



QUEENSLAND
BULK TERMINALS

SITE INDUCTION HANDBOOK

Version 6.1

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 a basic introduction to the Work, Health, Safety, Environmental, Quality & Training 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.

Quality, Environmental, Safety & Training 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
- Provide necessary training to enable people to work with the knowledge and skills to undertake that work in a safe manner

Environment & Quality

- 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
- Regular inspection, and auditing of processes to ensure quality standards

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SITE RULES AT A GLANCE

1. GENERAL

- Personal Protective Equipment (PPE) must be worn in all operational areas of QBT excluding the carpark and initial access to Operations and return – required minimum PPE in operational areas: hard hat, hi vis shirt/vest and steel capped boots
- Additional PPE is required dependent on the area and situation this may include but is not limited to Face Masks (Minimum P2 – Dust), Hearing protection (Cat 4) and Safety glasses
- 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
- 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 victimization, any employees or contractors experiencing any form of unacceptable conduct are encouraged to report the situation by completing a Event Report form or by speaking directly with the General Manager

2. ACCESS TO QBT

- All persons conducting work activities onsite must be inducted prior to commencing work or for a visual assessment of an issue have a designated QBT employee escort at all times
- **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. Tank Farm will advise you on how to proceed (direct to appropriate 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 hut, 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 Receiving (Shed) A or Receiving (Shed) B for unloading
- **Both Grain & Liquid trucks** need to proceed to bottom outbound bridge to be weighed off before leaving site, the weighbridge ticket will be issued electronically

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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 & BIOSECURITY AWARENESS

- QBT is a facility of the Port of Brisbane & operates under the AUS Gov, Dept; of Agriculture as an (AA) site and is responsible to ensure that our security & biosecurity measures are in compliance with the Maritime Transport and Offshore Facilities Security Act 2003 and Biosecurity Act 2015
- QBT operates a 24hr CCTV system and scheduled security contractor drive throughs
- Your responsibility is to report any unusual incidents/behaviors you may observe whilst within QBT or outside the terminal. All security & biosecurity incidents are to be reported to QBT Port Facilities Officers:
 - Brett Tomlinson: 0448 066 351
 - Curtis Milleskie: 0497 869 316

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 presents overloaded the TMR may be notified & a ban of 2 weeks may apply

• 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 Event Report system

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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:

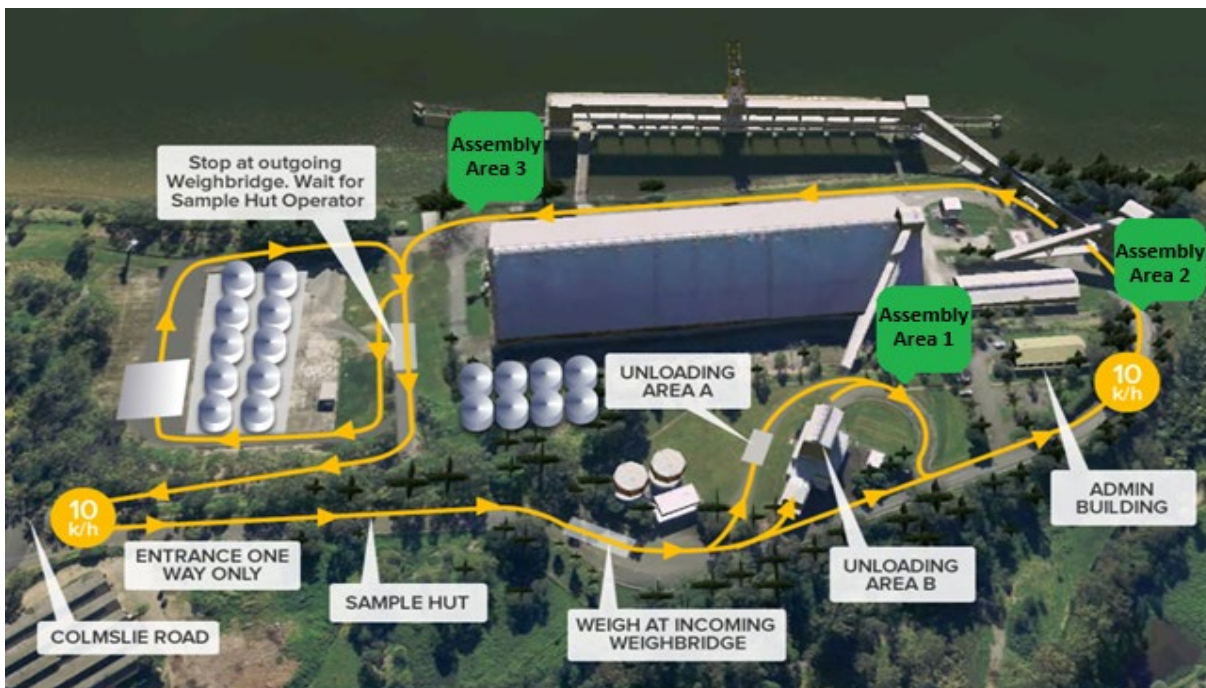
1. Make safe what you are working on
2. Leave the building or area immediately by the nearest safe exit or as directed by a warden
3. Proceed to the assembly area or an alternative assembly area as directed by a warden
4. Remain in the assembly area until advised by a warden and/or emergency services

