container;
- The container being filled and any transfer equipment is earthed, if there is a likelihood of static electricity being generated and risk from ignition of flammable vapors during the transfer;
- The transfer is done in a manner that reduces the generation of any vapor and avoids splashing or spillage of the dangerous goods;
- The place where the transfer is carried out is:
 - set aside for that purpose

- not within the storage area but adjacent to it
 - free from ignition sources
 - free of obstructions with sufficient room to enable the transfer to be carried out and to hold containers and associated equipment;
- Any decontamination materials or clean up equipment is kept close by;
 - Where substances are to be transferred into containers at the premises, the container is suitable and can't be damaged by the dangerous goods. For example, don't use a plastic container that could be softened or made brittle by the substance;
 - Containers holding substances should be marked to indicate the contents.

11.7 Personal Protective Equipment (PPE)

Appropriate Personal Protective Equipment and Safety Signage shall be assessed as per legislative requirements.

Lessee and Licensee will ensure PPE appropriate to the substances being handled, is worn when workers are handling them. Check with SDS.

Hazardous substances/Dangerous Goods hierarchy of controls

Safety Measure (in order of hierarchy)	Explanation and Examples
Elimination	Eliminate the use of the substance. Example: <ul style="list-style-type: none"> • Using a physical process instead of a chemical process
Substitution	Using a safer substance or a safer form of the substance. Examples: <i>Safer substance</i> <ul style="list-style-type: none"> • Using detergent instead of chlorinated solvent for cleaning • Using water-based chemicals instead of solvent-based chemicals where compatible <i>Safer form or process</i> <ul style="list-style-type: none"> • Painting with brush instead of spraying • Purchasing a substance in a safer form (e.g. using pellets instead of powder which reduces dust. Using liquids in ready to use form instead of concentrates which require decanting or mixing)
Isolation	Separate people or property from the substance by distance or barriers. Examples: <ul style="list-style-type: none"> • Using closed systems • Fully or partially enclosing the process with exhaust extraction • Isolating the process to one room with restricted access or using appropriate barriers/screens to separate substances • Moving the process into a positive pressure cabin/room

Safety Measure (in order of hierarchy)	Explanation and Examples
	<ul style="list-style-type: none"> • Distancing workers from substances/processes through the use of remote controls • Distancing property, non-compatible chemicals and ignition sources from goods
Engineering	<p>Physical controls (such as plant/equipment) that eliminate or reduce substances being produced, stop or contain substances, or limit the area of contamination in the event of spills and leaks. Examples:</p> <ul style="list-style-type: none"> • Using local exhaust or natural ventilation systems • Using bunding to reduce spillage • Installing drains, tanks, or sumps to cope with spilled material • Installing automatic fire protection and chemical suppression systems
Administrative	<p>Using safe work practices including good housekeeping. Examples:</p> <ul style="list-style-type: none"> • Reducing the amount of property or the number of workers exposed • Reducing the duration/frequency of exposure • For dangerous goods reducing the amount of goods stored and used • Ensuring safe interim storage of wastes • Vacuuming or wet sweeping to suppress dust being generated • Covering containers and making sure lids are attached • Cleaning up spills immediately • Ensuring no eating, drinking or smoking in areas where substances are used • Providing suitable washing facilities • Providing first aid facilities • Instructing staff how to use substances/equipment safely
Personal Protective Equipment (PPE)	<p>Protective clothing and equipment for workers, supervisors and visitors. Examples:</p> <ul style="list-style-type: none"> • Overalls • Aprons • Footwear • Gloves • Chemical resistant glasses (safety glasses) • Face shields • Respirators

Reference: WHSPR15 Dangerous Goods and Hazardous Substances

12. Emergency Procedures and Planning

Note: Once an emergency is declared, the powers of all Wardens (including the Chief Warden and Deputy Wardens) shall override all normal non-emergency management procedures. Area Wardens shall have the authority to marshal all staff and any visitors to their area. The purpose of these powers is to ensure that during an emergency situation, life safety takes precedent over asset protection and production matters. The procedures require consideration to be given to ensure the protection of Wardens, the person or persons refusing to comply, and other personnel in the area when a refusal situation arises.

12.1 Emergency Procedures and Planning

While SAPML will take all reasonably practicable steps to minimise the risks of accident (and particularly fire and other situations where there may be significant risks to personnel and property), our primary objective is to provide an effective response to any emergency situation.

There are two types of evacuations:

Immediate Evacuation: Is an evacuation resulting from an incident which provides little or no warning and consequently limits final preparation time such as a fire, explosion or hazardous material incident.

Planned Evacuation: Is an evacuation resulting from an incident where there is forewarning allowing time for the evacuation plan and operation procedures to be implemented, such as a severe storm or toxic gas incident.

Each Lessee and Licensee in consultation with the Safety & Compliance Manager shall identify possible emergency situations (internal or external). A record of the assessment shall be kept.

Examples of Internal emergencies covered by these procedures include:

- Fire
- Explosion
- Plant utility disruption e.g. Steam failure/release; Electricity failure; Gas failure/leak; Water failure/overflow; Sewer failure/overflow; Telephone failure; Fire protection system failure/impairment; Equipment failure/malfunction; Incident involving mobile plant
- Bomb threat/suspect package
- Medical emergency
- Hazardous material spill/toxic emissions
- Security breach/civil disturbance
- Motor vehicle accident
- Other hazards specific to the organisation.

Examples of External emergencies covered by these procedures include:

- Hazardous material spill/toxic emissions
- Explosion
- Civil disturbance
- Storm
- Flood
- Bush fires

- Motor vehicle accident
- Aeroplane crash
- Other hazards specific to the organisation.

Emergency response procedures will be formulated in consultation with SAPML and emergency service specialists/consultants and in line with statutory requirements.

As a minimum requirement, emergency response procedures shall:

- State clearly the purpose and scope.
- Identify the buildings, structures and workplace to which they apply (i.e. in a floor plan).
- Be based on a practical assessment of possible threats at the workplace (as identified above).
- Be appropriate to the size and complexity of the workplace.
- Define overall control and coordination arrangements for response to the identified threats (e.g. opening security boom gates to allow for access of emergency services).
- Define the roles and responsibilities of persons to be involved. (i.e. fire wardens, first aid personnel etc.)
- Be flexible to allow for changing circumstances of an emergency situation
- Take into account the hours of occupancy of the workplace (i.e. 24 hour operations).
- Be easy to use, follow and amend as appropriate.
- Be communicated in languages deemed appropriate.

12.2 Organisational commitment

SAPML is committed to providing a safe place of work and safe systems of work, as well as protecting the health and safety of people during reasonably foreseeable emergency situations. The organisation maintains a fully documented emergency response plan that:

- Identifies the possible emergency scenarios for our site
- Prescribes the Emergency Organisation (people and duties)
- Specifies the arrangements to be implemented (systems and procedures).

(See *Emergency Evacuation Management Plan, June 2012*).

12.3 Emergency Response

Emergency Response procedures shall be kept up to date and reviewed every 12 months (minimum), consultation with SAPML and emergency service specialists/consultants. They should also be reviewed after an emergency, exercise or any changes that may affect the emergency management plan (e.g. changes to workplace layout).

Emergency Response Procedures must be communicated to all staff and contractors and displayed on the WHS Notice Boards.

The role of Chief Warden, Area Wardens and Wardens personnel shall be documented, agreed to and communicated. All training programs should incorporate the following:

- Familiarisation with procedures (part of induction programme)
- For in-house emergency organisation and team
- For external emergency services
- For all people on site.
- The roles of people associated with disaster and recovery plan: i.e. the means of getting fully operational again as soon as possible
- Assignments for Emergency Team Members.

Evacuation exercises shall be periodically conducted. Immediately after an exercise is conducted, a debriefing shall occur with all relevant parties i.e. fire wardens, first aiders, Lessee and Licensee and managers/supervisors, to ensure the emergency response procedures are satisfactory and any deficiencies are corrected.

The following Emergency equipment shall be tested and maintained by specialist consultants in accordance with statutory requirements:

- Fire extinguishers and hose reels (Including equipment contained in work vehicles)
- Fire and smoke alarms
- Smoke/thermal detectors
- Emergency signage and lighting
- Sprinkler systems
- Emergency communication equipment
- Any other site-specific emergency equipment identified.

12.4 Fire Fighting Equipment

Firefighting equipment is located throughout all company buildings. The equipment shall comply with the relevant Australian Standards and be appropriately signposted and maintained.

Nominated SAPML Workers shall be trained in the use of the equipment and similarly Lessee and Licensee should nominate and train representatives from their organisations in the use of the equipment also.

All firefighting equipment shall be regularly checked and serviced. This will involve both internal inspections as well as external tests conducted by approved experts.

Firefighting equipment will not be used for any purpose other than its intended use for fighting fires. Abuse of the equipment will lead to disciplinary procedures.

There are 3 types of fire extinguishers as well as hose reels located throughout the facility:

- **Water:** stored pressure type, colour coded red, used for wood, paper and textile fires only. **Do not use for electrical or flammable liquid type fires.**
- **Dry Chemical:** stored pressure type, colour coded red with a white band; can be used for all types of fires.
- **Carbon Dioxide:** stored pressure type, colour coded red with a black band, used for electrical, oil and flammable liquid fires.

Fire Hose Reels provide a continuous supply of water, colour coded red, used for wood, paper and textile fires only. **Do not use for electrical or flammable liquid type fires.**

12.5 Liaising with Emergency Services

SAPML firmly endorse liaison and cooperation with emergency services within the local area.

In accordance with this, the local police, fire and ambulance services' representatives will be invited to visit and inspect our site on a regular basis to discuss our emergency procedures.

Reference: WHSPR10 Emergency Management and Evacuation

12.6 First Aid

SAPML is committed to the provision of an effective first aid service to protect the health and safety of all Workers and Market users who may be affected by incidents, illness, or injuries arising from the work carried out.

SAPML maintain that all Market Officials are trained as first aid personnel to deal with minor accidents and emergencies anywhere within the common area. These personnel have sufficient training and qualifications in accordance with statutory requirements.

Lessee and Licensee have the responsibility for maintaining appropriately qualified and adequate numbers of first-aid personnel within their own site in accordance with the statutory requirements applying to every individual business. All business operators are encouraged to undergo first-aid training even when Worker numbers are low enough to exempt them from statutory requirements.

12.7 First Aid Management Priorities

This organisation will ensure that:

- Legislative requirements for the first aid service are complied with;
- The particular hazards of the workplace are taken into account when equipping and staffing the first aid service;
- Adequate equipment, facilities and supplies are provided as required for the first aid service;
- First aid kits are available at the main entrance gatehouse, Operations Office, Sunday Market Office and SAPML Administration office 1st Floor;
- Suitable trained personnel are appointed to staff the first aid service;
- Appropriate recording systems are established to record treatment provided;
- These records will be used to guide the development of strategies to prevent work-related injury and illness;
- Appropriate arrangements will be made for the transportation of injured people;
- Training will be provided in skills to maintain basic life support in the case of critical injury.

12.8 First Aid Policy

Introduction

First aid provides the initial attention to a person suffering an injury or illness. First aid in the workplace has a number of benefits:

- It can save lives;
- It can prevent permanent disablement;
- It places the incident on record for future reference if required.

