
VISY MINIMUM STANDARDS *FOR* *POWERED MOBILE EQUIPMENT (PME)*



TABLE OF CONTENTS

WHY	3
HOW	3
REFERENCES	3
DEFINITIONS	4
STATEMENTS OF INTENT	6
KEY REQUIREMENTS	6
Key Requirement 1 – Roles and Responsibilities	6
Key Requirement 2 – PME Safety Technology	8
Key Requirement 3 – Competency and Training (Technical Skills and Behaviour)	9
Key Requirement 4 – Separation of People and PME	12
Key Requirement 5 – Safe Systems of Work	12
Key Requirement 6 – Risk Assessment	13
Key Requirement 7 – Equipment Maintenance and Inspection	13
Key Requirement 8 – Audit	14
Key Requirement 9 – Incidents and Minimum Standard Breaches	15
Key Requirement 10 – Refuelling	15
AUDIT / CHECKLIST	15
ATTACHMENT A	15
Powered Mobile Equipment	15

INTENT

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

WHY

Powered Mobile Equipment (PME) can be some of the most dangerous pieces of equipment in the workplace. These Minimum Standards explain the minimum safety requirements for safe use of PME within Visy. The aim is to reduce the hazard and control the risk associated with PME and their operations.

This Minimum Standard shall apply to all Visy divisions and those sites, which use PME.

HOW

This Minimum Standard sets the minimum safety requirements to be followed within Visy. It is expected that all Visy Divisions and their associated sites do the following:

- Audit their operations against this Minimum Standard.
- Identify and assess the risks of all operations involving PME.
- Implement control measures according to assessed risks
- Develop detailed plans to ensure compliance with (as a minimum) this Minimum Standard.
- Ensure compliance to relevant legislation.
- Train all relevant personnel
- Implement the audit tool against Minimum Standard requirements to determine compliance

REFERENCES

- *State Road Traffic Codes*
- *AS/NZS 4602 – High Visibility Clothing Requirements*
- *AS/NZS 2359 – Design Standard*
- *AS2359.2-2013 Powered Industrial Trucks, Part 2 – Operations*
- *AS/NZS 2359.1 and NZS/ANSI/ITSDF B56.1:2005 – Powered Industrial Trucks*
- *AS/NZS 2359.6 – Powered Industrial Truck – Safety Code*
- *AS2550.1-2011 Cranes, Hoists and Winches – Safe Use Part 1 General Requirements*
- *AS2550.3-2002 Cranes, Hoists and Winches – Safe Use Part 3 Bridge, Gantry, Portal (including container cranes) and jib cranes*
- *Safe Work Australia – General Guide for Industrial Lift Trucks (July 2014)*
- *A Guide for Power Crane Drivers (1997)*

DEFINITIONS

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 manger. Consultation with PME Project team.

Industrial Lift Truck (base unit)

Industrial lift trucks are powered mobile plant designed to move goods, materials or equipment. They are equipped with an elevating load carriage and for normal use, are equipped with a load-holding attachment.

Forklift / Grab (Fork Hoist – NZ)

A Forklift is a powered industrial lift truck equipped with lifting media made up of a mast and elevating load carriage with a pair of fork arms, grab or other load holding devices attached. This includes any type of load carrying counterbalance truck including: Ram trucks, fork-hoists and traditional Forklift. This does not include walkie-stackers, electric pallet trucks.

Powered Mobile Equipment (PME)

All mobile equipment powered by anything other than physical effort, e.g. Forklifts, Grab Trucks, Trolley Cars, Walking Stackers, Trucks, Trailers, Cars, Elevated Work Platforms.

Front End Loader (FEL)

A machine with a bucket fixed to its front end, having a lift-arm assembly that raises and lowers the bucket. A front-end loader is used in earth moving and loading operations and in rehandling stockpiled materials.

Skid Steer / Bobcat

A Skid loader, Skid-steer loader, or Skid-steer, is a small rigid frame, engine-powered machine with lift arms used to attach a wide variety of labour saving tools and attachments

Elevated Work Platform (EWP)

An aerial work platform, also known as an aerial device, elevating work platform, or mobile elevating work platform is a mechanical device used to provide temporary access for people or equipment to inaccessible areas, usually at height

Scissor Lifts

A scissor lift is a motorised vehicle that has a raised platform which can be raised straight up in order to gain access and perform work on areas that are difficult to reach.

