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# **VISY MINIMUM STANDARDS *FOR POWERED MOBILE EQUIPMENT AND PEOPLE INTERACTION***

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## **INTENT**

**To define the minimum safety requirements that shall be complied with for Powered Mobile Equipment (PME).**

# **VISY MINIMUM STANDARDS FOR POWERED MOBILE EQUIPMENT AND PEOPLE INTERACTION**

## **WHY**

To reduce the risk, to an acceptable level, from interaction between powered mobile equipment and people through controls consistent and standardized across all Visy sites.

## **HOW**

By controlling the hazards of all interactions between Powered Mobile Equipment (PME) and people in relation to all Visy Operations through segregation, separation and risk assessed tasks.

Due to the nature and hazards associated with Authorised Access Areas (AAA) and Despatch areas, they require additional controls that are covered specifically in this document.

It is expected that all sites do the following:

- Traffic Management Plan.
- Set training requirements.
- Develop and review procedures, documentation and site rules.
- Set maintenance requirements.
- Separate People and PME.
- Drive the right behaviours with rules and requirements.
- Set guidelines for dealing with incidents and safety breaches.

## **REFERENCES**

Visy Minimum Standards for PME  
AS1318 SAA Industrial Safety Colour  
Code AS/NZS4602: 2011 High Visibility  
Safety Garments

# DEFINITIONS

## **Authorised Access Area (AAA)**

Those areas of interaction between PME and people where there are blind spots which increase the risk of impact between PME and people.

Infrequent need for pedestrian work tasks to be performed in this area, making work related pedestrian traffic abnormal.

## **Barriers**

A barrier is intended to prevent a person from walking into the path of Powered Mobile Equipment (PME) - not to restrain the PME.

## **Code of Practice (CoP)**

CoP – non legislative document, which cannot be enforced in the same manner as legislation.

CoP's are such documents which outline (as a minimum) the detail for safe practice in specific areas of operation, and therefore are particularly valuable to managers, supervisors, contractors and others who are required to use them.

## **Designated Pedestrian Only Walkways**

A defined pathway that is in a location that is not process hazardous. Pedestrians shall be segregated from any PME interaction via a barricade or wall, so no PME interaction can intentionally occur. The walkway shall be painted green with yellow borders.

## **Exclusion Zone**

An area painted in solid red or hatched markings where:

a pedestrian may only enter the exclusion zone with the full knowledge of the PME driver but shall not enter if the PME is in operation.

a PME shall only enter or operate in an exclusion zone when there are no pedestrians present in that zone.

## **High Visibility Clothing**

Clothing which has contrasting colours appropriate for day use. Contrasting colours with reflective tape attached for use at night and in low light areas which meets AS/NZS 4602 standard.

## **Interaction**

Anytime:

- There is shared space between powered mobile equipment and people on foot.
- Where there is a risk of impact or incident between powered mobile equipment and people on foot.

## **Minimum Standard**

Non legislative documents, which cannot be enforced in the same manner as legislation. Minimum Standards are such documents which outline (as a minimum) the detail on safe practice in specific areas of operation, and therefore are particularly valuable to managers, supervisors, contractors and others who intend to use them.

## **Maintenance**

The repair, upkeep and regular servicing of PME in accordance to manufacturers recommendations

## **Powered Mobile Equipment (PME)**

All mobile equipment powered by anything other than physical effort, eg Forklifts, Grab trucks, Trolley cars, Walking Stackers, Trucks, Trailers, Cars, Delivery vehicles, Elevated Working Platforms, Cranes, Sweepers.

## **Shared Walkways**

A defined pathway that is in a location that is process hazardous. Pedestrians are not able to be segregated from all PME interaction. This pathway is painted with red and white stripes.

## **Visy Minimum Standards**

These are the visy minimum requirements if the site can not physically meet these requirements then the following process needs to take place.

Full risk assessment needs to be undertaken with competent person(s).

Consultation with State HSE Manager. Consultation with PME Project team.

## INTERACTION CATEGORIES

The following PME and people interaction categories are to be used to determine what category the area or task falls into and then what minimum controls shall be applied. Minimum controls and examples with photographs of areas that fall into these categories are outlined in this document.

