

QUBE
SAFE.

Induction Handbook

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Version 7.5

Contact List

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Potential Hazards & Risks

WORK ENVIRONMENT

Floors/surfaces, obstacles, visibility, falling/sharp/protruding objects, trip/slip/fall, housekeeping, temperature, noise, heights, confined spaces, ventilation, amenities, security, blocked doors, electrical hazards.

Ask yourself: **Is the area tidy & safe?**
Do I have a clear escape route; emergency exit?
Will my work negatively impact on others or theirs on me?

PLANT, EQUIPMENT & VEHICLES

Forklifts, trucks, power tools, machines, other equipment, tools, ladders, driving, working near, pedestrians, safe use, guarding, maintenance, procedures, sharp edges, nip points, cords/leads, position, noise, location, signage, PPE.

Ask yourself: **Is there a procedure for this plant, equipment or vehicle?**
Has a risk assessment been done?
Am I allowed to use this? Do I need a licence?
Do I need training?
Am I using the right thing for the right job?
Am I wearing my seatbelt? Am I speeding?

MANUAL HANDLING

Lifting, bending, repetition, reaching, weight of object, dropping, falling, tripping, awkward size/shape, ladders, climbing, PPE.

Ask yourself: **Do I need to lift above shoulder height or low to the ground?**
Is my footing secure to lift?
Am I lifting with my legs, not my back?
Is this too heavy for one person? Do I need a hand?

CHEMICALS & SUBSTANCES

LP Gas, oils, cleaning agents, toner, solvents, degreaser, unknown substances, dangerous goods, invisible gases, confined spaces, ventilation, MSDS, Containers, Handling, PPE, storage, moving.

Ask yourself: **Can I inhale, ingest, have contact with a substance or chemical?**
Can the substance harm me or others? Did I check the MSDS?

PEOPLE

You, other workers, pedestrians, visitors, contractors, trained, licensed, dangerous task, watch out, not concentrating, danger to self & others, running, not looking, harassment, bullying, violence.

Ask yourself: **Did they see you?**
Is your mind on the task at hand?
Did you check area before reversing? Are you licensed?
Are you allowed to do that? Are you trained for the task?
Are you following safe work procedures?
Should you be wearing PPE?
Who should I discuss this with?

Take 5 Assessments

MANAGING HAZARDS IN YOUR WORK AREA IN A QUICK 5 MINUTES!

What is a Take 5

A Take 5 is a process that encourages you to identify hazards associated with ALL tasks before starting a job. It helps to promote a hazard management culture through continual self-evaluation.

It is based on the principle of 'ENGAGING THE MIND BEFORE THE HANDS' by:

- Stepping back 5 paces from the job;
- Investing 5 minutes (approximately) to step through the job in your mind; and
- Identify plans to control hazards before starting the job.

Take 5 is an informal personal planning process. It is essentially a mental JSEA applied before starting ALL jobs.

The process encourages sharing of information with others.

Benefits of Take 5

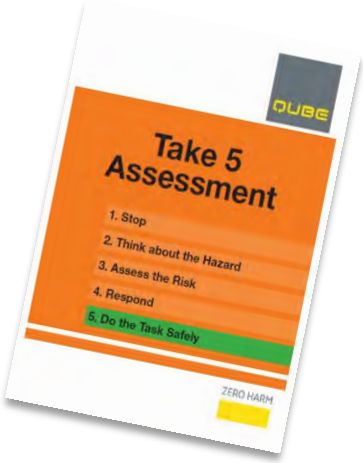
QUBE Logistics SHE Policy

> *"With safety as a number one priority and our belief that all accidents are preventable"*
>
> *"Providing resources which enable communication, the sharing of safety and environment knowledge and ideas and effective consultation with employees".*

Analysis of accidents indicates that;

- A large number are caused by poor control of hazards, particularly routine work.
- Personal planning to identify and control hazards could be improved.

Personal Planning Hazard Tools (Take 5's) are there to address personal planning or planning for routine activities.



How is a Take 5 completed?

BEFORE THE JOB

- Stop and think.
- Observe the work area and surroundings
- Step through your mind what you are going to do
- Think about what else is happening in the area or nearby
- Identify what else could go wrong
- Satisfy yourself that the hazards are controlled before starting the work

DURING THE JOB

- Be aware that when performing a routine task, it is possible to get into an automatic mode of operation.
- If it is a long routine task, take short regular breaks to re-focus on the job, work environment and related hazards
- When a job is coming to a conclusion or a natural break e.g. (Meal Break) re-focus your effort on what is required to complete the task safely.

AFTER THE JOB

- Observe the work area
- Take action to control any hazards that may have been created by the work
- Reflect on how well the job went and the mental planning process you used
- Did you feel safe doing the job?
- Were others around you working safely?
- Can any improvements be made next time?

THINK

- Did everyone have a safe day?
- If not, why and what could happen tomorrow to improve that?
- Share your thoughts and experience

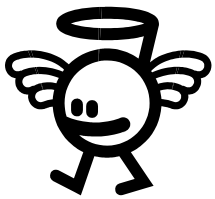
Keeping the Take 5 Culture alive

START OF SHIFT/TAKE 5 MEETING

- Raise the awareness of hazards that may be encountered during the shift
- Encourage investment of time into thinking the job through before we start
- Promote the identification of hazards and controls we could put in place to reduce them happening
- Share the information with everyone in your work area

OPERATING ON A CLIENT SITE

As an ambassador of Qube Logistics you are often the "face of the company" to our clients when you visit their site. As such you must be aware of and follow QUBE's Code of Conduct at all times. (Refer HR Manual)



Important points to note when visiting client sites:

1. *You may be required to undergo a site induction on your first visit to some client sites. This will be arranged by your manager.*
2. *If it's your first time to a delivery location check with the Allocator for the client's preferences including:*
    a. *site instructions*
    b. *directions for entering and/or leaving customer sites*
    c. *traffic flow and traffic management plan*
    d. *alignment and distance off a dock and docking instruction*
    e. *drop-off point and direction of the container doors (if applicable)*
    f. *if container stabilizers and or wheel chocks are required to be used during loading/unloading process*
3. *Many client sites require you to report to a security point or office prior to loading/unloading.*
4. *If you are at a client's distribution centre you may be controlled by "Dock Lights" or additional docking procedures. You should check this before attempting to couple or uncouple a trailer. You must check for and understand the "Red light/Green light" docking procedures (if used) or any other system that may be in place on that site.*
5. *Some of the client sites you'll visit in the course of your duties will require you to wear Personal Protective Equipment (PPE) to ensure your personal safety. This may include, but not be limited to a hard hat, safety glasses, safety boots and hi-vis clothing or vest.*
6. *You should report any incidents (even if minor) to both a client site representative and to your allocator or manager.*
7. *Don't attempt to operate client's equipment/plant without permission and even then you must be suitably trained and/or licensed.*

You should be aware that if you infringe the site rules as set out by any client you may be banned from entering their site/s in the future.

First Response Actions for all Emergencies

- Step 1: Raise the Alarm
- Step 2: Inform – Site Contact and Chief Warden
- Step 3: Rescue anyone in danger if safe to do so
- Step 4: Evacuate to the nearest assembly area
- Step 5: Report – to wardens who will mark you off



Fireworld Fire Class	Hazard Type	Water No Stripe	Foam Blue Stripe	Wet Chemical Cream Stripe	Dry Chemical White Stripe	Carbon Dioxide Black Stripe	Vaporising Liquid Yellow Stripe
							
		Dangerous if used on flammable liquid, electrically energised equipment and cooking oils / fat fires	Dangerous if used on electrically energised equipment	Dangerous if used on electrically energised equipment	Look carefully at the extinguisher to determine if it is an ABE or BE unit as the capability is different	Not suitable for outdoor use or smoldering deep seated A class fires	Check the characteristics of the specific extinguisher agent
A	Paper, Wood, Textiles	YES	YES	YES	YES (ABE) NO (BE)	Limited	YES
B	Flammable & Combustible Liquids *	NO	YES	NO	YES (ABE) YES (BE)	Limited	Limited
C	Flammable Gas (Propane)	NO	NO	NO	YES (ABE) YES (BE)	Limited	Limited
D	Combustible Metals	NO	NO	NO	NO Special Powder Required	NO	NO
E	Electrically Energised Equipment	NO	NO	NO	YES (ABE) YES (BE)	YES	YES
F	Cooking Oils / Fat Fires	NO	Limited	YES	NO (ABE) Limited (BE)	Limited	NO

Green YES indicates the class or classes in which the agent is the most effective.
Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it may have a limited extinguishing capability.
Class D: For fires involving combustible metals use, a special purpose extinguisher is required.
* Solvents such as alcohol or acetone mix with water and therefore require special foam (ATC).

For all Sales, Service, Maintenance & Testing

Fire System Services *ABN 47 635 264 476* **Web Site: www.firesys.com.au** **Email: firesys@bigpond.com** **Tel: 08 8445 6300** **Fax: 08 8445 6333**

Initial Incident Report

Issue date: 28/08/2024
Review date: 28/08/2026

Note: For Class 3 Incident use the & ICAM Incident Investigations Report Form		
Incident Date: 01/03/2024	**Time:**	**Incident No:** *INX – 0123XX*
Site: *BPFT - Yard*		**Location:** *Yard*
Incident reported by: *Dudley Doolittle*		**Reported Time & Date incident:** *01/03/2024 13:55*
Incident reported to: *(name & title)*		
Person(s) involved in incident:		

Incident description: *(Who, What, Where and How, include Witnesses and Equipment Operators)*

I drove my truck onto Pad 7 at 13:15 when they radioed for me to come around. I got out to open my twist locks and as I was going around the truck the Toyota 2.5T forklift moving empty pallets to Export shed drove through beside my truck. It nearly hit me as I came around the back of the trailer (couldn't see because of the container) and I jumped back out of the way, slipping on loose dirt and falling into pot hole.
I scraped my left elbow and forearm on the trailer as I jumped back out of the way.
The forklift operator (Brutus something or other) swerved to miss me and the forklift tine punctured the rear outer tyre on the tri. He came over to see if I was ok and we went over to the workshop to get some first aid and report the damaged tyre.

Immediate action taken?	**Who**	**When**
Went to workshop and got cleaned up, band aid on arm. Told to bring truck over after container was unloaded to change tyre	*DD*	*13:40*
Reported incident to allocator on radio	*DD*	*13:55*

Critical Risk Category
(double click box & change default value to "checked")

1. **Heavy Vehicle Operations**	☐	7. **Energised Plant, Isolations & Lockouts**	☐	**CoR - Mass / Load /Dimension**	☐
2. **Working At Heights**	☐	8. **Security Breach**	☐	**CoR - Fatigue**	☐
3. **Cranes & Lifting Operations**	☐	9. **Severe Weather**	☐	**CoR - Speed / Driver Behaviour**	☐
4. **Bulk Chemical Storage**	☐	10. **Facility Fire**	☐	**CoR – Maintenance**	☐
5. **Rail Operations**	☐	11. **Restricted or Confined Space**	☐	**Other**	☐
6. **Mobile Plant, Equipment & Pedestrians**	☒	**Other**	☐	**Other**	☐

Incident severity rating: (level 1 – 5) * ** Refer to Incident Severity Ratings Table on the last page of this form*	**Actual:** 1	**Potential:** 3

Incident Class:	**Incident**	☒	**Near Miss**	☐
Operational Activity	Truck Driving			

Sample Only

Equipment / Asset Type	Trailer-Forklift	Equipment / Asset Number	123QDD-Toyota 2.5T

Details of Injuries/Damage/Impact: ***(nature and extent of injuries/damage)***

Hours of Work Details:				
Type of Shift:	Day ☒	Evening ☐	Night ☐	
Part of Shift:	1st 1/3 of Shift ☐	2nd 1/3 of Shift ☐	3rd 1/3 of Shift ☐	
Shift Length:	12+ Hours ☐	10 - 12 Hours ☒	7-9 Hours ☐	4 Hours ☐
Consecutive Shifts Worked:	0-5 Days ☒	5 – 10 Days ☐	Over 10 Days ☐	

Involved Person:	
First Name: Brutus	**Surname:** Smythe
Site: Import/Export BPFT – Pad 7	**Occupation/Job Title:** Forklift Operator

Please provide Involved Person details as follows:

Experience: **0 - 3 months** ☐ **Over 12 Months** ☐ **Over 5 Years** ☐ **4 -12 Months** ☐ **Over 2 Years** ☒

Injury Management:

Injured? **Yes** ☒ **or** **No** ☐

Injury: Scrapes	Bodily Location: L Forearm & Elbow	Mechanism: Object with body

Agency: Mobile Plant & Equipment	Classification: First Aid Injury

Other Persons Involved:

Sample Only

Drug & Alcohol Testing:		
Requires Drug and Alcohol Test? Yes ☒ or No ☐		**Test Date:** 01/03/2024
Approved Provider: Internal	**DA Type:** Urine	
DA Category: Post Incident	**Result:** Negative	

	Correctives Actions:	**Responsible Person:**	**Completed Date:**
1			
2			
3			
4			
5			
6			
7			

Photographs taken:	Yes ☒ No ☐	**By whom:** D Doolittle
Insert Photos here		

Person completing this form: D Doolittle with Allocator			**Signature:** DD JA
Phone: 0404 123 123	**Date:** 01/03/2024	**Status of investigation** *(Initial/final)*: *Initial*	
Reviewed by: B Manager	**Signature:** B Manager		**Date:** 01/03/2024

Sample Only

When deciding the severity rating for incidents consider:

- **The actual severity level, (a rating on a scale of 1-5 to indicate the actual level loss.**
- **The potential severity level, (an estimated rating on a scale of 1-5 to indicate the potential loss. Think 'what if' and use your judgements to determine what the severity could have been.**

Severity Level	People	Environment	Financial	Commercial / Brand Exposure	Security
1 Insignificant	◂ Hazard identified, near miss , First Aid Treatment	◂ No environmental damage ◂ Environmental hazard identified ◂ On site release of pollutant (<20 litres/Kg)	◂ Financial loss $<10K	◂ Reputation loss from local staff ◂ Disruption to contract	◂ Evidence of attempted breach – with no actual breach
2 Minor	◂ Medical treatment Return to work Injuries	◂ Onsite release of pollutant (<200 litres/kg) that is immediately contained without causing land contamination AND does not migrate offsite to land or waterways.	◂ Financial loss $>10k, <100k	◂ Reputation loss (local media attention) ◂ Disruption to contract	◂ Breach of land-side Restriction Zone resulting in no impact to site such as a contractor inside the substation
3 Moderate	◂ lost time injuries, partial impairment	◂ Onsite release of pollutant (<200 litres/kg) that is mostly contained but causes moderate contamination (refer to financial loss) OR offsite release of pollutant (<200 litres/kg) to land or waterways. Environmental Protection Act breaches	◂ Financial loss $>100k, <1[illegible]	◂ Reputation loss (State/ County media attention ◂ Disruption to contract	◂ Breach of land-side Restricted Zone resulting in impact to site such as arson/fire not considered to be terrorism
4 Major	◂ Single fatality, extensive injuries, permanent disability	◂ Onsite release of pollutant (200 to 2,000 litres/kg) that causes [illegible] contamination (refer to financial loss) OR offsite release of pollutant (200 to 2,000 litres/kg) to land or waterways.	◂ Financial loss >1m, <10m	◂ Reputation loss (National media attention) ◂ Disruption to contract	◂ Breach of landside Restricted Zone resulting in a potential terrorist activity being averted
5 Critical	◂ Multiple Fatalities	◂ Onsite release of pollutant (>2,000 litres/kg) that causes catastrophic land contamination (refer to financial loss) OR offsite release of pollutant (>2,000 litres/kg) to land or waterways.	◂ Financial loss >10m,<100m	◂ Reputation loss (International media attention) ◂ Disruption to contract	◂ Breach of landside Restricted Zone resulting in a terrorist activity occurring

Sample Only

HAZARD REPORT

Name: Boris Karloff	
Date: 22/02/2023	Time: 23:37
Location: BP Empty Park	Vehicle: ABC123

This could have potentially been:

Equipment / Property Damage	Personal Injury	Security
Environmental Harm	Cargo Damage	Near Miss
Other: *(explain)*		

Persons involved:

Employee	Contractor	Third Party

What happened:

Driving down exit lane to gatehouse when another driver got out of truck and walked from twist-lock bay across in front of me to the truck parking area

Have you rectified the Hazard? Yes ☐ No ☐

If "Yes", How?

As I drove past, I told him to use the walkways and watch for traffic.

Have you reported the Hazard to the Supervisor / Manager? Yes ☐ No ☐

Name of Manager: Thadeus G Lightly

Sample Only

HAZARD REPORT

(completed by Supervisor / Manager and submitted to Safety Committee Monthly)

Hazard Type (tick one):

☐	Biological	☐	High Energy Source
☐	COR	☒	Non-compliance
☐	Chemical	☐	Physical
☐	Environmental	☐	Psychosocial
☐	Ergonomic	☐	Other

Potential Severity (tick one):

Consequence			Safety	Environment
☐	1	Insignificant	Hazard Identified or 1st Aid Treatment	Immediately contained release – low impact on-site
☐	2	Minor	Medical Treatment	Release of Pollutant (<50L/KG) – environmental nuisance on-site
☒	3	Moderate	Lost Time Injury	Release of Pollutant (50-500L/KG) – on-site harm, substantial nuisance
☐	4	Major	Single Fatality or Disability	Release of Pollutant (500-2000L/KG) – major contamination on-site
☐	5	Critical	Multiple Fatalities	Release of Pollutant (>2000L/KG) – environmental prosecution, off-site

Immediate action taken:

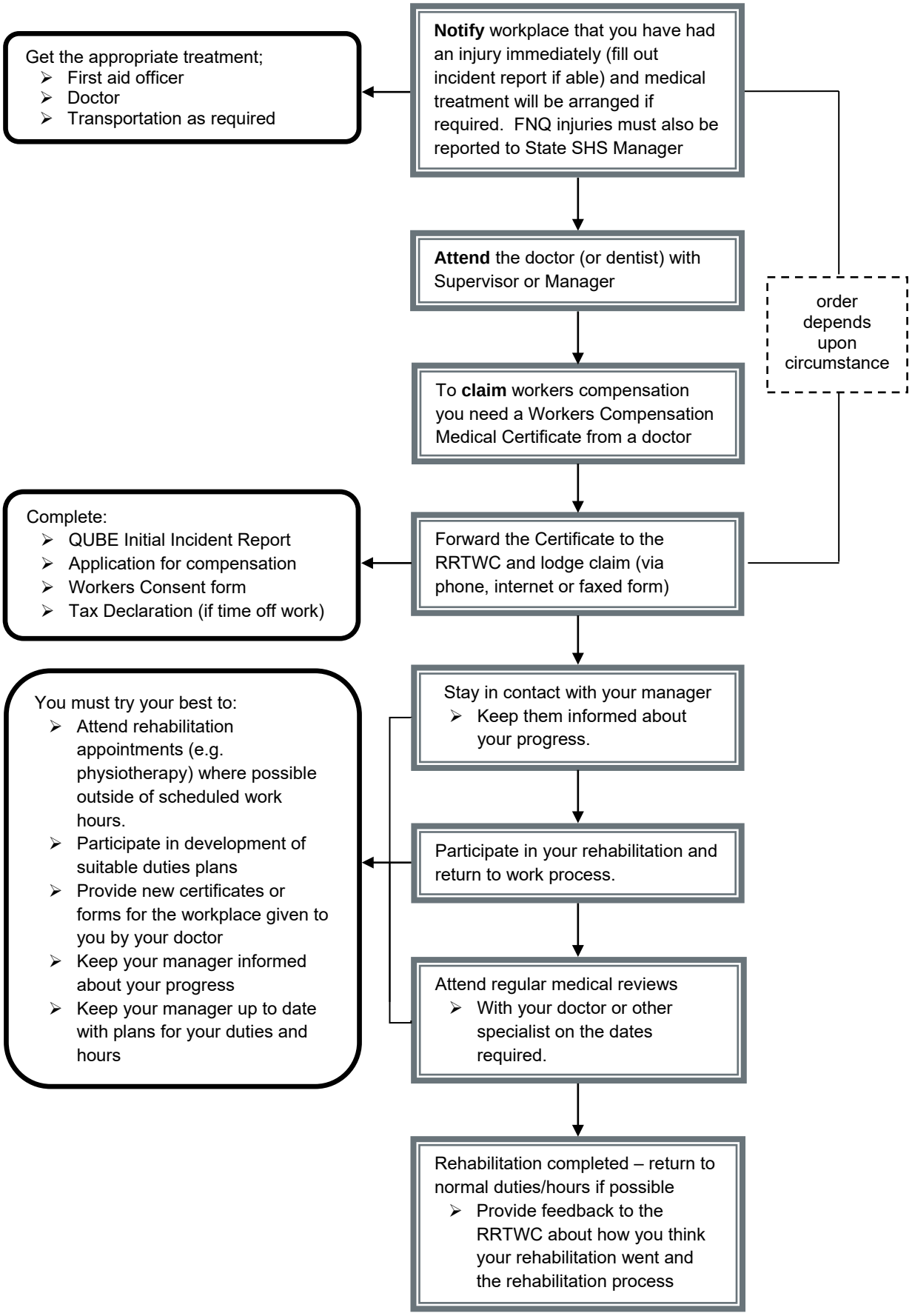
Reminded driver to walk on pedestrian walkways and watch out for traffic

Name: Boris Karloff	Signature: BKarloff	Date: 22/02/23

Sample Only

QUBE LOGISTICS

REHABILITATION PROCEDURES FOR INJURED WORKERS



If you are injured at work:

- Follow all normal Health & Safety, First Aid and Incident Reporting procedures as required.
- If you need medical attention for your injury:
    - your Supervisor, Allocator or Manager will provide you with an Injury Management kit;
    - you must read the blue information sheet procedures for "Attending a Doctor's surgery for a work-related injury"- Company medical treatment facilities are listed.
    - The enclosed letter for Treating Doctor and a copy of the Suitable Duties Register must be handed to the doctor at the start of your appointment.
    - Ensure you read the contents of the Injury management pack in full.
- If you want to make a claim for the cost of medical expenses and/or lost time, you will need to complete an Application to WorkCover Qld through one of the approved methods – refer to WorkCover Qld application form. The completed form and valid Workers Compensation Work Capacity Certificate should be given to the Return To Work (RTW) Coordinator ASAP.
- Contact the RTW Coordinator on Ph: 3895 9516 (SEQ) or Ph: 0404 276 225 (FNQ) immediately following your doctor's appointment (or the next business day if After Hours) to report the outcome of your medical review.

