

# CHILDREN IN THE MARKET



## INSTRUCTIONS (Please **PRINT** all information clearly)

1. Complete Section 1, 2, and 3.
2. Read the **Visiting Child Induction** information attached to this form.
3. Sign the Responsible Adult's Acknowledgement on page 3.
4. Have the business nominee of your employer sign the form on page 3.
5. Return this form in person to Melbourne Market Administration, Level 1, Administration building to collect your visitor passes. Allow approximately 10 minutes.

**For queries Ph: 9258-6100**

**IMPORTANT:** This is a trial only. Children under 15 years old are not permitted in the Market except for nominated days as advised by the MMA. The MMA reserves the right to decline any request to bring a child to the Market for the trial period or to stop the trial at any time.

<b>1.</b>	<b>CONTACT DETAILS</b>
Contact name: _____ Contact No: _____	
Access card number: _____	
Employer/Business name: _____	
Business nominee contact name: _____	
<b>2.</b>	<b>CHILDREN'S DETAILS</b>
Please note: Limit of two children per Access Card holder.	
Child one name: _____ Age: _____	
Relationship to access card holder (e.g. parent, guardian, uncle): _____	
Child two name: _____ Age: _____	
Relationship to access card holder (e.g. parent, guardian, uncle): _____	
<b>3.</b>	<b>VISIT DETAILS</b>
Trial day 27/09/16	Estimated arrival time: _____ am/pm      Estimated departure time: _____ am/pm
Trial day 28/09/16	Estimated arrival time: _____ am/pm      Estimated departure time: _____ am/pm
<b>4.</b>	<b>MMA OFFICE USE ONLY</b>
Child visitor pass approved    Yes <input type="radio"/> No <input type="radio"/>	
Date received: _____ Visitor permits issued: _____	
Authorised: _____	

## **Visiting Child Induction**

The Melbourne Market Authority (MMA) is responsible for the management and operations of the Melbourne Market.

Providing a safe place for Market users to trade, employees to work and people to visit is a top priority.

### **Health and Safety Responsibilities**

All visitors have a responsibility for their own safety and the safety of others, and to comply with Market Operating Rules.

Where the visitor is a child you are responsible for the safety of the child. You must ensure that the child is accompanied and supervised at all times.

You are also responsible for ensuring that the child complies with the Market Operating Rules and is aware of these Conditions of Entry.

Children are not permitted on forklifts at any time.

### **Market Operation Rules**

We all have a responsibility to follow the Market Operating Rules. This includes:

1. Display your visitor pass at all times;
2. Use pedestrian walkways where possible;
3. Children must not operate vehicles;
4. Wear high visibility clothing and enclosed footwear; and
5. Follow Market Relations Officers' instructions.

### **Vehicle Awareness**

At the Market beware of the hundreds of vehicles including forklifts, trucks and electric vehicles operating across the site.

Forklift operators have a responsibility to give way to pedestrians however remember operators have limited visibility so it is always your responsibility to watch for and avoid forklifts – don't rely on the forklift operator to see you.

1. Never assume the forklift operator knows you're there.
2. Make yourself known and establish eye contact with the forklift driver.
3. Watch out for the tail end swing when a forklift turns.
4. Never walk under a raised load.
5. Stop at corners and doorways and look both ways.

### **Evacuation Procedures**

The MMA has established emergency procedures at the Melbourne Market.

#### **On the Alert Tone (Beep-Beep-Beep-)**

1. Check the area for fire, smoke or any other abnormal situation.
2. Follow directions from Wardens.
3. If there is immediate danger, commence evacuation.

### On the Evacuation Tone (Whoop-Whoop-Whoop)

1. Follow directions from Wardens.
2. Evacuation by the nearest safe exit.
3. Go directly to the safest Assembly area.
4. Standby for further instructions.

The security Control Room operator can be contacted on 0408 334 555.

### **Clothing and Footwear**

Responsible adult must supply the following for any child they're bringing on site:

- Safety vest/high visibility clothing (exception of admin areas).
- Enclosed footwear.



### **General Site Rules**

#### First aid

- You must report any incidents or injuries.
- Where first aid is required, site security can be contacted on 0408 334 555.
- Notify site security immediately if the emergency services have been contacted to attend the site.

### **Responsible Adult's Acknowledgement**

I acknowledge the conditions of entry to the Melbourne Market for a visiting child under 15 years of age and agree to comply, and ensure that the child visitor complies, with these conditions of entry. I confirm that the conditions of entry have been brought to the attention of the visiting child. I also acknowledge that each person who enters the Melbourne Market does so at their own risk and agree that the release and indemnity in Market Operating Rule 14 applies in relation to the child visitor.

Applicant's name:

\_\_\_\_\_

Business nominee's name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Signature:

\_\_\_\_\_

## **Your Checklist for bringing a child to the Market.**

- Your work is suitable to have a child with you at all times. E.g. if you travel on forklift in the Market, it would not be suitable to bring a child to the Market as they must not ride on a forklift at any time and must remain in your care at all times.
- You have submitted your registration in person to the MMA prior to arrival and been granted approval.
- Have a copy of your registration form on you at all times and present to a Market Relations Officer on request.
- Your child/children must be wearing their visitor pass at all times.
- You and your child/children are wearing high visibility clothing.
- You and your child/children are wearing enclosed footwear.
- You must enter via Gate 1.