

HP-S-DS-DFO-09

Page:	Page 1 of 9
Issue Date:	29/08/18
Revised Date:	

Loading and Unloading at Offsite Warehouses

Business Unit	Highland Pine Products	Area	HPP Site 1 & 2 Designated Loading/ Unloading Zones		
Prerequisites	Current Photo ID Forklift lice	nce, HR Truck Licenc	ee & Current Driver Site Induction		
Hazards & Control	Hazard		Control		
Click on hyperlinks for reference documents	FORKLIFT HAZARD CRUSH ZONE KEEP CLEAR		Site induction for Truck Drivers SOP Exclusion Zone for Forklift Drivers and Truck Drivers No Pedestrians within 6.5 m of truck when loading /unloading 3m exclusion zone around forklift		
Standards Briefing Session (Loading Unloading) 2016 (2).pptx		SAFETY FIRST SEAT BELTS MUST B WORN AT ALL TIME	Exclusion zones with traffic cones if loading area is not painted 5m exclusion zone for trucks Seatbelts must be worn		
Standards training (Risk and Traffic).pptx \\General\Forklift Exclusion Zones.docx	TRIPPING HAZARD SLIPPERY SURFACE	•	Check ground level for uneven surfaces Report any pot holes, spillage Maintain good housekeeping - keep ground clear of debris Drive to conditions in rain, fog, frost, snow, wind & dust		
\\\Safety\Mobile Plant\Exclusion Zones Pre Starts\EHSR Alert communications with mobile plant operators.docx	Fall from heights- mobile	DO NOT USE MOBILE PHONES e plant	3 points of contact climbing in and out of forklift & truck cabin Beware of Mobile phones distracting you – remain focused on task Mobile phones are prohibited during loading/unloading activities on site		
Tools & Materials	Forklift pre-startWriting materials	•	Truck load sheet 2 Way Radio – channel 12		







HP-S-DS-DFO-09

Page:	Page 2 of 9
Issue Date:	29/08/18
Revised Date:	

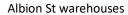
Loading and Unloading at Offsite Warehouses

Process

1. Fork Lift Pre-start	1.1 Forklift pre-start completed at the commencement of each shift 1.2 Tag forklift out and notify supervisor immediately if there are any major faults
\\General\Fork Lift Pre- Start.docx	1.2.1 Refer Forklift Pre-start SOP HP-S-GN-MPO-02 — Click on hyperlink for document
2. Check packs for loading\\\RADAR\RADAR Form A4.pdf RADAR and Buddy System Training Presentation 2016.pptx	 2.1 On arrival to site, truck driver's identify themselves at Gate house 3 and sign in 2.2 Before calling truck driver, forklift operator checks daily load sheet to make sure arriving truck driver gets right load 2.3 JV Partners have the below offsitewarehouse locations: CHH- 29 Albion St. Oberon Boral- 36-38 Sirius St. Oberon Boral- 41 Albion St. 2.4 Truck drivers are required to ensure they posess the correct paperwork prior to leaving gatehouse 3 for either of the offsite warehouses. 2.4 Check both number of packs and pack pack ID numbers in loading bay match packs on truck load sheet 2.5 Forklift operator must check pack presentation to ensure packs are stored securely in yard and straps on packs are tight enough to be loaded 2.6 Check packs for any quality/safety issues 2.6.1 broken straps, broken loose boards, missing bearers, torn or ripped plastic 2.6.2 if any are found, attempt to repair or locate a replacement pack
	2.7 Complete a RADAR for packs not strapped properly & report these to your despatch supervisor 2.7.1 Refer to hyperlink for RADAR Form and RADAR & Buddy System Training Presentation









Sirius St warehouse



HP-S-DS-DFO-09

Page:	Page 3 of 9
Issue Date:	29/08/18
Revised Date:	

Loading and Unloading at Offsite Warehouses

3. Prepare for Loading

3.1 Forklift operator calls truck driver via 2 way radio **Ch12** and advises truck driver which loading bay they are to proceed to

- 3.1.1 Once truck has parked at loading bay, forklift operator sets up exclusion zone with traffic cones around truck if area not painted
- 3.1.2 Forklift stays out of the exclusion zone while truck driver prepares truck for loading
 Driver Safety Zone at offsite warehouses as per below:
- CHH Albion St. safety hut
- Boral Albion St. Truck cabin
- Boral Sirius St. Truck cabin

