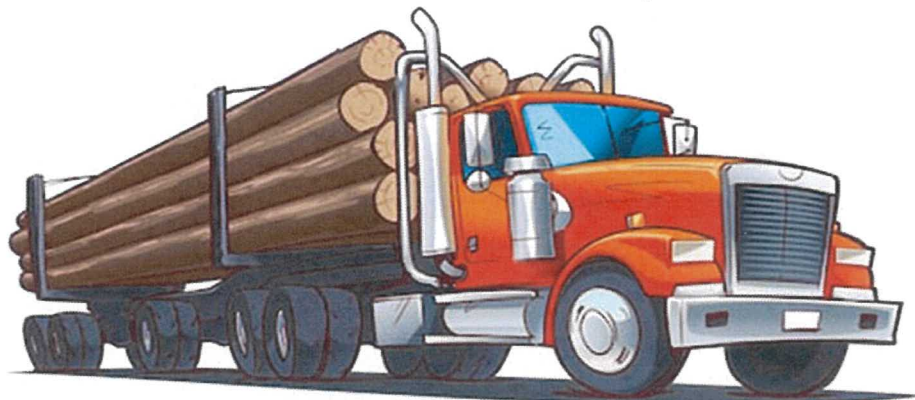


# Haulage Contractor Safety Requirements

## Participant's Handbook



### LOG AND CHIP TRUCK DRIVER INDUCTION

REVISED EDITION – April 2021

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## **1.0 INTRODUCTION**

You, the Contractor or Contractor's employee, have undertaken by accepting our contract and/or participating in the induction process to perform duties on our site as described and instructed, to abide by HPP Safety Procedures.

The purpose of this booklet is to inform as follows:

- To emphasise to Contractors the standard of safe working practices required on HPP Sawmill.
- To ensure that the Contractor has adequately insured both their employees and the works to the extent required by both the legislative and HPP requirements.
- To ensure the Contractor arranges for all their employees to undergo the Safety Induction Program.
- The complete responsibility for performing the necessary work in a safe manner lies with the Contractor.
- Non-compliance with Company and Legislative requirements will see offending Contractors being removed from the site.
- The Contractor must complete this induction program and comply at all times with HPP rules and procedures and with relevant Occupational Health and Safety Act, Codes of Practice and relevant Standard(s).
- Upon request, provide evidence of the existence and compliance with Contractors own Occupational Health, Safety and Welfare policies, safety rules, standard operating procedures and training, all of which must be of a standard acceptable to HPP and legislative authorities.

## 2.0 OBJECTIVES OF PROGRAMME

The objectives of the “Haulage Drivers Safety Programme” include:

- that the site continues to maintain a focus on safety
- that employees and contractors clearly understand the requirements of the log unloading process
- to instil pride and confidence whilst maintaining a high standard of work in the log yards
- to ensure that the unloading function is conducted in a safe manner

## 3.0 DUTY OF CARE

The general duty of care concept is a simple statement concerning the over-riding responsibilities of employers and employees.

### **Duty of Care - HPP as employer**

HPP shall, as far as practicable, provide and maintain a working environment in which their employees, visitors and contractors are not exposed to hazards. This includes:

- providing and maintaining the worksite, plant, equipment and systems of work
- providing information, instruction, training and supervision to employees to allow them to work safely

### **You're Duty of Care**

You must take reasonable care to:

- ensure your own health and safety at work &
- avoid adversely affecting the health or safety of others through any act or omission

You must not:

- fail to use any personal protective equipment that has been provided
- misuse or damage any safety equipment

You must also report any:

- situation that you believe is a hazard
- any injury, illness or near miss suffered on site

## 4.0 SITE ENTRY REQUIREMENTS



#### 4.1 PASSENGERS

Passengers are not allowed on site.



#### 4.2 CHILDREN AND PETS

Children and pets are not permitted on site at any time.



