

# Site Safety Sheet

## Springhill / Port Kembla

### Address

Springhill Road, Port Kembla, NSW, 2505

### Contact

1 Bay and 13 Bay Despatch: 4275 6685

12 Bay Despatch: 4275 6341

Despatch Team Leader: 4275 6594 (mobile: 0427 631 990)

### Opening hours

Site Open 24/7

Pickups/ Drops Times 24/7

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

When evacuation of the Finishing Department is required the evacuation alarm is activated. This is an air operated “truck horn” system that sounds a continuous horn.

Make what you are doing safe and leave the work area via the nearest safe exit, using the designated walkways – follow BSL employees.

Make your way to the Clean Room Assembly Area.

Do not leave the assembly area until cleared to do so by the DEC and do not return to the work area until cleared to do so by the DEC.

### Nearest Emergency Assembly/Pickup Points

#### Nearest Evacuation Assembly Point

– CR – Outside Clean Room

#### Nearest Emergency Pickup Point

– 2 - Outside Main Truck Entry at 1 Bay

#### Alternate Emergency Pickup Point

– 1 - Outside Administration Building

# Site Safety Sheet

## Springhill / Port Kembla

### Facilities/Amenities



Toilets



Drinking Water & Hot Water for Tea/Coffee



Microwave



Shower



Smoking Area

### PPE Requirements



Long Sleeve Shirt Cotton Drill Clothing



Safety Boots



Safety Hat



Safety Glasses



Safety Vest



C3 Rated Gloves



Chin Strap (When working at heights)

### Nearby Facilities

**Hotels / Food** – Five Islands Hotel – 87-93 Five Islands Road, Cringila, NSW, 2502.  
Best Western City Sands – Corner of Bank and Corrimal Street, Wollongong, NSW 2500.  
North Gate Truck Driver Rest Area: Meal room, showers

**Food** – Wollongong Area Food: Fast Food: McDonalds / Fine dining options

### Site Access

1. Entry is via the Springhill main entrance on Springhill Road. The speed limit is 25 kph. The security cabin will open the boom gate to allow access. **Do not enter dead zone (rail line areas) when rail shunt is in progress** (red traffic lights in truck parking area, red flashing lights and rail crossing bells activate all around dead zone when shunt is in progress to denote active Dead Zone).

### No Pedestrian Zone:

1. As this is a truck turning area, **do not enter the no pedestrian zone on foot at any time**. Never exit vehicle unless parked at the “Truck Parking Area” or parked inside building within the loading bays. All other areas outside the building or parking area are **no pedestrian zone** due to heavy vehicle traffic hazard.

### Dead Zone During Rail Shunt:

1. **Trucks must not enter the dead zone when a rail shunt is in progress (Rail lights and bells active)**.