If you intend to lodge a Workers Compensation claim you MUST:

- Inform the doctor and medical receptionist that you're attending for a work-related injury. Some Doctors will provide you with a WorkCover Qld Claim Form to complete at the appointment – they can claim a fee from WorkCover for faxing this in to them with their invoice.
- Obtain a Workers Compensation Work Capacity Certificate from the doctor which must state your fitness for duty, any restrictions you have and a review date. Make an appointment for your review while at the surgery unless you're certified fully fit. Any appointments should be made outside your rostered work hours (this also applies to additional treatment/services such as physiotherapy)
- Advise the treating doctor that you'll be signing a Medical Information Release Authorisation so the RTW Coordinator can contact them to discuss any suitable duties or return to work programs. (The release form is in the kit provided by your Supervisor, Allocator or Manager)
- If not already completed at the doctor's surgery, you should complete the WorkCover Qld Claim Form in the kit and either lodge yourself or give to the RTW Coordinator to lodge on your behalf. Alternatively the claim can be completed on-line or by phone – refer to claim form for details.

It is a QUBE Logistics Policy to provide suitable duties wherever possible to workers who have suffered a work-related injury. The range of duties available is detailed in the Suitable Duties Register enclosed in your Workplace Injury Management Kit. Don't forget to give this to the doctor to review at your appointment. Just because you can't drive a forklift or truck doesn't mean we don't have alternate duties you can perform.

THE QLD RETURN TO WORK COORDINATOR CAN BE CONTACTED ON PH: 3895 9516 (SEQ) OR PH: 0404 276 225 (FNQ) DURING BUSINESS HOURS

Qld Transport & Main Roads
Medical Condition Reporting

JET'S LAW



Medical condition reporting legislation in Qld has been name "Jet's Law" in recognition of a tragedy that inspired these laws. A driver experiencing an epileptic fit hit a car carrying Jet Rowland. The impact killed Jet, severely injured his mother and left his brother confined to a wheelchair.

Jet's Law prescribes that if you are a current driver licence holder, you must promptly report to the Department of Transport and Main Roads (TMR) any long-term or permanent medical condition that is likely to adversely affect your ability to drive safely.

Some of the common medical conditions which may adversely affect your ability to driver can include but are not limited to:

- Blackouts or fainting
- Diabetes (early and late onset)
- Epilepsy
- Eye problems (e.g. cataracts)
- Hearing problems
- Heart disease
- Psychiatric disorders
- Sleep disorders
- Stroke

If you have a medical condition, you need to speak with your doctor about how it can affect your driving.

Your doctor will issue you with a Commercial or Private Fitness to Drive medical certificate that will say one of three things:

1. Fit to drive with no conditions;
2. Fit to drive under stated conditions (eg. With annual review or only in daylight etc.); or
3. Not fit to drive

You must provide a copy of the certificate to TMR.
(Your doctor can report you to the department if they think you are ignoring their advice and they are protected under the legislation when giving information in "good faith".)

When you go to TMR, a condition code is noted on your licence (if required) but failure to report can result in a fine or jail sentence if you are involved in an accident related to your condition.

Once a condition has been recorded on your licence, you must carry the medical certificate with you when driving.

For further information refer to "Jet's Law" Brochure or the TMR website

In most cases, having a medical condition will <u>not</u> stop you from driving.

Australian Government | Fair Work OMBUDSMAN

Fair Work Information Statement

Employers must give this document to new employees when they start work.
Find more information at **fairwork.gov.au/fwis**

Important information about your pay and conditions

For help in your language visit **fairwork.gov.au/language-help**

Employees in Australia have entitlements and protections at work, under:

Fair Work laws	Awards	Enterprise agreements	Employment contracts
▸ set minimum entitlements for all employees ▸ includes the National Employment Standards	▸ set minimum pay and conditions for an industry or occupation ▸ cover most employees in Australia	▸ set minimum pay and conditions for a particular workplace ▸ negotiated and approved through a formal process	▸ provide additional conditions for an individual employee ▸ can't reduce or remove minimum entitlements

Find your award at **fairwork.gov.au/awards** Check if your workplace has an enterprise agreement at **fwc.gov.au/agreements**

Other information statements

Your employer may also need to give you other information statements.

The Casual Employment Information Statement (CEIS) must be provided to **casual employees** before, or as soon as possible after, the start of employment, and also at set times throughout their employment. For more information and to access the CEIS go to **fairwork.gov.au/ceis**

The Fixed Term Contract Information Statement (FTCIS) must be provided to **employees on a fixed term contract** before, or as soon as possible after, entering into the contract. You can find the FTCIS at **fairwork.gov.au/ftcis**

Your pay

Your minimum pay rates are in your award or enterprise agreement. If there isn't an award or agreement for your job, you must get at least the National Minimum Wage. Minimum pay rates are usually updated yearly.

Find out what you should get at **fairwork.gov.au/minimum-wages**

National minimum wage From 1 July 2024	**$24.10 per hour or $915.90 per week** (based on a 38 hour week) for full-time employees	**$24.10 per hour** for part-time employees	**$30.13 per hour** for casual employees

This is the adult minimum rate for employees with no award or enterprise agreement. Lower rates may apply to juniors, apprentices and trainees. They also may apply to employees with disability if their disability affects their productivity. Lower rates may also apply under some awards. For example, introductory rates might apply for a limited time after an employee starts their job. **You can't agree to be paid less** than the minimum pay rates that apply for your job.

Use our free calculators to check your pay, leave and termination entitlements. Visit **fairwork.gov.au/pact**

Who can help?

Fair Work Ombudsman	Fair Work Commission
▸ has information and advice about pay and entitlements ▸ provides free calculators, templates and online courses ▸ helps fix workplace problems ▸ enforces workplace laws and seeks penalties for breaches of workplace laws.	▸ deals with disputes about a range of issues, including unfair dismissal, bullying, sexual harassment, discrimination and 'adverse action' at work ▸ approves, varies and terminates enterprise agreements ▸ makes, reviews and varies awards ▸ issues entry permits and resolves industrial disputes ▸ regulates registered organisations.
Visit **fairwork.gov.au** or call on **13 13 94**.	Visit **fwc.gov.au** or call on **1300 799 675**.

National employment standards

The National Employment Standards (NES) are minimum entitlements that apply to all employees. NES entitlements include the right to be given certain information statements. You also have the right to request flexible working arrangements, and a right to get superannuation contributions from your employer. The table below summarises other NES entitlements. Rules and exclusions apply. **Your award or agreement may provide more.** Find more information on the NES at **fairwork.gov.au/nes**

	Full-time and part-time employees	Casual employees
Annual leave	✓ 4 weeks paid leave each year. Part-time employees get a pro rata amount. Eligible shift workers get 1 extra week.	✗ No entitlement to paid annual leave.
Personal leave (Sick or carer's leave)	✓ 10 days paid leave each year. Part-time employees get a pro rata amount.	✗ No entitlement to paid personal leave.
Carer's leave	✓ If all paid personal leave has been used, employees can take 2 days unpaid leave on each permissible occasion.	✓ 2 days unpaid leave on each permissible occasion.
Compassionate leave	✓ 2 days paid leave on each permissible occasion.	✓ 2 days unpaid leave on each permissible occasion.
Family and domestic violence leave	✓ 10 days paid leave each year.	✓ 10 days paid leave each year.
Community service leave Jury duty Voluntary emergency management activities	✓ 10 days paid leave with make-up pay and unpaid leave as required for jury duty. ✓ Unpaid leave to engage in eligible community service. This includes voluntary emergency management activities.	✓ Unpaid leave as required for jury duty. ✓ Unpaid leave to engage in eligible community service. This includes voluntary emergency management activities.
Long service leave	✓ May be entitled to long service leave under the NES, an enterprise agreement or under state or territory laws. Amount and eligibility rules vary.	✓ May be entitled to long service leave under the NES, an enterprise agreement or under state or territory laws. Amount and eligibility rules vary.
Parental leave Eligible after 12 months employment	✓ 12 months unpaid leave. Can extend up to 24 months with employer's agreement.	✓ 12 months unpaid leave for regular and systematic casuals. Can extend up to 24 months with employer's agreement.
Maximum hours of work	✓ Full-time employees – 38 hours each week plus reasonable additional hours. ✓ Part-time employees – 38 hours or the employee's ordinary weekly hours, whichever is less. They may work reasonable additional hours.	✓ 38 hours or the employee's ordinary weekly hours, whichever is less. They may work reasonable additional hours.
Public holidays	✓ A paid day off if you'd normally work that day. If asked to work you can refuse, if it's reasonable to do so.	✓ An unpaid day off. If asked to work you can refuse, if it's reasonable to do so.
Notice of termination	✓ 1 to 5 weeks notice (or pay instead of notice) based on length of employment and age.	✗ No entitlement to notice of termination.
Redundancy pay Eligible after 12 months employment	✓ 4 to 16 weeks pay based on length of employment. Some exclusions apply.	✗ No entitlement to redundancy pay.
Employee choice about casual employment	✗ Not applicable.	✓ The right to notify an employer to change to full-time or part-time employment in some circumstances. Rules apply.

Flexibility

After 12 months employment, you may have the right to make a written **request for flexible working arrangements**. This includes if you're pregnant, 55 or over, a carer, have a disability, are experiencing family and domestic violence, are supporting a member of your immediate family or household who is experiencing family and domestic violence, or are the parent of, or have caring responsibilities for, a child of school age or younger. Employers need to follow certain rules for responding to a request for flexible working arrangements, including responding in writing within 21 days. Find out more about the rules for flexible working arrangements at **fairwork.gov.au/flexibility**

You and your employer can also **negotiate an individual flexibility arrangement**. This would change how certain terms in your award or enterprise agreement apply to you. An individual flexibility arrangement must be a genuine choice, it can't be a condition of employment. The arrangement must leave you better off overall.

Right of entry

Union officials with an entry permit can enter the workplace to talk to workers that they're entitled to represent. They can also enter to investigate suspected safety issues or breaches of workplace laws.

They must comply with certain requirements, such as notifying the employer, and can inspect or copy certain documents. Strict privacy rules apply to the permit holder and their organisation. They also apply to your employer. The rules protect your personal information. Find out more about entry permits at **fwc.gov.au/entry-permits**

Agreement making

Employers and employees (or their representatives, like a union) can negotiate for an agreement for their workplace. This process is called 'bargaining' and must follow set rules. The Fair Work Commission checks and approves agreements. For information about making, varying, or terminating an enterprise agreement visit **fwc.gov.au/agreements**

Transfer of business

If a transfer of business occurs, your employment with your old employer ends. If you're employed by the new employer within 3 months to do the same (or similar) job, some of your entitlements might carry over. This may happen if, for example, the business is sold or work is outsourced. Find out about the rules for a transfer of business at **fairwork.gov.au/transfer-of-business**

Protections at work

All employees have protections at work. You can't be treated differently or worse because you have or exercise a workplace right. For example, the right to request flexible working arrangements, take leave, or make a complaint or enquiry about your employment.

You have the right to join a union or choose not to, and to take part in lawful industrial activity or choose not to.

You have the right to talk about (or not talk about) your current or past pay. You can also discuss the terms and conditions of employment that would be needed to work out your pay, such as your hours of work. You can also ask other employees about their pay and terms and conditions of employment, but they don't have to tell you.

You have protections when you're temporarily away from work due to illness or injury. You are also protected from discrimination, bullying, sexual harassment, coercion, misrepresentation, sham contracting, and undue influence or pressure. Find out more about your protections at work at **fairwork.gov.au/protections**

Find information about bullying and harassment at **fairwork.gov.au/bullying-harassment**

Ending employment

When your employment ends, your final pay should include **all outstanding entitlements**. This includes wages, unused annual leave and long service leave.

You may be entitled to **notice of termination**, or pay instead of notice. If you're dismissed for serious misconduct, you're not entitled to notice. If you resign you may have to give your employer notice. You can check if notice is required and what should be in your final pay.
Visit **fairwork.gov.au/ending-employment**

If you think your **dismissal was unfair** or **unlawful**, you have **21 calendar days** to lodge a claim with the Fair Work Commission. Rules and exceptions apply. Find out more about unfair dismissal at **fwc.gov.au**

Did you know?

You can create a free **My account** to save your workplace information in one place. Visit **fairwork.gov.au/register**

You can find **free online courses** to help you start a new job or have difficult conversations at work.
Go to **fairwork.gov.au/learning**

You can access a wide range of **free tools and resources**. This includes templates, best practice guides and fact sheets. Find them at **fairwork.gov.au/tools-and-resources**

Mobile Electronic Device Standard Summary



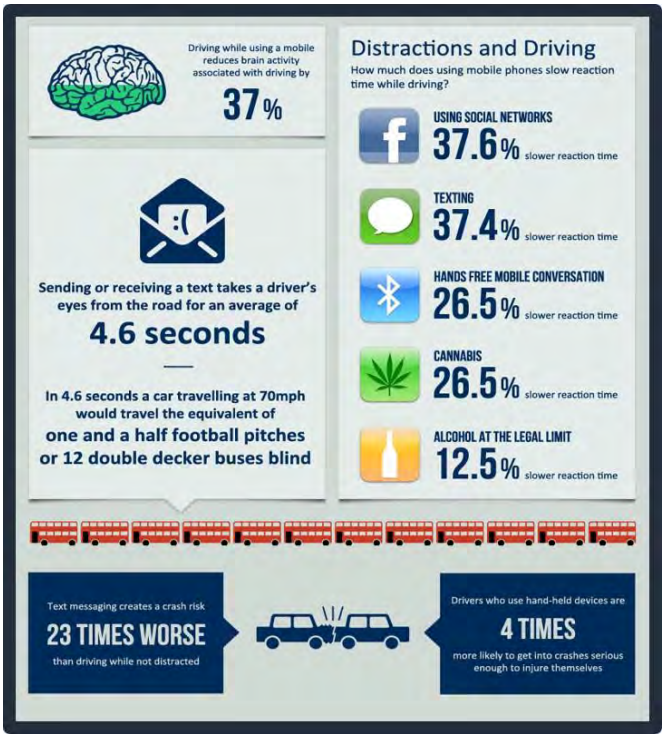
Background

There is overwhelming evidence that using a mobile electronic device while operating equipment or vehicles is an unsafe practice.

- 80% of Motor Vehicle accidents occur due to driver distraction.
- Texting and driving is 6 times more likely to get you in an accident than drunk driving.
- Reading a text message distracts a driver for a minimum of five seconds.
- Taking 5 seconds to read a text in this time means that a driver travelling 80kmh travels 400m without looking at the road.
- In 2016 there were 26 fatalities as a result of inattention.

Principles and Guidelines

Working areas include within trucks and heavy vehicles, forklifts, vessels, locomotives, workshops and operational areas.



ACCEPTABLE USE

- ✓ Private Calls during breaks in **non-operational areas**
- ✓ If prior approval is given by your manager, **emergency** may be taken in working areas. However, employees must remove themselves from operational areas and activities.

UNACCEPTABLE USE

- × Engaging in activities that will distract you from duties.
- × Possession and personal use of electronic devices in working areas or whilst operating tucks, vehicles or other mobile plant and equipment is not authorised and strictly forbidden.
- × Calls in operational areas.
- × The use of cameras or camera phones in working areas or in any Qube assets (locomotives, heavy vehicles, cranes, vessels etc).
- × Recording conversations or capturing video content either between employees or third parties or of any employees or third parties.

Unacceptable use may amount to misconduct

Mobile Electronic Device Standard Summary

Responsibilities during Operations

While driving company vehicles on company business on public roads;

- ❑ the use of a hand-held mobile phone is not permitted under any circumstance
- ❑ it is against the law and employees must comply with all road safety laws.
- ❑ employees will be fully responsible for the consequences (including payment of fines) of any such breaches which can place yourself, other employees, the company and members of the public at risk.











Making Permitted calls while on duty

Pull over to safe position if you need to make any work-related telephone calls (you must be stationary);

If using a hands free device to make or receive any telephone calls in compliance with current laws, the telephone calls should be kept short and where possible arrangements should be made to continue the telephone call when the driver is parked safely and legally:

Aim to keep individual telephone calls as brief as possible and avoid un-necessary telephone calls;

Avoid driving while having stressful discussions or debates.

Performance Management

Consequences of breach to the Mobile Device Standard

- Acceptable use of a mobile electronic device remains the ultimate responsibility of individual users. Any misuse may constitute a breach of Qube's Mobile device standard and applicable laws and regulations. Employees found to be using a mobile electronic device against the Mobile device Standard or in an otherwise unacceptable manner will be subject to disciplinary procedures.

Assumptions:
Forklift Operation (Tyne Forklifts)

Plant/Equipment/Tools:
Forklift with Tynes
Relevant tested and rated attachments

Training/Qualifications required:
Qube National Safety induction
Demonstrate Awareness of Chain of Responsibility (COR) Regulations
QL Site Inductions
Forklift Competency Assessments
High Risk Work Licence endorsed:
LF - Forklift ticket

Train Operations; (at sites with rail siding)
RISI Qualification

Permits/licences required:
LF High Risk License
High Risk CN Licence

PPE required:
Work Boots
High Visibility Clothing

Steel toe cap boots. AS/NZS 2210.2
Fluorescent Vest/Top. AS/NZS 4602.1:2011

Maybe Required:
Hard Hat with Sun Brim (AS/NZS 1801)
Rigger Gloves
Safety rated glasses (clear or tinted) to AS/NZS 1337

Inspection requirements:
Pre start check - forklift form
Visual Inspection of Equipment and tools
Ensure Seat Belt is engaged
Operators Manual
Work area

Records/Reporting:
Prestart Checks
Fault Reporting Form
Maintenance Records
Maintenance Request Form
Tagging/Isolation

SWMS Team (Name & Position):
Hayley Royal (NSW SHS Manager)
Belinda Huddy (SA SHS Manager
Christopher Speed (WA SHS Manager)
John Fletcher (National SHS Manager)
Scott Graham (QLD SHS Manager)

(REVIEWED BY SITE STAFF IN EACH STATE)

Applicable Standards, Codes of Practice and guidance:

NOHSC 7019 Operation of Load Shifting Equipment
State WHS Regulations
State WHS Acts
AS2359.6 (2013)-Powered industrial trucks- Safety code
AS/NZS ISO31000 (2009) – Risk Management
How to Manage Work Health & Safety Risks – Code of Practice
Managing risks of plant in the Workplace – Code of Practice
Can't See; Can't Load SWI
Pedestrian Vehicle Access to Exclusion Zones – SWMS
3 Points of Contact SWI
Critical Risk Control Standards

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	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
1	**Pre Start Check** Checklist filled out daily before operating the forklift. All items on the list to be checked thoroughly	Manual Handling Task	**M 15**	**Administration** 1. General Housekeeping 2. Manual Handling Training 3. Licenced and competent operator	**L6**	Operator. Yard Supervisors
2	**Inspect Lifting equipment.** Ensure lifting equipment selected is consistent with requirements of SWL lift ratings and manufacturers recommendations. Damaged or worn out lifting equipment must be taken out of service immediately.	Manual handling task. Tripping/falling. Nip / Crush points. Lifting equipment falling	**M 15**	**Administration** 1. Check and inspect all lifting equipment prior to use for damage and wear. 2. Do not use any lifting equipment without a WLL tag or stamp. 3. Remove damaged or worn equipment from service. 4. Notify Supervisor.	**L6**	Operator. Yard Supervisors

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	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
3	**Entering/Exiting Forklift.**	a) Repetitive actions will be required - Entering/Exiting the vehicle multiple times per day. b) Slip, Trip or fall hazards - When Entering/Exiting the vehicle. c) Housekeeping - Cleaning required of the vehicle steps. d) Weather conditions – steps may become slippery when wet.	**M15**	**Administration** a) Maintain 3 points of contact at all times. **DO NOT rush.** b) 3 points of contact procedure Stickers (pictured below) on plant/equipment entry/exit points. c) Safety Footwear must have adequate tread on the soles. d) Manual Handling Training. e) Ensure the vehicle steps are clear of any oil, dirt, excess water etc. prior to using.	**L6**	Operator



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	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
4	**Lifting loads with fork tynes.** 1. Check fork tynes for visual wear, cracks or damage. 2. Spread fork tynes evenly underneath loads 3. Make sure the load is within the capacity of the forklift taking in consideration the load weight and load centre distance and checking the forklift data plate for its capacity. 4. Travel with loads at a height that allows for good visibility or travel backwards if you can't see past the load 5. Keep speed of forklift under 10km/hr. inside warehouses 6. Ensure Mast is in back-tilt position 7. Forklift must come to a complete stop before changing direction. 8. Avoid potholes, uneven surfaces, cornering speeds, turning with raised loads or side shifting loads at height. 9. Avoid sudden braking, tilting raised loads forward, facing a load down a ramp/slopping surface, caring loads on the tip of forks or lifting loads too heavy for the forklift.	Load stability Forklift stability Loosing visual or auditory contact with other persons. Tail-end swing Forklift Tip Over	**H20**	**Administration** 1. Prestart check all forklifts before use. 2. Travel at slow speeds and understand forklift and load stabilities before operating a forklift. 3. Use forklifts in designated areas only. 4. Licenced and competent operator **Report hazards and faults to Supervisor and tag out faulty equipment.**	**L11**	Operator. Yard Supervisors