#### 4.3 OVERLOADING

No truck is to be presented to the log yard loaded so that the outside logs are above the bolsters, or more than half the diameter of any logs is over the height of the pins (as per FIC guidelines).

No truck is to be presented to the log yard overloaded in such a manner that creates a hazard.

Truck weights are not to exceed the legal limit.

#### 4.4 UHF RADIOS

All communications between truck driver and loader driver are to take place

on UHF Ch 16 in the log yard / UHF Ch 31 in Borg log yard.



Radio communication is to be restricted to operational/safety procedural matters.

Drivers must contact loader operator with load details.

- Forest owner (State Forest or Private)
- Product type, log length & sort

#### 5.0 PERSONAL PROTECTIVE EQUIPMENT

The following personal protective equipment is mandatory for log haulage contractors on site: including weighbridge, un-strapping/ un-chaining, sweep down area.

- Safety Boots (steel capped)



- high visibility vest with reflective strips or any outer garment is required to be hi-vis with reflective strips



- Hard hat (to be worn at all times on- site when outside cabin of the truck)



- Protective Eyewear (to be worn at all times on-site outside cabin of the truck). Protective sunglasses and Protective prescription glasses are acceptable.



Unloading procedures will not commence unless the driver **wears the mentioned PPE**

- Hearing protection (when entering any production area)



## 6.0 UNLOADING PROCEDURES

### 6.1 ENTRY

Haulage trucks accessing HPP to; deliver logs, collect wood residue or remove reject logs must notify the Loader Driver via UHF radio as they approach Gate.

The truck driver should stop at the red light (weighbridge) and gain access to the Weighsure.

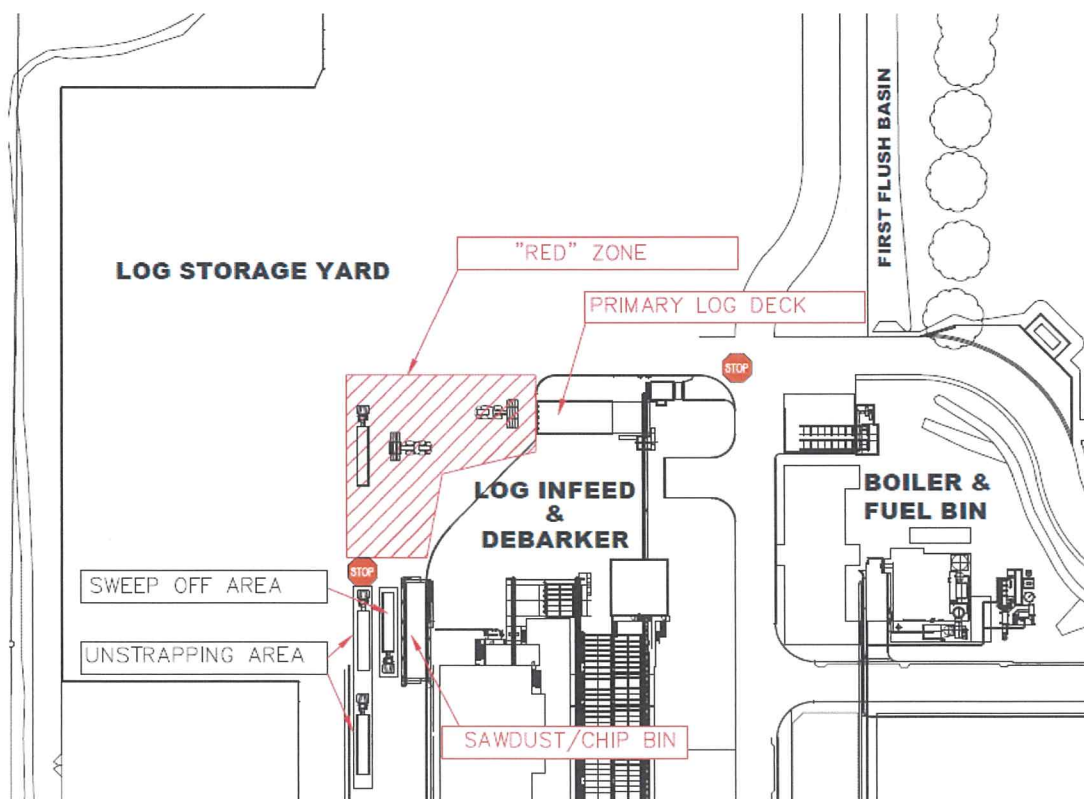
Ensure correct information is entered in Weighsure. Falsification of weights is not tolerated. If systems are down manual paperwork will be required - hand write tonnage & delivery time information on delivery dockets.

