



## Key health and safety tips for forklift drivers (retail and wholesale industry)

Topic	Activities	More information
General	<ul style="list-style-type: none"> <li>• Make your work and workplace safe by:               <ul style="list-style-type: none"> <li>- finding what is unsafe or unhealthy in your workplace</li> <li>- deciding what is highest risk and needs to be fixed first, and how to go about fixing it</li> <li>- taking action to fix the unsafe or unhealthy workplace problems</li> <li>- checking the problems are fixed and won't happen again</li> <li>- having a site-specific health and safety induction</li> <li>- having specific training to do work safely</li> <li>- using safety gear.</li> </ul> </li> </ul> <p><b>Remember, everyone is responsible for workplace health and safety.</b></p>	<ul style="list-style-type: none"> <li>• More information about the <a href="#">retail and wholesale industry</a></li> <li>• More information about <a href="#">forklifts</a></li> <li>• <a href="#">Retail and Wholesale Industry Action Plan 2008-10</a></li> <li>• Information for <a href="#">small business</a></li> <li>• <a href="#">Risk Management Code of Practice 2007</a></li> <li>• <a href="#">Laws</a> that apply</li> <li>• <a href="#">Working Around Trucks Guidelines</a></li> <li>• <a href="#">Plant Code of Practice 2005</a></li> </ul>
Carrying the load	<ul style="list-style-type: none"> <li>• Make sure loads are within the rated load capacity of the forklift.</li> <li>• Carry loads as close to the ground as possible.</li> <li>• Operate the forklift with the load placed fully against the truck carriage or back rest. The mast should be tilted sufficiently backward to safeguard the load.</li> <li>• Use a forklift truck to raise a person only if the truck is designed for this purpose or there is an approved work platform securely attached.</li> <li>• Drive in reverse if vision is obscured by a bulky load (NB: never drive in reverse up a slope when carrying a load).</li> <li>• Make sure that the load leads when driving up gradients. On slopes, tilt the mast back enough to safeguard the load and raise the forks so they clear the ground.</li> </ul>	<ul style="list-style-type: none"> <li>• More information about <a href="#">forklift operation</a></li> </ul>
Confined spaces	<ul style="list-style-type: none"> <li>• Use electric forklift trucks instead of fuel or LP gas-powered types where possible.</li> <li>• Fit a catalytic converter to fuel or LP gas powered type to catalytically oxidise carbon monoxide to the less toxic gas carbon dioxide.</li> </ul>	<ul style="list-style-type: none"> <li>• More information about <a href="#">operating forklifts in confined spaces</a></li> </ul>

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# TRAFFIC CONTROL MEASURES CHECKLIST

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This checklist can help you implement effective control measures in your workplace.

Using this checklist is not mandatory—you can use whatever means are most useful and practical to identify the traffic control measures to be used specific to your workplace.

CONSIDER THE FOLLOWING	Yes	No	Comments / Action
<b>Separation</b>			
Are separate entries and exits provided for vehicles and pedestrians including visitors?			
Do the entries and exits protect pedestrians from being struck by vehicles?			
Does the layout of the workplace effectively separate pedestrians, vehicles and powered mobile plant?			
Are systems in place to keep pedestrians and moving vehicles or plant apart like physical barriers, exclusion zones and safety zones?			
<b>Vehicle routes</b>			
Are the roads and pathways within the workplace suitable for the types and volumes of traffic?			
Are loading zones clearly marked?			
Do vehicle route designs take into account vehicle characteristics under all conditions, for example emergency braking, running out of fuel or adverse weather?			
Are there enough parking places for vehicles and are they used?			
Are traffic directions clearly marked and visible?			
If a one way system is provided for vehicle routes within the workplace is it properly designed, signposted and used?			
Are vehicle routes wide enough to separate vehicles and pedestrians and for the largest vehicle using them?			
Do vehicle routes have firm and even surfaces?			
Are vehicle routes kept clear from obstructions and other hazards?			
Are vehicle routes well maintained?			
Do vehicle routes avoid sharp or blind corners?			
<b>Pedestrian routes</b>			
Are pedestrian walkways separated from vehicles?			
Where necessary are there safe pedestrian crossings on vehicle routes?			
Is there a safe pedestrian route which allows visitors to access the site office and facilities?			
Are pedestrian walkways clearly marked?			
Are pedestrian walkways well maintained?			
<b>Vehicle movement</b>			
Have drive-through, one-way systems been used to reduce the need for reversing?			