	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
5	**General Safety** **1. Please ensure you always look in the direction you are travelling.** 2. Never refuel a forklift while it is still running 3. Understand forklift tip over process 4. Check the security of the load 5. Keep fork tyne travel heights to as low as possible while still avoiding obstacles 6. Keep fork tynes tilted back during travel 7. Sound horn if going around a blind corner or entering and exiting a doorway. 8. Never park a forklift in doorway, emergency exits, walkways, first aid stations, fire equipment, blind corners or refuelling sites. 9. When parking a forklift always lower fork tynes to the ground with the tips down. 10. Remove keys at the end of the shift.	Contact between forklifts and people. Forklift Tip over	**H20**	**Administration** 1. Safety guidelines to be followed at all times. 2. Licenced and competent operator	**L11**	Operator Yard Supervisors

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	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
6	**Work Platform Safety** 1. Never travel with someone in a work platform 2. Operator must remain at the controls at all times 3. Hand brake on and in neutral gear when lifting/lowering 4. Person in the platform must wear an approved harness 5. Platform to be secured to the forklift with locking pins/chains 6. Check the SWL of platform.	Working at heights Fall from Height Contact between forklifts and people. Forklift Tip over	H20	**Administration** 1. Employees must have working at heights training to wear harness and be approved by a Supervisor for use. 2. NO Long Travelling with worker in Working Platform 3. Licenced and competent operator	L11	Operator Yard Supervisors

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Mandatory Rules for Forklift Safety

1. Operators must be licenced
2. Avoid abrupt Stops
3. Watch out for pedestrians at all times
4. Keep in lane
5. Watch out for blind spots
6. Be aware of fork/load position
7. DO NOT Pick up other riders/personnel – Strictly Prohibited
8. Keep alert to floor conditions
9. Slow down and sound horn entering/exiting buildings and corners
10. Keep the load level stationary when in motion
11. Use Safe Speeds
12. Watch out for other Forklifts/Plant & Equipment at all times







QUBE		First aid, near miss, hazard identified, low environmental impact	Medical treatment injury, return to work injuries ,some environmental nuisance	Lost time injury, partial impairment, on-site environmental harm substantial environment nuisance	Permanent disability, single fatality, off-site environmental harm, on-site major contamination	Multiple fatalities and/or likely environmental protection agency prosecution
		Insignificant	Minor	Moderate	Major	Critical
Expected to occur in most circumstances	Almost Certain	L 8	M 14	H 19	E 24	E 25
Probably occur in most circumstances	Likely	L 7	M 13	H 18	H 21	E 23
Should occur sometime (occurs 1 to 10 times a year)	Possible	L 4	L 9	M 15	H 20	H 22
Could occur at some time (occurs once every 2 to 10 yrs.)	Unlikely	VL 3	L 5	L 10	M 16	M 17
May occur only in exceptional circumstances (occurs once every 11 to 100 yrs,)	Rare	VL 1	VL 2	L 6	L 11	L 12

(VL) **Very Low -** the risk should be managed as far as reasonably practicable, work may commence and no escalation necessary

(L) **Low Risk-** Acceptable region, should be managed routine procedures

(M) **Moderate Risk-** Risk considerable enough for work not to commence without consideration and use of control measures (such as preparing SWMS)

(H) **High Risk-** Risk is unacceptable, work must not commence, risk must be treated, if reasonably practicable further consideration given to whether additional control measures are required

(E) **Extreme Risk-** Unacceptable level of risk, controls must be immediately implemented to reduce risk or the risk eliminated (i.e. cease activity).

Assumptions:

This SWMS is to be used for Operators who drive Container Forklifts Operations - on all QUBE sites
All machinery/equipment maintained and operated as per manufacturer's specifications.
Operator has a current valid licence for operating the Container Forklifts.
Operator understands the load capacities of all the equipment they are using.
Operator knows the weight of the container/load they are lifting (and is within lifting capacity).

Plant/Equipment/Tools:

Container Forklift (Container Top Lifter)

Training/Qualifications required:

Qube National Safety induction
Demonstrate Awareness of COR Regs
QL Site Inductions
Driver Assessment form
Competency Assessment - Internal
SWMS/Procedure Training - Internal

Train Operations (sites with rail siding)

RISI Qualification

Permits/licences required:

High Risk LF Licence

PPE required:

Steel toe/cap boots (AS/NZS 2210.2)
Hi Vis Fluorescent Vest/Top (AS/NZS 4602.1)
Long sleeve shirt, long pants

May be Required:

Hard Hat with Sun Brim (AS/NZS 1801)
Safety glasses-tinted or clear (AS/NZS 1337)
Rigger Gloves

Inspection requirements:

Vehicle Pre-Start Checklist
Visual Inspection of Equipment and tools
Ensure Seat Belt is engaged
Fire Suppression Equipment Check (where installed)
Operators Manual
Work area

Records/Reporting:

Pre-operational Checklist
Fault Report Form
Maintenance & Servicing Records
Incident Reports
Hazard ID forms
Tagging/Isolation

SWMS Team (Name & Position):

John Fletcher (National SHS Manager)
Dani Gentle (NSW SHS Manager)
Russell Poore (WA SHS Manager)
Gavin Dobb (WA GM Ops)
Melissa Leckey (QLD SHS Manager)
Brett Irvine (WA CP Mgr)
Jock Gamble (WA CP Ops Mgr)
Jason Reid (WA CP Mgr)
Graeme McInnes (VIC SHS Mgr)
Barry Tumata (NSW Compliance Officer)
Dennis McCann (NSW Driver / Assessor)
Junior Ngatamariki (NSW Fork Operator)
Nick Rio (NSW Fork Operator)
Matthew Hill (NSW Container Operator)
Damian Wilson (NSW Site Manager)

REVIEWED BY SITE STAFF IN EACH STATE

Applicable Standards, Codes of Practice and guidance:

NOHSC 7019 Operation of Load Shifting Equipment
State WHS Regulations
State WHS Acts
AS2359.6 (2013)-Powered industrial trucks- Safety code
AS/NZS ISO31000 (2009) – Risk Management
How to Manage Work Health & Safety Risks – Code of Practice
Managing risks of plant in the Workplace – Code of Practice
Can't See; Can't Load SWI
Pedestrian Vehicle Access to Exclusion Zones – SWMS
3 Points of Contact SWI
Critical Risk Control Standards

	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
1	**Pre-Start Check** Checklist filled out daily before operating the forklift. All items on the list to be checked thoroughly **Inspect Lifting Spreader** Ensure spreader is consistent with requirements of SWL lift ratings and manufacturers recommendations. If Spreader is damaged, FKL must be taken out of service immediately.	• Pedestrian(s) • Collision with other site vehicle/equipment • Slip Trip Fall	**M15**	• General Housekeeping • Manual Handling Training • Licenced and competent operator • Check and inspect spreader prior to use for damage and wear. • Do not use any spreader without a SWL tag or stamp.	**L6**	Operator. Yard Supervi L11sors
2	**Entering/Exiting Forklift.** **3 POINTS OF CONTACT** at all times. Use ladders, steps, footholds and handrails provided. *'Safety Footwear must have adequate tread on the soles'* 	• Repetitive actions will be required - Entering/Exiting the vehicle multiple times per day. • Slip, Trip or fall hazards - When Entering/Exiting the vehicle. • Housekeeping - Cleaning required of the vehicle steps. • Weather conditions – steps may become slippery when wet.	**M15**	• Maintain 3 points of contact at all times. • **DO NOT rush.** • 3 points of contact procedure Stickers are on plant/equipment entry/exit points. • Safety Footwear must have adequate tread on the soles. • Ensure the vehicle steps are clear of any oil, dirt, excess water etc. prior to using.	**L10**	Operator

	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
3	**Container Handling** 1. Loading / unloading 20' & 40' containers to be handled with overhead spreader with twist locks only. 2. Lift the load so you can see under it. 3. Ensure twist locks are fully engaged before lifting, by visual checking and using the indicator lighting. 4. Ensure Mast is in back-tilt position before moving 5. Avoid potholes, uneven surfaces, cornering speeds, turning with raised loads or side shifting loads at height. 6. Avoid sudden braking, tilting raised loads forward, facing a load down a ramp/sloping surface or lifting loads too heavy for the forklift. 7. Make sure the Truck or Trailer to be loaded is rated to the capacity of the load when loading vehicles 8. Ensure twist locks on trailers are disengaged when unloading Trucks/Trailers 9. Containers must be stacked according to site stacking procedures.	• Pedestrian(s) • Collision with other site vehicle/equipment • Slip Trip Fall • Load stability • Forklift stability • Over loading • Loosing visual contact with other equipment • Forklift Tip over • Heavy Braking Causing Tip over .	**H20**	• Know the load you are lifting before you lift • Look for instructional signage on Containers • No other "variations" of lifting without prior approval of management with an accompanying risk assessment. • Travel at slow speeds and understand forklift and load stabilities. • Licenced and competent operator • **Engineering** • Twist lock indicator lights and cut-outs • Equipment Speed Governed; **Report hazards and faults to Supervisor and tag out faulty equipment.**	**L11**	Operator

	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
4	**General Safety** 1. **Please ensure you always look in the direction you are travelling.** 2. Never refuel a forklift while it is still running 3. Understand forklift tip over process 4. Check the security of the load 5. Keep FKL Mast tilted back during travel 6. Sound horn if going around a blind corner. 7. Never park a forklift in doorway, emergency exits, walkways, first aid stations, fire equipment, blind corners or refuelling sites. 8. Remove keys at the end of the shift.	• Contact between forklifts and people • Forklift Tip over	**H20**	• Safety guidelines to be followed at all times. • Traffic Management Plan • Segregated Walkways • Licenced and competent operator • Equipment Speed Governed;	**L11**	Operator Yard Supervisors

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	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
5	**End of Operations** • Park Empty Container Handler at the end / completion of general operations. • Ensure vehicle is shut down correctly and post check is carried out.	• Equipment Failure • Collision with structures, equipment, people • Incorrect truck parking on site • High Winds	**M15**	• Pre starts, Maintenance Requests etc. • Rail interface procedure • Drive Empty Container Handler with arms retracted. • Designated Parking location. The parking brake should never be applied when the machine is moving, unless an emergency requires it. • Stop the machine before applying brakes. • High Winds Procedure - Ensure equipment is parked in a practicable location	**L10**	Operator Yard Supervisors

Procedure for removing empty containers from container stacks.

1. *Operator approaches stack slowly and centralises with the container stack. Place forklift in neutral and apply brake. Then extend arms to the appropriate length.*
2. *Ensure the headframe is tilted forward. Place into forward low gear and guide locking pins into the top corner of the cast holes. Place Forklift in neutral and apply brake.*
3. *Visually check correct position of hooks in the corner cast. Ensure locking clamps are engaged and check lock lights are on GREEN.*
4. *Slightly lift head frame to allow forklift to take the slack weight. Begin tilting the head frame back to ensure container(s) are free and unobstructed from the surrounding container stacks. Lift containers to the safe operating height (refer to operating manual in the cab)*
5. *Ensure the container(s) you are lifting are clear of the stack behind before reversing.*
6. *Once confirmed check rear steer wheels are centred prior to reverse movement. Check for pedestrians/equipment and or obstructions in rear view and over shoulder.*
7. If clear of ALL OBSTRUCTIONS, release brake, place forklift into reverse gear and reverse clear of container stacks

Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
Procedure for picking containers from trucks.					
1. *Operator approaches front truck trailer slowly and centralises the forklift arms with the container.*					
2. *Ensure the headframe is tilted forward. Place into forward low gear and guide locking pins into the top corner of the cast holes.*					
3. *Visually check correct position of hooks are in the corner cast. Ensure locking clamps are engaged and check lock lights are on GREEN.*					
4. *Slightly lift head frame to allow forklift to take the slack weight. Begin tilting the head frame back to ensure container is free and unobstructed from the second container & truck cabin. Lift container to the safe operating height (refer to operating manual in the cab – Hyster manual states 1 meter from the seat height) to enable clearance from the second container.*					
5. *Ensure the container you are lifting is clear of the second container & truck cabin. At no time are you to sound your horn during this step.*					
6. *Once in position operator sounds their horn once to alert the truck driver to move forward until he is in line with the second container at the rear of the truck trailer, at which point the operator will sound his horn again to alert the truck driver to stop.*					
7. *Operator lowers the container into position, directly on top of the second container located at the rear of the trailer and disengages the locking clamps.*					
8. *Operator reverses for clearance, lowers arms, slowly moves forward in low gear and guides the locking pins towards the middle where both corner castings meet, and engages the locking clamps ensuring the check lock lights are on GREEN.*					
9. *Slightly lift head frame to allow forklift to take the slack weight. Begin tilting the head frame back to ensure both containers are free and unobstructed from the truck cabin.*					
10. If clear of ALL OBSTRUCTIONS place forklift into reverse gear and reverse clear of truck..					

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Mandatory Rules for Forklift Safety

1. Operators must be licenced
2. Avoid abrupt Stops
3. Watch out for pedestrians at all times
4. Keep in lane
5. Watch out for blind spots
6. Be aware of fork/load position
7. DO NOT Pick up other riders/personnel – Strictly Prohibited
8. Keep alert to floor conditions
9. Slow down and sound horn entering/exiting buildings and corners
10. Keep the load level stationary when in motion
11. Use Safe Speeds
12. Watch out for other Forklifts/Plant & Equipment at all times







QUBE		First aid, near miss, hazard identified, low environmental impact	Medical treatment injury, return to work injuries ,some environmental nuisance	Lost time injury, partial impairment, on-site environmental harm substantial environment nuisance	Permanent disability, single fatality, off-site environmental harm, on-site major contamination	Multiple fatalities and/or likely environmental protection agency prosecution
		Insignificant	Minor	Moderate	Major	Critical
Expected to occur in most circumstances	Almost Certain	L 8	M 14	H 19	E 24	E 25
Probably occur in most circumstances	Likely	L 7	M 13	H 18	H 21	E 23
Should occur sometime (occurs 1 to 10 times a year)	Possible	L 4	L 9	M 15	H 20	H 22
Could occur at some time (occurs once every 2 to 10 yrs.)	Unlikely	VL 3	L 5	L 10	M 16	M 17
May occur only in exceptional circumstances (occurs once every 11 to 100 yrs,)	Rare	VL 1	VL 2	L 6	L 11	L 12

(VL) **Very Low -** the risk should be managed as far as reasonably practicable, work may commence and no escalation necessary

(L) **Low Risk-** Acceptable region, should be managed routine procedures

(M) **Moderate Risk-** Risk considerable enough for work not to commence without consideration and use of control measures (such as preparing SWMS)

(H) **High Risk-** Risk is unacceptable, work must not commence, risk must be treated, if reasonably practicable further consideration given to whether additional control measures are required

(E) **Extreme Risk-** Unacceptable level of risk, controls must be immediately implemented to reduce risk or the risk eliminated (i.e. cease activity).

Assumptions:

This SWMS is to be used for Operators who drive Empty Container Handler for handling empty containers on all QUBE sites.

All machinery/equipment maintained and operated as per manufacturer's specifications.

Operator has a current valid licence for operating the Empty Container Handler.

Operator understands the load capacities of all the equipment they are using.

Operator knows the weight of the container/load they are lifting (and is within lifting capacity).

Plant/Equipment/Tools:

Empty Container Handler
Twin Empty Container Handler

Training/Qualifications required:

QUBE National Induction
QUBE CoR Awareness Training
High Risk Licence - LF
Competency Assessment

Permits/licences required:

High Risk LF Licence

PPE required:

Steel toe cap boots. AS/NZS 2210.2
Hi-Vis Vest/Top. AS/NZS 4602.1:2011
Sun smart PPE including: Long sleeve top, long pants, sun smart hat and safety glasses-tinted/ clear (AS/NZS 1337)

As Required
Hard Hat with Sun Brim (AS/NZS 1801)
Rigger Gloves

Inspection requirements:

Pre start check for Empty Container Handler
Visual Inspection of Equipment.
Fire Suppression Equipment Check
Operators Manual
Fire Suppression Manual
Inspection of the Work area for Hazards etc.

Records/Reporting:

Prestart Checks
Maintenance Request Form
Maintenance Records
Fault Reports
Tagging/Isolation

SWMS Team (Name & Position):

Christopher Speed – WA SHE Manager
Gavin Dobb – WA GM Operations
Brett Irvine – State CP Manager
Jock Gamble - CP Ops Manager
Jason Reid - CP Manager
Craig Kennington – VIC SHE Manager
Nigel Clifford – Vic SHE Co-ordinator
Matthew Hill – Container Operator
John Fletcher – National SHE Mgr
Hayley Royal – NSW SHE Co-Ord
Junior Ngatamariki – Forklift Operator
Nick Rio – Forklift Operator
Damian Wilson – Site Manager
Darryl Owens – Site Supervisor
Scott Graham – QLD SHE Manager

Applicable Standards, Codes of Practice and guidance:

Work health and safety act 2011
Work health and safety Regulation 2011
NOHSC 7019 Operation of Load Shifting Equipment
State OHS Regulations/Acts
AS2359.6 (2013)-Powered industrial trucks-Safety code
AS/NZS ISO31000 (2009) – Risk Management
How to Manage Work Health & Safety Risks – Code of Practice
Managing risks of plant in the Workplace – Code of Practice
Internal
Container Stacking - High Winds & Severe Storm Procedure
Can't See; Can't Load SWI
Pedestrian Vehicle Access to Exclusion Zones – SWMS
3 Points of Contact SWI
Critical Risk Control Standards

Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person

Safe Practice Guidelines – Empty Container Handler

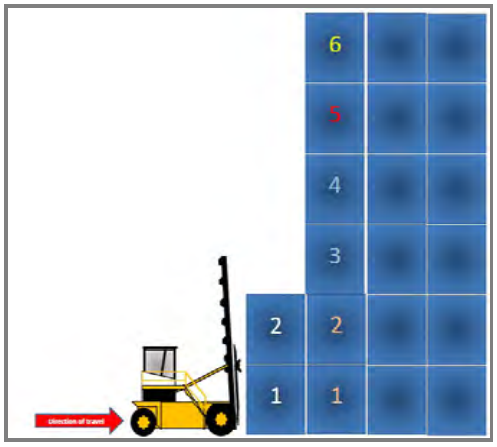


Transport Carriers

- **Ensure the truck is parked in the correct location for loading/unloading.**
- **Always make a visual check that twist locks are open where practicable.**
- **When truck is loaded / unloaded move clear and confirm with the driver to continue.**



- ***When transporting empty container(s) keep the load as low as possible to the ground, whilst not obstructing visibility from the drivers cabin (eye level).***
- ***Always operate the Equipment at a safe speed at all times.***
- ***Drive to the conditions!***



Lifting Containers

- **When lifting, begin tilting the head frame back to ensure container is free and unobstructed from all surrounding and adjoining container stacks.**
- **Always make a visual check of adjoining container stacks where practicable.**
- ***In this drawing – container 3 is overlapping container 2 in the front stack. You must STOP operations and report this to your supervisor / manager immediately.***



- ***Exercise caution when lifting; ensure containers are lifted to a safe height before reversing out from stacks.***
- ***Ensure the container(s) you are lifting are clear of the stack behind before reversing.***
- ***Ensure Empty Container Handler arms are retracted to a practicable length before travelling (with no container attached).***

	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
1	**Pre Start Checks** Checklist completed daily before operating the Empty Container Handler. All items on the list are to be checked thoroughly. *'Check the Compliance Plate'*	a) Pedestrian(s) b) Collision with other site vehicle/equipment c) Slip Trip Fall	M 16	a) Complete pre-start checklist. All items on the list to be checked thoroughly. b) Report to the manager/ supervisor if defects are found on the machine during daily inspection. c) Operator must have current license and completed Qube Competency Assessment prior to operation d) Reach Stacker parked in safe area.	L 11	a) Operator
2	**Access / Egress** Enter/Exit Empty Container Handler using **3 POINTS OF CONTACT** at all times. Use ladders, steps, footholds and hand rails provided. *'Safety Footwear must have adequate tread on the soles'*	a) Fall from Height b) Slip Trip Fall c) Signage 	M 16	a) Use ladders, steps, footholds and hand rails provided. Maintain 3 points of contact at all times – **DO NOT RUSH.** b) Ensure Seat belt is engaged / fastened. c) Passengers may only be carried in the cab provided that there is a seat available for passengers. d) Do not carry passengers on the machine outside the cab or on the load. e) Ensure the vehicle steps are clear of any oil, dirt, excess water etc. prior to using.	L 11	a) Operator

	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
3	**General Operations** Operator drives Empty Container Handler to container stack / truck / rail wagon etc. Please refer to the below procedures.	a) Equipment failure b) Collision with structures, equipment, people, etc. c) Trucks Incorrectly parked on site d) Unbalance Empty Container Handler due to extended boom	M 16	a) Site Traffic Management Plan b) Rail interface procedure c) Pedestrian free work area d) Ensure Seat belt is engaged/fastened e) Drive Empty Container Handler with arms retracted f) Rail interface procedure g) Licenced Operator h) Competency Assessment	L 11	a) Operator

Procedure for removing empty containers from container stacks.

