

# WORK HEALTH AND SAFETY INSTRUCTION

## ***Traffic Management Plan - STG***

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### ***Introduction***

Prior to commencing work with any mobile plant equipment all employees shall:

1. Familiarise themselves with the site floor plan, this includes emergency exits and evacuation assembly points.
2. Ensure that they have completed the appropriate training and carry a valid licence with them at all times.
3. Complete a Safety Pre-Start Check by logging on to LMG Pre-Start on iPad.

### ***Mobile Plant Equipment Operators Rules***

1. Mobile plant operators shall obey all Traffic Signs, Safe Work Instructions and safety rules at all times.
2. Pedestrians have the right of way at all times, but show due care and judgement when on designated walkways.
3. All mobile plant operators must travel at a safe speed that ensures they maintain safe control of their equipment and/or load at all times.
4. All mobile plant operators are to avoid driving through spillages or wet floors where possible.
5. In the main traffic routes of the site all mobile plant operators shall keep to the left whilst in motion where possible. In the aisles of racking keep to one side so that other colleagues can pass safely if required.
6. When following behind another mobile plant, operators are to leave a gap of at least two machine lengths.
7. All mobile plant operators must adhere to all designated traffic routes and shall not cut through any marked floor areas.
8. All mobile plant operators shall slow down, look both ways, take extra care and give way at the end of the aisles before continuing.
9. All mobile plant operators shall slow down, look both ways, take extra care and give way when entering the main traffic routes from staging lanes.
10. All mobile plant operators when entering or exiting the DC from the loading docks or when exiting the back of trucks/pans must slow down, look both ways and give way to other mobile plant or pedestrians.
11. When entering/exiting through roller doors, all mobile plant operators must slow down, sound the horn and give way to other mobile plant or pedestrians. No tailgating through roller doors
12. All mobile plant operators are to use their horn appropriately at all times to caution pedestrians and other mobile plant operators.
13. All mobile plant operators must sound their horn when travelling through all doorways of the DC.
14. All mobile plant operators cannot overtake other mobile plant unless it is safe to do so.

15. Mobile plant operators shall only drive on pedestrian walkways when it is absolutely necessary.
16. All mobile plant operators must slowdown in areas where there is a congestion of mobile plant equipment and areas of decreased visibility.
17. No mobile phones are permitted inside the DC. (except for approved personnel)
18. All mobile plant operators shall not park their equipment on pedestrian walkways, the main traffic routes or obstruct access to fire equipment and emergency exits.
19. All mobile plant operators are not to carry passengers on their mobile plant (except for training purposes on a pallet Jack) at any time.
20. Mobile plant operators must ensure all their body parts remain inside the mobile plant equipment whilst it is in motion at all times.
21. Mobile plant operators are not to operate their mobile plant unless there is adequate lighting.
22. All mobile plant operators must not step off their mobile plant until it is stationary.
23. Food or drinks are not to be consumed whilst operating any mobile plant.
24. All mobile plant operators are not to play any sort of radio/music playing device.
25. All mobile plant operators must immediately report any incidents to a Team Leader who will log the incident in Skytrust.
26. All mobile plant operators are required to wear approved safety footwear and high visibility vest/shirt/jacket at all times.
27. All mobile plant operators shall not drive under raised tynes of a forklift or a forklift operating in the racking. Operators must not drive under racking.
28. All employees must maintain a minimum of one bay (3 meters) safety clearance whilst working next to a forklift whilst that forklift is lifting or lowering stock. Forklift operators must wait until a Picker has moved a distance of one bay away before lifting or lowering stock.
29. Drivers of Pallet Jacks must always travel with their tynes trailing except when docking.
30. All mobile plant operators of the scrubber and sweeper can travel in either direction in the aisles.
31. Mobile plant operators must only drop off empty pallets in the designated drop off areas.
32. All mobile plant operators must ensure that any cut cartons, paper, cardboard, plastic, string or tape is removed off pallets and is placed in the appropriate waste bin.
33. No mobile plant operators are to leave their mobile plant unattended in an unsafe manner at any times unless it is to call for assistance.
34. All mobile plant operators must ensure that their load is safe and secure at all times.
35. Stunt driving and horseplay are forbidden - offences may result in termination.
36. Do not run around a Forklift while it is in operation. Do not climb on Forklifts while in operation

## ***Pedestrian Rules***

1. All visitors and contractors are to go through the appropriate induction process prior to entering the site.
2. Employees, contractors and visitors shall remain within the designated walkways at all times where possible.
3. Pedestrians shall stop before crossing main traffic areas and only cross when safe to do so.
4. Pedestrians shall not walk under racking unless it is a designated emergency walkway.
5. Pedestrians are to wear high visibility clothing and fully enclosed footwear whilst walking in the DC.
6. Pedestrians shall obey all traffic signs.
7. Pedestrians shall not attempt to jump or ride on any mobile plant equipment.

8. Running is not permitted in the DC.
9. Pedestrians shall not attempt to touch or remove anything from a mobile plant whilst in motion.
10. Pedestrians shall not walk under raised tynes of any mobile equipment.
11. Pedestrians shall not walk over any tynes of any mobile equipment.
12. All pedestrians who use mobile phones are not to continue walking through the DC whilst on the phone.

### ***External Traffic Management***

1. MHE must travel in the tug lane (marked in blue) wherever possible.
2. MHE can travel both ways in the tug lane.
3. All visitor's and contractor's vehicles must travel in the tug lane (marked in blue) wherever possible
4. MHE must avoid obstructing transport vehicle traffic flow.
5. Yard forklifts must park in the designated parking areas.
6. Vehicles and MHE must not obstruct building exits or any other access/egress points.
7. Special care must be taken when pedestrians are near the work areas.
8. Pedestrians have the right of way at all times.
9. All transport drivers, contractors, visitors and employees must follow the Traffic Management Plan as stated in the relevant induction process.
10. Speed limit is 15 km/h must be adhered to.