

Loading Dock Management Plan

Warehouse/Industrial Facility 1
Lot 3, Horsley Drive Business Park, Horsley Park

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1 Introduction

1.1 Purpose

Ason Group has been engaged by Frasers Property Australia to prepare a Loading Dock Traffic Management Plan (**LDMP**) in relation to Warehouse/Industrial Facility 1, Lot 3, Horsley Drive Business Park (the **Site**).

The purpose of this LDMP is to provide guidance and outline the procedures and conditions to be considered within the loading dock hardstand area associated with the Site with the overall objective to ensure safe and efficient movement of vehicles and personnel. In particular, this plan details the following:

- Roles and responsibilities of key personnel in warehouse operations,
- The operational and safety measures that should be undertaken within the loading areas,
- Appropriate internal traffic controls, signage and line marking to ensure light and heavy vehicles can operate together, and
- Details on the governance and administration of the plan.

The effective use of a LDMP would contribute to the minimisation of delays, accidents, prevention of accidents and meet customer expectations. Ultimately, this would result in reduced costs, higher productivity and a safer working environment for all warehouse staff.

This Plan shall be subject to ongoing review and will be updated as necessary in response to changing requirements or in response to any documented WHS issues. In particular, a review of this Plan may be required where a new business occupies a tenancy and has different operational requirements to that envisaged under this Plan. Where a change of businesses does not alter the underlying characteristics of the operation, no change to this plan would be required.

2 Site Details

2.1 Site Access

Access to the Site is provided from Burilda Close and to the wider road network from Cowpasture Road. A driveway is provided, which allows access to the loading dock of Warehouse 1. This driveway is shared with the adjacent warehouse. The designated access route into the loading area is provided in **Figure 1**.

2.2 Loading Facilities

The warehouse/industrial facility is equipped with the following loading docks:

- Four (4) recessed loading docks, and
- Six (6) flush loading docks.

The location of these docks and the loading area provided is shown in **Figure 1**.

2.3 Site Operations

The intended operation of the loading dock is 24 hours and 7 days a week. These operating hours may vary in accordance with the requirements of the future operator.

General loading, dock activities and truck movements during operational periods will be undertaken to the discretion and responsibility of the future operator and DTC.

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3 Key Roles and Responsibilities

3.1 The Warehouse Operator

The operator must ensure that, as reasonably practicable, adequate provisions have been made to ensure that all staff can operate within a safe environment. When considering the traffic movements through the loading area, the tenant must implement measures to reduce or eliminate risks.

3.2 Management

Warehouse management have the duty to exercise due diligence to ensure the warehouse operates within the Work Health and Safety (WHS) Act and Regulations.

Management of each respective business unit on-site shall:

- Ensure all staff and sub-contractors are provided with sufficient training to undertake the required tasks. This includes responsibility for measures to ensure that all staff and visitors are familiar with site specific rules through appropriate site induction procedures, including being inducted into this LDMP.
- Conduct all business in a safe, professional and legal manner.
- Be familiar with and address their respective duty of care requirements in accordance with the applicable state Work Health and Safety legislation.
- Ensure WHS Incident logbooks are maintained and undertake necessary action(s) in relation to any reported issues.
- Drivers must be afforded sufficient time to conduct trips in a legal, compliant and safe manner.
- Vehicles shall not, in any manner, be knowingly overloaded.
- Management must not, by their actions or requirements, force or coerce subcontractors or drivers to break the law.

3.3 Dock Traffic Controller

The Dock Traffic Controller (DTC) must be a suitably qualified professional, who's primary responsibility is to maintain the safe and efficient operation of the loading area. The DTC shall keep activity logs of all vehicle movements within the hardstand and manage the movement of forklifts within the warehouse.

Also within the responsibility of the DTC is the management of staff operating forklifts. All forklift drivers must have the relevant qualifications to operate the machinery. Any staff found to be operating the forklift while not licenced shall immediately be stopped and the incident shall be logged.

Furthermore, the DTC is responsible for the inspection and appraisal of all plant equipment to ensure their worthiness. All plant equipment must not be used if they have been considered unworthy.

3.4 General Staff

Employees, contractors and visitors must take reasonable responsibility for their own health and safety when present in loading areas. All WH&S policies, procedures and instructions must be adhered to.

3.5 Drivers

All drivers are to operate in a manner consistent with the requirements of applicable Work Health and Safety (WHS) legislation and other business specific policies.

All commercial vehicle drivers are to be familiar with the Driver Code of Conduct before attending the Site. An example of the requirements of drivers, which can be incorporated into a code of conduct is provided below:

All vehicle operators accessing the site must:

- Take reasonable care for his or her own personal health and safety.
- Not adversely, by way of actions or otherwise, impact on the health and safety of other persons.
- Notify their employer if they are not fit for duty prior to commencing their shift.
- Obey all applicable road rules and laws at all times.
- Obey the applicable driving hours in accordance with legislation and take all reasonable steps to manage their fatigue and not drive with high levels of drowsiness.
- Obey all on-site signposted speed limits and comply with directions of traffic control supervisors in relation to movements in and around temporary or fixed work areas.
- Ensure all loads are safely restrained, as necessary.
- Operate their vehicles in a safe and professional manner, with consideration for all other road users.
- Hold a current Australian State or Territory issued driver's licence.

