

# Workplace Health & Safety Handbook





## Version History

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# I. Introduction

## I.1. Purpose

APML is committed to ensuring the health and safety of all Market Users including Workers, Tenants, Buyers, Visitors and any other persons who may be affected by APML's operations. In securing workplace health and safety, APML seeks to pursue best practice in the management of health and safety and to comply with its applicable safety laws and regulations at all times

APML recognises that the most significant risk to health and safety at the Site is the potential unsafe work practices and behaviour of Market Users. This WHS Handbook sets out the health and safety duties and obligations that Market Users, including Tenants, Workers, Visitors and any other persons at the Site must comply with so as to ensure, so far as is reasonably practicable, health and safety at the Site.

## I.2. Definitions

- (a) APML means Adelaide Produce Market Limited.
- (b) Market Official means (as the case may be) the Chief Executive Officer or an APML worker appointed to be a Market Official (including security personnel).
- (c) Market User(s) means any person conducting a business at the Site or who enters the Site for the purpose and in the course of conducting a business and includes Tenants and Tenant customers to the extent that they carry out a business at the Site.
- (d) Buyer(s) means a person who buys produce from wholesalers, growers or grower agents.
- (e) Site means the Adelaide Produce Market site at Burma Road, Pooraka, South Australia. For the avoidance of doubt Site has the same meaning as Land in the APML Market Rules.
- (f) Tenant(s) means a person or company that leases premises at the Site.
- (g) Visitor(s) means any person who is not a Market User but who is authorised by APML to have access to the Site from time to time.
- (h) WHS means work health and safety (also known as occupational health and safety).
- (i) Worker(s) means any person carrying out work at the Site whether engaged by APML or any other Market User and whether engaged as an employee, contractor, volunteer or agent.

### I.3. Work Health and Safety Objectives

APML seeks to provide a safe and healthy working environment at the Site. APML, Market Users, Workers and other persons at the Site have duties and obligations under work health and safety legislation to ensure so far as is reasonably practicable the health and safety of all Workers and other persons at the Site. Accordingly, APML requires Market Users, Workers and other persons at the Site to:

- (a) engage in and promote work health and safety at the Site: and
- (b) understand and comply with health and safety duties and obligations under relevant WHS legislation; and
- (c) take their legal duties and obligations seriously.

### I.4. Compliance and Enforcement

APML requires all Market Users, Workers and other persons invited onto the Site to comply with this WHS Handbook and the duties and obligations set out herein.

Non-compliance of any part of the WHS Handbook may result in APML imposing whatever sanction it considers appropriate in the circumstances.

Enforcement of WHS duties and obligations set out in this WHS Handbook may (depending on the seriousness of the non-compliance) include one or more of the following sanctions:

- (a) a first or second warning;
- (b) a fine;
- (c) expulsion from the Site either permanently or for a specified period of time.

If a Worker of a Market User at the Site is found to be non-compliant with this WHS Handbook and the duties and obligations set out herein, APML may, in its absolute discretion, impose a sanction on the Market User as well as the Worker.

APML may also require any person who is non-compliant with the duties and obligations set out in this WHS Handbook to take action to remedy any matter caused by the non-compliance within a specific timeframe.

## 2. WHS Duties and Obligations

### 2.1. Duties and Obligations of APML

As the landlord and owner of the Site, APML has a duty to ensure, so far as is reasonably practicable, that the Site, the means of entering and exiting the Site and any fixtures, fittings or plant that APML controls at the Site are without risks to the health and safety of any person.

APML also has a duty to ensure, so far as is reasonably practicable, the health and safety of Workers it engages.

### 2.2. Duties and Obligations of Tenants - General

As Market Users, APML's Tenants have a duty to ensure, so far as is reasonably practicable the health and safety of their Workers and also that the health and safety of other persons is not put at risk by the work carried out by their business.

Specifically, Tenants must ensure so far as reasonably practicable that:

- (a) they provide and maintain a working environment that is safe and without risk to health and safety;
- (b) they provide and maintain safe plant and structures;
- (c) they provide and maintain safe systems of work;
- (d) all plant, structures and substances are safely used, handled and stored;
- (e) they provide adequate facilities for Workers' welfare at work; and
- (f) they provide information, instruction, training and supervision necessary to protect all persons from risks to their health and safety arising from work carried out as part of the tenant's business.

Tenants will need to identify and control all risks associated with their businesses in accordance with the process set out in Part 0 of this WHS Handbook.

### 2.3. Duties and Obligations of Tenants - Working Environment

Tenants must provide and maintain a safe work environment within their leased or licensed premises on the Site (premises).

Specifically, Tenants must ensure, so far as is reasonably practicable, the following:

- (a) the layout of the premises allows, and the premises is maintained so as to allow, for persons to enter and exit and to move about without risk to health and safety, both under normal working conditions and in an emergency;
- (b) work areas in the premises have space for work to be carried out without risk to health and safety;
- (c) lighting in the premises enables:
  - i. each Worker to carry out work without risk to health and safety;
  - ii. persons to move at the Site without risk to health and safety; and
  - iii. safe evacuation in an emergency;

- (d) ventilation in the premises enables Workers to carry out work without risk to health and safety.