Drivers who use electronic docket systems should capture delivery details on their devices.

Upon completion of entering delivery / entry details, proceed only when green light appears or when permission is granted by the Loader Driver.

Report any queries to the Loader Driver or your supervisor.

#### Procedures when entering the Red ZONE



### Terms and Definitions

1. *"Through Traffic". This is all traffic that must enter the log yard from one direction and exit from another. Ie- Bark Trucks, Pulp Trucks, chip trucks to Borg, Reject Log Trucks, Prentice Loaders, ANL's Loader, forklift traffic to and from the re-entry deck or the back of the Quad area, the Bobcat, site services tip truck and The Sawmills Liebherr.*
  2. *"U-turn Traffic". These are trucks entering the log yard from the gate 2 to perform a U-turn then either return to the gatehouse OR pull up under the Sawdust/Chip bins..*
  3. *"Log Trucks" are trucks full of logs for Highland Pine. These get unloaded in the designated unloading area and then perform a U-turn to exit site through the sweep off area and then Gate 2.*
  4. *"Stand down". This term means the loader is to not move.*
  5. *"Red Zone" . a pre-defined area where loaders unload Log trucks and service the Primary Deck.*
- 
1. Loaders are to Stand down while any Through Traffic are present in the Red Zone.
  2. Loaders are to Stand Down while U-turn traffic is moving in the Red Zone
  3. Loader unloading a Log Truck is permitted to move behind the unloaded log truck while the truck performs a U-turn to leave the unloading area.
  4. The loader servicing the Primary Deck is not allowed in the Red Zone while the Log truck performs a U-turn
  5. If Loader servicing the Primary deck is in the Red Zone when a Log Truck is performing a U-turn, then the loader is to Stand Down until the log truck has left the Red Zone
  6. On completion of unloading the log truck, the truck driver and the loader operator are to communicate, indicating that the last grab of logs has been taken off the truck and that the truck is about to perform a U-turn. This communication is for the benefit of the log truck driver and BOTH loader operators.
  7. All vehicles entering the Log Yard are to stop at the designated "Stop" signs and ask for permission to enter the log yard. Only when the Loader Operators have acknowledged the request and granted permission is the vehicle allowed to enter the Log Yard.
  8. Any vehicle requesting permission for Log Yard entry are to state where they are coming from and where they are going too. ie- "from the stop sign at the chip bin through the yard to the bark bin when you're ready please?"
  9. Loader Operators will **Stand Down - Stop Loader** & make safe (as soon as practicable) and clear the way for traffic to pass through the yard
  10. Loader Operator will then contact vehicles by name/identity to prioritise and permit drivers to proceed in turn while maintaining radio contact during transit





11. Through traffic will proceed directly through log yard onto the access roads
12. Through traffic must wait until directed through the logyard

## 6.2 UNSTRAPPING

Proceed to the unstrapping area if it is clear.

Loads are NOT to be unstrapped prior to or on the weighbridge, only the designated unstrapping area.

**Trucks must stop in designated unstrapping area even if unloading area is clear. Only once straps are removed truck is to proceed to unloading area.**

**Hazard lights need to be activated prior to getting out of the cabin to Un-strap the load down.**

Drivers are to take appropriate precautions when pulling across chains/straps to avoid injury in the case of fasteners catching on logs.