# Site Safety Sheet

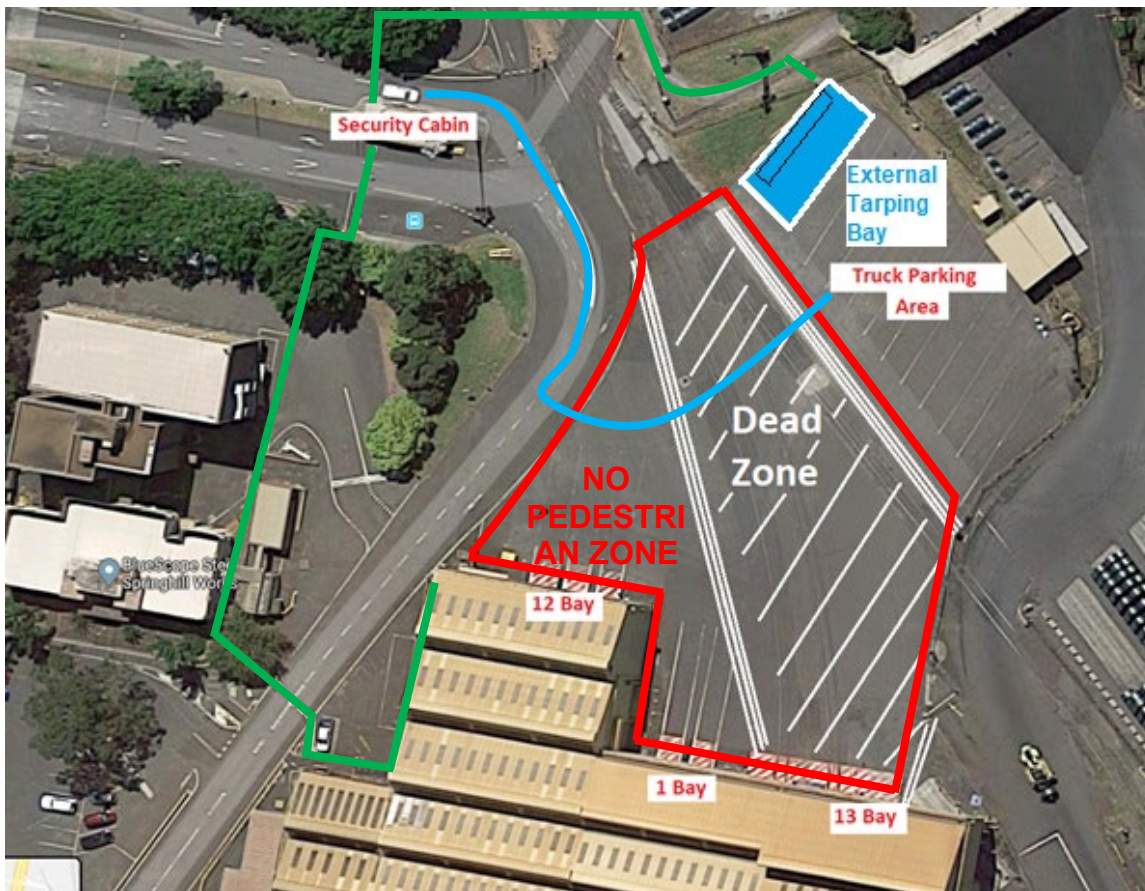
## Springhill / Port Kembla

### Site Access (cont'd)

Driver can phone the despatch office from the shelter in the truck parking/tarping area. The despatch operator will advise the driver where to load. If loading bay empty entry is permitted (reverse entry only).

- 1 and 13 Bay (Horizontal Coils): 4275 6685
- 12 Bay (Vertical Coils): 4275 6341
- Despatch Team Leader: 4275 6594 (Mobile: 0427 631 990)

Trucks must sound horn before reversing into bays. Driver must then present to despatch office of the bay in which they will be loaded.



#### Key:

- Pedestrian Walkway    — Truck Route    — Outline of No Pedestrian Zone

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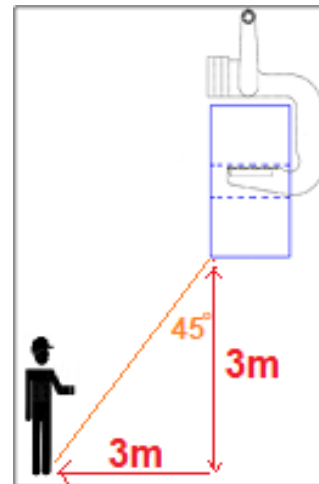
## Springhill / Port Kembla

### Key Safety Requirements

#### 1 & 13 Bay for Bore Horizontal product:

Loading is via overhead crane with Tongs (1 bay) and C-Hook (13 bay)

- In 1 and 13 Bay (horizontal bays), the truck driver will be required to stay in view of the crane driver to direct crane where to place the load.
- In 1 Bay (horizontal bay), A-Doubles with auto dolly locking are permitted for loading.
- **CRITICAL:** Truck Driver MUST obey the 45 degree rule to all suspended loads (e.g. If load is 3m high, you must be 3m away; Never under a suspended load) and never in line of fire if coil was to topple sideways off truck deck from tongs or C-hook.
- Never get closer than 2m to a coil on truck until lifting gear is well clear and crane has moved away North or South of coil. Lifting gear has the potential to snag coil bore and topple coils over.
- Never work on the ground beside another truck being loaded by crane (i.e. never between lanes). **STAY OUT OF LINE OF FIRE** until crane has moved away from loading bays.



- During a rail shunt bells and red lights will be activated flash, all vehicle and mobile equipment movements in Loading Bays must cease. Vehicles in 1 Bay may seek permission to leave the area, permission will only be given if the vehicle can leave site without entering the dead zone.
- **SCRAP TRUCKS:** The Internal bells and lights will also be activated to alert people in loading bays that a scrap truck is entering; **STOP work**, look for scrap truck (or loco) & stay clear of bin area for scrap truck (or rail area for loco); never walk between truck and bin if it is being picked up. Note: Loco and scrap truck will never enter at the same time one or the other.