## 2.4. Duties and Obligations of Workers

All Workers at the Site have WHS responsibilities. These duties and obligations require the Workers to:

- (a) take reasonable care for their own health and safety;
- (b) take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- (c) comply as far as they are reasonably able to with any reasonable instruction given to them by the Market User who has engaged them and/or APML so that APML can comply with its WHS responsibilities; and
- (d) co-operate with any reasonable APML policy or procedure or any policy or procedure of the Market User who engages the Worker relating to health or safety at the Site, including the contents of this WHS Handbook.

Tenants should assist APML in ensuring that Workers comply with their WHS responsibilities.

## 2.5. Consultation, Co-operation and Coordination

APML and its Tenants, as Market Users share concurrent WHS duties and obligations in respect of the same matter, being to ensure health and safety at the Site. In light of these concurrent duties, it is necessary for APML and its Tenants to consult, co-operate and coordinate activities associated with discharging those concurrent duties.

As part of the consultation, co-operation and coordination process APML may require Tenants and other Market Users to:

- (a) assist APML in identifying health and safety issues which are relevant to both APML and Tenants;
- (b) discuss health and safety issues with APML and share all relevant information that the tenant has in relation to those issues;
- (c) provide information about ways to control risks to health and safety; and
- (d) plan what APML and the tenant will do to control risks, ensuring that there are no gaps left in the health and safety system.

Tenants must not obstruct any attempts by APML to communicate with them in relation to work health and safety and must respond to reasonable requests from APML to assist APML in meeting its health and safety duties and obligations.



## 3. Risk Control Measures

The following process should be followed by all Market Users at the Site so that all risks associated with the Market User's business at the Site can be identified and appropriately controlled.

### 3.1. Identify Hazards/Manage Risks to Health and Safety

Market Users must:

- (a) identify reasonably foreseeable hazards that could give rise to risks to health and safety;
- (b) eliminate risks to health and safety so far as reasonably practicable; and
- (c) if it is not reasonably practicable for a Market User to eliminate risks to health and safety – minimise those risks so far as is reasonably practicable.

### 3.2. Hierarchy of Risk Control Measures

In circumstances where it is not reasonably practicable for a Market User to eliminate risks to health and safety, a Market User is required to minimise those risks so far as is reasonably practicable by doing one or more of the following:

- (a) substituting (wholly or partly) the hazards giving rise to the risk with something that gives rise to a lesser risk;
- (b) isolating the hazard from any person exposed to it; and
- (c) implementing engineering controls (i.e. physical controls such as barriers).

If a risk then remains, the Market User must minimise the remaining risk, so far as reasonably practicable, by implementing administrative controls. Administrative controls include work methods, processes or procedures put in place to minimise a risk. If the risk remains after implementing administrative controls, the Market User must minimise the remaining risk, so far as reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.

### 3.3. Maintenance and Review of Risk Control Measures

A Market User must ensure that any risk control measure used to eliminate or minimise a risk to health and safety is and remains effective by ensuring it is:

- (a) fit for purpose; and
- (b) suitable for the nature and duration of the work; and
- (c) installed, set up and used correctly.

A Market User must review and as necessary, revise risk control measures it has in place. In particular, Market Users must review and as necessary, revise a risk control measure:

- (a) if the risk control measure does not control the risk it was implemented to control so far as is reasonably practicable;

- (b) before a change at the Site that is likely to give rise to a new or different risk to health and safety that the measure may not effectively control. Which can include a change to the Site itself or any aspect of the work environment or a change to a system of work, a process or a procedure;
- (c) if a new relevant hazard or risk is identified; or
- (d) if APML or a health and safety representative of the Market User requests that the Market User conducts such a review.

### 3.4. Information, Training and Instruction

Market Users at the Site must ensure that information, training and instruction provided to Workers engaged by the Market User is suitable and adequate having regard to:

- (a) the nature of the work carried out by the Worker;
- (b) the nature of the risks associated with the work at the time the information, training or instruction is provided; and
- (c) the risk control measures implemented.

Market Users must also ensure, so far as is reasonably practicable, that the information, training and instructions are provided in a way that is readily understandable to the Worker.

## 4. Controlling site access

### 4.1. Market Users Access to Site

All Market Users granted access to the Site must:

- (a) carry a valid APML ID card at all times when visiting the Site;
- (b) be issued with an APML ID card to allow vehicle access;
- (c) undergo a site safety induction;
- (d) sign an "Authority to enter Market Land Form" before entering the Site; and
- (e) wear a high visibility safety vest suitable for day/night wear at all times within the Site.

(NB: Regular Market Users should purchase their own safety vest (loan vests are available from the gatehouse by leaving a form of identification).

### 4.2 Visitor Control

Visitors must have prior approval from APML management before entering the Site and must;

- (a) carry a valid APML card at all times when visiting the Site;
- (b) place the valid APML ID card on the passenger side dashboard of their motor vehicle;
- (c) undergo a site safety induction;
- (d) sign an "Authority to enter Market Land Form" before entering the Site; and
- (e) wear a high visibility safety vest suitable for day/night wear at all times within the Site.

(NB: Regular Market Users should purchase their own safety vest (loan vests are available from the gatehouse by leaving a form of identification).

Visitors should be accompanied where possible by an APML Market Official, Market Tenant or Worker. Any unauthorised persons shall be prevented from entering the site.

### 4.3 Site Safety Inductions

All Market users, Workers and Visitors must undergo a Site Safety Induction. The purpose of the induction is to ensure that all persons with access to the Site understand their obligations under APML's WHS Handbook.



