

K West Site Safety Sheet



ACCESS & AUTHORISATION

- No unauthorised persons are permitted in the warehouse or yard areas – see Supervisor in office for permission
- All visitors must have a current Visitor Induction (valid for 12 months)
- Vehicles shall enter the warehouse or yard via the designated entry points (see map) and wait until positive contact is received from the forklift operator before proceeding to designated loading/unloading zone

WHEN ON SITE

- Pedestrians shall use the designated walkways and give way to vehicles and plant – contact **Channel 6** upon entry into warehouse
- Equipment must stop operation if people enter the warehouse without notice
- Vehicles shall stop and signal horn twice before entry to warehouse
- 15kph speed limit applies to yard areas and 10kph to warehouse areas
- All vehicles and personnel must maintain 2.5m exclusion zone from rail lines
- Vehicles and pedestrians shall not enter the northern end of the warehouse site at any time when bollards and “No Entry” signs are in place – rail lines are active, and rail shunts may be occurring
- All operating equipment and vehicles must “Give Way” and sound horn when entering the container work area (see map)

TRUCK LOADING AND UNLOADING

- Drivers shall park in designated loading zone and comply with all instructions from the forklift operator
- Drivers to remain in Driver Safety Zone (on same side as operating equipment) until loading/unloading complete and positive contact received from forklift operator
- Communication between drivers and forklift operators via handheld radios – **Channel 6**
- Drivers shall not leave their vehicle unattended in the warehouse at any time unless granted permission by supervisor
- Keys must be removed from vehicle ignition during loading/unloading
- Forklift shall not be operated at any time when a person is within the forklift operating area
- Forklift operator shall not proceed unless truck driver is in full view in the Driver Safety Zone - **Can't See, Can't Load**
- Drivers must restrain load to relevant Load Restraint Guideline before moving
- Work on trailers is not permitted unless height safety equipment is used where available, and hard hat with chin straps are worn
- No person to walk or stand under suspended load
- No passengers to be carried on forklift
- Maximum 2 vehicles in the warehouse at one time

PERSONAL PROTECTIVE EQUIPMENT

- High visibility long sleeved drill shirt and pants or high-visibility vest
- Safety footwear – if performing operational tasks
- Hearing protection must be worn when performing load restraint tasks
- Hard hat plus chin strap is required when performing load restraint tasks

IN CASE OF EMERGENCY

- Call BSMS (Internal Emergency Control Centre) - 4275 6000 or ext. 56000
- Pick-up Point 86 (see site safety sheet)
- Make your way to designated Assembly Area

HAZARDS and INCIDENTS

- Report all hazards and incidents to the Toll Supervisor immediately

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AMENITIES

- The male's restroom is located on the ground floor of warehouse office and females in the upstairs office

CONTACT

- Office: 4231 2800

KEY:			
	Toll Truck Parking		Admin Office
	Heavy Haulage Parking		K West Warehouse
	Truck "Sick Bay"		Container Yard
	Emergency Pick-Up Point 86		Additional Car Parking
	Rail Line		First Aid and Defibrillator
	Driver Safety Zones		Forklift Parking
	Container Packing and Staging Area		Vehicle Path through Warehouse
	Coil Storage		Vehicle Path through Container Yard



Internal

Internal

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