



**QUEENSLAND**  
BULK TERMINALS

## **SITE INDUCTION HANDBOOK**

Version 5

156 Colmslie  
Road Murarrie  
QLD 4172

## Introduction

Queensland Bulk Terminals is committed to providing a safe environment for all employees, contractors and visitors at our work site. It is important that all persons entering the site are aware of the risks and their obligations to ensure their own safety and that of others. This Site Induction Handbook has been prepared to provide an introduction to safety, health and environmental policies and procedures.

Safety in the workplace is the responsibility of everyone. It is your responsibility to ensure that safe work practices and good environmental practices are followed at all times.

General safety rules may vary slightly from one work area to another (i.e., personal protective equipment requirements) so you need to ensure you are aware of the requirements before commencing work.

## Safety, Health and Environmental Policy

**We believe that all work-related injuries, illnesses, and environmental incidents are preventable.**

### Health & Safety

- Provide a safe and healthy work environment for employees, contractors, and visitors
- Establish and maintain health and safety standards and systems in compliance with relevant industry standards
- Identify and assess hazards to safety and health and control them as part of a total risk management approach
- Require every employee and contractor working on site to comply with relevant legislation and safety and health management standards and systems

### Environment

- Conduct our operations in compliance with relevant environmental licences and regulations
- Promote efficient use of resources and energy
- Strive to minimize our impact on the environment
- Respect our neighbours

## SITE RULES AT A GLANCE

### 1. GENERAL

- Personal Protective Equipment (PPE) must be worn in all areas of QBT excluding the administration office and carpark – Required PPE in all other areas: hard hat, hi vis shirt/vest and steel capped boots
- QBT is a non-smoking site – this includes but is not limited all site buildings and vehicles
- Any injuries and/or illnesses need to be reported to a QBT staff member, supervisor, or office staff
- Due to high-risk work site children are not permitted to exit any vehicles whilst onsite
- QBT require copies of relevant tickets, licenses, and insurance prior to starting work on site. Please contact QBT for further information on required documents
- QBT staff are not permitted to climb or dismount trailers unless they use a (certified by manufacture) ladder mounted to trailer or vehicle and have a working fall arrest system
- A Maritime Security Identification Card (MSIC) must be obtained prior to accessing the wharf area when a ship is docked unless you are accompanied by a MSIC holder employed or approved by QBT
- The consumption of illicit drugs and/or alcohol are strictly prohibited by QBT whether on site, prior or whilst conducting work by any staff, contractor, truck driver or visitor. All persons are encouraged to advise QBT management if they suspect any person(s) to be under the influence
- QBT will not tolerate any form of unlawful discrimination, harassment, bullying or victimisation. Employees or contractors experiencing any form of unacceptable conduct are encouraged to report the situation by completing a hazard report form or by speaking directly with the General Manager

### 2. ACCESS TO QBT

- All persons conducting work activities onsite must be inducted and have completed the induction assessment prior to commencing work activities
- **All visitors and contractors** must report to the administration office to sign in on arrival and sign out when leaving the premises. This is a requirement to ensure that all persons onsite are accounted for in the event of an emergency
- **Bulk Liquid Truck bookings** – Please call UHF:19 for Tank Farm and your booking will be confirmed by QBT. Tank Farm will request you proceed to the inbound weigh bridge. Once QBT have confirmed your inbound weight, please proceed to the Tank Farm. Do not enter the gantry until advised by QBT staff
- **Grain Truck bookings** – Please call UHF:16 for Sample Stand, QBT will confirm your booking and advise when you can enter for your load to be sampled and tested. Follow the traffic lights and directions of QBT staff at sample stand. Once sampled, proceed to the give way sign, await instruction to continue onto the inbound weigh bridge. Once the inbound weight has been recorded you will be instructed to enter either Shed A or Shed B for unloading
- **Both Grain & Liquid trucks** need to proceed to bottom outbound bridge to be weighed off before leaving site. A weighbridge ticket will be issued electronically

