

<u>Address</u>	Kembla Rd, PKSW (Office) Prep Line Rd, PKSW (Despatch area access)										
<u>Contact</u>	Shift Supervisors – (02)4275 3016, (02)4275 3033 or (02)4275 3034										
<u>Opening Hours</u>	<table> <tr> <td>78" Plate Despatch</td><td>07:00 – 19:00 Monday to Friday</td></tr> <tr> <td>78" Laser Plate</td><td>07:00 – 07:00 (24/7) Monday to Saturday</td></tr> <tr> <td>120" Plate Finishing</td><td>07:00 – 07:00 (24/7) Monday to Saturday</td></tr> <tr> <td>Mobile Area</td><td>07:00 – 15:00 Monday to Friday</td></tr> <tr> <td>Plate Treatment</td><td>Monday to Friday by appointment</td></tr> </table>	78" Plate Despatch	07:00 – 19:00 Monday to Friday	78" Laser Plate	07:00 – 07:00 (24/7) Monday to Saturday	120" Plate Finishing	07:00 – 07:00 (24/7) Monday to Saturday	Mobile Area	07:00 – 15:00 Monday to Friday	Plate Treatment	Monday to Friday by appointment
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Weekends loading by appointment and prior arrangements

Emergency Procedures – Call **6000** from any internal phone or **4275 6000** from any mobile phone.

Request Ambulance, Fire brigade or Security, ensure you are aware of your closest emergency pick-up point.

In the event of an evacuation, ensure all equipment is in a safe state, leave the work area and/or building, make your way to the closest Assembly Area, and wait for instructions from the DEC (Department emergency controller wearing a yellow hat).

Do not leave the area or return to the working area or building until advised by the DEC.

Nearest Emergency Assembly/Pickup Points

78"/Laser Plate Despatch building – No.77 (NE corner of the building)

120"/Plate Finishing building – No. 76 (NW corner of the building)

Mobile Area – No. 76 (Northern end) or No. 75 (Southern end)

Plate Treatment building – No.75 (NW corner of the building)

Facilities/ Amenities



Toilets



Drinking Water



Hot Water



Microwave



Inside Buildings

NB: Additional facilities incl. shower are available at North Gate driver's area.

PPE Requirements



Hi-Vis Long
Sleeve Cotton
Drill Clothing



Safety Boots



Safety Hat



Safety Glasses



Class 5 Hearing
Protection



C3 Rated Gloves



Chin Strap
(When working
at heights)



