Site Safety Sheet
Q-South, R-South & NCR Despatch

Address

Annealing Rd, PKSW

Entry and exit via Hot Strip Mill Road

Contact

R-south Despatch Cabin

HCPD Coil Plate Supervisor - 0447 376 911

Opening hours

Site Open 24x7

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.

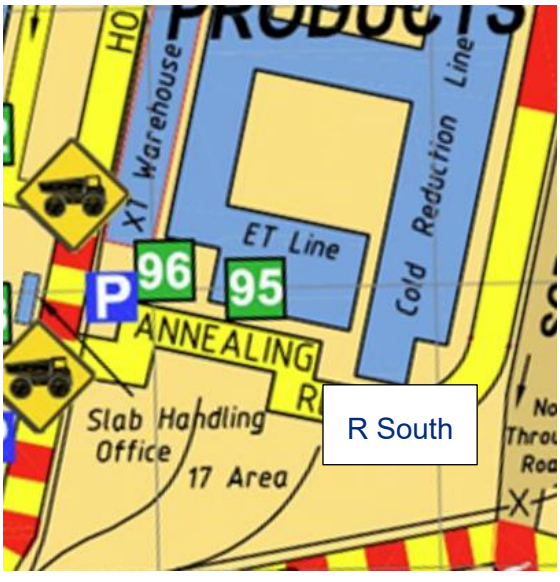
Do not leave the premises until cleared to do so by the DEC, and do not return to the work area until the all clear is given by the DEC.

Nearest Emergency Assembly/Pickup Points

Nearest Assembly Point
– South of old ET Line (beneath Emergency Pickup Point 95)

Nearest Emergency Pickup Point
– 95 - Located on southern side of the old ET Line on Annealing Road

Alternate Emergency Pickup Point
– 96 - Located west of Point 95 on Annealing Road, towards Hot Strip Mill Road



Facilities/Amenities

Toilets | Drinking Water | Tea/ Coffee | Microwave | Shower | Smoking

North Gate Weighbridge – Tarping area with height safety equipment, kitchen, bathroom & shower facilities.

South Despatch Cabin – Drinking water and bathroom facilities

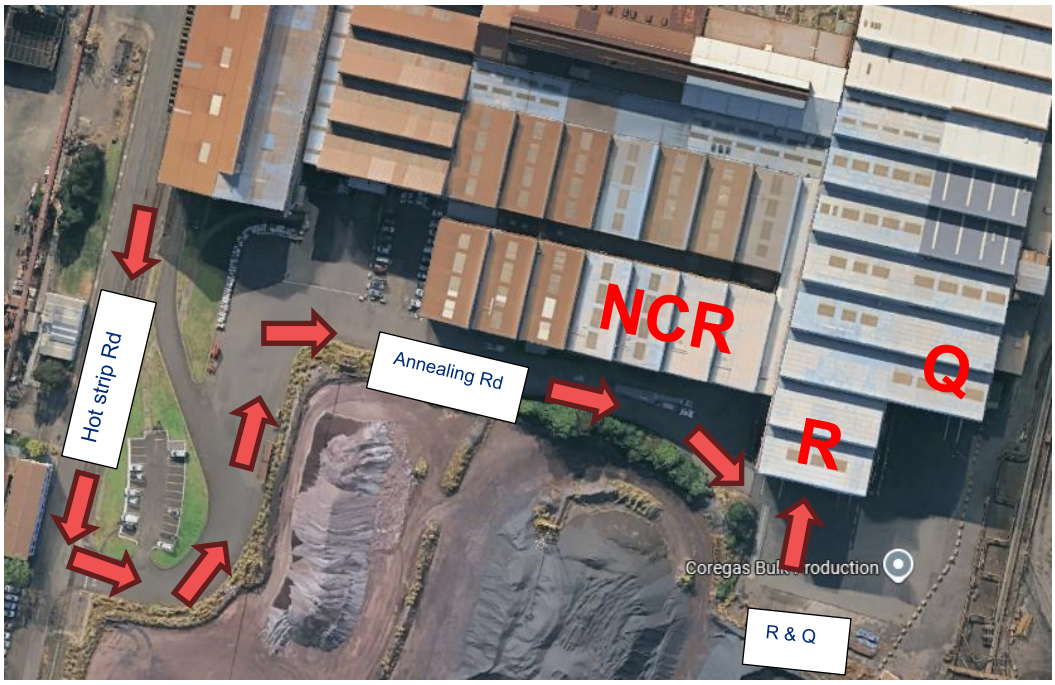
Food – Nil

PPE Requirements

Long Sleeve Shirt Cotton Drill Clothing | Safety Boots | Safety Hat | Safety Glasses | C3 Rated Gloves | Chin Strap (When working at heights) | High-visibility shirt / vest

