



WORK HEALTH SAFETY MANAGEMENT PLAN



ABN 51 077 119 290

Level 3 Market Plaza Building
P O Box 2, Sydney Markets NSW 2129
Tel: (02) 9325 6200 Fax: (02) 9325 6288
info@sydneymarkets.com.au
www.sydneymarkets.com.au



*Providing the best environment that supports
competitive trade and effective distribution*



Table of Contents

1.	INTRODUCTION	5
	Background	5
	Work Health Safety Management Plan	5
2.	DEFINITIONS.....	5
3.	DOCUMENT CONTROL	6
4.	APPLICATION OF THIS WHS PLAN	7
	SML employees.....	7
	SML Contractors	7
	SML Occupiers	7
5.	SYDNEY MARKETS LIMITED CONTACT DETAILS.....	7
	SML Office details	7
	SML key contact details.....	8
	Sydney Markets trading hours	9
	After-hours works.....	9
6.	SYDNEY MARKETS LAYOUT	9
7.	SYDNEY MARKETS LIMITED HEALTH AND SAFETY POLICY.....	10
8.	HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL	11
	Sydney Markets Limited	11
	Contractors and Occupiers.....	11
9.	WHS ROLES AND RESPONSIBILITIES	11
	SML employees.....	11
	SML Contractors	12
	SML Occupiers	12
	Building or construction works (incl. fit-out and de-fits).....	13
10.	ACCESS TO SYDNEY MARKETS SITE	13
	SML contractor registration and induction	13
	Issuing of Sydney Markets Limited Key(s)	14
	Ongoing Access to Sydney Markets.....	14
	Occupier Workers & Contractors	14
	Authority Personnel (Council, Gas, Electrical, Telecommunications, etc.).....	14
	Accessing of plant rooms and Secure Service areas.....	15
	SML visitors to Sydney Markets.....	15

Table of Contents

11. SYDNEY MARKETS WHS RULES & REQUIREMENTS.....	15
General.....	15
Drugs or Alcohol	15
No Smoking.....	15
Behaviour at Sydney Markets.....	15
Working at height.....	16
Electricity.....	16
Provision of First Aid.....	16
Accident and Injury reporting.....	16
Use of Hazardous Chemicals.....	16
Sydney Markets Plaza.....	16
Deliveries.....	17
Work not to impact on quiet enjoyment	17
Rubbish and waste.....	17
Loading of floor slabs	17
Protection of floor surfaces	17
Spills.....	17
SML Work permits.....	17
12. SYDNEY MARKETS WHS HAZARDS	18
Confined space entry.....	19
Rooftop hazards generally	19
Telecommunications towers Electro Magnetic Energy (EME).....	19
Skylights.....	20
Asbestos containing material (ACM)	20
Loading docks	20
Roadside delivery/pick-up.....	21
Loading/unloading procedures.....	21
Communication	21
Mobile plant (including FLT's).....	21
Work environment.....	22
Forklift Trucks (FLT)	22
General.....	22
Information, training, instruction and supervision.....	22
Traffic management	22
Loads and instability.....	23
Work platforms, boxes and lifting attachments	23
Maintenance, inspection and repair	23
Parking and shut down.....	24
Waste handling plant and equipment.....	24
Compactors/balers and bailers.....	24
Cooking oil waste points	24
Lifts	24
Parking.....	25
Live services	25
Building and Construction Works	25
Discarded Syringes.....	25

Table of Contents

13. ACCIDENT / INCIDENT INVESTIGATION	26
14. CONSULTATION ARRANGEMENTS / ISSUE RESOLUTION	26
WH&S Forums.....	26
Monthly Meetings	26
The forum’s role	27
WHS Issue Resolution.....	27
SML Workers.....	27
Other Workers	27
Appendix 1 – SML Occupier Work Health Safety Information (Poster).....	28
Appendix 2 – Hierarchy of Risk Controls.....	29
Appendix 3 – Safe Unloading and Loading of Trucks.....	31
Appendix 4 – Guide to Safe Operation of Compactors and Balers	33
Appendix 5 – Map of Car Parking Locations.....	35
Appendix 6 – Forklifts, information sheet for owners and operators at Sydney Markets.....	36
Appendix 7 – Occupier Building Work Information (Poster)	38
Appendix 8 – Amenities Location Map	39
Appendix 9 – Emergency Assembly Points Map	40

Work Health Safety Management Plan

1. INTRODUCTION

Background

Sydney Markets is the largest wholesale fruit, vegetable and flower markets in Australia and one of the largest food distribution centres in the Southern Hemisphere, spanning 43 hectares and operating 24 hours a day, seven days a week. With 500 semi-trailers and trucks unloading each night, an estimated 2,500,000 tonnes of fresh fruit and vegetables are sold through Sydney Produce Market and Sydney Growers Market annually.

Approximately 106 Wholesalers, 260 Produce Growers, 180 Flower Growers-Sellers, 110 Warehouse tenants and over 160 supporting businesses are located on site at Sydney Markets with more than 5,000 people working in businesses and around 140,000 customers attracted to the community markets each week.

Work Health Safety Management Plan

In the context of the above, Sydney Markets Limited (**SML**) has developed this Work Health Safety (**WHS**) Management Plan (**WHS Plan**) to deliver a consistent approach to safety management at Sydney Markets. This WHS Plan contains information in relation to SML's WHS responsibilities, rules, requirements and general WHS hazards that may be present at Sydney Markets.

IMPORTANT: Read this WHS Plan that provides WHS information about Sydney Markets including; SML and emergency contact details, layout, access points, general information, WHS hazards and emergency and evacuation procedures.

2. DEFINITIONS

Building Work – includes fitting out/de-fit, maintenance work and other work of a building nature, and may include construction work as defined under Chapter 6 of the WHS Regulations.

PCBU – Person Conducting the Business or Undertaking, as set out in section 5 of the *WHS Act*.

Principal Contractor – the PCBU that commissioned the building or construction work, unless the PCBU engages and authorises another PCBU to act as Principal Contractor for the building or construction work, in which case that other PCBU is Principal Contractor for the building or construction work.

Secure Services Areas – areas of Sydney Markets not accessible to unauthorised persons. These areas are locked and require SML approval prior to entering such areas.

Occupier – Any person with a commercial agreement to lease or licence an area (**demised premise**) at Sydney Markets to operate a business. These persons will be PCBU's.

Worker – The use of the term **Worker** in this WHS Plan means a person who carries out work in any capacity for the Person Conducting the Business or Undertaking (**PCBU**), including work as:

- an employee,
- a contractor or sub-contractor,
- an employee of a contractor or sub-contractor,
- an employee of a labour hire company,
- an apprentice or trainee,
- a student gaining work experience,
- an outworker,
- a volunteer

3. DOCUMENT CONTROL

The WHS Manager maintains this WHS Plan and reviews it quarterly or as the operating circumstances change at Sydney Markets. Forward any suggestions for inclusion or revision to the SML WHS Manager.

A copy of this Plan will be made available from SML, for review by:

- ❖ WH&S Forum members and representatives.
- ❖ SML managers, supervisors, and Workers.
- ❖ SML engaged contractors and their Workers.
- ❖ SML Occupiers and their Workers.
- ❖ Other interested parties.

Revisions to this plan are summarised in the table below. A copy of all previous revisions must be marked as superseded and archived.

<i>Revision Date</i>	<i>Revision</i>	<i>Section</i>	<i>Page</i>	<i>Revision Details</i>
October 2016	V1.5	All sections	All	Final document approved
June 2017	V2.0	All sections	All	Document reformatted and updated

4. APPLICATION OF THIS WHS PLAN

The day to day operational WHS hazards and associated risks at Sydney Markets are generally well-known, with well-established control measures. Such measures include; SML Safe Operating Procedures (**SOP**), consultation arrangements, inspection and maintenance regimes, and compliance with applicable standards.

SML employees

SML Safe Operating Procedures (**SOP**) are contained on the SML WHS Intranet and SML employees should consult the WHS intranet, their manager, or the SML WHS Manager for further guidance, or to obtain additional information or explanation of the procedures summarised within this WHS Plan.

SML Contractors

This WHS Plan provides information in relation to SML general WHS rules, requirements, and hazards that may be present at Sydney Markets. SML contractors should consider this information when developing their WHS systems for their Workers undertaking activities at Sydney Markets. Contact the SML WHS Manager if further information is required.

SML Occupiers

This WHS Plan may provide additional information to that already provided by SML to Occupiers to enable the development of their WHS management procedures for their Workers undertaking activities at Sydney Markets, including those outside their demised premise.

5. SYDNEY MARKETS LIMITED CONTACT DETAILS

SML Office details

Address 250-318 Parramatta Road, Homebush West, 2140
PO Box 2, Sydney Markets, 2129

Telephone Main reception 02 9325 6200

Sydney Markets Plaza trading hours Monday – Saturday: 7.00am – 5.00pm

Sunday/Public Holidays: Closed to public

Notes:

Office and retail tenants of the Plaza have 24/7 access to their tenancies.

Paddy's Pub and the Tigers Club trade varying hours, seven days a week. For further details of the specific trading hours contact SML.

SML key contact details

Head of Operations	Brian Bigelow	9325-6205 / 0407 325 295
Head of Site Services	Martin Forster	9325-6222 / 0420 858 093
Site Services Manger	Firoz Ali	9325-6269 / 0418 401 881
Site Services Administrator	Marilyn Loch	9325-6225
WHS Manager	John Pascucci	9325-6171 / 0417 325 171
Operations Manager	Adrian LaCava	9325-6170 / 0420 936 710
Environmental Manager	Con Kapellos	9325-6173 / 0417325 173
24/7 Security Mobile		0409 325 232
EMERGENCY PHONE NUMBERS		000
Police Station:	Auburn Police Station	9646-8699
Police – Non-Emergency		131 444
Hospital:	Concord Hospital	9767-5000
SML First Aid Facility	Western Carpark	9325-6293 / 0409 325 293
Fire Brigade:	Concord Station	9646-9102
State Emergency Services (SES):	Lidcombe	132 500
Water (Sydney Water):		132 090
Gas: (Jemena Gas [AGL]):		131 909
Electricity Network Provider (Ausgrid):		131 388
Dial Before You Dig:	Services search	Tel: 1100 Web: www.1100.com.au

Sydney Markets trading hours

There are six markets operating within the Sydney Markets precinct, all with varying trading times. Refer to the table below for details of the various markets' trading hours:

