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Division:	Work Health & Safety	Date:	Apr 2018

Powered Mobile Plant Use Guidelines

To be communicated to all seeking to use a forklift or other powered mobile plant (PMP) on site. Operators of the plant must confirm understanding of these guidelines and agreement to comply.

- **Safer, alternative equipment** should be used in preference to powered equipment where practical
 - E.g. manual powered/moved items instead of mobile/ride-on, used at lower speed/walking pace only, with lower force and size (e.g. pallet jack or walkie stacker instead of a forklift; tug vehicle instead of a forklift to move stock/items).
- **Only licensed personnel** or personnel undertaking in-house training under supervision of a licensed operator, shall operate any powered mobile plant, including forklifts. Licence must be on hand at all times.
- **All personnel operating powered mobile plant and equipment are to be trained** in the safe operation of each vehicle with training records maintained by the equipment owner.
 - It is the licenced operators' responsibility to renew license prior to the expiry date and ensure a copy is forwarded to Centre Management.
- **Personal Protective Equipment** must be provided for and worn by Forklift Drivers
 - The Tenant or contractor responsible for the forklift operation must supply the operator with high visibility clothing (to have reflective stripes if using at night or low-light times/areas) and safety boots.
- PMP operators e.g. forklift drivers, must **cease movement if a pedestrian is within 3m** when manoeuvring, or if they are uncertain of the location of a pedestrian known to be in the zone of movement.
- **All powered mobile plant are to be operated in a safe manner** in accordance with the compliance plate and manufacturer's instructions/operations manual.
- It is the responsibility of each **operator to conduct all the relevant maintenance checks** and complete the **daily pre-start check** at the beginning of each day/shift.
- **Equipment faults** are to be reported to the equipment owner, who must ensure any items that are unsafe are not operated, preferably locked and tagged out of service.
- **PMP operators** must ensure:
 - There is a clear view in the direction of travel at all times whilst operating PMP;
 - Travel is undertaken in reverse when the load height obscures vision and when travelling down a ramp with a load;
 - A 3-meter exclusion zone around forklifts in operation; and
 - Passengers are not carried on or by a forklift
- **Lifting persons** by forklift must only occur with an approved safety cage and a work at height permit acquired from Centre Management.
- **Site speed limit of maximum 8km/h** is abided by PMP operators at all times.
- **Horns shall be sounded** as the following areas are approached or entered:
 - Doorways;
 - Blind corners;
 - Areas of congestion involving pedestrians; and
 - Noisy environments.
- Forklift drivers shall only have a **single stacked pallet** whilst moving around the site, unless the load has been properly secured to the pallet with shrink wrap.
- It is the PMP operator's responsibility to ensure that any pallet or item moved:

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- **Does not** obstruct Emergency exits and/or emergency equipment; and
- **Does not** present an OH&S hazard in or through its potential instability (in transit or stationary) or by its positioning.
- **Extra caution must be taken in wet areas**, as the combination of dust, oil, water and/or rubbish build up can produce a slippery surface.
- In the event of crossing a pedestrian walkway or where pedestrians are present, the PMP operator must:
 - **Ensure the area is free from pedestrians** before crossing a walkway or moving in desired direction;
 - **Indicate his/her intentions clearly** before acting on them if there are pedestrians visible
 - **Establish and adhere to the 3-metre exclusion zone** when amongst pedestrians, including truck drivers, during a loading/unloading process.
- PMP operator is to educate truck drivers on site rules.
- Truck driver/ pedestrians and plant **MUST NOT** be in the same zone at the same time.

Breeches to these Guidelines may result in disciplinary action.

Contractor / Tenant Acknowledgement

By signing below, the Tenant / Contractor confirms that:

- RetPro's Powered Mobile Plant Guidelines have been received, read and understood and agrees to comply with these rules;
- RetPro's Powered Mobile Plant Guidelines will be provided to and read, understood and signed by all PMP Operators

**Contractor /
Tenant:**

Print Name

Signature

Date: _____

Signed copy to be provided to Centre Management.