

Whitfert

Truck Driver Induction

SIGN IN

Drivers must report to the Main office. Bookings will be confirmed, and the name of the collecting driver will be recorded.

Couriers or any deliveries must report to reception, before unloading or entering the site.

- Drivers must:
 - Take reasonable care of themselves.
 - Follow instructions.
 - Comply with all sites Personal Protective Equipment (PPE) requirements.
 - Not enter any Whitfert personnel-only authorized areas.

SITE FAMILIARISATION

- **Amenities:**
 - Driver toilets and a shower are located in the operational crib room in Whitfert.
 - Stay on designated walkways and paths where able.
 - Smoking is only allowed in designated smoking shelters that **is located in yard between main office and shed.**



INCIDENT REPORTING

- All incidents or near misses that occur on site must be reported to a company representative.

FIRST AID

- First Aid cabinets are located in the amenities building, plant control rooms, and the Main office.
- All operators on site are First Aid trained.
- Eye wash stations and emergency shower stations are identified by green lights and signage.



EMERGENCY EVACUATION PLAN

- All operational personnel are trained to be the first to respond to a fire. Fire extinguishers and hydrants are available around the sites.
- If a fire is observed, report it to a company representative.
- In the rare case that an incident cannot be managed, an emergency alarm will sound, or there will be two-way radio communication to evacuate the area.
- When an alarm sounds, you must go to the

MUSTER POINT.

- The muster point is located at the Main office.
- The Area Warden will issue further instructions once everyone has gathered. Do not leave the muster area until instructed to do so.
- If the initial muster point is not accessible, alternative muster points will be advised by the Area Warden.
- Please follow Area Warden or site personnel instructions at all times.

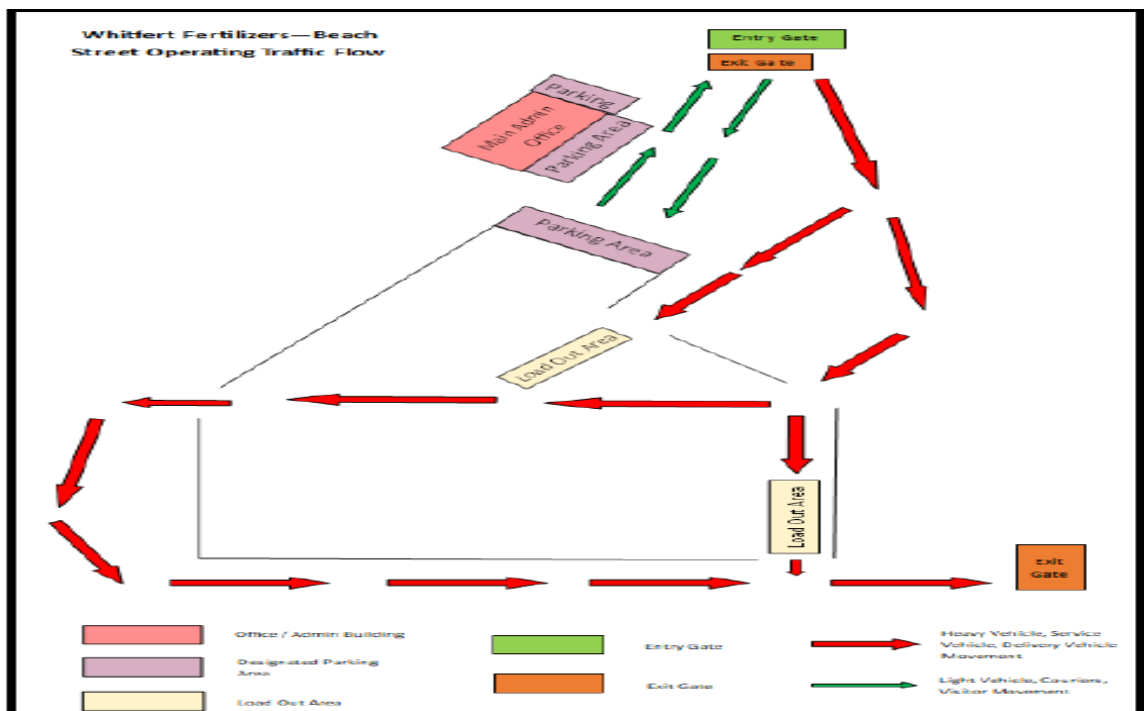
TRAFFIC MANAGEMENT PLAN RULES

Whitfert

- The site speed limit is 20 KPH for all employees, contractors, customers, and visitors. This can be reduced to 10 KPH during ship offloading.
- Only company and contractor are permitted in the site's operational areas. Front End Loaders have priority.
- Be aware that front-end loaders and other mobile equipment may operate against the general flow of traffic and

GIVE WAY to them.

- Parking for visitors is in front of the main office.



SITE PPE REQUIREMENTS

- A high-visibility vest or shirt and shorts/pants must be worn at all times. Use the correct clothing for your required tasks.
- Enclosed footwear must be worn at all times. Thongs or open-toed footwear are not allowed.
- Safety footwear (steel/kevlar capped) that complies with Australian standards must be worn by maintenance personnel at all times.
- Appropriate PPE, which may include gloves, glasses, goggles, a hard hat, masks, and welding protection, must be worn for any tasks being conducted.

THIRD-PARTY CONTRACTORS FOR VEHICLE REPAIRS

- Contractors who need to come on-site to complete tasks on customer or carriage company equipment must be approved by the Operations team, which includes a Manager, Supervisor, or Leading Hand.
- Contractors working on behalf of the Customer or Carriage Company are still bound by the WHS Act and its regulations and must adhere to company requirements.
- The Customer or Carriage Company representative (Driver) must be present at all times while their contractor is on site.
- Third-party contractors are only allowed in the area of the truck and are not permitted to roam around the site.
- Once their work is complete, they must leave the site promptly.