

# Site Induction

## Induction Rules

These rules apply to everyone working at or visiting the site/depot.

## Introduction

Our Company has developed a number of policies and procedures to ensure that we meet our obligations under WHS legislation and to ensure we meet the requirements of good citizenship.

All contractors and visitors to our sites will undertake induction training when first visiting our site/s, at 12 monthly periods thereafter or as/when our policies and procedures change.

Visitors/contractors are required to comply with rules and regulations set out in:

- State workplace/Work Health & Safety Acts
- State Environment Protection Acts
- Relevant Transport Acts for all Federal, States and Territories in which you carry
- Company loading and restraint guidelines
- Load restraint regulations

These notes summarise key aspects of compliance with our site requirements.

## Visitors and Contractors

- Visitors/Contractors must sign in/out at the main office upon entry/exit to the site/depot.
- All drivers must hold a current licence for the class of vehicle they are using, including forklifts.
- No pets are allowed on site.
- No children are allowed on site without prior permission of management.

## Traffic

- The speed limit in depots is 10 kph with no exceptions.

- No alcohol or illegal drugs are to be brought on site. Anyone visibly affected will not be permitted to continue working on site.
- All drivers are to stop at stop signs and go to operations areas before proceeding to the delivery/pickup area.
- All drivers are to go to driver safe zones after readying their vehicles before loading/unloading will commence.
- Park vehicles in designated areas only.

## General Behaviour

- If you need to use the rest rooms you must notify a staff member in case of emergency.
- You must observe hygienic practices whilst on these premises, e.g. washing hands after using toilet.
- Be aware that security cameras operate throughout these premises.
- The Company accepts no responsibility for loss or damage to vehicles not owned by the Company whether used for Company business or not.
- Irresponsible behaviour that is likely to cause harm, injury or damage to Company personnel or property will result in disciplinary action and may restrict access into the site in future.
- Under no circumstances are visitors or contractors permitted to use Company equipment or vehicles, including forklift trucks, unless authorised to do so by the management.
- Any litter out of vehicles, or waste or spare packing or rubbish of any kind must be placed in the bins provided.

## Emergencies

- Emergency evacuation procedures may be found throughout the depot on notice boards.
- Everyone working on site will familiarise themselves with evacuation procedures and assembly areas and, in the event of an emergency, will follow instructions given by the Fire Warden.

- On hearing the emergency siren, if possible, leave the building by the nearest exit and proceed to the closest evacuation point. Do not re-enter the building until the all clear is given.

## Safety

- All drivers are to ensure that all work undertaken on/off site is conducted without risk to their own health and safety and the health and safety of others.
- Personal Protective Equipment (PPE) must be always worn on site/depot in accordance with signs displayed at each area of the site. At a minimum, all personnel will wear high visibility vests/clothing and safety footwear.
- No one is permitted to work at a height above 1.8 metres unless they have a system in place to prevent them from falling or arrest them safely in the event of a fall.
- Smoking is only permitted in designated areas.
- Trained first aid officers are located in the operations area; see notice boards for more information.
- All incidents and accidents must be reported immediately to a Company staff member who will complete and Incident/Hazard report. This report is to be completed for all personal injury, property damage or near misses.

## Environment

- Accredited drivers holding a current DG licence must transport in accordance with the Dangerous Goods Regulations (ADGC06). All chemical spills must be reported to an employee of the Company.
- All visitors/contractors on site using chemicals or hazardous materials must show that they are competent in the use of those materials and that they use the necessary personal protective equipment.
- Whilst on site you must:
  - Clean up any spill
  - Not flush oil, solvents, residues or fuels down storm water drains
  - Notify Company personnel immediately of any spills or activities that will have a negative impact on the environment.

- Wash vehicles or equipment in designated areas only.
- Recycle all recyclable material using the appropriate facilities.

## INDUCTION ACKNOWLEDGEMENT

I of acknowledge that I have been provided with Induction Rules and that I will comply with the workplace health and safety policies and procedures of and observe directions on health and safety from designated representatives of the company.

I am responsible for protecting my own health and safety and will not negatively impact the health and safety of others.

I will follow the site operating procedures as outlined in the Induction Rules and as indicated by signage around the site.

I will report all incidents and hazards that are out of my control to a Manager or Supervisor.

I possess the relevant licences, registrations, permits and other applicable accreditations to operate as a contractor for .

I have undertaken the Company's induction program.

I have sought any and all necessary clarification and explanation with regard to this document.

Signed:

Date:

Representative conducting the induction:

Print Name:

Signature:

*A copy of this page is to be sent to the Compliance Manager.*