### CATEGORY 1: PHYSICAL BARRIER

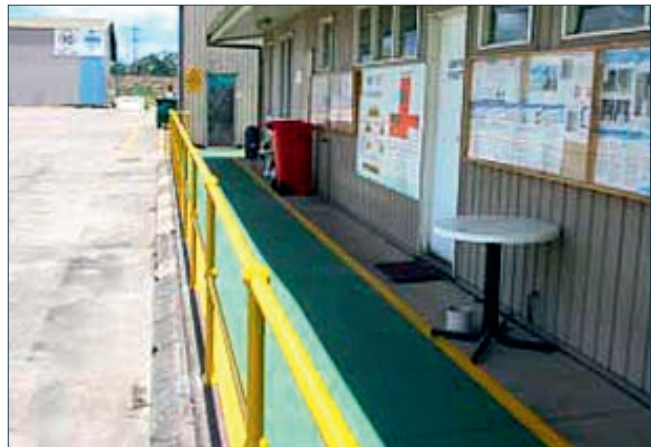
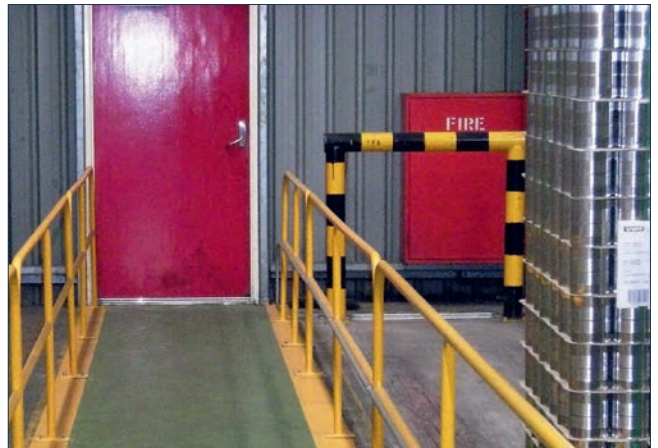
A physical barrier shall be the primary control. Only when proved to be impracticable shall physical separation of 3 metres between the PME and pedestrians be utilised.

#### MINIMUM CONTROLS

1. Pedestrians shall be segregated from any PME interaction via a barricade or wall.
2. Pedestrians ONLY shall be able to access this area.
3. Pedestrians shall be inducted, or escorted by inducted personnel.

#### PEDESTRIAN ONLY WALKWAY

A designated pedestrian only walkway shall be green with yellow borders.



## CATEGORY 2: PHYSICAL SEPARATION

A physical barrier shall be the primary control. Only when proved to be impracticable shall physical separation of 3 metres between the PME and pedestrians be utilised.

### MINIMUM CONTROLS

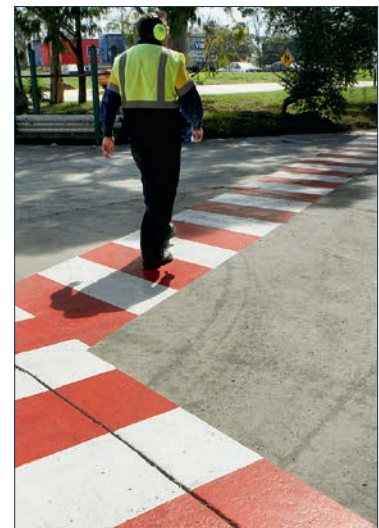
1. All PME and people interactions shall be risk assessed using the Visy Risk Assessment or JSEA for maintenance tasks.
2. Prior to entering an interaction area PME drivers and pedestrians shall be inducted or trained in the hazards of PME and pedestrian interaction.
3. All interaction areas shall be identified by signage with gated access and a PME warning symbol on all pedestrian access gates. As a higher standard a symbol may also be painted on the floor.
4. While on a shared walkway pedestrians must not use their mobile phone unless in an emergency.
5. All pedestrians shall;
  - a. Be inducted or escorted by inducted site personnel.
  - b. Pass through a sign posted gate or door that opens towards them (in swinging).
  - c. Make visual contact with PME operators if there is any risk of breaching the 3 metre separation rule.
6. PME operators shall;
  - a. Ensure adherence to the Visy PME Guideline and HSE Requirements for PME.
  - b. Lower their load, turn off their equipment and if available engage the handbrake if within 3 metres of a pedestrian.