1. *Operator approaches stack slowly and centralises with the container stack. Place forklift in neutral and apply brake. Then extend arms to the appropriate length.*
2. *Ensure the headframe is tilted forward. Place into forward low gear and guide locking pins into the top corner of the cast holes. Place Forklift in neutral and apply brake.*
3. *Visually check correct position of hooks in the corner cast. Ensure locking clamps are engaged and check lock lights are on GREEN.*
4. *Slightly lift head frame to allow forklift to take the slack weight. Begin tilting the head frame back to ensure container(s) are free and unobstructed from the surrounding container stacks. Lift containers to the safe operating height (refer to operating manual in the cab – Hyster manual states 1 meter from the seat height).*
5. *Ensure the container(s) you are lifting are clear of the stack behind before reversing.*
6. *Once confirmed check rear steer wheels are centred prior to reverse movement. Check for pedestrians/equipment and or obstructions in rear view and over shoulder.*
7. *If clear of ALL OBSTRUCTIONS, release brake, place forklift into reverse gear and reverse clear of container stacks.*

Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
Procedure for twin picking empty containers from trucks.					
1. *Operator approaches front truck trailer slowly and centralises the forklift arms with the container.*					
2. *Ensure the headframe is tilted forward. Place into forward low gear and guide locking pins into the top corner of the cast holes.*					
3. *Visually check correct position of hooks are in the corner cast. Ensure locking clamps are engaged and check lock lights are on GREEN.*					
4. *Slightly lift head frame to allow forklift to take the slack weight. Begin tilting the head frame back to ensure container is free and unobstructed from the second container & truck cabin. Lift container to the safe operating height (refer to operating manual in the cab – Hyster manual states 1 meter from the seat height) to enable clearance from the second container.*					
5. *Ensure the container you are lifting is clear of the second container & truck cabin. At no time are you to sound your horn during this step.*					
6. *Once in position operator sounds their horn once to alert the truck driver to move forward until he is in line with the second container at the rear of the truck trailer, at which point the operator will sound his horn again to alert the truck driver to stop.*					
7. *Operator lowers the container into position, directly on top of the second container located at the rear of the trailer and disengages the locking clamps.*					
8. *Operator reverses for clearance, lowers arms, slowly moves forward in low gear and guides the locking pins towards the middle where both corner castings meet, and engages the locking clamps ensuring the check lock lights are on GREEN.*					
9. *Slightly lift head frame to allow forklift to take the slack weight. Begin tilting the head frame back to ensure both containers are free and unobstructed from the truck cabin.*					
10. *If clear of ALL OBSTRUCTIONS place forklift into reverse gear and reverse clear of truck.*					

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	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
5	**End of Operations** Park Empty Container Handler at the end / completion of general operations.	a) Equipment Failure b) Collision with structures, equipment, people c) Incorrect truck parking on site d) High Winds	M 16	a) Pre starts, Maintenance Requests etc. b) Rail interface procedure Drive Empty Container Handler with arms retracted. c) Designated Parking location. The parking brake should never be applied when the machine is moving, unless an emergency requires it. Stop the machine before applying brakes. d) High Winds Procedure - Ensure equipment is parked in a practicable location	L 11	a) Operator b) Manager



Warning!!!

- Ensure Empty Container Handler arms are retracted to a practicable length before travelling (with no container attached).
- Exercise caution when lifting; ensure containers are lifted to a safe height before reversing out from stacks.
- Ensure the container(s) you are lifting are clear of the stack behind before reversing.
- At no time are you allowed to travel any distance without the locking clamps securely engaged.
- At no time are you allowed to unload a truck without the driver being sighted inside his cabin. Loading is to cease until the driver is securely inside his cabin.
- At no time is the operator to carry more than two empty containers at one time.
- When transporting empty container(s) Keep the load as low as possible to the ground, whilst not obstructing visibility from the drivers cabin (eye level)
- Do not transport the load in a higher position than necessary since this may cause the machine to roll or tip over.
- Operate the machine in reverse if the transported load obscures visibility to the front.
- Exercise caution when operating; think about the width and height so the plant/load does not collide with poles cables etc.
- Where practicable - Always operate with the load facing uphill on an uphill or downhill grade, never operate or turn across a grade.
- No personnel may encroach or stand under a raised load.
- The operator must avoid forceful acceleration and heavy braking to prevent risk of tipping and roll-over.
- The operator must always adjust the speed when turning to prevent skidding and risk of roll-over or tipping over.
- In the event of tipping or roll-over, hold onto the steering wheel and remain in the cab.

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FIRE SUPPRESION ON PLANT & EQUIPMENT

7 OPERATOR INSTRUCTIONS

This document details the procedures to be performed by the operator in the event of a fire and at the start of every shift.

7.1 In The Event of a Fire

1. Where possible, stop vehicle in safe area.
2. Apply park brakes.
3. Shut engine down.
4. Pull pin out of remote actuator.
5. Strike down firmly on push button.
6. Evacuate to safe distance from vehicle.
7. Monitor situation from safe distance for re-ignition.
8. If so safe to do so, use portable extinguisher to protect vehicle in areas not covered by fire suppression system.
9. Arrange for cause of fire to be investigated and eliminated.
10. Service and clean sections of vehicle affected by the fire.
11. Arrange for Qtec Fire Services agents to service and recharge fire suppression system.
12. Do not restarted vehicle until steps 9 & 10 are completed.

CAUTION!
DO NOT JUMP/CLIMB JUMP OUT OF THE VEHICLE WHILE IT IS MOVING!

7.2 Daily Inspection and Maintenance

Before starting the shift, drivers must perform the following inspections:

1. Check remote actuators are undamaged and secured with sealing tie.
2. Check AFFF cylinders are correctly pressurized between **1,350 kPa +/- 100 kPa.**
3. Ensure no obvious damage or loose connections to fire suppression system.
4. If alarm system is fitted, test by do the following:
   - Press and hold **"RED TEST SWITCH"** for approximately five (**5**) seconds.
   - When alarms activate, release switch.
   - During the test, engine shutdown may be delayed and the selected delay period verified.
   - Test completed when audible indication changes to post alarm.
   - Reset panel by momentarily pressing **"TEST"** switch. Only green light ON LED should be illuminated.
   - Report any faults to shift supervisor.

NOTE

During alarm test:
- All LED's will illuminate and continuous audible indication heard.
- Test will commence engine shutdown delay period. At the end of which engine shutdown relay will energize and ENGINE SHUTDOWN LED will illuminate.
- External alarm relay will also be energised.

A MANUAL IS PLACED IN ALL APPLICABLE PLANT AND EQUIPMENT

QUBE		First aid, near miss, hazard identified, low environmental impact	Medical treatment injury, return to work injuries ,some environmental nuisance	Lost time injury, partial impairment, on-site environmental harm substantial environment nuisance	Permanent disability, single fatality, off-site environmental harm, on-site major contamination	Multiple fatalities and/or likely environmental protection agency prosecution
		Insignificant	Minor	Moderate	Major	Critical
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Probably occur in most circumstances	Likely	L 7	M 13	H 18	H 21	E 23
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Could occur at some time (occurs once every 2 to 10 yrs.)	Unlikely	VL 3	L 5	L 10	M 16	M 17
May occur only in exceptional circumstances (occurs once every 11 to 100 yrs,)	Rare	VL 1	VL 2	L 6	L 11	L 12

(VL) **Very Low -** the risk should be managed as far as reasonably practicable, work may commence and no escalation necessary

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(M) **Moderate Risk-** Risk considerable enough for work not to commence without consideration and use of control measures (such as preparing SWMS)

(H) **High Risk-** Risk is unacceptable, work must not commence, risk must be treated, if reasonably practicable further consideration given to whether additional control measures are required

(E) **Extreme Risk-** Unacceptable level of risk, controls must be immediately implemented to reduce risk or the risk eliminated (i.e. cease activity).

QUBE EXCLUSION ZONE SIGNAGE

Red “Exclusion Zone” Signage

Red Exclusion Zones operate throughout the Qube network so as to protect individuals from interacting with heavy equipment or being exposed in a dangerous environment.

Exclusion Zones are set up for YOUR protection. If you are operating a vehicle within an Exclusion Zone you are not permitted to leave the safety of the cabin of the vehicle. All communication within an Exclusion Zone is to be conducted via the posted site communications/Emergency channel

Warehouses and Workshops are also recognised as Exclusion Zones and are restricted to **Authorised Personnel Only.** Unless you are authorised and trained within the workplace you are not permitted to enter these Exclusion Zones





Green “Safety Zone” Signage

Green Safety Zones exist within Terminals so that tasks such as load security may be completed without the concern of interaction with heavy equipment or other vehicles. Pedestrian access to Safety Zones is always via designated walkways. Green Safety Zones are not common access areas or parking areas and are regarded as operational zones.



CAN'T SEE – CAN'T LOAD Unpack Area

Document No.	Work description: *To ensure Health & Safety of pedestrians during process of loading or unloading trucks using a forklift*		
SHSMS-QL-QLD-11-SWI-0025 **Version 5.5**	**Scope:** *By law forklifts must give way to all pedestrians in the workplace. This procedure outlines requirements specific to pedestrian safety during the loading or unloading of any truck on any Qube Logistics or for any Qube Logistics driver on a client site during the normal course of business.*		
	References: *Forklift Operation Licencing; Traffic Management Guide*		
Responsible supervisor *All loading/unloading supervisors*	**PPE and precautions** *HI Vis* *Safety Boots*	**Competencies or qualifications** *Forklift Competency Assessment* *HV driver's assessment* *Qube Induction*	**Licences or permits required** *HV Licence* *Forklift Operators Ticket*
Tools and equipment required Opt. Barriers to exclude pedestrians; Forklift; Truck; product			

IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO *SHSMS-06-PR-0021 Workplace Risk Management*

WARNING
3 meter exclusion zone must be maintained around all operating forklifts, plant & machinery and their loads, Drivers must stand in designated GREEN safety Zone

Roles & Responsibilities

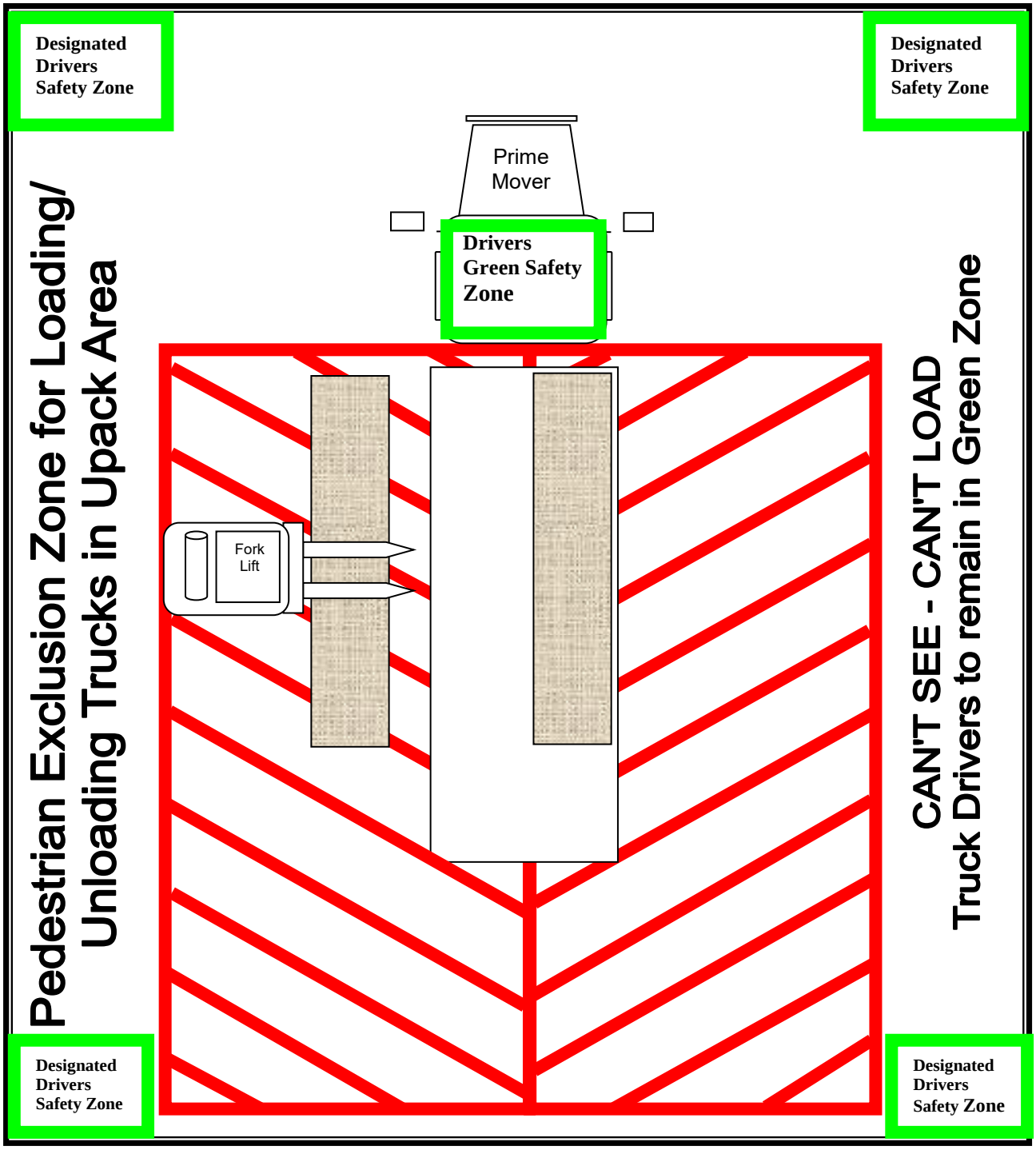
Manager/ Supervisor:	To ensure that all forklift operators, truck drivers, other workers and visitors in their operational area are aware of the procedure for pedestrian safety during the loading and unloading of trucks by forklift and that they conduct themselves in a safe manner at all times.
Forklift Operator:	To ensure that during the operation of any forklift on a Qube Logistics site, they demonstrate awareness of pedestrians and cease operation at once if a pedestrian enters the forklift operational zone in which they are working. To remind truck drivers of their obligation to stay in the green zone during the loading or unloading of their truck by forklift. If unable to see the driver at any point, to cease operation until they can see the driver once again. To understand that ceasing operation includes lowering the load and turning the forklift off - ***CAN'T SEE, CAN'T LOAD!***
Truck Driver or Pedestrian:	To travel only on designated pedestrian walkways in Forklift Operation zones and more specifically to follow instructions to stay in the green zone during the loading or unloading of their truck. If acting as spotter for the forklift operator, the truck driver must do so from the designated green zone and may only move out of the green zone when there is no moving forklift in the red zone. To wear hi-vis clothing in all operational areas. To follow Can't See, Can't Load Procedure on any work site.

Procedure:

1. Truck driver readies trailer to be loaded or unloaded. Ie. Unstraps, opens curtains, removes gates etc
2. Before loading or unloading can commence, truck driver must move to and stay in the green safety zones in cab their vehicle. Refer Pedestrian Exclusion Zone diagram page 2
3. Forklift operator proceeds to load or unload vehicle as per operational requirement
4. Cease operations if truck driver or other pedestrian enters the red zone for any purpose
5. Cease operations if truck driver is no longer visible in the green zone unless they advised the forklift operator prior to load/unload that they would be relocating to an an alternate safe zone (eg. toilet/ lunch room/office etc)
6. When the truck driver returns to the green zone or if relocated for the duration of the procedure, continue loading or unloading as per operational requirement
7. Truck driver secures load/trailer before driving off

Controls:

1. Hi-Vis must be worn in operational areas
2. Truck driver must remain in green zone whilst forklift is moving
3. Forklift ***must*** be stopped, load lowered and turned off if the truck driver is not visible - ***CAN'T SEE CAN'T LOAD!***
4. Maintain communication between truck driver & forklift operator
5. Truck driver must not stand beside the forklift or on the other side of the vehicle being loaded – they must remain in the green zone unless operation ceases
6. If truck driver is required to manually handle any item during loading, the forklift must come to a complete stop, load lowered and be turned off whilst the driver is in the operational area



Can't See – Can't Load Containers

Document No.	Work description: *To ensure the health and safety of pedestrians is maintained during the process of loading or unloading containers by QUBE Logistics personnel*		
SHSMS-QL-QLD-11-SWI-026	Scope: *This procedure outlines requirements specific to pedestrian safety during the loading or unloading of any container on to or off trucks by any appropriately licensed QUBE personnel during the normal course of business.*		
	References: *Pedestrian Exclusion Zone diagram*		
Responsible supervisor *Depot/Loading Supervisor*	**PPE and precautions** *Hi-Vis workwear* *Safety Boots* *Barriers/Cones if required*	**Competencies or qualifications** *Relevant Forklift Operators Competency Assessment*	**Licences or permits required** *Relevant Forklift Operators ticket*
Tools and equipment required Opt. Barriers to exclude pedestrians; Forklift; container			

IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO *SHSMS-06-PR-0021 Workplace Risk Management*

WARNING

3-meter exclusion zone must be maintained around all operating forklifts, plant & machinery and their loads

Roles & Responsibilities

Manager/ Supervisor:	To ensure that all container forklift or crane operators, truck drivers, other workers and visitors in their operational area are aware of the procedure for pedestrian safety during the loading and unloading of trucks by forklift or crane and that they conduct themselves in a safe manner at all times.
Forklift Operator:	To ensure that during the operation of any forklift or crane on any site, they demonstrate awareness of pedestrians and cease operation at once if a pedestrian enters the forklift operational zone defined in red on the diagram. To remind truck drivers of their obligation to stay in the green zone during the loading or unloading of containers on to or of their their truck. To understand that ceasing operation includes lowering the load and turning the forklift or crane off - ***CAN'T SEE, CAN'T LOAD!***
Truck Driver or Pedestrian:	To travel only on designated pedestrian walkways in Forklift Operation zones and more specifically to follow instructions to stay in the green zone during the loading or unloading of their truck. To wear hi-vis clothing in all operational areas. To follow Can't See, Can't Load Procedure on any work site.

Procedure

1. Truck driver readies trailer to be loaded or unloaded. Ie. Undo twist locks etc
2. Truck driver moves truck into container loading area/Red zone
3. Before loading or unloading can commence, forklift/crane operator must ensure that driver remains in the green zone. Refer Pedestrian Exclusion Zone diagram page 2
4. Forklift/Crane operator proceeds to load or unload vehicle as per operational requirement
5. Cease operations if you witness the truck driver moving out of the green zone
6. Cease operations if truck driver or other pedestrian enters the red zone for any purpose
7. When the truck driver returns to the green zone, continue loading or unloading as per operational requirement
8. Truck driver moves truck out of the container loading area/Red zone and secures container/trailer before driving off

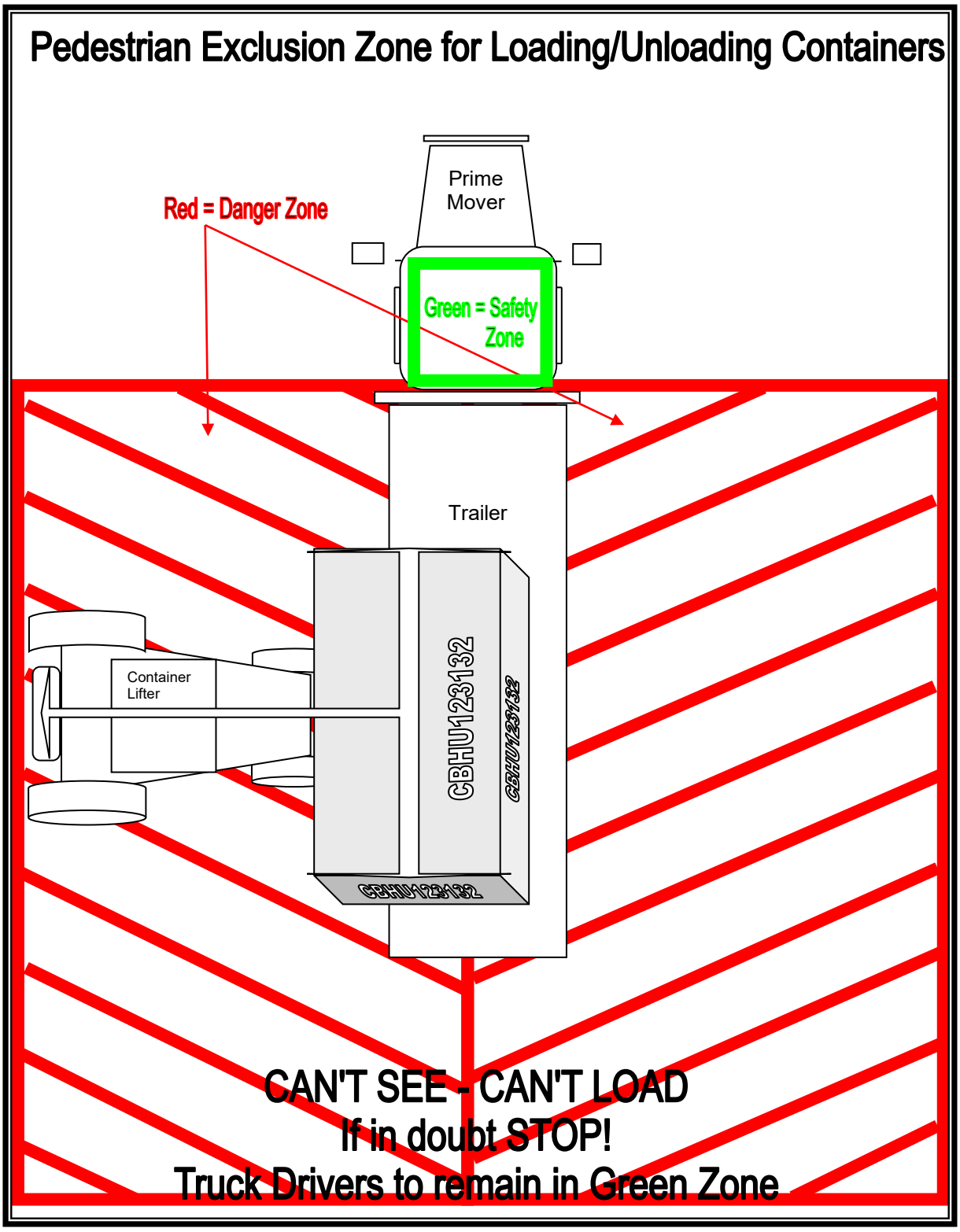
Controls:

1. Hi-Vis must be worn in operational areas
2. Truck driver must remain in green zone whilst forklift/crane is moving
3. Can't See, Can't Load – if forklift/crane operator is in doubt about the driver's location – Stop.
4. Forklift/crane ***must*** be stopped, load lowered and turned off if the truck driver enters the Red zone
5. Maintain communication between truck driver & forklift/crane operator
6. Truck driver must not stand beside the forklift/crane or on the other side of the vehicle being loaded –

they must remain in the green zone until operation ceases

7. Containers must not be lifted over vehicles, people or other plant and equipment.

Figure 1



SAFETY BULLETIN

To: All QL Sites
Location: ALL Sites Nationally
Issued: April 2022
Valid until: 04/2026

TOPIC: Slip Trip Falls



Please pay attention to your surroundings and be mindful of where you are walking.