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## TRAFFIC CONTROL MEASURES CHECKLIST

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CONSIDER THE FOLLOWING	Yes	No	Comments / Action
Are non-essential workers excluded from areas where reversing occurs?			
Are vehicles slowed to safe speeds, for example speed limiters on mobile plant or chicanes on vehicle routes?			
Do drivers use the correct routes, drive within the speed limit and follow site rules?			
<b>Signs</b>			
Are there speed limit signs?			
Are there clear warnings of powered mobile plant hazards?			
Is there clear signage of pedestrian and powered mobile plant exclusion zones?			
Is there enough lighting to ensure signs are visible, particularly at night?			
<b>Warning devices</b>			
Are flashing lights, sensors and reversing alarms installed on powered mobile plant?			
<b>Information, training and supervision</b>			
Do powered mobile plant operators have relevant high risk work licences? Are they trained in operating the particular model of plant being used?			
Have workers received site specific training and information on traffic hazards, speed limits, parking and loading areas?			
Is information and instruction about safe movement around the workplace provided to visitors and external delivery drivers?			
Is the level of supervision sufficient to check traffic movement and ensure safety of pedestrians and drivers?			
<b>Personal Protective Equipment</b>			
Is PPE like high visibility clothing provided and used where necessary?			
<b>Vehicle safety</b>			
Have vehicles and powered mobile plant been selected which are suitable for the tasks to be done?			
Do vehicles have aids of visibility or devices for improving vision like external and side mirrors and reversing sensors?			
Are vehicles fitted with effective service and parking brakes?			
Do vehicles and powered mobile plant have seatbelts where necessary?			
Is there a regular maintenance program for all vehicles and powered mobile plant?			
Is there a system for reporting faults on all vehicles and powered mobile plant?			
Do drivers carry out basic safety checks before using vehicles?			
Are there any other control measures that should be implemented to manage risks at your workplace?			

This Guide has been developed to supplement the *General guide for workplace traffic management*. It provides information on how to manage risks that may arise from traffic movements in shopping centres.

This Guide does not provide guidance about operating vehicles and powered mobile plant within a building or warehouse for the purpose of moving stock. Guidance on managing risks in these environments is provided in the *General guide for workplace traffic management* and in the *Traffic Management Guide: Warehousing*.



## Introduction

Managing traffic is an important part of ensuring the workplace is without risks to health and safety. Vehicles including powered mobile plant moving in and around a workplace, reversing, loading and unloading are often linked with death and injuries to workers and members of the public.

Traffic in and around shopping centres includes passenger vehicles, shopping trolley collection vehicles, delivery trucks, forklifts and pedestrians like customers, workers and business owners.

The most effective way to protect pedestrians is to eliminate traffic hazards. This can be done by designing the layout of the workplace to eliminate interactions between pedestrians and vehicles. Examples include prohibiting vehicles from being used in pedestrian spaces or providing separate traffic routes so pedestrians cannot enter areas where vehicles are used.

Where this is not possible, the risks must be minimised so far as is reasonably practicable. This can be done by careful planning and controlling vehicle operations and pedestrian movements at the workplace.

Key issues to consider for managing traffic at shopping centres include:

- scheduling truck and van deliveries
- the design of loading docks and how they are used
- the design of shopping trolley collection and drop off areas and how they are used
- where taxi ranks and bus stops are located and how they are used
- the interaction of different types of traffic e.g. pedestrian, cyclist and passenger vehicles, and
- developing and implementing a traffic management plan.

A person conducting a business or undertaking has a duty to ensure, so far as is reasonably practicable, workers and others are not exposed to health and safety risks arising from the business or undertaking. This duty includes implementing control measures so people are not injured by moving vehicles at the workplace.

