

Workplace Transport (Traffic Management) Policy and Procedure

1. Specific Legislation

1. Workplace (Health, Safety and Welfare) Regulations 1992.
2. The Management of Health & Safety at Work Regulations 1999 (Amendment) 2006.
3. Where possible the traffic management schemes on the Market will comply with traffic management standards for 'public roads' as defined in the Road Traffic Act. The Market roads are private roads over which the public have legal rights of access at all times as defined in the Covent Garden Market Act 1961.

2. Purpose

- 2.1 To manage workplace transport and other traffic on the common areas of the Market in order to provide a safe environment within the Market.
- 2.2 To ensure that all Market users are aware of their roles and responsibilities in relation to workplace transport safety, including tenants, CGMA staff and all visitors to the Market.

3. Policy

- 3.1 CGMA will ensure that:
 - Where reasonably practicable, CGMA will provide resources to implement this policy, but the co-operation of the tenants and other users of the Market will be required for it to be effective.
 - Arrangements are made for the effective communication of this policy and procedure.
 - CGMA will use its powers, as far as is reasonable, to ensure all Market users comply with this policy. Serious and continuous breaches may be reported to London Borough of Wandsworth or the HSE for enforcement action or may result in byelaw prosecutions.
2. CGMA has consulted with and taken advice from the Covent Garden Tenants' Association when writing this policy. The policy will be reviewed annually.
3. Tenants Association will ensure that they communicate the policy to its Members and to encourage Members to develop proactive H&S Management including the safe use of workplace transport.

4. Procedure

Who is responsible for implementing this procedure?

1. The Executive Chair has overall responsibility for management of health and safety, supported by the General Manager.
2. The Facilities Manager is responsible for ensuring that workplace standards are maintained.

CGMA Responsibilities

3. As a landlord, CGMA will:

- Maintain and repair the fabric and lighting of the common parts of the Market in a reasonable and safe condition, including the traffic routes.
- Manage traffic schemes within the common areas of the site including pedestrian and vehicle traffic management and review them periodically.
- Inform users of the rules and regulations, byelaws and other conditions for entry into and work within the Market.

- Ensure CGMA's own workplace transport is properly maintained, serviced FLT's under CGMA ownership undergo "Thorough Examination".
- Manage its own employees who use workplace transport.
- Ensure that CGMA employees who operate workplace transport are trained and authorised to do so.
- Ensure, as far as is reasonable, that contractors under CGMA's control comply with this policy.
- Record and investigate all known workplace transport related incidents and report all relevant fork lift truck (FLT) and workplace transport accidents to the Health and Safety Executive as required.
- Keep abreast of current and new legislation and other standards, assess and prioritise any risks that may impact on this policy.
- Make all reasonable endeavours to ensure this policy meets the requirements of relevant legislation.
- Review the policy regularly to ensure it remains effective and current or in the event of a significant occurrence, change to traffic arrangements or change to working practices. Advise all relevant parties of any changes necessary and record all reviews and changes.
- Ensure enforcement action against offenders under this policy is dealt with quickly and fairly within the guidelines of the policy.
- CGMA is responsible for the upkeep and routine maintenance of the Market's roads, road markings and road signs. Proposals for any new traffic signs are to be put to CGMA for consideration. To avoid confusion, signage will be clear, conspicuous and kept to a minimum.
- Liaise with the Market Developers and communicate to Tenants and Stakeholders of any new changes to traffic routes, pedestrian routes, closures and areas where works are planned to be carried out.

4. CGMA will manage and monitor workplace transport as follows:

- Apply and monitor speed limits within the scope of the byelaws and as far as is reasonable.
- Enforce parking controls.
- Ensure correct operating standards for all transport under CGMA's direct control.
- Maintain a data base of all Fork Lift Truck (FLT) operators and their drivers and a database of all FLT's, Reach Trucks and other lifting vehicles.
- Allocate 'CGMA Registration Numbers' to all Market based FLT's, Reach Trucks and other lifting vehicles and make provision of these number plates to the Keeper.
- Take appropriate action against anyone failing to comply with this policy including reporting serious and continuous breaches to London Borough of Wandsworth or the HSE.
- Carry out suitable and sufficient Risk Assessments for activities and areas under our control when required and implement the significant control measures.
- Monitor pedestrian activity as far as is practical and encourage use of marked pedestrian routes.
- Monitor the effectiveness of any traffic and pedestrian control measures put in place by the Market Developers and feedback any concerns direct to the Market Developers.