Cranes

A crane is a device for lifting and moving heavy objects, typically consisting of a moving boom, beam or gantry type of machine, generally equipped with a hoist, wire ropes or chains and sheaves that can be used both to lift and lower materials and to move them horizontally.

Telescopic Boom

A telescopic handler, or telehandler, is a machine widely used in agriculture and industry. It is similar in appearance and function to a forklift but is more a crane than forklift, with the increased versatility of a single telescopic boom that can extend forwards and upwards from the vehicle. On the end of the boom the operator can fit one of several attachments, such as a bucket, pallet forks, muck grab, or winch.

Floor Scrubbers

A walk behind or ride on PME used to wash and scrub floor surfaces that leaves a near dry surface

Sweepers

A walk behind or ride on PME used to sweep / clean floor surfaces

Trolley Cart

A Trolley cart is a mobile platform used to transfer corrugated sheets to converting machines or Plastic bottles from palletisers.

Tugs	Is a towing device used to transport heavy objects or vehicles
Electric Pallet Trolley	Walkie Stackers / Powered Pallet Trolleys are most commonly used for lifting and transporting pallets.
Key Requirement	These elements shall be applied to all operations. Where an element of the guide is not able to be complied with, a risk assessment shall be conducted and documented. Controls shall be put in place, documented and communicated, people trained and audits carried out to determine the effectiveness of the controls and ensure they are used. This shall be approved by the site manager.
Barriers	A barrier is intended to prevent a person walking into the path of the machine – not to restrain the machine. Note: Pedestrian crossings are considered to be unprotected unless there is a physical barrier or pedestrian traffic lights or similar.
Shared Walkways	A defined pathway that is in a location that is process hazardous. Pedestrians are not able to be segregated from any PME interaction. This pathway is painted with Red and White Stripes.
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 occur.
High visibility clothes	Clothing which has contrasting colours appropriate for day use, night use contrasting colours with reflective tape attached for use at night and in low light areas which meets AS/NZS 4602 standard.
Site Manager	The manager in charge of an individual business unit at a given location.
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.
Competent Person	A person who has acquired through training, qualification, experience or a combination of these, the knowledge and skill enabling that person to correctly perform the required task.
Worker	A worker is someone who carries out work for a PCBU. A worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, subcontractor, and contractor.
PPE	Personal Protective Equipment – Post Risk Assessments sites shall include all mandatory PPE within their JSEA's, SOPs and Work Instructions
High Risk Work Licence	A document that is issued by a licencing authority in accordance with this National Standard, authorising a person to perform one or more classes of high risk work.
Statement of Attainment	An official record of an individual's successful completion of specific skills, and can contribute to a full qualification as more units are completed. A statement of attainment is recognised across all registered training organisations (RTOs).
Pre Start Check	A systematic process of Identifying Damage / Faults and ensuring all Critical Items on PME have been checked, recorded and that the PME is in a Safe condition to operate prior to the commencement of work.

STATEMENTS OF INTENT

1. Roles and associated responsibilities under the Minimum Standard shall be complied with at all times.
2. All PME shall be audited to meet the minimum requirements identified in this Minimum Standard.
3. All PME shall have an appropriate maintenance plan in accordance with manufacturer's requirements and Visy Standards.
4. PME drivers shall be appropriately trained, carry a valid, current licence and records kept in LMS.
5. Only authorised personnel shall be permitted to operate PME.
6. All sites shall have appropriate Traffic Management plans and site rules that clearly define measures for separation of people and PME.

7. Traffic management rules shall be adhered to by all personnel at all times.
8. Audits shall be undertaken to monitor compliance to this Minimum Standard
9. Any incidents or breaches of Minimum Standard requirements will follow the Visy reporting and investigation processes.

KEY REQUIREMENTS

The following key requirements shall be applied to all operations. If this is not able to be complied with, a risk assessment shall be conducted and documented. Controls shall be put in place, documented and communicated, people trained and audits carried out to determine the effectiveness of the controls and ensure they are used. This shall be approved by the site manager.