Duty holders at shopping centres can include the shopping centre owner or manager, retailers and contractors. Responsibilities for health and safety should be clearly identified. The duty holders should consult, co-operate and co-ordinate activities with others who also have a work health and safety duty. It is important all workers, contractors, subcontractors, visiting drivers and other people clearly understand their responsibilities for maintaining a safe workplace and safe work practices.

The person with management or control of a shopping centre should contact the regulator and the road authority for advice on traffic control requirements, particularly where these interact with public road systems.



## Information, training, instruction and supervision

A person conducting a business or undertaking has a duty to provide any information, training, instruction or supervision necessary to protect all persons from risks to their health and safety.

A person conducting a business or undertaking must ensure, so far as is reasonably practicable, all workers including contractors, know and understand the traffic rules, safety policies and procedures for the workplace. Visiting delivery drivers should be aware of the site traffic safety rules and procedures.

Other people at the workplace, like customers and visitors, must take reasonable care for their own health and safety and must take reasonable care not to adversely affect other people's health and safety. They must comply, so far as they are reasonably able, with reasonable instructions given by the person conducting the business or undertaking to allow that person to comply with the WHS Act.



## Truck and van deliveries, loading docks and scheduling

To manage health and safety in loading and unloading areas consider:

- excluding the public by separating trucks and vans from customers and other pedestrians by using barriers, guard rails or designated loading docks e.g. a security gate house to prevent unauthorised entry
- installing physical barriers around walkways leading to waste areas
- controlling or limiting vehicle access to loading docks
- using a queuing time slot system for entry to a workplace with large volume trucks
- designing separate entry and exit points for large vehicles
- using a gatehouse for traffic control and managing time slot scheduling
- preventing general public access to high traffic areas and clearly displaying signs prohibiting unauthorised access
- installing convex mirrors to improve visibility for drivers and pedestrians
- limiting truck and van speeds by using traffic calming devices or speed limits
- clearly marking walkways, vehicle parking and loading bays
- establishing schedules for using loading docks to reduce how often heavy vehicles and pedestrians interact e.g. bin and compactor waste should be picked up when shopping centres are closed or when the volume of public traffic is low
- providing walkways with physical barriers to storage areas to protect pedestrians who order and pick up goods and transfer the goods to retail stores
- providing waste management programs
- consulting with affected parties, and
- monitoring the loading dock to help assess the effectiveness of control measures.

Loading docks should be designed or changed to avoid the need for vehicles to reverse, especially where pedestrians and other vehicles may be nearby. The design should ensure everyone in the loading dock has clear visibility of the whole work area.



## Shopping trolley collection

Where trolley collection activities are contracted to another business, duty holders should communicate, consult and work together in a co-operative and co-ordinated way to manage the risks.

To manage health and safety risks from collecting shopping trolleys consider:

- using trolley collection vehicles with design features which give the driver clear visibility and warn others of the vehicle's presence including:
  - reversing cameras or mirrors which minimise blind-spots
  - expanded mesh tailgates to improve visibility when reversing
  - reversing alarms or beepers
  - strobe-type warning lights and reversing lights
  - bright colours or safety tape on vehicle vertical ramps
- ensuring high-visibility or reflective clothing is worn by workers
- implementing a preventative inspection and maintenance system for collection vehicles
- conducting a manual handling risk assessment to ensure moving trolleys do not place the worker at risk of injury and trolleys being manually moved do not create a traffic hazard, and
- providing information, instruction, training and supervision to workers about how to use collection vehicles safely.

### ! Taxi ranks and bus stops

There should be clearly designated areas for taxi ranks and bus stops. Where possible their design should eliminate the need for these vehicles to reverse.

Taxi ranks and bus stops should be placed in areas separate from other vehicles, where possible.

Install signs which clearly mark the direction of vehicle travel, pedestrian crossings and speed limits.

Building footpaths to guide pedestrians to bus stops and taxi ranks may also help separate pedestrians from vehicles.

