

Please complete this form and return **no later than 14 days prior** to the hiring period of the event to:

Exhibitor Services, International Convention Centre Sydney (ICC Sydney)

Phone: +61 2 9215 7373 **Email:** exhibitionservices@iccsydney.com

COMPANY DETAILS

Company name:

Postal address:

Suburb:

Postcode:

Phone:

Email:

CONTACT DETAILS

Title **Mr** **Mrs** **Miss** **Ms**

First name:

Surname:

Position:

Phone:

Email:

ON-SITE CONTACT DETAILS (provide details for on site supervisor/issue resolution, if different from above)

Title **Mr** **Mrs** **Miss** **Ms**

First name:

Surname:

Position:

Phone:

Email:

PERMIT AGREEMENT

I _____ of _____
Full name
Company name

declare that I/we

- will undertake all work in accordance with the NSW Work Health and Safety (WHS) Act 2011, NSW WHS Regulations 2011, SafeWork NSW Safety Guide for Forklift Operators
- will ensure forklifts that are operated at the venue will have beepers set at the lowest level or muted.
- agree to comply with reasonable requests from relevant venue and event organisers staff
- will operate with licenced forklift operators and competent spotters
- agree to provide appropriate supervision of employees or subcontractors who work as forklift operators or spotters, under our control
- agree to, upon request, provide evidence of appropriate licences and forklift inspections, as required under legislation
- agree to report any incidents, injuries, near miss, property damage, hazard, leak or spill to event security or loading dock staff immediately

- currently have and maintain public liability insurance during any work performed at the venue and will formally notify ICC Sydney regarding any changes to insurances
- understand that failure to comply with any of the above may result in the removal of the permit to operate forklifts at the venue

ADDITIONAL REQUIREMENTS

- Risk assessment and Safe Work Method Statement (SWMS).
- Copies of all public liability insurance certificates of currency.

PERMIT AGREEMENT

This activity has not been authorised to occur at ICC Sydney until written confirmation of its approval is provided by ICC Sydney, and in such circumstance, ICC Sydney makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

ICC Sydney undertakes regular compliance checks and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operation is considered by ICC Sydney to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, ICC Sydney representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

Any approval by ICC Sydney for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.

Signed: _____ **Date:** _____

..... **ICC SYDNEY USE ONLY**

ICC SYDNEY LOGISTICS SUPERVISOR AUTHORISATION

Permit issued by:

Comments:

Signed: _____ **Date:** _____

FORKLIFT OPERATION REQUIREMENTS

Once an event forklift permit has been issued, the operating company is required to ensure that:

- Work is conducted in accordance with the WHS Act 2011, WHS Regulation 2011 SafeWork NSW Safety Guide for Forklift Operators and venue requirements.
- Forklift operations are fully licenced and carry their licences on them at all times while working at the venue. If a forklift operator is unable to produce a current certification, they will not be permitted to use a forklift.
- All forklifts should have company identification attached.
- No more than two spare gas cylinders for each forklift are on site without approval from the venue.
- All spare forklift gas cylinders have company identification attached and are stored in the fixed cages on the loading dock.
- Competent spotters (no trainees) are used inside the exhibition halls during periods specified by the venue.
- Forklifts are not to be left in the halls during the event operational period.
- All forklifts and gas cylinders are removed from the premises within 24 hours of the event finishing.
- All forklifts are maintained in good working condition.
- Daily pre-operation inspections are carried out and recorded in the log book.
- Only approved attachments are used on the forklift.
- All forklifts drive at a speed no greater than 5km per hour at all times.
- Forklift operators conform to the smoking ban while working.
- Forklift operators are fully focussed on the task and not distracted by mobile phone calls or the radio.
- There are no passengers in the forklift.
- The operating company regularly monitors workers for compliance with safety requirements.
- Forklift operators do not place items that impede access to emergency exits or fire safety equipment, or restrict access in clear aisles.

ICC Sydney representatives will also undertake regular compliance checks and you may be asked to provide evidence in relation to any of the above requirements. If at any time, forklift operation or operator's behaviour is considered non-compliant, unsafe or placing persons at risk, the operator will be warned immediately to correct their behaviour and advised that they will be removed from the venue if a second breach occurs. Should this happen, the operator will be removed immediately.

ICC Sydney may revoke the company's Event Forklift Permit at any time for any reason, including:

- failure to notify the venue of changes to the status of permit criteria
- failure to comply with the venue's safety requirements or relevant WHS legislation
- failure to adequately supervise workers
- allowing unlicensed workers to operate forklifts
- unsafe or unprofessional behaviour of the company's employees or its subcontractors
- any other incidents or occurrences that the venue's management feels are reasonable cause to remove accreditation changes to ICC Sydney's policy.