# WAREHOUSE AND INTEGRATION CENTRE

## WHS INFORMATION FOR CLIENTS AND VISITORS

Data#3 welcomes clients and visitors to our premises. For some projects this may involve visiting our warehouse and working in our integration centres.

Data#3’s warehouses have forklifts operating and racking with stored items. Our integration centres have work benches with computer equipment, computer packing boxes and lifting aids such as pallet jacks. All of these present risks to health and safety and Data#3 is committed to providing and maintaining a safe working environment for all persons visiting and working in our warehouses and integration centres.

The information below outlines our WHS arrangements for clients and visitors to our warehouses and integration centres.

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| 1. All visitors to our warehouses and integration centres may only enter with Data#3 permission and must be escorted at all times. Visitors must sign-in and wear sensible, low heeled and enclosed shoes. Visitors will also be provided with an orange high-vis jacket to wear in our warehouses. Data#3 warehouse staff wear yellow high-vis clothing. | **WAREHOUSE STAFF**  **VISITOR** | |
| 1. Visitors in our warehouses must remain with their escort at all times and be aware of the forklifts operating in the area. Visitors should report any concerns they have when walking through the warehouse to their escort. | |  |
| 1. All clients who will work in our integration centres must complete Data#3’s Warehouse and Integration Centre Induction before starting work. Clients will also be asked to wear safety shoes or boots if undertaking manual tasks and using lifting aids. If manual tasks are not completed and lifting aids not used, clients must wear sensible, low heeled and enclosed shoes. | |  |
| 1. Ear phones must not be worn at any time in a warehouse or integration centre. | |  |
| 1. Any concerns with health and safety, hazards, near miss, incidents or equipment damage must be reported to Data#3. We will take immediate action to address any issues raised. | | ✓ |

## WHS IN OUR WAREHOUSES AND INTEGRATION CENTRES

**Thank you for your support in maintaining safety in our warehouses and integration centre. Please let us know if you have any questions.**