KEY REQUIREMENT 1 – ROLES AND RESPONSIBILITIES

Key Responsibilities	Site Manager	Department Manager	Supervisor / Leading hand	PME Operator	Worker
Minimum Standard	Ensure accurate transmission of information on the Minimum Standard and make certain the Minimum Standard is implemented on site and followed	Ensure accurate transmission of information on the Minimum Standard and make certain the Minimum Standard is implemented on site and followed	Ensure accurate transmission of information on the Minimum Standard and make certain the Minimum Standard is implemented on site and followed	Comply with the requirements of the Minimum Standard and follow set instructions	Comply with the relevant requirements of the Minimum Standard
PME Safety Technology	Ensure new PME are appropriately reviewed prior to purchase with relevant parties and existing fleet meets the requirements of the Minimum Standard	Ensure new PME are appropriately reviewed prior to purchase with relevant parties and existing fleet meets the requirements of the Minimum Standard	Ensure appropriate involvement is present in reviewing new PME and requirement of existing fleet discussed	Comply with safety and Minimum Standard requirements in operating PME	Comply with the relevant requirements of the Minimum Standard

Key Responsibilities	Site Manager	Department Manager	Supervisor / Leading hand	PME Operator	Worker
Competency and Training	Ensure compliance with Minimum Standard Key Requirement	Provide training and participate in training	Provide training to operators and participate in training	Participate in training	Participate in training as appropriate
Separation of People and PME	Ensure compliance with Min Std PME and People Interaction.	Ensure appropriate separation measures are applied and traffic management plans developed minimising risk	Control and monitor compliance to traffic management plans	Comply with set traffic management plans	Comply with set traffic management plans
Safe Systems of Work	Ensure compliance with Minimum Standard Key Requirement	Ensure compliance with Minimum Standard Key Requirement	Control and monitor compliance to Minimum Standard Key Requirement	Comply with safety requirements in operating PME	Comply with the relevant requirements of the Minimum Standard
Risk Assessment	Ensure all PME is Risk Assessed	Ensure all PME are risk assessed prior to use. Ensure Supplier provided Risk Assessment is available	Ensure all PME are risk assessed prior to use. Ensure Supplier provided Risk Assessment is available	Participate in the consultation process as required	Participate in the consultation process as required
Equipment Maintenance and Inspection	Ensure compliance with Minimum Standard Key Requirement	Ensure compliance with Minimum Standard Key Requirement	Ensure compliance with Minimum Standard Key Requirement	Ensure all Pre starts Checks are completed Comply with company and site requirements	N/A
Audits	Ensure PME audits are undertaken and reviewed	Undertake and or Participate in audit as required	Participate in audit as required	Participate in audit as required	Participate in audit as required
Incidents / Accidents / Near Misses and Standards Breaches	Ensure all incident and Breaches are being effectively investigated and controlled as per Visy Standard 4	Instruct to stop activity if a breach occurs and develop corrective action to prevent reoccurrence	Instruct to stop activity if a breach occurs and develop corrective action to prevent reoccurrence	Stop activity if a breach occurs and report all incidents and issues and participate in investigations	Report all incidents and issues and participate in investigations as appropriate

KEY REQUIREMENT 2 – PME SAFETY TECHNOLOGY

There are many technology options available to help reduce the risks involved with the use of PME. This Minimum Standard outlines the minimum required and steps to be followed when purchasing new PME and improving existing PME to meet the minimum requirement.

New PME

Before purchasing, hiring or leasing a PME, safety and ergonomic design features shall be reviewed to suit the particular site. Consultation with OH&S representatives PME Operators and other relevant employees shall be undertaken to discuss and agree on safety features and practices to avoid future problems. When selecting a PME for a particular operation, the PME shall have the appropriate design and load capabilities for all intended activities including attachments. The manufacturers load charts and specifications shall be referenced and the compliance plates clearly outline maximum permissible loads. A reasonable safety margin shall be applied so that the PME is not operating at the edge of its capacity.

In selecting a particular PME type, the operating environment shall also be considered to ensure suitability. If a PME is required to work in a flammable or explosive atmosphere, make sure that a specially designed PME for such purpose is used (by referring to the manufacturer's recommendations). Similarly, select electric PME for use in poorly ventilated areas.

It is also expected, where technology items listed in the individual sections for PME as a 'Minimum Requirements' that sites ensure new PME have these technology items installed prior to delivery.