### 3. TRAFFIC

- QBT site is a one-way site. The only exception to this is authorised QBT vehicles and machinery which have a yellow flashing/revolving light on the roof of the vehicle
- Vehicles must have 4 or more wheels to be permitted to be driven or operated onsite. (Examples of vehicles not permitted onsite are motorcycles, pushbikes etc.)
- All speed limits must be strictly adhered to at all time - 10kph onsite
- Extreme caution and low speeds must be exercised when entering and exiting the main storage shed doorways or receiving stations
- Drivers of any vehicle or machinery must following the directions of all safety signs display throughout the site
- Vehicles must give way to all machinery (i.e., front-end loader, excavator) working on QBT property
- All roadways within the terminal are considered as “shared zones” and caution must be exercised at all times.

### 4. SECURITY AWARENESS

- QBT is a facility of the Port of Brisbane and is responsible to ensure that our security measures are in compliance with the Maritime Transport and Offshore Facilities Security Act 2003.
- Your responsibility is to report any unusual incidents/behaviour you may observe whilst within QBT or outside the terminal. All security incidents are to be reported to QBT Port Facilities Officers:
  - Brett Tomlinson - 0448 066 351
  - Mark Thompson – 0419 656 028

### 5. COR RESPONSIBILITIES

- **MASS Limits**

All trucks will be entered into the QBT booking system as per the transporter providers vehicle spreadsheet. Transport operators are responsible to ensure all documents validating any higher mass limits are received by QBT prior to the truck coming to the terminal.

- **Overweight Trucks**

Overweight trucks will be dealt with as per QBT overweight procedures. An email is automatically generated on all overweight loads. Email is sent to the customer and the transport company. In some circumstances where the load is excessively overloaded (+1 ton) or where a driver or company repeatedly present overloaded the TMR may be notified.

- **Fatigue**

Drivers are responsible to notify their transporter company if they are unable to meet their allocated timeslot. If the driver is identified by QBT as having symptoms of fatigue the truck will not be loaded or unloaded until the driver is fit for work. The driver’s transport company will be notified, and an entry will be made in the QBT CoR Incident Register.

# Emergencies and Incidents

## Injury and Accident Reporting

- Immediately Report all injuries, illnesses and incidents involving health, safety and environment issues, no matter how small, to QBT management
- For all emergencies including medical – Seek help from QBT staff, call 000 or 112 from a mobile or activate manual call point (MCP)

## Emergency Evacuation Procedure

The site emergency evacuation is a continual pitched siren. If you hear the siren, follow steps below

