

SITE SAFETY SHEET

ERSKINE PARK WAREHOUSE

WESTERN SYDNEY SERVICE CENTRE (WSSC)

Address 25-55 Templar Road, Erskine Park, NSW, 2759

Contact Site - (02) 8856 8600
 Despatch/Receiving – (02) 8856 8636

Opening Hours

Site Open – Monday 0700 – Friday 1830
Pickups/ Drops Times – Monday 0700 – Friday 1700

Emergency Procedures – Call the Departmental Emergency Controller (DEC) on **(02) 8856 8638** and inform them of the emergency.

In an emergency, the DEC (identified by a yellow helmet) will control the situation. In the case of an evacuation you will hear an alarm. Personnel should remain calm, ensure the work area is left in a safe condition and evacuate the building immediately in a safe and orderly manner via the nearest exit using walkways. Proceed to the designated evacuation 'emergency assembly area'.

Remain at the assembly point until the DEC has checked your name off and do not leave or return to the work area until instructed by the DEC.

- Nearest Assembly Point -** East side of the Admin Carpark
- Alternate Assembly Point -** South-east side of the plant (only used if main assembly area cannot be accessed)

Facilities/ Amenities



Toilets



Drinking Water



Tea/ Coffee



Microwave



Shower

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

PKL-SP-S-018 - CIPA Supply Chain NSW

When updating this document please update new versions to SteelDrive and the Carrier Load Restraint Portal.
 Controlled Document on the day of Print: 20/02/2024
 Revision Date Revised: 08/02/2024

Nearby Facilities

Hotels -

Blue Cattle Dog Hotel Address - 249 Mamre Rd, St Clair Phone - (02) 9670 3050 Website - bluecattledoghotel.com.au	Colyton Hotel Address - 12 Great Western Hwy, Colyton Phone - (02) 9623 2266 Website - colytonhotel.com.au
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Food -

Morphett Place Cafe Address – 1 John Morphett Pl, Erskine Park Café Options	Southridge Plaza 2A Southridge Street, Eastern Creek Variety of Cafes & Restaurants
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Site Access



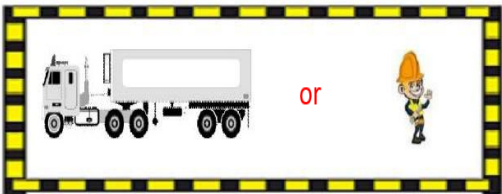
- Entry to site is via the 'Truck Entry' gate off Templar Road.
- Press the red button on the intercom and give a brief explanation for your visit to site.
- All vehicles are to park in front of the roller doors (do not pass the red line) and engines must be switched off upon exiting the truck cabin.
- All drivers are to report to Despatch.

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Site Safety Procedures & Requirements

Inductions	<ul style="list-style-type: none"> -All drivers and accompanying personnel must be inducted and a walk-around must be completed prior to commencing any work on site. -Inductions are valid for 3years.
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> -All PPE including long sleeve cotton drill shirts, pants, safety helmet (cannot be yellow), clear safety glasses, gloves and safety boots are required to be worn at all times upon entering WSSC building.
Drug, Alcohol & Smoking Policy	<ul style="list-style-type: none"> -Smoking is not permitted on site. -Alcohol & illicit drugs are not to be brought onto site, nor consumed prior to arrival on site. -Random drug & alcohol testing is conducted on a regular basis – YOU may be asked to participate.
Mobile Phone Use	<ul style="list-style-type: none"> -Only use your phone where it is safe. Phones must not be used when driving, walking, loading/unloading, restraining loads or within mobile equipment hazards zones.
Speed Limits	<ul style="list-style-type: none"> -20km/h outer ring road. -10km/h everywhere else including car park and work areas.
Walkways	<ul style="list-style-type: none"> -GREEN walkways provide the safest means of walking around site. -BLUE areas are ‘work areas’ and are only accessible after drivers have been inducted. Inducted drivers are only allowed in the blue truck loading bays at either end of the building (i.e. Crane 4 & Crane 5 Loading End). -YELLOW & BLACK walkway crossings mean mobile equipment and cranes have right of way.
Boom Gates	<ul style="list-style-type: none"> -Boom Gates and barriers have been installed around site. These gates are controlled by BlueScope staff ONLY. Do not open at any time.
Mobile Equipment Hazard Zones (MEHZ)	<ul style="list-style-type: none"> -Mobile Equipment Hazard Zones (MEHZ) are identified by a Yellow & Black border. -Trucks, forklifts and cranes are mobile equipment and must not enter a mobile equipment hazard zone if a person is in there. -When mobile equipment is operating in the zone, other mobile equipment or person must not enter the zone. <div style="text-align: center; margin-top: 20px;">  </div>