Safety Vest

Nearby Facilities

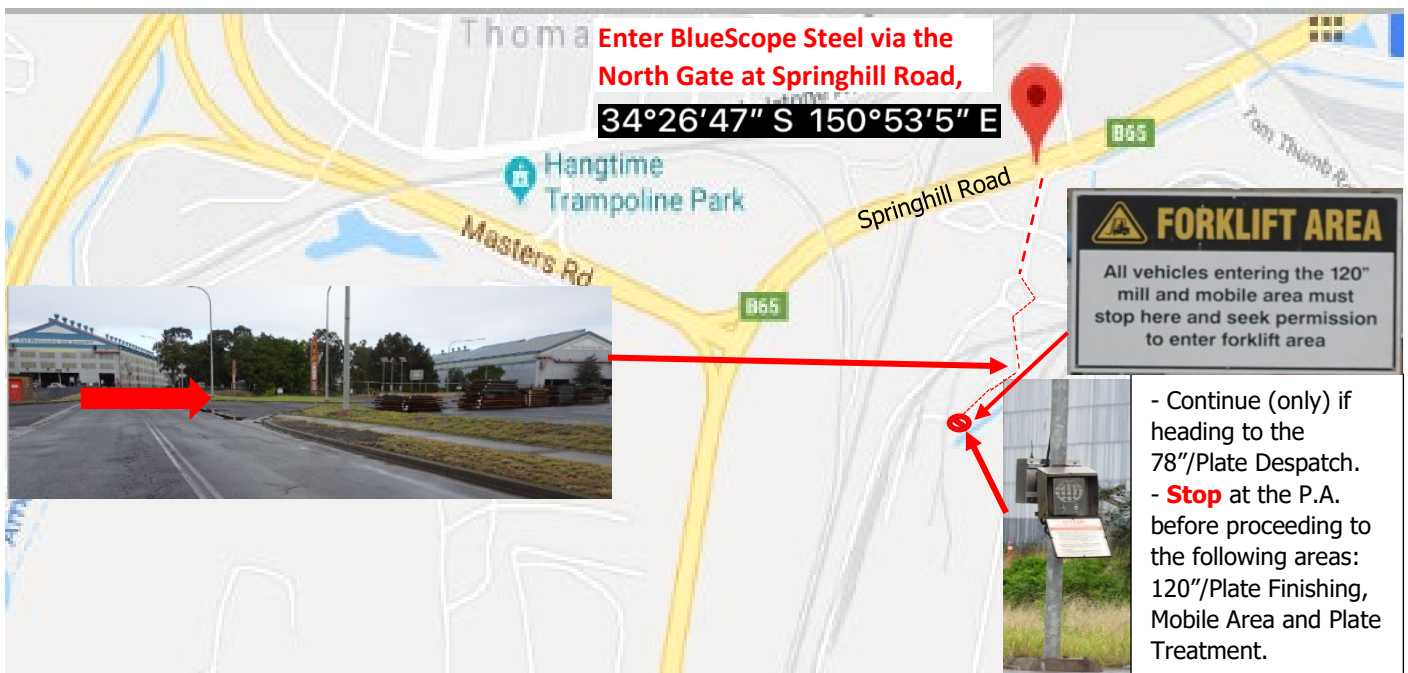
Northgate Driver's Facility – Tarping area with safe-access platform, weighbridge, kitchen & bathroom facilities

Site Access

Note: A Double's are to present to Plate Mill Despatch sites as Single/Triaxles - PPAD has no capabilities to receive full length A Double trailers.

Entry is via the North Gate entrance at Springhill Road, at the roundabout take the second exit, onto the HSM Rd then turn right at Prep Line Road (refer to map).

Access to 120"/Plate Finishing, Mobile Area or Plate Treatment building must use PA to ask permission to enter the forklift area.

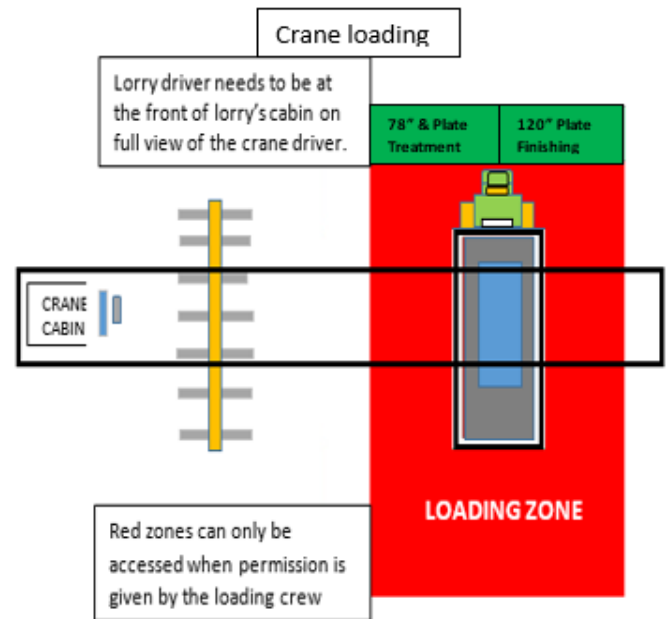
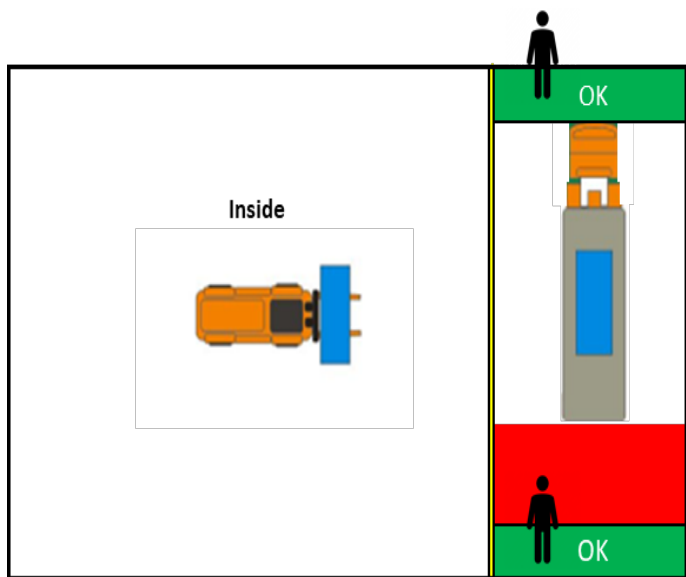