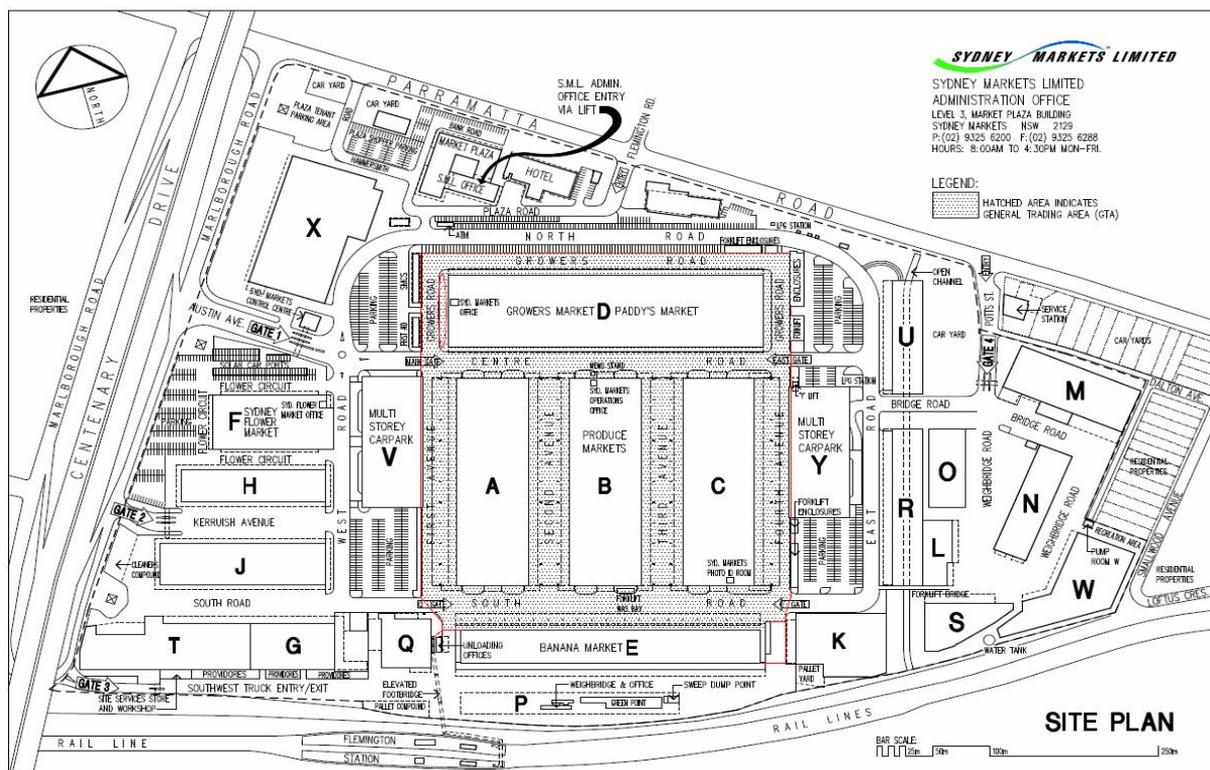
Market	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
PRODUCE	3AM – 12PM	4AM – 12PM	4AM – 12PM	4AM – 12PM	3AM – 12PM	CLOSED	
	The majority of trading generally takes place before 9AM						
GROWERS	6AM – 10:30PM The majority of trading generally takes place before 9AM					CLOSED	
FLOWER	5AM – 11AM The majority of trading generally takes place before 9AM						CLOSED
PADDY'S	CLOSED				10AM – 4:30PM	6 AM – 2PM	9AM – 4:30PM
SWAP & SELL	CLOSED					6AM – 2PM	CLOSED

After-hours works

To arrange access for afterhours works, contact SML 24/7 Security Mobile on 0409 325 232.

A condition of working at Sydney Markets after hours may be provision of an SML appointed additional security guard at the cost of the Occupier/contractor/person working after hours.

6. SYDNEY MARKETS LAYOUT



7. SYDNEY MARKETS LIMITED HEALTH AND SAFETY POLICY



Work Health and Safety Policy

Sydney Markets Limited (SML) is committed wherever reasonably practicable, to safeguarding the health, safety, and welfare of persons at its workplaces.

To achieve this, SML has in place and will continuously develop a comprehensive work health and safety management system.

This system seeks to ensure, so far as is reasonably practicable, the health, safety, and welfare of all persons by facilitating:

- compliance with all applicable legislation, regulation and codes of practice
- adoption of a best practice approach to work health and safety, and
- integration of work health and safety into SML planning and operations

In implementing this policy and system SML seeks to:

- identify potential work risks and hazards
- develop and implement safe work procedures and programs
- provide appropriate induction training and supervision
- develop appropriate emergency plans
- expedite rehabilitation of ill or injured workers as required
- establish workplace health and safety consultation groups
- adopt a consultative approach with its workers and contractors and other affected groups regarding health and safety matters
- make available health and safety information
- audit compliance with SML work health safety management system, and
- provide adequate resources in order to implement this policy and this system

Workers of SML, contactors, workers of contractors, occupiers, and tenants will be held accountable for the performance of health and safety within their own areas of responsibility.

Sydney Markets Limited is committed to the continuing operation of this policy, and will regularly monitor and review its effectiveness.



BRAD LATHAM
Chief Executive Officer

July 2016

8. HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL

Sydney Markets Limited

SML coordinates the overall activities relating to Sydney Markets, but this does not relieve other persons of their WHS responsibilities relating to their Workers and to any person that may be put at risk by their act or omission, or arising from their works.

SML uses a methodology consistent with AS/NZS 4360:2004 - Risk Management, and the SafeWork Australia Code of Practice on how to manage WHS risks, to establish a framework to facilitate the overall safety relating to Sydney Markets.

For SML employees, SML have developed a WHS management system which is published on the SML WHS Intranet. This system identifies potential hazards resulting from SML activities, the risks from such hazards and control measures that provide a framework for ongoing SML employee WHS management at Sydney markets.

Contractors and Occupiers

SML contractors and Occupiers have a responsibility to assess risks arising from their works associated with Sydney Markets, and to consider these when developing their WHS management system for their Workers. Information regarding common identified hazards at Sydney Markets is in this WHS Plan.

Contractors and Occupiers must, in consultation with their Workers, develop and implement WHS systems to ensure:

- ❖ Identification of potential hazards resulting from their undertaking at Sydney Markets (including Sydney Markets specific hazards);
- ❖ Assessment of the risks from these hazards;
- ❖ Controls to eliminate, or minimise, the risk are developed and implemented in accordance to the Hierarchy of Controls (see [Appendix 2 – Hierarchy of Risk Controls](#)); and
- ❖ Provision of appropriate training to all Workers regarding the above points to ensure their competency to undertake works safely and without risk.

9. WHS ROLES AND RESPONSIBILITIES

SML is committed, wherever reasonably practicable, to safeguarding the health, safety, and welfare of persons at Sydney Markets and coordinates the overall activities relating to Sydney Markets. This does not relieve SML contractors, Occupiers and their Workers, of their responsibilities relating to their Workers and to any person put at risk, by their act or omission, or arising from their activities.

SML employees

The Head of Operations is a senior management representative of SML with overall operational accountability for WHS at Sydney Markets. SML managers, team leaders and other staff work closely with the Head of Operations to:

- ❖ Stimulate safety awareness and generally promote work health and safety at Sydney Markets;

- ❖ Participate in consultation processes (safety forums) with Workers regarding safety matters as required;
- ❖ Facilitate a risk free environment at Sydney Markets for Workers and members of the public;
- ❖ Coordinate SML WHS induction requirements;
- ❖ Administer WHS work permits;
- ❖ Participate in the development, implementation and monitoring of the emergency procedures required at Sydney Markets, in conjunction with local Emergency Services;
- ❖ Investigate accidents and 'near misses' at Sydney Markets, and promptly report them to the relevant person;
- ❖ Liaise with Workplace Safety Authorities as appropriate.

SML Contractors

Contractors' specific WHS responsibilities are detailed in their service/supply contract and any associated WHS Schedules or terms and conditions. In summary, SML contractors must:

- ❖ Implement measures to eliminate or adequately isolate hazards created by or associated with their activities from other persons at the workplace. Control measures should be implemented according to the recognised hierarchy of controls (refer [Appendix 2 – Hierarchy of Risk Controls](#)) for guidance;
- ❖ Manage all aspects of safety of their Workers and visitors to their workplace or associated with their activities;
- ❖ Request from SML, and comply with all work permits required for the work they are undertaking;
- ❖ At all times coordinate the work with SML and other persons to the extent necessary to ensure compliance with all authority requirements and exercise all necessary precautions for the safety of all persons at their workplace and within Sydney Markets.
- ❖ Assume appointment as Principal Contractor for work deemed as construction work;
- ❖ Display at the site of all deemed construction work, signs on which the name and contact telephone numbers of the contractor and the supervisor are clearly visible.

SML Occupiers

Occupiers are responsible for the safety of their Workers and other persons within their demised premises, including during fit-outs or refurbishments, and at all other times they are under their control or influence. Occupiers must ensure their Workers obtain permission from SML and obtain any required access pass and/or required work permits prior to working in any Secure Services Area.

SML make available for the Occupier a one-page summary poster (refer to [Appendix 1 – SML Occupier Work Health Safety Information](#)) which summarises information on common hazards encountered at Sydney Markets, and WHS rules to protect the safety of all. Occupiers must ensure their Workers are familiar with this information prior to them commencing work at Sydney Markets.

Building or construction works (incl. fit-out and de-fits)

During any building or construction works the Occupier accepts appointment as Principal Contractor of the demised premises and associated work for the purposes of all statutory requirements including, but not limited to WHS and worker's compensation. The Occupier may appoint their builder (shop fit contractor) as Principal Contractor for their works and will need to complete the relevant SML authorisation documentation, made available to the Occupier by SML upon request.

SML make available a WHS Information Poster, (refer to [Appendix 7 – Occupier Building Work Information](#)) which summarises information on common hazards associated with building or construction work or may be encountered at Sydney Markets.

The Occupier or their appointed Principal Contractor must sign and display the SML Occupier Building Work Information poster within the demised premise at all times during building or construction works. The Occupier must ensure that all persons associated with the building or construction works are aware of, and understand the contents of this document prior to any work commencing.

10. ACCESS TO SYDNEY MARKETS SITE

The following section outlines the requirements for SML contractor registration and inductions, the issuing of SML keys, authority personnel (such as utility regulators and contractors), accessing plant rooms and Secure Service Areas, and SML visitors to Sydney Markets.

SML contractor registration and induction

SML conduct WHS inductions on site at the SML Control Centre or an alternate location stipulated by SML. Arrangements for WHS inductions should be coordinated directly with the relevant SML manager/team leader that they are working for.

Prior to working at Sydney Markets, Workers of SML engaged contractors must attend an SML WHS induction, involving:

- ❖ Completing an SML registration form capturing the following information:
 - Contact and emergency information (e.g. name, date of birth, phone number etc.);
 - Licences and/or certificates (e.g. high risk work licence, construction induction card);
 - Employer details
- ❖ The SML WHS induction that summarises rules and hazards specific to SML.
- ❖ Issuance of an SML WHS induction booklet and acknowledgement of same by participant.
- ❖ Issuance of an SML WHS induction card.

Note 1: Contractors attending Sydney Markets (as a visitor) are not required to undergo an induction as long as they are accompanied at all times by an SML representative familiar with hazards in the areas visited. Such contractors would generally not complete trade work; however, in emergencies it may be appropriate for these persons to undertake trade work under the guidance of SML to ensure they are aware of any SML related hazards.