APML's Site Safety Induction is as follows:

- (a) all new Workers, Tenants and Buyers will have an induction before commencing any duties on the Site; and
- (b) 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.

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 APML deemed competent to do so by the CEO of APML.

A handout containing the information presented at the induction will be provided to the inductee at the end of their induction session.

At the end of the induction, the inductee will be required to sign a register to evidence them having attended the site safety induction and having received a copy of the induction handbook (the induction checklist will be signed and kept on file).

## 5. Onsite Responsibilities

### 5.1. Introduction

APML has a safety management system with which all Market Users and their Workers at the Site must comply. The safety management system is contained in the following documents:

- (a) APML's Safe Operating Procedures;
- (b) APML's Work, Health and Safety Management Plan;
- (c) any market memos on safety; and
- (d) APML's Market Rules.

For copies of these documents please contact APML's facility manager.

This section sets out fundamental safety rules that must be followed by all persons at the Site. Market Users at the Site, in particular Tenants, must give APML all reasonable assistance to enforce compliance with these safety requirements.

Sanctions (including fines, suspension or expulsion from the Site) to be determined at APML's discretion may apply where there is non compliance with these requirements. Sanctions may also apply to Market Users who fail to assist APML in enforcing the rules.

### 5.2. General Conduct

In order for APML to discharge its duties and obligations as the person with management and control of the Site, APML requires all persons that enter the Site to comply with the reasonable directions of an APML Market Official. This includes compliance with any request by a Market Official for the production of a person's licence, access card or visitor's pass for inspection.

### 5.3. Prohibited Conduct

In order to ensure a safe work environment for all Market Users, all persons whilst on Site must not:

- (a) assault, abuse, obstruct, restrict or intimidate a Market Official;
- (b) cause a nuisance, bully or harass other Market Users, damage any property belonging to APML or any other person;
- (c) discriminate against any person on the grounds of age, race, nationality, sex, pregnancy, marital or family status, political or religious beliefs physical, nor sexually harass any other person;
- (d) obstruct or interfere with roadways, road-signs and general traffic areas in any area of the Site;
- (e) operate any machinery or equipment in a dangerous manner, in contravention of any applicable safety laws, regulations or codes of practice;
- (f) operate any vehicle, plant, machinery or equipment in contravention of the Road Traffic Act 1961, the Motor Vehicles Act 1959 or any other applicable laws;

- (g) 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;
- (h) deposit or dispose of any waste or rubbish in any place except bins or receptacles provided to that person for that purpose;
- (i) bring or allow any animals into the Site (guide dogs exempt);
- (j) fail to wear reflective vests at all times within the Site; and
- (k) fail to adhere to all APML rules, policies and procedures.

## 5.4. Clothing

At all times while on the Site, all persons must:

- (a) wear a high visibility (day/night) safety vest that complies with Australian Standards 4602.1:2011, as amended or replaced from time to time;
- (b) wear low heeled or flat footwear, that completely covers the foot (enclosed shoes) including the upper foot and the heel; and
- (c) not wear open shoes, thongs or sandals.

Market users are responsible for ensuring their Workers have access to the appropriate high visibility clothing. Any person found not wearing a high visibility vest shall be subject to APML enforcement guidelines set out in paragraph 1.4 above.

Tenant Visitors must be advised of the requirements to be issued a high visibility vest at the Main Entrance of the Site and before access to the Site is granted.

## 5.5. Personal Protective Equipment

Market Users must ensure that Workers and any other persons under their control or influence have access to and use personal protective equipment to minimise the risks to the person's health and safety so far as is reasonably practicable.

## 5.6. Reporting Incidents and Hazards

- (a) Market Users and any other person granted access to the Site who becomes aware of a hazard, serious injury or illness or dangerous incident (near miss) must, as soon as practicable, notify a Market Official.
- (b) A hazard means something that has the potential to cause injury or illness.
- (c) A serious injury or illness is an injury or illness requiring:
  - i. immediate treatment as an in-patient in a hospital; or
  - ii. immediate treatment for:
    - a) the amputation of any part of his or her body; or
    - b) a serious head injury; or
    - c) a serious eye injury; or

- d) a serious burn; or
  - e) the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
  - f) a spinal injury; or
  - g) the loss of a bodily function; or
  - h) serious lacerations; or
- iii. medical treatment within 48 hours of exposure to a substance.
- (d) A dangerous incident means an incident that exposes a person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
- i. an uncontrolled escape, spillage or leakage of a substance; or
  - ii. an uncontrolled implosion, explosion or fire; or
  - iii. an uncontrolled escape of gas or steam; or
  - iv. an uncontrolled escape of a pressurised substance; or
  - v. electric shock; or
  - vi. the fall or release from a height of any plant, substance or thing; or
  - vii. 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
  - viii. the collapse or partial collapse of a structure; or
  - ix. the collapse or failure of an excavation or of any shoring supporting an excavation; or
  - x. the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
  - xi. the interruption of the main system of ventilation in an underground excavation or tunnel.

## 5.7. Investigating Incidents

All Market Users must take immediate and appropriate steps to assist APML management to investigate incidents to assist APML to review risk control measures and determine what, if any, remedial action is necessary to ensure health and safety of all persons at the Site so far as is reasonably practicable.