Site Access (cont'd)

- Port Kembla steel works internal roads, speed limit is 40 KPH.
- Plate Mill outdoor access road speed limit is 10KPH, inside the buildings 5KPH
- Trucks must be empty and have their tailgate removed prior to entering any Plate Mill loading area, only part loads of plate from other despatch areas within Plate Mill are allowed. An exception is allowed if only retrieving a LASER plate load, a truck may have TRU-SPEC® already loaded from HCPD.
- Driver must set-up equipment before entry to loading points (base dunnage etc.), weather permitting.
- Engine must be turned off while parked inside the buildings.
- Drivers must remain in their designated areas.
- Drivers must not leave their cabin unless in a loading zone.
- Driver and crew must remain in eye contact at all times.

Safe Loading Procedures

Fork Loading



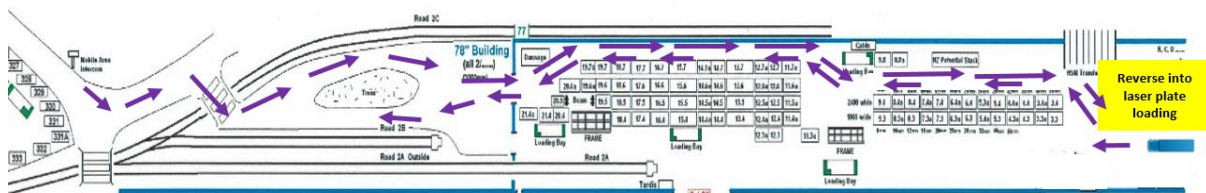
78\"/Plate Despatch: Loading is via forklift or overhead crane.

1. Lorry drivers must stop outside the building, use the radio to gain permission to enter the building as per the entry procedure, sign in at the main vehicle entry door.
2. Drivers must follow instructions by the despatch crew.
3. Only two trucks are permitted in the Warehouse at any one time, sound horn before entering.
4. During a rail shunt, trucks must not drive on the western road and have their headlights off.
5. During loading, the driver must remain in the green zone in full view of the forklift/crane driver.
6. When being loaded by the overhead crane, instruct crane chaser where to place the load.
7. Do not assist with placement of dunnage or touch lifting dogs while being loaded.
8. Never direct the crane, except in an emergency.

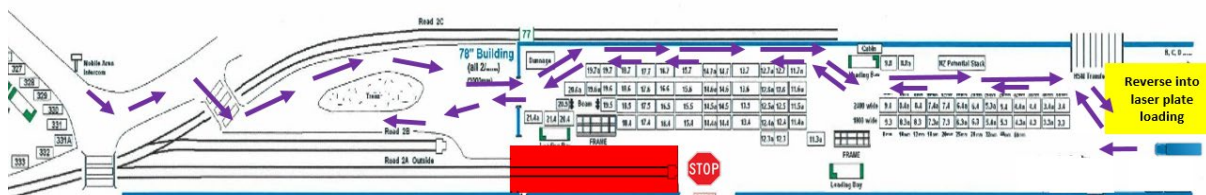
9. Drivers are permitted to chain down in a non-process hazard area, where they must restrain their load to “Load Restraint Guideline for Plate” before leaving the Plate Mill site.