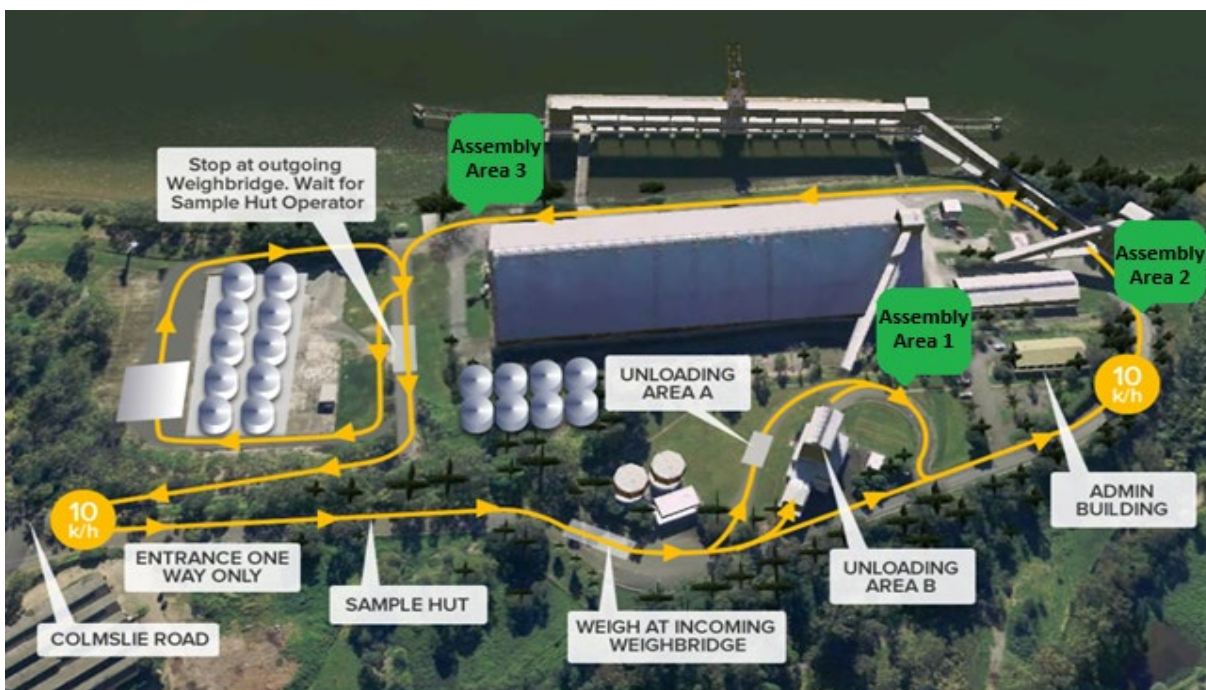
1. Make safe what you are working on.
2. Leave the building or area immediately by the nearest safe exit or as directed by a warden
3. Proceed to the assembly area or an alternative assembly area as directed by a warden
4. Remain in the assembly area until advised by a warden and/or emergency services

**NOTE: Site Wardens are recognized by wearing a red hat and manages all emergency evacuations onsite.**

## Assembly Areas

The 3 designated assembly areas on the QBT site are:

1. At the top of the concrete stairs leading up from the administration building car park
2. At the end (eastern side) of the workshop building on the grassed area
3. Western side of the main shed at the substation



| Subject              | Support Persons                    | Contact No.  |
|----------------------|------------------------------------|--------------|
| Emergency Management | Brett Tomlinson (Terminal Manager) | 0448 066 351 |
| First Aid            | First Aid Officer (All QBT Staff)  | 3902 0350    |
| Operations           | Mark Thompson                      | 0419 656 028 |

# Contractors

All contractor/s working on the site must meet the same Occupational Health & Safety Standards as employees of Queensland Bulk Terminals. Contractors and their employees must be licensed (where applicable) and qualified to perform their contracted work.

Proof of currency of Workers Compensation Insurance, Public Liability Insurance and Professional Indemnity Insurance must be provided to Queensland Bulk Terminals to cover all employees of the contractor or contracting company. The below licenses and/or insurances may also need to be provided depending on work being conducted:

- Contractor License Number – Electrical or BSA
- High Risk Licence
- Confined Space ticket
- Working Safely at Heights
- Electrical Work Licence
- MSIC cards (if req)
- Marine Insurance
- Contractor Safe Work Method Statement (SWMS)

QBT operate under a Permit to Work system depending on task being done more than one permit may be required, the following permits must be obtained before commencing work:

- General Work
- Confined Space
- Hot Work
- Working at Heights

## **General Rules for Contactors**

- All isolations must be listed on the Permit to Work - Isolations can only be applied by QBT staff
- Contactors need to have submitted a Safe Work Method Statement or JSA before commencing any work onsite
- Personal Protective Equipment (PPE) is the contractor's responsibility and must protect in all aspects of the contracted work
- All equipment, materials and goods belonging to the contractor and their employees that are brought on site shall be at the contractor's risk
- No road, walkway, access way, public thoroughfare, exit or doorway will be blocked without first obtaining permission from QBT
- Where an accident or incident occurs, which involves or might involve the contractor in any claim under either Workers Compensation or Common Law, the Contractor shall notify Queensland Bulk Terminals within 24 hours via email to [mangolive@wilmartrading.com.au](mailto:mangolive@wilmartrading.com.au)