- Notify their employer or operator immediately should the status or conditions of their driver's license change in any way.
- Comply with other applicable workplace policies, including a zero tolerance of driving while under the influence of alcohol and/or illicit drugs.
- Not use mobile phones when driving a vehicle or operating equipment. If the use of a mobile device is required, the driver shall pull over in a safe and legal location prior to the use of any mobile device.
- Advise management of any situations in which you know, or think may, present a threat to workplace health and safety.
- Drive according to prevailing conditions (such as during inclement weather) and reduce speed, if necessary.
- Have necessary identification documentation at hand and ready to present to security staff on entry and departure from the site, as necessary, to avoid unnecessary delays to other vehicles.

3.6 Work Health and Safety (WH&S)

The following safety requirements must be adhered by all staff who operate or move within the loading dock:

- Any incoming and outgoing vehicles must have appropriate clearances from the Dock Traffic Controller.
- All reasonable directions from the Dock Traffic Controller must be adhered to.
- Mobile equipment, machinery and vehicles must not exceed a 10km/h speed limit.
- Before being authorised to work within the loading dock, all personnel must undergo a site induction.
- All workers must wear high visibility vests.
- All personnel must have appropriate security clearances to access the loading dock. Any personnel found to not be permitted to be present at the loading dock must be escorted out of the area by security.
- All forklift operators must carry their forklift licences at all times whilst operating the forklifts.
- Emergency exits must remain unobstructed at all times.
- All personnel must be fit to work and not under the influence of drugs, alcohol or certain medications that would impair their ability to work.

- A log must be kept of all incidents occurring on-site. All incidents are to be reviewed and measures must be implemented to reduce or eliminate the risk of the incident reoccurring.

4 Traffic Management Plan

4.1 Dock Access

All docks are generally accessible by semi-trailers up to 19.0m in length with the ability to reverse-in and exit forward-out. Suitable provisions are made within the hardstand area for semi-trailers to U-turn should it be required.

The hardstand is generally accessible by B-doubles, which must unhitch their rear trailer within the area designated by the DTC. Should there be a requirement for a B-double to U-turn within the hardstand area, appropriate hardstand area must be provided and at times require the clearance of some loading areas. The spatial requirements for a B-double U-turn is provided in **Figure 2**.

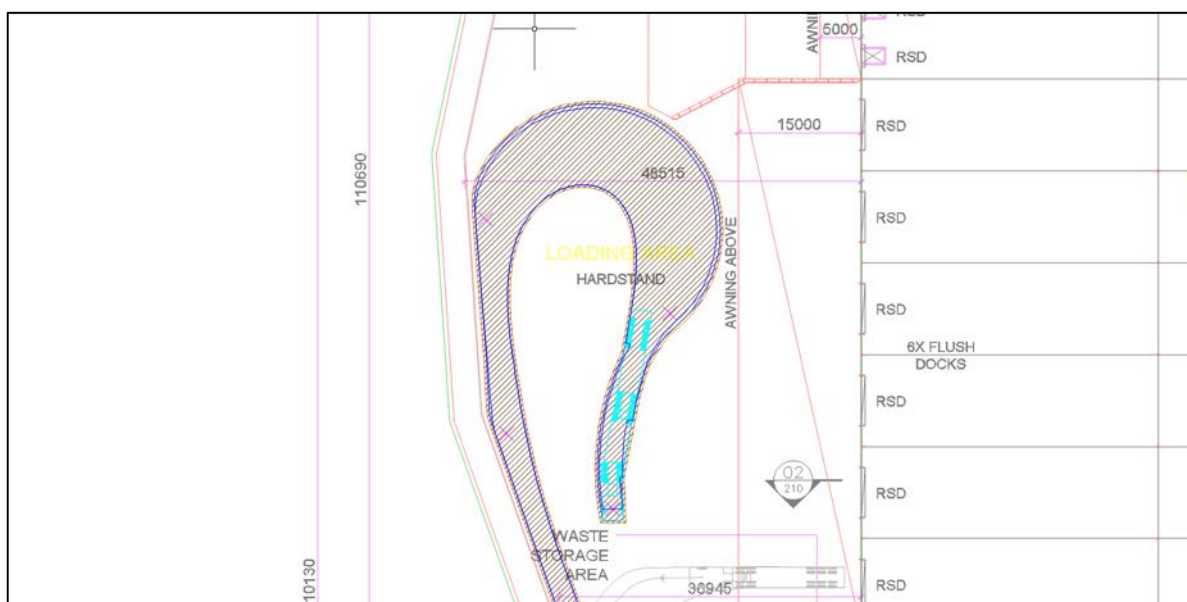


Figure 2: B-double U-turn

4.2 Loading Procedures

A schedule must be kept of all inbound and outbound truck movements. This will allow for sufficient planning of the time and equipment required to service trucks and avoid any bottlenecks.