78”/Laser Plate: Loading is via forklift

1. Lorry drivers must stop outside the building, use the radio to gain permission to enter the building as per the entry procedure, sign in at the main vehicle entry door.
2. Drivers must follow instructions by the despatch crew.
3. Laser plate driver must sound their horn when entering the building and drive down the eastern side of the building and **must exit** the same way via the eastern side of the building. Exit via the western side is only allowable if the 78 despatch crew has given permission.
4. Entry to the laser plate area is separated via a barrier, drivers must drive south towards the HSM transfer bed, then loop to the west and reserve into the laser plate area as shown below.



5. Drivers must stay in the lorry until a laser plate operator approaches them. Follow instructions from operator who will show you to the safe zone. If no personnel at Laser Plate site call site supervisor at Processing (0400 302 056) and wait for entry instructions.
6. During loading, the driver must remain in the green zone in full view of the forklift driver.
7. Drivers must restrain their loads to the relevant Load Restraint Guideline, using height safety platforms provided.
8. During inclement weather tarping is permitted inside the warehouse. If the weather is clear the driver should proceed to North Gate to tarp using the Height Safety Platform available.
9. Drivers are permitted to chain down in a non-process hazard area, where they must restrain their load to “relevant load restraint guideline” before leaving the Plate Mill site.
10. On Occasions you may be requested to exit on the western side of the building, be aware on the western side you may have interaction with shunts. Shunt are trains entering the building. When a shunt occurs, sirens will active and blue flashing lights appearing on the crane and western wall. Drivers are to not enter the exclusion zone during the shunt. There is a stop sign and painted line where to stop, below is the exclusion zone.



11. Permission must be given prior to exiting the laser plate area. Only exit once you have been given permission.

120"/Plate Finishing: Loading is via overhead crane.

1. Truck drivers to park at the truck set-up area near the creek embankment, to wait in that area till the green light is activated only then proceed forward.
2. Drivers will need to reverse in the north/west entrance to the building. (For larger trucks alternative entry may be granted by despatch operator)
3. During loading truck driver must remain in the green exclusion zone, next to the truck cabin on the crane cabin side, in full view of the crane driver.
4. Instruct the crane chaser where to place the load.
5. Do not assist with dunnage placement.
6. Drivers are permitted to chain down in a non-process hazard area, where they must restrain their load to "Load Restraint Guideline for Plate" before leaving the Plate Mill site.

Plate Treatment: Loading is via overhead crane

1. Drivers will need to seek permission from the Mobile forklift crew (use PA) to get through on their way to the Plate treatment building.
2. Drivers will need to reverse up to the swinging gate outside the entrance to the building.
3. Do not wander in the forklift area, ONLY step out of the truck cabin to press the call button at the Plate Treatment building.
4. Driver to remain at the front of truck on the crane cabin side in full view of the crane driver.

Mobile Area: Loading is via forklift.

1. At the PA contact the Mobile Area seeking permission to access the forklift area before proceeding any further.
2. At the Mobile area park lorry at the designated areas.
3. Drivers must remain in the green zones at the back of the truck with the BSL operator at all times while the truck is being loaded.
4. Once a driver is accredited by the Plate Mill. Drivers are to direct the forklift, using the directions on page 5 and dunnage their load.
5. Drivers are permitted to chain down in a non-process hazard area, where they must restrain their load to "Load Restraint Guideline for Plate" before leaving the Plate Mill site.

Mobile Area: Loading is via forklift - cont.