Note 2: Persons who will be carrying out building or construction work at Sydney Markets are required to demonstrate they have completed the legally required construction industry induction (NSW white card) prior to commencing works in SML controlled areas.

Issuing of Sydney Markets Limited Key(s)

If keys are required to access Secured Service Areas, contact the 24/7 Security Mobile prior to attending Sydney Markets to arrange allocation of key(s).

Ongoing Access to Sydney Markets

Prior to commencing work, contractors are to proceed to the SML Control Centre for directions on access arrangements including obtaining all work permits required for work (if applicable) from SML Site Services.

At the completion of work, contractors are to return any key(s) they have, and complete and return any work permits as required.

Occupier Workers & Contractors

SML make available to Occupiers, WHS information to advise of potential hazards that may exist at Sydney Markets and rules SML has in place for the safety of all. These include:

- ❖ Occupier Work Health Safety Information Pack
- ❖ Occupier Building Works Information (poster)

Prior to working in SML Secure Services Areas, Occupiers and/or their Workers are required to obtain permission from SML, confirm any specific rules, and enquire about any additional hazards that may exist in the area.

Authority Personnel (Council, Gas, Electrical, Telecommunications, etc.)

Authorities such as gas, electricity and telco providers have rights to access their equipment (meters, valves etc.) which is usually located in a dedicated room or area (e.g. MDF and IDF room).

Access to these areas is controlled by SML. If an authority Worker needs to access these areas to meter read, fault detect, etc. and the area is within an SML controlled area they should contact SML 24/7 Security Mobile to arrange access.

If the Authority worker is accessing an area:

- ❖ **Under a licence agreement to SML** (e.g. telecommunication equipment on roof areas) – they are treated as an Occupier Worker wishing to access these areas;
- ❖ **As a contractor for an Occupier** (e.g. working inside the demised premises) – they are treated as a Occupier Worker;
- ❖ **Under SML control** (e.g. when connecting new equipment or installations in areas controlled by SML) – they are treated as a SML contractor.

Accessing of plant rooms and Secure Service areas

Only SML authorised contractors are to access these areas. Prior to accessing any plant room or Secure Service areas, contact Site Services Manager to arrange access. Obey all signage regarding access and PPE required in regard to the specific areas.

SML visitors to Sydney Markets

SML visitors include, but are not limited to visiting SML staff, consultants, contractor's staff, potential Occupiers, and statutory officials such as Work Safety or Environmental officers, who are visiting Sydney Markets to engage with SML personnel and have not completed an induction.

Visitors must be escorted within the operational areas of Sydney Markets by a SML representative or nominated SML contractor with knowledge of hazards in the area to be visited (e.g. security guard).

All visitors must report to the SML reception or SML Control Centre **prior** to going into the operational areas of Sydney Markets.

Visitors must wear appropriate protective equipment for the areas to be visited. As a minimum Hi-Viz vests and stout enclosed footwear with a flat sole and low heel.

Depending upon the area to be visited, additional protective equipment may be required, such as eye and/or hearing protection etc. Clarification of what is required should be sought from SML.

11. SYDNEY MARKETS WHS RULES & REQUIREMENTS

The following WHS rules and requirements must be followed when working at Sydney Markets, with breaches of any of these or other specified conditions potentially leading to the offending person(s) being removed from Sydney Markets, and any costs for repair/remedy being sought.

General

Carry out all work and activities in accordance with applicable WHS legislation, regulations, and Codes of Practice.

Drugs or Alcohol

Possession or use of illegal drugs or drug use devices, or behaviour causing suspicion of being under the influence of drugs or alcohol may result your removal from Sydney Markets. Alcohol consumption is only permitted in licensed areas.

No Smoking

All enclosed and undercover areas of Sydney Markets are smoke free. Observe all smoke free zones at Sydney Markets and any enclosed or under cover areas at all times. SML adhere to smoke free zones in accordance with *NSW Smoke-free Environment Act 2000*.

Behaviour at Sydney Markets

Behaviour must not offend, harass, or upset patrons, SML staff, Occupiers, or other Workers. This includes loud or offensive language or comments, playing of loud music or radio, horseplay, and harassment such as wolf whistling.

Working at height

Complete all works at height in a risk free manner from an Australian Standard compliant working platform. Use ladders in accordance with manufacturers' recommendations, applicable regulations, codes of practice, and relevant safety procedures.

Electricity

Electrical Works

Only licensed electricians working in accordance with AS/NZS 3000 and associated standards, codes of practice and relevant statutory requirements, are permitted to carry out electrical works at Sydney Markets.

Work on live electrical installations is not permitted unless all alternatives have been fully examined, and the live electrical work is completed in compliance with relevant authority legislation, regulations, and codes of practice (including the use of risk assessments).

Use of portable electric tools

All electrical tools and equipment must be currently inspected, tested, and tagged in accordance with relevant regulatory requirements. Industrial rated portable residual current or earth leakage devices (RCD) must be used unless it is positively identified that the house power being used has RCD protection. If unsure, consult with SML regarding location and use of power sources.

Provision of First Aid

All Occupiers, suppliers/contractors (and their contractors) must provide appropriate first aid facilities for their Workers which are fit for purpose, having regard to the expected hazards of the role and comply with relevant WHS regulations. SML provides first aid facilities for their Workers, visitors, and members of the public during Sydney Markets trading hours.

All SML Market Officers and security guard officers hold appropriate first aid qualifications and can be contacted for assistance in case of a serious injury.

Accident and Injury reporting

All work related injuries requiring any type of treatment (first aid/medical) must be reported to SML immediately, regardless the severity of the injury.

Use of Hazardous Chemicals

Do not use hazardous chemicals unless there is no practicable alternative. If hazardous chemicals must be used, they are to be used in accordance with manufacturers/supplier's instructions and any relevant Safety Data Sheets (SDS's). SDS's must be available at all times and provided to SML on request.

Sydney Markets Plaza

In addition to the general Sydney Market WHS rules and requirements (above), the following must be followed when working in the Sydney Markets Plaza areas (**Plaza**).

Deliveries

Delivery of bulky material, tools, or equipment to the Plaza via public areas during trading hours is not permitted without express permission from SML. Large items must be delivered to the work site outside trading hours where possible, and at all times must:

- ❖ Be stable, with heavy items placed on the bottom of the trolley;
- ❖ Not obstruct vision unless a second person is assisting to avoid collision with persons or property;
- ❖ Not be pushed or pulled faster than walking pace;
- ❖ Not leak, and if they do, all spills must be thoroughly cleaned and the incident reported immediately to SML;
- ❖ Not be left unattended;
- ❖ Not be placed in shopping trolleys, or transported by metal wheeled trolleys or pallet jacks.

Work not to impact on quiet enjoyment

Any works which negatively impact on the quiet enjoyment of Occupiers and/or patrons may have to be undertaken outside trading hours, including extended hours. Typical works include; noisy works such as scabbling, drilling and fixing to the structure, and works which generate dust or fumes (e.g. painting/sealing, etc.) not fully contained within the work site.

Rubbish and waste

Do not place trade rubbish in Plaza bins. All contractors must remove all their trade waste from the Plaza and not use Sydney Markets waste facilities unless specific arrangements have been made previously with SML.

Loading of floor slabs

Consult SML prior to use of heavy plant or stacking of heavy materials on any floor slabs, including internal and external car parks, and comply with floor slab loading capacities/restrictions at all times.

Protection of floor surfaces

Take appropriate measures to protect floor finishes within the Plaza at all times. Do not use steel-wheeled trolleys, bins, carts, etc. Any damage will be made good at cost to the Occupiers/contractors involved.

Spills

Watch for spills and report any spills to SML. If the spill is significant, remain beside the spill to caution others of the hazard until it is cleaned up or attended to.

SML Work permits

SML have identified the following work practices as being potentially higher risk in nature. Consequently, **prior** to commencing any work listed below, you must obtain the relevant work permit, issued by SML, and adhere to all conditions or requirements stipulated by the work permit.

IMPORTANT NOTE: Confined space work is undertaken by specialist contractors who work under their own specific confined space operating procedures and a permit regime, in accordance with SafeWork Australia Confined Spaces Code of Practice, February 2016. Only persons authorised by SML can enter or work in confined spaces.

Hot Works – required for any temporary operation which involves open flames, and/or heat, and/or sparks, including, but not limited to welding, brazing, oxy cutting, soldering, heat torches or guns and electro-fusion of polymer pipes.

Fire Impairment Ticket ('red tag') – required for all isolations or impairments to any fire protection system (e.g. sprinkler system, fire hydrant system, special-extinguishing system, etc.) prior to commencing any works.

Note: Fire protection impairments occur when a fire protection/suppression system and its associated alarm or supervisory system is shut off, impaired, or otherwise taken out of service in part, or completely.

Excavating, penetrating & trenching – required for all drilling, coring, chasing, cutting and excavating through any structure or full thickness of a floor surface (e.g. terrazzo, floor tiles). Prior to any of the above work commencing, scanning for service installations must be carried out and a services scanning/isolation record completed.

Note: When fixing or drilling into surfaces other than floors (e.g. wall) care should be taken to identify the potential for services in the wall, including visual inspections for power points or other service points located on the wall indicating that live services are present. If services are suspected, take appropriate measures to control the risk of contacting such services (e.g. scan).

Powered Nailing Tools – required prior to the use of low velocity/indirect acting explosive power tool (EPT), gas combustion powered tool and pneumatic (compressed air) powered nailing tools.

Note: The use of a high velocity, direct acting type EPT is not permitted under any circumstances at Sydney Markets.

Roof Work – required for access to an SML controlled roof area, including where access to such roof area is through an Occupier demised premise or other controlled area.

Elevated Work Platform (EWP) – issued to all Workers that use SML owned, hired or otherwise controlled EWP's.

Hazardous Work Area – SML may specify work areas or tasks assessed as having high risk. Access to these areas or undertaking specific tasks will require obtaining this permit prior to commencing the work.

Other work processes as may be required by SML from time to time.

12. SYDNEY MARKETS WHS HAZARDS

The following hazards may arise at Sydney Markets. Be alert for these hazards, review the controls recommended and any other mandated controls when developing your WHS systems of work.

Confined space entry

A confined space is defined as any enclosed or partially enclosed space that is:

- a) at atmospheric pressure during occupancy; and
- b) is not intended or designed primarily as a place of work; and
- c) is liable at any time to:
 - (i) have an atmosphere which contains potentially harmful levels of contaminant; or
 - (ii) have an oxygen deficiency or excess; or
 - (iii) cause engulfment; and
- d) could have restricted means for entry and exit.

NO PERSON IS TO ENTER ANY CONFINED SPACE at any time unless authorised by SML. This work is hazardous and requires professionally certified persons to undertake such work. SML engages specialist contractors to undertake all confined space work, with such specialist contractors working under their own WHS management systems including compliant confined space permits.

The following areas are classed and signed as confined spaces at Sydney Markets.

