

Site Safety Sheet

HCPD (K/KA Buildings)

Address

Coil Despatch Road, PKSW

Contact

Shift Team Leader 4275 7069

Operations Co-ordinator 4275 6915

Opening hours

Site Open 24 hours, 7 days a week

Pickups/ Drops Times 24 hours, 7 days a week unless advised otherwise

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

– Car park north of the Hot Strip Mill Administration Building

Nearest Emergency Pickup Point

– 85 - located outside despatch office, outside the main truck entry door

Alternate Emergency Pick Up Point

– 84 - located outside main truck entry door, on NE corner

Site Safety Sheet

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Facilities/Amenities



Toilets



Drinking Water



Tea/ Coffee



Microwave



No smoking inside buildings



Shower



Smoking

Note that some of these amenities are located at the nearby Northgate Weighbridge rather than in HCPD proper.

PPE Requirements



Long Sleeve Shirt Cotton Drill Clothing



Safety Boots



Safety Hat



Safety Glasses



C3 Rated Gloves



Chin Strap (When working at heights)



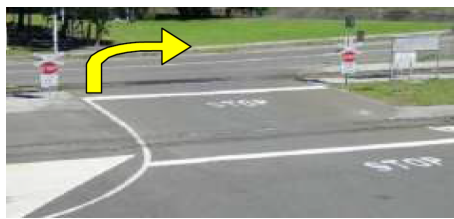
Safety Vest

Site Access

- Entry is via the North Gate entrance on Springhill Rd. Proceed directly through the roundabout and take the first left hand turn onto Prep Line Rd., then right onto Coil Despatch Rd. Park in the designated truck parking bay. The speed limit in the loading area is 10kph, and 20kph on access roads.
- Trucks must call the despatch office using the PA located in the truck parking bay. Press the yellow button to talk to a despatch operator.
- There are two sets of traffic signals and signage on K and KA building for internal loading bays of the external loading bay. Permission to enter the northern loading area will be given by the despatch operator, via a green light.
- For **internal loading bays**, a green light will be activated above the designated loading bay. Trucks must reverse into internal loading bays. Drivers are permitted to carry out a U-turn immediately in front of the internal loading bays. Internal loading of coil is via overhead crane. Internal loading of TRU-SPEC® steel is by either forklift or overhead crane. Drivers may be required to direct the crane or forklift operator where to place the load, adhering to the crane safe distance and Forklift Hazard Zone (FHZ) rules outlined below.
- Upon **exiting the HCPD loading area**, drivers must stop at both rail crossings before turning right onto Hot Strip Rd., towards the North Gate exit.