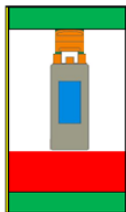
Directing The Forklift #3



Interaction Controls for Loading Lorries #6

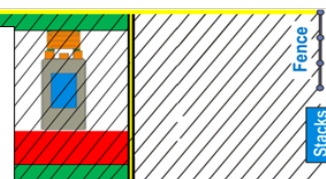
Definition : Parking Bay

The "Parking Bay" is all of the green and red painted areas and the yellow lines that join them – this designates where lorries park to be loaded



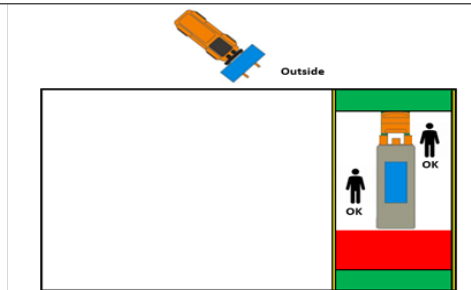
Definition: Loading Zone.

The "Loading Zone" is the area from the stacks to the parking bay and extending behind the bay to other stacks or fence whilst the fork is loading a lorry



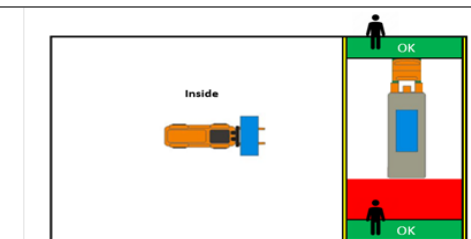
Control : Forklift Outside Loading Zone

- While the forklift is outside the Loading Zone, persons are allowed to be inside all of the Parking Bay, (not all of the Loading Zone)
- Persons may only leave the Parking Bay if Forklift Approach Controls are followed. #11



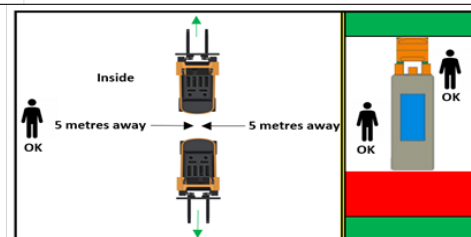
Control : Forklift Inside Loading Zone

- Persons must stay in a **green zone** while the forklift is **inside** the Loading Zone.
- If persons are **not** in a green zone, the forklift **may not enter** the Loading Zone
- Persons must make sure they are in the green zone **before** the forklift enters the Loading Zone.
- Persons may only leave a green zone while the forklift is in the Loading Zone if follow Forklift Approach Controls are followed #11 or when the forklift leaves the Loading Zone.



Control : Forklift Leaving the Loading Zone

- While the forklift is leaving the loading zone either north or south **WITHOUT A LOAD** of the Loading Zone, persons are allowed to be inside all of the Parking Bay and loading zone – **5 METRE RULE APPLIES**.



Forklift Approach Controls #11

If at any time persons require closer interaction with the forklift than allowed by the rules defined #6, #7, #8, #9, #10 the following steps must be taken

- Signal for the forklift to stop
- Indicate the **intent** to approach the forklift. **Do not approach yet.**
- The forklift stops, is placed in neutral, and the handbrake applied. The green light on forklift should activate. Tynes less than 300mm above the ground.
- The forklift driver indicates that the person can approach the forklift.
- The person wishing to approach shall verify that the green light is activated and driver has indicated to approach. Once this is done, the person may approach the forklift.
- Forklift can resume work once the person is in a safe location defined by Forklift Interaction Controls #6 - 10

Other Safety Hazards & Procedures

- Beware of other mobile equipment operating in the area.
- Use designated walkways.
- Exit your truck in forklift areas only when at the loading bays.
- Be aware of overhead cranes when entering building, sound horn, allow time to adjust your eyes to the light in the buildings.
- Cranes have right of way.
- Beware of rail traffic movements inside the buildings, flashing blue lights and sirens will indicate shunting in progress.
- Do not park closer than 2.5 mts from rail lines.
- Take care when working at heights or on a platform, wear a helmet with chin strap.
- Gloves cut 3 resistant must be worn.
- Hearing protection is required while in the buildings red class 5 minimum.