Maintain awareness with slippery surfaces, dirt, diesel or oils on your footwear.

Take your time when getting in/out of or climbing up/down from your Vehicle, Plant, Equipment or Structures in the workplace.

When entering or exiting your equipment, ensure ALL steps are used.

DO NOT JUMP FROM YOUR EQUIPMENT

You should be aware of your surroundings including uneven ground prior to climbing down from any vehicle, plant, equipment or structure.

Immediately clean up or clear any potential slip/trip/fall Hazard. If it doesn't affect you, it may affect the next person to come along.

All incidents, near misses or hazards must be reported immediately. You can find the appropriate incident/hazard report forms on all QUBE site notice boards or speak with your supervisor.

All reports are to be handed to your Manager/Safety Department.

Regards,

Qube Management


DRIVER SAFETY
ALWAYS MAINTAIN 3 POINTS OF CONTACT WHEN ENTERING AND EXITING TRUCK


MAINTAIN 3-POINT CONTACT
WHEN GETTING ON AND OFF FORKLIFT TRUCK
1
2
3

Document No. **SHSMS-QL-QLD-11-SWI-0104** **Version 2.3**	**Work description:** *Requirements to control the risks associated with work conducted within 2 metres of an unprotected drop of more than 2 metres and work on roofs, suspended ceilings, scissor lifts, knuckle booms, forklift man cages, trailers and other high structures which have not been designed as permanent workplaces* **Scope:** *Applicable to all employees, contractors or visitors to any QUBE Logistics Qld site* **References:** QUBE Contractor Management Procedure QUBE Authority to Work Permit QUBE Job Safety Assessment (JSA) QUBE Risk Assessment QUBE SWI Using a Forklift Personnel Cage		
Responsible supervisor *Operational Managers* *Depot supervisors*	**PPE and precautions** 	**Competencies or qualifications** *Accredited Working at Heights training where required.* *Internal WAH training*	**Licences or permits required** *Working @ Heights Ticket where required*
Tools and equipment required: *Scissor Lift or Forklift & Personnel Cage; Harness;* **Lifeline; Fall Protection (guardrails) or perimeter scaffolding or netting; PPE;**			

IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO *PR-NAT-0800 Risk Management*

ACCOUNTABILITIES

Operational Managers,	***To ensure that all employees follow safe work procedures when working at heights; to ensure that all employees are aware of legislative requirements and are trained if working at height.***
Allocators and Supervisors:	***To ensure all employees are trained in Working at Heights procedure, use of relevant PPE and equipment and are following safe work practices while working at height.***
Employees:	***To take part in training for Working at Heights; use PPE and equipment supplied for safe work and follow safe work procedures.***

PROCEDURE

1. An “Authority to Work Permit” should be obtained by contractors prior to commencement of any work at heights on any QUBE Qld site in line with QUBE Contractor Management Procedure
2. Rissk Assessment or JSA to be completed jointly by Contractor and nominated QUBE representative
3. Where possible a scissor lift or forklift personnel cage (which has been securely attached) are to be used in accordance with QUBE SWI 076 Using a Forklift Personnel Cage.
4. Harnesses are to be worn by all employees and contractors working above 2m and securely anchored to available anchor points on structures, building, scissorlift or personnel cage.
5. Harness and lifting equipment must be inspected prior to use, during use and after use.
6. Appropriate PPE must be worn while working at heights
7. If working at heights (even if a harness is in use) employees or contractors must not be left alone and must be accompanied by a “Spotter” at all times

CONTROLS

1. Where work is to be conducted within 2 metres of the edge of a platform or other surface which is more than 2 metres above the surrounding area, fall protection will be provided. (eg. permanent or temporary guard rails)
2. Where it is not practicable to provide suitable guard rails, perimeter scaffolding or netting, the use of lifelines and full body safety harnesses are required.
3. Lifeline anchorage points are to be specified taking into account the required mechanical strength, suitable attachment methods and potential movement of lifelines in the event of a fall from the work area. Temporary anchorage points must be approved by a qualified Mechanical/Civil Engineer or the applicable Responsible Engineer.
4. “Permit to work” issued for access to roofs which contain fragile panels must include precautions to prevent inadvertent access onto fragile panels. Where access onto fragile panels is required, adequately secured temporary walkways, crawl boards or other means of fall protection must be used.
5. Where the work will involve transfer of additional loads onto a roof or structure (eg. tools, equipment etc.) the work must be reviewed and authorised by a qualified Mechanical/Civil Engineer or the applicable Responsible Engineer.
6. Arrangements are to be implemented to ensure personnel working in the vicinity of potential plant emission points, including "live" relief valve and process vents will not be exposed to hazardous substances or conditions.

7. Arrangements must be implemented to minimise the risk of any objects falling from elevated work areas and to protect or prevent people from walking beneath such work areas.
8. Any items to be removed from the elevated work area are to be carried or lowered. Under no circumstances can any item be thrown or dropped from the work area.
9. Prior to accepting an "Authority to Work Permit", the recipient shall undertake the Risk Assessment/JSA with an authorised company representative and ensure agreed controls are implemented. (even if a harness is in use) employees or contractors must not be left alone and must be accompanied by a "Spotter" at all times
10. The "Authority to Work Permit" will be kept on the job at all times while work is proceeding and a record (copy) of the "Authority to Work Permit" must be retained with the office copy of the associated Risk Assessment/JSA.
11. Information, instruction and training will be provided to all personnel who perform tasks that involve a fall hazard.
12. QUBE employees will need to take part in a risk assessment of specific tasks prior to proceeding with Work at Height.

LEGISLATION

Building Act 1975
Building Regulations 2006
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Managing risk of falls in workplaces COP 2018

STANDARDS

AS 1170	Pt 1&2 SAA Loading Code
AS 1319	Safety Signs for the Occupational Environment
AS 1576	Scaffolding
AS 1639	Design and Installation of Corrugated Fibre - Reinforced Cement Roofing and Wall Cladding
AS 1657	SAA Code for Fixed Platforms, Walkways Stairways and Ladders
AS 1891	Industrial Fall Arrest
AS 2424	Plastics Building Sheets - General Installation Requirements and Design of Roofing Systems
AS 2604	Sunscreen Products – Evaluation and Classification

These AS have been gazetted as Approved Codes of Practice.

Temporary Access and Injury Prevention Equipment:

AS 1892	Portable Ladders
AS 2550.1	Cranes, Safe Use - General Requirements
AS 2550.10	Cranes, Safe Use - Elevating Work Platforms
AS 3828	Guidelines for the Erection of Building Steelwork

Personal Protective Equipment:

AS 1800	Selection, Care and Use of Industrial Safety Helmets
AS/NZS 1891.1	Individual fall-arrest systems & devices - Safety belts and harnesses
AS 2210	Safety Footwear
AS 2626	Industrial Safety Belts and Harnesses - Selection, Use and Maintenance
AS 4626	Industrial Fall Arrest Devices - Selection, Use and Maintenance
AS/NZS 1891.4	Individual fall-arrest systems & devices - Selection, Use & Maintenance

8 PRINCIPLES OF SAFE MANUAL HANDLING

1. Assess task, individual, load, environment (TILE)
2. Broad stable base
3. Bend the knees
4. Back straight
5. Firm grip
6. Arms in line with the trunk
7. Weight close to the centre of gravity
8. Turn feet in the direction of movement

1. Assess the task, individual, load, environment (TILE):

Task: does the task involve excessive movement, poor posture, insufficient rest or recovery period, use of stairs etc.

Individual: does the task require unusual strength or height, do you have appropriate footwear and clothing, do you have any injury or are you pregnant

Load: is the load too heavy, bulky or unwieldy, difficult to grasp? Assess the load before lifting.

Environment: are there space constraints preventing good posture, uneven, slippery or unstable floors, poor lighting etc.

Get help from another person or use a mechanical aid. Ensure you have a clear path and always wear suitable clothing. Check that there is nothing protruding from the load e.g. splinters and that the load is stable and safe to lift.

2. Broad, stable base:

Take a comfortable stance with the feet hip width apart, facing in the direction you are going, and as close to the load as possible.



3. Bend the knees:



Bend the knees to keep the center of gravity within the base. Use the dynamic thigh muscles for lifting and not the weak postural muscles of the lower back.

4. Back straight:

This doesn't mean having an upright back. It shouldn't be bent, as this places uneven strain on the discs, but you can bend at the hips. Bent knees and straight back mean the central point of gravity remains over the weight, reducing strain. Never twist your back when lifting. Use your feet to change direction.

5. Firm Grip:

Use the palm of the hand and the roots of the fingers rather than the fingertips. A diagonal hold is best. Place one hand under the object, the other hand at the top of the opposite side. With smaller loads, both hands can be placed under the load.

6. Arms in line with the trunk:

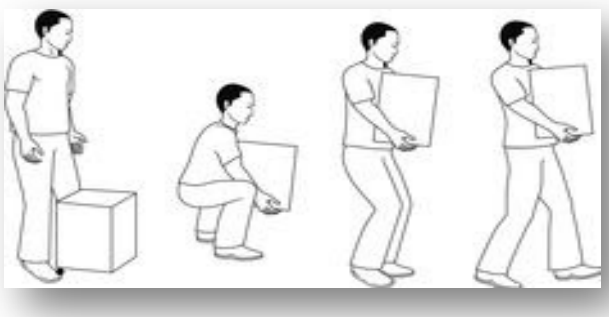
Keeping your arms close to your sides reduces tension in the arms and shoulders. Along with the broad base of the feet, this gives stability.

7. Weight close to the centre of gravity:

Keep the load as close to the trunk as possible. You should be balanced and stable yet be able to use your body weight to get the load moving easily. This is why it is important to wear the correct clothing, as holding a dirty load away from you will place unnecessary strain on your back.

8. Turn feet in direction of movement:

When ready to lift, use your legs for the lift. This requires less brute force and counterbalances the load. Lift using a smooth action.



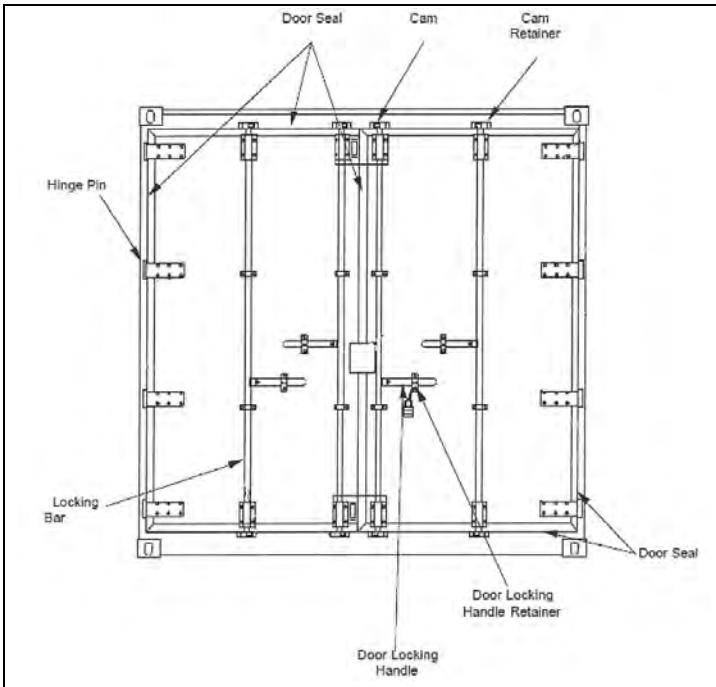
Safe Work Instruction
Opening & Closing Container Doors

Issue date: 26/05/2025
Review date: 26/05/2027

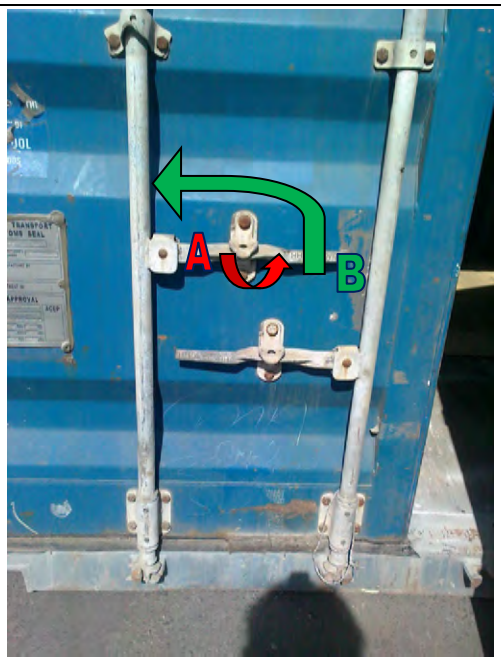
Document No.	Work description: *Opening & Closing container doors on ground & above shoulder height*		
SHSMS-QL-QLD-11-SWI-0090	**Scope:** *Applies to all containers to be opened & closed on QUBE Qld sites & Qld Client Sites if process is part of contracted services*		
	References: *SWMS Qld Opening & Closing Container Doors*		
Responsible supervisor *Operational Managers* *Depot supervisors* *Transport allocators*	**PPE and precautions** *Hi- vis, Safety Boots, Gloves (optional), Safety Glasses, other PPE as required on client sites, other PPE as indicated on SDS for DG or Hazchem; Safety Harness (pending height)*	**Competencies or qualifications** *Licenced Truck Driver* *Licenced Forklift Operator* *Experienced store person* *Working at heights training (pending height)*	**Licences or permits required** *N/A*
Tools and equipment required: *Elevated work platform or Australian Standards Approved Personnel Cage for forklift, Container Door Extension Lever, Forklift, Restraint Device eg. short rope, chain or cable, Container Seal (if req'd)*			

IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO *PR-NAT-0800 Risk Management*

Warning - ***Opening and closing container doors has resulted in injury to employees in the past. This task should be undertaken with a degree of caution commensurate with individual circumstances, level of risk and level of employee fitness.***



Container Door Parts relevant to task



Swing door locking handle retainer clip (A) then lift door locking handle (B) and pull towards you until 90˚ *from door*

1. OPENING CONTAINERS AT GROUND LEVEL

1.1 Empty Container:

- *Ensure container is situated on flat, even ground*
- *Inspect handles, doors and hinges to determine if they are intact and in reasonable working order*
- *Approach right hand door first*
- *Release door locking handle retainer clips*
- *Grasp door locking handles and lift slightly then pull forward, clear of handle retainers*
- *Swing handles out to 90˚ from container door which should release locking cams from cam retainer and break door seal.*
- *Repeat process for left hand door.*
- *Dispose of removed/used client door seals (all types) correctly. Don't throw them on the ground*

NOTE: *Hazards addressed in SWMS "Opening & Closing Container Doors" for this step of the process include* ***Physical injury due to tight, rusted or damaged doors and hinges***. Workers to use correct posture, container door extension lever or request assistance with opening to reduce risk. Report all suspect, damaged or rusty hinges as a hazard and have repaired if required. ***Workers should also beware of fumes or vapours if container has previously been sprayed or held chemicals.*** Use appropriate PPE before entering.

OPENING CONTAINERS AT GROUND LEVEL CONTINUED

1.2 Full Container:	▪ *Ensure container is situated on flat, even ground* ▪ *Prior to opening full container door, check cargo manifest/packing list and packing configuration if known.* ▪ *Inspect handles, doors and hinges to determine if they are intact and in reasonable working order* ▪ *Attach container door restraint tool (short rope, chain, cable or Grunt Pull Tie-Down Strap)* ▪ *Approach right hand door first and remove client door seal* ▪ *Release door locking handle retainer clips* ▪ *Grasp door locking handles and lift slightly then pull forward, clear of handle retainers* ▪ *Swing handles out to 90˚ from container door which should release locking cams from cam retainer and break door seal.* ▪ *Repeat process for left hand door.* ▪ *Door restraint must be left in place until both doors are unlocked. If falling items or shifted load applies pressure to container doors (straining container door restraint tool) Move workers away from the doors and use forklift to push doors shut with tines, removing pressure from restraint.* ▪ *Remove container door restraint tool and ensure all workers are out of the way of falling loads then slowly reverse forklift allowing doors to open and falling freight to settle.* ▪ *Dispose of removed/used client door seals (all types) correctly. Don't throw them on the ground*
☞	***NOTE:*** *Hazards addressed in SWMS Opening & Closing Container Doors for this step of the process include:* ***Physical injury due to tight, rusted or damaged doors and hinges***. Workers to use correct posture, container door extension lever or request assistance with opening to reduce risk; Report all suspect, damaged or rusty hinges as a hazard and have repaired if required. ***Risk of injury to workers caused by falling freight from shifted loads during container door opening***. Workers must use container door restraint method to eliminate this hazard. Fallen freight should be removed in "step by step" process from top to eliminate further movement/falling which could still cause injury to workers; ***Risk of injury from fumes or leakage of hazardous or dangerous goods within the container***. Supervisor/Allocator must check container manifest and consult SDS to determine if specialised PPE needs to be utilised with contents.

2. CLOSING CONTAINERS AT GROUND LEVEL

2.1 Empty Container:	▪ *Close left hand door, seating cam at top & bottom of locking bars in cam retainers.* ▪ *Swing door locking handles in against door and push into handle retainer. If required, Container door extension lever can be used to assist with stiff or reluctant handles.* ▪ *Turning motion will lock door cams, pulling door against assembly frame and door locking handle retainer clips will twist and fall into place over door locking handles.* ▪ *Door should now be sealed flush against door assembly frame* ▪ *Repeat this process with the right-hand door.* ▪ *Attach client door seal if required e.g. inspected cotton box*
☞	***NOTE:*** *Hazards addressed in SWMS Opening & Closing Container Doors for this step of the process include* ***Physical injury due to tight, rusted or damaged doors and hinges***. Workers to use correct posture, container door extension lever or request assistance with opening to reduce risk. Report all suspect, damaged or rusty hinges as a hazard and have repaired if required. ***If frame of container is not square/rack (due to damage or uneven surface, injury may be sustained while trying to push closed.*** Seek assistance to help push the door closed. Lifting the container from the ground with approved lifting device e.g. forklift, may bring the frame back into rack allowing doors to be closed with more ease. ***Loose gravel or uneven ground may cause worker to slip, preventing good pressure to close door and causing injury.*** Workers need to be alerted to surface conditions and take adequate precautions including obtaining assistance to close doors if required.
2.2 Full Container:	▪ *Once container loading is complete, the container doors will need to be closed.* ▪ *Close left hand door, seating cam at top & bottom of locking bars in cam retainers.* ▪ *Swing door locking handles in against door and push down into handle retainer. If required, Container door extension lever can be used to assist with stiff or reluctant handles.* ▪ *Turning motion will lock door cams, pulling door against assembly frame and door locking handle retainer clip will twist and fall into place over door locking handles.* ▪ *Door should now be sealed flush against door assembly frame* ▪ *Repeat this process with the right-hand door.* ▪ *Once both doors have been locked closed, attach client door seal and/or note seal reference number to advise client.*

CLOSING CONTAINERS AT GROUND LEVEL CONTINUED

NOTE: *Hazards addressed in SWMS Opening & Closing Container Doors for this step of the process include:* ***Physical injury due to tight, rusted or damaged doors and hinges***. Workers to use correct posture, container door extension lever or request assistance with opening to reduce risk; . Report all suspect, damaged or rusty hinges as a hazard and have repaired if required. ***If frame of container is not square/rack (due to damage or uneven surface, injury may be sustained while trying to push closed.*** Seek assistance to help push the door closed. Lifting the container from the ground with approved lifting device e.g. forklift, may bring the frame back into rack allowing doors to be closed with more ease. ***Loose gravel or uneven ground may cause worker to slip, preventing good pressure to close door and causing injury.*** Workers need to be alert to surface conditions and take adequate precautions including obtaining assistance to close doors if required. ***Risk of injury to workers caused by falling freight from shifting load during container door closing***. Workers can use container door restraint method to eliminate this hazard; ***Risk of injury from fumes or leakage of hazardous or dangerous goods within container***. Supervisor/Allocator must consult SDS to determine if specialised PPE needs to be used with contents.

Warning – Clients must be advised of minimum safety requirements if task is contracted to be performed at their site/s. *e.g. Stable enclosed platform or forklift & Australian Standards Approved Personnel Cage and Container Door Extension Lever. They must be advised that if driver is unable to open doors, their personnel will be required to assist or perform the task and further, that if a load has shifted, they will be required to open container doors.*



Driver opening container door while on trailer – NOTE: arms raised above shoulder height increases extreme injury risk on driver's shoulders and back



Driver is not reaching above shoulder height, is able to get good balanced stance and keeps back straight. Enclosed cage also prevents falling backwards or slip/trip incident.