Tenant Responsibilities

5. Tenants are responsible for their own health and safety and the safety of others operating within their domain. In particular:
 1. Tenants must comply with this Policy, and ensure compliance by their employees, contractors and agents.
 2. Tenants and their employees have a duty to report safety problems under the Health & Safety at Work Act 1974. All observations are to be passed to CGMA – Tel 020 7720 2211.
 3. Tenants are also responsible for managing their vehicles, employees, work practices and work areas. This includes ensuring that their employees and others under their control are competent and authorised to operate workplace transport.
 4. Failure by any tenant to manage these may put the customers and employees of every other tenant at risk of serious injury.
 5. In order to maintain New Covent Garden Market as a successful wholesale trading centre, tenants must co-operate with and support CGMA in enforcing all measures intended to ensure the safety of all pedestrians and vehicle operators on site. This includes passing on relevant safety information to tenant employees provided by CGMA.
 6. Tenants are responsible for preparing and implementing risk assessments in relation to their own workplace transport activities and of contractors engaged by them. This includes all loading and unloading activities.
 7. Tenants must take note of the 'Working Areas' as defined within this Procedure.
 8. Tenants are to be reminded that unit aprons are not defined walkways. The pathway in front of tenant units in the Fruit and Vegetable Market was removed several years ago. Tenants within the Fruit and Vegetable Market should remind staff and visitors to use the buyers walk.
 9. This policy will be issued to all tenants. Tenants must inform their employees all relevant parts of this policy and inform their employees of any changes to traffic routes, pedestrian routes, closures and areas where works are planned to be carried out as communicated by CGMA.

Tenant Driver Responsibilities

6. All drivers, including FLT drivers, are required to comply with this policy.
 1. All FLT drivers must comply with the Fork Lift/Reach Truck and Driver Registration guidance for the use of FLT's on the Market.
 2. All drivers are personally responsible for ensuring that they are qualified to drive the relevant type of vehicle within the UK and have a current driving license, e.g are not disqualified and that their vehicle is insured and in a roadworthy condition.
 3. All FLT drivers must take note of the policy regarding Fork Lift and Reach Trucks as defined within this Procedure below.
 4. FLT drivers must not attempt to move CGMA owned cages for the disposal of waste cardboard.

Pedestrians (at work) responsibilities

- 4.7 Pedestrians are required to comply with this policy. Pedestrians have a duty towards their own and others safety, and as such are required to use the walkways and other facilities provided to ensure their safe separation from workplace transport. They are also required to wear high visibility clothing where appropriate.

Members of the Public

- 4.8 Although New Covent Garden Market is a public Market, members of the public have no right of access except on bona fide business. However, CGMA does not currently seek to exclude them, unless they are under 16 who are not permitted at any time during wholesale Market operating hours. Specifically:
- 4.8.1 Members of the public, including those entering the Market in vehicles are required to comply with the site Conditions of Entry. These conditions will be displayed at the entrances to the Market and copies will be available at Link House Control Room and Covent House.
- 4.8.2 Members of the public are expected to act in a safe manner to ensure their own safety and the safety of others. They must also co-operate with any controls that are in place to ensure a safe, healthy working environment.
- 4.8.3 All drivers are personally responsible for ensuring that they are qualified to drive the relevant type of vehicle within the UK and that their vehicle is insured and in a roadworthy condition.
- 4.8.4 CGMA has the authority to exclude persons from entering the Market, including anyone under the age of sixteen.