### SHARED WALKWAY

Shared walkways shall be painted with red and white stripes.



Painted Walkway



Painted Walkway



Entry Signage



## CATEGORY 3: TASK BASED ONLY

When proved that Categories 1 and 2 cannot be achieved can a site then go to less than a 3 metre separation?

This task shall be risk assessed and a safe operating procedure put in place with personnel trained to that procedure. These tasks shall be audited to ensure the controls are in place and effective.

NOTE: When a one off maintenance task requires the interaction between PME and pedestrians to be less than 3 metres then this task shall be risk assessed via a JSEA and controls put in place to reduce the risk to an acceptable level.

## DESPATCH AND DELIVERY AREA

Due to the nature and hazards associated with this area, additional controls are required.

1. All despatch and delivery areas shall:
  - Be risk assessed using the Visy Risk Assessment form.
  - Have designated and sign posted Driver Standing or Waiting Areas and marked PME parking areas.
  - Have solid or hatched red painted exclusion zones either side of the truck for loading or unloading. Exclusion zones shall incorporate both sides of the vehicle and depending on PME traffic extend past the front and rear of the vehicle; at no time can a PME load or unload a vehicle when there is a pedestrian in any part of the exclusion zone or on the tray/trailer of the vehicle.
  - Not used as a thoroughfare by pedestrians.
2. To enter a despatch or delivery area PME drivers and pedestrians shall be inducted and trained in the loading and unloading procedure, and hazards of PME and pedestrian interaction. Other pedestrians shall be escorted by appropriately inducted and trained personnel.
3. If there is any potential for PME interaction pedestrians shall either be:
  - On a designated Pedestrian Only Walkway or Shared Walkway.
  - In full view of the approaching PME driver.
  - In a designated waiting area.

4. PME drivers shall not operate their PME within 3 metres of a pedestrian.
5. PME drivers shall lower their load, turn off their equipment and if available engage the handbrake if within 3 metres of a pedestrian.
6. A pedestrian may only enter the exclusion zone with the full knowledge of the PME driver but shall not enter if the PME is in operation.

### EXCLUSION ZONE

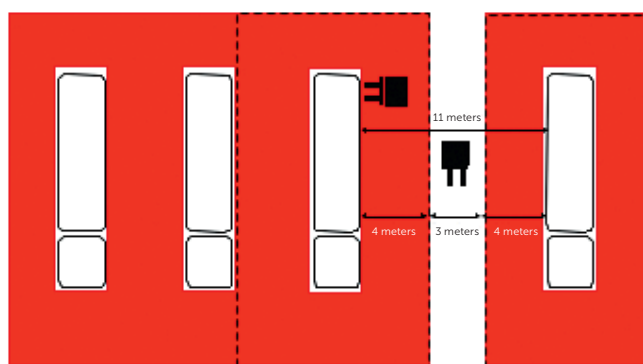
All exclusion zones shall be painted in solid or hatched red.

### SIDE BY SIDE LOADING

The exclusion zone shall be a minimum of 4 metres in width allowing for the length of the PME to be fully contained within the exclusion zone when operating.

Where exclusion zones are shared between two trucks then the exclusion applies to the area between both vehicles. If a separation between the trucks of 11 metres can be obtained this will allow for two exclusion zones and a passage way for PME traffic to pass.

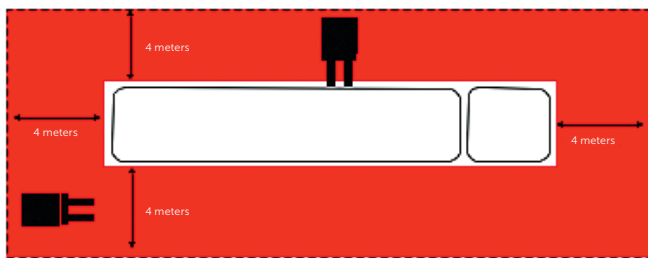
NOTE: The exclusion zone shall incorporate both sides of the vehicle and depending on PME traffic, extend past the front and rear of the vehicle.



Side by side loading

## IN LINE LOADING

The exclusion zone shall be a minimum of 4 metres in width allowing for the length of the PME to be fully contained within the zone when loading. The exclusion zone shall incorporate both sides of the vehicle and depending on PME traffic extend past the front and rear of the vehicle. At no time can a PME load or unload when there is a pedestrian in any part of the exclusion zone or on the tray/trailer of the vehicle.



