

1. 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.

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.

2. Prior to delivery – Driver responsibility

- Ensure correct paperwork is in place (Booking time, CMO). This is critical to maintain a safe entry and exit to QBT and the surrounding businesses.
- Ensure driver has the following **COMPULSORY PPE**
 - Hard hat (to be worn at all times once out of the prime mover cab)
 - Hi Visy long sleeve shirt or Hi Visy vest
 - Steel Capped Boots – with non slip sole

3. Onsite Rules

3.1 Children on site

Due to the high risk work environment children **are not** permitted onsite without prior approval by QBT management. **This includes being a passenger in a truck.**

3.2 Traffic

All traffic is to travel **one way only** throughout the site unless signed otherwise

All speed limits must be strictly adhered to at all times. **10klms p/hr** speed limit on all areas of the site (**NOTE:** shared zone is shown on attached site map by a green box)

There are speed bumps throughout the site to assist in the compliance with speed limits.

Drivers who fail to comply with the speed limit onsite will be in breach of our safety management system. These drivers behaviour will be addressed with their employer and reoffending drivers will be dealt with in accordance with QBT procedures.

Drivers of any vehicle or machinery must follow the directions of all safety signs display throughout the site. (e.g roadwork ahead, shared area, speed directions etc)

Drivers of heavy vehicles must give way to all machinery (i.e front-end loader, excavator) working on QBT property.

3.3 How to navigate through site

Enter the site through the front gate using the left hand lane and adhere to the traffic light signal adjacent to the sample stand. QBT uses UHF 16. Once your load has been accepted you can proceed to the inbound weighbridge.

Use extra caution in this area due to the area being heavily inundated with trucks and machinery.

Trucks are to take extra care entering the weighbridge as they are required to cross over right hand lane (which is used as a through traffic lane). Trucks weigh at the incoming weighbridge and once finished weighing truck/trailer, continue along the roadway to the designated receiving station. The sample hut will notify the driver of which receiving station they will unload in. All trucks are required not to park in a manner that obstructs roadways.

Once you have completed the unloading process you will exit the receiving station. You will pass the administration building on your left continue along the road way down the hill you have now entered the shared zone reduce your speed to 10kms p/hr. Once through the shared zone continue along the roadway parallel with the river.

Turn left at the end of the roadway ensuring you **go over the weighbridge**. Once the sample Stand operator clears you to leave you may proceed up the exit ramp. Your final delivery docket is printed and collected at the outbound weighbridge. Driver is to REMAIN INSIDE the truck until directed by QBT operator.

3.4 Unloading vehicle

Drivers not to enter the receiving stations until instructed to do so by the Receiving Station Operator.

Truck drivers will give the Receiving Station Operator their paperwork. Truck driver prepares trailer for unloading. Once trailer/s are unloaded the Truck leaves the receiving station.

It is advised that Drivers who exit their vehicles during unloading in the receiving stations wear dust masks which have P2 rating.

Note: If time permits the Receiving Station Operator will use the air hose blow any grain visible to the operator from ground level only. No QBT staff are to climb onto trucks or trailers and no truck driver is permitted to use QBT equipment.

3.5 Unacceptable Behaviour

Reports or complaints of unacceptable behaviour will be taken seriously by QBT Management. The QBT Management is obliged to take action when it becomes aware of unacceptable behaviour which may have an adverse affect on the well being of staff.

Differing social and cultural standards may mean that behaviour that is acceptable to some may be perceived as unacceptable or unreasonable to others. In determining whether behaviour is unacceptable or unreasonable, consider what a "reasonable person" would judge to be unacceptable or unreasonable having regards to the circumstances.

The information below provides further guidance on what is unacceptable workplace behavior at Queensland Bulk Terminals (QBT).

- Aggressive or abusive behaviour such as threatening gestures or actual violence or assault • Verbal abuse (for example, yelling, screaming, abusive or offensive language)
- Being under the influence of illicit drugs or impaired by alcohol
- Unsafe work practices or behaviour which may harm the staff member or others
- Bullying, harassment or intimidation
- Unwelcome physical contact including that of a sexual, intimate or threatening nature
- Teasing, name calling or ridicule or making someone the brunt of pranks or practical jokes • Abusive or harassing notes, emails, telephone calls, text messages,
- Offensive gestures and behaviour
- Stealing or misuse of QBT resources

QBT operates under a ZERO TOLERANCE approach for type of behavior. Proven inappropriate behavior by Truck drivers may result in permanent or temporary suspension of the driver, the truck and / or the principle contractor from delivering to QBT.

3.6 Identified hazards - Onsite

- Slip, trips and falls (hoses on ground, spilt grain, grain dust)
- Dusty environment
- High traffic areas
- Shared Work zones (traffic & people)
- Weather conditions

3.7 QBT is a smoke free worksite. Smoking is **NOT permitted onsite**

3.8 Emergency Evacuation Procedure

If you hear a continuous alarm bell or the evacuation tone of an Emergency Warning Intercommunication System (EWIS) or you are requested, by a Warden to evacuate the building/ area (including any vehicle) you must:

1. Leave the building (or vehicle i.e truck) immediately by the nearest safe exit or as directed by a Warden
2. Proceed to the assembly area or an alternative assembly area as directed by a QBT representative
3. Remain in the assembly area until advised the emergency is over
4. Only re-enter the building (or vehicle) when advised it is safe to do so by the Warden or Emergency Services personnel.