Other Mobile Equipment you may encounter at the Plate Mill



Kress carriers and other trucks carrying scrap loads.



Mobile area forklift might be carrying long wide plates where driver's vision may be limited.



Obey rail traffic signals at all times, to gain access to the Mobile area, 120/Plate Finishing and Plate Treatment buildings you need to cross 4 rail tracks.

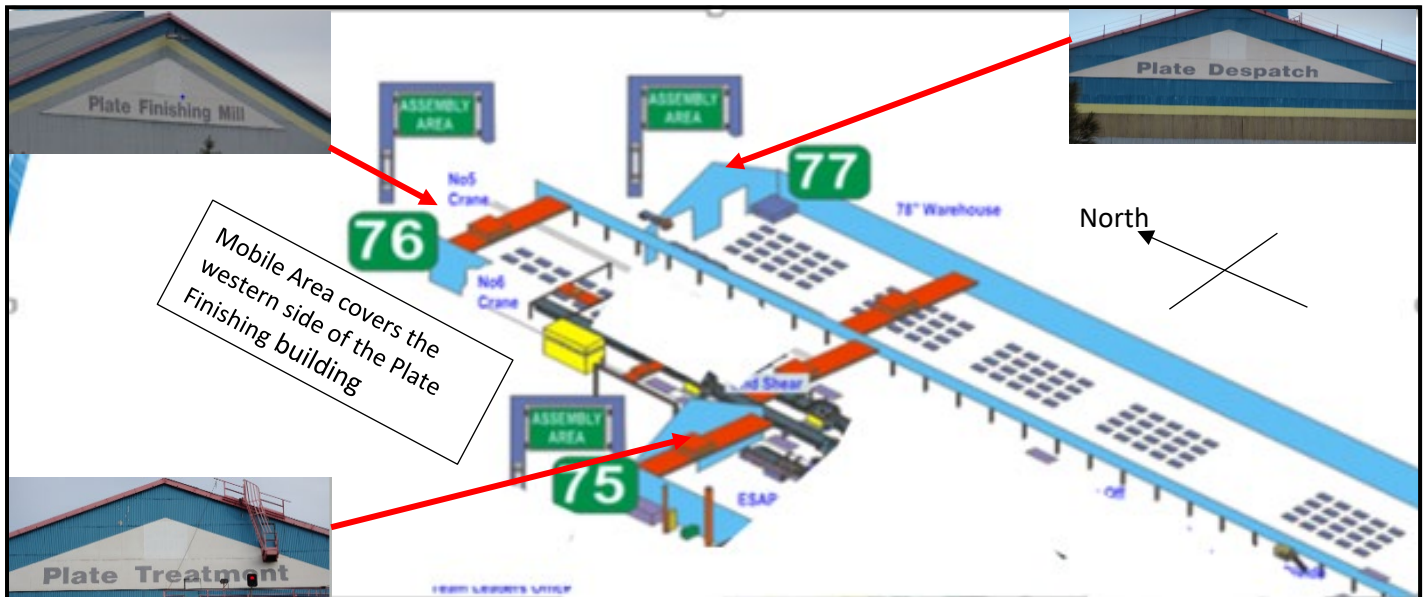


Elevated platform to help you chain up loads



All loads must be fully secured before exiting the Plate Mill precinct.

