












Loading and Unloading at Offsite Warehouses

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

Business Unit	Highland Pine Products	Area	HPP Site 1 & 2 Designated Loading/Unloading Zones
Prerequisites	Current Photo ID Forklift licence, HR Truck Licence & Current Driver Site Induction		
Hazards & Control	Hazard		Control
	  		<ul style="list-style-type: none"> 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
	  		<ul style="list-style-type: none"> Exclusion zones with traffic cones if loading area is not painted 5m exclusion zone for trucks Seatbelts must be worn
	 		<ul style="list-style-type: none"> 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
Tools & Materials	  		<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Forklift pre-start Writing materials 		<ul style="list-style-type: none"> Truck load sheet 2 Way Radio – channel 12



Forklift to remain out of exclusion zone when truck driver exits cab



Forklift driver in line of sight from truck Driver Refuge

 Standard Operating Procedure	HP-S-DS-DFO-09	
Loading and Unloading at Offsite Warehouses	Page:	Page 2 of 9
	Issue Date:	29/08/18
	Revised Date:	

Process

1. Fork Lift Pre-start	<p>1.1 Forklift pre-start completed at the commencement of each shift</p> <p>1.2 Tag forklift out and notify supervisor immediately if there are any major faults</p> <p>1.2.1 i Refer Forklift Pre-start SOP HP-S-GN-MPO-02 – Click on hyperlink for document</p>
2. Check packs for loading	<p>2.1 On arrival to site, truck driver's identify themselves at Gate house 3 and sign in</p> <p>2.2 Before calling truck driver, forklift operator checks daily load sheet to make sure arriving truck driver gets right load</p> <p>2.3 JV Partners have the below offsitewarehouse locations:</p> <ul style="list-style-type: none"> • CHH- 29 Albion St. Oberon • Boral- 36-38 Sirius St. Oberon • Boral- 41 Albion St. <p>2.4 Truck drivers are required to ensure they possess the correct paperwork prior to leaving gatehouse 3 for either of the offsite warehouses.</p> <p>2.4 Check both number of packs and pack ID numbers in loading bay match packs on truck load sheet</p> <p>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</p> <p>2.6 Check packs for any quality/safety issues</p> <p>2.6.1 broken straps, broken loose boards, missing bearers, torn or ripped plastic</p> <p>2.6.2 if any are found, attempt to repair or locate a replacement pack</p> <p>2.7 Complete a RADAR for packs not strapped properly & report these to your despatch supervisor</p> <p>2.7.1 i Refer to hyperlink for RADAR Form and RADAR & Buddy System Training Presentation</p>



Albion St warehouses



Sirius St warehouse

Loading and Unloading at Offsite Warehouses

Page:

Page 3 of 9

Issue Date:

29/08/18

Revised Date:

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



Exclusion zone set up with traffic cones at Site 1



Loading and Unloading at Offsite Warehouses

Page:

Page 4 of 9

Issue Date:

29/08/18

Revised Date:

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

Truck Driver Refuge's reduce risk of interaction between moving plant and truck drivers




Truck Driver remains in the truck cabin

Loading and Unloading at Offsite Warehouses

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


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  and notify truck driver to throw over belly straps
 - ⚡ Notification 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 acknowledged, forklift leaves exclusion zone, truck driver then enters zone to belly strap load

FRITZ FIND THIS SIGN



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

- 5.3  If 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

Loading and Unloading at Offsite Warehouses

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

- 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



Fork lift driver collects traffic cones
after use



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

Securing load using fall
restraint system



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

Loading and Unloading at Offsite Warehouses

Page:

Page 7 of 9

Issue Date:

29/08/18

Revised Date:

6. Leaving Site With Load Secured

7.1 On completion of strapping load securely 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 identification number and is signed off correctly



B-Double leaving site with secure load and fully tarped

Loading and Unloading at Offsite Warehouses

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

7. Safety Rules for Truck Drivers at Offsite Warehouses	<p>7.1 Truck drivers must be wearing correct PPE: Hi-vis clothing, safety glasses, hard hat and safety boots</p> <p>7.2 When accessing an offsite warehouse, truck drivers must stage safely prior to entering the warehouse following ALL road regulations.</p> <p>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</p> <p>7.4 Truck drivers MUST strap their load as per road safety regulations and HPP Safe Load Restraint Procedure.</p> <p>7.5 Truck drivers must clearly maintain radio contact with the loading forklift driver whilst on site. Ch 12</p> <p>7.6 Load appropriate to current weather conditions. Refer SOP: HP-S-DS-SAF-13 Loading icy packs onto trucks</p> <p>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</p> <p>7.8 Truck drivers are not permitted to climb their loads above 1.5 meters from ground level.</p> <p>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.</p>
8. Removing packs from Trucks with Forklift	<p>8.1 Trucks overweight or incorrect loads must return to have packs removed from their load.</p> <p>8.2 Identify the pack/s to be removed from the truck.</p> <p>8.3 Position forklift tines for correct spacing for length of pack.</p> <p>8.4 Avoid overreaching 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.</p> <p>8.5 Ensure the packs are free from any other obstruction before removal.</p> <p>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.</p> <p>8.7 Four safe options for different load configurations are illustrated below.</p>

Loading and Unloading at Offsite Warehouses

Page:

Page 9 of 9

Issue Date:

29/08/18

Revised Date:

Rear Views of Loaded Trucks.