3. OPENING CONTAINERS ABOVE SHOULDER HEIGHT (E.G. WHILST ON A TRAILER)

3.1 Empty Container:

- *Place stable enclosed platform across rear of trailer or request client provides Australian Standard approved personnel cage and forklift to raise driver*
- *Inspect handles, doors and hinges to determine if they are intact and in reasonable working order*
- *Approach right hand door first and remove any client door seal*
- *Release door locking handle retainers clips.*
- *Grasp door locking handles and lift slightly then pull forward, clear of handle retainers.*
- *Swing handles out to 90˚ from container door which should release locking cams from cam retainer and break door seal. If driver has difficulty cracking seal, utilize Container Door Extension Lever to increase force without extra exertion. If still unable to easily open doors, advise client and seek assistance.*
- *Repeat process for left hand door.*
- *Dispose of removed/used client door seals (all types) correctly. Don't throw them on the ground*
- *Use restraint such as Grunt Pull Tie-down Straps to secure around door pole and attach to trailer to prevent doors swinging into structures or other obstacles while reversing or moving vehicle*

NOTE: *Hazards addressed in SWMS Opening & Closing Container Doors for this step of the process include* ***Physical injury due to tight, rusted or damaged doors and hinges***. Workers to use stable enclosed elevated platform or Australian Standards approved personnel cage raised by forklift, correct posture, container door extension lever or request assistance with opening to reduce risk. Report all suspect, damaged or rusty hinges as a hazard and have repaired if required. ***Workers should also beware of fumes or vapours if container has previously been sprayed or held chemicals.*** Use appropriate PPE before opening. ***Risk of slip, trip fall from heights is increased when working above the ground.*** Worker to ensure platform or cage gate/bar is fully closed before attempting to open container doors and use care in accessing platform or cage

OPENING CONTAINERS ABOVE SHOULDER HEIGHT CONTINUED

3.2 Full Container:	▪ *Place stable enclosed platform across rear of trailer or request client provides Australian Standard approved personnel cage and forklift to raise driver* ▪ *Prior to opening full container door, check cargo manifest/packing list and packing configuration if known.* ▪ *Inspect handles, doors and hinges to determine if they are intact and in reasonable working order* ▪ *Attach container door restraint tool (short rope, chain, cable or Grunt Pull Tie-Down Strap)* ▪ *Approach right hand door first and remove client door seal* ▪ *Release door locking handle retainer clips* ▪ *Grasp door locking handles and lift slightly then pull forward, clear of handle retainers* ▪ *Swing handles out to 90˚ from container door which should release locking cams from cam retainer and break door seal. If driver has difficulty cracking seal, utilize Container Door Extension Lever to increase force without extra exertion. If still unable to easily open doors, advise client and seek assistance.* ▪ *Repeat process for left hand door.* ▪ *Door restraint must be left in place until both doors are unlocked.* ***If falling items or shifted load, apply pressure to container doors (straining container door restraint tool) driver must advise client staff and remove him/herself from behind the container. This is now the client's issue.*** ▪ *If load has not shifted, remove container door restraint tool and continue opening doors.* ▪ *Dispose of removed/used client door seals (all types) correctly. Don't throw them on the ground* ▪ *Use restraint such as Grunt Pull Tie-down Straps to secure around door pole and attach to trailer to prevent doors swinging into structures or other obstacles while reversing or moving vehicle*
☞	***NOTE:*** *Hazards addressed in SWMS Opening & Closing Container Doors for this step of the process include:* ***Physical injury due to tight, rusted or damaged doors and hinges***. Workers to use stable enclosed elevated platform or Australian Standards approved personnel cage raised by forklift, correct posture, container door extension lever or request assistance with opening to reduce risk; Report all suspect, damaged or rusty hinges as a hazard and have repaired if required. ***Risk of injury to workers caused by falling freight from shifted loads during container door opening***. Workers must use container door restraint method to eliminate this hazard. If freight has moved, the driver must advise the client and get out of the way while the client's dock staff continue to open the container; ***Risk of injury from fumes or leakage of hazardous or dangerous goods within the container***. Supervisor/Allocator must check container manifest and consult SDS to determine if specialised PPE needs to be utilised with contents.

4. CLOSING CONTAINERS ABOVE SHOULDER HEIGHT (E.G. WHILST ON A TRAILER)

4.1 Empty Container:	▪ *Place stable enclosed platform across rear of trailer or request client provides Australian Standard approved personnel cage and forklift to raise driver* ▪ *Close left hand door, seating cam at top & bottom of locking bars in cam retainers.* ▪ *Swing door locking handles in against door and push into handle retainer. If required, Container door extension lever can be used to assist with stiff or reluctant handles.* ▪ *Turning motion will lock door cams, pulling door against assembly frame and door locking handle retainer clip will twist and fall into place over door locking handles.* ▪ *Door should now be sealed flush against door assembly frame* ▪ *Repeat this process with the right hand door.* ▪ *Attach client door seal if required*
☞	***NOTE:*** *Hazards addressed in SWMS "Opening & Closing Container Doors" for this step of the process include* ***Physical injury due to tight, rusted or damaged doors and hinges***. Workers to use stable enclosed elevated platform or Australian Standards approved personnel cage raised by forklift, correct posture, container door extension lever or request assistance with closing to reduce risk. Report all suspect, damaged or rusty hinges as a hazard and have repaired if required. ***Workers should also beware of fumes or vapours if container has previously been sprayed or held chemicals.*** Use appropriate PPE before closing. ***Risk of slip, trip fall from heights is increased when working above the ground.*** Worker to ensure platform or cage gate/bar is fully closed before attempting to close container doors and use care in entering or exiting platform or cage
4.2 Full Container:	▪ *Once container loading is complete, the container doors will need to be closed.* ▪ *Place stable enclosed platform across rear of trailer or request client provides Australian Standard approved personnel cage and forklift to raise driver* ▪ *Close left hand door, seating cam at top & bottom of locking bars in cam retainers.* ▪ *Swing door locking handles in against door and push into handle retainer. If required, Container door extension lever can be used to assist with stiff or reluctant handles.* ▪ *Turning motion will lock door cams, pulling door against assembly frame and door locking handle retainer clip will twist and fall into place over door locking handles.* ▪ *Door should now be sealed flush against door assembly frame* ▪ *Repeat this process with the right-hand door.* ▪ *Once both doors have been locked closed, attach client door seal and/or note seal reference number to advise client.*

CLOSING CONTAINERS ABOVE SHOULDER HEIGHT (E.G. WHILST ON A TRAILER) CONTINUED

NOTE: *Hazards addressed in SWMS "Opening & Closing Container Doors" for this step of the process include:* ***Physical injury due to tight, rusted or damaged doors and hinges***. Workers to use stable enclosed elevated platform or Australian Standards approved personnel cage raised by forklift, correct posture, container door extension lever or request assistance with closing to reduce risk; Report all suspect, damaged or rusty hinges as a hazard and have repaired if required. ***Risk of injury from fumes or leakage of hazardous or dangerous goods within the container****. Use appropriate PPE before closing*. ***Risk of slip, trip fall from heights is increased when working above the ground.*** Worker to ensure platform or cage gate/bar is fully closed before attempting to close container doors and use care in entering or exiting platform or cage

5. SPECIAL CONSIDERATION FOR LOADING DOCKS

5.1 Opening or closing container doors <u>on</u> loading dock	▪ *If delivering to, or being loaded from a Loading Dock that enables you to open container doors at the dock, follow considerations for Opening and Closing container doors at ground level. Refer Section 1 and Section 2.* ▪ *Use restraint such as Grunt Pull Tie-down Straps to secure around door pole and attach to trailer to prevent doors swinging into loading dock or surrounding structure while reversing or moving vehicle*
5.2 Opening or closing container doors <u>off</u> loading dock	▪ *If delivering to, or being loaded from a Loading Dock that requires you to open container doors before backing into dock, and close them after pulling off dock, follow procedure for Opening and Closing container doors above shoulder height. Refer Section 3 and Section 4.* ▪ ***<u>Note</u>*** *use of stable enclosed platform or Australian Standards approved personnel cage and forklift will be required.* ▪ *Use restraint such as Grunt Pull Tie-down Straps to secure around door pole and attach to trailer to prevent doors swinging into loading dock or surrounding structure while reversing or moving vehicle*

6. ADDITIONAL CONTROLS

- *When opening Refrigerated containers (Reefers), All 4 handles should be opened to break air seal prior to opening doors.*
- *Drivers and store persons with pre-existing injuries to arms, backs, shoulders or legs should not be utilized for opening and closing container doors.*
- *Elevated Work Platforms and Personnel Cages used to access Containers at height must be built and used in compliance with Australian Standards.*
- *Purpose built Container Door Extension Levers must be used when additional force is required to open or close container doors. Using lengths of pipe increases risk of slippage and creates new injury hazard.*
- *Prior to opening full container door, always check cargo manifest/packing list and packing configuration if known.*
- *Always use restraint prior to opening full container doors in case of load shift or falling product that may strike the person opening the doors*
- *Dispose of removed/used client door seals (all types) correctly. Don't throw them on the ground*
- *Use restraint such as Grunt Pull Tie-down Straps to secure around door pole and attach to trailer to prevent doors swinging into loading dock or surrounding structures while reversing or moving vehicle*



CONFINED SPACES FACT SHEET



What is a confined space in Australia?

A **confined space** means an **enclosed** or partially **enclosed space** that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following: an oxygen concentration outside the safe oxygen range.

What is classified as confined space?

A **confined space** also has limited or restricted means for entry or exit and is not designed for continuous occupancy. **Confined spaces** include, but are not limited to, tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork, pipelines, etc

What are the hazards in a confined space?

Confined spaces may contain hazardous atmospheres, including insufficient oxygen, toxic (poisonous) air, or an **explosive** atmosphere. These spaces may also have **physical** hazards that may result, for example, in workers falling, being crushed or buried, or **drowning**. These hazards may not be obvious.

The hazards associated confined spaces include:



- Toxic Atmosphere. A toxic atmosphere may cause various acute effects, including impairment of judgement, unconsciousness and death. ...
- Oxygen Deficiency. ...
- Oxygen Enrichment. ...
- Flammable or Explosive Atmospheres. ...
- Flowing Liquid or Free Flowing Solids. ...
- Excessive Heat.

What is required before entering a confined space?

When a **confined space** has been defined as "permit **required**," one or more of the following hazards has been identified: Hazardous atmosphere, meaning the air inside the **confined space** is, or could become, dangerous. Potential to engulf or trap the employee in materials that are present within the **confined space**.

While you are working for Qube Logistics and come across a situation where you are required to enter any Space that may contain the above conditions or consequences it is required that you seek clarification from your direct manager before doing so!

DO NOT ENTER ANY CONFINED SPACE WITHOUT PERMISSION & SPECIALIST TRAINING



Dangerous goods compatibility guide

CLASS	2.1* FLAMMABLE GAS 2	2.2* NON-FLAMMABLE NON-TOXIC GAS 2	3 FLAMMABLE LIQUID 3	4.1 FLAMMABLE SOLID 4	4.2 SPONTANEOUSLY COMBUSTIBLE 4	4.3 DANGEROUS WHEN WET 4	5.1 OXIDISING AGENT 5.1	5.2 ORGANIC PEROXIDE 5.2	6 TOXIC 6	8 CORROSIVE 8
2.1* FLAMMABLE GAS 2										
2.2* NON-FLAMMABLE NON-TOXIC GAS 2										
3 FLAMMABLE LIQUID 3										
4.1 FLAMMABLE SOLID 4										
4.2 SPONTANEOUSLY COMBUSTIBLE 4										
4.3 DANGEROUS WHEN WET 4										
5.1 OXIDISING AGENT 5.1										
5.2 ORGANIC PEROXIDE 5.2										
6 TOXIC 6										
8 CORROSIVE 8										

*Refers to aerosols and non-refillable retail packs. For segregation of gas cylinders refer to AS/NZS 4332-2004

Product identifier

Identity and proportion of each ingredient

A **signal word**: This indicates the severity of the hazard. **Warning** is used for less severe hazards while **Danger** means severe hazards.

A **pictogram**: A pictogram is a symbol that is intended to quickly convey special information about the hazards of chemicals. It is a black symbol on a white background within a red diamond.

A **hazard statement**: This brief and to-the-point message describes the nature of the hazard, such as 'Fatal if swallowed'.

A **precautionary statement**: Here's where you will learn how to respond in case of exposure and how to store the chemical properly.

Contact details of Australian manufacturer or importer

Key

SEPARATE	Dangerous goods of these two classes should be kept apart by at least three metres or other suitable control measures. Consult safety data sheet (SDS) or supplier.
SEGREGATE	Dangerous goods of these two classes are likely to interact with each other in such a way as to significantly increase risk and should not be kept in the same area unless it can be demonstrated that the risks can be fully controlled. Consult SDS for further guidance.
ISOLATE	Dedicated stores or storage cabinets are recommended. Adequate separation from other buildings and boundaries is required. Consult SDS for further guidance.
REFERS TO SDS	Segregation of these two classes may be necessary. Refer to the SDS for further guidance. All Class 9 dangerous goods should be segregated in accordance with the SDS.
OK	Dangerous goods of the same class have similar primary hazards and are usually considered compatible. Consult with the SDS or supplier about requirements for individual substances.

Class types:

Class 2.1 — Flammable Gas
Class 2.2 — Non Flammable Non Toxic Gas
Class 3 — Flammable Liquid
Class 4.1 — Flammable Solid
Class 4.2 — Spontaneously Combustible
Class 4.3 — Dangerous When Wet
Class 5.1 — Oxidising Agent
Class 5.2 — Organic Peroxide
Class 6 — Toxic
Class 8 — Corrosive

Source: Adapted from AS/NZS 3833:2007
The storage and handling of mixed classes of dangerous goods, in packages and intermediate bulk containers.

GHS compliant label

Aromasol

Refer to safety data sheet before use.

Contains:
Aromatic hydrocarbons 95%v/v
Toxicole 5%v/v

2.5 L

DANGER



Highly flammable liquid and vapour
Toxic if swallowed
Causes skin irritation
May cause cancer
May be fatal if swallowed and enters airways

If on skin (or hair): Take off contaminated clothing and wash before re-use.
Rinse skin using plenty of soap and water.
If exposed or concerned: Get medical advice/attention.
If swallowed: Immediately call a poison centre or doctor/physician.
Do NOT induce vomiting.
Store locked up in a well-ventilated place.
Keep cool.
Dispose of contents/container in accordance with local regulations.

In case of fire: use powder for extinction.
Keep away from sparks and open flames—No smoking.
Keep container tightly closed.
Ground/bond container and receiving equipment.
Take precautionary measure against static discharge.
Wear protective gloves and eye and face protection.
Wash hands thoroughly after handling.
Do not eat, drink or smoke when using this product.

Madeup Chemical Company Pty Ltd, 999 Chemical Street, Chemical Town, My State 12344; Tel: 1300 000 000 www.madeup-chemcialcompany.com.au

Equivalent ADG compliant label

Aromasol

Refer to safety data sheet before use.

Flammable liquid, toxic N.O.S. (aromatic hydrocarbons, toxicole)

2.5 L

DANGER

UN1992

Contains:
Aromatic hydrocarbons 95%v/v
Toxicole 5%v/v

Highly flammable liquid and vapour
Toxic if swallowed
Causes skin irritation
May cause cancer
May be fatal if swallowed and enters airways



If on skin (or hair): Take off contaminated clothing and wash before re-use.
Rinse skin using plenty of soap and water.
If exposed or concerned: Get medical advice/attention.
If swallowed: Immediately call a poison centre or doctor/physician.
Do NOT induce vomiting.
Store locked up in a well-ventilated place.
Keep cool.
Dispose of contents/container in accordance with local regulations.

In case of fire: use powder for extinction.
Keep away from sparks and open flames—No smoking.
Keep container tightly closed.
Ground/bond container and receiving equipment.
Take precautionary measure against static discharge.
Wear protective gloves and eye and face protection.
Wash hands thoroughly after handling.
Do not eat, drink or smoke when using this product.

Madeup Chemical Company Pty Ltd, 999 Chemical Street, Chemical Town, My State 12344; Tel: 1300 000 000. www.madeup-chemcialcompany.com.au

GHS and ADG pictograms

Description
Explosives, self-reactives, organic peroxides
Flammables, self-reactives, pyrophorics, self-heating, emits flammable gas on contact with water
Oxidisers, organic peroxides
Compressed, liquefied or dissolved gases
Acute toxicity via oral, dermal or inhalation
Skin irritation, eye irritation, skin sensitisers
Carcinogens, respiratory sensitisers, reproductive toxicity, target organ toxicity, germ cell mutagens, aspiration toxicity
Eye corrosion, skin corrosion, corrosive to metals
Hazardous to the environment, aquatic toxicity
Miscellaneous dangerous goods
Infectious
Radioactive

ADG Code

The ADG Code only applies to road and rail transport of dangerous goods and is given its authority by its incorporation into state and territory transport legislation. The ADG Code is referred to in the WHS Regulation for placarding and manifest purposes at workplaces. GHS labelling is suitable on internal packaging for goods in transit. However, an ADG symbol may be substituted for a GHS pictogram where the ADG class symbol represents the same hazard to meet transport requirements.

GHS

The WHS Regulation applies to the use, handling and storage of hazardous chemicals at a workplace. This means that the GHS applies once the chemical, which may have been a dangerous good in transit, is in use at the workplace.

Hazardous chemicals that are consumer products used in the workplace in a manner consistent with household use are exempt from GHS labelling requirements.

Refer to the WHS Regulation for further exemptions to labelling.

ADG Code vs GHS

The ADG Code provides information targeted at managing immediate hazards, such as emergency situations during transport, whereas the GHS provides information regarding the use, handling and storage of a chemical at the workplace (physical and health hazards).

Further information is available at worksafe.qld.gov.au or 1300 362 128.

Australian Government
Comcare

Information used courtesy of Comcare.

AEU16/5580

Office of Industrial Relations
Workplace Health and Safety Queensland



GHS/ADG quick guide

The globally harmonised system of classification and labelling (GHS) applies to hazardous chemicals at workplaces.

The Australian Dangerous Goods (ADG) Code applies when transporting dangerous goods.

This guide provides an example of GHS and ADG Code labelling, comparable symbols and a quick reference to dangerous goods compatibility in storage.

Queensland Government

GHS pictograms	Dangerous good class labels*
	
	
	
	
	
	No equivalent
	No equivalent
	
	
No equivalent	
Not covered	
Not covered	

*Refer to Australian Dangerous Goods Code Edition 7.4 5.2.2.2.2 available at ntc.gov.au.



PLACARDING OF DANGEROUS GOODS VEHICLES, ROAD

PLACARDING GUIDANCE CHART
FOR LEGAL REQUIREMENTS
REFER TO THE 7th ED ADG CODE



MIXED CLASS

START HERE

LARGE CONTAINERS (LC) Means; BULK, IBCs, MEGCs, ROAD TANKER, TANK CONTAINER

DOES THE LOAD CONTAIN LARGE CONTAINERS OF DANGEROUS GOODS — YES → **A CLASS DIAMOND AT THE FRONT EIPs BOTH SIDES AND THE REAR**

NO

DOES THE LOAD EXCEED 1,000 LITRES/KILOS IN TOTAL, INCLUDING AEROSOLS, or INFECTIOUS SUBSTANCES — YES

NO

DOES THE LOAD CONTAIN ANY PACKING GROUP I CLASSES 2.1 FLAMMABLE GAS OR 2.3 TOXIC GAS — YES → **DOES THE LOAD TOTAL MORE THAN 250 LITRES OR KILOS** — YES → **IS THERE MORE THAN ONE CLASS OF DANGEROUS GOODS**

NO

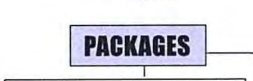
DOES THE LOAD CONTAIN OTHER DANGEROUS GOODS — NO → SINGLE PRODUCT LOAD

YES → **PACKAGES** / **LC**

IS THERE MORE THAN ONE CLASS OF DANGEROUS GOODS — YES → **LC & PACKAGES**; NO → **PACKAGES**

NO PLACARDING REQUIRED











COMBINATION VEHICLES











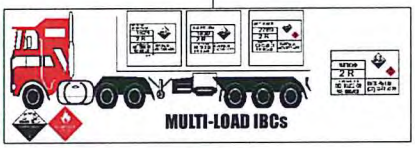
IS THE LOAD ONLY PETROLEUM PRODUCTS — YES

NO



IS THERE MORE THAN ONE CLASS — NO

YES







COPYRIGHT © DANGEROUS GOODS SERVICES Pty Ltd JUNE 2010
PH: (07) 3287 4222 FAX: (07) 3807 3931
V 3.1
FOR EXPLOSIVES & RADIOACTIVES
SEE THE APPROPRIATE CODES OF PRACTICE
www.dangerousgoodsservices.com.au



Onsite Diesel Refuelling

Document No.	Work description: *Safe refuelling of Qube vehicles at onsite Qube bulk diesel tanks*		
SHSMS-QL-QLD-11-SWI-0110 Version 4.3	**Scope:** *Covers any Qube Logistics vehicles or plant being refuelled on any Qube Logistics site by employees using a Bulk Diesel Storage device including safety procedures to prevent harm, damage or environmental impact due to fuel spillage*		
	References: *Spill Procedure SHSMS QL-QLD-13-SWI-0024* *Qld Emergency Response Plan* *Qld Hazardous Substances Management Procedure*		
Responsible supervisor *Site Manager*	**PPE and precautions** *N/A*	**Competencies or qualifications** *N/A*	**Licences or permits required** *N/A*
Tools and equipment required *Spill Kit; No smoking Signage; No use of Mobile Phone sign; Fire extinguisher*			

IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO *SHSMS-06-PR-0021 Workplace Risk Management*

Safety Considerations

1. Do not put yourself or others in danger
2. Ensure vehicle is turned off and handbrake engaged before attempting to refuel
3. Wash with clean water if fuel contacts skin
4. Seek medical attention if fuel contacts eyes
5. Avoid breathing fumes to prevent health issues
6. Strictly NO SMOKING near or around the fuel tank – Diesel fuel is combustable.
7. Strictly NO use of mobile phones whilst refueling in progress – distraction causing Spill
8. Use appropriate PPE (eye protection, gloves)

Environmental Considerations

1. Prevent all spillage from entering environment
2. Stop the “spill” at the source using available absorbent materials in the spill kit (e.g. kitty litter, sausages & mats)
3. Ensure all absorbent materials from spills is collected and disposed of in “Hazardous” waste receptical
4. Complete incident report and notify your manager immediately in the event of a spill
5. Do not overfill tank – allow for expansion
6. Waste oil, lubricants, greasy or oily rags or other materials subject to spontaneous combustion must be disposed of in a water filled bin with a lid
7. Refer to the QUBE Logstics Qld Pty Ltd Spill Procedure SOP-QOHS-0108-024 for detailed instructions on dealing with spills

Refuelling Procedure

1. Drive Slowly, taking care to approach diesel tank & designated fule pump carefull
2. When the vehicle is adjacent to the fuel pump, apply the handbrake and switch off the engine.
3. Undo and remove the truck/forklift fuel cap.
4. Using the truck/forklift electronic (dallas) ‘tag’, touch ‘tag’ to the key tower, then enter code number **123456**, odometer reading as prompted by the screen on the tag tower.
5. Lift the fuel handle/nozzle from the fuel pump, place the fuel/handle nozzle into the fuel tank.
6. Refuel the truck/forklift.
7. On completion of refuelling, replace the fuel cap and insert handle/nozzle correctly in the fuel pump.
8. Exit refuelling lane carefully.