In-line loading

## Example Photographs:



Exclusion zone



Exclusion zone



Signage



Driver waiting area



Exclusion zone



Signage



## AUTHORISED ACCESS AREA (AAA)

Due to the nature and hazards associated with this area, additional controls are required.

### DEFINITION OF AN AAA

- Those areas of interaction between PME and people where there are blind spots which increase the risk of impact between PME and people.
- Infrequent need for pedestrian work tasks to be performed in that area, making work related pedestrian traffic abnormal.

### AAA CONTROLS

- AAA shall be identified by signage and black and yellow hatching lines on the floor at all pedestrian and PME entrance points. If this is not practical, refer to the alternatives below.
- Shall not be used as a thoroughfare by pedestrians.
- Whether coming from a designated walkway or shared walkway pedestrians shall pass through a signposted gate or door.

- PME drivers and pedestrians entering the area shall be trained and authorised to enter this area. Pedestrians shall be escorted by a person who has been appropriately trained.
- Sites shall keep a current record of who has been trained and authorised to work in the AAA.
- A person may only be authorised to access this area if they have a task to perform.
- If an unauthorised person (unless escorted) enters the area ALL PME operations are to stop immediately.
- Authorised personnel entering the area shall;
  - Make verbal contact with PME operators.
  - Have a light or bollard indicating their current position in the area.
  - Not use their mobile phone unless in an emergency.

*NB: The overriding minimum controls already stipulated still apply in the AAA.*



Light indicating current position



Gate signage



Floor signage

### AAA ALTERNATIVE COMMUNICATIONS

If floor hatching is not possible or practical due to the nature of the surface or durability based on traffic movement, then a risk assessment must be performed and alternative warnings implemented which have an equivalent effectiveness.

## Additional AAA Controls for FEL Operation in Shared VR/VP Sites

### INTRODUCTION

**This procedure defines the mandatory rules for Front End Loaders (FELs) and their operation in Authorised Access Areas (AAAs) for the three Australia Wide VR/VP Shared sites only. (This includes both fixed and temporally established AAAs).**

**Other Visy sites including VR and/or VP may also adopt these rules as required and where reasonably practicable.**

### INSTRUCTION

1. The AAA where Front End Loaders operate are designated on every VR/VP Shared site map across Australia. Other AAAs are designated on the site where significant safety risks exist.
2. The Front End Loader (FEL) has complete control over all movements in their AAA at all times. When a FEL and Powered Mobile Equipment (PME) operate concurrently, a specific Standard Work Procedure (SWP) will apply for the operation of that area – (e.g. VR Yard – Coolaroo).
3. **Communication is via radio contact only.** No movement into an AAA should occur unless BOTH parties acknowledge the communication. Local site channels will be included in specific SWPs and signs posted on site.
4. **No foot entry of a pedestrian is permitted in the Front End Loader AAA, unless permission is given by the shift supervisor/foreman present at the time and by the FEL driver.** Once permission is given, entry can only occur when:
  - The FEL is, at the very minimum, to come to a complete stop with the bucket/implement/attachment on the ground, transmission in neutral and handbrake on.
  - The person is accompanied by a competent, authorised employee trained to work in the particular AAA. This access can ONLY be via gates provided.
  - At NO time should ANY pedestrians enter an AAA while the FEL is operating unless otherwise governed by an authorised site specific SWP.
5. **Establishing a temporary AAA:** A temporary AAA can be established, where the FEL only works occasionally in an area. (e.g. Parts of the MRF plant, Smithfield or the glass loading area, Smithfield). This area may be in a predetermined (and marked) area or where a specific high risk task is being conducted in a one-off position. The presence of a physical barrier indicates that an AAA Zone has been established.

**Option One** for establishing a temporary AAA is by appointing a trained and authorised Spotter to assist in managing the area. This person assists the FEL driver in the control of the AAA Zone during the particular operation and must use radio communication with the FEL driver on the nominated site channel. The Spotter must conduct a radio check with the FEL driver to ensure contact exists. The Spotter must position themselves so that they can have line-of-sight of all entry, exit and risk areas.