Internal loading bay



Exiting the HCPD loading area

Site Safety Sheet

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Safety Requirements

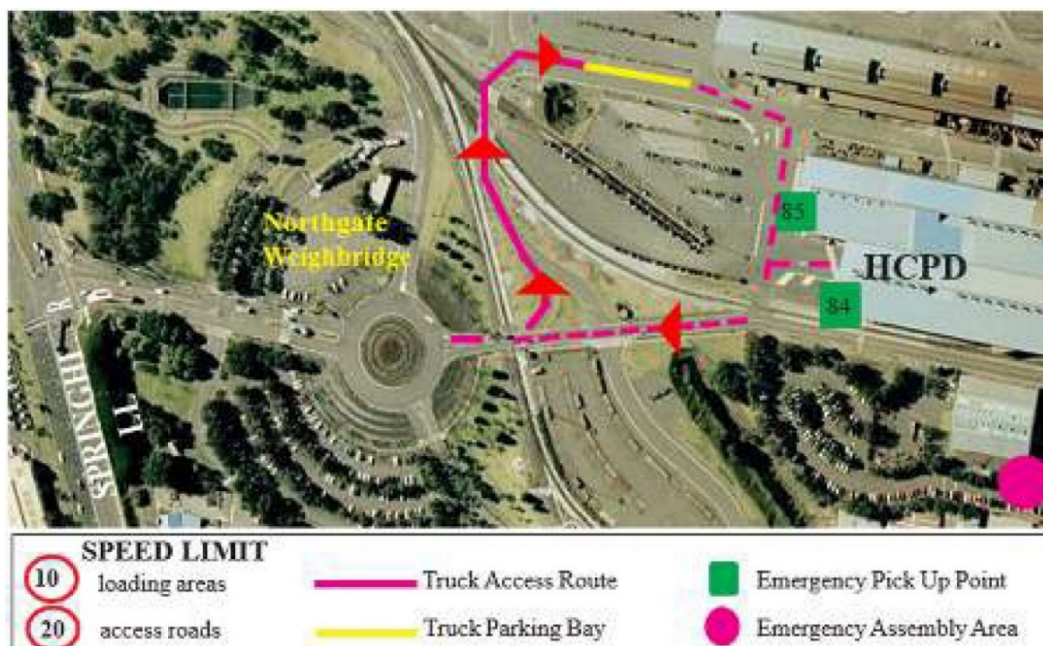
- Drivers must remain with their vehicles at all times. They are not to walk amongst coil stacks.
- Be aware of mobile equipment and other vehicle interactions on site. Give way to mobile equipment and other vehicles at all times, including:
 - Overhead cranes: Remain at least 5m from overhead crane loads, in full view of crane driver
 - Forklift/ram trucks: Follow the Forklift Hazard Zones rules (attached to this safety sheet)
 - Tugs: Remain at least 10m from pallet carriers, in full view of pallet carrier driver
 - Other trucks: Be aware of other trucks entering and exiting loading areas
 - Rail: The red light above the rail crossing sign indicates that a rail shunt is in progress.
- Loads must be restrained according to the relevant Load Restraint Guideline before moving. Loads must be tarped/covered before leaving site. During inclement weather, tarping is permitted inside the warehouse.
- Safety platforms are available for use when accessing the back of a truck. Truck beds shall not be accessed without these and a chin strap must be worn. Safety steps are also available to assist with restraining loads.
- Truck drivers should only enter the FHZ when the forklift has its park brake applied (green light per the image below) and have confirmed with the forklift driver that it is safe to enter. No pedestrian is allowed in the FHZ when the forklift is running and doesn't have its park brake applied.



Site Safety Sheet

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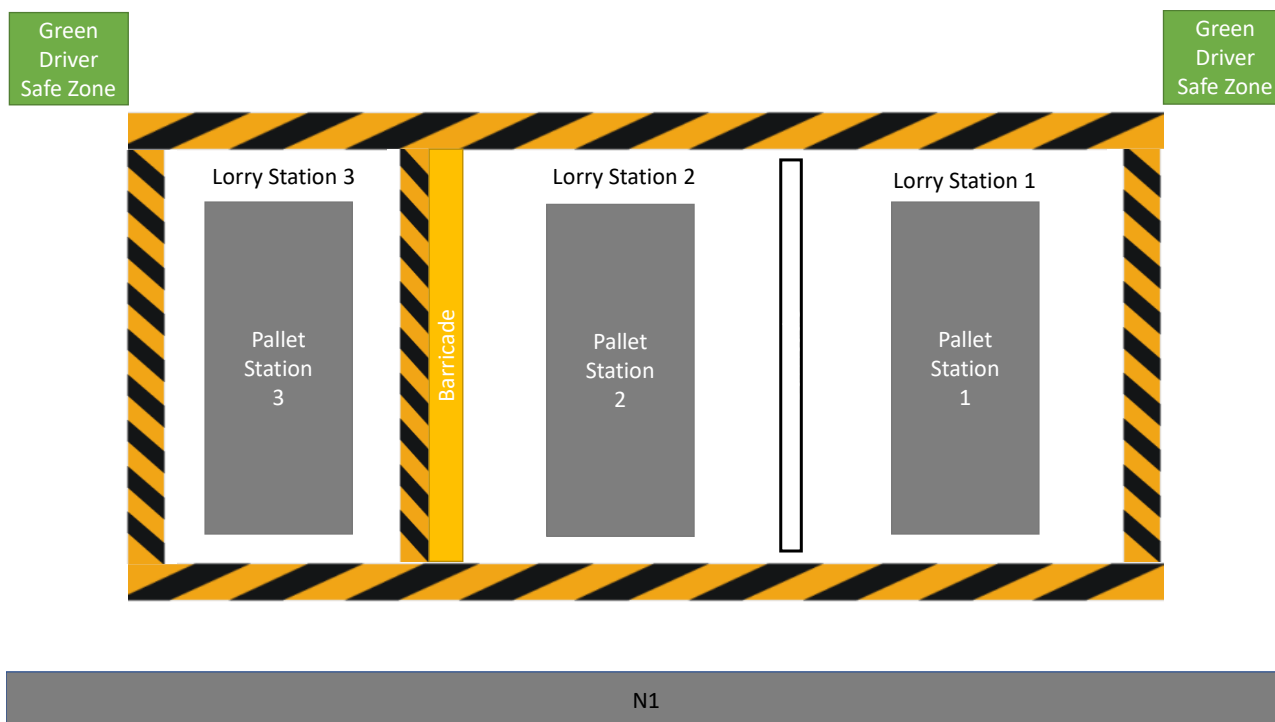
Site Layout