Warning – Minor Fuel Spill

1. In the event of a minor diesel fuel spill (<100L), use the ‘kitty litter’ or equivalent absorbent material in the emergency spill kit (BPFT - Green coloured bin near Pump)
2. Contain the spilled fuel to prevent spreading and absorb the excess fuel for clean-up
3. Place used absorbent material in general refuse bin (BPFT green bin near fuel pump)

Warning – Major Fuel Spill

1. In the event of a major diesel fuel spill (>100L) you must observe the QUBE Logistics (Qld) Pty Ltd Spill Procedure SHSMS-QL-PTPT-11-SWI-024
2. Use the five steps for spill control - A.N.C.C.R
    a. ASSESS Danger
    b. NOTIFY Manager & Emergency Services if required
    c. CONTROL the spill site – Evacuate & set up barriers to prevent entry of fuel into storm water or other environmental access points
    d. CLEAN spill if no danger – IF DANGER EXISTS your manager will organise professional assistance
    e. REPORT using QUBE incident reporting procedure.

Additional controls

- Do not leave a running fuel pump unattended while refuelling
- Refuelling process must commence within 30 seconds of entering the pump number in the tag tower or the procedure will have to be repeated
- Ensure all absorbent materials from spills is collected and disposed of in “general” waste receptical
- Complete incident report and notify your manager immediately in the event of a spill
- NO SMOKING near or adjacent to the fuel tank at any time
- NO use of mobile phones at any time whilst refueling in progress
- If fuel spill is in danger of entering storm water drains, block drains first, contain the edge of the spill closest to the drain and then proceed in cleaning up spill

NOTE: Each work group or team member must sign off on the SWI to acknowledge they have been briefed about or instructed in the SWI.

Team member name (Please print)	Team Member signature	Instructor/ Briefer name	Date

Document No.	Work description: *Outlines general procedures to be used in case of a spill of transported or stored materials*		
SHEMS-QL-PTPT-13-SWI-0024	Scope: *To ensure safe containment and clean-up of any materials spilled whilst in the care for transit, transfer or storage by Qld Logistics (Qld) in compliance with legislation, Dept of Ag and DERM Guidelines. Note: any associated documents/procedures will appear in "References" below.*		
	References: - *SWI 072 Incident Reporting & Investigation Procedure* - *Initial Incident Report* - *ICAM Incident Investigation Report*		
Responsible supervisor *Transport Manager* *Transport Allocators/ Supervisors*	**PPE and precautions** *Gloves* *Mask* *Eyewear* *DG Spill Kit (if required)*	**Competencies or qualifications** *N/A*	**Licences or permits required** *N/A*

IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO *SHEMS-06-PR-0021 Workplace Risk Management*

Roles & Responsibilities

Manager/ Supervisor	To advise all relevant parties of a spill situation and to ensure the site is secured ensuring the safety of workers, the materials, the public and the environment.
Driver/Store person	To ensure that local or third-party assistance is rendered to the driver/storeman in a spill situation if required; to notify the relevant authorities as necessary; to notify the client and secure instructions for delivery/disposal.
Client	To advise the notifying manager/supervisor of instructions for spilled materials. To liaise with QUBE staff on cleanup-disposal procedures as required.

Procedure:

Use the Five steps for Spill Control - ANCCR

1. ASSESS Danger
2. NOTIFY Manager and Emergency Services if required – Your Manager will notify relevant government departments and agencies as required.
3. CONTROL Spill Site - Evacuate Area if Necessary & set up barriers to prevent accidental injury or further contamination
4. CLEAN spill using PPE & Spill Kit if there is no danger. If danger exists, your Manager will organise professional assistance to clean affected site.
5. REPORT using Incident Report Procedure and Investigation Report.

For detailed procedure refer to Attachment A. Spill Procedure Flow Chart

Controls:

1. Notify Operations Manager (refer contact list).
2. Do not move vehicle/vessel/container until emergency services arrive unless it poses a further danger if left in position.
3. Isolate the danger using triangles/hazard flashers/warning devices/barricades etc
4. Assist the injured – DO NOT move injured – call for medical assistance
5. Use appropriate personal protective equipment and contain any spillage with the available spill kit.
6. Your manager will advise Client/Emergency Services /GOV'T/DAFF/DERM if required.
7. DO NOT make any statements to outsiders or sign anything.

Attachments:

Attachment A Spill Procedure Flow Chart

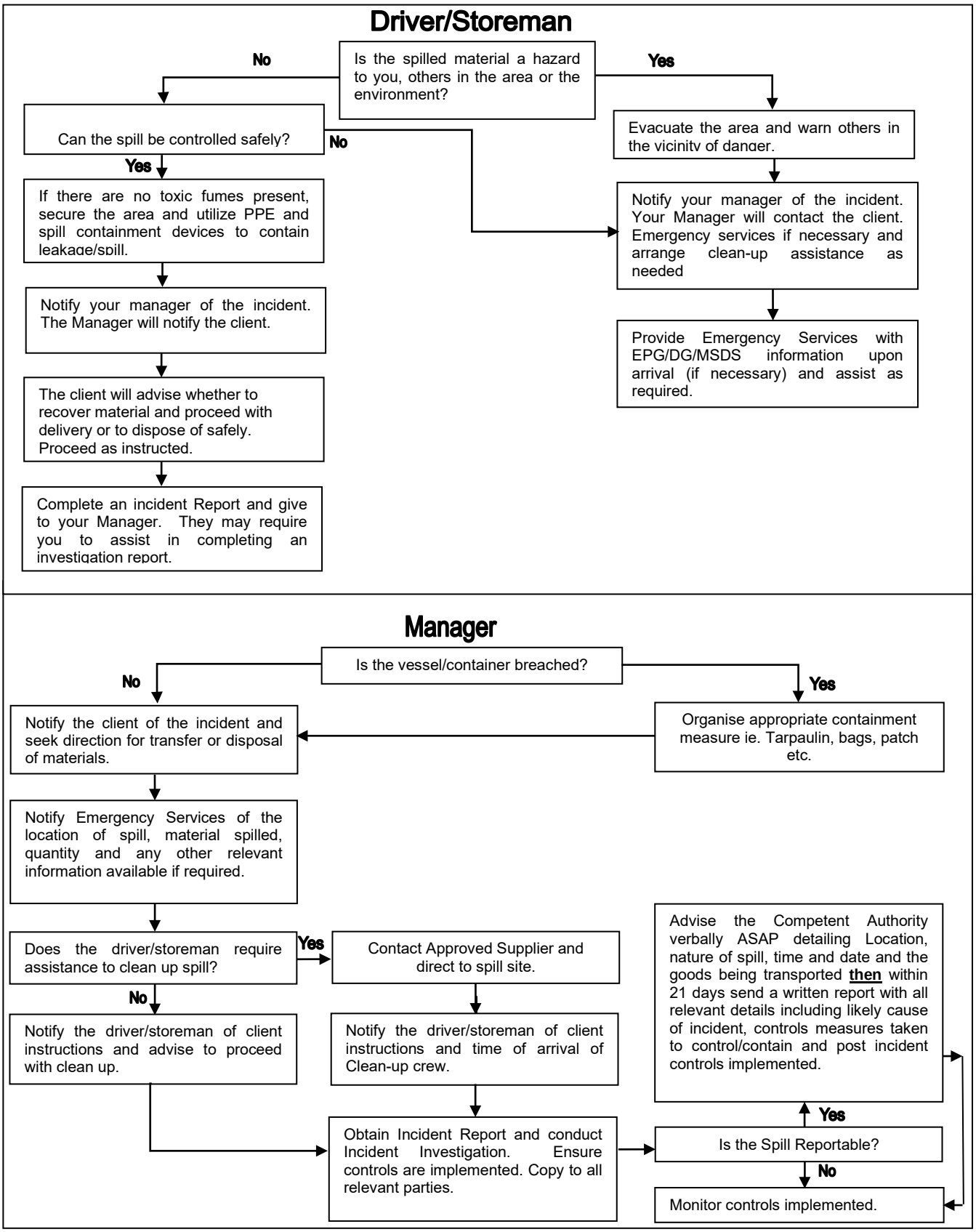
Contact Phone Numbers:

Emergency Services Ambulance/Police/Fire	**Land Line (Do you need "0" to dial out?)**	**000**
	For Hearing/Speech Impaired (landline only)	**106**
	From Mobile (Give State & Location)	**112**

Sam Hunter	QLD General Manager	0476 842 029
Darren Fuller	QLD General Manager - Operations	0431 000 621
Melissa Leckey	State IR, SHE & Compliance Mgr	0438 829 495
Brett Young	Transport Manager	0422 091 007
Leanne Brokman	Commercial Operations Manager	0458 896 914
Nick Giles	Brisbane Transport Supervisor	0423 408 598
Jim Hayes	Maintenance Manager BPFT	0408 731 733
Ryan Knaggs	Transport Supervisor - Toowoomba	0412 706 868
Richard Clifford	BPEP Manager	0412 127 507
Warren Edwards	Warehouse Facility Manager BPFT	0434 076 556
Noel Lupton	Terminal Manager	0434 607 855
James Naughton	FNQ Manager	0404 276 225

Ace Waste	Quarantine Waste Only(Bris Only)	07 3372 6666
DAFF Biosecurity (Ex AQIS)	Australian Quarantine Service	07 3246 8755
DG Services	DG Assistance/Advice (John Mills)	07 3287 4222
DG Equipment & Training	DG Advice (John Giles) (Ron Palmer – PACIA)	1300 791 557
DES ex EPA	Pollution Hot Line	1300 130 372
Qld Transport	DG Spills	3253 4404
Rentokil	Pest Control (Fumigation – Brisbane only)	1300 805 087 (1300 568 931)
Trans Pacific Waste	Spill Clean Up	1300 774 557 or 3489 4600
Workplace Health & Safety	Injury Notification	1300 369 915

Attachment A:
Spill Procedure Flow Chart



Driver Emergency Response Plan

Issue date: 18/04/2024
Review date: 18/04/2026

IN TRANSIT

1. HAZ CHEM / TOXIC GAS LEAK – If required, put on DG Mask
2. When leaving the cab take all paperwork and Emergency Response Guide / HB76.
3. Direct bystanders and people in nearby buildings to move a safe distance away, clear area of all unprotected people, moving upwind from any chemical release.
4. Place reflector triangles in front and behind road vehicle if safe to do so.

NON-QUBE SITE

1. HAZ CHEM / TOXIC GAS LEAK – If required put on DG Mask.
2. When leaving the cab take all paperwork and Emergency Response Guide / HB76
3. Contact Site Warden, follow their instructions.
4. DO NOT ATTEMPT TO TAKE ACTION AGAINST THE EMERGENCY.
5. Once you are safe, contact your Supervisor or Manager and follow their instructions

ROAD TRAFFIC ACCIDENTS

- Remove yourself a safe distance from the scene;
- Follow the Motor Vehicle Accident process (see over);
- Contact your Supervisor/Manager; a Member of the Safety Team must be contacted immediately.

FIRE

- If safe to do so, remove any items that may create an extra hazard;
- If safe to do so, attempt to extinguish the fire. If not extinguished contact "000" or "112" if you have no telephone reception evacuate the area.
- Contact your Supervisor as soon as possible and leave the area.

HAZ CHEM / TOXIC GAS

- Take note of location and wind direction, evacuate the area immediately (taking shallow breaths and covering mouth with damp cloth if you don't have your DG Mask on).
- Contact Emergency Response Number on the relevant SDS
- Contact your Supervisor and wait for instructions, leave the area immediately.
- DO NOT RE-ENTER THE AREA FOR ANY REASON

ELECTRICAL / POWER LINES

- If any part of your equipment has touched a power line, DO NOT OPERATE OR ATTEMPT TO MOVE THE EQUIPMENT
- Contact your Manager.
- Also Contact:
  - Electrical Authority: REGIONAL (ERGON) – 13 16 70 OR SEQ (ENERGEX) – 13 19 62
  - State Operations Manager and a member of the Safety Team

HAZARDOUS SUBSTANCE SPILL

- Ensure relevant PPE is used (refer to the HB76 and or Emergency Procedure Guide).
- If safe to do so, stop or slow down the spill.
- If the spill cannot be stopped, prevent the spill flowing into sewers, waterways and drains, and contain to the smallest area possible using your spill kit.
- Contact your Supervisor and advise what happened, location, product, quantity and supplier. The Transport Department then arranges further assistance through a preferred supplier.

LOSING NON-HAZARDOUS LOAD FROM TRAILER

- Park in the safest place as close to the lost load as possible. DO NOT ATTEMPT TO MOVE THE LOAD.
- Contact your Supervisor or Manager and wait for instructions, do not leave the area.

ARMED CONFRONTATION

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- Stay calm and co-operate with the offender
- If possible, discreetly phone '000' and leave the phone off the hook. As soon as offender has left, mark any areas they touched.
- Note down any info about the vehicle they may have been driving or where they came from, also any details about the intruder
- Try and gauge their intruders height using a door handle, window, tyre or other item on truck
- Ask witnesses to stay and do not make any statements to the media.

MEDICAL

MEDICAL Minor	MEDICAL Serious	MEDICAL Life Threatening
▪ Attempt to conduct first aid on yourself or get someone nearby to assist;	▪ Contact your Supervisor or Manager and request assistance (see over).	▪ Contact '000' IMMEDIATELY.

- If required seek medical attention.

AFTER THE INCIDENT HAS OCCURED

For any accident, incident or spill that has occurred, complete an Incident form within 24 hours and hand in to your Supervisor or Manager.

Assumptions:

The purpose of this SWMS is to provide practical guidance to QUBE Logistics employees on requirements of Vehicle operations

Plant/Equipment/Tools:

Commercial Heavy Vehicle
Other Vehicles
First aid kit
Fire Extinguisher
Communication equipment

Training/Qualifications required:

Qube National Safety induction
Demonstrate Awareness of Chain of Responsibility (COR) Regulations.
Relevant Qube & Customer Site Inductions.
Apply fatigue management strategies (where applicable)

Permits/licences required:

Possess relevant HC/MC/HR/MR/LR/C License
Heavy Vehicle/Mass permits (as required)

PPE required:

Steel toe cap boots. AS/NZS 2210.2
Fluorescent Vest/Top. AS/NZS 4602.1:2011
Sun smart PPE including: Long sleeve top, long pants, sun smart hat and safety glasses-tinted/ clear (AS/NZS 1337)

Inspection requirements:

Completion of Pre-Start Vehicle checks

Records/Reporting:

Drivers Run Sheets include;

Pre Operation Check
Start/Finish times
Break times
Time enter/exit sites
Container ID
Odometer reading
Fatigue sign off
Date
Driver Name

Container Weight Declaration/Weigh Bridge Docket
Vehicle maintenance plan

SWMS Team (Name & Position):

Terrence Keshan – NSW Driver
Denis McCann – NSW Assessor
Hayley Royal – NSW SHS
Gavin Dobb – WA GM Operations
Christopher Speed – WA SHS Manager
Anthony Hughes – Fremantle TPT MGR
Craig Pettigrew – Operations Manager
Trevor Robinson – Driver/Safety Rep Qld
Craig MacDonald – SA SHS Officer
Graeme McInnes – VIC SHS Mgr
Leah Stapleton – QLD SHS Mgr
Russell Poore – WA SHS Officer

Applicable Standards, Codes of Practice and guidance:

State WHS Act/Regs.
State Road Transport Act 2013
Equipment Manufacturers Guidelines
National NHVAS Code of Practice
Heavy Vehicle National Law 2012
Driver Fatigue Policy / Fatigue Management Plan/Hours
Vehicle mass Limits
National Standard for Manual Tasks 2007
National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks 2007
QUBE Logistics Critical Risk Standards

"At all times, children are not allowed in Operational Workplaces or on Operational Equipment"

75

	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
1	**Preparation for vehicle movement:** • Check Vehicle by conducting a pre-start. • Clean windscreen. • Adjust seat, mirrors etc. • Set MT Data & Radio • Driver licenced for allocated vehicle.	Manual Handling Fatigue Slips, Trips & Falls Weather HV/Pedestrian interaction Housekeeping 3RD party road users	M15	Manual Handling Training Fatigue & Internal MT Data Training Internal monitoring via MT Data Setup MT Data & Radio prior to vehicle movement to ensure no distraction during vehicle movements Plan trip & necessary navigation equipment, e.g. maps, gps etc Ensure appropriate communication devices are obtained, working and are appropriate to the journey Notify allocators/schedulers of estimated travel times – departure & arrival times Ensure sufficient fuel or refuel before a quarter of tank is reached Ensure first aid kit is located in the cab Carry sufficient water and food for the journey Ensure all drivers are in a fit state to drive Overnight stays may be required PPE – Hi Viz clothing, boots Clean/wipe down cabin & touch points at start & end of shift	L5	Driver
2	**Load Vehicle:** • Secure Loads	Manual Handling Fatigue Slips, Trips & Falls Lacerations & Abrasions Fractures & Crush Injuries Interaction with loading equipment	M16	Manual Handling Training Fatigue Training and internal monitoring via MT Data Secure all loads as per the NTC Load Restraint guide Ensure no loose items are within the cab/passenger area as they may become projectiles in the event of braking/incident Follow the NTC Load restraint guide (Online and SharePoint NSW Procedures) at all times Exclusion Zones	L10	Driver

	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
3	**Entering/Exiting a Vehicle**	Repetitive actions will be required - Entering/Exiting the vehicle multiple times per day. Slip, Trip or fall hazards - When Entering/Exiting the vehicle. Housekeeping - Cleaning required of the vehicle steps. Weather conditions – Truck steps may become slippery when wet.	H18	Maintain 3 points of contact at all times. DO NOT rush. 3 points of contact procedure, hands must be free of items, articles & paperwork Stickers (pictured below) on vehicle entry/exit points. Located on the driver's door. Safety Footwear must have adequate tread on the soles. Manual Handling Training. Ensure the vehicle steps are clear of any oil, dirt, excess water etc. prior to using. *No climbing on vehicles/trailers unless authorised to do so and Australian Standards approved fall restraint equipment is used.*	L10	Driver





Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
4 **Vehicle movements:** • Drive according to road conditions. • Obey road rules	Road Conditions Vehicle accident/incident Incompetent Drivers Breakdown, Incorrect route/lost Fatigue Over speeds 3rd party road users	H18	Drive to road conditions i.e. slowdown in the rain or on poorly constructed/gravel roads. Drive conservatively. Observe current road rules – Drivers are responsible for any traffic infringements In the case of an accident/incident - Follow Qube Logistics Drivers Emergency response plan (located in the driver's manual) Only licenced and competent drivers are permitted to drive vehicle – all drivers should undertake a 'Drivers Competency based Assessment' 'prior to employment and Bi-annual as per SHEMS-QL-03-PR-1027 Contact your allocator /scheduler or manager for assistance Management & Compliance to the Fatigue Policy must be maintained at all times by the driver MT Data warning system setup in all Qube Logistics heavy vehicles Guardian DSS system to be setup in Qube logistics vehicles on a fleet risk basis DO NOT: • Use mobile phones whilst the vehicle is in motion. Stop the vehicle if required to answer mobile phone • Interact with the MT Data/Radio Unit whilst the vehicle is moving • Read maps whilst driving a vehicle - Use a navigation GPS unit where possible • Eat whilst driving • Read paperwork while driving	L10	Driver

	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
5	**Breaks** • As per Fatigue Management Plan • Set MT Data	Exposure Fatigue Pedestrian hit by another vehicle Slips Trips Falls	M15	Where practicable take breaks in low vehicle movement area Be aware, ground surfaces of rest areas may be affected by weather, wear & tear Exercise extreme care on the traffic side of the vehicle Company PPE requirements must be adhered to at all times Parking in unauthorised, unsafe locations will not be accepted	L5	Driver Allocator Transport Manager
6	**Breakdown** (including running out of fuel) • Contact Supervisor	Exposure Fatigue Pedestrian hit by another vehicle	H18	Stay with vehicle if broken down, if practicable In the event of vehicle breakdown contact your allocator, scheduler or manager and ask for assistance In the event of a breakdown, position the vehicle safely as far off the road as is practicable Driver turns on hazard lights and places break down triangles at the front and rear of the equipment Exercise extreme care on the traffic side of the vehicle Company PPE requirements must be adhered to at all times Keep fuel tank above a quarter full to avoid running out of fuel Follow Loading Unloading General Freight SWMS-NAT-0019 at Unmanned sites	L10	Driver Allocator Transport Manager