Existing PME

In order for existing PME to meet the required standards as listed in this Minimum Standard, each site shall develop appropriate plans involving key stakeholders to agree on a process that will ensure the relevant technology is installed on all existing PME within the agreed timeframe.

KEY REQUIREMENT 3 – COMPETENCY AND TRAINING (Technical Skills and Behaviour)

Having competent and trained PME drivers is paramount to maintaining a safe system of work. Therefore the minimum competency standard for all PME drivers (including contractors) in Visy shall:

- Australia – have a current and valid Licence to Perform High Risk Work
- NZ – Where used on public roads - current F endorsement (for fork hoists) or W endorsement (for FEL's) on driving licence plus 2 yearly accredited refresher training. For use only within Visy premises (for fork hoists); has passed an RTO accredited training course for the type, weight limit and attachments of the PME with 2-yearly refresher training, (and for FEL's); has been trained by a competent person with 2-yearly refresher training
- Complete Familiarisation Training on Site PME and relevant attachments
- Have an understanding of the risks and hazards related to their site and use of the PME
- Understanding and acknowledgement of the site policies and procedures related to PME and traffic management
- Understand servicing, maintenance and repair responsibilities
- Understand this Minimum Standard

In order to maintain the competency, the minimum requirements shall include:

- PME refresher training at 2 yearly intervals utilising Familiarisation / Refresher Packs
- Specific training in the operation of each type of PME used
- Driver training on how to complete a pre-start operational checklist (Paper based or Onboard System)
- Initial training on site policies and procedures as well as being trained on any changes that may be made
- Training on any technological changes that may be made to the PME during it's working life

All sites shall maintain appropriately documented procedures, forms and training material in support of the above requirements and all of these including training records kept and maintained in LMS.

Sites shall maintain a list of all authorised and licenced PME operators and which PME they are authorised to operate. The authorisation and licence/ competence shall be audited internally annually to maintain compliance.



State based WHS / OHS Regulations clearly detail what work is classified as High Risk Work (which requires a Licence to Perform High Risk Work (does not apply to NZ)) and what work requires a Competency Only.

Tables 01 and 02 (overpage) outlines the different types of Visy PME and what licence or competency is required

PME requiring operators to hold either a National Licence to Perform High Risk Work (or driving licence endorsement in the case of NZ) or a Competency Based Assessment (CBA) shall be trained, assessed and issued by an approved Registered Training Organisation (RTO). PME that does not require a licence or Competency Based Assessment (e.g. Visy internal equipment) shall still have an approved training guide developed and personnel operating such PME are to be trained and deemed competent by a competent person.

For more information on specific training for PME, refer to the relevant PME Section document.

All licences, competency based assessments, internal training/ familiarisation and refresher training documents and records are to be saved on local 'H; Drives' and uploaded into Visy's Learning Management System (LMS).

TABLE 01: AUSTRALIA ONLY - VISY PME LICENCE / COMPETENCY REQUIREMENTS

PME	High Risk Licence	Competency Based Assessment	Comments
Forklift and attachment including Grab	YES LF CLASS		Licence must be current; display class LF Operators are to be Familiarised with all forklift attachments and tasks conducted on site
Order Picker	YES LO CLASS		Licence must be current; display class LO
Front End Loader (FEL)		YES	Operators are to be familiarised with all attachments and tasks conducted on site
Skid Steer / Bobcat		YES	
Elevated Work Platform (Cherry Picker) > 11Mtr	YES WP CLASS		EWP with reach greater than 11 metres Licence must be current; display class WP
Elevated Work Platform (Cherry Picker) < 11Mtr		YES	Statement of Attainment or Equivalent
Scissor-Lift < 11Mtr		YES	Statement of Attainment or Equivalent
Bridge and Gantry Cranes (3 or less powered operations)		YES	Powered operations: raise and lower / north and south / east and west (remote control with 3 or less powered operations)
Bridge and Gantry Cranes (more than 3 powered operations)	YES CB CLASS		If: Operated from a cabin or control station on the crane; remote control with more than 3 powered operations Licence must be current; display class CB
Dogman	YES DG CLASS		slinging / rigging of loads to be conducted by qualified dogman only
Floor Scrubbers		YES	Familiarisation Training only
Sweepers (not used as a Forklift attachment)			Familiarisation Training Only and holder of a current Drivers Licence
Floor Sweepers and Scrubbers (Walk Behind)			Familiarisation Training Only
Tugs			Familiarisation Training Only and holder of a current Drivers Licence
Trolley Cart (Board Sites)			Familiarisation Training Only