<i>Location</i>	<i>Description of area</i>
R and U carparks	Storm water pits (7)
Parramatta Road embankment	Gauging (main stormwater) pit (1)
Above cold stores	Area between roof and top of cold stores

Rooftop hazards generally

Hazards on roof areas may include trip hazards from roof sheeting profile and services lines, brittle roof material, fall hazards and Electro Magnetic Energy (EME) from telecommunications installation. A Roof Access work permit must be obtained from SML prior to accessing any roof area and all conditions attached to this permit must be complied with. Roof hazard reports (incl. EME safety reports) are available from SML upon request when planning any work on roof areas.

Telecommunications towers Electro Magnetic Energy (EME)

The following telecommunications are installed on site.

<i>CARRIER / TOWER</i>	<i>INSTALLATION</i>
Optus Tower	Mobile Base Stations
Telstra Tower	Mobile Base Stations
Vodafone Tower	Mobile Base Stations

Only authorised persons are to access any of the telecommunications towers at Sydney Markets. Contact the relevant telecommunications carrier for further information regarding the specific towers.

Skylights

The following roof areas have skylights built into the roof structures. A roof access permit must be obtained from SML prior to accessing any roof area and all conditions attached to this permit must be complied with.

<i>Location</i>	<i>Description</i>	<i>Notes</i>
Building S = North and South side Building R = East and West side Building K = Pallet yard Building E = South awning Building T = Half building North and South side Building G = North side Building Q = North and South side Building J = North and South side Building H = North and South side Building U = East and West side Building R = East and West side Building W = West side	Roof skylight	All skylights are NON-TRAFICABLE and must not be walked on at any time. Do not approach within 3 metres of any skylight unless appropriate fall prevention measures are in place to prevent accidental fall through skylights. Speak to SML management prior to any works being carried out on any skylight(s).

Asbestos containing material (ACM)

Areas of asbestos containing material (**ACM**) are known to exist within Sydney Markets. These are being managed in accordance with an ACM management plan prepared to requirements of [NOHSC: 3002 (1988)] Guide to the Control of Asbestos Hazards in Buildings and Structures.

Consult SML prior to disturbing (drilling, cutting, demolishing, etc.) any suspect ACM to confirm its nature, or for a copy of the ACM register relevant to the area of your work.

Report any suspect material to SML Site Services or SML 24/7 Security Mobile immediately – do not disturb the material (cut, drill, demolish etc.).

Loading docks

Sydney Markets spans 43 hectares, has 500 semi-trailers and trucks unloading produce each night, and moves an estimated 2,500,000 tonnes of fresh fruit and vegetables annually. In order to manage this scale of logistics, there are hundreds of loading docks in and around Sydney Markets.

SML contractors must consult with SML Head of Operations to verify appropriate delivery locations, operating hours and restrictions, and conditions of using loading docks.

It is important to identify and use only the docks you are authorised to use. Loading docks are only to be used for the intended purpose. No goods, materials, or equipment can be stored or left in the loading dock or the corridors servicing the dock areas without the approval of the PCBU who has operational control of the dock (and surrounding areas).

Ensure your Workers are made aware of the risks associated with loading dock areas and are instructed in your safe work practices (including observing all signage and instructions) regarding such practices. Summary guidance on loading docks and safe unloading and loading of trucks is provided below, with a (WorkCover NSW) checklist available at [Appendix 4 – Safe unloading and loading of trucks](#) for further assistance.

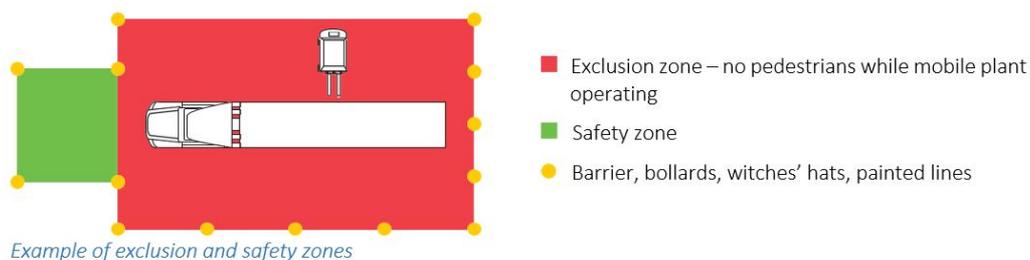
Roadside delivery/pick-up

When loading/unloading involves backing into busy streets, crossing footpaths, parking on streets and the like, particular attention should be given to other people and other vehicles. Barriers, signs, cones, lights or a traffic control person should be used to control hazards. Also consider the ability of other road users to see the stationary vehicle and the loading/unloading operation.

Loading/unloading procedures

When loading/unloading with mobile plant, consider the following traffic management measures:

- ❖ Exclusion zone and safety zone – Specify a pedestrian exclusion zone around the truck.
- ❖ Specify a safety zone for the driver – e.g. at the front of the truck, in the amenities area or in the cabin, if it is safe to do so.
- ❖ Erect sturdy barriers, such as fences or gates, around the safety zone – or, if these are unavailable, use chains or tape.
- ❖ No-one should enter the exclusion zone without the mobile plant operator's approval.
- ❖ The mobile plant operator should not begin loading/unloading until everyone is clear of the exclusion zone.
- ❖ Maintaining an exclusion zone around the truck while loading/unloading will also eliminate the risk of anyone being hit by falling loads.



Communication

- ❖ Use an effective communication system between the mobile plant operator and the driver – e.g. hand signals may be suitable in some workplaces, two-way radios in others.
- ❖ Use signs, lights, alarms and the like to indicate loading/unloading is in progress.

Mobile plant (including FLT's)

- ❖ Ensure operators are appropriately licensed, where necessary, and trained to load safely in accordance with road safety legislation.
- ❖ Fit speed limiting devices, where appropriate.
- ❖ Fit reversing sensors, cameras or audible warning devices.

- ❖ Ensure tyres, windscreens, mirrors, reversing sensors and the like are well maintained.
- ❖ Ensure mobile plant is appropriate for the loads and workplace.

Work environment

- ❖ Ensure adequate lighting.
- ❖ Provide a safe loading/unloading surface area.
- ❖ Personal protective equipment – e.g. high-visibility work gear.

Note: It's essential to put measures in place to ensure the truck cannot move during loading/unloading. Consider using dock locks, air-brake isolation-interlock devices, barriers or 'stop' signals. Also, prevent unauthorised access to ignition keys and cabin, and ensure systems are in place that alert the driver when it is safe to leave.

Forklift Trucks (FLT)

Forklift trucks (**FLT's**) are the most commonly used industrial lift truck. The information below provides summary information about managing WHS risks involving FLT's (refer to [Appendix 6 – Forklifts, information sheet for owners and operators at Sydney Markets](#)). Additional, detailed information can be found in the SafeWork Australia General Guide for Industrial Lift Trucks, available on the [SafeWork Australia](#) web site.

General

When using FLT's at Sydney Markets you should:

- ❖ ensure the FLT is suitable for the work to be done and is in a safe condition;
- ❖ check if work areas are designed, established and maintained for safe operation;
- ❖ complete pre-start safety checks; and
- ❖ prepare and follow safe work procedures for operation, shut down and maintenance.

Information, training, instruction and supervision

PCBU's must ensure people who operate FLT's:

- ❖ hold a valid high risk work licence for the type of FLT they are operating;
- ❖ are trained to operate the type(s) of FLT(s) and attachments they are using; and
- ❖ are provided with information, training and instruction on the hazards, risks and control measures relevant to the workplace.

Traffic management

FLT's must not collide with pedestrians or other powered mobile plant. If there is a possibility of an FLT colliding with pedestrians or other vehicles you:

- ❖ must ensure the FLT has a warning device that will warn people of the movement of the FLT, e.g. a horn or reversing alarms;
- ❖ should set-up the workplace so that FLT's, pedestrians and other vehicles are separated and their paths do not cross;
- ❖ should provide dedicated loading and unloading areas.

Loads and instability

You must use an FLT that is designed to lift or suspend the load to be lifted. The lifting attachments must be suitable for the load and within the safe working limits of the FLT.

When suspending or lifting a load you must ensure, so far as reasonably practicable, that it is:

- ❖ not lifted over a person unless the FLT is specifically designed for that purpose;
- ❖ lifted in a way where you are in control during the activity; and
- ❖ not lifted at the same time by more than one FLT unless the method of lifting ensures that the load placed on each item of plant does not go beyond the design capacity of the FLT.

A common risk is for an FLT to tip over by rolling or overturning sideways, or by pitching forward when the back wheels lift off the ground. A loss of stability creates a risk of serious injury or harm to the operator and pedestrians.

Work platforms, boxes and lifting attachments

Some FLT's are designed to lift people. For example, an 'order-picking industrial lift truck' has an elevating platform that allows the operator to load shelves as well as control platform height and steer the FLT. If you use a separate work platform or box fitted to an FLT to lift people, then you must ensure people in a work box:

- ❖ are securely attached;
- ❖ stay largely within the work box;
- ❖ wear a safety harness if there is a risk of falling from a height; and
- ❖ can safely exit from the work box and the FLT in the event of a failure in its normal operation.

FLT's may be used to provide a safe work platform. Work platforms and boxes should only be used to raise people performing occasional tasks and must be securely attached to the FLT. The FLT operator should perform an initial trial lift without a person in the work box to check the work box has a clear path and will not make contact with overhead power lines or other overhead obstructions.

You must ensure that the FLT is equipped with lifting attachments that are right for the load to be lifted or moved by the FLT. The attachment should be securely connected to the FLT prior to operation to prevent it separating from the lifting media.

When choosing an attachment, check with the manufacturer or supplier of the FLT whether it can be used safely. If you fabricate an attachment, it must be designed by a competent person, for example an engineer, for the FLT the attachment is to be used with. Specific training and supervision in the use of an attachment should be provided as necessary.

Maintenance, inspection and repair

A preventative maintenance, inspection and testing program for FLT's helps ensure an FLT is safe to use. Where maintenance, inspection and testing is required it must be carried out by a competent person – for example, a licensed gas fitter for repairing or replacing a gas fitting on an LPG powered industrial lift truck.

FLT's should be serviced and maintained regularly or at least once every 12 months.

A maintenance, inspection and testing program should be based on the manufacturer's instructions or, if it is not reasonably practicable to meet the manufacturer's instructions, then in line with the instructions of a competent person.

Parking and shut down

You must secure all FLT's that are not being used. When parking an FLT, the operator should:

- ❖ park on level ground with the load removed;
- ❖ park in a way that does not block the flow of other traffic;
- ❖ apply the park brake;
- ❖ fully lower the fork arms and tilt them slightly forward so the tips of the fork arms touch the ground;
- ❖ leave the drive controls in neutral; and
- ❖ shut off the fuel line, e.g. LPG or power, and lock the start control in the 'off' position.

When an FLT is left unattended, the ignition key should be removed or the start control locked off to stop unauthorised people from using it.

Waste handling plant and equipment

Read and comply with operational and warning signage and instructions at all times, and only use equipment you have been authorised and trained to use, and are competent to operate.