Truck driver prepares taught liner for loading by pulling back curtain







HP-S-DS-DFO-09

Page:	Page 4 of 9
Issue Date:	29/08/18
Revised Date:	

Loading and Unloading at Offsite Warehouses

4. HPP Truck Driver Safe Zone

- 4.1 There is a Truck Driver Refuge hut at CHH Albion St warehouse
- 4.2 Boral Offsite warehouses (Sirius and Albion St) truck drivers safety zone is their truck cabin
- 4.3 Forklift driver exits exclusion zone and truck driver remains in the truck cabin unless there is a refuge hut in the warehouse
- 4.4 Truck Driver is to remain in these driver safety zones until truck has been loaded and is ready strap

TRUCK DRIVERS ARE NOT TO LEAVE THEIR SAFE ZONE UNTIL FORKLIFT OPERATOR HAS EXITED LOADING EXCLUSION ZONE AND EYE CONTACT HAS BEEN MADE







HP-S-DS-DFO-09

Page:	Page 5 of 9
Issue Date:	29/08/18
Revised Date:	

Loading and Unloading at Offsite Warehouses

5.Communications **During Truck** Loading/Unloading

- 5.1 Load truck according to training and standards
- 5.2 Forklift operator loads first two (2) rows of packs to the point of belly strapping (with exception of 70x35 which requires belly strapping on each row). Truck driver then returns to the safety zone.
- 5.3 Once truck is loaded to 2 packs high STOP and notify truck driver to throw over
 - $\label{eq:continuous} \ensuremath{\text{Motification to truck driver can be made by hand signalings or horn}}$
- 5.4 Forklift Driver to make eye contact with truck driver
- 5.5 Once communication has been acknowleged, forklift leaves exclusion zone, truck driver then enters zone to belly strap load





Radio contact is essential before entering into traffic zone. Pedestrians must obey exclusion zone during loading / unloading

File Name: Loading & Unloading at Offsite Warehouses

5.3 1f at any point a pedestrian enters within 6.5m laterally of truck trailer during loading, immediately stop, isolate forklift and reinforce site exclusion policy

No pedestrians within 6.5m of truck whilst loading

5.3.1 Report any breaches immediately to dispatch supervisor



HP-S-DS-DFO-09

Page:	Page 6 of 9
Issue Date:	29/08/18
Revised Date:	

Loading and Unloading at Offsite Warehouses

- 5 .4 If loading a taught liner, load front half of load to fill then you are to:
 - 5.4.1 Notify driver to move curtains
 - 5.4.2 Move forklift out of exclusion zone
 - 5.4.3 Truck driver enters zone and belly straps load
 - 5.4.4 Truck driver leaves exclusion zone after belly strapping
 - 5 4.5 Forklift operator enters zone and continues loading second half of trailer
- 5.5 Forklift driver loads top packs
- 5.6 Forklift driver exits zone and truck driver enters zone to strap top packs
- 5.7 Once truck driver has finished strapping load, forklift driver parks & secures forklift. Paperwork is reviewed by both truck driver and forklift operator and signed by both.



IT IS THE RESPONSIBILITY OF THE TRUCK DRIVER TO ENSURE THE LOAD IS SECURE AND STRAPPED AS PER ROAD REGULATIONS.

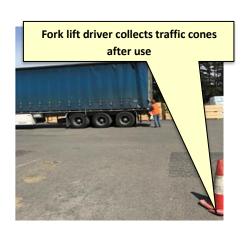
Refer SOP: HP-S-DS-DFO-08 Safe Load Restraints

Refer: Load Restraint Guide 2018

5.8 CC TV Cameras will review truck drivers' activities. Boral Offsite personnel will have access to CC TV activity for Boral offsite warehouses.