Working Areas

- 4.9 Facilities Areas - The areas contiguous to the roads in the Fruit and Vegetable Market are designated for commercial uses for the purpose of loading or unloading. The prolonged storage of produce is not allowed - produce must be in the process of being actively loaded or unloaded. Owners of overstay parked vehicles in these areas or produce that is left for prolonged periods may become subject to enforcement action by CGMA and the relevant enforcing authorities. Vehicles using the central loading area must be fully sited on the marked area, including any goods and personnel carrying out loading/unloading activities.
10. Cut-throughs - The cut-throughs on A/B and C/D rows are for the use of pedestrians and FLT's on designated marked routes. Parking, loading or unloading is not allowed.
- 4.11 Container Dock - This Dock is for the loading and unloading of Lorries, limited to rear door access and must always be used according to the operating procedures. The concreted hardstanding area around the dock can be used for loading at grade, at which times the container dock will be out of use.
12. New Flower Market Dock - This Dock is for the loading and unloading of HGVs, limited to rear door access and must always be used according to the operating procedures.
13. Fruit & Vegetable Unit Aprons. As aprons are usually part of the common parts of the Market and not in the tenant's demise, CGMA is responsible for them. When these areas are in use they are deemed immediate work areas and become the responsibility of the tenant. The aprons may be used for loading/unloading and the temporary stacking of produce but must not be used for vehicle parking.
14. Pedestrian Walkways - Pedestrian walkways have been marked alongside most roadways and cross overs. New way finding signage for pedestrians is displayed throughout the Market. Pedestrians are required to use these walkways and other facilities, which are in place to ensure their safe separation from workplace transport. As far as is practical, pedestrians who do not use walkways will be challenged and, where relevant, their employers informed. Pedestrians within the Fruit and Vegetable Market should use the buyers walk, not the front of unit aprons as a walkway. Any changes to pedestrian routes due to the Market re-development will be communicated to tenants by CGMA. Notice boards will be provided and displayed by the main entrance and updated by the Market Developers as necessary.

Obstructions

15. Parking, the storage of goods or any other such obstruction is not permitted on designated pedestrian routes. However, due to the nature of the site and its configuration, short term parking to enable loading or unloading of goods as close to the relevant unit as possible is sometimes unavoidable. In such circumstances, the relevant tenant will be responsible for supervising pedestrian movements in these areas and for ensuring that unloading etc is suspended until pedestrians have safely passed. All such activities should be included in the tenant's workplace transport risk assessments. All items such as security screening should be kept inside the unit after normal trading hours. Anything found outside units after trading hours or causing an obstruction may be removed by CGMA without notice and disposed of.

Cleaning

16. At the end of the working day aprons must be left clear of product, screening and vehicles to allow cleaning.

Traffic

17. FLT and vehicle drivers must take special care when in the vicinity of pedestrian walkways.

Personal Protective Equipment (PPE)

18. All Market users, including customers who work in areas where workplace transport operates are to wear high visibility clothing and any other personal protective equipment identified by 'risk assessment'. Risk assessments should be carried out by the tenant or the employer of the person involved, i.e. the driver of a supplier, or jointly.

Parking

- 4.19 Parking enforcement services on the site are managed by a third party contractor.
- 4.20 With the exception of vehicles with loading passes, no private vehicles are permitted within the area of the Fruit and Vegetable Market.
- 4.21 All vehicles – both Commercial and Private – parked illegally, i.e. on double yellow lines/ hatched areas/ disabled bays, may be immobilised or removed in any part of the Market, at any time.
- 4.22 To avoid misunderstandings, a Private Vehicle is defined as any Saloon, Sports Car, Hatchback or Estate Car, and includes 4x4 type vehicles i.e. Range Rovers, BMW X5, Mitsubishi Shogun etc.
- 4.23 Where a 4x4 type vehicle has a separate load area from the passenger cab e.g. a pick-up truck, this will be classed as a commercial vehicle except where used as a private vehicle, however these vehicles must not create an obstruction to Market operations by their presence.
- 4.24 All Private Vehicles must be parked in the multi storey car park or in dedicated parking bays by the Flower Market, dependant on their parking permissions.
- 4.25 Permit holders must park in the area allocated to their entry tag category. Vehicles entering the Market on a casual entry basis may park in any of the designated parking areas taking any height restrictions into account.
- 4.26 Disabled badge holder parking is available and clearly marked at both ends of A, B, C & D Rows of the Fruit and Vegetable Market and Flower Market. Special bays may be allocated to drivers with a temporary incapacity.
- 4.27 Any vehicles parked in a designated disabled bay not displaying a valid disabled badge are liable to be immobilised.