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### Key Safety Requirements (cont.)

#### 13 Bay for Bore Horizontal product – REVERSING TRUCKS:

- If the doorway, long slow beeper sounds this means a truck may be Reversing into an adjacent loading lane. 13 bay access is more difficult than 1 bay. An angled approach is required for each lane.
- If beeper sounds, **STOP work**, identify the hazard and move clear of any crush hazard / trapping positions i.e. don't stay between lanes.
- In 13 bay if a person is in the area between loading lanes when 2nd Truck or Scrap truck entering; retreat to a safe area out of the line of fire such as the rear of truck or opposite side of truck and stay visible to crane. Never walk beside or behind scrap bins if they are being serviced. Never continue to chain down on the same side as a reversing truck as this is the main crush hazard area – reversing driver may not see you in B13.



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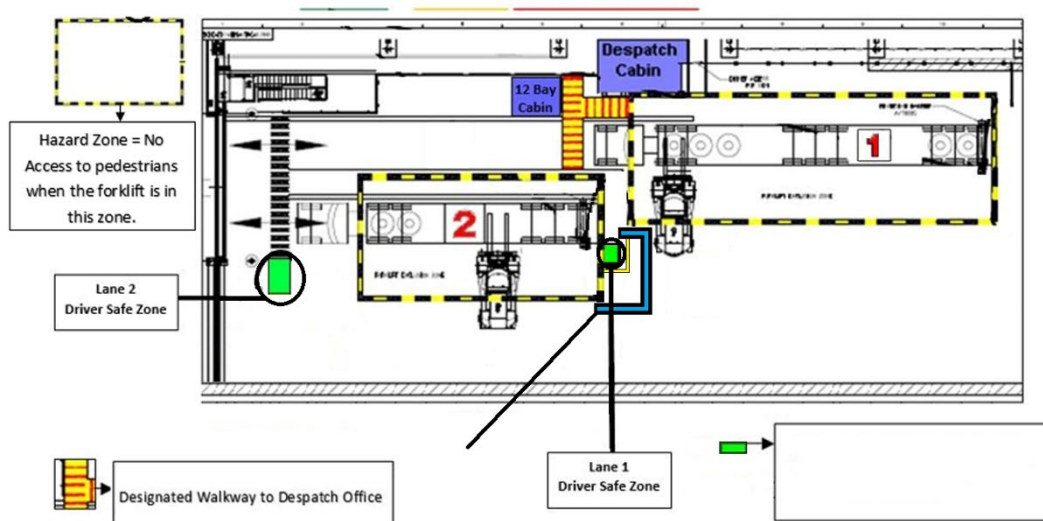
## Springhill / Port Kembla

### Key Safety Requirements (cont.)

#### 12 Bay for Bore vertical product

Loading in 12 Bay for bore vertical product is via forklift (Single file coils only)

- Once inside 12 bay, walk direct to 12 Bay cabin to complete paper work, never approach forklift, never enter or walk through forklift or vertical coil storage area. Move to the driver safe zone when your loading is to commence.
- Full size B-Double trucks can use Lane 1 (eastern lane) only.
- In Lane 1 (eastern lane) only, A-doubles with auto dolly locking are permitted for loading.
- Ensure exclusion zones are followed at all times. Drivers are not permitted within the yellow/black hazard zones while the forklift is within this zone. The forklift driver will not enter **yellow/black hazard zone** to load the truck until they can see the truck driver standing in the **green zone**.



### Other General Safety Requirements

- Toilets are located next to the old canteen and in 68 Bay. Drivers must use the designated pedestrian walkway from the tarping area to the warehouse (shown on site layout in green). There is no pedestrian access from the truck parking/tarping area through the dead zone to the loading bays.
- Truck Access Safety platform, harness (belt + lanyard), and helmet with chin strap must be used when working on the back of a truck.
- Drivers must restrain load to relevant Load Restraint Guideline before moving from loading bays.

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### Other General Safety Requirements (cont.)

