

VISITOR SITE RULES



Visitor site rules

Issue Date: 1 September 2013

General rules

The Tapper Transport yard is a Customs bonded and MPI certified site. It contains heavy industrial equipment and multiple hazards.

All visitors must agree to adhere to these rules prior to being allowed on to the site.

At all times visitors **MUST**:

- Be accompanied by a staff member *or*
 - Be in a safe zone and under the instruction of a forklift operator,
- AND*
- Follow all signage and vehicle safe zones

Failure to follow Tapper Transport Safety Rules may result in your removal from the site, Tapper Transport imposing a stand down period on you or removal of your company's permission to work on the site.

Personal Protective Equipment (PPE)

The following personal protective equipment and personal safety rules apply to all visitors while in the warehouse or yard

- Covered Shoes or Safety Boots/Shoes must be worn. Ensure shoe laces are tied correctly
- Hi-Viz vests or Hi-Viz jacket must be worn
- Ties, loose neck chains or loose clothing must be tucked in
- Hoods, personal music devices or any item that restricts your vision or hearing must not be worn on site

All required PPE must be worn at all times

Hi-Viz vests must be worn buttoned or with the zipped closed



Smoking

Smoking is allowed only in the specifically designated smoking area at the front of the site. Smoking is not permitted in any vehicle onsite.



Mobile Phones

Use of mobile phone is permitted only within the vehicle cab and while the vehicle is stationary



Contact us if you require further information



Address
373a Nielson St
Onehunga
Auckland

Ph 09 634 4780

Freight loading and unloading

We will not load your freight if your vehicle is deemed to be unsafe to load or inappropriate for the load you are uplifting

On arrival park in the freight pick up lane and report to the Front desk to collect paperwork and receive instructions. Return to your truck and wait to be called into the yard.



Procedure

Hoist operators have overall control of the loading processes and his/her instructions must be followed at all times.

Park your truck in the designated area indicated by the forklift operator when you are called into the yard.

Turn your engine off!

Exit your cab and stand in the driver safe zone (refer over) and give your paperwork to the forklift operator.

Remain in the safe zone until the forklift operator has completed the loading. You may check your load once loading has finished and the forklift has moved away or by signalling to the forklift operator to stop loading and he has moved away.

- Do not approach a moving forklift or stand near the forklift while it is loading
- Where practicable you must not stand on the deck of the truck whilst the forklift is loading your vehicle
- You may only access the deck of your truck to place dunnage / bearers, to check the positioning of your load or tarp low level loads

Once loading has been completed ensure your load has been secured properly then exit the yard using the one way system



The site speed limit of 10 kph must not be exceeded

Driver safe zones

The Driver safe zone is the cab area to the front of the vehicle on the side the hoist driver is loading / unloading (as shown here in the dark area).

If we can't see you we won't load

Do not approach the forklift driver unless he/she has left the machine, always make eye contact with drivers near you and maintain a 3 meter distance from forklifts and other moving vehicles



Driver safe zones



Passengers

As Tapper Transport is a high risk industrial environment with multiple hazards, the management discourages Carriers bringing passengers on to the site. You must advise the Forklift / Container Hoist driver of any other person present in your vehicle.

You must not bring animals on to the site.

Accident and Incident reporting

All injuries (no matter how small) hazards, near misses, spillage of oil or chemical and unsafe conditions, involving people or equipment damage must be reported to the supervisor prior to leaving the site.

Operating Tapper Transport Equipment

You must not operate any Tapper Transport equipment. Under any circumstances

Drug and Alcohol Policy

The use of drugs or alcohol while driving is illegal. Tapper Transport conducts random drug & alcohol testing and tests after serious incidents. Visitors found to be under the influence of drugs or alcohol will be escorted from the site

Site Hazards

Hazards on this site include

Collision — between pedestrians, forklifts, trucks, and other vehicles in the loading / unloading areas and in the Carriers waiting lanes

Manual handling — lifting of freight while loading

Slips, trips and falls — uneven ground surfaces across the site

Falls from heights — from truck decks and other equipment

Dangerous goods — hazardous chemicals and / or dangerous goods may be present on site