Scope

This procedure relates to all SAPML employees, market users, contractors working for and visitors to South Australian Produce Market Limited or persons visiting tenants premises.

Definitions

First aid is defined by St Johns as ‘the initial care of the ill or injured where someone has had an accident or is suffering from a sudden illness and needs help until a qualified health care professional, such as a doctor, registered nurse or ambulance officer, arrives.’

Roles & Responsibilities

Managers/Supervisors are responsible for:

- Determining whether a first aid officer is required
- Ensuring first aid officers receive approved training
- Maintaining a stocked first aid kit
- Ensuring appropriate first aid treatment is available in the event of an injury

Employees are responsible for:

- Ensuring all injuries are reported immediately

Procedure

First aid personnel requirements

The following outlines the requirements under the Code of Practice for First Aid in the Workplace 2012

	1-25 employees	26 – 50 employees
Low Risk Workplaces	0	1
High Risk Workplaces	1	0

Note: Low Risk workplace includes but is not limited to offices, banks, libraries, community health centres, retail shops, restaurants and hotels.

or

where timely access to appropriate medical or occupational health services is restricted due to casual or shift work, distance or location then at least one first aid person is provided for each group depending on the specific hazard.

First aid kits

All work areas should maintain a first aid kit. The contents of the first aid kit are dependent on the hazards presented. A basic first aid kit is referenced in Appendix A. In addition it may be required to have additional modules dependant on the hazards posed by the type of work, for example:

- Burns module
- Eye module
- Remote area module

First aid kits must be checked regularly to ensure they are fully stocked and should be replenished immediately after use.

First Aid Officer Training

First aid training courses should be provided by authorities approved by SafeWork SA.

Pain relief

Pain relief medications such as drugs containing paracetamol and aspirin have the potential to cause adverse health effects. Workers requiring prescribed and over the counter medications should carry their own medication for their own personal use as necessary.

Reporting

All injuries must be recorded on a first aid treatment report form or register – irrespective of whether treatment was given.

General Precautions

The following precautions are to be observed when rendering First Aid:

- Disposable gloves should always be used.
- Hands must be washed after removing gloves.
- Contact with blood is to be avoided if hands or lower arms have open cuts or unhealed wounds.
- If contact with blood occurs then the area should be washed with liquid soap.
- Disposable gloves should then be put on to wash any other body parts in contact with or splashed by

blood.

- All waste material that is contaminated with blood and/or body fluids should be placed in contaminated waste bin for disposal.
- Blood and/or body spills must be cleaned up immediately.
- Report & record any incident where exposure to blood and/or body fluids occurs and seek medical advice

References

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Code of Practice for First Aid in the Workplace

Reference: WHSPR17 First Aid

13. Consultative Process

13.1 Demonstration of Management Commitment

SAPML have the highest commitment to the health and safety of all Market Users operating within the site and will ensure that:

- The work health and safety policy is communicated throughout the site
- The policy will be reviewed every 12 months
- Senior management or a nominated representative will be present at meetings of the Cultural and Behaviours Committee.
- Unsafe acts and conditions will be recorded and rectified as soon as is physically possible
- Where delays in a resolution are expected, such situations will be made safe immediately and the progress on full correction communicated to the relevant people on a regular basis until rectification is complete
- All SAPML Workers lead by example, adhering to these policies and procedures without exception
- Non-compliance with safety policies and procedures by Workers or Market users will result in appropriate action being initiated
- Information relating to WHS issues shall be communicated to Market users as and when required.

Reference: WHSPR03 WHS Consultation and Issue Resolution

14 The Cultural and Behaviours Committee

14.1 The Cultural and Behaviours Committee

SAPML have a Cultural and Behaviours committee that complies with the WHS Act. The Committee in no way removes the obligation on individual Lessee and Licensee, Market users or Management to ensure the health and safety of their own Workers, Contractors or Visitors on site.

The role of the Committee is to form a joint management/Market user's consultative group, with the aim of identifying and resolving work health and safety issues, as well as monitoring the progress of the safety management activities.

The Committee shall meet regularly. Copies of the meeting's minutes shall be displayed in strategic areas throughout the site, i.e. Administration noticeboards and in the Market Cafe.

All SAPML Workers and Market users shall have access to any representatives on the Committee. Committee members will be volunteers and will be formally elected.

14.2 The Committee Constitution

The Committee will operate under the guidelines of a constitution that will include:

- The purpose of the Committee
- The aim(s) of the Committee
- Actions/roles/responsibilities of the Committee
- Membership
- Definition of a voting quorum
- Terms of office
- Meeting format
- Meeting frequency
- Procedural concerns for taking actions
- Code of conduct
- Deciding on the position of the Chair of the Committee
- Dispute settling procedures.

14.3 Purpose

The Cultural and Behaviours Committee will assist in ensuring a safe and healthy working environment by actively contributing to the improvement and maintenance of health and safety within the SAPML site.

14.4 Aims

To monitor and review occupational health and safety matters throughout the site.

To effectively reduce risks and improve safety for all Workers and Market users, and ensure items that are raised as occupational health and safety issues in the meetings are appropriately actioned.

14.5 Actions/Aims/Responsibilities

The Committee will meet its purpose requirements by:

- Ensuring the Committee complies with relevant legislation
- Conducting monthly meetings
- Conducting regular safety inspections
- Becoming involved in health and safety projects, as the need arises
- Reviewing all accidents, incidents and near misses and ensuring investigations have been conducted and acted upon thoroughly and as deemed necessary by the findings
- Reviewing all reports to the relevant statutory authorities for occupational health and safety
- Ensuring safe work practices exist in the Market and that all Lessee and Licensee have been made aware of them
- Participating in, and reviewing hazard identification, assessment and controls
- Monitoring the health and safety performance of the Company
- Participating in visits to the workplace by members of any statutory authority for occupational health and safety
- Participate in any dispute hearing procedures regarding infringement notices
- Fulfilling any other activity or role as deemed necessary by relevant legislation.

14.6 Membership

Each work group must be represented in the Safety Committee, one management representative, and the Safety and Compliance Manager.

14.7 Quorum

For a Committee meeting to be run, 75% of the Worker or Market user representatives and at least one management representative must be present.

Any numbers fewer than this minimum will result in the meeting either being postponed or cancelled.

14.8 Term of Office

Members shall be elected to office for a term of no less than one year.

Resignation from the Committee must be tendered in writing and an election called to replace the position from the section that the member represented.

14.9 Meeting Format and Frequency

Meetings will be held quarterly, on the second Thursday of every month at 10am in the Office.

This time and venue can only be changed with prior approval from the Chair and with all members being notified and in agreement.

Formal meeting procedures will be followed for every meeting.

Any member of the Committee, including the management representatives, may call an extraordinary

meeting of the Committee after prior consultation with and approval from, the Chair.

A formal agenda will be distributed at least two (2) working days prior to the meeting.

Minutes will be recorded and made available on two locations of the site, as well as to each individual member and the management team of SAPML.

Any member of the Committee may raise occupational health and safety concerns at the meeting under 'general business', if it has not been placed previously on the agenda. Workers may raise items with any member of the Committee for attention at the meetings.

14.10 Code of Conduct

Behaviour at every meeting will respect every individual in the room. Each member will be allowed to speak at the time indicated by the Chair, without interruption. Time for debate of issues will be allowed following the speaker completing the tabling of their issue(s).

In situations where the behaviour of a member of the Committee is causing concern, the issue will be dealt with inside the Committee room. Under exceptional circumstances, when all other attempts to rectify a behavioural problem have been exhausted, a vote to either censure or remove the Committee member can be proposed and voted on under the principles of a secret ballot.

14.11 Determining the Position of the Chair

Once elected, the Committee members will call for nominations for the position of Chair and vote. A Worker or Market user representative must hold the position. Management representatives are ineligible to hold the position.

14.12 Committee Membership

The formation and active involvement of the occupational health and safety Committee is fully supported by the Company and all Market users are encouraged to utilize their representatives.

In recognition of the important role this group has on site and the value the forum provides as a joint Management, Worker and Market user consultative process, at all times Market user representatives will hold at least 50% of the seats.

A Management representative will be present at every meeting of the Committee.

15. Safety Promotion

15.1 Safety Promotion

SAPML has a strong commitment to safety promotion amongst all Market users and Workers.

As part of this commitment, all safety management issues will be published through various communication streams to all Workers and Market users.

General safety promotion activities and training will be conducted regularly throughout the year. These activities may involve trainers, regulators and industry speakers and are designed to raise everyone's awareness of health and safety issues on the site.

Such materials and activities are offered as an optional service only. Individual businesses retain the full responsibility for developing, maintaining and ensuring the quality of their own safety systems, including Worker training and induction.

16. General Rules of Conduct

16.1 General Rules of Conduct

SAPML has a number of Market Rules that must be adhered to by Workers and Market users at all times. These will be reviewed from time to time as the need arises to deal with any WHS matters.

The following obligations apply to WHS issues:

- Every person must, while in the SAPML site, promptly obey all orders and directions given or made by a Market Official.
- A person who is a Lessee, Licensee, Buyer, Worker, visitor or Contractor must at any time while in the South Australian Produce Markets and, upon request by an Market Official, produce their own licence, access card or visitor's pass for inspection by that Official.

16.2 Prohibited Conduct

In order to ensure a safe and amiable work environment for all Market Users, every person, while in the South Australian Produce Markets, must not:

- Assault, abuse, obstruct, restrict or intimidate a Market Official;
- Cause a nuisance, bully or harass other Market Users, damage any property belonging to the Company or any other person;
- Discriminate against on the grounds of age, race, nationality, sex, pregnancy, marital or family status, political or religious beliefs physical, nor sexually harass any other person;
- Obstruct or interfere with roadways, road-signs and general traffic areas in any area of the Market;
- Operate any machinery or equipment in a dangerous manner, in contravention of any law including the Road Traffic Act, 1961; the Motor Vehicles Act, 1959; WHS Act, 2012; WHS Regulations 2012; or SAPML Rules, 2012 or any other safety policies or procedures;
- Obstruct or interfere with fire hoses, fire sprinklers, alarms and other security or emergency services and equipment, nor use any fire hose for any purpose other than fighting fires;

- Deposit or dispose of any waste or rubbish in any place except bins or receptacles provided to that person for that purpose;
- Bring or allow any animals into the South Australian Produce Markets (seeing eye dog exempt);
- Fail to wear Hi Visibility reflective vests at all times within the site's Common areas;
- Fail to adhere to all SAPML rules, policies and procedures.

17. Personal Protective Equipment (PPE)

17.1 General

Where the implementation of engineering and administrative controls does not produce sufficient reductions in the level of exposure, workers shall be provided with Personal Protective Equipment (PPE) to ensure the exposure is reduced so far as is reasonably practicable.

Workers shall also be provided with training on the use, maintenance and care of Australian Standards compliant with the respective PPE.

17.2 High Visibility Clothing (Reflective Safety Vests)

In accordance to Section 44, 45, 46 & 47 of the Work Health and Safety Regulations 2012, hi visibility clothing must be worn at all times within the Market Complex common area.

