

Site Safety Sheet

WT Warehouse

Address

Hot Strip Road, PKSW

Contact

Ph: 4275 3064

0419 518 105 (CRM Supervisor)

Opening hours

Site Open Monday – Friday 0600 – 1700

Pickups/ Drops Times Monday - Friday 0600 – 1700

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

– Car park southern end of building

Nearest Emergency Pickup Point

– 96 (outside southern end of building)

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Facilities/Amenities



Toilets



Drinking
Water



Tea/ Coffee



Microwave

Amenities available at XT (Despatch Cabin) – Toilet, Water Dispenser.

All amenities located at the Northgate truck driver rest stop with toilet and drinking water facilities available onsite.

PPE Requirements



Long Sleeve
Shirt Cotton
Drill Clothing



Safety Boots



Safety Hat



Safety
Glasses



Class 3
Hearing
Protection



Safety Vest



C3 Rated
Gloves



Chin Strap
(When
working at
heights)

Site Access

- Warehouse access is from Hot Strip Road.
- Trucks must park on the left side in truck parking bay and present to the despatch cabin in WT
- via the designated walkway.
- All drivers MUST log in to ViewQ (XT despatch cabin) on arrival to site.
- Drivers are to wait with their trucks.
- Drivers will be contacted by radio when it is safe to present for loading and to which loading bay.
- Drivers must only enter warehouse when light is green. Drivers must stop and sound horn before entering the warehouse.
- All sub-contractors visiting site, must sign in to the Visitors Register located in the Despatch Cabin
- and use Radio CH26 to the Operator to get permission to drive onsite.
- Flow of traffic through the WT warehouse is 2 way, trucks will be required to reverse in or out. (See site map)
- Upon exiting the warehouse, adhere to all stop signs and rail crossings
- Heavy vehicles must travel around the Canteen to exit the area. (See site map)

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General Hazard Controls

- Be aware of mobile equipment, other trucks, vehicles and rail crossings
- When working on trailer, vehicle must be parked adjacent to foam blocks and hard hat with chin strap worn
- Do not walk or stand in the danger zone marked on the edge of the platform, unless protected from a fall by a parked truck/trailer
- Gloves must be worn when handling product

