










75 Portside Drive Operating Yard & Warehouse Canopy

HEALTH & SAFETY SITE RULES INDUCTION

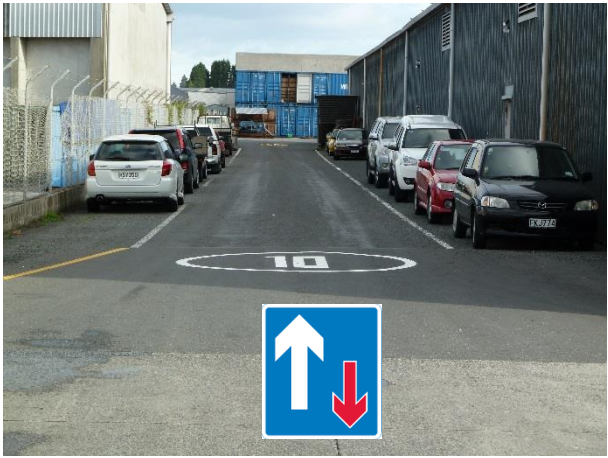


From the moment you enter Priority Logistics (PL) you are required to comply with the health and safety site rules designed to ensure everyone remains safe and injury free.

PPE	<p>Everyone on our site <u>must</u> wear:</p> <ul style="list-style-type: none"> <u>Day / Night</u> high visibility (hi-vis) clothing to the AS/NZS 4602 standard. Steel capped footwear. 		
Speed Limit	75 Portside Drive has a <u>10km/h speed limit</u> in the yard. Please do not speed.		
ASSEMBLY POINT	Assembly Point is out at the front fence by main gate alongside Portside Drive.		
Hazards	<p>Our site is a multi-hazard area. Drive slowly and watch for:</p> <ul style="list-style-type: none"> Forklifts operating Trucks entering and exiting Pedestrians crossing through the yard 		
			
			
HAZCHEM Site Rules	<p>Our site is an approved storage facility for hazard substances. Because of this specific rules apply:</p> <ol style="list-style-type: none"> Restricted Entry - Authorised Persons Only. No Smoking. No Naked Flames. No Ignition Sources. <p>In an emergency follow all instructions from Priority Logistics staff.</p>	 	



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Yard Driving Rules	<ul style="list-style-type: none"> If you need to reverse anywhere in the yard you must make sure the area behind you is clear of pedestrians and machinery. If in doubt, ask for assistance. 	
	<ul style="list-style-type: none"> When you enter the yard follow the arrows and keep left whenever possible. 	
	<ul style="list-style-type: none"> While driving past the wash pad area watch for reversing vehicles. 	
	<ul style="list-style-type: none"> The boundary lane roadway is a single lane. Watch for oncoming traffic and be prepared to give way. 	

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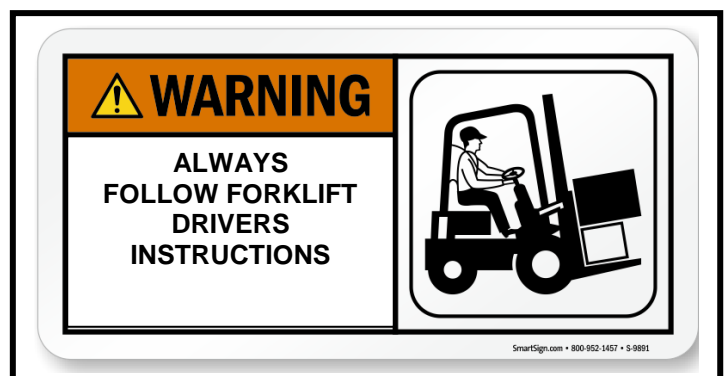
Yard Driving Rules Continued	<ul style="list-style-type: none"> Vehicles travelling north down boundary lane towards the molasses containers have right-of-way. 	
	<ul style="list-style-type: none"> Park at Give Way line outside the canopy (see map). 	
Warehouse Dispatch Office	<ul style="list-style-type: none"> All drivers <u>must</u> report to the office on arrival. There are 2 office entry points – one outside (as shown) and one inside the warehouse. All drivers must use the marked pedestrian walkway to walk to the office. Drivers are not permitted to walk into the canopy operating area. 	

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	<ul style="list-style-type: none"> The warehouse staff will tell you where to position your truck for loading / unloading. <u>All drivers</u> must follow the directions given by the warehouse staff. 	
Loading & Unloading	<ul style="list-style-type: none"> Prepare your vehicle for loading / unloading then stand in the designated safe zones as shown on the map. Wait for the forklift driver to come to you. Drivers must remain 3 metres away from a working forklift. 	