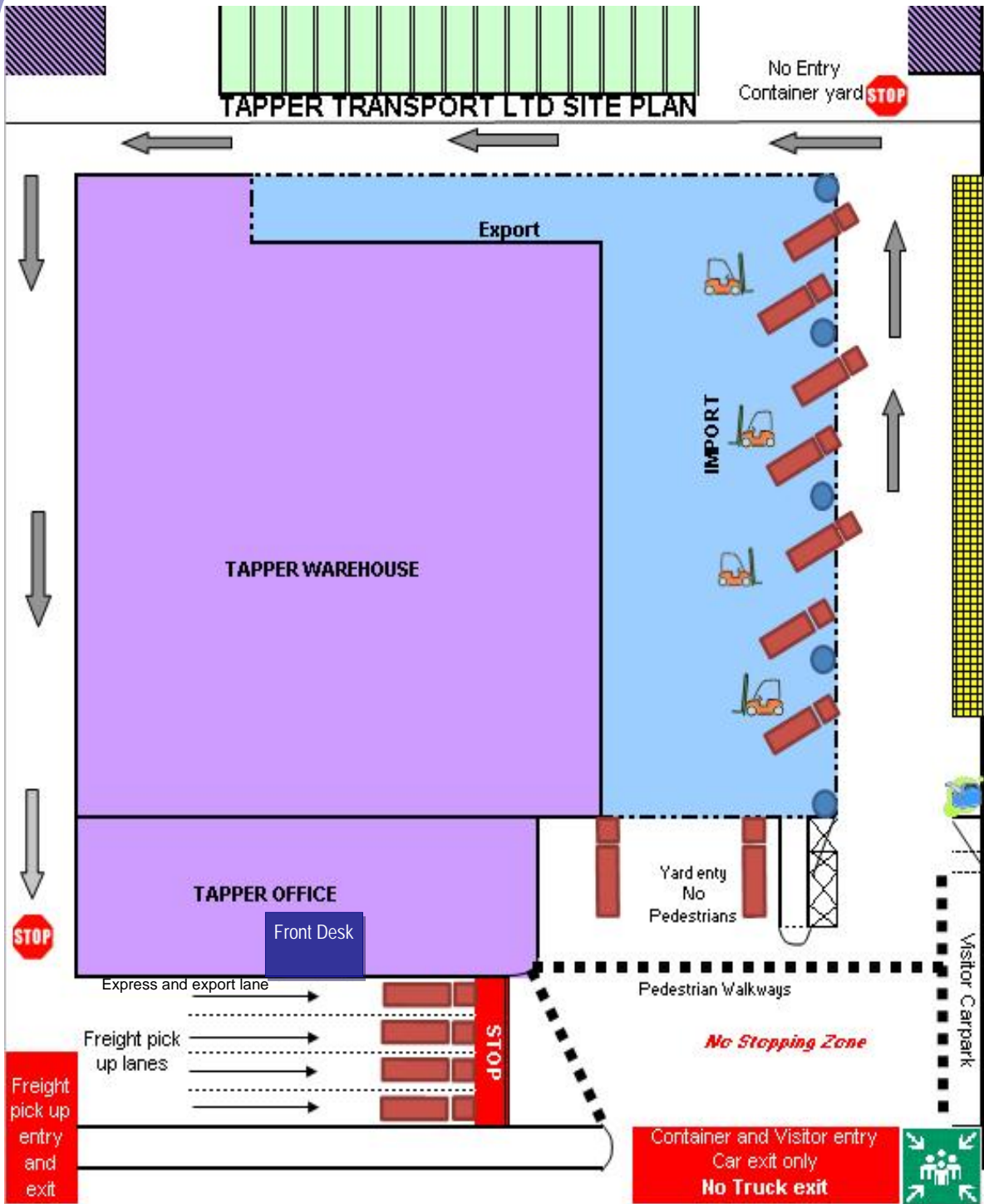
You must follow all hazard controls and instructions from staff to reduce the risk of injury on site



Tapper
Transport is
proud to be a
Drug and
Alcohol free
work site



Traffic Plan and Site Evacuation



Traffic Flow

You must follow the sites one way traffic system

Site Evacuation

In the event of an evacuation alarm being raised move to the evacuation assembly point outside the gate near the visitors' car park