The Site Warden is nominated on the staff roster for each shift. The site warden coordinates emergencies onsite.

Assembly Areas

Assembly areas have been identified in evacuation procedures for each Building and/or area. These are notified in the Evacuation Procedures that are posted in each building across the site. (Refer: site diagram on next page)

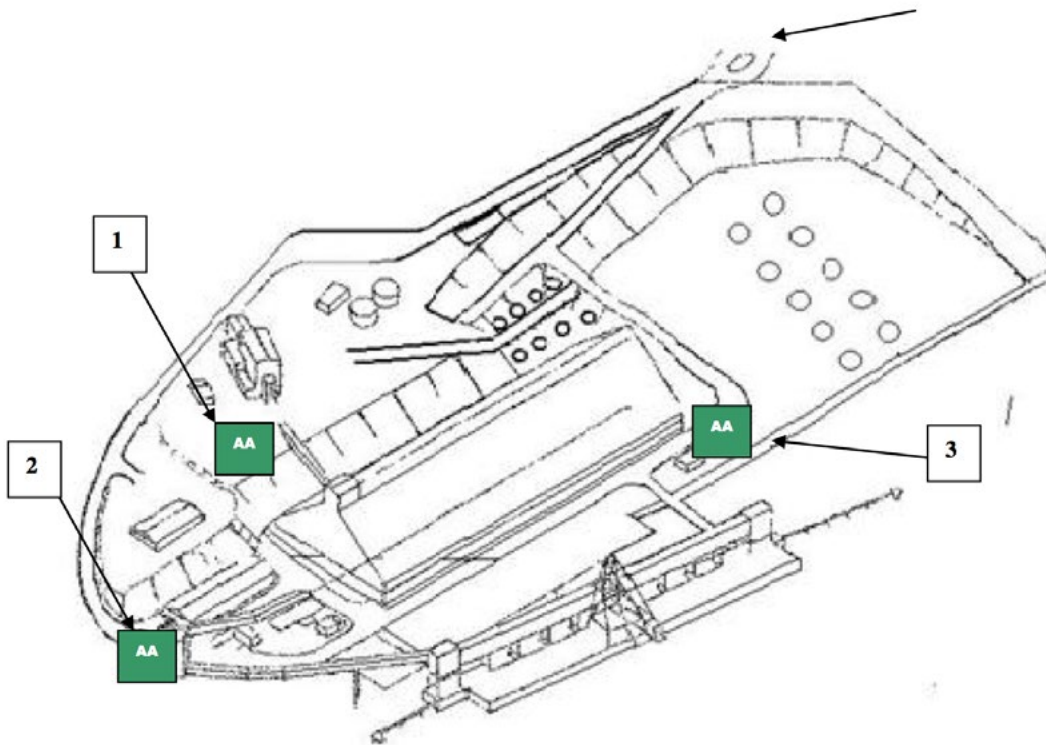
In some cases assembly areas may not be habitable due to fallout from the emergency site or may be affected by the emergency. In these cases Wardens may determine alone or in conjunction with the Site Warden or Emergency Services personnel that evacuees be assembled in an alternative location.

An assembly area should be a place of safety where evacuees:

- may feel safe and secure
- are located a reasonable distance from the emergency
- are free from any fallout from smoke or debris
- may be easily treated for injury or any trauma by emergency services and other services
- can assemble in an area of sufficient size to accommodate the maximum occupancy of the building/s or area

Don't Panic. Keep calm in all situations.

IN AN EMERGENCY From a Landline call 000 or On mobile phone call 112



3.9 SUMMARY

1. All tarps are to be rolled back prior to entering QBT site (weather permitting)
2. Any truck driver who is not wearing the compulsory PPE will not be able to access the site. It is the Truck Drivers' responsibility to ensure they wear the correct PPE (Hard Hat, Steel capped boots, Hi Visy Vest or clothing)
3. No QBT staff is at any time permitted to climb on trailers/tanks.
4. Truck drivers are under no circumstances permitted to operate any QBT equipment this includes air (pressure) hoses. All testing processes are carried out by the Sample Hut Operator.
5. On completion of unloading the truck driver **MUST** wait at the outgoing weighbridge for the Sample Hut Operator to record the tare weight and to calculate the net weight.
6. Truck drivers are to remain in their vehicles until directed.
7. Toilet facilities are located in Receiving Station B. Fresh water is available in the lunchroom of Receiving Station B. There are no cooking facilities. Ask the QBT staff if you require any assistance with locating amenities.
8. Truck drivers are not to block roadways preventing clear access to site.

Contact Numbers

Site Office 3902 0321