All hi visibility clothing (reflective safety vests) used shall comply with Australian Standard AS/NZS 4602:1999 and be suitable for day/night wear.

Market users are responsible for ensuring their Workers have access to the appropriate high visibility clothing. Any person found not wearing a vest according to this policy shall be issued with a sanction. Lessee or Licensee must advise their visitors of all site requirements before entering the site.

17.3 Other Personal Protective Equipment

Other personal protective equipment (PPE) used by Market Users shall comply with the relevant Australian Standards. As per the Road Traffic Act requirements, any person operating a bicycle, scooter or motorcycle within the Market must wear helmets.

All Market Users shall wear enclosed shoes at all times throughout the Market complex.

SAPML is committed to protecting the health and safety of all Market Users by a systematic process of risk management. Market Users Workers shall ensure that appropriate personal protective equipment needed to safely undertake their work is used, particularly in high-risk areas of the Market. Specific personal protective equipment shall be used in certain instances depending upon the nature of the task being undertaken.

Provision of personal protective equipment shall only be made after an assessment of the risk has been conducted, in consultation with the Market Users, and it is agreed no alternative solution is available to protect the Market User, such as redesign or other engineering controls.

Professional advice shall be obtained, where necessary, to identify the most suitable types of PPE required.

The effectiveness of the PPE policy will be reviewed every 12 months.

Reference: WHSPR27 Personal Protective Equipment

18. Plant and Equipment

18.1 Plant and Equipment

SAPML is committed to providing a safe place and safe systems of work. Since uncontrolled hazards associated with plant could have serious and even fatal consequences for Workers and others, SAPML regards the maintenance of and adherence to our safe systems of work for controlling plant risks as a safety-critical element of its overall safety program.

SAPML is committed to ensuring that all plant and equipment that it owns is fit for its intended use.

Plant is any machinery, equipment (including scaffolding), appliance, implement or tool and any component or fitting thereof or accessory thereto. This definition also includes non-powered hand tools and office equipment.

Potential hazards associated with use of plant and equipment (both new and existing) must be identified systematically through consultation with workers along with the monitoring and review of workplace incidents and injuries and direct observation of activities involving plant and equipment.

The following circumstances must give rise to Hazard Identification, Risk Assessment and Control for plant and equipment:

- For all existing plant at the workplace;
- Before first time use for new plant;
- Before any alteration to the plant or any change in the way plant is used;
- For a change to the system of work (including a change in location of the plant);
- Before the plant is used for any other purpose for which it is designed;
- If new or additional information about hazards relating to the plant or it's associated systems of work become available;
- Following an incident or injury or hazard report involving plant;
- If a hazard is identified and cannot be resolved immediately;
- If legislative requirements exist.

The following must be considered when conducting hazard identification, risk assessment and control for plant and equipment:

- Installation and erection of plant
- Commissioning
- Normal Operation and systems of work
- Maintenance
- Service and repair
- Inspection

- Cleaning

For the purposes of this procedure, plant and equipment at the workplace includes that which is purchased, hired or leased.

18.2 Defective Plant

Where the function and the condition of plant is impaired or damaged (or if this is being assessed) and it poses a risk to health and safety, the plant should be immediately withdrawn from use (by the person who discovers the defect) by using a “Unsafe – Do Not Use” tag and immobilising the plant until it is fully assessed and/or repaired. Plant users should then notify SAPML. Where the equipment is confirmed as unsafe, SAPML shall isolate the equipment (if it’s possible and safe to do so) and ensure that an “Unsafe – Do Not Use” tag is placed in a prominent position on the equipment.

18.3 Maintenance of Plant

SAPML will ensure that plant is maintained, inspected and cleaned according to the recommendations of the designer and manufacturer. Maintenance, repair or alteration tasks must ensure that the task is allocated to a person or persons who have the competencies and where required, licences or certificates to perform the task.

18.4 Tagging and Testing of Plant

All portable electrical leads, power tools and appliances should be tested in accordance with the inspection and testing intervals as described in Table 4 of AS/NZS 3760 – 2003 “In-service safety inspection & of electrical equipment”;

All hired/leased equipment will be inspected at time of delivery and a hazard assessment form completed with reference to the schedule of potential hazards. Thereafter, equipment must be inspected as recommended by the hirer;

18.5 Registered Plant

SAPML must keep registration details of items of plant that require registration (e.g. boilers, pressure vessels). They are to be identified and recorded in a Plant Register. The registration certificates shall be retained on site. Risk assessment and the results of that assessment and records of maintenance checks must be recorded and retained on site while the assessment is relevant to the plant.

18.6 Licensing

No plant or equipment shall be operated without the relevant licence from the appropriate statutory authority, unless under the supervision of a competent authorised person using a current logbook, or unless an appropriate internal assessment has been made and documented where no statutory licensing is required.

Reference: WHSPR21 Plant and Equipment
WHSPR24 Maintenance Procedures

19. Housekeeping

19.1 Housekeeping

It is the responsibility of all SAPML Workers and Market Users to ensure appropriate standards of housekeeping are maintained at all times.

To ensure compliance is maintained with housekeeping standards, each area shall set an acceptably high standard. All Market Users must then ensure compliance is maintained at all times, through utilisation of such tools as inspection checklists to determine the appropriate and agreed standard.

In particular, all Market Users will practice good housekeeping practices in the common areas. All pallets and machinery must be managed to reasonably limit the safety risk to all site users i.e. placing pallets on designated roadways and pedestrian walkways is not deemed to be reasonable practice.

Management shall undertake housekeeping inspections and audits in the Market's common areas.

Reference: WHSPR23 Workplace Inspections

20. Hazardous Manual Tasks

20.1 General

What is a hazardous manual task?

A hazardous manual task, as defined in the WHS Regulations, means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- repetitive or sustained force
- high or sudden force
- repetitive movement
- sustained or awkward posture
- exposure to vibration.

These factors (known as characteristics of a hazardous manual task) directly stress the body and can lead to injury.

What is a musculoskeletal disorder (MSD)?

A musculoskeletal disorder, as defined in the WHS Regulations, means an injury to, or a disease of, the musculoskeletal system, whether occurring suddenly or over time. It does not include an injury caused by crushing, entrapment (such as fractures and dislocations) or cutting resulting from the mechanical operation of plant.

MSDs may include conditions such as:

- sprains and strains of muscles, ligaments and tendons
- back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves,
- joints and bones
- joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist,
- hip, knee, ankle, hands and feet
- nerve injuries or compression (e.g. carpal tunnel syndrome)
- muscular and vascular disorders as a result of hand-arm vibration
- soft tissue hernias
- chronic pain.

MSDs occur in two ways:

- gradual wear and tear to joints, ligaments, muscles and inter-vertebral discs caused by repeated or continuous use of the same body parts, including static body positions sudden damage caused by strenuous activity, or unexpected movements such as when loads being handled move or change position suddenly.
- Injuries can also occur due to a combination of these mechanisms, for example, body tissue that has been weakened by cumulative damage may be vulnerable to sudden injury by lower forces.

20.2 Procedure

Potentially hazardous manual tasks must be identified systematically through consultation with workers along with the monitoring and review of workplace incidents and injuries and direct observation of hazardous manual tasks.

Hazard Identification activities, Risk Assessments and the planning of control measures should be undertaken in consultation with SAPML workers who will carry out the task/s.

Where a hazardous manual task has been identified and assessed as a “hazardous manual handling” task, the risk assessment, in consultation with the workers shall attempt to determine control measures that eliminate the manual-handling risk. The Risk Assessment process should follow the steps detailed below:

- Assess the hazardous manual tasks/s by completing the fields in the Forms provided and by referring to the relevant Code of Practice;
- Document the outcomes of the risk assessment on the relevant, dedicated manual handling risk assessment forms;
- Identify appropriate control measures, based on the level of risk and according to the hierarchy of control (elimination, isolation, substitution, engineering, administration & PPE).

SAPML shall consider the implementation of control measures that will reduce the risk level. One or more of the following control measures should be considered:

- Modifying the workplace
- Modifying the task or system of work
- Modifying the object
- The use of mechanical devices
- The postures, movement and forces involved in the task

- The duration and the frequency involved in the task
- Implement appropriate controls to minimise the risk
- Review the control measures implemented if the task is altered/changed/improved, to ensure that they are working correctly.

SAPML shall provide information instruction and training to workers in hazardous manual tasks techniques or other relevant systems of work in conjunction with the above-mentioned controls or as a primary source of control where no other satisfactory and practicable method is available.

The risk assessment report (including the recommended control options) should be forwarded to the Safety & Compliance Manager within 1 week of the Risk Assessment being completed. The Safety & Compliance Manager will file the Hazardous Manual Tasks Risk Assessment.

SAPML is responsible for implementing control measures where practicable, based on the hierarchy of control.

SAPML will consider/implement any modifications to the recommended controls where practicable.

Risk Assessment must be undertaken or reviewed following the report of an injury resulting from any hazardous manual task (i.e. sprain/strain).

The effective functioning of any engineering controls, including mechanical aids, shall be monitored via periodic Workplace Inspections.

Note: A risk assessment should be carried out for any hazardous manual task that has been identified as being hazardous, unless the risk and the control measures are well known.

Reference: WHSPR11 Manual Handling and office Ergonomics

21. Working at Height

21.1 Purpose

To ensure that all potential hazards associated with Falls (Working at Heights) are identified, assessed and controlled to the extent practicable to minimise the risk of injury to all SAPML workers.

An example of activities for which Working at Height Permits may be considered includes (but is not limited to):

- Work which is to be carried out in areas with access to any edge fall by a person to another level that is reasonably likely to cause injury to the person or any other person (roof, ceiling – including penetrations through trafficable ceilings, floor – lift well/stairwell/basement),
- Work which is to be carried out within 2 metres of any unprotected edge from which a fall by a person from one level to another that is reasonably likely to cause injury to that person or any other person,
- Work conducted from an elevating work platform (cherry picker, scissors lift, forklift

- cage),
- Work conducted from a scaffold,
- Work on a roof of any height,
- Work conducted from ladders for which another permit may be required,
- Work in ceiling spaces / voids,
- Work conducted over the top of hazardous plant/ equipment/substances

A permit to undertake working at heights on any building that is owned by SAPML must be obtained before any work is commenced. All requirements of the permit must be complied with at all times.

A permit to undertake working at heights will be issued by the WHS/Facility Manager. A request for a working at heights permit is to be made to the WHS/Facility Manager 24 hours before the permit is required.

21.2 Definitions

Working at Height means risks to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person.

Passive Fall Prevention devices are devices such as scaffolds (fixed or mobile); guard railing or perimeter screening; building maintenance equipment; temporary work platforms such as scissor lifts, cherry pickers, work boxes specifically designed to hold people and lifted by cranes, hoists or other types of lifting equipment; or roof safety mesh.

Work Positioning Systems include: industrial rope access systems (ropes, rope friction devices, harnesses and anchoring systems); travel restraint systems (these involve harnesses and anchoring systems used to limit the movement of the wearer or stop a fall); or a drainer's hoist.

Fall Injury Prevention Systems means a system consisting of some or all of the following: a lifeline; a fall arrester; a lanyard; a shock absorber; a harness; a retractable lifeline; a horizontal lifeline; safety nets, catch platforms – that are used for the purpose of arresting a fall of the user. These devices DO NOT prevent a fall from occurring.