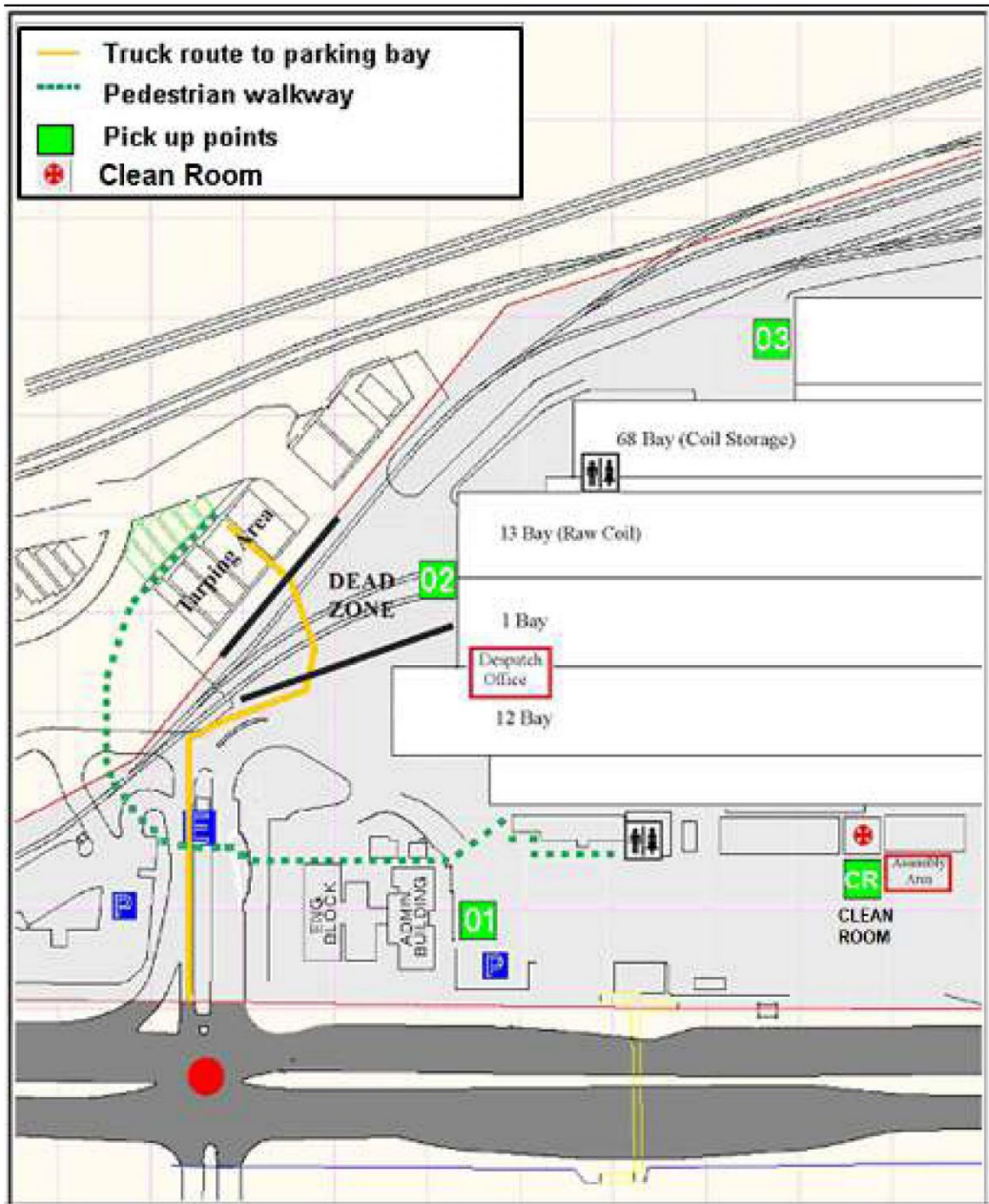
- Abide by site and product tarping rules. Tarping must occur in the designated tarping area before leaving site (external tarping bay is available in truck Parking Area during fine weather). During inclement weather, tarping is mandatory inside the warehouse.
- Product and strapping have sharp edges. Cut resistant gloves must be worn at all time when handling product.
- All safety incidents or near misses must be reported to Despatch Supervisor



# Site Safety Sheet

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### Site Layout



When updating this document please update new versions to SteelDrive and the Carrier Load Restraint Portal. Controlled Document on the day of Print: 28/01/2025.  
Revision Date Revised: 14/08/2024