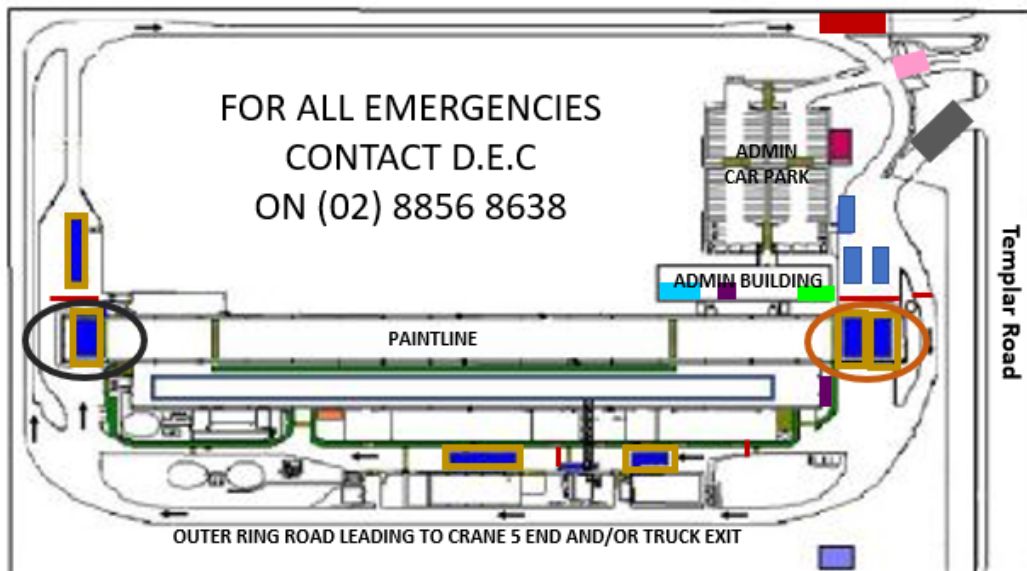
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Loading/Unloading Procedures

<p>Entering the Building to Load/Unload</p>	<ul style="list-style-type: none"> -Upon entering despatch, you will receive instruction regarding your load, which end you will be loading/unloading at (crane 4 or 5) and when it is safe for you to enter the WSSC factory building. -Await boom gate to be opened by despatch personnel. -Before entering the WSSC building you should check that cranes are parked or away from the loading bays. -Stop and sound your horn prior to entering the building. -Park in the centre of the 'Mobile Equipment Hazard Zone'. -Drivers MUST switch off their engines and exit their vehicles.
<p>Loading or Unloading Vehicles</p>	<ul style="list-style-type: none"> -Drivers are permitted to set up their trailers in the bay or prior to entering the building depending on the circumstances and advice from despatch personnel. -Drivers ARE NOT ALLOWED to climb onto their decks/trailers at any time unless proper fall protection is used i.e. platforms and restraint belt/harness. -Drivers are to stay in the green driver safe zone and be visible to the crane drivers once loading/unloading begins. -If a driver needs to approach their trailer to verify the position or adjust equipment they MUST gain permission from the crane driver via radio communication and the crane inhibit light must be on (flashing red).
<p>Restraining Your Load</p>	<ul style="list-style-type: none"> -Mobile platforms must always be used when working on trailers to restrain your load. -Platforms must be positioned alongside the trailer and a minimum of 6 brakes must be engaged. -Restraint Belt/Harness must be worn and attached to lanyard – unless both platforms are used. -If driver is not using the restraint belt/harness, they may use a platform on both sides of the trailer ensuring 6 brakes on each platform are engaged. -Chin straps must be worn on safety helmets when working on trailers/decks. -All loads are audited against BlueScope Load Restraint Guidelines. Trucks are not permitted to leave warehouse without correct load restraint. All drivers must tarp or chain under new external enclosure from Bay 2. <div style="text-align: center;">  </div>

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Site Layout



 Truck Entry	 Parking for Trucks/Couriers	 Walkway Crossings
 Truck Exit	 Bathroom Facilities	 Despatch Office
 Car Entry/Exit	 Kitchen Amenities	 Crane 4 Loading End
 Emergency Assembly Meeting Point	 Green Walkways	 Crane 5 Loading End
 Alternate Emergency Meeting Point	 Mobile Equipment Hazard Zones	 Boom Gates

 **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.