21.3 Application

Where SAPML Workers, Lessee and Licensee, or contractors are working at height, as per the definition.

21.4 Responsibilities and Procedures

SAPML must ensure that:

- The appropriate risk assessment have been conducted and documented, and controls have been implemented to reduce the risk of falling;
- All Workers working at height have adequate information, instruction and training to undertake their activity safely.
- Where required safety gear in the form of support and fall arrest harnesses, helmets, boots, gloves etc. is supplied and maintained to staff undertaking duties at heights.

SAPML Workers, Lessee and Licensee, Contractors must ensure that:

- Risk assessments are completed in consultation with those affected, and are updated as appropriate for the types and requirements of the tasks completed at a height;
- The hierarchy of control is used to reduce the risk of falls where control measures are implemented;
- Where plant or other equipment is involved such as cooling towers on rooftops, appropriate risk assessments and controls must be evaluated to ensure that no other risks are encountered;
- Emergency procedures are in place for the rescue of a worker and the provision of first aid;
- Where staff are required to work at heights, they must ensure that they act appropriately and work safely to carry out the task in accordance with the information and training they have received;
- Where risk control measures have been put in place that they are used in accordance with the control requirements.

21.5 Procedures

The preferred means of preventing falls are passive systems that such as permanent access and work platforms that comply with Australian Standard 1657 where appropriate risk control measures have been implemented.

If the above are not possible or practicable, temporary solutions such as scaffolding with barriers, work platforms, work boxes, industrial rope access systems etc. are the preferred solution.

Solutions such as industrial safety nets, catch platforms, safety harness systems, and other equipment or materials that require training and skills to operate or prevent falls are next in the preferred hierarchy of control.

Reference: WHSPR22 Working at Heights

21.6 Ladders

The use of ladders to undertake work at height shall only be considered when control measures for the elimination or reduction of risk are not practicable for a particular situation.

- The use of ladders may be acceptable to undertake minor tasks providing that hand-hold can be maintained (e.g. while painting).
- Ladders used in the workplace must be industrial grade.
- Ladders shall be placed on a slope of 4 (vertical) to 1 (horizontal) and be footed or secured top and bottom. For example, if the ladder is four metres tall, place the foot of the ladder one metre from the wall.
- Ladders shall not be used in the following circumstances:
 - In access areas or within the arc of a swinging door;
 - For work involving restricted vision or hot work such as welding or oxy-cutting;
 - On scaffold or Elevated Work Platforms to gain extra height;
 - Where contact is possible with electrical power lines;
 - In very windy or wet conditions;
 - Adjacent to high traffic areas (vehicular or pedestrian);
 - In a driveway or roadway, where a vehicle could hit the ladder (if necessary erect a barrier);
 - Metal or metal reinforced ladders must not be used when working on live electrical installations;
 - When using tools that require a high degree of leverage type force.

- Unsupported ladders are the least preferred means of working at heights.

Persons working from a ladder shall:

- Always have two hands free to ascend and descend the ladder;
- Perform all work facing the ladder;
- Place their feet no higher than 900mm from the top of the ladder;
- Not perform a task that requires over-reaching;
- Not work over another person;
- Not allow anyone else to be on the ladder at the same time;
- Only use power tools which are easily operated with one hand;
- Not over reach, ensuring that the torso remains within the ladder stiles throughout the work;
- Do not use any equipment that requires the use of two hands.

A Hazard Identification and Risk Assessment are completed for any proposal for the introduction of new equipment or processes, or the modification of existing equipment or processes.

For all work at heights, industrial grade ladders that comply with Australian Standard 1892.5 must be used. The requirements include:

- Stipulation of a load rating (120 kg minimum);
- Appropriate for the task to be undertaken;
- Set up in the correct manner;
- Maintained according to the manufacturer's instructions.

Reference: WHSPR28 Safe Use of Ladders

22. Waste Management Policy

22.1 Waste Management Policy

SAPML will undertake all efforts to ensure their compliance with environmental policy and obligations under the Act.

All waste shall be disposed of in the most appropriate and environmentally sensitive way possible. If necessary for compliance, suitably qualified specialist Contractors shall be engaged for disposal.

Lessee and Licensees at their cost are responsible to appropriately dispose of all waste they generate. Produce waste, crates, containers and any other type of rubbish must not be left or deliberately dumped on SAPML property.

Waste bins are available near the Market Cafe for paper and general waste from Market users.

Disposal of waste shall follow the waste management hierarchy below:



Training and waste reduction information shall be provided to Market Users from time to time to assist in managing waste disposal effectively.

23. Children on Site Policy

23.1 Children on Site

SAPML strongly recommends that children should not be brought on site due to the high level of traffic movement that could potentially cause death or serious injury to a child. However, SAPML recognises that there may be a need for SAPML Workers, Lessee and Licensee, Buyers and Visitors who are working on site to bring their children occasionally.

Consideration should be given to the:

- Circumstances of the need to bring a child onto site;
- Nature of the area to which the child will be taken;
- Child's accessibility to hazardous work activities;
- Level and nature of supervision for the child or children;
- Time required on site.

Children are not to accompany SAPML Workers or any other Market User to the following areas:

- In the common areas (roadways, parking areas) except when transiting to and from the Lessee and Licensee own business site;
- Where forklifts and other dangerous plant and equipment is in operation;
- In which there is potentially significant risk of injury associated with the operations or activities of the work area;
- Where the child is suffering from an infectious illness.

If children are brought on to the site the parent or guardian shall ensure the child is supervised and other users of the site are not inconvenienced by the children's presence.

Parents and guardians hold ultimate responsibility for the health and safety and the management of behavior of their children should they need to bring them into the Market complex.

24. Permit to Work Policy

24.1 Hot Work Policy

Hot work is defined as any welding, cutting, grinding, burning or work that may generate heat or sparks.

A permit to undertake hot work inside any building that is owned by SAPML must be obtained before any work is commenced. All requirements of the permit must be complied with at all times.

A permit to undertake hot work will be issued by the WHS/Facility Manager. A request for a hot work permit is to be made to the WHS/Facility Manager 24 hours before the permit is required.

The application will define:

- The required work that is to be carried out;
- Date and duration of the work;
- Area where the work will take place;
- What fire detection and protection is in the area;
- How the area will be made safe before work commences and after work has been completed;
- Precautions taken to prevent any ignition during the work;
- Who will undertake the work and with what supervision.

The WHS/Facility Manager or their delegate will issue a permit for the work and the permit will specify that the following precautions, as a minimum must be met:

- A suitable fire extinguisher will be available nearby;
- A hose reel is available;
- Floors and surrounds will be swept clean of dust and where possible wetted down while the work is being performed;
- Any draught creating device such as fans and blowers will be turned off;
- All combustible material will be relocated at least 10 metres from where the work is being carried out;
- The area where the hot work is being performed, including the floors and surrounds, will be inspected for not less than 30 minutes after the work is completed.

24.2 Plastic & Foam Construction Materials (PCFM) Work Permit

Purpose

Plastics can provide many advantages in building and construction work and chief amongst these are their ability to be pre-fabricated off-site, the speed of installation, their insulating properties and price. While plastics do have significant advantages, from a fire and life safety perspective it must be realized that all plastics are combustible and will burn with varying intensities. In some cases burning plastics can lead to an accelerated spread of fire which could overwhelm installed fire protection systems if they are not designed for the plastic being used.

Some of the most common types of plastic building materials in use are plastic / foam sandwich panels. Because of their good insulating properties, low maintenance requirements and ease of cleaning, such panels are often found in the food and beverage industries, medical and pharmaceutical operations and in cold-stores. For all their benefits such panels have been involved in numerous multi-million dollar fires around the world that have led to extensive – and in most cases complete – destruction of buildings such as cold-stores, bakeries, warehousing facilities, abattoirs and meat processing plants.

The purpose of these procedures is to minimise the likelihood of fire occurring at your site or facility, or at the premises where your staff may be working, due to work carried out on any plastic construction materials. The procedures (and the attached permit) thus define the methods to be used for the safe work on building products containing plastic materials such as:

- Plastic Insulated Sandwich Panels (PISP) which includes: expanded and extruded polystyrene panels (EPS) and polystyrene panels (EPS) and polyurethane and polyisocyanurate panels (PIR) with facings. The panel facings could be of plastic, metal (aluminum or steel), or aluminum foil.
- Poly-vinyl chloride (PVC), polycarbonate (PC) and polymethyl methacrylate (PMMA) panels.
- Spray applied polyurethane (PU) foam.
- Elastomeric insulation (generally used to wrap pipes and ducts)

If Sandwich panel insulation materials cannot be positively confirmed as being of a non-combustible type (e.g. mineral rock wool) then all PISP panels should be treated as being of a combustible nature. Similarly, even where treated or combustion modified panels – which are certified to accepted international or national standards (i.e. ASTRE, LPCB, NFPA, FM, etc.) are in use – care should be exercised to prevent the insulating core being exposed or heated. The precautions in this permit should thus be followed as a basic safety requirement.

In the context of this permit and procedures, work is defined as:

- Any operations which lead to the foam core of a PISP being exposed or penetrated; this includes any cutting, drilling or other means which will penetrate the outer skin of the PISP.
- Any repairs, re-sealing, dismantling or removal of PISP.
- Any work that could lead to the heating or ignition of any plastic panel (PVC, PMMA etc).
- Any work undertaken on or within 5 metres of spray applied PU foam or elastomeric material that could lead to ignition of the material; this includes work on electrical fittings and fixtures surrounded by the material, any cutting or removal of the material, etc.
- Any additions or extensions to any plastic construction material areas (e.g. new PISP areas, additional spray insulation etc).

All staff and contractors at your site should be regularly reminded that any work undertaken on PFCM that generates heat could result in the ignition of the combustible core material. Typically, this work could include methods such as cutting, grinding, brazing or welding that gives rise to hot embers, cuttings or sparks that could ignite the foam insulation material. It is imperative that these hot work practices not be used when installing or repairing PFCM. Wherever possible, only 'cold' operations (e.g. low speed cutting or manual procedures) should be used on or in the immediate vicinity of PFCM.

The implementation of a PFCM work permit is designed to ensure the safety, fire prevention requirements and management controls are in place before any work is commenced. All parties (both employees and external contractors) should be made aware of the necessary precautions that are required during and upon completion of the work.

Responsibilities

Facilities or Maintenance Manager

1. Ensure that a PFCM work permit system is in place and fully adhered to.
2. PFCM are valid for one day and a new PFCM is to be raised for each day of work being undertaken.
3. Ensure that all fire protection systems in the area of PFCM work are fully operational and no work that could lead to ignition of PFCM is conducted concurrently with any fire system impairments.
4. All employees and contractors conducting PFCM work understand the intent of the system and the risks involved in working on PFCM. These risks include those hazards present while the work is being undertaken and also extend to the risks that could continue after work is completed (e.g. heat sources remaining, exposed foam areas, operations to commence after PFCM work is finished, etc.).
5. Ensure that no high-speed cutting, drilling or any work involving flame or other heat sources is permitted on PFCM.
6. In addition to any standard Job Safety Analysis undertaken before work commences, all maintenance, repair or construction work involving PFCM is to be assessed for fire/ignition risk by the people who perform the work, the people who manage the work and by production personnel in the immediate area where the work is to be undertaken.
7. The Manager or their nominee is to complete the following sections on the PFCM work permit:
 - The work details;
 - Authorisation section;
 - Precautions section; and
 - Final check-up section.