4.28 CGMA reserves the right to relocate designated parking areas without prior notice.

Entry Permit and Tag System

- 4.29 Vehicle entry to the Market is operated by an automated system using electronic vehicle tags which are attached to the windscreen of the vehicle entering the Market. Tags can be purchased from CGMA Reception at an annual charge.
- 4.30 CGMA has introduced Visitor / Tenant Loading Passes which are valid for 30mins parking on Tenant aprons only.
- 4.31 The issue of Tags and Stickers is at the discretion of Covent Garden Market Authority.
- 4.32 Any misuse of Tags or Stickers or abusive behaviour towards any Covent Garden Market Authority employees or representatives may result in immediate cancellation without refund or compensation. Covent Garden Market Authority will not provide refunds for unused tags.
- 4.33 Tags allow single vehicle entry only and cannot be passed back to another vehicle for re-use.
- 4.34 Entry, exit, driving and parking anywhere within New Covent Garden Market are entirely at the driver's own risk.
- 4.35 Vehicles must display the correct windscreen Sticker and Tag at all times whilst in New Covent Garden Market.
- 4.36 Any vehicle without a valid Tag and Sticker must pay the casual entry or relevant ticket charges which will not be refunded by Covent Garden Market Authority. Any vehicle within the Fruit and Vegetable Market not displaying a Tag and the correct Sticker, or valid entry ticket will be subject to enforcement measures.
- 4.37 Any vehicle with a valid Tag that encounters an issue accessing the Market are expected to pay the casual entry charge. A refund will be given if the Tag is proven to be faulty or there is mechanical malfunction.
- 4.38 Report lost or stolen Tags and Stickers to Covent Garden Market Authority quoting the Tag number. Tags will only be replaced on cancellation of original. Tag replacements are chargeable at £30 + VAT, windscreen stickers will be replaced at £5 + VAT. Any lost or stolen tags should be reported to CGMA on 020 7720 2211. Tags will only be replaced on electronic cancellation of the original. It is recommended that a list of tag numbers and the vehicles they have been allocated to be kept by all companies purchasing tags, as lost or stolen tags can only be replaced once the original is cancelled. CGMA will not provide refunds for unused, lost or stolen tags.
- 4.39 Covent Garden Market Authority reserves the right to relocate vehicle areas as required.
- 4.40 New Covent Garden Market Tenants will be required to prove to Covent Garden Market Authority that their employees are aware of and have confirmed their compliance with these conditions. This includes adhering to the site speed limit of 20mph or any other temporary speed limit.
- 4.41 Any space for vehicles within New Covent Garden Market is not guaranteed and during the redevelopment vehicle areas may be subject to change at short notice. In the event of being unable to find a space to park or unload drivers should exit the Market and make alternative arrangements elsewhere. Lack of free spaces within the vehicle areas will not be an acceptable reason to stop in unauthorised areas.
- 4.42 In the event of a barrier failing to rise, drivers are required to pay the current entry charge for a parking ticket to enter the Market and should subsequently contact CGMA to investigate the cause. The entry fee will be reimbursed for all genuine barrier faults.

- 4.43 The tags are programmed with an anti-pass-back system. This means they cannot be used to re-enter the Market until they have been read by the proximity reader when leaving via the exit barrier. When exiting the Market the barrier will automatically rise reactivating the tag for re-entry.
- 4.44 Vehicle Entry Tags are available to NCGM Tenants, Customers, Suppliers and those with genuine business within the Market. The issue of tags is at the discretion of CGMA. Any misuse of tags may result in immediate cancellation without refund or compensation.

Fork Lift and Reach Trucks

- 4.45 **CGMA's Workplace Transport** (Traffic Management) Policy holds that Tenants must declare the details of their Fork Lift / Reach Trucks and drivers on an annual basis. This may be done by completing the forms at Appendix 1 & 2 to this policy and returning them to CGMA. When changes occur to FLT's or drivers CGMA should be notified within seven days. Upon request all tenants must provide CGMA with all FLT maintenance and driver training/competence documents.
- 4.46 **Fork Lift Trucks (FLT's)** - The employer (the Tenant) must ensure that all FLT's they use conform to the standard, see attached specification document at Appendix 3. Trucks must comply with the 'CGMA Standard' however the adoption of 'best practice' could reduce the risk of prosecution. There is also the Approved Code of Practice (ACOP) L117, and HSG6 Guidance which should be observed. The employer is responsible for assessing the risks associated with lift trucks and other lifting vehicles and for implementing and maintaining appropriate control measures.
- 4.47 **Reach Trucks** - Reach Trucks are not to be used on the common parts of the Market, including aprons. They may only be used inside Units, and only then if the Tenant carries out a risk assessment and finds the risks acceptable. They may only be used on aprons when un-laden, to move between Units.