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- It is still the drivers responsibility to talk with the forklift operator prior to the load / unload commencing to discuss:
 - The arrangement of the safe zones at this site.
 - How do we (operator/driver) communicate?
 - What is the load? (product/weight/destinations)
 - How will this be loaded? (load placement/layout)
- Drivers can only approach a forklift to give instructions on load location once the forklift has stopped moving and they have been instructed to approach by the forklift driver.
- Forklifts **must not** commence loading until the driver is back in the safe zone.
- All drivers **must** follow the forklift driver's instructions **at all times** during loading or unloading.
- Drivers **are not permitted** to congregate in the loading area or safe zones. If you wish to converse with another driver you must do so in the driver smoko room (see map).








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Driver Safe Zones	<ul style="list-style-type: none"> All external drivers (non-staff) <u>must</u> remain in one of the designated safe zone areas during loading and unloading operations (see map). Drivers <u>must</u> remain on the same side as the forklift to maintain visual contact at all times. Working on opposite sides of the vehicle while loading / unloading <u>is not permitted</u>. 	
Warehouse Canopy Rules	<ul style="list-style-type: none"> All vehicles and pedestrians <u>must</u> give way at the warehouse canopy. Forklifts have right-of-way. 	<div data-bbox="805 884 1045 1120">  </div> <div data-bbox="1220 873 1404 1131">  </div>
	<ul style="list-style-type: none"> All drivers / dispatch staff / warehouse staff <u>must</u> walk along the designated walkways when transiting through the canopy area. 	
	<ul style="list-style-type: none"> Reversing into the canopy loading area <u>is not permitted</u> unless Priority Logistics warehouse staff has directed you to do so. 	






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Pedestrian Safe Zones	<ul style="list-style-type: none"> • All pedestrians must pause at each safe zone before progressing if forklifts are operating (see map). • If unsure when to move signal the forklift driver and ask for assistance. • You must remain 3 metres away from a moving forklift. • Do not move from the safe zone until there is adequate distance between you and any moving machinery. • Make sure forklift / truck drivers have seen you before you move into any operating area. • All pedestrians must stop and get eye contact / thumbs up from the forklift driver before moving. 	<div data-bbox="970 280 1251 560" data-label="Image"> </div> <div data-bbox="946 739 1273 1189" data-label="Image"> </div>
Devanning	<ul style="list-style-type: none"> • Warehouse staff only are permitted under the canopy when devanning is underway. • No visitors / drivers are permitted under the canopy during devanning unless escorted by a Priority Logistics warehouse staff member. 	<div data-bbox="946 1350 1273 1594" data-label="Image"> </div> <div data-bbox="815 1624 1406 2063" data-label="Image"> </div>

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Parking	<ul style="list-style-type: none"> Whenever possible park off to the side of the main entry / exit driving area through the yard. 	
Visitors	<ul style="list-style-type: none"> All visitors must report to reception at <u>80 Portside Drive</u> and sign in. Watch for trucks using the same entry / exit point. New and infrequent visitors that need to transit through the yard at 75 Portside Drive as a pedestrian must be escorted by a senior PL staff member. 	
		
External Drivers (non-staff)	<p><u>Warehouse Access</u></p> <ul style="list-style-type: none"> External drivers (non-staff) are not permitted to access the warehouse unless accompanied by a Priority Logistics staff member. 	
	<p><u>Forklift Use</u></p> <ul style="list-style-type: none"> Only authorised external drivers (non-staff) are permitted to use the Priority Logistics forklifts located at 75 Portside Drive. Forklift use is only permitted <u>with prior approval</u> from a Priority Logistics warehouse staff member. All external drivers using forklifts must have completed this induction prior to use. 	

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Warehouse Access <u>Priority Logistics Staff</u>	<ul style="list-style-type: none"> PL staff requiring a forklift can enter the canopy or warehouse via the 'staff only' areas. All staff must stop and get eye contact / thumbs up from the forklift driver before moving into the warehouse area. 	
Driver Amenities	<ul style="list-style-type: none"> A smoko room and toilet facilities are available for all drivers in the yard area by the front gate (see map). 	
Yard Driving Rules for Tanker Trucks	<p><u>Tanker Trucks Only:</u></p> <ul style="list-style-type: none"> Tanker trucks are permitted to drive against the driving direction arrows to gain access to the weighbridge and the pumping station. Tanker drivers exiting the weigh bridge <u>must give way</u> to other vehicles. Tanker drivers exiting the pumping station <u>must give way</u> to other vehicles. 	 
Yard Driving Rules for Swinglift Trucks	<p><u>Swinglift Trucks Only:</u></p> <ul style="list-style-type: none"> Swinglift trucks are permitted to drive against the driving direction arrows to gain access to containers. When turning or driving against the general yard direction please <u>give way</u> to other vehicles. 	

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