Employees and Contractors

1. Must read and fully adhere to the PFCM work permit, procedures and precautions.
2. Complete the Work Acceptance section of the PFCM Permit System

Procedure:

1. PFCM work permits are to be issued for any work that involves operations on building materials that contain plastics.
2. PFCM work permit is to be issued by the Facilities or Maintenance Manager or their nominee.
3. PFCM work permit should give a detailed description of the work involved, the equipment/area that is being worked on and who is to perform the work.
4. High speed cutting, drilling, any work involving flame or other heat sources must not be used on PFCM. Where panels need to be cut or drilled only cold cutting methods such as shearing (hand

- operated tools), low speed or cooled/lubricated drills or handsaws are to be used to remove or minimise the likelihood of ignition.
5. PFCM Work Permit must be displayed at the site of the work once authorised by the Maintenance manager or his nominee.
 6. Contractors conducting work on the site must show proof of an adequate level of Public Liability Insurance cover.
 7. Standard precautions indicated on the PFCM permit are designed to ensure that all necessary safety precautions are taken. If the Maintenance Manager believes that not all precautions are required, they are to strike them out on the PFCM work permit. The following precautions must be considered prior to issuing the PFCM Work Permit:
 - Ensure that NO HOT WORK is undertaken on any PFCM.
 - Where panels need to be cut ensure that only COLD cutting methods such as shearing (hand-operated tools), low speed drills or handsaws are used.
 - Secure fixings to panels using adhesives (water based where possible) or mechanical fasteners. Where flammable adhesives must be used, ensure that no hazard ignition sources (i.e. battery chargers, electrical panels or spark producing equipment) are operating within the area (approximately 3 metres).
 - Smoking and other ignition sources are not permitted during work on the panels.
 - Pipe penetrations should be sealed with a metal fascia mechanically clamped onto the pipe and riveted onto the metal face of the panel.
 - Confined spaces to be checked for poisonous and flammable gases, dust and oxygen levels prior to work commencing. Follow Confined Space permit procedure.
 - Notification of production staff of the intent to carry out work operations (as per the PFCM Work Permit form).
 - A suitable fire extinguisher / fire hose reel to be on hand at all times and staff / contractors are trained in their use.
 - Check that all fixed fire protection equipment (sprinklers, hydrants, hose reels) are in good working order.
 - At the end of the work, ensure that any exposed core has been re-sealed with a metal capping and not impaired.
 - Dispose of any panel off-cuts immediately. Waste panel material (particularly cores) should be disposed of outside the building ensuring it is stored at a minimum of 10 metres from the exterior of the building. Where possible material should be placed in a suitable waste disposal bin.
 8. It is the responsibility of the individual who is performing the work to ensure that the PFCM Work Permit has been completed and authorised. Any Special Precautions must be listed on the PFCM Work Permit.
 9. Completed permits are to be kept on file.
 10. Where not work (cutting, welding or grinding) takes place within 5 metres of PFCM (internal or external), separate Hot Work permit procedures and PFCM permit forms must always be followed.

This permit system is provided to you for the sole purpose of assisting you in your loss control activities. No representation or warranty, express or implied is made as to the accuracy or completeness of information contained in these instructions and Permit system. Compliance with submitted requirements in no way assures the fulfillment of any obligations under Local, State or Commonwealth laws. Any party who chooses to rely in any way upon the contents of this information does so at its own risk and SAPML disclaims all liability to any party (including any indirect or consequential loss or damage or loss of profits) in respect of or in consequence of anything done or omitted to be done by any party in reliance, whether in whole or partial, upon any information contained.

Confined spaces

Commencement of work must not begin until SAPML has issued the Permit to Work. The following procedure must be followed when an employee or contractor wishes to perform work in confined spaces.

The contractor seeks authorisation from the Facilities Manager or Safety and Compliance Manager for permission to work in an area requiring a Permit to Work (Confined Space).

Facilities Manager or Safety and Compliance Manager evaluates whether the requested work requires a Permit to Work. If a Permit to Work is not required no further action is taken and the person can begin work.

If a Permit to Work is required the contractor completes the Permit to Work form and submits to the Facilities Manager or Safety and Compliance Manager. Details provided on the Permit to Work includes work required, work environment and safety precautions (e.g. gas detection equipment) that will be taken when preparing, performing and completing the task.

At least two people must be present when performing work in a confined space at all times. They should also possess forms of communication to enable contact to be made with them in case of an emergency. The telephone number is to be given to the Facilities Manager or Safety and Compliance Manager prior to the commencement of work.

When satisfied that the contractor has provided sufficient information, safety precautions and is suitably trained to perform the task to specification the Facilities Manager or Safety and Compliance Manager issues the Permit to Work.

On arrival at the permit work area the contractor notifies the appropriate person within the building/area that they have arrived to perform specified work. The appropriate person in the workplace is either the administration officer or departmental manager.

If required, toxic, hazardous or oxygen gas detection is to be performed prior to entry in the confined space and is to continue until all works have been completed in the confined space. The requirement of gas detection equipment is dependent on the type of hazards foreseeable in the confined space.

Contractor completes work as detailed in the Permit to Work.

Contractor advises appropriate person within building/area that work has been completed and that they are leaving the building/area.

The contractor returns the Permit to Work to the Facilities Manager or Safety and Compliance Manager once task has been completed.

The Facilities Manager or Safety and Compliance Manager signs the Permit to Work and files it for future reference, once he or she is satisfied that the work has been completed to job specifications and safety requirements..

Reference: WHSPR20 Permit to Work

25. Contractor Management by Lessee and Licensee and Buyers Policy

25.1 Contractor Management by Lessee and Licensee and Buyers Policy

All Market Users of the SAPML site have a shared responsibility to minimise the risks to health and safety of all other site users. The site structure is unique in that facilities and buildings are shared. Contractors working in common areas and common buildings who are carrying out work on behalf of one party must be monitored and managed effectively to ensure their activities do not inadvertently endanger any other Market users.

The following must be adhered to:

- Contractors undertaking work for Lessee and Licensee must be registered with SAPML and complete the necessary site induction;
- No work must commence without the Lessee and Licensee sighting their completed induction;
- All repairs, modifications or alteration to buildings or fixtures are not initiated without prior consent of SAPML management.

The contractor will complete a Safe Work Method Statement (SWMS) or a detailed work plan to the satisfaction of the Facilities/Safety & Compliance Manager to include, or allow for:

- Procedures so that each part of the work can be carried out safely;
- Procedures for responsible environmental management;
- Arrangements for collection and handling of any wastes generated;
- Prior recognition of any particular hazards, whether connected with the contracted work activities or with SAPML business activities;
- Explanation of our security and fire/emergency procedures;
- Relevant notices/signs and any restricted entry/admittance conditions to any part of the site;
- An undertaking by the contractor that they acknowledge their responsibility for ensuring that all persons under their control at any time are adequately instructed and informed about WHS arrangements affecting them:
 - (a) The contractor must make arrangements so that their employees are supervised by a nominated supervisor who shall be present on site at all times during which work is being undertaken;
 - (b) The contractor shall not be permitted to go outside of the areas defined within the program of work other than for access to service or facilities specified in the admission form or for emergency purposes.

The SWMS or safe system of work must either be jointly developed or, proposed and submitted by the contractor, prior to the commencement of the work by the contractor.

Administration Requirements:

Contractors are required to provide proof of the following prior to site access and commencement of work activity:

- Current certificate for Work cover insurance cover

- Current policy for public liability insurance cover to the value of \$20,000,000.
- Current licenses appropriate to the type of activity carried out
- Safe Work Method Statement for the work they will be performing at our workplace.
- Safety Data Sheets (SDS) for any hazardous substances to be brought onto the site.
- List of persons to be employed on the contract.
- Issue a Permit to Work for the following tasks:
 - Working at Heights
 - Electrical work
 - Hot work
 - Cool Room work
 - Confined Space Entry
 - Excavation work

Reference: WHSPR13 WHS Contractor Management

26. Safety Performance Monitoring

26.1 Statistics - Reporting and Recording

SAPML is committed to ongoing collection of necessary data and statistics throughout the Market complex to measure WHS performance.

The data and statistics collected will also be used to highlight hazards and risks, communicate safety matters to Market Users and to put in control measures to reduce recurrences and further risks.

26.2 Auditing of the Safety Plan

The safety management plan of SAPML shall be subject to regular and ongoing reviews of progress, relevance and compliance.

Audits of the safety management plan shall be conducted in accordance with the internal quality assurance auditing system of SAPML.

Reports from each audit will be tabled at the monthly SAPML Board meetings.

27. Inductions

27.1 Site Induction

27.1.1 Purpose

SAPML shall ensure systems are in place to provide a reasonable, appropriate and efficient induction for all Market users, Workers, Contractors and Visitors so they are able to perform their duties safely or use the site in accordance with SAPML's safe working procedures.

27.1.2 The Procedure

The procedure for site induction as follows:

- All new Workers, Contractors, Lessee and Licensee and Buyers will have an induction before commencing any duties on the site;
- Visitors have an abbreviated induction within their visitor's information sheet and are to be supervised by the hosting party at all times while on site (see 24.5);
- It is the responsibility of the supervisor of the new Worker or Contractor, or the person the visitor is with, to ensure induction has taken place;
- Induction will only be performed by Workers of SAPML deemed competent to do so by the CEO;
- A handout containing the same information presented at the induction will be provided to all at the end of their induction session;
- The inductee at the end of the induction will sign a register of all that have attended the induction, and then will receive a copy of the induction handbook (the induction checklist will be signed and kept on file).

27.2 Contents of the Induction Program

SAPML shall induct all SAPML Workers, Lessee and Licensee and their Workers on the following relevant safety and communication issues for the site:

- Presentation, explanation and discussion of the overall work health and safety policy for the site;
- Safety rules for the site, as well as for areas they will be working in (where practicable);
- Emergency procedures, evacuation, fire safety, first aid and any other relevant information;
- Information on the reporting requirements for accidents, incidents and near misses within the Company, along with associated documentation procedures;
- Information on the reporting system for hazards within SAPML;
- Information on site security requirements; and
- Location of car-parking areas, Market Cafe and all other amenities.

27.3 Visiting Contractor Procedures

SAPML shall induct all Contractors in the following relevant safety and communication issues on the site, through the Contractor Induction Briefing delivered through face-to-face induction with relevant staff:

- Introduction to the organisational structure of the Company;
- Presentation, explanation and discussion of the occupational health and safety policy for the Company;
- Familiarisation with the safety rules for the site, as well as for the area they will be working in (where practicable);
- Emergency procedures for the site including evacuation, fire safety, first aid and any other relevant information;
- Information on the reporting requirements for hazards, accidents, incidents and near misses within the complex, along with associated documentation procedures;
- Information on the reporting system for hazards;
- Introduction to safe work practices and security requirements;
- Must have a personal reflective vest which meet the Australian Standards and enclosed foot wear;
- Information on any other special safety requirements of the Company (e.g. hazardous substances, etc.);
- Discussion of the specific hazards of the work they will be conducting; and
- A walk through the workplace detailing the location of key areas and amenities.