48. **Registration Plates** - On receipt of the completed forms each truck will be allocated a registration number by CGMA, if not already allocated. It will be the responsibility of the Tenant to attach a number plate with this registration to the front and rear of each FLT & Reach Truck, so that they are clearly visible. Number plates may be ordered through the Operations Department. Each initial set will be issued free of charge, however all replacements will be chargeable. CGMA does not permit the use of FLT's or Reach Trucks that have not been registered and that do not comply with the "CGMA Standard".

49. **Maintenance** - It is the responsibility of Tenants to ensure that all FLT's and Reach Trucks are correctly serviced, maintained and thoroughly examined in line with LOLER 98 and PUWER 98 Regulations.

50. CGMA and FLT Operators (Tenants) have a joint duty to ensure that only competent Fork Lift Truck (FLT) drivers drive FLT's within the Market. As CGMA is not in a position to assess the driver's competence it is the responsibility of Tenants to supply this information by filling in Appendix 3. The consequence of this is that all FLT drivers operating within the Market are required to hold a current Group "B" (car) licence, assuming the FLT being driven has a gross vehicle weight under 3500kg. Advice on licensing requirement for FLT's over this weight should be sought from DVLA.

51. Under the Provision and Use of Work Equipment Regulations 1998 employers must ensure that all persons who use work equipment, or supervise and manage work equipment, have received adequate training for the purpose of Health & Safety. This also includes the requirements set out in the Market Byelaws.

In practice this means, **NO ONE WITHOUT A VALID FORK LIFT TRUCK LICENCE AND APPROPRIATE FLT TRAINING MUST BE ALLOWED TO DRIVE A FORK LIFT TRUCK WITHIN THE MARKET.**

If you allow untrained or inadequately trained personnel to use your Fork Lift Trucks **YOU WILL PERSONALLY BE HELD LIABLE**. This includes buyers, clients, other tenants and anyone else who is under your control.

52. There is also a requirement to abide by the rules laid down in relationship to the build standard and use of Fork Lift Trucks within these regulations.

53. In addition to holding a current Group “B” driving licence, drivers should have received training as follows:

- Training in accordance with the ACOP “Rider operated lift truck: operator training” L117 carried out by a company who is a member of the five bodies recognised as competent by the HSE as training provider.
- HSE guidance recommends refresher training for FLT drivers every 5 years. Refresher training is also advised if a driver has been involved in an accident/incident or that his ability to operate a FLT safely causes concern.
- HSE guidance also recommends a medical examination every five (5) years for drivers over the age of forty (40) It is also recommended that drivers over the age of sixty (60) have a medical examination every 12 months.

54. **Drivers Registration** - The Fork Lift Trucks & Drivers form at Appendix 3 must be completed and returned with details of all drivers applying for registration.

55. **PPE** - Employers (Tenants) must ensure that their drivers are issued with, and wear, appropriate **high-visibility clothing** and **safety footwear** at all times while operating FLT's.

4.56 CGMA is responsible for the health and safety management of the common areas of the Market and as such may take enforcement action against Tenants who's FLT's or drivers fail to comply with the above requirements including reporting serious and continuous breaches to London Borough of Wandsworth or the HSE or prosecution under the Market Byelaws. CGMA will investigate all FLT related accidents and ensure that any lessons learnt are incorporated into CGMA's Workplace Transport (Traffic Management) Policy.

Re-Development of the Market

4.57 There are many new developments around the Market which means possible changes to normal circulation routes. This may result in alterations to vehicle access and pedestrian routes, making access routes unfamiliar to tenants, staff and to other road users. Some areas will either be under demolition, under construction, areas used as temporary car parks, storage areas etc. CGMA will communicate the following regularly to Market users:

- Where defined and frequently changing site boundaries are.
- Any changes to vehicle routes, pedestrian routes and closures subject to additional control measures or changes due to the re-development.
- Considerations in order for Market users to remain safe i.e.:
 - Be extra vigilant for site vehicle movement.
 - Take notice of all health and safety signs on site provided by the developers.
 - Take into consideration the additional footfall of persons on site when walking, driving, at entry / exit points etc.
 - The requirement to wear high visibility clothing.