**WARNING: Prior to unstrapping, the driver must ensure that all logs are secure within the bolsters. Falling logs present a serious injury or fatality risk.**

Do not go under the truck or trailer to get around the other side.

## 6.3 UNLOADING

Proceed to the unloading area when it is clear or as directed by the loader operator. It is the loader operator's responsibility to ensure no persons are in the unloading area during unloading.

**DRIVERS MUST STAY IN THE CABIN WHILE THE TRUCK IS BEING UNLOADED!**

**What happens if I need to get out of the cabin?**

If drivers need to exit the cabin from the cabin during the unloading operation this must be done while the loader is stationary, and after approval from the loader has been received. At all times drivers must stay 5 metres clear of operating plant.

If the driver needs to get out of the cabin, all Personal Protective Equipment must be worn e.g. Hard hat, eyewear, steel capped boots, hi vis vest

The unloading operation will cease until the driver has returned to the truck cabin. If the loader operator loses sight of the driver at any time, unloading will cease immediately!

- **Under NO circumstances should the driver of the truck go around to the opposite side of the truck while the loader is in operation.**
- **Under NO circumstances should a truck driver walk between the loader and the truck whilst unloading is in progress.**
- **Drivers are NOT to walk under suspended loads AT ANY TIME**
- **Drivers MUST NOT ride on the loader at any time.**

Drivers are not to enter production areas unless accompanied by an HPP representative.

#### **6.4 SWEEP DOWN**

When unloading is completed and loader driver gives the all clear to truck driver, truck shall proceed to the designated sweep down area.

Accessible loose bark and stones/dirt are to be swept off as much as practicable. Trucks should be fitted with a broom to undertake this task.

Hazard lights need to be activated prior to getting out of the cabin to sweep down. They should be switched off after sweeping is completed and driver gets back into the cabin.

No truck may pass between the sweep down and unstrapping area while a truck is in the sweep down area.

**WARNING: Please take particular care when out of the cabin for other traffic. This is a high risk area.**

#### **6.5 EXITING**

Stop at the red light at exit don't proceed until green light appears. Proceed to weighbridge. Tare out and print weight as per procedure.

**Ensure all Chip /Bark/ Sawdust loads are tarped!!!**

## **6.6 REJECT LOG LOADING AND REMOVAL**

Trucks involved in removing rejects must let the loader operator know movements.

Drivers must stay in the cabin while being loaded.

If drivers need to alight from the cabin during the unloading operation this must be done while the loader is stationary, and after approval from the loader has been received.

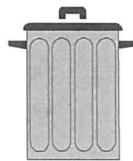
If the driver needs to get out of the cabin, all Personal Protective Equipment must be worn eg. Hard hat, eyewear, steel capped boots, Hi Vis vest

If the truck driver is out of the cabin they must stand 10 metres at the rear of the truck in clear view of the loader operator.

At all times drivers must stay 5 metres clear of operating plant. If they need to communicate with the loader operator (and can't do so without staying 5 metres away) or work within the 5m exclusion zone, they must do so only after the machine is stopped and the loader operator exits their machine and approaches the driver standing in a safe place.

## **7.0 HOUSEKEEPING**

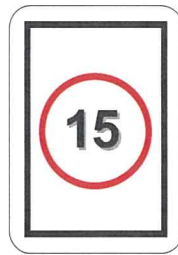
Please contribute to the high standards of housekeeping on our site. Drivers are requested to dispose of any litter in the garbage located at the Gatehouses.



## **8.0 TRAFFIC REGULATIONS ON SITE**

### **8.1 SPEED LIMITS**

Due to the constant vehicular, mobile plant and pedestrian traffic on site, speed is limited to 15 kph.



### **8.2 PARKING**

Only one truck is to be in the designated unloading area at any time.

Trucks queuing to be unloaded are to park in the allocated area. Trucks are not to park on pedestrian crossings, in front of building access ways or in front of fire-fighting equipment.