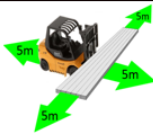
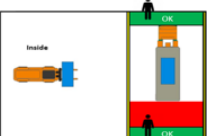
Site Layout

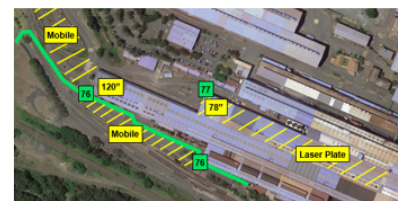


360 WALK AROUND PRE DEPARTURE CHECK



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

 FORKLIFT RESTRICTED ACCESS Controlled Document on day of Print only - 4/06/2025 CRITICAL PROCEDURE	
Mobile Equipment interactions are a critical risk in Plate Mill. MOBILE EQUIPMENT HAZARD ZONES Where mobile equipment hazard zones are in place: - They can only be occupied by people or 1 piece of operating mobile equipment, but never both at the same time. - The minimum 5 metre exclusion still applies.   	Mobile equipment can include forklifts, trucks, loaders, mobile cranes or EWP's EXCLUSION ZONES - Within the plate mill you must always maintain a minimum of 5 metres between yourself and any operating mobile equipment. If the mobile equipment is carrying a load, keep a minimum of 5 metres from the end of the load. - Always keep yourself and your colleagues out of the line of fire. 
LOADING & UNLOADING ZONES You must stay outside a loading mobile equipment hazard zone during loading or unloading, whenever mobile equipment is operational. - Only 1 operating piece of mobile equipment at a time is permitted in a loading/unloading zone while in use. - During loading/ unloading - Truck drivers/ personnel must be positioned in the designated green safety zones. Mobile Area - truck drivers must stand with the chaser in the green zone at the rear of the truck. Laser Plate - the green safety zone is located in front of the laser plate office. 	APPROACHING MOBILE EQUIPMENT If you need to approach a forklift or access an exclusion zone, you must: - Get the drivers attention - Ensure tyres are as low as possible - Ensure handbrake is on - Ensure the driver has their green light on - Wait for driver to signal it is safe to approach 
ACCESSING FORKLIFT ZONES <u>Only the crews working in the following areas are to access the forklift zones, other personnel must gain permission.</u> To access the Mobile Area: - Use the PA (channel 4), or contact 52026 or 42 75 3016 to gain permission from the forklift and the crew working in the area. While travelling through, all people must follow the instructions of the forklift and crew. To access the 78" building (including access to red square, hot strip mill and the slab yard): - Contact 78" crew at north cabin, via 78" PA system (channel 3), or phone 4275 4366 to gain permission from the crew working in the area. While travelling through you must follow all instructions of the crew. You must also contact the despatch crew to get permission to exit the building. - Other than lorries, visitors driving through the 78" and Laser Plate are required to sign into the visitors book and gain permission to travel through the 78" and Laser Plate to other areas of Plate Mill. And when exiting, you must gain permission to exit out via the eastern roadway and sign out of the visitor's book. To access the Laser Plate area: - Contact 78" crew at north cabin, via 78" PA system (channel 3), or phone 54366. The 78" crew will then contact Laser Plate. After permission is granted you must follow all instructions from the despatch crew at all times. When exiting, Laser Plate will contact the 78" crew to ensure it is clear to travel out. Once you gain permission you must exit out via the eastern roadway immediately. Pedestrian access to the Laser Plate area is via the blue path near the leveller, caution must be taken when walking on the blue path towards Laser Plate and the minimum of a 5 metre distance adhered to when there is operational mobile equipment in the 78". Other than operators working in the area, all other people must wait at the Laser Plate office until permission is granted to enter the area.	



- The mobile area and 78" building are restricted forklift zones as shown highlighted in yellow in the picture above
- Refer to SP-PM-DESP-03-07 for accessing restricted forklift zones procedure.

NOTE: If there is no response from the PA or phones, call 42 75 3016 to contact the shift supervisor.