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 (General Manager)	0448 066 351
First Aid	First Aid Officer (All QBT Staff)	3902 0350
Operations	Curtis Milleskie	0497 869 316

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Fire










































Fire Fighting Equipment

To prevent fires from occurring it is important to maintain good housekeeping in all work areas, i.e., remove rubbish, oils and greases from floors, use and store welding and cutting equipment and flammable liquids properly.

Spend the time to locate and identify the types of extinguishers and hose reels in your work area.

All fire hoses are to be used only in case of fire. They are not to be used for cleaning floors and machinery.

Fire Equipment found at QBT

Type	A	B	C	E	F	Comments
	 Wood, Paper & Plastic	 Flammable & Combustible Liquids	 Flammable Gases	 Energised Electrical Equipment	 Cooking Oils & Fats	
 Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
 Carbon Dioxide (CO ₂)						Generally not suitable for outdoor fires. Suitable only for small fires.
 Water						Dangerous if used on flammable liquid, live electrical equipment and cooking oil/fat fires.
 Foam						Dangerous if used on electrical fires.
 Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
 Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

Only fight fires if you are fully trained, it is safe to do so, and you have an exit or if your safety depends on it!

When using an extinguisher, follow the P.A.S.S methodology!

WHEN USING AN EXTINGUISHER...

**REMEMBER
P.A.S.S.**

P **PULL THE PIN**
BREAK SEAL AND TEST EXTINGUISHER

A **AIM AT BASE OF FIRE**
ENSURE YOU HAVE A MEANS OF ESCAPE

S **SQUEEZE THE OPERATING HANDLE**
TO OPERATE EXTINGUISHER AND DISCHARGE THE AGENT

S **SWEEP FROM SIDE TO SIDE**
COMPLETELY EXTINGUISH THE FIRE

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Contractors

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

Insurances, Licensing & Training

Proof of currency insurances must be provided to Queensland Bulk Terminals to cover all employees of the contractor or contracting company:

- Workers Compensation Insurance
- Public Liability/Professional Indemnity Insurance and
- Motor Vehicle Insurance

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 Contractors

- All isolations must be listed on the Permit to Work - Isolations can only be first applied by QBT staff
- Contractors need to have submitted a Safe Work Method Statement (SWMS) or Job Safety Analysis (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 and meet regulatory requirements (Test & Tag, SDS)
- 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

Workers have legal **responsibilities** under the Work Health and Safety Act 2011. You must: take reasonable care for your health and safety in the workplace; take reasonable care for the health and safety of others who may be affected by what you do or don't do; follow any reasonable health and safety instructions from your employer.

Workers' rights and responsibilities | WorkSafe.qld.gov.au

www.worksafe.qld.gov.au/safety-and-prevention/creating-safe-work/workers-rig...

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Hygiene

Hygiene and Sanitation Standards

Personal Hygiene

- Personal hygiene is absolutely essential when working at QBT. All who enter the site including contractors; transport drivers and members of the public have a responsibility to abide by the guidelines set out in the induction, general communication, procedures and Government Health Directives. Contractors will not be allowed to commence work unless the required standards are met
- General appearance must be clean and tidy
- Food must only be eaten in the canteen or designated outside areas. All rubbish must be disposed of in the bins provided
- Confectionery, including chewing gum is not permitted in production areas
- Due to the chemicals located throughout the production areas It is essential that hands are washed thoroughly before any meal, drinks or smoke breaks
- Plant and equipment that is being worked on must be handed back to the site in a clean, presentable and hygienic state

General Hygiene

- Hand sanitizer, spray disinfectant and wipes are available!
- Use hand sanitizer regularly
- Spray disinfectant in offices and enclosed spaces regularly (Loader cabin)
- Wipe down hot desks, vehicles after use

Covid19

- Follow the Government Health directives
- Follow social distancing (1.5m)
- Use masks when social distancing is not available
- Follow the QBT Covid19 plan



Thank you for taking the time to read and understand the Queensland Bulk Terminals Site Induction, you are now required to complete the QBT Site Induction Assessment QBT-TRN-002.

In addition, all new employees and contractors must “Read Only” the Terminal Site Safety Rules TRN-005 & Minimum Standards TRN-006 & be signed off on a General Training Record.

All new employees must also complete the Manual Handling Work Instruction.

Please take a copy of the Site Map TRN-004 with you as a reference!

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