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

## 5.8. Hazardous Chemicals

In accordance with the Work Health and Safety Regulations, a hazardous chemical means a substance, mixture or article that satisfies the criteria for a hazardous class in the Globally Harmonised System of Classification and Labelling of Chemicals and includes chemicals which have the potential to be generally harmful to those coming into contact with them.

Duties and Obligations relating to Hazardous Chemicals:

- (a) No one is permitted to bring a hazardous chemical onto the Site if it does not have a safety data sheet as required by the Work Health and Safety Regulations or other such legislation as may be enacted from time to time.
- (b) No person is permitted to transport, store or use a hazardous chemical at the Site, other than in accordance with the Work Health and Safety Regulations and the precautions set out in the safety data sheet in respect of that hazardous substance.
- (c) All persons who bring onto the Site a hazardous chemical must report that fact to a Market Official.
- (d) LPG bottles at the Site must be transported, stored and used in compliance with AS 1596, and no LPG bottles are to be stored inside any premises at the Site which are either leased or licensed.
- (e) The handling, transport, storage and use of hazardous material shall be carried out in compliance with the following laws, regulations, codes of practice and Australian Safety Standards:
  - i. Work Health and Safety Act 2011, section 19(3)(a), (c), (d) and (f);
  - ii. Work Health and Safety (Hazardous Chemicals) Regulations 2011, Part 7.1;
  - iii. Code of Practice – How to Manage Work Health and Safety Risks, 2011;
  - iv. Code of Practice - Labeling of workplace hazardous chemicals;
  - v. Australian Standard 4332:2004 - The storage and handling of gases in cylinders;
  - vi. Australian Standard 1940:2004 - The storage and handling of flammable and combustible liquids;
  - vii. Australian Standard 3780:2008 - The storage and handling of corrosive substances; and
  - viii. Australian Standard 1596 – Transportation, storage and use of LPG bottles.



- (f) A register of all dangerous goods shall be maintained in APML's Operations Office and at the Main Entry Gatehouse. All Tenants must maintain responsibility for their own systems of control within their own premises. It remains the responsibility of the Tenants to ensure that appropriate engineering controls and/or personal protective equipment are available for use where the material safety data sheet deems it necessary.

## 5.9. Emergencies and Threats to Health and Safety

- (a) In the event of an emergency occurring on Site, every person on Site must obey all lawful orders and directions given by a Market Official or any other representative of APML in respect of that emergency.
- (b) In the event that an issue posing a risk to health and safety is identified in respect of premises which are held on a lease or a licence, a Market Official may require that action be taken with respect to that issue in order to protect the health and safety of all persons at the Site, and every person will be required to follow all lawful directions given by the Market Official with respect to that issue in the protection of the health and safety of all persons at the Site.

## 5.10. Emergency Procedures and Planning

APML emergency response procedures must be communicated to all Market Users and reviewed every 12 months. Emergency response procedures must also be reviewed after an emergency, exercise or any changes that may affect the emergency management plan (e.g. changes to workplace layout).

### 5.11. Emergency Evacuation

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, WHS representatives, Tenants and APML managers/supervisors), to ensure the emergency response procedures are satisfactory and any deficiencies are corrected. This will be documented and reviewed by APML's WHS committee with all information communicated to APML staff and all Market Users.

### 5.12. Peak Market Times

APML recognises that during peak market times (when buyer entry occurs) safety risks at the Site are increased due to the volume of people and the urgency to have transactions conducted efficiently. All persons at the Site at peak times are responsible for taking extra care to ensure their safety and the safety of others and that they continue to comply with this WHS Handbook.

### 5.13. Plant and Equipment

APML requires all Market Users with management or control of plant and equipment on the Site to comply with applicable safety laws, regulations and codes of practice. This includes those Market Users and other persons who bring plant and equipment onto the Site to manage risks to health and safety associated with plant and equipment and take reasonable steps to ensure the safe use, handling and storage of plant and equipment.

Any person with management or control of plant and equipment at the Site must ensure the plant is maintained, inspected and cleaned according to the recommendations of the designer and manufacturer. Any person with responsibility for the maintenance and repair of plant must ensure that such tasks are performed by persons with relevant skills, training and expertise and where required, hold relevant licences or certificates evidencing such expertise.

## 5.14. Housekeeping

It is the responsibility of all APML Workers and Market Users to ensure appropriate standards of housekeeping are maintained at all times. The standards of housekeeping are to assist to keep all areas of the Site free from risks to health and safety.

All Market Users must ensure compliance with APML housekeeping standards (to be published and updated from time to time).

APML will conduct periodic compliance audits using inspection checklists to determine the appropriate and agreed standards of housekeeping.

APML expects all Market Users to practice good housekeeping in the common areas. All pallets and machinery must be managed to reasonably limit the safety risk to all Market Users. For the avoidance of doubt, the placing of pallets on designated roadways and pedestrian walkways is not deemed to be good housekeeping practice.

Market Officials shall occasionally carry out housekeeping inspections and audits in the Market's common areas.

## 6. Safety Inspections

APML shall undertake regular workplace inspections in accordance with the procedure detailed below. The purpose of these inspections is to allow APML to satisfy itself that all relevant persons are complying with the APML WHS Handbook and the duties and obligations set out therein.