### **8.3 MOBILE PLANT**

Truck drivers are not to operate the Company's forklifts, loaders or vehicles.





## 9.0 INCIDENT REPORTING

### 9.1 WHAT IS AN INCIDENT?

An incident includes:

- ◇ an injury or illness sustained on site
- ◇ property damage
- ◇ a near miss that could cause injury or damage
- ◇ an environmental hazard (eg. leaking diesel from a truck)

Drivers are to report all incidents, regardless of severity. Incident reports help us keep accurate records on our safety performance, and are used to help prevent recurrence.

**A HAZARD DETECTED TODAY,  
IS ONE LESS ACCIDENT TOMORROW.**

### 9.2 REPORTING PROCEDURE

Drivers are to report all incidents of any nature immediately to the loader driver who will relay information to either the Control Room or Weighbridge security. If required, unloading will cease to allow an investigation to be completed. The incident will be recorded on an Incident Form and put into the system.

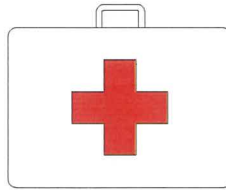
It is important that only the facts are stated. If you have any suggestions for preventing the incident, please state these to the investigator - your input is important to us.

Drivers are obligated to report all incidents to their employer.  
Contractor principles are required to relay all incident reports to HPP.

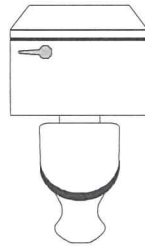
### 9.3 FIRST AID AND AMENITIES

First Aid facilities are located in the Manned Weighbridge at Gate 3, and all production areas on site, including control rooms. There are several HPP employee first aiders on each working shift on site.

For first aid assistance, contact loader driver on channel 16 or 31 the loader driver will radio a first aider to attend to you.



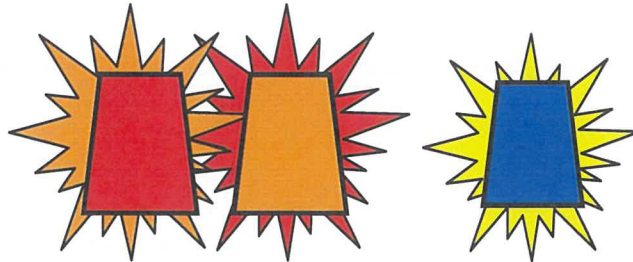
Amenities are located in the manned Weighbridge Gate 3. Entry to production areas are prohibited unless escorted by HPP employee. Full PPE apply including hearing protection. Ensure that you notify the loader driver of your whereabouts.



### 10.0 EMERGENCY PROCEDURES

You will be notified of an emergency situation by any of the following:

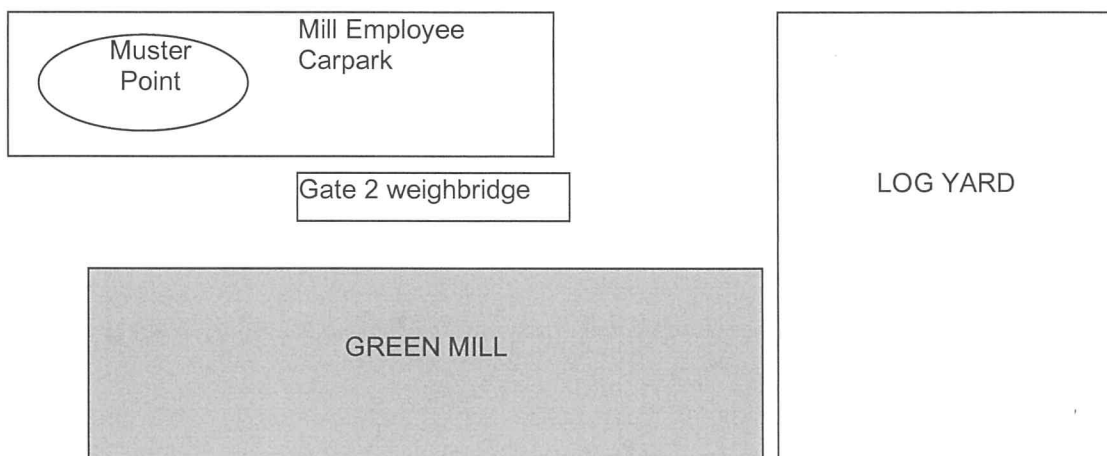
- a loud audible siren coming from the production areas
- either amber, red or blue flashing beacons in the production areas
- verbal notification from a HPP person indicating that an emergency situation exists