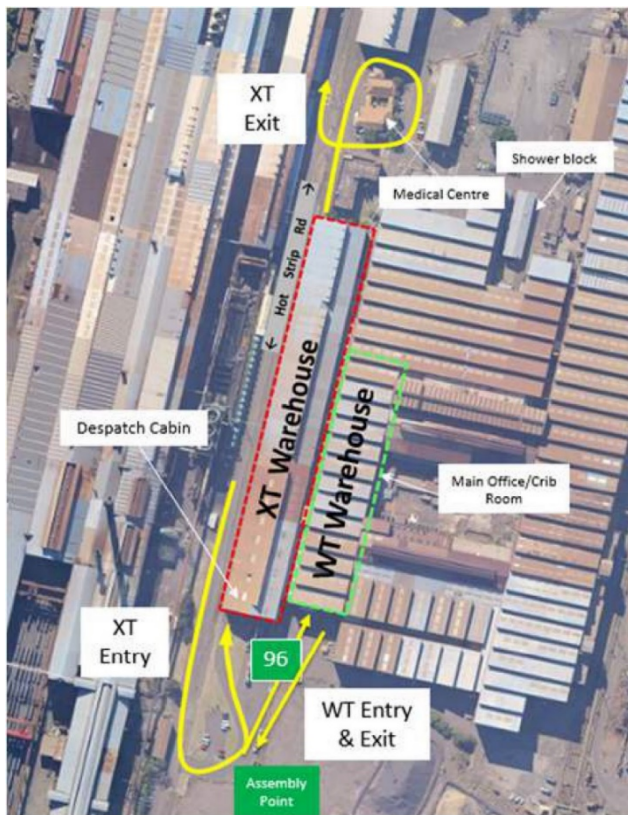
Safety Requirements

- No unauthorised persons are permitted in the warehouse without permission of the forklift operator
- Heavy vehicles shall enter via the south end of the warehouse and proceed to the designated loading/unloading zone (area where there is a gap in the bollards placed on the platform)
- Vehicles shall stop and signal horn TWICE before entry to warehouse and turn hazard lights on
- Speed limit is 8km inside the warehouse
- Drivers shall observe site Driver Exclusion Zones (posters on wall) and remain in the Driver Safe Zone during loading/unloading
- Forklift shall not be operated at any time when a person is within the forklift operating area (5m) unless in a Driver Safe Zone
- Forklift operator shall not proceed unless the truck driver is in full view
- Operators and/or drivers working in close proximity to beams being handled by the crane or crane lifting equipment must wear authorised hearing protection.
- When working at heights, or on a platform please take care. Safety helmet with chin strap must be worn when on back of truck.
- Chin strap should also be worn whilst load binding to provide protection in the case of equipment failure.
- Product and strapping have sharp edges. Gloves must be worn at all times when handling product.
- Pedestrians should remain on designated walkways at all times possible and give way to vehicles and plant
- Authorised pedestrians to make positive contact with the forklift operator prior to entering an area where the forklift is operating
- Light vehicles shall not park inside the warehouse (with exception of authorised forklift operators and supervisors)
- Drivers must restrain load to relevant Load Restraint Guideline before moving.
- Upon exiting the warehouse, adhere to all stop signs and rail crossings
- Heavy vehicles must travel around the Canteen to exit the area (see map attached)

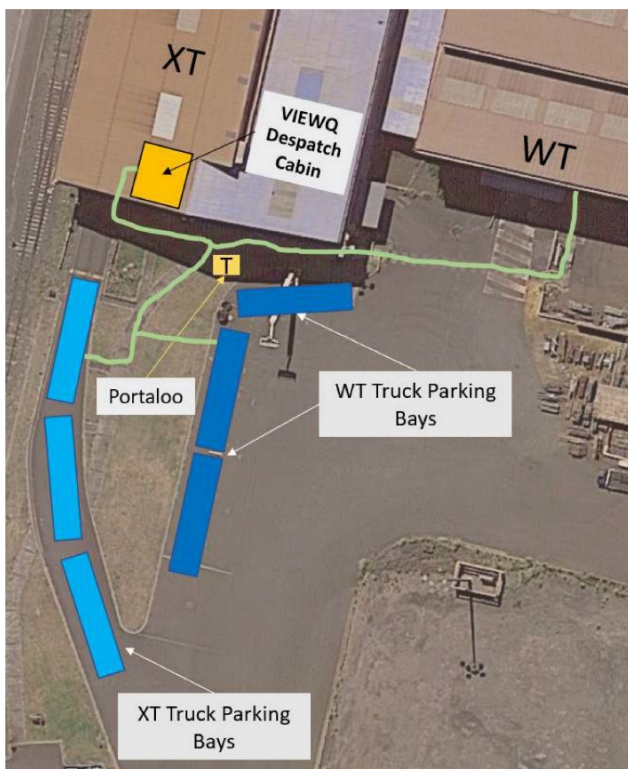
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Site Layout



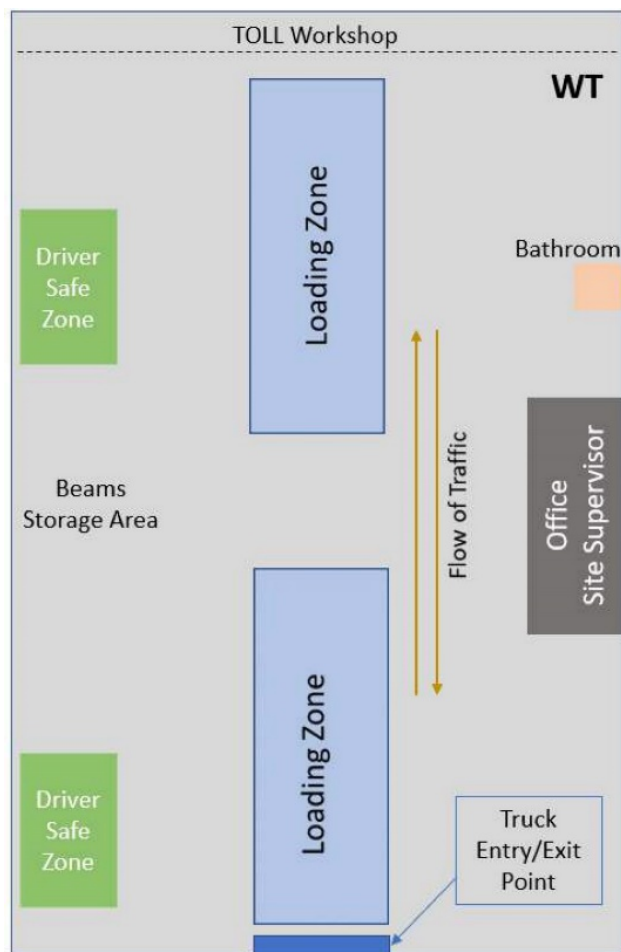
Truck Parking Bays



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WT Site Internal Floorplan



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.



When updating this document please update new versions to SteelDrive and the Carrier Load Restraint Portal. Controlled Document on the day of Print: 2/09/2022.
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