Site Access

- Entry to Steelworks via North Gate entry on Springhill Rd
- Follow Hot Strip Rd and turn left onto Annealing Rd, as per map below



Site Access (cont'd)



- Driver to arrive and park west of R-building (pictured left)
- Beware of vehicles entering / exiting via the doorway of the
- adjacent (NCR) building



For Q-South and R-South

- Walk to South Despatch Cabin (on the outside eastern wall of R-building) and check in with operator
- If no operator available, contact the Team Leader on 0447 376 911

For NCR

- After parking contact Laser Plate Senior Operator on 0492 072 404



- The despatch operator will indicate which bay (Bay 1 or Bay 2) you will be loading in
- Once given permission by the operator, drive around to the southern end of R-building and back into your designated bay
- Note that access to the bays is also traffic light controlled

Safe Loading/Unloading Procedure

General Site Hazards & Controls

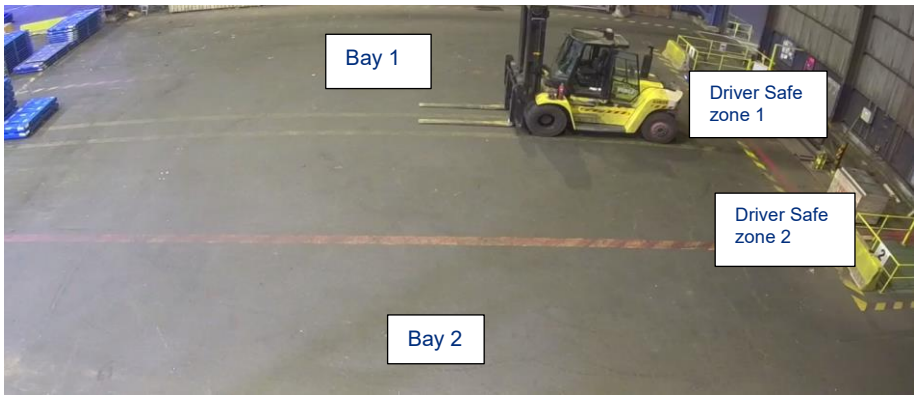
- Be aware of mobile equipment operating on site. Give way to mobile equipment at all times, including:
  - Forklift/ram trucks. Remain at least 10m from forklifts and ram trucks, in full view of operator.
  - Pallet carriers. Remain at least 10m from pallet carriers, in full view of operator.
  - Other trucks, when entering and exiting loading areas
- Sound horn before entering and exiting all warehouses, as visibility may be limited
- Drivers must remain with their truck at all times. Do not walk around the warehouse
- When working at heights, or on a platform please take care. Safety helmet with chinstrap must be worn when on back of truck or restraining. Harnesses and lanyards must be used

- Product and strapping have sharp edges. Gloves must be worn at all times when handling product
- During wet weather, be sure to follow the direction of the operator or site supervisor, who will direct you to a safe tarping location

Safe Loading/Unloading Procedure (cont'd)

Loading Procedure

- The Forklift Hazard Zones (FHZ) are marked with chevrons
- Truck drivers must remain in the green safety zone whilst product is being loaded on their truck. There are two safety zones per the image below; drivers must occupy the zone adjacent to the bay where the truck is parked



- If a driver needs to enter the FHZ during loading, they must ensure the forklift park brake has been applied (as indicated by a green flashing light on top of the vehicle) and have visual confirmation from the forklift driver that it is safe to enter.
- Pedestrian access into the FHZ when the forklift is running and doesn't have its park brake applied is controlled by a locking gate on the green safety zone, with indicator lights to inform forklift operator:



No light – driver OK to enter/exit zone, and forklift cannot operate in bay



Green light – gate locked, and forklift can operate



Red light – forklift operator attempted to lock gate, and it has not secured. Forklift cannot operate.

- If required, exit from the building is via the door at the southern end of Driver Safe Zone 2 (exit from Zone 1 requires driver to walk along southern wall between zones)
- Once loading is complete and the forklift has been parked up, load restraint can commence so long as the driver remains within the chevron line for their bay. This will ensure that they remain at least 3m from the adjacent zone where forklift movements may be occurring



Site Egress

- Trucks should use the turning circle south of R-building and then exit via Annealing Road and Hot Strip Mill Road (the same way that they entered)



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.