Compactors/balers and bailers

There are many compactors/balers in use by PCBU's at Sydney Markets, which, if not correctly used, may create a risk to operators, other Workers and the public.

Refer to [Appendix 4 – Guide to Safe Operation of Compactors and Balers](#) for a general safety summary which considers the main safety risks associated with compactors/balers, but does not aim to cover all the risks associated with compactors/balers. The PCBU responsible for, or using compactors/balers must ensure only competent operators use them, and they are used in accordance with manufacturer's instructions and in a manner that is free from risk.

Cooking oil waste points

There are no designated cooking/waste oil collection points at Sydney Markets. Every Occupier/contractor is responsible for arranging the safe removal of cooking/waste oil to an approved waste management site in accordance with all regulatory requirements. Use caution when removing or transporting cooking/waste oil due to potential of waste oil and fat on the floor and avoid spills. Clean-up any spills that occur, and do not leave discarded oil containers within Sydney Markets.

Lifts

Only designated goods lifts are to be used to transport materials and/or deliveries through Sydney Markets. Passenger lifts are not to be used at any time without prior authorisation from SML. All lifts are to be used within their designated Safe Working Load (SWL), and protected from damage at all times.

Location of Goods Lifts:

Location	Levels Serviced	Size	Capacity
Car Park Y & Car Park V	Levels 1, 2 & 3	1400mm x 1100mm 2.0M door opening	4,000kg
Plaza Building lift	Levels 1, 2 & 3	1400mm x 1100mm 1.1M door opening	1,680kg

Parking

There are a number of car parking areas at Sydney Markets (refer to [Appendix 5 – Map of Car Parking Locations](#)). Only park trade vehicles in areas authorised by SML. Under no circumstances are unauthorised vehicles to be parked in disabled parking zones or parents and prams parking areas. Use caution when parking as there are many truck, plant and equipment movements occurring 24/7.

Live services

CAUTION - LIVE SERVICES: House building services (incl. electricity, gas, telco, water, fire services, fibre optic, etc.) run throughout Sydney Markets and isolation of a specific service may not isolate all services within your work area. Treat all services as live unless positively and individually identified as isolated/de-energised by a competent and licenced person. If the services cannot be de-energised a competent person must complete an inspection, identify hazards, and implement measures to eliminate or control risks of harm prior to any person working in or around the services.

Scanning

Scanning for service installations must be carried out prior to any drilling, chasing, coring, cutting or excavating work is commenced through any structure or **full thickness** of a surface (e.g. terrazzo, floor/wall tile), or tenancy dividing wall. A services scanning/isolation record must be obtained from SML and completed once scanning has been undertaken.

Building and Construction Works

Do not enter building or construction work areas unless authorised. Building work areas are generally under the control of a builder engaged by SML or an Occupier completing tenancy related works. Report to the relevant PCBU building supervisor prior to entering such areas.

Discarded Syringes

There is potential for discarded syringes in areas of Sydney Markets. Care should be taken by all persons and appropriate procedures developed for specific high-risk operations such as:

- ❖ Emptying rubbish bins;
- ❖ Cleaning up in back of house or secluded areas such as passages, docks, and fire stairs;
- ❖ Cleaning or working in amenities areas;
- ❖ Reaching into any area that cannot be visually inspected.

Contact SML for safe disposal of any syringes found.

13. ACCIDENT / INCIDENT INVESTIGATION

All Workers must be familiar with, and understand the requirements for accident / incident reporting. Report **all** accidents, incidents, near misses, and dangerous occurrences (that resulted in first-aid or medical treatment) to your supervisor and to SML for recording, investigation (where required) and reporting purposes.

Accident/incident investigation and reporting are an essential part of managing WHS, with accident and incident reports indicating that there may have been a deviation from the procedure or that modification of a procedure is required.

The PCBU is generally responsible for reporting all notifiable accidents / incidents / dangerous occurrences to the appropriate regulator. SML requires the PCBU to confirm they have made the appropriate authority notifications.

14. CONSULTATION ARRANGEMENTS / ISSUE RESOLUTION

In addition to the general requirements for PCBU's to consult with their Workers and other persons affected by their undertaking, it's important that SML maintain a framework for consultation between SML and Workers to provide an opportunity to share relevant information and participate in meaningful consultation, giving everyone the opportunity to:

- ❖ Discuss and share their health and safety concerns;
- ❖ Identify safety hazards and risks;
- ❖ Find and implement practical solutions;
- ❖ Contribute to the decision making process;
- ❖ Communicate outcomes in a timely manner.

Using the knowledge and experience of everyone helps to achieve safer and healthier workplaces as well as better decision making. Consultation is mandatory under work health and safety legislation.

WH&S Forums

SML safety consultation forums are made up of SML Workers. The purpose of the forum is to make **recommendations** about WHS issues that affect SML Workers at Sydney Markets.

The safety forum fulfils a monitoring and advisory role in relation to workplace safety and provides the opportunity for consultation between Workers and management. This is the scope of its mandate and it should not be dealing with issues not related to WHS.

Monthly Meetings

Members of the forum are chosen from SML Workers considering the knowledge, skills and experience they can contribute. The forum is one part of the organisational framework set up to enable better management of WHS at Sydney Markets.

Safety representatives from Occupiers/contractors working at Sydney Markets may be invited to the WH&S forum meetings from time to time to further facilitate communication and consultation on safety related matters.

The forum's role

The forum's role is to:

- ❖ Consult on WH&S matters referred to it;
- ❖ Identify WH&S problems;
- ❖ Develop, through consultation, appropriate preventive strategies (e.g. the design and development of WH&S policies and programs);
- ❖ Cooperate in implementing these strategies; and
- ❖ Monitor the success of such strategies.

Safety forum minutes are displayed on SML WHS notice boards and made available to all Workers upon request. SML will keep the original copies.

WHS Issue Resolution

The following process outlines the WH&S issue resolution course of action.

SML Workers

Work through the following steps in the order listed until the issue is resolved.

1. Discuss the issues with the relevant team leader/manager.
2. Inform the appropriate safety representative(s) /safety forum member and hold further discussions between the parties.
3. Contact the SML WHS Manager for further guidance.
4. Refer the issue to the SML Head of Operations.
5. Convene a consultation meeting to discuss and make recommendations.
6. If the issue remains outstanding, seek advice from SafeWork NSW.

Note: At any stage in the above process (and **definitely before contacting SafeWork NSW**) contact the SML Head of Operations to seek advice and assistance in relation to resolution of the issue.

Other Workers

Deal with safety issues involving Occupier/contractor work processes within the relevant PCBU consultative arrangements. If the matter poses risk to other Workers or the public, bring it immediately to the attention of SML.

If factors affecting the issue are not within the Occupier/contractor control, use the following process:

- ❖ If the issue involves coordination with another Occupier/contractor, the supervisors from the Occupier/contractor should attempt to resolve the issue through mutual agreement between themselves.
- ❖ If resolution is not achieved, the matter should be brought to the attention of SML for resolution.

Appendix 1 – SML Occupier Work Health Safety Information (Poster)

NOTE: This poster can be downloaded from from the SML WHS Website
It is recommended the poster be printed in in A3 size

OCCUPIER WORK, HEALTH & SAFETY INFORMATION

All Persons Conducting a Business or Undertaking (PCBU) are responsible for identifying hazards, assessing risks and ensuring appropriate controls are in place to ensure the safety of their workers and visitors to the workplace. The following information outlines some hazards that may be encountered whilst working at Sydney Markets, and summarises Sydney Markets Work, Health & Safety (WHS) rules. The information is provided by Sydney Markets Limited (SML) to assist Occupiers and their contractors carry out their works safely and meet their WHS legal obligations.



SYDNEY MARKETS WORK HEALTH & SAFETY RULES (Summary)

WHS SIGNAGE
All WHS signage must be obeyed

NO SMOKING
All enclosed and undercover areas of Sydney Markets and other designated areas are non-smoking.

WORK PERMITS
A work permit must be obtained from Sydney Markets prior to commencing the following work processes and conditions attached to the permit must be observed at all times. Permits include but are not limited to:
Hot Works – for work that generate a naked flame, smoke or sparks.
Excavating, penetrating & trenching – for work that require drilling, coring, cutting, chiselling or excavating.
Powered Nailing Tool – for work using low velocity EPT, gas combustion powered tool and pneumatic (compressed air) nail tools.
Hazardous Work Area – some work areas/tasks may be assessed as having a high risk, with such areas requiring a permit.
Roof Work – prior to accessing any roof areas controlled by Sydney Markets.
Elevated Work Platform (EWP) – required if using an EWP owned or controlled by Sydney Markets.
BEHAVIOUR WITHIN STONEY MARKETS
Behaviour must not offend, harass or upset patrons, Sydney Markets staff, Occupiers or other workers. This includes loud or offensive language or comments, playing of loud music, harassment and sexual harassment such as wolf whistling.
DRUGS AND ALCOHOL
Possession or use of illegal drugs or drug devices or behaviour causing suspicion of being under the influence of drugs or alcohol are not tolerated and may result in your removal from Sydney Markets. Alcohol must not be consumed during any work period.
RUBBISH AND WASTE
Rubbish and/or waste must not be placed in bins provided for patrons use.
Occupiers and their contractors must remove all building waste from Sydney Markets. If this is not practicable, contact Sydney Markets for further instruction. Liquid wastes must not be discharged into waste points. Liquid waste must be contained/removed and disposed of in accordance with authority (EPA) requirements.
USE OF ELECTRICITY
Power must only be drawn from General Power Outlet (GPO) that have Residual Current Device (RCD) protection within the Occupiers premises. If power supply is not available in the Occupiers premises, contact Sydney Markets to discuss alternative arrangements. Do not draw power from outside the Occupiers premises without permission from Sydney Markets.
FORK LIFT TRUCKS (FLT)
All persons who operate a forklift must:
• Hold a high risk work forklift license.
• Wear seatbelts and any other restraint systems provided at all times when on, or operating a FLT.
• Drive at a safe speed in line with the speed limits, the load and the existing weather and road conditions.
• Avoid distracting behaviour such as using a mobile phone, entertainment device, or smoking.
• Operate the FLT in accordance with all applicable legislation, codes and best practice standards.
OTHER REQUIREMENTS
• All equipment, stock and materials must be maintained in a safe condition secured from unauthorised access or use at all times.
• Specific permission from Sydney Markets must be obtained prior to completing any works outside the Occupiers premises.
• Occupiers are responsible for the behaviour of their invited guests or visitors at all times they are at Sydney Markets.

CAUTION

LIVE BUILDING SERVICES

- Live building services run throughout Sydney Markets including through the Occupiers premises
- Isolation of a service may not isolate all services within your work area.
- A competent person must complete an inspection, identify hazards and implement measures to eliminate or control risks of harm prior to any person working in or around building services.
- Treat all building services as live unless positively and individually identified as isolated or de-energised by a licensed and competent person.
- Only licensed and competent persons are to carry out any work associated with live building services.

PERSONAL PROTECTIVE EQUIPMENT must be appropriate for the work activity to be undertaken.