### ! Pedestrian, cyclist and passenger vehicle traffic

To manage pedestrian, cyclist and passenger vehicle traffic consider:

- developing a pedestrian and cycling plan that includes separate walkways and cycle routes - the more direct these are the more likely pedestrians and cyclists will use them
- ensuring the cycling plan includes separate cycle storage areas away from loading dock areas and other mobile plant. Separate walkways should be provided for pedestrians accessing the cycle storage areas
- ensuring cycle lanes are connected to major cycle paths encourages cyclists to use them
- widening footpaths to allow people with prams, shopping trolleys and electric scooters to be able to easily pass each other
- locating parking for parents with prams, the elderly and disabled away from major traffic flows but as close as possible to pedestrian entrances, exits and crossings
- regularly monitoring and maintaining footpaths to minimise trip hazards
- quickly removing obstructions caused by building works or parked vehicles, and
- implementing warning and traffic signs and enforcing speed limits.

### ! Traffic management plans

A traffic management plan documents and helps explain how risks will be managed in the workplace.

A planning process should be established and tasks identified and allocated, together with corresponding responsibilities.

In preparing the traffic management plan, a plan or sketch of the workplace and traffic area layout can help traffic designers and the traffic management consultative committee identify hazards and risks.

A traffic management plan may include details of:

- pedestrian, cyclist and traffic routes
- traffic control measures for each expected interaction including drawings of the layout of barriers, walkways, signs and general arrangements to warn and guide traffic around, past, or through the workplace or temporary hazard
- how often and where vehicles and pedestrians will interact including the types of pedestrians expected to be present at various times of the day e.g. when school-aged children may be in the area
- the responsibilities of people managing traffic in the workplace
- the responsibilities of people expected to interact with traffic in the workplace
- instructions or procedures for controlling traffic including in an emergency, and
- how to implement and monitor the effectiveness of a traffic management plan.

Whenever possible a shopping centre owner or manager should consult with relevant people including retailers and contractors on the development of a traffic management plan.

The traffic management plan should be monitored and reviewed regularly including after an incident to ensure it is effective and takes into account changes at the workplace. In centres with a traffic management consultative committee, the committee should conduct the monitoring and review.

Workers should be aware of and understand the traffic management plan and receive information, instruction, training and supervision. Site induction should include the traffic management plan.

### **i** Further information

More information on how to manage traffic at a workplace is in the [\*General guide for workplace traffic management\*](#).

Further guidance on consultation is in the [\*Code of Practice: Work health and safety consultation, cooperation and co-ordination\*](#).

Further guidance on the risk management process is in the [\*Code of Practice: How to manage work health and safety risks\*](#).

Codes of practice, guidance material and other resources are on the [Safe Work Australia website \(www.swa.gov.au\)](http://www.swa.gov.au).

