













80 Portside Drive Warehouse & Operating Lanes

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.

<p>PPE</p>	<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. 	 
<p>Speed Limit</p>	<ul style="list-style-type: none"> • 80 Portside Drive has a <u>10km/h speed limit</u> in the operating lanes. Please do not speed. 	
<p>ASSEMBLY POINT</p>	<p>Assembly Point is out at the front fence in the carpark alongside Portside Drive.</p>	
<p>Hazards</p>	<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 	  
<p>Site Rules</p>	<ul style="list-style-type: none"> • Hoodies are not permitted to be worn in any operational area or while driving any vehicle or machine. 	






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	<ul style="list-style-type: none"> Raincoat hoods can be worn as long as the hood is fitted firmly around the face and does not create a “looking left and right blind spot”. If you are unsure about your raincoat hood ask a Priority Logistics warehouse staff member. 	
<p>Driving Rules: Reversing</p>	<ul style="list-style-type: none"> Reversing into the loading lane <u>is not permitted</u> unless Priority Logistics staff has directed you to do so. If you have been directed to reverse you are <u>not permitted</u> to reverse without the assistance of a Priority Logistics warehouse staff member as a ‘spotter’. When reversing under these conditions the driver <u>must</u> reverse slowly and <u>must</u> keep sight of the spotter at all times. 	
<p>Driving Rules: Loading Lane & Transit Lane</p>	<ul style="list-style-type: none"> 80 Portside Drive operates a one way system for entry to the loading lane and transit lane (see map). No one is permitted to park / stop in the transit lane unless Priority Logistics staff has directed you to do so. 	
<p>Dispatch</p>	<ul style="list-style-type: none"> All drivers must report to dispatch on arrival through the dispatch driver entry door (see map). 	

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<p>Walking Areas: Access to Dispatch Office</p>	<ul style="list-style-type: none"> All drivers / dispatch / staff must walk on the designated walkway along the edge of the transit lane to get from their truck to the dispatch office. <p>NOTE! Forklifts may be operating in this area. Watch out for forklifts.</p>	
<p>Walking Areas: Loading & Unloading</p>	<ul style="list-style-type: none"> All drivers / dispatch / staff can walk along the <u>single yellow line</u> when moving from one end of the loading lane to another BUT <u>only</u> when they are ready to load or unload their truck. <p>NOTE! No one is permitted to walk past a truck being loaded/unloaded from the opposite side.</p> <ul style="list-style-type: none"> Pause at each safe zone before progressing if forklifts are operating. If unsure when to move signal the forklift driver and ask for assistance. Do not move from the safe zone until it is safe to do so. 	
<p>Pedestrian Crossings</p>	<ul style="list-style-type: none"> All drivers / dispatch / staff must use the designated pedestrian walkway to get from the designated walking lane or the loading lane to the dispatch office or the footpath (see map). 	

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<p>Driver Safe Zones</p>	<ul style="list-style-type: none"> All external drivers (non-staff) must remain in one of the designated safe zone areas during loading and unloading operations (see map). Drivers must 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 is not permitted. 		
<p>Warehouse Access External drivers (non-staff)</p>	<p>External drivers (non-staff) are not permitted to:</p> <ul style="list-style-type: none"> Access the warehouse unless accompanied by a Priority Logistics staff member. Use Priority Logistics forklifts. 		
<p>Warehouse Access Priority Logistics Staff</p>	<p>Priority Logistics staff:</p> <ul style="list-style-type: none"> PL staff requiring a forklift can enter the warehouse via the 'staff only' door. All staff must stop and get eye contact / thumbs up from the forklift driver before moving into the warehouse area. 		
<p>Visitors</p>	<ul style="list-style-type: none"> Visitors using the visitor car parking in front of the office building can enter and exit using the main gate on Portside Drive. All visitors must use the designated pedestrian walkway to get main office. Watch for trucks using the same entry / exit point. All visitors must report to dispatch on arrival through the front office door adjacent to the visitor car parking (see map). 		

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LOADING LANE PROCEDURES

Loading / Unloading

- After reporting to dispatch, prepare your vehicle for loading/unloading then stand in the safe zone.
- Wait for the forklift driver to come to you.
- Drivers must remain 3 metres away from a working forklift.
- 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 the forklift to give instructions on load location once the forklift has stopped moving and they have been instructed to approach by the forklift driver.
- Forklift **must not** commence loading until the driver is back in the safe zone.
- Drivers **must** follow the forklift driver's instructions at all times during loading or unloading.
- Drivers **are not permitted** to congregate in the loading lane or safe zones. If you wish to converse with another driver you must do so in the driver smoko room.