LOADING DOCKS

- Only authorised personnel are to enter into loading docks areas.
- Obeyed all dock signage.
- Do not drive in pedestrian exclusion zones.
- Be aware of moving vehicles and plant (e.g. delivery trucks, forklifts).
- Ensure appropriate personal protective equipment (in accordance with the relevant Australian Standard) is worn where there is a risk of collision (e.g. high-visibility clothing).
- Only use plant or equipment (e.g. compactors, dock levellers, etc.) that you are trained, competent and authorised to use.
- Be aware of dock edges and only use ladder or stair access provided. Do not jump down from raised docks.

HOUSEKEEPING

- Report all spills and housekeeping matters immediately to a cleaner or Sydney Markets. Clean up the spill if you can, or protect the area with barricades to prevent any slips whilst waiting for the area to be attended to.

EMERGENCY PROCEDURES
Know the location of your nearest

Emergency Fire Exit	EXIT
Fire Hose Reel	+
Fire Extinguisher	+
Fire Hydrant	+

ALERT TONE

"BEEP, BEEP, BEEP"
Prepare to evacuate, secure and make worksite safe

EVACUATION

"WHOOOP, WHOOOP, WHOOOP"
Immediately evacuate via nearest emergency exit
Do not return to your workplace, vehicle or equipment until authorised by Sydney Markets
For all Emergency Services dial 000 and contact Sydney Markets management or security

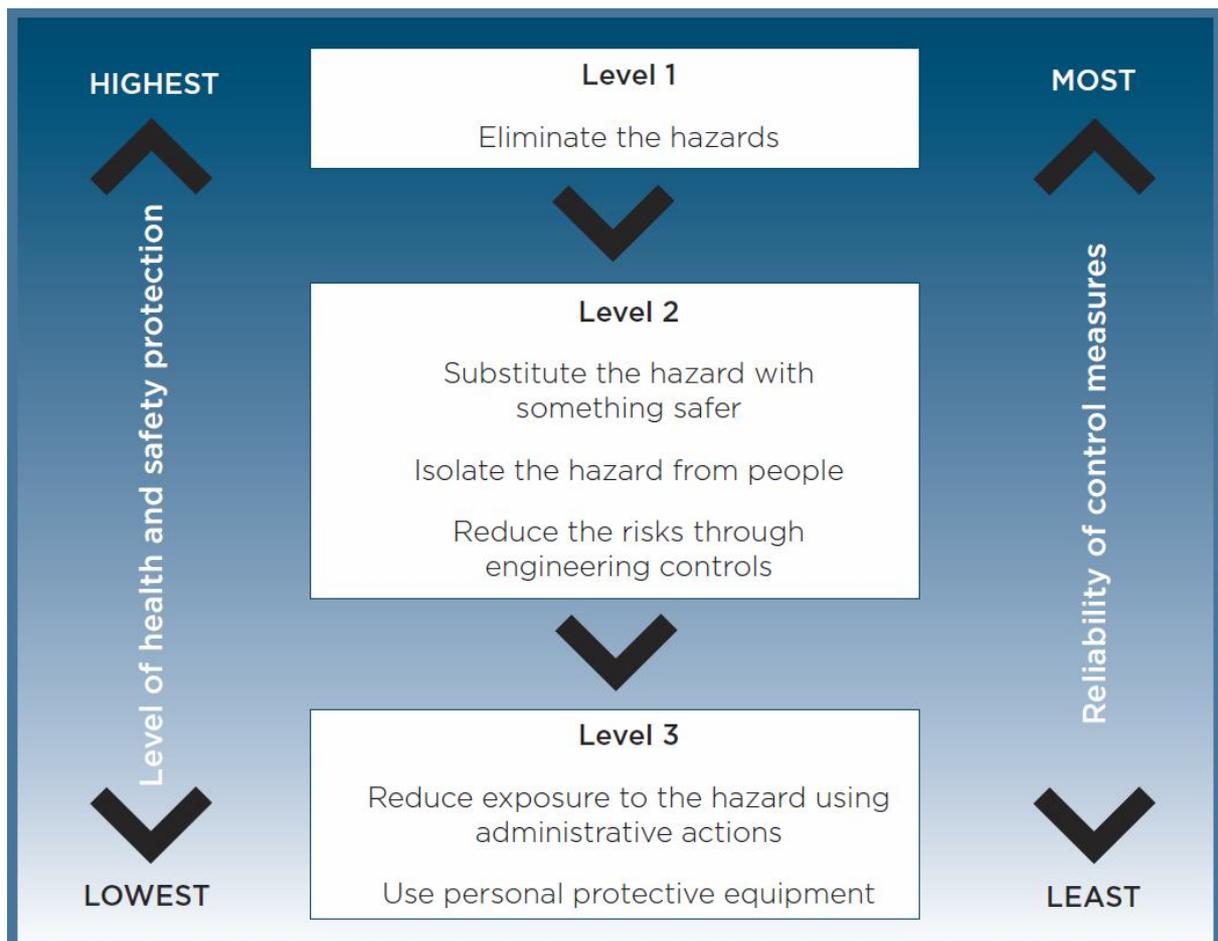
POULCE
FIRE
AMBULANCE

Caution		Prohibited	
Spills Report all spills that may impact the environment to SML		Blocking exits At any time	
Fork Lift Trucks FLT's continually operate throughout Sydney Markets		Permits Certain work requires a permit. Ask Sydney Markets if you require a permit	
Traffic areas Wear Hi-Viz clothing		Trip Hazards Look out for trip hazards	
Building services Treat all services as live		Loading docks Use ladder or stair access	
No Smoking In an enclosed area			

Appendix 2 – Hierarchy of Risk Controls

Risk controls are ranked from highest protection and reliability to lowest as shown in Figure 1. You must always aim to eliminate a hazard, which is the most effective control. If this is not reasonably practicable, you must minimise the risk by working through the other alternatives in the hierarchy.

Figure 1 – Hierarchy of risk control



Note: Eliminating a hazard will also eliminate any risks associated with that hazard.

Level 1 control measures

The most effective control measure involves eliminating the hazard and associated risk by, firstly, not introducing the hazard into the workplace (e.g. eliminate the risk of a fall from height by doing the work at ground level) or removing the hazard (e.g. by removing trip hazards or disposing of unwanted chemicals).

Appendix 2 – Hierarchy of Risk Controls

Level 2 control measures

If it's not reasonably practicable to eliminate the hazards and associated risks, minimise the risks using one or more of the following approaches:

1. **Substitute** the hazard with something safer (e.g. replace solvent-based paints with water-based ones).
2. **Isolate** the hazard from people – physically separate the source of harm from people by distance or using barriers (e.g. install guard rails around exposed edges and holes in floors, store chemicals in a fume cabinet).
3. **Engineering** controls – are physical in nature, including a mechanical device or process (e.g. use mechanical devices such as trolleys or hoists to move heavy loads, install electrical safety switches).

Level 3 control measures

These control measures do not control the hazard at the source. They rely on human behaviour and supervision, and used on their own, tend to be least effective in minimising risks. Two approaches to reduce risk in this way are:

4. **Administrative** – work methods or procedures designed to minimise exposure to a hazard (e.g. limit exposure time to a hazardous task, use signs to warn people of a hazard).
5. **Personal protective equipment (PPE)** – examples include ear muffs, respirators, face masks, hard hats, gloves, aprons, and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if Workers wear and use the PPE correctly.

Appendix 3 – Safe Unloading and Loading of Trucks

The following guidance material has been taken from the WorkCover NSW (SafeWork NSW) Fact Sheet - Safe unloading and loading of trucks for bulky goods retailers (September 2014) and can be used as a guide to safe unloading and loading of trucks at Sydney Markets.



WorkCover

Everyone in the supply chain has a responsibility to work safely, support safe work practices and reduce workplace injury and illness. If you engage a transport operator to deliver goods, you share a responsibility with them for working safely.

Checklist for supervisor

Issue	Yes	No	N/A
Manual tasks when handling freight			
Manual handling of freight is eliminated, or minimised, by using suitable equipment available at the site – e.g. forklift, pallet jacks, trolleys, tailgate lifters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment and tools are regularly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loads for delivery to customers are configured by your business to make items easily accessible for the driver.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers who load/unload are trained to use equipment correctly and handle freight safely (i.e. they use correct manual handling techniques).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers' use of correct manual handling techniques is monitored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freight is packaged (size, weight, shape) so that safe handling and easy pick-up/delivery is assured. Freight is labelled with dimensions, weight, nature of the goods (fragile, dangerous goods etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Falls from heights			
Working at heights is avoided wherever possible by operating suitable lifting equipment at ground level or by working from a solid platform (e.g. loading dock).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers are trained in and use three points of contact when climbing in and out of the cabin, when accessing the body of the truck, tray or trailer, and when using a tailgate lifter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Securing loads			
Workers are trained and competent to secure loads safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loads are secured inside a truck by nets, straps, webbing. Dunnage is used where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-slip matting, or something similar, is available for the truck floor (where appropriate).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management – loading/unloading freight			
Measures are in place at your site to manage the risk of being struck by trucks, forklifts or other mobile plant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site inductions for drivers are offered at loading/unloading sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drivers are advised of onsite traffic management arrangements before pick-up/delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When loading/unloading by mobile plant, exclusion zones and safety zones are used and clearly marked (see WorkCover's <i>Safety in the road freight transport industry guide</i> (catalogue no. WC01129) for more information on safety and exclusion zones).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When loading/unloading by mobile plant, an effective communication system between the mobile plant operator and the truck driver is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are provided with high-visibility work gear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile plant operators have been assessed as competent and hold the appropriate license where required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wellness			
Sun protection is available at loading/unloading sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amenities are available for drivers to support healthy eating, such as lunchrooms and refreshment areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery schedules allow for breaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Return to work and injury management – for businesses that employ drivers			
You have a current worker's compensation insurance policy that accurately reflects the activities of your business and an effective reporting system for workplace incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You understand the benefits of recovering from injury at work and offer suitable work to injured workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You demonstrate a commitment to injured workers by maintaining regular contact during their recovery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You develop a return to work strategy in consultation with your injured workers to ensure a safe and durable return to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You have a written Return to Work Program that outlines how you will support injured workers to recover at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A summary of your Return to Work Program and the <i>If you get injured at work: poster</i> (catalogue no. WC00022.1) (with your insurer contact details) are displayed in your workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 3 – Safe Unloading and Loading of Trucks