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

- (a) a formal and documented workplace safety inspection shall be conducted on the site on a half yearly basis;
- (b) at the beginning of the year, the WHS/Facility 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;
- (c) safety issues identified during the inspection will be referred to the APML property manager CEO for correction; and
- (d) 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, in consultation with the Tenant, HSR and the worker, shall assess the risk through the use of the relevant Assessment Form. The Risk Assessment process should follow the steps detailed below:

- (a) assess the identified hazard task/s by completing the fields in the relevant forms and by referring to the relevant Code of Practice or Advisory Standard;
- (b) document the outcomes of the risk assessment on the relevant, dedicated risk assessment forms;
- (c) identify appropriate control measures, based on the level of risk and according to the hierarchy of control;
- (d) training, Safe Operating Procedures (or other administration controls) cannot be relied on to manage the risk without considering:
  - (e) modifying the workplace/workstation;
  - (f) modifying the task or system of work; and
  - (g) the use of mechanical devices;
- (h) implement appropriate controls to minimise the risk; and
- (i) review the control measures implemented on a periodic basis, to ensure that they are working correctly.

## 7. Drug and Alcohol Policy

APML (the “Company”) is committed to providing a Zero Harm workplace free from the risks associated with drugs and alcohol. APML recognises that drugs and alcohol can affect an individual’s fitness for work and can be a contributing factor in workplace injuries and events. Work Health and Safety legislation states that workers have an obligation to provide a safe workplace.

### Scope

This is a direction to all persons at the site about their use of alcohol and other drugs whilst on the site (Policy). This policy includes the criteria and guidelines for drug and alcohol testing as part of APML's program of monitoring compliance with those standards.

### Rehabilitation and Counselling

The Company recognises that drug and alcohol dependency is a treatable condition. Workers are actively encouraged to seek professional advice and to take the appropriate treatment before their job performance is affected.

## 7.1. Terminology

In this Policy:

(a) “Being Impaired” means:

being adversely affected by alcohol or other drug use so that the person is not fit for duty or is unable to meet normal standards of job performance, conduct and safety. This includes alcohol and other drugs consumed or used outside of work, which remain in a person's system and impairs their performance after they return to work.

(b) “Drugs” - means

illegal drugs, prescription or pharmacy drugs, or synthetic drugs as defined below.

(c) “Illegal drugs” - means:

- i. any drug prohibited by Australian State, Territory or Federal law or any other laws
- ii. (Including foreign and international laws) to which the Company is subject or which apply to the work performed at or for the Company;
- iii. prescription or pharmacy drugs (as defined below) which are used without the necessary prescription, or for non-medical purposes;
- iv. Any synthetic drug (whether prohibited by law or not), being a psychoactive herbal and/or chemical product which, when consumed, mimics the effects of a prohibited drug, for example synthetic cannabis (aka ‘Chronic’).

(d) “Drug Screen Test” – means:

any analytical procedure or test which is carried out on a person to determine the presence and/or the concentration of any drug (including but not limited to a breath test, urine sample, and saliva sample). These procedures are not limited to those which presently exist. As new technology is developed this may also be used for drug testing purposes.

(e) “Random Testing” – means:

Random testing takes place when a person is randomly selected to take part in an alcohol and/or drug testing program. Testing will occur during working hours.

All persons will be subject to random testing. If a person returns a positive result for either alcohol and/or drugs, they will not be permitted to continue working and will be treated in accordance with the Consequences of Non Compliance with this policy.

(f) “Incident Testing” – means:

Drug and Alcohol “incident” Testing will be required for persons involved in an incident, including dangerous occurrences and near misses.

## 7.2. Consequences of non-compliance with this Policy

- (a) If a person does not comply with this Policy (that is, if the person does not act in accordance with this Policy in any way), APML may take whatever action it considers appropriate, including requiring the person to leave the site.
- (b) If the circumstances of the non-compliance of this Policy are serious, and/or if this is not the person's first non-compliance, APML may permanently ban the person from the site. Circumstances in which APML may consider a non-compliance of this policy to be serious include but are not limited to:
  - i. where the consumption of alcohol or other drugs has been excessive and caused obvious impairment;
  - ii. where the person has placed him/herself or others in a position of danger by being impaired at the site, for example, being impaired whilst operating machinery or a vehicle;
  - iii. where the person's impairment has caused or contributed to an incident or near miss at the site that posed a risk to health and safety;
  - iv. where the person (without reasonable excuse or explanation):
    - a) fails to submit to or refuses to submit to an alcohol or other Drug test;
    - b) fails to comply with any request to provide a drug screen test (including, but not limited to a breath test, urine sample, or saliva sample);
    - c) fails to co-operate with a sample collection procedure;

- d) refuses to sign or complete any sample collection documents or labels;
- e) avoids, tampers with, or falsifies any (including but not limited to a breath test, urine sample, saliva sample and blood test);
- f) substitutes him/herself for another person or substitutes a sample for another person's or arranges or is involved in the substitution of a sample; and
- g) aids or abets any person to interfere with a test or a test result.