<p>Driving and maintenance</p>	<ul style="list-style-type: none"> <li>• Make sure forklift operators hold a certificate of competency to operate a forklift, or are an authorised trainee.</li> <li>• Carry out inspections and maintenance frequently according to Australian Standards and manufacturers' instructions.</li> <li>• Make sure forklift is fit for the purpose it is used.</li> <li>• Do not use mobile phone when driving, loading and unloading.</li> <li>• Never park or leave the forklift in any doorway, entrance, emergency exit, etc.</li> <li>• Do an inspection before the forklift is used (and keep records of this).</li> <li>• Use the forklift only for the purpose for which it was designed.</li> <li>• Wear a seatbelt where one is provided.</li> <li>• Maintain a safe distance from other vehicles.</li> <li>• Stick to speed limits and make sure a safe stop can be made at any time. Avoid rapid acceleration, deceleration and quick turns.</li> <li>• Drive carefully on wet or slippery surfaces.</li> <li>• Reduce speed when making a turn. Take care that the tip of the fork (or load) or the rear side of the forklift truck does not touch a nearby person or object.</li> <li>• Secure forklift from unauthorised operation, for example, remove the key when forklift not in use.</li> <li>• Climb carefully, do not jump from the cab.</li> <li>• Park the forklift with tynes lowered, not raised.</li> </ul>	<ul style="list-style-type: none"> <li>• More information about <a href="#">forklift operation</a></li> <li>• More information about <a href="#">forklift maintenance</a></li> </ul>
<p>Electricity</p>	<ul style="list-style-type: none"> <li>• Observe the prescribed exclusion zones when working close to overhead power lines (note: requirements for exclusion zones vary with voltage – the higher the voltage the bigger the exclusion distance).</li> <li>• Contact the electrical supply authority whenever a forklift or any part of its load has to be within the exclusion zone for overhead power lines.</li> <li>• Use licensed electricians for electrical work.</li> </ul>	<ul style="list-style-type: none"> <li>• More information about <a href="#">electrical safety around forklifts</a></li> <li>• More information about <a href="#">exclusion zones</a></li> <li>• More information about <a href="#">general electrical safety</a></li> <li>• <a href="#">Code of Practice – Working Near Exposed Live Parts 2002</a></li> </ul>
<p>Manual tasks</p>	<ul style="list-style-type: none"> <li>• Make sure everyone has received clear instructions and have been trained to perform the task.</li> <li>• For work involving hard physical effort: <ul style="list-style-type: none"> <li>- organise work to reduce physical force needed</li> <li>- use mechanical assistance to change battery or LPG cylinder</li> </ul> </li> <li>• For work involving awkward working positions: <ul style="list-style-type: none"> <li>- work in straightest forward facing position with arms in close to body</li> <li>- have adjustable seating and forklift seat set up for each driver so that controls are within easy reach</li> <li>- get off, straighten up or exercise every hour or so.</li> </ul> </li> <li>• For work that is highly repetitive and/or involves tasks of long duration:</li> </ul>	<ul style="list-style-type: none"> <li>• More information about <a href="#">manual tasks</a></li> <li>• <a href="#">Manual Tasks Code of Practice 2000</a></li> <li>• <a href="#">Sprains and Strains Prevention Guide</a></li> </ul>



	<ul style="list-style-type: none"> <li>- change work tasks or get equipment to stop repetitive actions or long tasks</li> <li>- use rear vision mirrors to minimise the need for turning the neck frequently to see behind the forklift</li> <li>- avoid double handling by setting out warehouse traffic pathways according to most accessed loads and loading in order of delivery</li> <li>- build in breaks and slower pace for tasks repeated or done for long periods.</li> <li>• For work that involves vibration: <ul style="list-style-type: none"> <li>- repair ground surfaces</li> <li>- use ergonomically designed seats that can be adjusted for each operator, and have vibration damping.</li> </ul> </li> </ul>	
<p>People and traffic management</p>	<ul style="list-style-type: none"> <li>• Have a safe traffic management system where forklifts operate around other vehicles and/or pedestrians.</li> <li>• Separate pedestrians from forklifts, or minimise the time forklifts spend in areas of pedestrian use.</li> <li>• Stick to all speed limits.</li> <li>• Use zones for loading and unloading.</li> <li>• Wear high visibility clothing.</li> <li>• Make sure forklift is fitted with flashing lights and an audible reversing alarm that can be heard above other work noises.</li> <li>• Give way to pedestrians when driving.</li> <li>• Maintain a clear view ahead and behind (using a correctly adjusted rear view mirror) and give clear indication of intended movement.</li> <li>• Fit parabolic mirrors on blind corners in the workplace to avoid collisions with other machinery, vehicles or pedestrians.</li> </ul>	<p><a href="#">Working Around Trucks Guidelines</a></p>

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**NISSAN**  
FORKLIFT

# FORK TRUCK LOAD AND WARNING NOTICE

OPERATORS MUST BE TRAINED AND AUTHORISED. DO NOT OPERATE THE LIFT TRUCK IF IT IS IN NEED OF REPAIR. THIS CAPACITY PLATE IS NOT TRANSFERABLE AND IS INVALIDATED BY ANY CHANGE TO SPECIFICATIONS.