Checklist for transport operators and drivers

Issue	Yes	No	N/A
Manual tasks when handling freight			
Manual handling of freight is eliminated, or minimised, by using suitable equipment – eg forklift, pallet jacks, trolleys, tailgate lifters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your own equipment and tools are regularly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment and tools provided by delivery/pickup sites are maintained and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loads are configured by the consignor to make items easily accessible when unloading – i.e. first item for delivery loaded on last and so on.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your workers are trained to use equipment correctly and handle freight safely (correct manual handling techniques).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers' use of correct manual handling techniques is monitored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You work with the business where freight is loaded to ensure the freight is packaged (size, weight, shape, labelling) so that safe handling and easy pick-up/delivery is assured – e.g. repackaged to make smaller or lighter individual items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You work with the business where freight is loaded/unloaded to ensure the pick-up/delivery locations are safe for yourself and your workers – e.g. site access and conditions, traffic management, equipment available to assist loading/unloading, proximity of loading/unloading area to final delivery point.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Falls from heights			
Working at heights is avoided wherever possible by operating suitable lifting equipment at ground level or by working from a solid platform (e.g. loading dock).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers are trained in and use three points of contact when climbing in and out of the cabin, when accessing the body of the truck, tray or trailer, and when using a tailgate lifter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A safe way to access the truck body is provided – eg fixed, retractable, foldaway or portable steps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When purchasing trucks, safe cabin access/egress is considered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck cabins are fitted with non-slip access steps and handrails.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Securing loads			
If a rigid-side vehicle is used, loads are secured within the body of the truck.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If curtains are used, they self-open and close.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If gates are essential, swinging, sliding or hanging gates are used to reduce manual handling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trailer sides, panels, gates and curtains, webbing, cargo nets and other load-restraining equipment are regularly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are trained and competent to secure loads safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management – loading/unloading freight			
You work with the business where freight is loaded/unloaded, to ensure measures are in place to manage the risk of being struck by trucks, forklifts or other mobile plant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site inductions for drivers are offered at loading/unloading site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are advised of onsite traffic management arrangements before pick-up/delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When loading/unloading by mobile plant, exclusion zones and safety zones are used and clearly marked (see WorkCover's <i>Safety in the road freight transport industry guide</i> (catalogue no. WC01129) for more information on safety and exclusion zones).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When loading/unloading by mobile plant, an effective communication system between the mobile plant operator and the truck driver is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are provided with high-visibility work gear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile plant operators have been assessed as competent and hold appropriate licences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wellness			
Sun protection is available at loading/unloading sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amenities are available for drivers to support healthy eating, such as lunchroom and refreshment areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery schedules allow for breaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer

This publication may contain work health and safety and worker's compensation information. It may include some of your obligations under the various legislations that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website legislation.nsw.gov.au

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

Appendix 4 – Guide to Safe Operation of Compactors and Balers

Compacting and baling equipment reduces large amounts of solid waste to smaller, more manageable units by means of powered rams. These machines may be used by retail and service industries to compress paper and cardboard boxes. Compactors compress the refuse material into containers for transport. Baling equipment is designed to compress material and produce a bale (bound or unbound) that can be handled and transported as a material unit.

Compacting and baling equipment are available in many sizes and configurations. These machines may have one or more rams for compressing materials or extruding bales. The rams may move vertically or horizontally

The general safety summary below considers the main safety risks associated with compactors, but does not aim to cover all the risks associated with these machines. The PCBU responsible for, or using compactors/balers must ensure only competent operators use them, and they are used in a manner that is free from risk.

Safe site

- ❖ Locate and position compactors/balers to avoid or minimise transport risks and access by unauthorised people (this is particularly important if the unit is located in a public area, such as a shopping centre service area);
- ❖ Provide adequate lighting (this will help with safe operation and may deter unauthorised access);
- ❖ Lock the doors to compactors/balers at all times when they are not in use;
- ❖ Keep areas immediately around the compactors/balers free from obstructions, accumulated rubbish and other items which may interfere with safe use.

Safe equipment

- ❖ Provide guarding that takes account of routine use, foreseeable problems and misuse;
- ❖ Use fixed guards (this includes distance guards on access openings) where possible, but when regular access is required high standard interlocked guards should be fitted;
- ❖ Eliminate any unnecessary footholds, such as those created by the structure of the compactor, e.g. by the stiffening ribs;
- ❖ Where the equipment is situated in public areas additional precautions may need to be taken, e.g. reduce gaps in guarding to prevent children gaining access to dangerous parts of machinery;
- ❖ Keep all guarding and any interlocking devices adequately maintained;
- ❖ Secure the controls effectively so that unauthorised operation is prevented (e.g. with effective electrical isolation, lockable controls (lock-off) and/or dedicated key operation);
- ❖ Ensure that any internal controls (i.e. inside a building) cannot override external controls; this is particularly important during container exchange;
- ❖ Where a bin lift is used to load the unit: fix guards to the hoist way to prevent access to the danger zone (guards should be high and wide enough to prevent access to the danger zone from the control panel when the bin lift is operating);

Appendix 4 – Guide to Safe Operation of Compactors and Balers

- ❖ Fit an interlocked gate in this enclosure to allow the bin to be put in place and removed;
- ❖ Controls should be 'hold-to-run' (where release of the controls at any time during the lifting cycle should stop the movement of all machinery immediately) and located outside the enclosure, away from bin lift movement;
- ❖ There should be instructions on basic use on the compactor unit itself – users may not have access to operating manuals;
- ❖ Signs and instructions on the units should be simple and bold (e.g. pictograms) to take account of possible use by people who don't have English as their first language;
- ❖ All signs and instructions on units should be kept clear and legible.

Safe working procedures

Safe working procedures should be put in place taking account of:

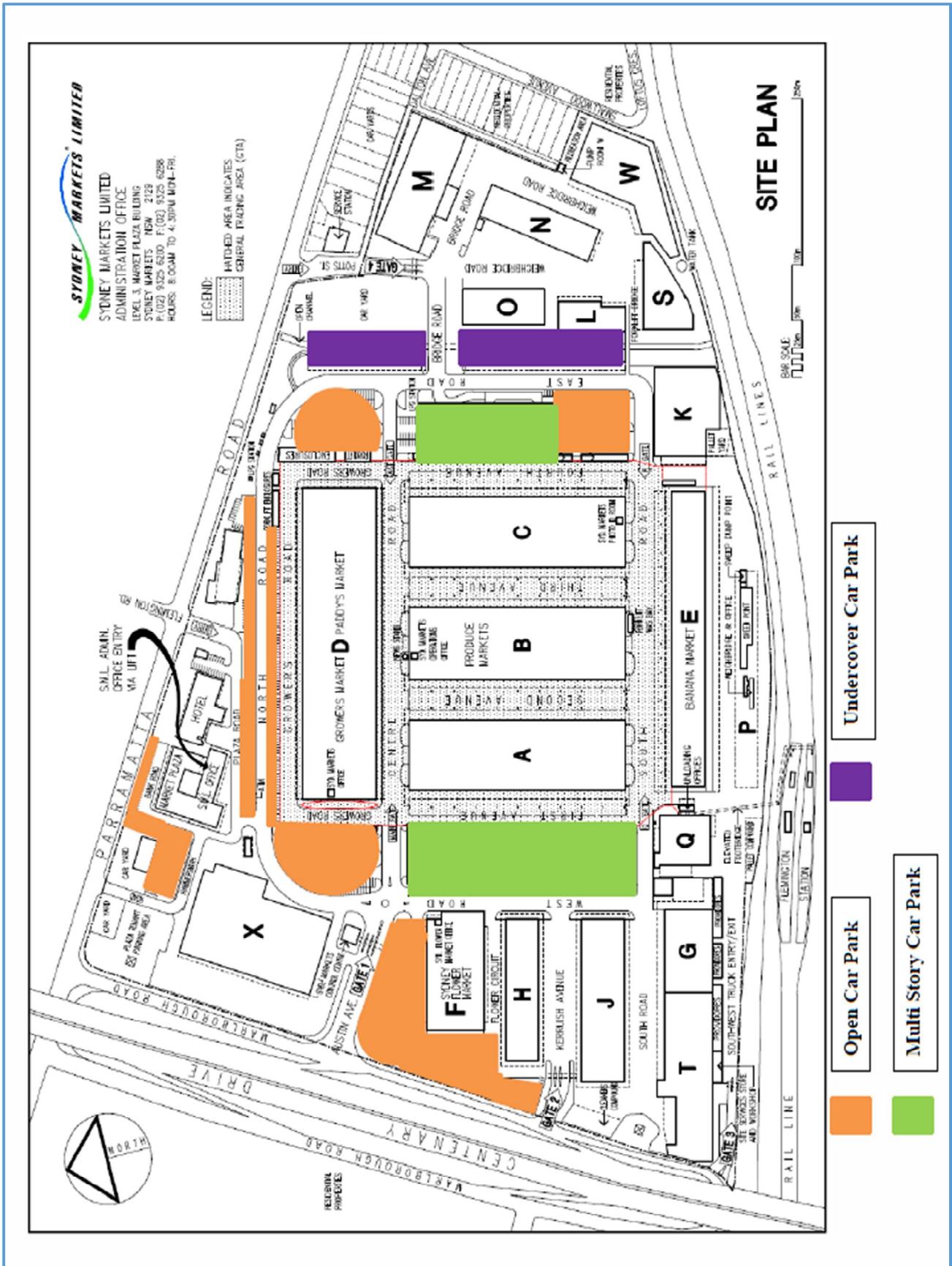
- ❖ Information from the compactor manufacturer and/or supplier on safe use;
- ❖ The compactor type and construction;
- ❖ The compactor's location;
- ❖ The environmental conditions;
- ❖ Who will use it;
- ❖ Who will maintain it;
- ❖ Any other relevant circumstances for dealing with routine and non-routine activities, especially container/skip exchange and clearing blockages.

Safe user

To keep users safe:

- ❖ Ensure compactors/balers are operated only by suitably trained staff;
- ❖ Ensure training covers safe working procedures including: how to operate all the equipment (including any 'add-ons' such as bin-lifts);
- ❖ Identifying and reporting defects;
- ❖ What can cause blockages (i.e. which materials are suitable/ unsuitable as feedstock);
- ❖ What to do if a defect or blockage is found;
- ❖ The use of a reversing assistant or banksman if drivers need help when containers/skips are exchanged;
- ❖ Take into account the special training needs of temporary or part-time workers, and those who may not have English as their first language;
- ❖ Provide refresher training periodically;
- ❖ Regularly monitor and review operations to ensure that safe working procedures are being carried out correctly and remain effective.

Appendix 5 – Map of Car Parking Locations



Appendix 6 – Forklifts, information sheet for owners and operators at Sydney Markets.



FORKLIFTS

INFORMATION SHEET FOR OWNERS AND OPERATORS AT SYDNEY MARKETS

Overview

This Information Sheet provides general advice for owners and operators on managing risks associated with operating powered forklifts at Sydney Markets.

For more information, refer to the SafeWork Australia [General guide for industrial lift trucks](#) available from Sydney Markets Limited, upon request.

Training and supervision



A person who operates a forklift at Sydney Markets must hold a **high risk work forklift licence**.

Sydney Markets Limited do not allow any person to operate a forklift at Sydney Markets, unless they hold a current high risk work forklift licence. Training to obtain a high risk work licence is NOT PERMITTED at the Sydney Markets site.

Traffic management



Most forklift incidents involve pedestrians. Forklift trucks must not collide with pedestrians or other powered mobile plant. Make sure you use clear, separate pathways for pedestrians and forklifts. High visibility work wear must be worn at all times. Make sure blind spots are minimised. Make sure you are aware of all right-of-way's and try to keep eye contact with pedestrians.