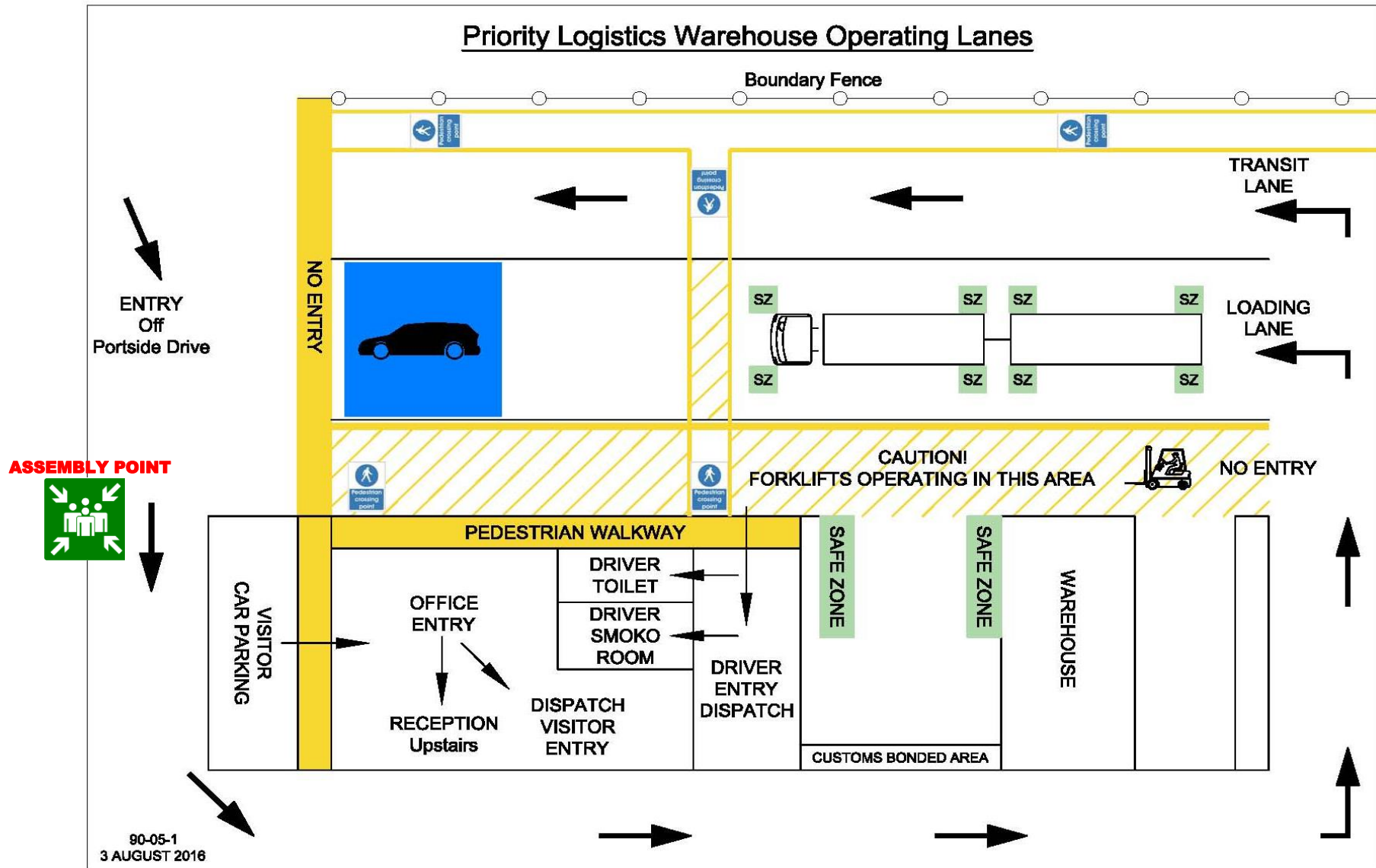
Driver Amenities

- A smoko room and toilet facilities are available for all drivers in the dispatch area (see map).

Please note this is a **NON SMOKING** site



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