### 7.3. Obligations and Responsibilities

Persons must not:

- (a) drive or attempt to put in motion a heavy vehicle with a mass greater than 4.5 tonnes with a blood alcohol content of more than 0.00 grams per millilitre of blood, or with a saliva concentration of any other drug that exceeds a relevant target concentration level as set out in (a) below. See clause 9.2 for the definition of a heavy vehicle;
- (b) drive or attempt to put in motion a forklift with a blood alcohol content of more than 0.00 grams per millilitre of blood, or with a saliva concentration of any other drug that exceeds a relevant target concentration level as set out in 7.7 below. See clause 10.1 for the definition of a forklift;
- (c) attend the site with a blood alcohol content of more than 0.05 grams per millilitre of blood, or with a saliva concentration of any other drug that exceeds a relevant target concentration level as set out in (a) below;
- (d) consume alcohol at the site or during working hours (including during breaks);
- (e) possess, sell, supply or manufacture alcoholic beverages at the site;
- (f) attend the site or operate machinery or vehicles at the site while impaired by alcohol or other drugs; and
- (g) consume, use, possess, sell, supply, manufacture or cultivate any illicit drug at the site.

### 7.4. Testing for Alcohol and other Drugs

- (a) APML conducts alcohol and other drug screen testing as part of its program of monitoring compliance with this policy, and to deter inappropriate behaviour.
- (b) APML may carry out alcohol and other drug screen testing:
  - i. on any person involved directly or indirectly in an incident or circumstance at the site, which gives reasonable cause for concern, including but not limited to any:
    - a) injury;
    - b) collapse, overturning, malfunction or damage to plant, vehicles (including heavy vehicles and forklifts), buildings or structures;
    - c) implosion, explosion or fire;
    - d) spillage or leakage of a hazardous substance;



- e) fall or release from part of any plant, substance or object; or
- ii. if a person’s performance, behaviour, or other observable characteristics (as assessed by a supervisor or manager) suggest that his/her performance may be impaired due to alcohol and/or drug use. Reasons for testing may include, but are not limited to:

Behaviour	Visible signs
Violent or aggressive behaviour	Slurred or incoherent speech
Impaired judgement	Shaking or trembling hands
Change in mood/behaviour	Stumbling
Lack of concentration	Flushed appearance
Creation of an obvious disruption or potentially hazardous situation	Observed possession of alcohol or other drugs
Markedly abnormal behaviour (“not themselves”)	Poor coordination Drowsiness

- iii. where there is any other reason to believe that a person is under the influence of alcohol or drugs;
  - iv. on a random basis. Random testing is important to APML's drug management strategy because it enables APML to identify risks before any incident occurs, rather than waiting for risks to become injuries.
- (c) Alcohol testing may be done by APML personnel or a representative from a testing agency engaged by APML, by analysing blood alcohol content from a breath sample. drug screen testing is done by representatives from testing agencies, by analysing (including but not limited to a breath test, urine sample, or saliva sample).

## 7.5. Medication

The Company understands that people may need to take prescription or over the counter medication from time to time.

If a person is taking prescription medication or over the counter medication which may return a positive result (Drugs) if a drug test were to be performed, they must – immediately prior to any drug test being performed - inform the person conducting the drug test of the prescription medication and or over the counter medication they are taking or taken in the past 24 hours.

If a person fails to declare that they are taking prescription medication or over the counter medication prior to a drug test being performed and the person returns a positive result (Drugs), APML may take whatever action it considers appropriate, including requiring the person to leave the site until the full screen test results are returned.

Additionally, and / or where a person is prescribed a medication that may return a positive result (Drugs), person's must seek a letter from their treating doctor as soon as the medication is prescribed that outlines the medication prescribed, the dosage, the anticipated end date of the prescription. The letter must be accompanied by a declaration that the medication will not impact the person's ability to work safely, and what the medication maybe detected as in a drug screen. This letter should be provided to the Company and made available if a drug test is required.

If a drug test is performed and a person taking prescription medication returns a positive result (Drugs), the person will be permitted to commence or continue to work (until the Full Screen test results are returned) if:

- (a) the person has provided evidence from their Doctor regarding the type (and likely effects) of medication they are taking (prior to, or at the time of, the drug test being performed); and
- (b) the person does not appear to be affected by the medication in a way which would impair the person's ability to work safely.

## 7.6. Non-Cooperation, Interference with Testing & Refusal to be Tested

(a) All persons at the site must comply with any request made by:

- i. APML personnel; or
- ii. a representative from a testing agency,

in relation to testing for alcohol or other drugs in accordance with this policy, including providing but not limited to a breath test, urine sample, or saliva sample.

(b) A person at the site must not:

- i. refuse to submit to an alcohol or other drug screen test;
- ii. fail to comply with any request to provide a breath test, urine sample, or saliva sample;
- iii. fail to co-operate with a sample collection procedure;
- iv. refuse to sign or complete any sample collection documents or labels;
- v. avoid, tamper with, or falsify any a breath test, urine sample, or saliva sample;
- vi. substitute him/herself for another Worker or substitute a sample for another Worker's or arrange or be involved in the substitution of a sample aid or abet any person to interfere with a test or a test result; or
- vii. attempt to do any of the above.

(c) Any failure to comply with iii(a) or iii(b) of this policy will be treated as if the relevant Worker returned a positive test.

(d) Market Users at the site must direct their Workers to comply with this policy and must provide to APML all necessary assistance with enforcing the policy.



## 7.7. Concentration levels

Compound	Target concentration level (ng/mL)
Morphine*	25
Codeine	25
Amphetamine	25
Methylamphetamine	25
Methylenedioxymethamphetamine	25
Methylenedioxyamphetamine	25
Tetrahydrocannabinol-9-carboxylic acid	10
Benzoyllecgonine	25
Ecgonine methyl ester	25
Cocaine	25

## 8. Traffic Management Guidelines

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, APML 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 APML'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 APML in ensuring compliance with these guidelines.