Attachment 1 - Forklift Hazard Zones (FHZ)

K-North Despatch Area

The northern end of K-building is marked per the image below:

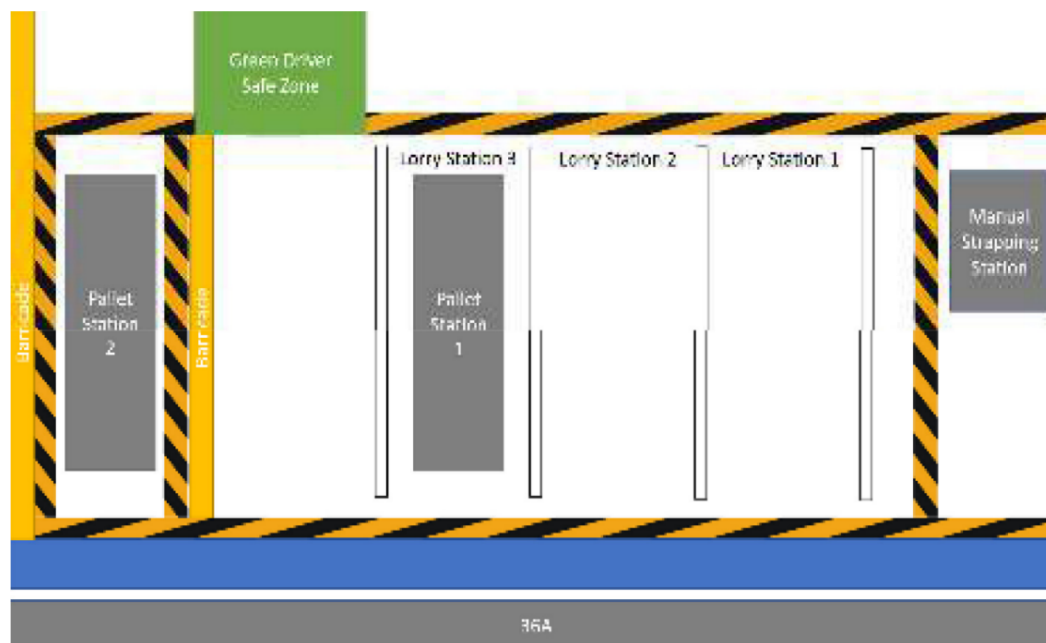


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KA-North Despatch Area

The Northern end of KA building is used to despatch both coil and TRU-SPEC® steel. It is marked as per the sketch below.



Loading a Truck with the Overhead Crane

- When using the overhead crane to load a truck, drivers are required to stand in the green zone until the coil is within 300mm of the deck of the truck. Then they may approach staying out of the line of fire, to the front or rear of their vehicle, they must obey the overhead crane safe distance as per SP-HSM-GL-01-39 - HM Interacting with Cranes & Suspended Loads, of up to 5m, whilst their trucks are being loaded.
- Ram trucks/forklifts are not allowed inside the FLHZ (building) whilst a truck is being loaded with the overhead crane.

Site Safety Sheet

HCPD (K/KA Buildings)

Attachment 1 - Forklift Hazard Zones (FHZ) (cont'd)

Loading a Pallet with the Overhead Crane

- When using the overhead crane to load a pallet, the crane is not considered for the FLHZ.
- Ram trucks and forklifts are allowed inside the FLHZ, they must obey the overhead crane safe distance as per SPHSM- GL-01-39 - HM Interacting with Cranes and Suspended Loads, of up to 5m Ram trucks and forklifts shall be aware of their mast height and the crane location at all times.

Loading Using Ram/Forklift

- When using a Ram or forklift to load a truck, drivers are to remain in the green safe zone as indicated on the sketch.
- Truck drivers are only permitted to enter the FLHZ when the forklift has its park brake applied and have confirmed with the forklift driver that it is safe to enter.



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.



When updating this document please update new versions to SteelDrive and the Carrier Load Restraint Portal. Controlled Document on the day of Print: 22/11/2024.
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