

**INDUCTION QUESTIONNAIRE**

**PRIORITY LOGISTICS STAFF TO DETACH THIS SHEET ONCE COMPLETE AND RECORD INDUCTION DETAILS IN DATABASE**

**NAME:**

**DATE:**

**COMPANY:**

**CONTACT NUMBER OR EMAIL:**

**Please answer the following questions to complete your induction:**

Circle one correct answer:

1. Everyone on our site must wear:
  - a. Day/Night hi-vis clothing to the AS/NZS 4602 standard.
  - b. Hi-vis clothing to any standard.
  - c. Any kind of clothing as long as its yellow.
  - d. None of the above
  
2. The speed limit in the operating lanes is:
  - a. 10 km/h
  - b. 15 km/h
  - c. 20 km/h
  - d. None of the above
  
3. 80 Portside Drive operates a one way system for entry to the dispatch loading lane. Because of this you are not allowed to:
  - a. Reverse out of the loading lane.
  - b. Reverse into the loading lane.
  - c. Reverse across the loading lane.
  - d. Reverse or drive into the warehouse.
  - e. All of the above unless instructed and supervised by a Priority Logistics warehouse staff member.
  
4. On arrival all drivers must:
  - a. Report to a forklift driver through the dispatch driver entry door.
  - b. Report to a truck driver through the dispatch driver entry door.
  - c. Report to dispatch through the dispatch driver entry door.
  - d. Report to management through the dispatch driver entry door.
  
5. 80 Portside Drive has designated walking areas. This means that all drivers / dispatch / staff must walk along the:
  - a. Single white line.
  - b. Any green line.
  - c. Single yellow line.

## 80 Portside Drive Warehouse & Operating Lanes

- d. Any area that is not painted.
6. Driver safe zones are the areas where drivers must stand during loading / unloading. This includes:
    - a. Standing on the opposite side of the forklift that is loading/unloading your truck.
    - b. Standing at the back of the forklift that is loading/unloading your truck.
    - c. Standing in the warehouse close to your load.
    - d. Standing on the same side as the forklift to maintain visual contact.
  7. When crossing from the loading lane to the dispatch office you must:
    - a. Use the designated pedestrian crossings.
    - b. Use the areas with no painted lines.
    - c. Use any painted line in the lanes.
    - d. Use the easiest path for you to get to the office as quickly as possible.
  8. Working on opposite sides of the vehicle while loading / unloading is taking place is:
    - a. Not permitted.
    - b. Permitted.
    - c. Permitted as long as there is only one forklift working on your vehicle.
    - d. Not permitted while there are other trucks in the loading lane.
  9. Access to the warehouse by external drivers (non-staff) is:
    - a. Not permitted unless accompanied by a Priority Logistics staff member.
    - b. Not permitted unless accompanied by another non-staff driver.
    - c. Permitted at any time.
    - d. Permitted as long as you use the painted lines for walking.
  10. Drivers must remain:
    - a. 3 metres away from a working truck.
    - b. 3 metres away from a working forklift.
    - c. 3 metres away from a working dispatcher.
    - d. 3 metres away from a working manager.
    - e. All of the above.
  11. Drivers must:
    - a. Report to dispatch, prepare vehicle for loading/unloading, then stand in the safe zone.
    - b. Wait for the forklift driver to come to you.
    - c. Discuss load placement, weight, and destination with the forklift driver.
    - d. Follow the forklift driver's instructions during loading or unloading.
    - e. All of the above.

**FINISHED!**

**Signed:** \_\_\_\_\_