### 8.1. Guidelines

- (a) Persons at the Site must not:
  - i. drive any motor vehicle in a dangerous or reckless manner or at a speed in excess of that permitted by signs; or
  - ii. disobey any traffic sign.
- (b) A person in charge of a vehicle at the Site must ensure that the vehicle displays its registered plates.
- (c) 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.
- (d) 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.
- (e) Where APML has designated specific areas for particular vehicles or pedestrians, the following general guidelines apply:
  - i. vehicles/forklifts are only permitted and can only be stopped in their designated areas. Vehicles/forklifts must not enter pedestrian designated areas;
  - ii. pedestrians must, as far as reasonably practicable, stay within pedestrian designated areas and follow the entry and exit points where indicated;
  - iii. pedestrians at the Site must use the designated walkways and crossings;
  - iv. vehicles must only be parked in the designated parking areas provided at the Site; and
  - v. loading and unloading should only occur at the designated loading and unloading bays.
- (f) All vehicles must:
  - i. be fitted with safety mirrors;
  - ii. be fitted with working warning devices such as reversing lights and audible reversing alarms;



- iii. be fitted with clean safety mirrors and windscreens that are in good working order; and
- (g) 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 signalling them and signallers must wear high-visibility clothing in accordance with the onsite clothing requirements set out at 5.2 in this WHS Handbook.

## 9. Heavy Vehicle Policy

This is a direction to all persons at the Site about heavy vehicle compliance at the Site.

All heavy vehicles that enter the Site must comply with the mass, dimension or load restraint requirements in accordance with the Road Traffic Act 1961 and the Road Traffic (Mass and Loading Requirements) Regulations 1999 (Regulations) and the requirements of the Australian Road Rules relating to mass limits where mass limits are indicated by sign.

APML also requires that all transport documentation relating in a material particular to the mass, dimension or load restraint of any or all of the goods are to be true and correct.

### 9.1. What is a Vehicle?

A motor vehicle means a vehicle built to be propelled by a motor that forms part of the vehicle and includes:

- (a) a motor vehicle, trailer and a tram; and
- (b) a bicycle; and
- (c) an animal-drawn vehicle, and an animal that is being ridden or drawing a vehicle; and
- (d) a combination; and
- (e) a motorised wheelchair that can travel at over 10 kilometres per hour (on level ground),
- (f) but does not include another kind of wheelchair, a train, or a wheeled recreational device or wheeled toy.

### 9.2. What is a Heavy Vehicle?

A heavy vehicle means:

- (a) vehicles with a gross vehicle mass greater than 4.5 tonnes; or
- (b) combinations that include a vehicle (e.g. a trailer and a vehicle) with a gross vehicle mass greater than 4.5 tonnes.

### 9.3. What is a load of a vehicle?

The load of a vehicle means:

- (a) all the goods, passengers and drivers in or on the vehicle; and
- (b) all the fuel, water, lubricants and readily removable equipment carried in or on the vehicle and required for its normal operation; and
- (c) personal items used by a driver of the vehicle; and
- (d) anything that is normally removed from the vehicle when not in use.

## 9.4. Requirements of Heavy Vehicles

APML requires that all heavy vehicles that enter the Site comply with the requirements set out in Schedule 1 of the Regulations and the requirements of the Australian Road Rules relating to mass limits where mass limits are indicated by sign.

Specific requirements include:

- (a) mass limits for a single vehicle;
- (b) mass limits for tyres, wheels and axles;
- (c) mass limits for combinations;
- (d) size of loads;
- (e) front, side, rear and dangerous projections of loads; and
- (f) placing and securing loads (including trailers). Further information on placing and securing loads is set out at Appendix B of this WHS Handbook.

## 9.5. Light Vehicles

APML also requires that all light vehicles that enter the Site comply with the requirements set out in Schedule 2 of the Regulations and the requirements of the Australian Road Rules relating to mass limits where mass limits are indicated by sign.

## 9.6. Vehicle standards

APML requires that all vehicles that enter the Site must comply with the vehicle standards in the Road Traffic (Vehicle Standards) Rules 1999 and that all vehicles are maintained in a safe condition.

A vehicle is not maintained in a safe condition if driving the vehicle would endanger the person driving the vehicle, anyone else in or on the vehicle or a vehicle attached to it or other Market Users.

## 9.7. Who is Responsible?

The Regulations place responsibility for compliance on a number of parties including any person who consigns, packs, loads or receives goods as part of their business as well as the person driving or operating the vehicle. If APML discovers any non-compliance with this Heavy Vehicle Policy, it may take action against any one or more of these parties as it considers appropriate. This may include:

- (a) a first or second warning;
- (b) a monetary sanction; or
- (c) expulsion from the Site either permanently or for a specified period of time.

## 10. Forklift Safety Guidelines

### 10.1. What is a Forklift?

A forklift is classified as an industrial lift truck which is a type of powered mobile plant equipment with an elevating load carriage and load-holding attachment that is designed to move goods, materials or equipment, but does not include a mobile crane or earthmoving machinery.

Types of forklifts include:

- (a) counterbalanced forklift truck;
- (b) high lift forklift truck;
- (c) container forklift truck;
- (d) order picking forklift truck;
- (e) powered pedestrian operated forklift;
- (f) side loading forklift truck; and
- (g) special purpose forklift truck.