Front ½ Load Belly Strapped





5. Tarping Loads

- 6.1 When a load needs to be tarped before exiting site, park truck at tarping Station at Highland Pine Gantry Area
- 6.2 Ensure you have a spotter before covering load with tarp
- 6.3 Refer SOP: HP-S-DS-DFO-03 Tarping Station

HP-S-DS-SAF-09 Safe use of Platform Ladders at Tarping Station

File Name: Loading & Unloading at Offsite Warehouses



5.2.1 Refer Tarping Station SOP HP-S-DS-DFO-03



HP-S-DS-DFO-09

Page:	Page 7 of 9
Issue Date:	29/08/18
Revised Date:	

Loading and Unloading at Offsite Warehouses

6. Leaving Site With **Load Secured**

- 7.1 On completion of strapping load securly and check-off sheets have been signed off by relevant parties, truck proceeds to weighbridge at Gate House 3
- 7.2 Truck's Full Load Gross Mass is recorded on weighbridge & security ensures check-off sheet has correct load indentification number and is signed off correctly





HP-S-DS-DFO-09

Page:	Page 8 of 9
Issue Date:	29/08/18
Revised Date:	

Loading and Unloading at Offsite Warehouses

7. Safety Rules for Truck Drivers at Offsite Warehouses

- 7.1 Truck drivers must be wearing correct PPE: Hi-vis clothing, safety glasses, hard hat and safety boots
- 7.2 When accessing an offsite warehouse, truck drivers must stage safely prior to entering the warehouse following **ALL** road regulations.
- 7.3 Truck drivers must follow ALL HPP exclusion zone policies both forklift and truck loading exclusion zones.

Refer SOP: HP-S-DS-DFO-05 Loading Unloading Trucks

- 7.4 Truck drivers MUST strap their load as per road safety regulations and HPP Safe Load Restraint Procedure.
- 7.5 Truck drivers must clearly maintain radio contact with the loading forklift driver whilst on site. Ch 12
- 7.6 Load appropriate to current weather conditions.

Refer SOP: HP-S-DS-SAF-13 Loading icy packs onto trucks

- 7.7 Truck drivers are not permitted to tarp loads at offsite warehouses. They must return to HPP Dispatch to utilise the gantry and tarping station
- 7.8 Truck drivers are not permitted to climb their loads above 1.5 meters from ground level.
- 7.9 Truck Drivers leaving Off site warehouses are provided with a Print out of Packs and approximate weights (Paperwork must be with Driver Prior to leaving site). Truck Drivers ARE ONLY allowed to transit from either the Albion St warehouses or Sirius St warehouse to the Weighbridge at HPP, where they will be provided with their Actual weights at Gate house 3.

8. Removing packs from Trucks with Forklift

- 8.1 Trucks overweight or incorrect loads must return to have packs removed from their load.
- 8.2 Identify the pack/s to be removed from the truck.
- 8.3 Position forklift times for correct spacing for length of pack.
- 8.4 **Avoid overeaching the tines** beneath the next row as this will de-stabilise any stacked packs behind the pack you are going to lift and cause packs behind to tip over or tear the face of the timber.
- 8.5 Ensure the packs are free from any other obstruction before removal.
- 8.6 Remove only 1 x 3 row of packs or a layer of 1 x 2, or a set of 4 x 4 in a single lift. Do not lift 6 or more at a time.
- 8.7 Four safe options for different load configurations are illustrated below.

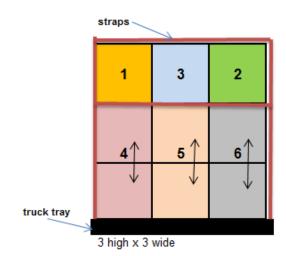


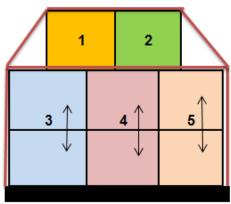
	_	_	_	_	_	_	_	_	_
ш	D	S-	n	C	n	E١	n	n	a
	Г-	J-	u	၁-	u	Г١	v.	·v	J

Page:	Page 9 of 9
Issue Date:	29/08/18
Revised Date:	

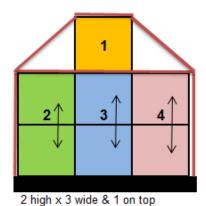
Loading and Unloading at Offsite Warehouses

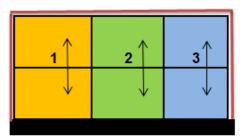
Rear Views of Loaded Trucks.





2 high x 3 wide & 2 on top





2 high x 3 wide

File Name: Loadin