On notification that an emergency situation exists, transport drivers are to:

- turn off engine in vehicles and engage parking brakes
- proceed with loader driver to muster point immediately
- report to Emergency Controller at muster point.

The muster point for the **Sawmill** site is located in the car park at Gate 2



The muster point on the **Borg** site is located in the car park by Gate 1

- **DRIVERS ARE NOT TO LEAVE THE MUSTER POINT UNTIL ADVISED TO DO SO BY THE HPP EMERGENCY CONTROLLER.**

HPP are “smoke-free” sites. Smoking is banned in all areas. If you need to smoke, please do so outside the boundary of the site.



## **12.0 DRUGS AND ALCOHOL**

- Alcohol or illegal drugs are **NOT** permitted on site **AT ANY TIME**.
- No person shall enter the site if affected by alcohol or drugs

To supplement the drug and alcohol policy already in place, a drug and alcohol testing protocol will be implemented from January 2019 onwards. This policy improvement demands carrying-out drug and alcohol tests; randomly and when an incident occurs. Persons suspected of being affected by alcohol or drugs may also undergo these tests. Where such an offence is proven, it will result in the contractor, visitor or truck driver being banned from site. On each occasion the appropriate employer will be notified of the breach.

## **13.0 DRIVER BEHAVIOUR ON SITE**

HPP upholds openness, mutual respect and dignity at all times as such it is obligated to take timely, relevant action to resolve concerns. Complaints of harassment, bullying or discrimination are treated seriously.

## **14.0 ENVIRONMENTAL CONSIDERATIONS**

HPP is committed to protecting the environment. Contractors are obliged to abide by these commitments whilst on site. Non-compliance will result in Contractors being asked to leave the site.

No diesel, chemical, oil, kerosene etc is to be disposed of down the drains. The HPP agent will instruct you of the correct disposal procedures.

Any spill regardless of volume should be reported to the HPP agent and must be isolated by use of a spill kit or wood fibre and disposed of correctly as advised by the Environmental Co-ordinator / Manager.

Spills should be treated as an environmental emergency and always acted on as a major priority.

## **15.0 NEW DRIVER PROCEDURES**



The HPP Fibre Manager is to be notified of any new driver coming on site. This must be done BEFORE the new driver enters the site.

All new drivers must undertake this induction programme.

All new drivers must be accompanied by an experienced driver until the Haulage Contractor is satisfied that he/she is competent.

Both drivers will be treated as one person.

## **16.0 RESPONSIBILITIES**

It is the responsibility of the Haulage Contractor to arrange safety inductions with the HPP Fibre Manager for all truck drivers.

It is the joint responsibility of HPP, and the Haulage Contractors to ensure that the unloading process is carried out in a safe and efficient manner.

Any problems arising from the unloading procedures are to be directed to the HPP Fibre Manager immediately for resolution.

## **17.0 CONSEQUENCES OF PROCEDURE BREACHES**

In order to maintain the high standard of safety and health on site, unloading processes will cease immediately upon breach of any of the conditions in this document.

The Haulage Contractor to which the driver is employed will be contacted immediately, and a full investigation conducted on site.

Any PPE breaches non specific to the unloading area (ie. weighbridge, unstrapping, sweep down area) the driver will be instructed to wear PPE, and notification of the incident will be passed onto the Contractor.

Continual breaches will be dealt with by HPP site disciplinary procedures.