

75 Portside Drive Operating Yard & Warehouse Canopy

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 it's yellow.
 - d. None of the above

2. The speed limit at 75 Portside Drive is:
 - a. 10 km/h
 - b. 15 km/h
 - c. 20 km/h
 - d. None of the above

3. When driving past the wash pad area you must:
 - a. Watch for water spray.
 - b. Watch for reversing vehicles.
 - c. Watch for sunstrike.
 - d. All of the above.

4. If you need to reverse anywhere in the yard you must:
 - a. Reverse at any time with your headlights on.
 - b. Reverse under the canopy while sounding your horn.
 - c. Reverse at any time as long as you make sure the area behind you is clear of pedestrians and machinery.
 - d. Reverse through the yard to reach the warehouse.

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5. On arrival all drivers must:
 - a. Report to a forklift driver.
 - b. Report to a truck driver.
 - c. Report to the workshop by walking through the yard.
 - d. Report to the warehouse dispatch office using the marked pedestrian walkway.

6. Drivers are not permitted to:
 - a. Walk into the canopy operating area.
 - b. Walk into any shaded areas.
 - c. Walk along any blue lines.
 - d. Walk along any grass area.

7. 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.

8. When walking through the canopy area you must:
 - a. Use the designated pedestrian walkways.
 - b. Use the areas with no painted lines.
 - c. Use any painted line that's close to you.
 - d. Use the easiest path for you to get to the office as quickly as possible.

9. 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 area.

10. 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.

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11. 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.

12. Reversing into the canopy loading is:

- a. Permitted at any time.
- b. Permitted as long as your truck has reversing lights.
- c. Not permitted unless another truck driver has told you its ok.
- d. Not permitted unless a Priority Logistics warehouse staff member has directed you to do so.

13. Drivers must:

- a. Report to the office, prepare vehicle for loading/unloading, and 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.

14. Tanker trucks can:

- a. Drive against the driving direction arrows to gain access to the weighbridge and pumping station.
- b. Drive in any direction they choose.
- c. Drive backwards to get across the yard.
- d. None of the above.

FINISHED!

Signed: _____