**Option Two:** Establishing a temporary AAA when position is marked: Cordon off the area with physical barriers before commencing any work and for the full duration of the task being completed. (See photographs below). The witch's hats will have AAA signage on them. The retractable barriers may either be black and yellow striped or red and white striped.



**Option Three:** Establishing a temporary AAA when position is not marked (in an open area when temporary work needs to be done): Same as Option Two, but include the use of a trained and authorised spotter while the work is being done.

6. Truck entry into an AAA is only permitted with express permission of the FEL driver. Drivers cannot leave their vehicle unless express permission is given by the FEL driver and the FEL is, at the very minimum, at a complete standstill with the bucket/implement/attachment on the ground, transmission in neutral and handbrake on.
7. All movements and work within the AAA must comply (in-full and at all times) with established SWPs for the work area.
8. CCTV will be rolled out so that there is coverage of all areas of the AAA – no blind spots.
9. Standard, nationwide, approved signage is to be on prominent display in and around the AAA.
10. All permanent AAAs are to have sufficient physical separation (e.g. railings, barriers, boom gates, etc) to prevent “stray” pedestrians from walking into the area.
11. Each site has a primary duty to ensure, so far as reasonably practicable, that workers and other persons at a workplace are not exposed to health and safety risks. Therefore, this document is to be viewed in conjunction with the Visy risk assessment process to ensure that all hazards and risks have been addressed.

## ENTRY SIGNAGE AND CONTROLS

Entry into Category 2 areas or AAA require pedestrians to pass through a sign posted gate that OPENS TOWARDS THEM.

Example Signage For Gates And Floors:



CAT 2 Sign



AAA Sign

Symbol painted on the floor:

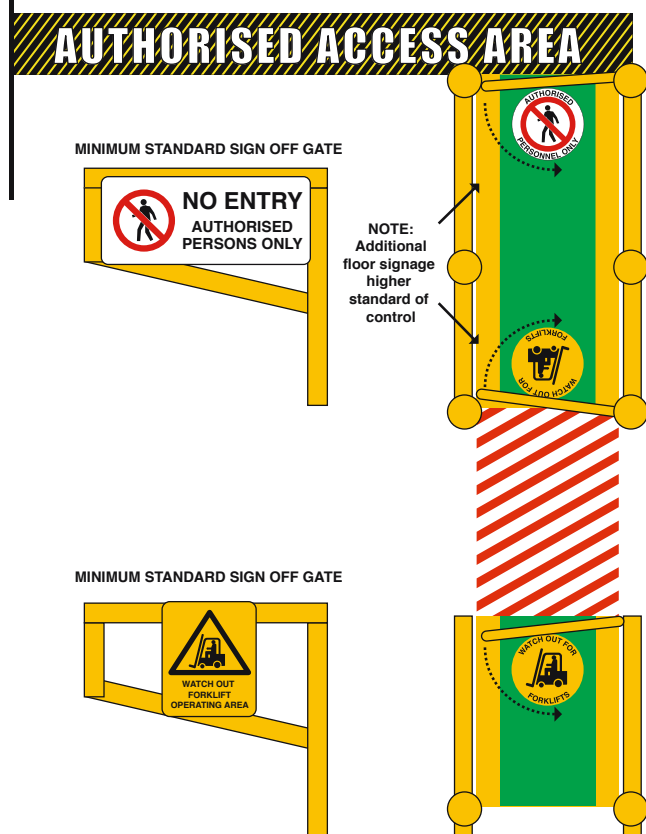


CAT 2 Symbol



AAA Symbol

## ENTRY TO AUTHORISED ACCESS AREA

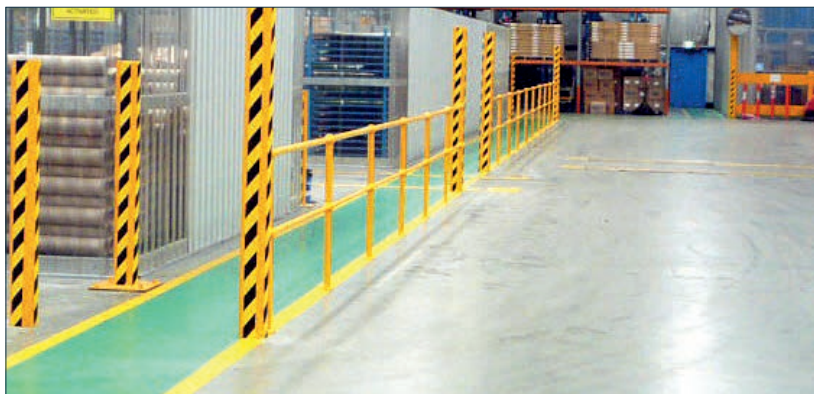




## EXAMPLE IMPROVEMENT OPPORTUNITIES



IMPROVEMENT: Paint the walkway between the two gates as a shared walkway (red and white stripes).