Pre-start safety check



Before you operate a forklift, both the forklift and any attachments should be checked. You should be familiar with the operating controls.

A pre-start safety check must be done every time you use a different forklift and at the beginning of each shift, as the forklift may not have been left in a safe condition by a previous operator.

Using seatbelts

Seatbelts and other restraint systems must be used when they are provided. Seatbelts keep you in the cab during a tip over and prevent you from being thrown from your seat. You must be trained in the manufacturers' operating manuals instructions, warnings & precautions for restraint system use.



Lifting attachments

Make sure the forklift is equipped with lifting attachments that are right for the load to be lifted or moved.

The attachment must be secured to the forklift as required by the manufacturer's instructions. Specific training and supervision in the use of an attachment should be provided as necessary.



Make sure you have access to information about the attachment. By using the forklift load chart and the attachment information (often found on the attachment's load rating plate) the de-rated load capacity of the industrial lift truck can be calculated.

Working near electric lines

You must make sure no person or part of the forklift comes within an unsafe distance of an overhead or underground electric line.

Electric lines pose significant risks including electrocution, arcing, explosion or fire causing burns, unpredictable cable whiplash and other objects being electrified like signs, poles, trees or branches. Contact with energised overhead or underground electric lines can be fatal.



It is not necessary to touch an overhead electric line to be electrocuted. A 'flashover' or 'arc' can electrocute you if you are too close to an electric line.

Appendix 6 – Forklifts, information sheet for owners and operators at Sydney Markets.



FORKLIFTS – INFORMATION SHEET FOR OWNERS AND OPERATORS AT SYDNEY MARKETS

Operating a forklift

When operating a forklift, you must:

- look in the direction of travel and keep a clear view of the way ahead
- keep body parts within the forklift
- be aware of other vehicles and people and give clear indications of your intentions to others e.g. sound the horn to alert other vehicles and pedestrians especially before doorways or where no traffic signs or signals exist
- slow down, seek help from others to direct you or drive in reverse if it safe to do so, if vision is blocked
- drive at a safe speed in line with site speed limits, the load and the existing weather and road conditions
- drive with the fork arms as close to the ground as reasonably practicable, with the tips of the fork arms tilted slightly upwards and away from the ground, whether driving with or without a load
- avoid distracting behaviour e.g. using a mobile phone or smoking
- avoid speeding up, decelerating and turning too quickly
- make sure loading trucks and trailers are stopped and secured at the loading dock with the brakes set. Use jack stands when necessary to prevent trailers from upending. If portable yard ramps are used make sure they are secured to the truck or trailer
- be aware of fumes and possible carbon monoxide poisoning when operating propane-powered forklifts indoors
- follow the manufacturer's recommendations when slinging a load under the forks ("free rigging") and using lifting straps
- lower the carriage, park on level ground with the load removed, apply the park brake, leave the controls in neutral and shut off the power – locking the start control in the 'off' position before getting off a forklift, and



- adjust your operating style to match the conditions – the ground surface, weather conditions, layout of the operating area and other hazards that may exist like water

What can cause a forklift to tip over?

- Excessive speed – especially while turning.
- Heavy braking.
- Overloading.
- Moving with an elevated mast and load.
- Sloping surfaces.
- Traveling down ramps with load forward.
- Turning sideways on ramps.
- Smooth and slippery surfaces.
- Forks striking an obstruction.
- Tight turns.
- Shifting or off-centre loads.



Work platforms and boxes

Forklifts may be used to provide a safe work platform if they are designed to lift people. Workboxes should only be used to raise people performing occasional tasks and must be securely attached to the forklift.

The forklift operator should:

- check that the forklift is suitable, can carry the expected load and has the correct workbox attachments
- check the workbox is attached securely in accordance with the manufacturer's instructions
- check that people can safely exit from the workbox and the forklift in the event of a failure in its normal operation
- make sure the park brake is on, the controls are in neutral and the mast vertical
- perform a test lift with the workbox attached before people enter the workbox, and
- remain at the controls at all times while people are in the workbox.



Appendix 7 – Occupier Building Work Information (Poster)

NOTE: This poster can be downloaded from from the SML WHS Website
It is recommended the poster be printed in in A3 size



OCCUPIER BUILDING WORK INFORMATION



DO NOT START WORK UNTIL YOU HAVE READ & UNDERSTOOD THE FOLLOWING REQUIREMENTS



STOP

Korean - 너는 시작 일보다 전에 이 포스터의 필요조건을 이해해야 한다.
 Chinese - 不要开始工作除非你了解这些前提的要求
 French - Vous devez comprendre les conditions de cette affiche avant le travail début.
 Russian - Не начинайте работу до тех пор пока вы не поймете требования этого плаката.
 Greek - Πρέπει να καταλάβετε τις απαιτήσεις αυτής της αφίσας πριν από την έναρξη της εργασία.

All Persons Conducting a Business or Undertaking (PCBU) are responsible for identifying hazards, assessing risks and ensuring appropriate controls are in place to ensure the safety of their workers and visitors to the workplace. The following information outlines certain hazards that may be encountered whilst working at Sydney Markets, and summarizes the Sydney Markets WHS rules. The information is provided by Sydney Markets Limited to assist Occupiers and their contractors carry out their works safely and to meet their Work, Health & Safety (WHS) legal obligations.

SYDNEY MARKETS WHS RULES (Summary)

NO SMOKING
All enclosed areas of Sydney Markets and other designated areas are non-smoking.

WORK PERMITS
A work permit must be obtained from the Sydney Markets Limited prior to commencing the following work processes and conditions attached to the permit must be observed at all times. Permits include but are not limited to:
Hot Works – for work that generate a naked flame, smoke or sparks.
Excavating, penetrating & trenching – for work that require drilling, coring, cutting, chiseling or excavating.
Powered Nailing Tool – for work using low velocity EPT, gas combustion powered tool and pneumatic (compressed air) nail tools.
Hazardous Work Area – some work areas/tasks may be assessed as having a high risk with such areas requiring a permit.
Roof Work Permit – prior to accessing any roof area controlled by Sydney Markets Limited.
Hazardous Work Platform (HWP) – required if using an EWP owned or controlled by Sydney Markets Limited.

ACTIVITIES NOT TO IMPACT ON CLIENT ENJOYMENT
Building activities which impact quiet enjoyment of Occupiers and patrons must be undertaken outside of trading hours. This includes any extended trading hours. Such activities include:
 • Noisy works or works that create excessive vibration such as sawblasting, drilling and fixing to a structure;
 • Works which generate dust or fumes (e.g. painting, installing membranes) that cannot be contained fully within the desired premises.

BEHAVIOUR WITHIN SYDNEY MARKETS
Behaviour must not offend, harass or upset patrons, Sydney Markets Limited staff, Occupiers or other workers. This includes loud or offensive language or comments, playing of loud music, horseplay and sexual harassment such as wolf whistling.

DRUGS AND ALCOHOL
Possession or use of illegal drugs or drug devices or behaviour causing suspicion of being under the influence of drugs or alcohol are not tolerated and may result in your removal from Sydney Markets. Alcohol must not be consumed during any work period.

WASTE AND WASTE
Rubbish and/or waste must not be placed in bins located in Plaza areas which are provided for patrons use. Occupiers and their contractors must remove all their trade waste from Sydney Markets. If this is not practicable, contact Sydney Markets Limited.
 Liquid wastes must not be discharged into waste drains. Liquid waste must be contained, stored and disposed of in accordance with authority (SH) requirements.

USE OF ELECTRICITY
Power must only be drawn from General Power Outlets (GPO) that have Residual Current Device (RCD) protection within the desired premises. If power supply is not available in the desired premises prior to fit-out commencing, contact Sydney Markets Limited to discuss alternative arrangements. Do not draw power from outside the desired premises without permission from Sydney Markets Limited.

OTHER REQUIREMENTS
• Hearing must be maintained in a safe condition and hearing doors must be kept securely closed at all times.
 • Specific permission from Sydney Markets Limited must be obtained prior to completing any building works outside the desired premises and/or hearing.



CAUTION

USE PERSONAL PROTECTIVE EQUIPMENT

- Use the building services and equipment through Sydney Markets building through the desired premises.
- Installation of a service may not be done within your work area.
- A competent person must complete an inspection, identify hazards and log known measures/controls or control risk of harm prior to any person working in or around building services.
- Load all building services on the entire platform and individually identified as located in its emergency by a trained and competent person.
- Only licensed and competent persons can carry out any work associated with the building services.
- Personal protective equipment must be appropriate for the work activity to be undertaken.

WORKING AREAS

- Only authorized personnel enter into the building work areas.
- Remove all work signage.
- Use the correct personal protective equipment.
- The areas of working activities and plant (e.g. delivery trucks, building).
- Ensure appropriate personal protective equipment (in accordance with the relevant Australian Standard) is worn where there is a risk of falling (e.g. high-visibility vesting).
- Work on plant or equipment (e.g. computers, lifts/ladders, etc.) that are not locked, tagged and authorized to use.
- The areas of the building and only use ladders in work areas provided. Do not jump down from raised areas.

EMERGENCY PROCEDURES
Know the location of your nearest:

Emergency Fire Exit		Fire Extinguisher	
Fire Hose Reel		Fire Hydrant	

ALERT TONE	EVACUATION
"BEEP, BEEP, BEEP" Prepare to evacuate, secure and make worksite safe	"WHOOOP, WHOOOP, WHOOOP" Immediately evacuate via nearest emergency exit 
POLICE	For all Emergency Services dial 000 and contact Sydney Markets management or security
FIRE	
AMBULANCE	

SAFETY IS EVERYONE'S RESPONSIBILITY. IDENTIFY HAZARDS, ASSESS AND CONTROL ANY RISKS TO YOURSELF AND OTHERS.

Occupier: _____

Principal Contractor/PCBU: _____

Supervisor: _____ Mbi: _____

I acknowledge and agree that I am Principle Contractor/PCBU for the premises and all works associated with this premises. I will ensure all persons who undertake any work in this premises are aware of the contents of this poster prior to commencing work and will work safely and without risk of harm to any person.

Name: _____

Signature: _____ Date: ____/____/____



Caution



Spills Report all spills to Sydney Markets Limited 	Traffic areas Wear Hi-Viz clothing 	Building services Treat all services as live 	Loading dock access Use ladder or stair access provided 	Trip Hazards Look out for trip hazards 
---	---	---	---	---



Prohibited



Prohibited at all times					Prohibited during trading hours (Plaza building)			
Smoking in enclosed areas 	Loud or offensive behaviour 	Equipment on escalators 	Blocking fire exits 	Hi-velocity EPT's 	Mall Deliveries 	Creating Fumes 	Dusty work 	Noisy work 

Sydney Markets Limited permits are required for the following activities

Hot works 	Roof top access 	Cut & coring 	EWP's 	Hazardous area 
---	---	--	--	--

Appendix 8 – Amenities Location Map