TABLE 01: NEW ZEALAND ONLY - VISY PME LICENCE / COMPETENCY REQUIREMENTS

PME	Licence Endorsement	Competency	Comments
Forklift and Attachment including Grab	F	YES	Operator MUST have F endorsement if used on public road. F endorsement not mandatory if just used within Visy premises. If no F endorsement then RTO* training must be completed. Operators are to be Familiarised with all forklift attachments and tasks conducted on site
Order Picker		YES	Licence must be current; display class LO
Front End Loader (FEL)	W	YES	W endorsement or RTO training required. Operators are to be familiarised with all attachments and tasks conducted on site
Skid Steer / Bobcat		YES	Operators are to be familiarised with all attachments and tasks conducted on site
Elevated Work Platform (Cherry picker) > 11mtr		YES	RTO training required
Elevated Work Platform (Cherry picker) < 11mtr		YES	RTO training required
Scissor-Lift < 11mtr		YES	RTO training required
Bridge and Gantry Cranes (3 or less powered operations)		YES	RTO training required
Bridge and Gantry Cranes (more than 3 powered operations)		YES	RTO training required
Floor Scrubbers		YES	Familiarisation Training only
Sweepers (not used as a forklift attachment)		YES	Familiarisation Training Only and holder of a current Drivers Licence
Tugs		YES	Familiarisation Training Only
Trolley Cart (Board sites)		YES	Familiarisation Training Only

*RTO = Registered Training Organisation

KEY REQUIREMENT 4 – SEPARATION OF PEOPLE AND PME

Given the diverse environments and types of manufacturing undertaken in Visy, a high dependency of people is required in many of our operations. To assist with many functions, PME are commonly used due to their ease of use and application. However, introducing PME to any environment adds varied and significant hazards, which must be effectively controlled in order to eliminate or significantly reduce the potential risk of interaction. Physical separation of people and PME shall be applied wherever possible; a risk assessment shall be conducted using the hierarchy of control.

Examples of effective separation practices and Visy requirements can be found in the Visy Minimum Standard Powered Mobile Equipment and Pedestrian Separation.

Traffic Management Plans are used to clearly define the site rules, site traffic management layout, including: designated pedestrian only walkways, shared walkways, exclusion zones, safety zones, PME parking areas and so on. Within Visy all sites using PME, shall have documented Traffic Management Plans and clearly define separation of people and PME.

In cases where physical segregation is not possible, then the following shall be considered:

- Exclusion zones for both PME and pedestrians
- Authorised access areas for PME/pedestrians
- Minimised PME/pedestrian traffic area's with a **10m separation** from FEL and **3m separation** all other PME
- Proximity alarms (Audio/Visual warnings)
- Blind spots, walkways, pedestrian crossings, the use of parabolic mirrors
- Design of barriers and gates
- Additional Speed limiting
- Standardise- signage, colours of paint/ marking for exclusion zones, walkways and defined boundaries
- Identify and adequately control, "high risk" PME traffic zones
- Exclude unnecessary pedestrian traffic
- Develop a traffic management system considering; direction of travel, in/out arrows in doorways
- Employers should be required to show justification where pedestrians are within the required distance of a PME through risk assessments and have suitable risk control measures.
- Use of horns, lights and indicators

KEY REQUIREMENT 5 – SAFE SYSTEMS OF WORK

The work environments as well as the task being performed by a PME, play a major part in how the PME should be operated. Driving/ operating practices should be adjusted to meet the load stability, PME compliance plate, surface, weather and environmental conditions.

PME operating in or near confined spaces have a potential to increase carbon monoxide gas levels by the exhaust emissions, which could lead to carbon monoxide poisoning. Precautions shall be taken when PME are used in or near confined spaces to ensure no person is exposed to toxins in the air. A risk assessment should be conducted if planning to undertake such activities and appropriate control measures are implemented and communicated.