IMPROVEMENT: Paint the walkway in front of the posts as a shared walkway (red and white stripes). Install a sign posted gate to indicate to pedestrians they are entering an interaction area.



IMPROVEMENT: Pedestrian walkway to be barricaded.



IMPROVEMENT: Paint exclusion zones in solid red, hatched markings are now also accepted.



IMPROVEMENT: Widen the exclusion zone to 4 metres, Hatched markings are now accepted



IMPROVEMENT: Widen the exclusion zone to 4 metres and paint in solid red, hatched markings are now also accepted.



## IMPROVEMENTS BEFORE AND AFTER PHOTOGRAPHS

### ACCESS INTO DESPATCH FOR DRIVERS



BEFORE



AFTER: Solid barrier with gate installed.

### TRAILER LOADING BAYS

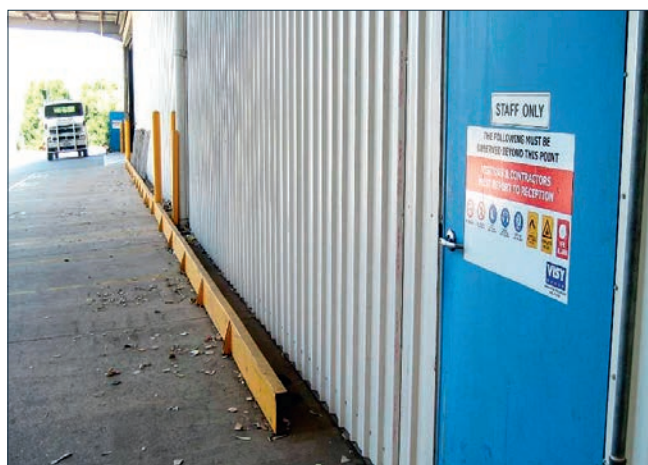


BEFORE



AFTER: Exclusion zones painted in solid red.

### ACCESS INTO WAREHOUSE - EXTERNAL DOORS



BEFORE



AFTER: Barricaded and painted walkway

## INDUSTRIAL PAINT COLOUR REFERENCES

Reference: AS1318 SAA Industrial Safety Colour Code Table 1.1

Colour	AS 2700 Reference	BS 5252 Reference
Red	R13 (Signal Red)	01E53
Yellow	Y15 (Sunflower)	08E53 (Preferred) 10E51 10E55
Green	G21 (Jade)	14E53

## INCIDENTS AND MINIMUM STANDARD BREACHES

The Vault System shall be used to report all incidents and breaches of this Standard. All incidents shall be reviewed and any incident involving PME and Pedestrians no matter how minor shall be reported as such. Immediate Notification to Site Manager, Site Manager or delegate to report the incident to their State HSE Manager as soon as the area is made safe, HSE Manager to report incident to Corporate HSE Manager. Corrective actions shall be documented and the incident or breach shall be closed out once all actions have been completed. Any deliberate breaches can result in disciplinary action or dismissal.

## BREACHING SAFETY RULES

Breaches of all incidents shall be fully investigated and may result in disciplinary action up to and including dismissal.

## TRAINING REQUIREMENTS

TYPE	TRAINING	EVIDENCE	FREQUENCY	CONDUCTED BY
AS REQUIRED	Understanding the Minimum Standard	1) Records kept of training. 2) Assessment of competency 3) Driver to sign that they have received training	Every two years or after any changes to the Minimum Standard	Qualified person as designated by site
	Traffic Management Rules	1) Records kept of training (eg through Toolbox Talks)	On implementation of Traffic Management Plan and then annually	Qualified person as designated by site
	Any specific site requirements or hazards	Records kept of training. Driver to sign that they have received training	At commencement of driving PME and after any site changes	Qualified person as designated by site