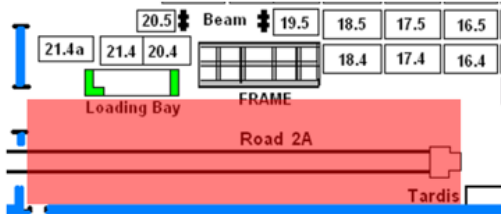
PPAD Rail Line Restricted Access

CRITICAL PROCEDURE

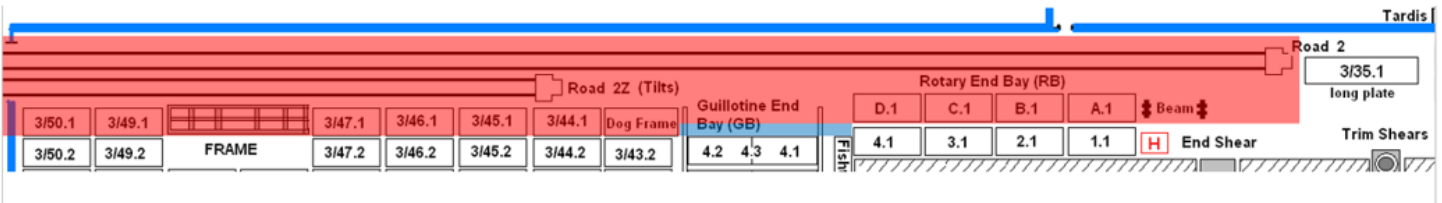


Rail Restriction Zone in 78 Building: RD2A

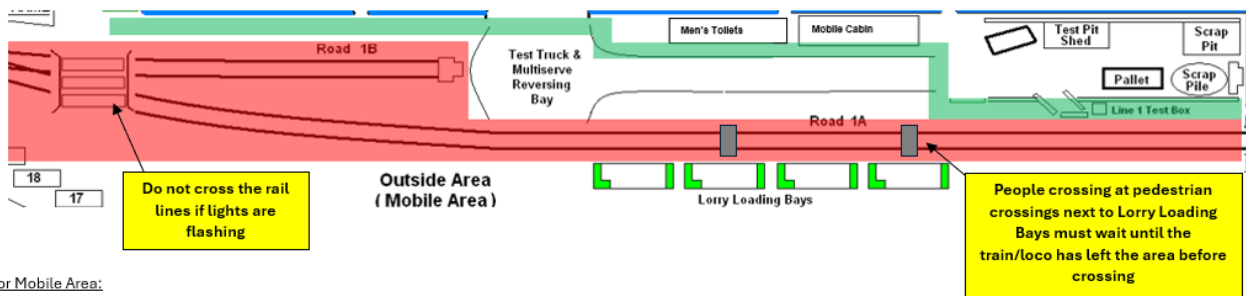
Exclusion zone also includes the walk way along the western side of the rail line



Rail Restriction Zone in 120 Building: Rd 2 & Rd2Z



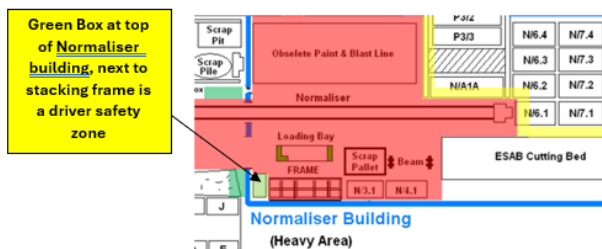
Rail Restriction Zone in Mobile Area: RD1A & RD1B



For Mobile Area:

- Trucks/forklift are not to enter exclusion zones while shunt is in the area, Loco must be out of the exclusion zone prior to entering the exclusion zone.
- Pedestrians crossing in front of the Normaliser building may cross once the blue flashing lights and sirens have stopped.
- In the event of an emergency please call the Despatch Team Leader to be escorted to facilities elsewhere on site

Rail Restriction Zone in Normaliser: RD1A (NORM)



Auto Locking Gates

Blue light will flash when shunt is active.

Pedestrian gates at rail crossings will automatically lock when a shunt is in progress. Gates can be unlocked if you are caught in an active shunt zone (red areas), press the red button to release the lock and exit the area.