

Timber Loads Out of HPP Site

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Business Unit	Highland Pine Products	Area	Dispatch Site 1 & Site 2
Permits	Forklift Licence		
Additional PPE	FOOT PROTECTION MUST BE WORN EYE PROTECTION MUST BE WORN HEAD PROTECTION MUST BE WORN 		
Hazards & Controls	Hazard		Control
Risk Assessment Number : HP-S-Ds-DFO-05 1 - RA			<ul style="list-style-type: none"> Drive to speed limit – 15km Any personnel travelling on a forklift is Strictly Prohibited -Forklift Driver Only Pedestrian exclusion zone – Positive Radio Contact & Acknowledgment Ch. 12
			<ul style="list-style-type: none"> Truck Driver & Forklift Exclusion Zone Positive Radio Contact Ch. 12 Traffic Cones to mark Exclusion Zone 3 points of contact on entry and exit out of trucks & forklifts
			<ul style="list-style-type: none"> Positive housekeeping – keep area clean & free of obstructions Be aware of your footing at all times Extra caution in adverse weather conditions - fog, ice, rain, snow, storms , lightning and strong winds
Tools & Materials	<ul style="list-style-type: none"> Paper Barrier Warning Traffic Cones Pen 2 Way Radio 		

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Trucks with timber loads leaving loading area



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Process

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1. Load Picking

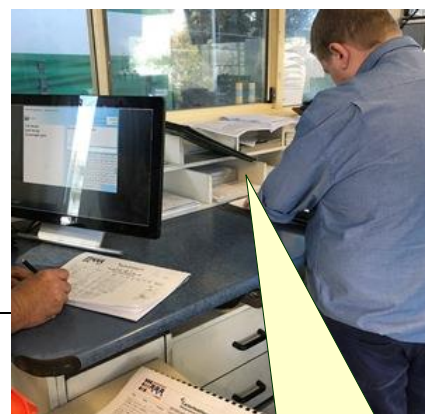
- 1.1 Truck enters site HPP via Gate House 3
- 1.2 Truck is weighed in at Weigh Bridge.
- 1.2.1 **Tare Mass of Unloaded Truck** recorded by Security in Gate House 3
- 1.3 Truck Driver collects the load plan (picking sheet) & loading bay allocation from Gate House 3 Security Officer
- 1.3.1 Truck Driver must sign on at Gate House 3
- 1.4 Park truck in allocated loading bay & in loading exclusion zone
- 1.5 Truck Driver must ensure safe parking
 - 1.5.1 Transmission turned off
 - 1.5.2 Lowest gear engaged to **prevent risk of uncontrolled movement**
- 1.6 Forklift Driver and Truck Driver Exclusion Zones apply
- 1.7 Truck Driver Refuges are situated at loading bays across site 1 and site2 and are HPP Driver Safety Zones
 - 1.7.1 Refer SOP Loading/Unloading Trucks HP-S-DS-DFO-05
 - 1.7.2 Refer to CHH EHSR Standard Truck Loading and unloading 03-21-01 (pages 4/10 6/10)



Weighbridge sign at entry to HPP



Truck on weighbridge on entry to site Gate House 3



Loading bay allocation and load



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2. Loading Truck






- Dispatch Forklift Driver will park outside exclusion zone and truck driver will make his/her way to Truck Driver Refuge (driver safety zone)
- ★ Truck Driver Refuges are designated **driver safety zones** , located at loading bays at HPP Site 1 & Site 2
 - 2.1.1 Truck Drivers are to remain in Truck Driver Refuges until directed by Forklift Operator
 - 2.1.2 Forklift Driver must be in direct line of sight Truck Driver during loading activity
 - 2.1.3 Truck Driver can check packs being loaded to confirm quality and safety of load, from driver refuge chamber
 - 2.1.4 ☞ Ensure eye contact and hand signals are maintained at all times during loading activity
 - 2.2 ⚠ Forklift must be parked safely outside the exclusion zone after packs are fully loaded
 - 2.3 ☞ Forklift Driver will authorise Truck Driver to return to truck
 - 2.4 Forklift Driver must exit forklift before coming into contact with Truck Driver