27.4 Induction for Visitors

SAPML has an abbreviated induction for Visitors to our premises. Visitors shall have restricted access and shall be under the direct supervision of a Worker of the Company or Worker of Lessee and Licensee/Buyers for the full duration of their visit. Visitors will be asked to report to security through the Main Entrance where they will be issued with a reflective vest and an induction flyer. This shall cover, as a minimum, the following elements for Visitors:

- Overview of the Company and a copy of the Market Rules;
- Key traffic and general safety rules for the site;
- Emergency procedures for the company, including evacuation, fire safety first aid and any other relevant information;
- Information on the reporting requirements for accidents, incidents and near misses whilst on the company site;
- Awareness of the site Drug and Alcohol testing;
- Ensuring access to the correct personal protective equipment including reflective vests; and
- Information on any other special safety requirements of the company.

Reference: WHSPR05 WHS Training and Induction
WHSPR13 WHS Contractor Management
WHSPR30 Site Safety Rules
WHSPR31 Vehicle and Travel Safety

28. Safety Inspections

28.1 Safety Inspections

SAPML shall undertake regular workplace inspections in the common areas only (Growers Pavilion, Market square, car parks and roadways) in accordance with the procedure detailed below.

These inspections may be done:

- Daily (for certain equipment used and tasks and/or procedures undertaken) by nominated management and/or workers e.g. conveyors, trolleys, forklift pre-start checklist etc;
- Monthly for general housekeeping and hazard inspection in each department/area by the supervisor and/or nominated workers;
- 6 monthly site and/or area to be inspected by the Safety & Compliance Manager (or at other intervals deemed appropriate as per above guidelines).

28.2 The Procedure

The following procedure shall be carried out when conducting a safety inspection:

- A formal and documented workplace safety inspection shall be conducted on the site on a half yearly basis;
- At the beginning of the year, the Safety & Compliance Manager will draw up a schedule for the inspections, nominating the areas to be inspected, delegate who is to undertake the inspections and the date by which they are to be completed;
- Issues identified during the inspection will be referred to the CEO for correction;
- Actions or improvements identified from workplace inspections checklists shall communicated to the relevant department at tool box meetings and an action plan developed for implementation and review; and
- Wherever possible, a member of the workforce in the area being inspected accompanies those conducting the safety inspection.

Where a legislated **hazard is identified through the above inspection process**, the assessment team, shall assess the risk through the use of the relevant Assessment Form. The Risk Assessment process should follow the steps detailed below:

- Assess the identified hazard task/s by completing the fields in the relevant forms and by referring to the relevant WHS Regulations, Code of Practice or Advisory Standard;
- Document the outcomes of the risk assessment on the relevant, dedicated risk assessment forms;
- Identify appropriate control measures, based on the level of risk and according to the hierarchy of control;
- Training, Safe Operating Procedures (or other administration controls) cannot be relied on to manage the risk without considering:
 - Modifying the workplace/workstation
 - Modifying the task or system of work
 - The use of mechanical devices.
- Implement appropriate controls to minimise the risk; and
- Review the control measures implemented on a periodic basis, to ensure that they are working correctly.

28.3 Worker Involvement

SAPML actively encourages the participation of all Workers in workplace safety and hazard inspections. These shall be undertaken using the form provided in the appendix entitled 'Workplace Inspection Checklist and Record Form for SAPML'.

Workers participating in workplace inspections shall receive training and information in the correct procedures for carrying out inspections.

The supervisor of the nominated Workers shall ensure that they are made available to participate in the scheduled inspection.

28.4 Reviewing Documents and Schedules

SAPML requires all systems of work, safety documents and risk control schedules to be reviewed as frequently as the circumstances require.

The revision date must be set after consultation between the supervisor and the Workers responsible for preparing the original document and schedule.

Every review of the documents and schedules must be communicated to all Workers involved in the task. This communication must also be documented.

28.5 Record Keeping

It is a requirement of SAPML that all original copies of safe system of work documents, risk control schedules and other WHS documents be retained by SAPML for a period of at least five (5) years.

Reference: WHSPR23 Workplace Inspections

29 Safety in the Office

29.1 Ergonomics and Office Safety

In order to ensure the health, safety and welfare needs of all Workers, SAPML will consider office areas to be as important as all other area of our operations.

All SAPML office areas will undergo regular inspections. The completed ergonomics checklist will be lodged with the Safety & Compliance Manager.

It is the responsibility of the Safety & Compliance Manager to ensure corrective actions are taken.

29.2 Working Space

SAPML will take steps to analyse what is specifically required in each workstation so as to design an environment in which there is enough room for typing and writing activities, as well as other relevant tasks.

Specific steps that will be taken are as follows:

- Plugs and cabling are to be organised so as to not impede the movements of Workers or serve as a fire or trip hazard;
- Sufficient filing space will be provided to allow for proper storage of all documentation.

29.3 Modifications to Work Environment

SAPML will ensure that chairs and desks are ergonomically compatible with the height, breadth and reach of each user. It will also ensure that sufficient safe access is provided to the workstation.

29.4 Occupational Overuse Syndrome

In recognition of our preventative policy at SAPML, we recognise the importance of analysing the immediate working environment of each Worker's workstation. Tool design and the frequency of movements necessary to effectively work in the particular environment must always be carefully considered to minimise repetitive strain injuries. SAPML Workers should also receive sufficient instruction so as to be aware of the correct procedures in performing different tasks, which may otherwise result in Occupational Overuse Syndrome.

29.5 Mobility

SAPML Workers shall ensure walkways and aisles are kept clear of all objects including merchandise, rubbish, boxes and furniture, as they serve as contributors to overall accident and incident rates. Spills and wet surfaces shall be clearly identifiable through the use of clear and visible signs, if not immediately cleaned up. Clear guidelines on the type of machinery that is allowed in passageways shall be clearly visible in walkways and halls.

29.6 Electricity and the SAPML Kitchen and Office Areas

All electrical appliances that can be manually unplugged must be tested and tagged on a regular basis in accordance with legislative requirements.

SAPML shall ensure its Workers are trained to manage electrical risks.

The following procedures shall be followed:

- Do not pull plugs out by their cords;
- Clean up spilled water around electrical appliances immediately, but not before turning off the power source;
- Do not overload the circuits or power boards;
- Ensure when cleaning electrical appliances that their power is turned off at the switch;
- Report any defective equipment and ensure it cannot be used again.

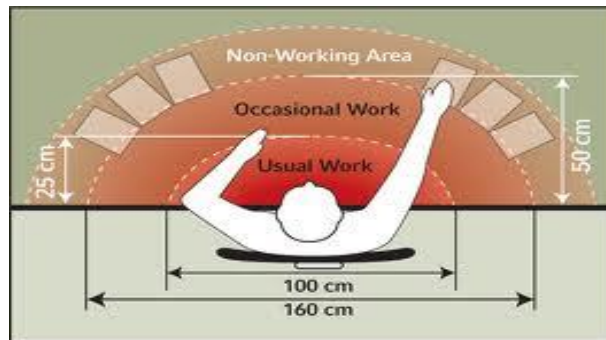
29.7 Workstation set up

Telephones

The telephone should be placed either within or at the edge of the optimum reach sector, depending on the volume of use. When making a lot of calls the telephone should be placed on the same side of the dominant hand.

Where the phone is used for a prolonged period of time or used whilst keying or mousing tasks are required a headset should be used.

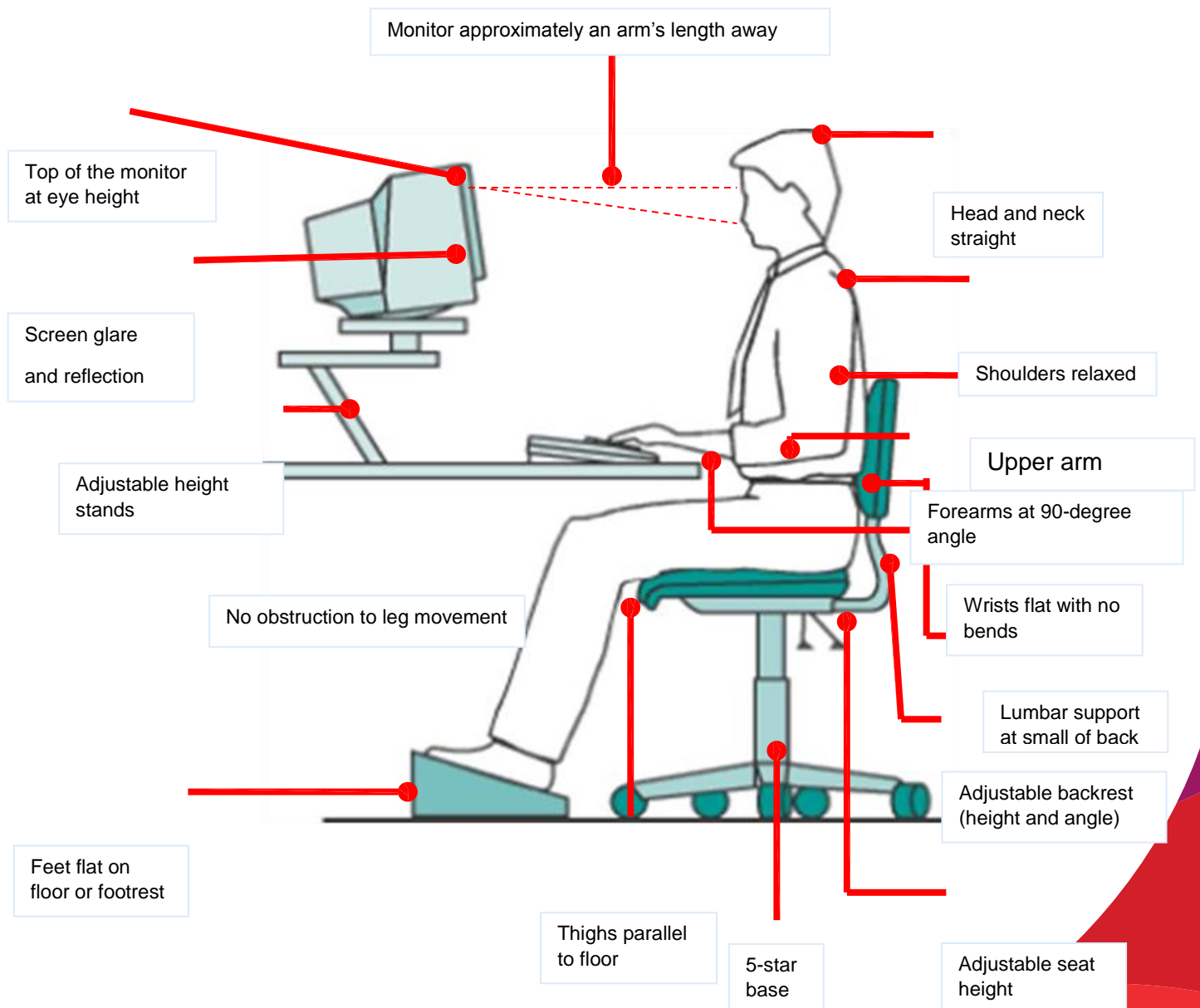
Keep Frequently Used Items Within Easy Reach



Correct Workstation set-up and working posture

Slouching, bending or leaning in your chair can lead to injury.