5. Policy Enforcement

5.1 The Workplace Transport (Traffic Management) Policy on site includes the control of all types of transport. CGMA will take action against those who fail to comply with the policy. All tenants

and drivers must provide the relevant vehicle or licence information to SOs or CGMA upon request.

Procedure

2. Traffic Infringements - Security Officers (SOs) of the Market Security Force (MSF) carry out regular foot and mobile patrols throughout the Market. Offence details will be noted, logged and where possible recorded on CCTV or by still photography.

Typical infringements include:

1.

- Speeding over the 20mph Market speed limit
- Driving against a one way traffic system
- Dangerous parking or obstruction
- Unauthorised parking on demarcated areas, pedestrian walkways or access gates
- Fork Truck Standards (e.g. lights, number plate, seat belts) or use (e.g. carrying people, lifting persons up on forks/pallet and not wearing hi-visibility clothing)

3. Identification - CGMA can obtain details of vehicle ownership through an official link to the DVLA.

5.4 Notification - Most minor violations will result in verbal warning. The following controls will be enforced for all other infringements:

- Instances of unsafe driving behaviour may result in a formal warning letter or in the issue of a fixed charge Infringement Notice to the tenant or their agent. If the unsafe behaviour continues after an appropriate number of warnings, the tenant will be prosecuted under Market byelaws.
- Instances of unsafe FLT equipment may result in a formal warning letter or in the issue of a fixed charge Infringement Notice and could also result in enforcement of the tenant under the Market byelaws.
- Instances of driving FLT's in an unsafe manner (including load stacking) will result in the requirement for immediate retraining of the operator and may result in a formal warning letter or in the issue of a fixed charge Infringement Notice
- Serious and continuous breaches of Health & Safety Rules may be reported to London Borough of Wandsworth or the HSE for enforcement action.

5.5 Loading and Unloading – Tenants loading and unloading activities in common areas will be monitored. Unsafe practices such as overhanging central loading areas or pedestrians in traffic routes will be logged and the tenant instructed to stop the activity and relocate. Persistent offenders will be formally warned and the bye laws enforced where necessary.

Enforcement action

6. The activities identified above will be monitored, as far as is reasonable. Significant issues will be dealt with when identified and thereafter logged. The log will be reviewed on regularly and will also be discussed at the Health & Safety Steering Committee (HSSG).

7. Infringements – Any infringement will be subject a fixed charge Infringement Notice. These charges will be reviewed and may vary as necessary.

8. Immobilisation - All vehicles – both Commercial and Private – parked illegally, i.e. on double yellow lines; or any vehicle parked without displaying a tag and the correct coloured disc, are liable to be immobilised in **any** part of the Market, at any time and may incur a fixed charge Infringement Notice.

9. Permit Suspension - A vehicle entry permit may be suspended. The vehicle can still enter the Market on payment of the standard entry fee. This is an action that may only be applied to permit holders.

10. Prosecution - Offenders may be prosecuted under Market Byelaws and may be reported to London Borough of Wandsworth or the HSE for enforcement action.

11. Banning - For serious incidents CGMA may elect to ban the driver or the vehicle from entering the Market. This would normally be for a prescribed time period; however CGMA does have the power to impose a lifetime ban.

Prosecution under the Covent Garden Market Authority Byelaws

12. Covent Garden Market Authority was set up by various Acts of Parliament to own and manage the property and buildings of the New Covent Garden Market. In exercise of the powers conferred on them by one of these acts the CGMA Market byelaws were made to which all Market users must abide and by which penalties can be brought against anyone infringing them.

13. In respect of the CGMA Traffic Management Policy prosecutions against offenders under the CGMA byelaws can result in current processes.

14. Byelaws were made under the 1933 Act which are still in force within the CGMA. Details of the byelaws can be obtained from the CGMA Market Byelaws policy, Notice of Infringement and Enforcement Policy.

15. Therefore for every infringement upon which CGMA takes action, a tenant could be liable for fines.

6. Standard Forms, Letters and Relevant Documents

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| Appendix 1 | Workplace Transport - Fork Lift Truck Registration |
| Appendix 2 | Workplace Transport - Fork Lift Truck Driver Registration |
| Appendix 3 | Workplace Transport - Electric Counterbalance Fork Lift Truck Specification |
| Appendix 4 | Workplace Transport - Entry Permit Conditions of Use |
| Appendix 5 | Workplace Transport - Conditions of Entry |

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