### 10.2. Forklift Guidelines

All persons who engage Workers to operate forklifts or fork trucks on the Site must comply with applicable work health and safety laws, regulations and codes of practice so as to ensure;

- (a) that forklifts are operated in a safe work environment;
- (b) the operation of forklifts is part of a safe system of work;
- (c) safe and well maintained forklifts:
- (d) forklift operators are properly trained and supervised, and in particular that all forklift operators are over the age of 18 years, carry an applicable driver's licence and have training in and hold a relevant qualification for the operation of a forklift;
- (e) that forklift operators comply with APML's Traffic Management Guidelines;
- (f) that seatbelts are correctly fitted and worn;
- (g) that forklifts without a backrest and overhead guard are not used on the Site: and
- (h) that forklift operators are directed not to carry passengers.

All persons who operate forklifts or fork trucks on the Site must take reasonable care for their own safety and the safety of others at the Site and must comply with applicable work health and safety laws, regulations and codes of practice and must comply with the following directions:

- (a) exercise caution at all times whilst travelling on APML roadways and intersections;

- (b) wear seatbelts at all times (if fitted);
- (c) in the event that a load is blocking the operator's vision, ensure the forklift is driven backwards;
- (d) take reasonable care to watch out for other Market Users and equipment;
- (e) do not drive with the load raised. Loads must be as close to the floor as possible;
- (f) never overload a forklift;
- (g) never lift the load above people or allow people to stand under raised forks;
- (h) be aware and take care of the rear end swing, which swings wide when the forklift turns. Particular care must be taken in aisles and other tight places;
- (i) monitor and ensure safety in relation to clearance above and at each side of the forklift;
- (j) keep hands and feet clear of the mast assembly and do not reach through the mast for any reason;
- (k) always drive at a safe speed (in compliance with the speed limits at the Site) and watch out for slippery or uneven ground or other dangerous conditions;
- (l) always apply the handbrake when getting off of a forklift (even for a moment);
- (m) do not use forklifts other than for the purpose for which they were designed;
- (n) do not use forklifts to bump pallets or push piles of material out of the way;
- (o) do not use makeshift connections and attachments on forklifts to assist with moving heavy objects;
- (p) always sound the horn on the forklift before going through a doorway, entering or crossing a main aisle or approaching an intersection or corner;
- (q) always travel at a safe distance behind other vehicles;
- (r) ensure that no passengers ride on a forklift (two up);
- (s) always apply the handbrake and switch off ignition when parking a forklift;
- (t) always carry out pre-operating checks before driving;
- (u) report any faults or defects to your appropriate superior;
- (v) never make unauthorised repairs or modifications to a forklift; and
- (w) when changing LPG cylinders or refuelling a forklift:
  - i. change cylinders in well-ventilated areas;
  - ii. turn off the ignition;
  - iii. do not smoke or operate near naked flames;
  - iv. check for leaks;
  - v. check all connections and cylinder clamps;



- vi. return empty cylinders to storage areas; and
- vii. wear appropriate personal protective equipment including globes and safety glasses.

APML recommends all forklift owners and operators complete a daily routine safety check of forklifts. An example safety checklist is contained at Appendix A of this WHS Handbook.

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# Appendix A – Forklift Daily Safety Checklist

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.

FORKLIFT DAILY SAFETY CHECKLIST			
Name:		Today's Date:	
<b>1. TYRES</b>		<b>OK</b>	<b>FIX</b>
•	Are the tyres cut, damaged or worn out?		
•	Are the tyres inflated correctly?		
<b>2. MAST</b>		<b>OK</b>	<b>FIX</b>
•	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?		
<b>3. SEATING</b>		<b>OK</b>	<b>FIX</b>
•	Is the seat (or seats) broken or worn out?		
•	Is the seat (or seats) firmly attached?		
•	Are seatbelts fitted?		
<b>4. CONTROLS</b>		<b>OK</b>	<b>FIX</b>
•	Are the controls clearly marked?		
•	Do the controls work properly?		
<b>5. WARNING DEVICES</b>		<b>OK</b>	<b>FIX</b>
•	Is the horn working?		
•	Is the flashing light working?		
•	Are the brake and turning lights (if fitted) working?		
<b>6. HYDRAULIC FLUIDS</b>		<b>OK</b>	<b>FIX</b>
•	Are the hydraulic fluid levels adequate?		
<b>7. CAPACITY</b>		<b>OK</b>	<b>FIX</b>
•	Is a load plate to the manufacturer's specifications fitted? (Do not use the forklift until this load plate is fitted)		
<b>8. BRAKES</b>		<b>OK</b>	<b>FIX</b>
•	Are both hand and foot brakes working properly?		
<b>9. STEERING</b>		<b>OK</b>	<b>FIX</b>
•	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).		

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

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

## Appendix B – Placing and Securing Loads

APML recognises that people do not secure their loads from time to time due to travelling short distances, however APML requires that all loads are to be secure at all times, no matter the distance to be travelled.

### Loading Obligations

- A load on a vehicle must not be placed in a way that makes the vehicle unstable or unsafe.
- A load on a vehicle must be secured so that it is unlikely to fall or be dislodged from the vehicle.
- An appropriate method must be used to restrain the load on the vehicle.

### Trailers

- A trailer in a combination must be securely coupled to the vehicle in front of it.
- The components of a coupling used between vehicles must be compatible and properly connected to each other.