Use this quick set-up guide to prevent injury.



30 Working Environment

30.1 Thermal Comfort

Work should be carried out in an environment where a temperature range is comfortable for workers and suits the work they carry out. Air temperatures that are too high or too low can contribute to fatigue and heat or cold related illnesses. Thermal comfort is affected by many factors, including air temperature, air movement, floor temperature, humidity, clothing, the amount of physical exertion, average temperature of the surroundings and sun penetration.

Optimum comfort for sedentary work is between 20 and 26 degrees Celsius, depending on the time of year and clothing worn. Workers involved in physical exertion usually prefer a lower temperature range. The means of maintaining a comfortable temperature will depend on the working environment and the weather, and could include any of the following:

- air-conditioning
- fans
- electric heating
- open windows
- building insulation
- the layout of workstations
- direct sunlight control
- controlling air flow and the source of drafts.

30.2 Working in Seasonal Heat

Common Misunderstanding

There appears to be a widespread misunderstanding about the effects of working in hot ambient conditions. Consequently, discussion in this area often degenerates into arguments based on personal opinions as to what is considered too hot, rather than dealing with the real safety issues.

Feeling uncomfortably hot does NOT necessarily mean that adverse health effects will occur

Definitions of Heat Stress

Heat Stress* is defined as the net heat load to which a worker is exposed. This includes numerous factors including; environmental, personal circumstances (including health, fitness and clothing worn) and work load.

Heat Strain* is the body's normal physiological response to Heat Stressors. An unacceptable heat strain develops when the body's natural cooling mechanism cannot cope with the internal heat load.

* Heat Stress & Heat Strain based on the definitions developed by the Australian Institute of Occupational Hygienists (AIOH).

The basis of heat strain management is to ensure physiological safety i.e. the core body temperature should not rise above 38.5°C for medically selected and acclimatised personnel, or not greater than 38°C for unselected, un-acclimatised workers.

Notes: The natural core body temperature may be different for some racial groups and this point needs to be incorporated in any heat strain management program. Outdoor workers should also be consulted to ensure they are protected from extremes of weather.

Hot Environments

If it is not possible to eliminate exposure to extreme heat, the risk of heat strain and heat exhaustion must be minimised so far as is reasonably practicable. For example:

- increase air movement using fans
- install air-conditioners or evaporative coolers to lower air temperature
- isolate workers from indoor heat sources, for example by insulating plant, pipes and walls
- remove heated air or steam from hot processes using local exhaust ventilation
- use mechanical aids to assist in carrying out manual tasks
- alter work schedules so that work is done at cooler times.

The following control measures should also be considered but are least effective if used on their own:

- slow down the pace of work if possible
- provide a supply of cool drinking water
- provide a cool, well-ventilated area where workers can take rest breaks
- provide opportunities for workers who are not used to working in hot conditions to acclimatise, for example job rotation and regular rest breaks
- ensure light clothing is worn to allow free movement of air and sweat evaporation.

Immediate assistance should be provided if any worker experiences any of the following symptoms of heat strain: dizziness, fatigue, headache, nausea, breathlessness, clammy skin or difficulty remaining alert.

Cold Environments

If it is not possible to eliminate exposure to extreme cold, the risks must be minimised so far as is reasonably practicable. For example:

- provide localised heating, for example cab heaters for fork-lift trucks used in cold stores;
- provide protection from wind and rain, such as a hut or the cabin of a vehicle.

The following control measures should also be considered but are least effective if used on their own:

- provide protection through warm (and if necessary, waterproof) clothing;
- provide opportunities for workers who are not used to working in cold conditions to acclimatise, for example, job rotation and regular rest breaks.

Immediate assistance should be provided if any worker shows any of the following warning signs of hypothermia:

- numbness in hands or fingers;
- uncontrolled shivering;
- loss of fine motor skills (particularly in hands – workers may have trouble with buttons, laces, zips);
- slurred speech and difficulty thinking clearly;
- irrational behaviour – sometimes a person will even begin to discard clothing.

The environmental conditions and physical wellbeing of workers should be monitored when work involves prolonged or repeated exposure to heat or cold.

You should train workers to recognise the early symptoms of heat strain or hypothermia, how to follow safe

work procedures and to report problems immediately.

Outdoor work

Outdoor workers should have access to shelter for eating meals and taking breaks, and to protect them in adverse weather conditions.

Access to shelter should be provided, for example, using sheds, caravans, tents, windbreaks or portable shade canopies. In some situations, vehicles or public facilities may provide appropriate short-term shelter.

Protection against solar ultraviolet (UV) exposure should also be provided for outdoor workers, for example:

- reorganising outdoor work if possible so that workers carry out alternative tasks, or work in shade, when the sun is most intense, that is, between 10.00am and 2.00pm (11.00am and 3.00pm when there is daylight saving);
- providing personal protective clothing (wide brim hat, long-sleeved collared shirt, long pants, sunglasses) and sunscreen.

Reference: WHSPR11 Manual Handling and office Ergonomics

Forms and Checklists

SOUTH AUSTRALIAN PRODUCT MARKETS LTD.

Induction for Contractors

South Australia Produce Markets Ltd (SAPML) operates a comprehensive Work Health and Safety program in the best interests of Workers and visitors. To support this, we require that Contractors and their Workers comply with our policies, procedures and instructions, and relevant statutory and regulatory requirements that relate to safety and the control of the environment whilst operating on this site.

General Responsibilities:

Contractors must comply with applicable responsibilities as identified in:

I. Work Health and Safety Act (SA) and Regulations:-

Division 2:

- Primary duty of care

Division 3:

- Further duties for persons conducting a business or undertaking

Division 4:

- Duty of Officers
- Duties of workers
- Duties of other persons at the workplace

2. South Australian Sewerage Act, the Environment Protection Act, Regulations and Policies
3. South Australia Produce Markets Ltd . Work, Health & Safety Management Plan
4. South Australian Produce Market Work, Health and Safety Handbook (copy provided)
5. South Australia Produce Markets Ltd . Operating Articles & Market Rules (copy provided)
6. Information and instructions presented in the South Australia Produce Markets Ltd . site induction video.

Administration Requirements:

Contractors are required to provide proof of the following prior to site access and commencement of work activity (Details are to be documented on the acceptance sign off on the back page):-

- Current certificate for workers' compensation insurance cover
- Current policy for public liability insurance cover
- Current licenses appropriate to the type of activity carried out

Contractors and their Workers are to be physically capable and fit, skilled, instructed and supervised to perform their assigned tasks. In the event of any accidents or mishaps or other incidents, the Contractor and their Workers must not provide information to news or media sources or other external parties except when legally required to do so. All inquiries are to be directed to SAPML personnel.

Site Access Conditions:

- Contractors must be aware of and comply with SAPML policies and instructions at all times. Acceptance of these conditions includes acceptance of Operating Articles and Market Rules.
- Contractors may be requested and will be expected to participate in SAPML Risk Assessments, provide their own Job Safety Analysis prior to commencement of site activity.
- All injuries, accidents, illnesses, safety and environment concerns are to be reported to the SAPML Facilities Manager or other authorised SAPML personnel whilst on site.
- Suitable personal protective equipment must be used to prevent injury or accidents. A day/night safety vest that complies with Australian Standards AS/NZS 4602:1999 **MUST** be worn at **ALL** times whilst on the site.
- Vehicle speed limits on the premises must be obeyed as signposted. SAPML have a calibrated Laser Gun that is regularly used on the site. Vehicles must be parked or positioned as agreed with SAPML management.
- Hazardous Substances – Contractors must advise the company in writing, details of any prescribed hazardous substances to be used prior to them being brought on site. Current Material Safety Data Sheets must be available at/near points of use at all times.
- No fumes or other air contaminants are to be released to atmosphere unless agreed by SAPML management or through the proper assessment of risk.
- Smoking is not allowed in any enclosed areas.

- Illegal drugs and alcohol must not be brought on site. Contractors must not be under the influence of drugs or alcohol. SAPML reserves the right to undertake random drug and alcohol testing. Refusal equals ejection from site.
- Legal noise emission levels are not to be exceeded unless all affected personnel use suitable, approved personal protective equipment.
- No waste liquids or solids are to enter the stormwater drains. No contaminants are to enter the drainage and sewerage systems other than those permitted by the Sewerage Act. Contractors must report all spills that could affect safety or the environment to SAPML management immediately.
- Contractors are to keep work areas tidy, hygienic and clear of waste. All waste generated by the Contractor must be removed from the site for proper disposal by them. No waste is to be brought onto the site.
- A confined Space Permit is required prior to entry to any designated confined space.
- Contractor owned equipment must comply with applicable electrical and other safety standards and be safely stored when not in use, to prevent unauthorised access and use.
- All Contractors and their Workers must have appropriate licenses when on site. e.g. forklift, motor vehicle, electrical, asbestos etc. and all vehicles **MUST** be registered.
- No children or animals are to be brought on site.
- In the event of fire or other emergency, Contractors must be aware of emergency procedures and follow the instructions of SAPML responsible personnel for orderly evacuation and control.
- When welding, cutting, grinding or other 'hot' work is involved, the Contractor is responsible for ensuring that adequate safeguards are in place to prevent fire, accident, injury and adverse effect on the environment. This type of work cannot begin until relevant permits have been completed and conditions have been agreed with the Facilities Manager.
- Contractors and Workers must operate in a safe manner that does not endanger SAPML and other personnel in any way, or cause accidents and incidents. This includes the use of suitable barriers and warning signage to prevent unauthorised access to a hazardous work area, when applicable.
- SAPML have produced a DVD which can be viewed in the Operations Office from 2am to 2pm, Monday to Friday. Please contact operations to arrange a viewing.

Acceptance of Conditions:

Return this page to Facilities Manager, South Australia Produce Markets Ltd . (retain a copy for your records). Failure to return this form will result in access to the market being denied.

COMPANY:

OWNER/WORKER NAME:

BUSINESS ADDRESS:

.....

Driver Licence (Type):No:.....Expiry Date:.....

Forklift Licence:No:..... Expiry Date:.....

INSURANCE DETAILS:

Workers' Compensation: No..... Expiry Date:.....

Public liability: No..... Expiry Date:.....

Other:() No:..... Expiry Date:.....

I have been made aware of the South Australia Produce Markets Ltd . "Induction for Contractors" requirements, understand and accept them.

CONTRACTOR:

SIGNED:.....DATE:.....

NAME (print):.....POSITION:.....

SOUTH AUSTRALIA PRODUCE MARKETS LTD - ACCEPTANCE:

SIGNED:.....DATE:.....

NAME (print):.....POSITION:.....

INCIDENT & NEAR MISS INVESTIGATION REPORT

Note: All sections of this form are to be completed. Completed forms are to be given to the **SAPML Safety & Compliance Manager**. A copy should be taken for your records.