Packs loaded onto truck

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<p>3. Product Quality Assurance</p>	<p>3.1 1.1 Dispatch Forklift Driver checks packs are loaded securely & tightly</p> <p>3.2 Dispatch Forklift Driver inspects the packs for the following:-</p> <ul style="list-style-type: none"> 3.2.1 Plastic wrap is in place 3.2.2 Packs/Product of presentable quality 3.2.3 Damaged packs are recorded on the load check-off sheet 3.2.4 Pack Identification number + the number of boards damaged <p>3.3 Truck Driver checks load to confirm quality and safety of load</p>
<p>4. Load Handover Declaration</p>	<p>4.1 Load check-off sheet must be reviewed and signed by Dispatch Forklift Driver and Truck Driver</p> <p>4.2 Truck Driver must sign to confirm packs have been correctly loaded</p> <p>4.2.1  Truck Driver shall initial any comments & inspection pack damage details recorded by Forklift Driver</p> <p>4.3  It is the Truck Driver's responsibility to secure the load prior to leaving site</p> <p>4.3.1 Flat top or drop deck loads that require tarping after load is secured Refer SOP Tarping Station (HP-S-DS-DFO-03)</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Forklift driver fills out check-off sheet during inspection of loaded packs</p> </div> <div style="text-align: center;">  <p>Truck Driver must secure load</p> </div> </div>
<p>5. Proceed to Gate House 3</p>	<p>5.1  On completion of strapping load securely & check-off sheet is signed off by relevant parties, truck can proceed to weighbridge at Gate House 3</p>

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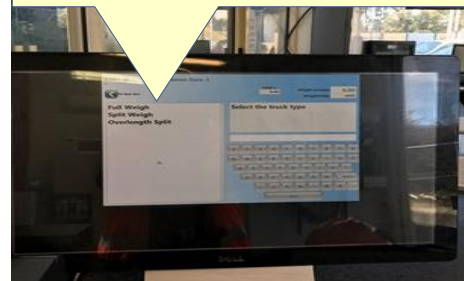
6. Gate House 3 Check On Exit From Site

- 6.1 Truck's **Full Load Gross Mass** is recorded on weighbridge
 - 6.1.1  Security Officer checks & records Weighsure monitor located in Gate House 3
 - 6.1.2 Security Officer checks check-off sheet has correct load identification number
 - 6.1.3 Ensures check-off has been signed by Forklift Driver and Truck Driver
 - 6.1.4  Truck Driver to sign off
- 6.2  Flat top loads & drop deck loads without a tarp covering shall be visually checked by Security if required
- 6.3 Truck can exit site safely on completion of final checks by Security at Gate House 3



Weighbridge & Gatehouse 3 checks before exit from HPP site

Weighsure monitor in Gate House 3 Security Office



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7. Camera Records of Truck Drivers and Loads Out of HPP

- 7.1 Main Cameras at Gate House 3 record all trucks entering and leaving site
- 7.2 Weighsure recovers all movements on site with and all relevant truck details
- 7.3 List of views captured by security cameras of trucks & trailers are -
 - 7.3.1 Rear of Truck
 - 7.3.2 Left of Truck
 - 7.3.3 Right of Truck
 - 7.3.4 Top View of load
- 7.4 From these views all relevant truck details are recorded
- 7.5 Truck details identify Truck Owner Operators or Transport Companies
 - 7.5.1 Individual Truck Drivers and the load identification number can be traced from weighsure records
- 7.6 Security cameras store video surveillance footage of manner & condition of each load of individual trucks, as trucks exit site
 - 7.6.1 The video footage is stored for a period of up to 6 months
- 7.7 All Individual Truck's ,Truck Driver's , **condition of loads** on exit from HPP Site can be traced from the surveillance video footage



Main Camera Gate House 3, monitors all trucks entering and leaving site



Security cameras monitor transport entering weighbridge & load exits from site



File Name: Timber Loads Out of HPP Site V02

Top loading area security camera



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