Examples of prohibited practices but are not limited to:

- Workers and trained PME operators should be aware of prohibited practices. It is the responsibility of everyone in the workplace to ensure that these practices do not occur.
- A PME shall not be used as a towing or push device, unless appropriate attachments are fitted.
- A tow rope shall never be attached to the mast to pull or drag loads.
- A person must not push on the point of attachments, nor should a person stand on or walk under the elevated load or attachment even when a load is not being carried.
- The back-rest or backboard extension and overhead guard of the PME should not be removed, unless specifically authorised.

- A PME should not be left stationary, with the engine running unattended or running whilst stationary in small / restricted spaces.
- If the PME will not be used by an incoming shift the PME Operator shall ensure all LPG (Liquid Petroleum Gas) and CNG (Compressed Natural Gas) fuel sources are turned off and PME shut down to prevent unauthorised use (eg Remove the ignition Key).
- A PME must not be parked or stack product on an incline, or operated on gradients with the load elevated more than necessary.
- PME Operators shall not carry a passenger unless the PME is fitted with an approved designated seat.
- An operator's arms, hands, legs and head shall not leave the confines of the cab or be placed between the uprights of the mast.

A PME must not:

- Cross railway lines, unless the lines are recessed into the surface
- Be driven over a bridge plate, unless it is securely fixed and can support the total weight.
- Naked flames should not be used when checking the level of electrolyte in battery cells.
- Mobile phones or other electronic devices (iPods) which can be distracting to the driver, shall not be used whilst operating the PME
- Smoking on or near a PME is prohibited
- An operator shall not operate PME without wearing the seat belt
- Gas Bottles are not to be fitted to the Roof / Tops of PME

KEY REQUIREMENT 6 – RISK ASSESSMENT

PME

All PME arriving on site MUST have a Manufactures / Supplier Risk Assessment. Every PME currently used at a Visy site shall be risk assessed to ensure it meets this Minimum Standard. All future PME brought onto a Visy site, (whether purchased, leased, hired or borrowed) shall be assessed prior to being used for the first time. The risk assessment shall cover:

- Management system requirements
- Environmental requirements
- Operator requirements
- Fit for Purpose (ensuring the PME is suitable for the task(s) it is going to perform)

REVIEW

Where a PME is modified in any way (for example when a new attachment is used), the modification shall only be done by a qualified person and inline with the relevant standard, ensure load / compliance plates are updated accordingly. Following this the PME shall be reassessed prior to use. In addition, a risk assessment shall also be conducted under the following circumstances:

- Whenever there is a change to the site that may impact on PME safety; or
- Whenever there is a significant incident involving a PME; or
- At least every two years.

CONSULTATION

Conducting or reviewing the PME Management Risk Assessment, shall involve as a minimum:

- The sites Manager (or Coordinator / Representative)
- Safety Committee representative or HSR
- A PME operator
- Other relevant individuals

Record Keeping – All risk assessments and reviews shall be securely stored in either hard or soft copy and shall be readily retrievable for up to 7-years.

KEY REQUIREMENT 7 – EQUIPMENT MAINTENANCE AND INSPECTION

MAINTENANCE

PME shall be inspected and maintained according to the relevant Standard and manufacturer's instructions.

Procedures shall be in place for reporting and investigating dangerous occurrences or any variations from normal operation.

- Maintenance shall be conducted as per manufacturer's schedule. Records shall be kept for the life of the PME.
- Pre-start checks shall be completed prior to the start of each shift. Any PME identified as having a fault and non-operational shall be isolated in accordance with isolation procedures. Checklists shall be kept for the life of the PME.
- Each PME and attachment requires a maintenance strategy tailored to suit the operation, environment, condition and the age of the PME.

WAYS TO CONTROL HAZARDS

- Only a trained, qualified person may inspect, maintain, assess any damage or repair PME.
- Establish a procedure for dealing with unsafe or damaged PME. The procedure shall include isolating and tagging the vehicle, and reporting the problem to the appropriate person.
- Repaired PME shall have written verification that is suitable for use before being put back into service.
- Keep PME clean so it is easier to detect worn or defective parts. Clean with water (if cleaning is to be conducted follow site environmental procedures).
- Keep detailed records of every inspection, service, maintenance, repair and modification carried out on a PME truck. Record dates, names of authorized people involved, meter readings etc.