All incidents shall be advised within 12 hours of the incident to ensure appropriate action is initiated
Fax 8349 5894 or post: South Australian Produce Markets, Burma Rd, Pooraka SA 5095

PERSONAL DETAILS			
Family Name:		First Name:	
Contact Phone No:	(w)	(m)	
Address:			
Occupation:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Employment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Casual			
Other <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor			
Business Name:		Store/Warehouse Number:	
INCIDENT/NEAR MISS DETAILS			
Date of incident:		Time of Incident:	am / pm
Location where Incident occurred:			
Briefly describe what happened:			
This incident resulted in: <input type="checkbox"/> Injury <input type="checkbox"/> No injury <input type="checkbox"/> Near miss <input type="checkbox"/> Property damage <input type="checkbox"/> Hazard identified			
The incident was reported to (Supervisor) Name of Supervisor:			Date:
If this is an immediately notifiable work related injury or a dangerous occurrence it must be reported to the Safety & Compliance Manager immediately who will then advise SafeWork SA by telephone 1800 777 209. This must be reported to them as soon as practicable after the occurrence. (refer to the WHS procedure Incident/Hazard Reporting and Investigation for the definition of what is notifiable)			
INJURY/DAMAGE DETAILS			
If an injury was sustained, what part of the body was affected or if damage to property occurred what was damaged?			
MEDICAL TREATMENT			

If MEDICAL EXPENSES or LOST TIME is incurred a WorkCover "Worker Report Form" and "Employer Report Form" must be completed and forwarded to the Safety & Compliance Manager " as soon as possible

Do you intend to seek medical treatment?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to lodge a claim for workers compensation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has any time been lost from work? (<i>More than 1 complete shift</i>)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, have you returned to work?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have/will medical expenses been incurred?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Uncertain at this time
Were there witnesses? If so, name of witness(s):		Contact Phone:	
Worker signature		Date:	

INCIDENT & NEAR MISS INVESTIGATION REPORT

If a medical certificate has been provided please send to: Fax 8349 5894 or post to South Australian Produce Markets, Burma Road, Pooraka SA 5095

DESCRIBE IN DETAIL WHAT HAPPENED: It is the responsibility of the Supervisor/Manager to complete this section in consultation with the injured staff member.
Please describe the events and contributing factors that led to the incident:

HOW DO YOU CONSIDER THAT THIS CAN BE PREVENTED FROM HAPPENING AGAIN?:

The Supervisor/Manager is to complete this section in consultation with the injured staff member and the Health & Safety Representative (if applicable)

Recommendation to prevent recurrence of this incident/accident:

Name of WH&S representative, if consulted:

ACTION PLAN


Note: From the previous section list the actions required to prevent this happening again.

Action to Prevent Recurrence (Do not leave blank)	Person Responsible for Action	Action Taken	Sign off Completed (signature required)
Is Rehabilitation required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rehabilitation Consultant advised Date:
Name of Supervisor:	Contact Phone Number:		
Signed:	Date:		

South Australian Produce Market Permit to Work

I. GENERAL DETAILS			
Permit No. <div style="font-size: 24pt; font-weight: bold; text-align: center;">400</div>	Type of permit required: <input type="checkbox"/> Fire Alarm Isolation <input type="checkbox"/> Hot Work <input type="checkbox"/> Confined Space <input type="checkbox"/> Coolroom Works – Issue Plastic & Foam Construction Materials Work Permit <input type="checkbox"/> Energy Isolation (water, gas, electricity etc)		
Doc. 30.04.13			
Company _____			
Contact Name: _____		Tel: () _____	
Location of Work: _____			
Description of Work: _____			
Equipment to be used: _____			
Permit begins: _____ Time: _____		Permit ends: _____ Time: _____	
2. FIRE ALARM ISOLATION			
Identification of requirement for fire alarm isolation: <input type="checkbox"/> Hot Work <input type="checkbox"/> Dust <input type="checkbox"/> Other _____ _____ <i>If isolation is required due to hot work, complete Section 3. Hot Work Requirements</i>			
Detector/Area/Building(s) to be isolated: _____			
Controls required due to isolation: _____			
3. HOT WORK REQUIREMENTS (Work must not commence until all requirements are complete)			
Combustible materials removed to a safe distance of 10m?	<input type="checkbox"/>	Operator has ready access to portable communication?	<input type="checkbox"/>
No flammable liquids vapours, gases or dust present	<input type="checkbox"/>	Operator trained to use fire equipment?	<input type="checkbox"/>
Fire fighting equipment present in area?	<input type="checkbox"/>	Fire alarm isolated?	<input type="checkbox"/>
Mandatory fire watcher identified	<input type="checkbox"/>	Security notified?	<input type="checkbox"/>
4. ENERGY ISOLATION			
	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Locks and/or tags installed to isolated valves or outlets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire protection equipment present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area barricaded and signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Affected persons notified? E.g. stores, warehouses, security, admin		<input type="checkbox"/>	<input type="checkbox"/>
5. ROOF ACCESS			
Fall restraint system required?		<input type="checkbox"/>	<input type="checkbox"/>
Local users notified of roof access?		<input type="checkbox"/>	<input type="checkbox"/>
6. CONFINED SPACES			
Confined Space Permit completed?		<input type="checkbox"/>	<input type="checkbox"/>
7. AUTHORISATION OF WORK REQUIREMENTS			
The above work is authorised to proceed subject to the above action/s being taken prior to work starting and procedures being maintained for the duration of the work.			
SAPML Authorisation:		Signed:	Date: / /
8. COMPLETION OF WORK REQUIREMENTS			
Fire Alarm Isolations – Alarm reactivated and security notified complete		<input type="checkbox"/> Tick when complete	
Hot Work – Site inspection conducted 30 minutes after hot work completed		<input type="checkbox"/> Tick when complete	
For All Types of Work – Area restored to normal safety/housekeeping requirements		<input type="checkbox"/> Tick when complete	
9. CLOSE OUT			
Permit Receiver			
Name:		Signed:	Date: / /
SAPML Permit Issuer			
Name:		Signed:	Date: / /

		Procedure: Working at Heights
Title: Permit to Work – Work at Heights Permit		Authorised By: Manager Safety and Compliance
Issue Date: November 2013	Review Date: November 2014	Number of Pages: 2

Permit Number:	Date:
Site: _____	
Location: _____	
Contractor:	Phone: _____
This permit is valid from: _____ am/pm On _____	
This permit is valid until: _____ am/pm On _____	
Description of works: _____	
A Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) and/or Safe Work Procedure (SWP) has been provided and is attached to this 'work permit' Yes No	

Note: The following section of this permit must be completed and signed by the authorised person(s) before work is to proceed and only work listed above may be completed.

The following equipment will be used during the works (all equipment to be used is in good working order and is fit for use):

- | | | |
|--|---|--|
| <input type="checkbox"/> Elevated work platform
(i.e. scissor lift) | <input type="checkbox"/> Roof and/or ladder anchor points | <input type="checkbox"/> Ropes and harness |
| <input type="checkbox"/> Step ladder | <input type="checkbox"/> Extension ladder | <input type="checkbox"/> Edge protection |
| <input type="checkbox"/> Mobile scaffold | <input type="checkbox"/> Appropriate footwear | <input type="checkbox"/> Safety net |

<p>Other (please specify):</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
<p>The following services have been isolated for the duration of the works:</p>
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Smoke / thermal detectors <input type="checkbox"/> Pipes, tanks and valves <input type="checkbox"/> Electrical Outlets / appliances </div>
<p>Other (please specify):</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
<p>The following control measures have been implemented for the duration of the works:</p>
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Barricades <input type="checkbox"/> Signage <input type="checkbox"/> Spotter </div>
<p>Other (please specify):</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
<p>The following environmental factors have been assessed and are suitable for the works:</p>
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Weather / wind <input type="checkbox"/> Stored material / vegetation </div>
<p>Other (please specify):</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>

This permit should be prominently displayed at the work site

Authorisation

Permit Issued To:

.....
(Print name)

.....
(Signature)

.....
(Date)

Permit Issued By:

.....
(Print name)

.....
(Signature)

.....
(Date)

Cancellation/completion of permit

Permit cancelled/returned by:

.....
(Print name)

.....
(Signature)

Cancelled/returned at:

..... am/pm On
:

Reason for cancellation :

Final Sign Off

The worksite has been inspected by me at the cancellation/completion of the work at heights and declared safe for normal operations to resume.

.....
(Print name)

.....
(Signature)

.....
(Date)

PLASTIC & FOAM CONSTRUCTION MATERIALS (PCFM) WORK PERMIT

To be used when installing, repairing or making penetrations through any plastic building materials. This covers, but is not limited to, Expanded Polystyrene or any other foam panels, spray on foam insulation, PVC panels etc.

This Permit is to be read in conjunction with ACE PFCM Work Permit Instructions. Precautions indicated must be adhered to without exception

Building	Area / Dept.
<input type="text"/>	<input type="text"/>
Equipment to be Used	
<input type="text"/>	
Description of Work	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Personnel Involved	
<input type="text"/>	

Authorisation (Manager, Supervisor or authorised individual)

Permit Begins	Date <input type="text"/>	Time <input type="text"/>	am / pm
Permit Expires	Date <input type="text"/>	Time <input type="text"/>	am / pm
Authorised by	<input type="text"/>	Position	<input type="text"/>
Signed	<input type="text"/>		
Work acceptance (Individual responsible for completing the work) I have been briefed and I understand the work to be performed. I am fully aware of the safety precautions and agree to abide by these precautions.			
Accepted by	<input type="text"/>		
Signed	<input type="text"/>		
	Date: <input type="text"/>	Time: <input type="text"/>	am / pm

PLASTIC & FOAM CONSTRUCTION MATERIALS (PCFM) WORK PERMIT

Standard Precautions (check each item carefully)

- ☐ Where installed, the Fire Sprinkler System is to be fully operable and in Service
- ☐ Those doing the work are trained and competent in the works covered by this Permit and in the use of fire fighting equipment and company emergency procedures
- ☐ Only slow speed drilling/cutting methods (manual preferably) are to be used. Powered cutting or drilling is not to be permitted unless precautions to minimise hot cuttings and swarf (e.g. slow speed) are in place. These are to be outlined under Special Precautions below.
- ☐ Welding or grinding or other hot work is not to be undertaken at any time on PCFM
- ☐ All tools and equipment are checked and in good condition. All blades and cutting surfaces must be properly sharpened and of correct material for task to be undertaken
- ☐ The work area is checked and is free of combustible and flammable materials.
- ☐ A Fire Extinguisher and/or Hose Reel is always available at the PCFM work area.
- ☐ The Department Manager or Supervisor is notified of the intent to work.
- ☐ No exposed foam cores or easily ignited faces are left exposed at end of work day.

Special Precautions (List any additional requirements necessary prior to work commencement)

Final Inspection (Manager, Supervisor or authorised individual)

I certify that I have checked the area at the completion of the work. All penetrations were found to be sealed and no exposed foam core or other hazardous conditions were noted. All cuttings, swarf and other waste have been removed.

- ☐ All Penetrations are sealed and no internal core is left exposed
- ☐ Waste material has been removed and disposed of safely outside of the building

Inspected By		Position	
Signed			
	Date	Time:	am
		/pm	