Before entering the loading area, all drivers must communicate with the DTC (via radio or any other appropriate means) and be designated a loading dock. Any trucks arriving must notify the warehouse staff if they have arrived on schedule such that appropriate provisions can be made to accommodate the vehicle in the relevant loading area. Layovers or stopovers along the public roadway is not permitted.

When loading/unloading with mobile plant equipment, the following traffic management measures must be in place:

- Pedestrian exclusion zone,
- Driver safety zone,
- Barriers, fences or bollards if available,
- Communication system between mobile plant operator and driver (such as two-way radios),
- Signs, lights, alarms to indicate loading/unloading is in progress,
- Adequate lighting and safe surface area, and
- PPE gear for all workers.

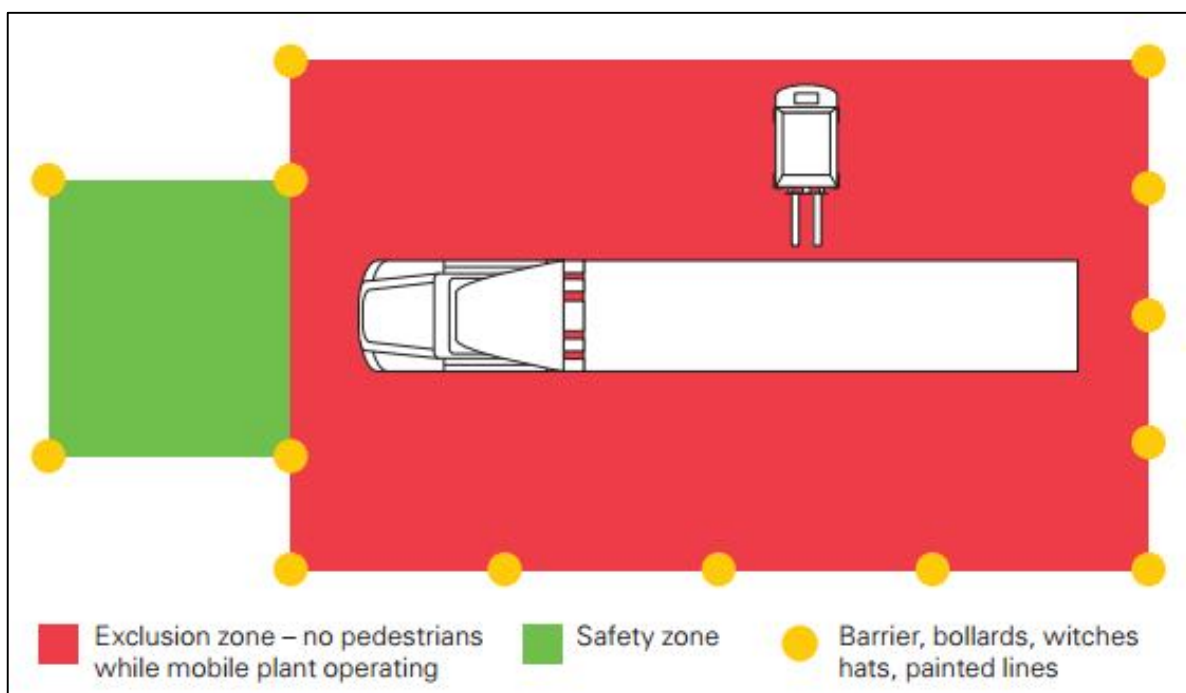


Figure 3: Heavy Vehicle Safety and Pedestrian Exclusion Zone

Appropriate clearances must be obtained from the DTC to depart the loading dock area.

4.3 Signage and Linemarking

To ensure the safe movement of vehicles and mobile plant equipment, all areas to be used by these vehicles are to be clearly delineated and linemarked. Appropriate signage is to be placed in areas used for loading (example below).



Also appropriate would be the use of temporary barriers during loading/unloading periods to eliminate the risk of pedestrians moving within the loading area.

4.4 Parking & Pedestrian Management

Pedestrian access to the hardstand areas used by heavy vehicles and forklifts shall be restricted, as far as practicable, for safety purposes. The truck access road for both warehouses should be nominated as a pedestrian exclusion area. Pedestrian exclusion areas should be clearly signposted with appropriate signage (example below).



Pedestrians moving to different areas within both warehouses should use the designated walkways.

In the event that pedestrian access is required within vehicular manoeuvring areas, high visibility vests and other personal protective clothing shall be worn at all times. Where possible, temporary work areas within commercial vehicle manoeuvring areas should be clearly delineated by way of traffic cones and/or temporary barriers.

Employee or visitor parking is not permitted within the loading dock area. All employees and visitors must use the designated car park to the north of the warehouse. Should any parking be required within the loading area, appropriate clearances must be obtained from the DTC.