BEFORE YOU HIRE, LEASE OR BUY

- In Australia and New Zealand, there are a number of key requirements and strict standards that must be met prior to procuring and introducing any type of PME or attachment into service on a Visy site.
- The design and manufacture of the PME and its associated features meet Australian / New Zealand Standards, and a manufacturer's compliance plate is attached. The compliance plate states the PME make, model number, serial number, rated load capacity, mast tilt, maximum lift height, tyre pressure and gross vehicle weight.
- Attachments such as crane jibs, clamps, work platforms, etc have instructions for use, and these have additional data plates that specify limitations of operation while using the attachment.
- PME and attachments shall not be modified outside manufacturers design, unless conducted by certified engineers.

LEGAL REQUIREMENTS

The following is a direct quote from the WHS Regulations.

States, Territories or countries not currently governed by the Harmonised WHS Act and Regulations are to consult their respective Acts and Regulations.

Division 5 Duties of persons conducting businesses or undertakings that supply plant.

198 INFORMATION TO BE OBTAINED AND PROVIDED BY SUPPLIER

A supplier of plant must:

- (a) take all reasonable steps to obtain the information required to be provided by the manufacturer under section 23 (4) (a) and (c) of the Act and this Regulation, and*
- (b) ensure that, when the plant is supplied, the person to whom the plant is supplied is given the information obtained by the supplier under paragraph (a).*

Maximum penalty:

- (a) in the case of an individual—\$3,600, or*
- (b) in the case of a body corporate—\$18,000.*

199 SUPPLY OF SECOND-HAND PLANT—DUTIES OF SUPPLIER

- (1) A supplier of second-hand plant must ensure, so far as is reasonably practicable, that any faults in the plant are identified.*

Maximum penalty:

- (a) in the case of an individual—\$6,000, or*
 - (b) in the case of a body corporate—\$30,000.*
- (2) A supplier of second-hand plant must ensure that the person to whom the plant is supplied is, before the plant is supplied, given written notice:*
 - (a) of the condition of the plant, and*
 - (b) of any faults identified under subclause (1), and*
 - (c) if appropriate, that the plant should not be used until the faults are rectified.*

Maximum penalty:

- (a) in the case of an individual—\$6,000, or*
 - (b) in the case of a body corporate—\$30,000.*
- (3) This clause does not apply to plant to be used for scrap or spare parts.*

KEY REQUIREMENT 8 – AUDIT

A Minimum Standard compliance audit shall be conducted yearly, to ensure all Visy sites comply with this Minimum Standard. The Minimum Standard shall also be reviewed Bi Annual by the HSE Team to ensure it remains up to date with any legislative changes.

The Audit Tool – Visy Minimum Standards For Powered Mobile Equipment (PME) – PME Safety shall also be reviewed Bi annually or when any legislative changes or business needs occur.

KEY REQUIREMENT 9 – 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 may result in disciplinary action or dismissal.

KEY REQUIREMENT 10 – REFUELLING

Each site shall ensure it has a documented process for refuelling at their site. A full Risk Assessment must be conducted with the relevant staff including a PME Operator.

All PME Operators MUST be trained in the procedure and all records uploaded into LMS.

The document should consider on refuelling for Gas, Petrol, Diesel and Electric PME;

- Location of Refuelling source
- Means of Access
- Decanting information (if required)
- Required PPE for the Task
- Emergency Procedures

AUDIT / CHECKLIST

- Visy Powered Mobile Equipment (PME) Minimum Standard
- PME Checklist for individual plant (each plant shall have its own dedicated checklist against the minimum requirements)

ATTACHMENT A

POWERED MOBILE EQUIPMENT

HSE Requirements for: Forklifts / Grabs
A – Forklift Familiarisation and Refresher Training
Package B – Forklift Operations Manual

HSE Requirements for: Front End Loaders (FEL)

HSE Requirements for: Skid Steer / Bobcat

HSE Requirements for: Elevated Work Platforms / Scissor Lifts

HSE Requirements for: Cranes

HSE Requirements for: Floor Scrubbers / Washers / Floor Sweepers

HSE Requirements for: Trolley Carts

HSE Requirements for: Tugs (Not truck or trailer movers)

