

Site Safety Sheet

CRM Warehouse

Address

Old Port Kembla Road, Port Kembla NSW 2505

Contact

(02) 4275 6167

Opening hours

Site Open Monday – Sunday: 24hrs

Pickups/ Drops Times Monday – Sunday: 24hrs

Emergency procedures – Call **4275 6000** and ask for help.

In an emergency, the DEC (Departmental Emergency Controller) will sound hooter, 3 short blast. Render what you are doing safe and leave the work area via the nearest safe exit. Make your way to the designated evacuation assembly area.

Do not leave the premises until cleared to do so by the DEC, and do not return to the work area until the all clear is given by the DEC.

Nearest Emergency Assembly/Pickup Points

Nearest Assembly Point

– In front of CRM office carpark, near watchman's cabin at main gate.

Nearest Emergency Pickup Point

– C3 - outside truck entry to CRM CA building

Alternate Emergency Pickup Point

– C4 - northern truck exit at CRM CA building

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Facilities/Amenities



Toilets



Drinking
Water



Tea/ Coffee



Microwave



Shower



Smoking

Toilets – located near the main front carpark, adjacent to the old canteen, refer map.

Drinking water – located inside the Despatch office.

PPE Requirements



Long Sleeve
Shirt Cotton
Drill Clothing



Safety Boots



Safety Hat



Safety
Glasses



Class 3
Hearing
Protection



C3 Rated
Gloves



Chin Strap
(When
working at
heights or
load binding)

Site Access

Entry is via Old Port Kembla Rd, Port Kembla

1. The speed limit in the logistics yard is 15km/ph, and 8kph inside the warehouse. Trucks must stop at all stop signs and railway crossings.
2. Trucks must park in truck parking bay and present to despatch office via the designated walkway.
3. Beam trucks are ok to stop adjacent to the front despatch office to sign in and transfer trucks are ok to park in this location on night shifts and weekends to log in to ViewQ only.
4. Drivers are to stay with their trucks and can use crossings and blue walkways to access toilets or main office if required. Drivers will be contacted by radio when it is safe to present for loading and to what bay. Drivers must stop and sound horn before entering the warehouse.
5. All drivers MUST log in to ViewQ (truck arrival kiosk) on arrival to site
6. Loading in the CA building for coils and top hats, is via forklift or overhead crane. Driver may be required to direct forklift/crane operator where to place load.
7. Driver must restrain load to the relevant Load Restraint Guideline before moving.
8. Abide by site and product tarping rules. Tarping area is located opposite the yard area. During inclement weather, tarping is permitted inside the warehouse.

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Safety Requirements

- Be aware of mobile equipment operating on site. Give way to mobile equipment at all times, including:
 - forklift, operating in the Logistics yard area and during loading.
 - Overhead crane, upon entry and exit to internal loading bay.
 - trains, all vehicles must stop at all rail crossings.
 - other trucks, upon entry and exit to loading areas.
- Drivers must remain with their truck
- Drivers can use crossings and blue walkways onsite to access toilets or main office, **MUST** stay on walkways/crossings at all times.
- When working at heights, or on a platform please take care. Safety helmet with chin strap must be worn when on back of truck.
- Chin strap should also be worn whilst load binding to provide protection in the case of equipment failure.
- Product and strapping have sharp edges. Gloves must be worn at all times when handling product.
- Beep before entering warehouse, as visibility may be limited.



360 WALK AROUND PRE DEPARTURE CHECK
All drivers must complete a 360 degree walk around inspection of their load prior to departure using the chain checker tool.

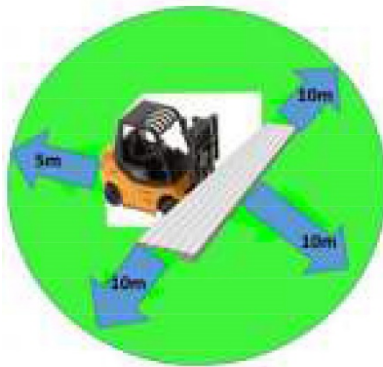


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Critical Procedures On Site

Exclusion Zones



- You must always maintain a **minimum of 5 metres** between yourself and any operating mobile equipment.
- You must always keep a safe distance from the end of the load as below;
- Coil – minimum 5 metres**
- Beam/RV Box – minimum 10 metres**
- Always keep yourself and your colleagues out of the **line of fire**.

Mobile Equipment Hazard Zones



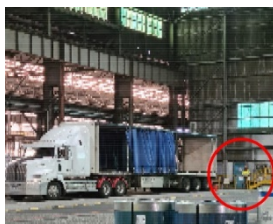
Where mobile equipment hazard zones are in place;

- They can only be occupied by people or operating mobile equipment, but **never both at the same time**.
- The minimum 5 metre exclusion still applies.

Loading/Unloading Zones



- You must stay outside** a loading mobile equipment hazard zone during loading or unloading, whenever mobile equipment is operational.
- During loading/unloading – Truck drivers must be positioned in the designated driver safety zones where they are available.
- CAN'T SEE, CAN'T LOAD**
- Drivers are to remain in the truck driver safe zone while forklifts are loading/unloading.
- CAN'T SEE CAN'T LOAD** drivers are to notify forklift operators if more than 1 person will be attending site



Approaching Mobile Equipment



If you need to approach mobile equipment or access an exclusion zone (either on foot or in another vehicle), you must ensure the mobile equipment is not operational;

- Handbrake is on
- Any attachments/loads are as low as possible
- The driver has signalled that it is safe to approach
- Forklifts that are fitted with a light on top **must be displaying a green safe to approach light**.
- Forklifts are to use the red line as a 5 meter indicator and remain on the outside of the line while drivers exit the driver safety zone to set up their trailers or chain down loads. 5 meter red line is for forklift operators only

