



HPP

Truck Drivers Induction

The Highland Pine Products (HPP) Truck Drivers Induction involves reviewing the information contained in the following presentation.

Arriving On site

As a Visitor or Contractors to Highland Pine Products Pty Ltd (HPP) you must always:

- **Report to Security Gatehouse #3 before entering the HPP site with appropriate load paperwork and sign the truck drivers register every time you enter or exit the site**
- **Successfully complete this safety Induction on your first visit, then complete a refresher every 12 months. You will be issued with a induction card on successful completion.**
- **Ensure you have appropriate PPE when ever you are out of the vehicle e.g. High Visibility clothing ,safety eyewear and safety footwear**

Your site Contact Person is the HPP dispatch representative:

- **They will be able to address any questions or issues you may have relevant to your visit to site**
- **Drivers are not to enter the factory or office areas for any reason.**





Site Entry Rules – part 1

The HPP site has a set of entry rules that **MUST** be followed by everyone. Please read the following to avoid breach of any of these:

- Failure to follow any Site Entry Rules may result in you being asked to leave the site.
- Severe repeated breaches may result in you being suspended or banned from this site and other HPP partner sites.
- On arrival you **MUST** report to the Security at Gatehouse and show your current HPP induction card , sign the on site register and produce any loading documentation.
- Security can be contacted on Channel 10 if required
- Children are not permitted on site at any time and any other persons travelling in the vehicle must remain in the cab at all times
- Alcohol and illegal drugs are strictly forbidden.
- Pornographic or offensive material is prohibited from site
- Fire Arms, explosives and hazardous materials are also Prohibited
- Smoking is allowed in designated smoking areas only (Smokers Huts).

Site Entry Rules – part 2

PPE

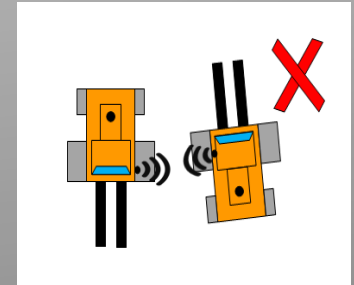
- Enclosed protective footwear must be worn at all times while on site.
- Truck Drivers when out of the cab must not leave designated walkways unless accompanied by their host and relevant PPE required for the area is worn at all times.
- A range of Personal Protective Equipment (PPE) is to be worn in various designated areas throughout HPP. High Visibility Vests, Safety Glasses/eye Protection and Steel cap boots are mandatory across the entire HPP site when out of the cab.
- In addition to mandatory Safety Glasses and High Visibility Vests, PPE that may be required in designated areas of HPP includes :
 - * Hard Hat
 - * Hearing Protection
 - * Steel Cap Boots
 - * Gloves



Site Entry Rules – part 3

Mobile Plant Pedestrian Separation

- Vehicles waiting to be loaded must be parked as directed by HPP staff in designated staging areas.
- The site has a 15 km speed limit. ‘Speed Limit’ Signs are displayed throughout site and must be adhered to. This policy will be strictly enforced
- HPP site mobile plant / pedestrian separation policy applies with the following to be adhered to
- A 3 meter exclusion zone is to be maintained at all times between mobile plant and pedestrians.
- Truck Drivers must not approach a forklift at any time.
- Forklift operators will safely park the forklift and move to the safe zone to talk with truck driver (Truck Driver Safety Huts are Located at most of the Loading bays onsite. If a Safety hut is not available, the truck driver cab is the Truck driver Safety zone)
- A loading Exclusion zone is a zone used regularly by both drivers and mobile plant operators (Forklifts) and is a specific area in which only forklifts or truck drivers can operate at 1 time
- UHF radio contact can be made with fork operators (Hand held radios are available to truck drivers at gate 3)





Site Emergency Procedures - Part 4

- **HPP's alarm in the event of a potential Emergency / Warning is: an intermittent siren accompanied by orange and red flashing lights.**
- **In the event of an emergency or evacuation event, stop what you are doing and be prepared to evacuate if required.**
- **Should a potential emergency or evacuation event occur you may be asked to evacuate the site for reasons including fire alarms, gas leaks or chemical spills**
- **Take the safest route and follow your Contact Person or Delegate to the Evacuation Assembly Area**
- **It is essential you follow the evacuation procedure where required**

Incident Reporting Part - 5

Incident and Hazard Reporting is an integral part of the HPP Risk Management System and is a requirement under the OH&S Act.

You may assist us by:

- **Reporting ALL incidents, hazards and near misses no matter how small you think they are**
- **Identifying and recommending controls or solutions to work place hazards**
- **Complete Hazard and Incident Report Forms which will be provided to you by your Contact Person/Delegate if required.**



First Aid Part - 6

- Designated First Aid Officers are on site at all times. First Aid officers can be identified by their Yellow Vest or Yellow Hardhat
- If you require assistance, please notify your Contact Person/Delegate
- Security Officers are on-site 24/7. Each Security Officer is First Aid qualified.
- Security can be contacted on extension 63366845 or on the 2 way Radio Channel no 10.



Environmental Conditions Part - 7

- **This site operates under the Environmental Protection Act (EAP) License that specifies operating conditions**
- **EPA regulations apply to all Visitor and Contractor activities on the site**
- **All spills of any kind must be reported to a HPP representative or the Gatehouse**
- **Heavy penalties can be imposed on individuals and companies that breach EPA operating conditions**
- **If you have ANY concerns about the impacts of any activities that you need to undertake on site speak to your Contact Person/ Delegate**





Site Entry Rules – part 8

LOADING REQUIRMENTS Truck Drivers responsibility

- Ensuring correct paperwork is collected before moving off the weigh bridge.
- Ensuring legal gross and split weights prior to leaving site. Trucks will not be permitted to leave over the maximum legal weight.
- Loads are to be secured with straps in accordance with the Australian Load restraints regulations and HPP Site Load Restraint policy.
- All curtains and tarps must be secured before leaving site.
- When leaving the site for the day you must enter the time that you are signing out.
- Truck Drivers must stay in their Safety Zone until the Forklift Operator has finished loading or is outside the Loading exclusion zone and has given the Truck driver permission to enter the loading zone. Truck drivers ARE NOT allowed to leave the Safe Zone without communicating with the Forklift Operator prior and receive confirmation
- Unauthorized removal of company goods or products is forbidden. Management retain the right to have Site Security or other authorized representatives inspect all vehicles, bags and other receptacles when leaving the site.



Move to the Questionnaire

- **Please make your self familiar with the Highland Pine Standard Operating procedures Links relating to truck driver Safety on our website:**
 1. **Safe Loading and Unloading Trucks Procedure**
 2. **Safe Loading and Unloading Trucks at Off site warehouses Procedure**
 3. **Safe Restraint of Loads Procedure**
 4. **Timber Loads out of HPP Procedure**
 5. **Tarping Station Procedure**
 6. **Shared mobile Plant Work Areas**

- **This completes the information relating to the HPP Site Induction.**

- **You can move back through the pages if you wish to review any of the information.**

- **You are now ready to complete the questionnaire.**

- **You need to answer ALL the questions correctly to successfully complete this induction.**



Feedback to Security regarding this Induction

- This Induction Program for Site Visitors is routinely updated.
- Please provide feedback to the Security Officer if any part of the induction is confusing or difficult to understand.
- We appreciate your assistance in continuing to improve HPP.

HPP HR Dept