MODEL: J1F4A40DU S/No: 000244 MAST: 2W450

MAST/CARRIAGE TILT DEGREES: FRONT: 6 SOLID DRIVE WHEELS: SINGLE

BACKUP: 6 REAR: 6 SOLID TYRE TYPE: SOLID

TRACTION BATTERY WEIGHT kg MIN: N/A MAX: N/A

TARE WEIGHT WITHOUT TRACTION BATTERY kg: 6605

DEFLATE PNEUMATIC TIRES BEFORE LOOSENING NUTS

## RATED CAPACITIES - ATTACHMENT & LOAD IN CENTRE POSITION

	LOAD CENTRE mm	LIFT HEIGHT mm	MAST VERTICAL CAPACITY kg	MAST FORWARD CAPACITY kg
CASCADE SIDESHIFT 100F SSS B080	600	4500	3690	2300
CRANE JIB - FJL 5 POSITION 1	935	4500	2100	
POSITION 4	2000	4500	1300	
POSITION 7	3140	4500	760	
POSITION 8	3520	4500	480	

MANUFACTURER: NISSAN MOTOR Co. LTD. TOKYO JAPAN  
 NISSAN FORKLIFTS: POWERLIFT (NISSAN) PTY. LIMITED SYDNEY ABN 62000135259 Ph: 61 2 9771 9666

PLATE I.D.: 11-01-029 DEALER: POWERLIFT NISSAN 1300 550 607

WHERE FITTED - USE THE SEAT BELT

## WARNING

### USE OF FORK LIFT TRUCK-FORKS, GRAB, SLIPPERS OR JIB

1. STAY CLEAR OF OVERHEAD WIRES
2. DO NOT LIFT LOAD UNLESS PLACED EVENLY ON FORKS
3. DO NOT TRANSPORT OR MANOEUVRE WITH LOAD RAISED ABOVE 300mm EXCEPT TO CLEAR OBSTRUCTIONS AND THEN ONLY WITH MAST TILTED BACK TOWARDS DRIVER.
4. DO NOT TILT MAST FORWARD EXCEPT WHERE NECESSARY TO PICK UP OR DEPOSIT A LOAD.
5. DO NOT NEGOTIATE ANY INCLINE UNLESS MAST END IS UP HILL.
6. DO NOT REVOLVE GRAB WHEN RAISED OR WHILST TRAVELLING.
7. GRIP ROLL ONLY IN ITS CENTRE WHEN REVOLVING.
8. CENTRALISE GRAB ARMS ON CARRIAGE BEFORE LIFTING.
9. DO NOT TILT MAST FORWARD WHEN LOAD SUSPENDED ON JIB.
10. KEEP JIB AS LOW AS POSSIBLE AT ALL TIMES BY USING MINIMUM LENGTH SLINGS OR LIFTING BEAM.
11. DO NOT USE JIB ATTACHMENT UNLESS THE ALLOWABLE LOAD IS MARKED ON THE JIB AT EACH HOOK POSITION.

AUSTRALIAN STANDARD DUTY OF CARE  
 AS2359 Part 6 15.2

Only Qualified and Authorised Personnel shall be permitted to maintain, repair, adjust and inspect industrial trucks.

Dealers - [www.nissanforklifts.com.au](http://www.nissanforklifts.com.au)

### NISSAN FORKLIFT GENUINE PARTS IMPORTANT NOTICE:

- Legislation increasingly requires that components meet original forklift manufacturer's standards.
- Ensure compliance by fitting only genuine Nissan replacement parts available from a Nissan genuine parts franchised distributor or dealer.
- The use of incorrect parts can impair safety and performance, and may invalidate forklift warranty.

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**WARNING**

Do not operate this forklift if fork stops at end of top or bottom carriage bars are missing. Replace missing fork stops with Fork Stop Kit 219400.

Contact Cascade at 888-227-2233 Part No. 21906

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DOOR  
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DOOR  
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SAFETY  
MAY BE WORN  
THIS AREA

⚠️ DANGER  
NO SMOKING  
NO OPEN FLAMES  
NO MATCHES