	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
7	**Overdue on arrival/return to site(s)** • Contact Supervisor	Exposure Fatigue	M15	Notify appropriate personnel (allocator/scheduler/manager/customer etc) on arrival Call for assistance using mobile phone(where safe to do so) or radio if unsure of location Notify relevant parties of movement prior to departure and update during the day if expected arrival times change	L5	Driver Allocator Transport Manager
8	**Refuelling** • Diesel, Petrol, Ad Blue etc.	Fuel spills Explosion/fire due to static electricity discharge Chemical Injuries: overcome by or inhalation of fumes Chemical Burns	M15	Remain with vehicle whilst refuelling Follow directions and warnings at fuel outlets and ad blue refuel stations Adhere strictly to warnings prohibiting the use of electronic equipment/devices Only fill appropriate fuel containers Always discharge static electricity before touching fuel pumps NO SMOKING during fuel operations	L5	Driver

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	Critical steps in the Activity	Potential Hazards or Human Error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk Ranking before controls	Safety Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk Ranking after controls	Responsible Position/Person
9	**End of Shift/Journey** - Refuel, unload & clean inside of vehicle.	Cuts/Abrasions Burns Manual Handling Slips, Trips & Falls Lacerations & Abrasions Fractures & Crush Injuries Weather HV/Pedestrian interaction Housekeeping	M15	Notify appropriate persons on arrival After a long trip, refuel vehicle and clean windscreen. Refill windscreen wash reservoir if necessary. Avoid contact with hot engine parts Manual Handling Training Follow manufacturer's instructions/manuals when refuelling and filling windscreen reservoir Report any difficulties encountered on the route (may require a different vehicle) Report any faults or damage via the Fault Report form and pass on to your allocator/scheduler/manager or mechanic PPE – Hi Viz clothing, boots Clean/wipe down cabin & touch points at start & end of shift	L5	Driver

		First aid, near miss, hazard identified, low environmental impact	Medical treatment injury, return to work injuries ,some environmental nuisance	Lost time injury, partial impairment, on-site environmental harm substantial environment nuisance	Permanent disability, single fatality, off-site environmental harm, on-site major contamination	Multiple fatalities and/or likely environmental protection agency prosecution
		Insignificant	Minor	Moderate	Major	Critical
Expected to occur in most circumstances	Almost Certain	L 8	M 14	H 19	E 24	E 25
Probably occur in most circumstances	Likely	L 7	M 13	H 18	H 21	E 23
Should occur sometime (occurs 1 to 10 times a year)	Possible	L 4	L 9	M 15	H 20	H 22
Could occur at some time (occurs once every 2 to 10 yrs.)	Unlikely	VL 3	L 5	L 10	M 16	M 17
May occur only in exceptional circumstances (occurs once every 11 to 100 yrs,)	Rare	VL 1	VL 2	L 6	L 11	L 12

(VL) **Very Low -** the risk should be managed as far as reasonably practicable, work may commence and no escalation necessary

(L) **Low Risk-** Acceptable region, should be managed routine procedures

(M) **Moderate Risk-** Risk considerable enough for work not to commence without consideration and use of control measures (such as preparing SWMS)

(H) **High Risk-** Risk is unacceptable, work must not commence, risk must be treated, if reasonably practicable further consideration given to whether additional control measures are required

(E) **Extreme Risk-** Unacceptable level of risk, controls must be immediately implemented to reduce risk or the risk eliminated (i.e. cease activity).

MT DATA CONSOLE

All drivers MUST log on to the MT Data console located in the cabin of the truck by using their designated unique user number, up to, but *not including*, the “Pre-Trip Questions”.

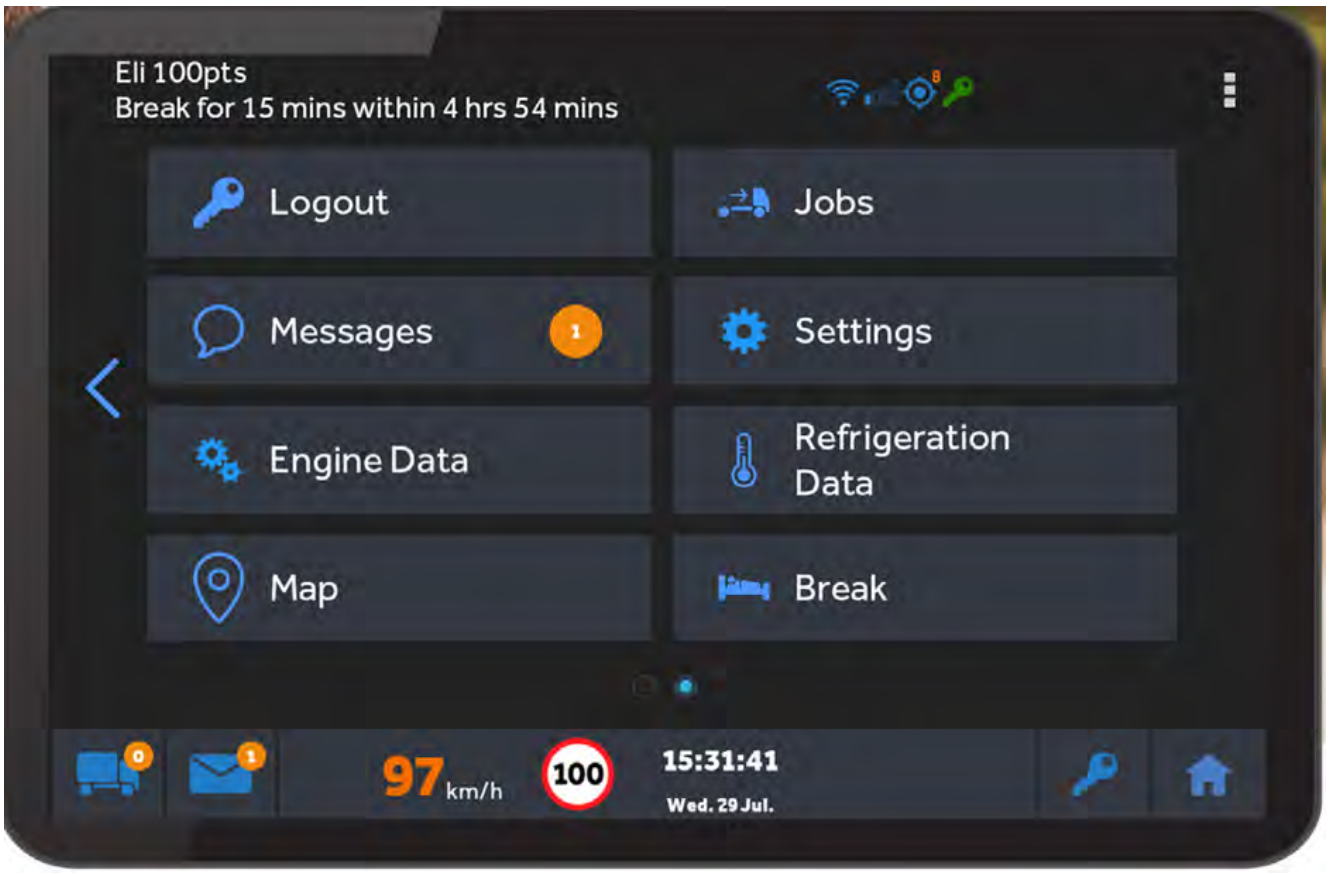
The driver is to perform a pre-start inspection of the vehicle combination prior to commencing driving, as per the SWMS – Heavy Vehicle Pre Start Checks which can be found in this folder (in each truck). On completion of the pre-start inspection, the driver is to complete the login process on the MT Data console.

If the driver is required to attend a toolbox meeting at the commencement of their shift, the MTD Data logon and pre-start inspection process is to commence *after* the toolbox meeting has concluded.

MTD Data will monitor the driver’s required breaks, this is based on the logon time and also the break time as taken and entered into MT Data by the driver.

Each driver will receive a copy of the MT Data PDA User Guide. If you have not received a copy prior to commencing your first shift, please request a copy from your manager.

Following is a copy of the MT Data Reference Sheet.



MTData Driver Reference Sheet
Qube Logistics



Shift Start

- The unit will power up to the Login screen when the ignition is switched on.
- Press **Login**.
- Enter your **Driver Number** and press **[OK]**.
- Enter your **PIN** and press **[OK]**.
- If you enter the incorrect number press **[Clear]** and start again.

A successful logon will display the **Main Menu**.



1. Your Name
2. Logon / Logoff Button
3. Network Indicators
4.

Receiving Jobs

When the vehicle receives a job you will hear a beep and audible alert advising you have a job. The Jobs button on the Summary Screen will change to 1 to indicate a job allocation.

Press the **Jobs** button and the job is displayed.



Processing A Pick Up



To process:

- Press **Accept**



- On arrival at the pick-up site press the arrow icon on the PU line, then press **Arrive**.



Processing A Pick Up

- When you start loading Press **Start**.



- When loaded confirm the container and enter your Mass and when all entries finalized press **Complete**.



- The pick-up leg is now shown as completed and you can proceed to the drop location.



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MTData Driver Reference Sheet
Qube Logistics



Processing A Drop Off

- On arrival at the drop site press the white button next to To then press **Arrive**.



- When you start unloading Press **Start**.



- When unloading is finished Press **Complete**.



If the job requires a POD signature the entries are uploaded from the Sign On Glass device and shown on the PDA.

Rejecting Jobs

- If you receive a job with incorrect details you can reject the job and send it back to the allocators for correction. Press **Reject** and the booking will be removed from the vehicle.



Message



When the vehicle receives a message you will hear a beep and audible alert advising you have a message. Pressing the **Messages** button will display a history of previous messages sent.

Breaks

- Drivers will be advised when a break is required. Press **Break** from the Main Screen and Press Start to commence a break.





Shift End

To logoff and de-power the unit at the end of a shift:

- On the Main Screen select **[Next]**,
- Select **[Logoff]**,
- Select **[OK]** to logoff and de-power the unit.

Status Line

The Status Line provides important information to the driver.



indicate if the Network, and GPS are working correctly. Under normal conditions signal strength will active and a Satellite count should be greater than 3.

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DRIVERS GUIDE

GUARDIAN / GEN 2

WELCOME TO SAFER DRIVING



GUARDIAN IS AN INTELLIGENT DRIVER SAFETY SOLUTION THAT PROVIDES EARLY WARNING AND INTERVENTION TO DRIVERS WHEN SIGNS OF FATIGUE AND DISTRACTION ARE DETECTED. GUARDIAN SIGNIFICANTLY REDUCES THE NUMBER OF FATIGUE AND DISTRACTION RELATED INCIDENTS, SO YOU CAN GET HOME SAFELY.

seeing machines | GUARDIAN

HOW DOES GUARDIAN PROTECT ME?

Guardian will help keep you safe during long periods of driving. Guardian will alert you if you close your eyes, which can help you and your manager determine when you need to take a break. Guardian will also alert you if you move your head in a way that indicates you may not be looking at the road in front. The forward-facing camera (if installed) allows you to film the road in front, which means you can record what has happened in the event of an incident.



HOW IT WORKS



24/7 PROTECTION

Guardian uses proprietary face and eye tracking algorithms to measure your eye closure and head position to determine whether you're fatigued or distracted.



REAL-TIME INTERVENTION

Guardian provides immediate intervention when fatigue or distraction start to take hold. Audio alerts and seat vibration alerts are activated to prompt you to re-focus your attention on the road.



24/7 GUARDIAN CENTER

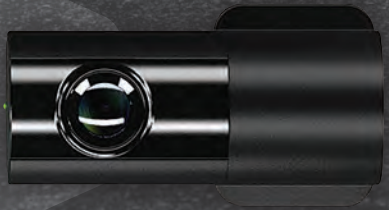
When Guardian detects an event, a short video clip is immediately sent to the 24/7 Guardian Center to be reviewed by our team of analysts, who will notify your manager within minutes.

THE COMPONENTS IN YOUR VEHICLE



IN-CAB SENSOR:
Tracks eye closure and head position to provide protection against fatigue and distraction.

FORWARD FACING CAMERA (IF INSTALLED):
Captures footage of the road in front of the vehicle.





VIBRATION MOTOR (OPTIONAL): Vibrates the seat when fatigue or distraction is detected.



CONTROLLER: A computer which is the heart of Guardian. All peripherals, and power, are connected to the Controller.

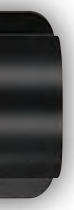
CAPTURING A FORWARD-FACING VIDEO*



To record a video with the forward-facing camera (if installed), press and release the video button on the front of the in-cab sensor. Guardian records a 45 second video capturing 15 seconds before the button is pressed and 30 seconds after.



*Feature available from software version 2.0



EVENT TYPES

Fatigue

Fatigue events are detected when your eyes are closed (or almost closed) for 1.5 seconds or longer when travelling at or above a set speed threshold.

Distraction

Distraction events are detected when you look away from the road for 4 seconds or longer when travelling at or above a set speed threshold.

Field of View

Field of View (FOV) exceptions are detected when Guardian cannot track your face for a set period. For example, if the in-cab sensor is covered.

FAQS



What happens when Guardian detects an event?

If eye or head movement exceeds set parameters, you will be alerted with an audible alarm and seat vibration (if installed). Our 24/7 Guardian Center will review the information and your manager will be contacted if required.

What happens if the in-cab sensor is covered?

If the in-cab sensor cannot track your face, you will not be protected by Guardian. Guardian will record this as an event which can be viewed by your manager.

Does Guardian work with safety glasses, sunglasses and spectacles?

Yes, Guardian works with most sunglasses, safety glasses and spectacles. Some thick rimmed glasses may confuse the system and are not recommended.

Who can access my data?

Information can only be accessed by your Company's nominated contacts via a secure web portal.

When can my manager have access to footage of my driving?

Your manager is only provided footage of an event. This can only be accessed through the secure web portal. Guardian is not a CCTV and does not record and store normal driving behaviour.

What about my privacy?

Seeing Machines respects your privacy. A Privacy Policy which sets out the types of data Guardian may collect about drivers, and how we collect, use, disclose and protect this data to comply with relevant privacy laws is available on our website seeingmachines.com

System Performance

Once installed, Guardian requires no additional set up. Each time you start the vehicle, Guardian will power up and will be ready to protect you. If the LED light on the in-cab sensor is red, this indicates that the system is not working properly and should be reported to your manager as soon as possible.

seeingmachines

GUARDIAN

CLEANING

A basic check is required to ensure that the in-cab sensor and forward-facing camera are free from dirt, dust and greasy substances and that the cameras remain in position.

A clean, lint-free cloth can be used to clean them. The system is not waterproof. Water from cleaning or from external sources such as leaving a window open may damage the system. Please contact your manager if there are any issues with the system such as a red light, damaged cables or if the in-cab sensor is not firmly affixed.



DRIVING ALERT – IF IT'S FLOODED, FORGET IT

Water over the road

Where a QUBE vehicle is required to drive along roads that may be submerged or covered in water, Drivers are to stop, check the depth and determine if the water level is above or below the lower edge of the wheel rim.

Maximum water depth

If the water is above the lower edge of the wheel rim you must not proceed. Contact your manager/supervisor to discuss options.



If the water is flowing or moving, request instructions from your manager/supervisor before proceeding even if the water is below the lower edge of the wheel rim.



NOTE: ***At a minimum, Driving through water may cause loss of brakes and severe mechanical damage to brakes, engine and drive lines***

Table 1: Performance Requirements

Position or Role	Performance requirements
Director	• The Directors have the responsibility to ensure that the company has the resources (i.e. personnel, equipment, training, authority, documentation, etc.) to operate the MMF Management Accreditation System in a safe manner and in compliance with the requirements specified by the terms and standards of the accreditation
State / Regional Manager	• Overall responsibility for Qube operations in the territory • NHVAS compliance • Overall Safety Health and Sustainability (SHS) responsibility • Provision and management of resources to ensure supervision and resources are provided for the systems to be effective • Communication, consultation and reporting requirements are met • Be trained in and are familiar with the specific policies, procedures and instructions they are to carry out • Development, implementation, review, maintenance and improvements to meet the health and safety standards of Qube and therein of the client • Ensuring identified Corrective Actions are implemented
Operations Manager	• Production and control of the Policy and Procedures of the Mass Management National Heavy Vehicle Accreditation Scheme Accreditation Program. • Effective documented training/education programs for all staff in Mass Management. • Design and implementation of training needs analysis and training register as well as project training packages. • Raising corrective action reports for identified non-conformances of the NHVAS system. • Periodic reporting on NHVAS compliance in accordance with the NHVAS MMF Procedure. • Communicating with the NHVAS on Compliance related issues or requests.
Transport Line Manager Or Transport Line (Supervisor)	<u>General</u> • NHVAS auditing and accreditation requirements • Project transport management • Project contractor management • Incident investigation and corrective action effectiveness • Project emergency response • Project human resources management • Weekly, monthly and daily haulage reporting • Delegating responsibilities to other designated people within the organisation that have received suitable training • Be trained in and are familiar with the specific policies, procedures and instructions they are to carry out • Mine site aspect management • Raising corrective action reports for identified non-conformances of the NHVAS system

Position or Role	Performance requirements
Transport Line Manager Or Transport Line (Supervisor) Cont'd	• Periodic reporting on NHVAS compliance in accordance with the NHVAS MMF Plan • Communicating with the NHVAS on Compliance related issues or requests • Liaise with FMC and or compliance team in regard to driver breaches and other compliance disputes and act upon non-conformances that are identified. • Issue relevant breaches and non-conformances notices, with corrective or preventative actions to offending drivers <u>Mass Management system</u> • Overall and day to day operation of the administrative and mass procedures contained in the MMF Management System National Heavy Vehicle Accreditation Scheme Accreditation Program • Maintaining an up-to-date list of nominated staff employed and accredited vehicles operated by Qube to ensure details remain correct and current • Ensure accreditation identification is removed if a vehicle is deleted from the program • Arranging and completing Monthly statements and internal reviews, required external compliance audits of the system and ensuring that corrective action is taken on all non-conformances found in the Mass Management System • Ensure correct loading and maintaining all records of Axle / Gross Weights for Mass Management procedures • Ensuring that the preferred checking system (i.e. Load Rite / Air Weight) gauges & weighbridges remain accurate via routine weighbridge checks • Customers / freight forwarders are made aware of the mass load limits for the operator's vehicles (where required) <u>Maintenance Management system</u> • Ensuring that Maintenance of plant (heavy vehicles and trailing equipment) is conducted in accordance with the planned maintenance strategy • Where Gearbox is used for plant maintenance, ensure that records within Gearbox are maintained • Ensuring training for drivers has been implemented and refreshed where required <u>Fatigue Management system</u> • Scheduling and rostering of drivers in accordance with BFM requirements • Notify drivers of loading / unloading delays that are greater than 30 minutes. • Monitoring timesheets / work diaries for fatigue related issues • Ensuring training for drivers has been implemented and refreshed where required

Position or Role	Performance requirements
SHS Representative	• Assist and provide advice in implementation of Qube SHSMS • Auditing and compliance • Assist with NHVAS Policies and procedures implementation. • Management of the SHSMS and overall compliance with the SHSMS for Qube operations within their scope • Liaison, communication and peer guidance of operational and SHS personnel at site
Heavy Vehicle Operators (Drivers)	• Ensure that their vehicles are loaded and operated in accordance with the requirements of the MMF Management Accreditation System • Undergo a comprehensive induction process to ensure that they are aware of their responsibilities • Ensure all notices and permits are present in the vehicle • Pre-trip checks, especially suspensions are completed and recorded • All faults are recorded, and major faults are reported immediately to authorised persons • Be trained in and are familiar with the specific policies, procedures and instructions they are to carry out • All load restraints are checked including tarps and tailgates and loads are restrained in accordance with the Load Restraint Guide 3rd Edition 2018. • Axle group / gross load limits are not exceeded and comply with the weight certification requirements • Record all vehicle loads details on suitable load sheets and report any overloading in accordance with the instructions in this plan • Abide by fatigue management requirements at all times including not driving while fatigued and adhering to work and rest hour requirements • Abide by directions issued by the FMC and or Compliance team in regard to driver breaches recorded via MT Data • Notify their scheduler in the result of a delay (e.g. loading/unloading, traffic congestion, etc.) that is likely to impact their ability to adhere to maximum work or minimum rest hour requirements. • Ensure they are in sufficient health and wellbeing including mental wellbeing, for operating heavy vehicles, prior to commencing each transport task including not under the influence of drugs and alcohol • Participate in onsite D&A testing as required • Comply with all applicable speed limits and road rules • Comply with company policies, procedures and FMC flow charts at all times • Comply to the agreed corrective actions following the issuing of a non-conformances or FMC breaches

Position or Role	Performance requirements
Operators	• Attend daily site meetings • Initial management of any site incidents • Onsite hazard and incident reporting • Loading of heavy vehicles in accordance with NHVAS and HVNL requirements • Participate in onsite D&A testing as required • Assist with the preparation of daily haulage reports • Management of Qube staff onsite
Maintenance Manager and Maintenance Personnel	• Ensure Heavy Vehicles are prepared and maintained in accordance with the requirements of the MMF Management Accreditation System
Supervisors and Team Leaders	• Direct responsibility for the health and safety of all personnel within their area of responsibility • Ensure appropriate resources for the effective systems development, implementation, review, maintenance and improvements to meet the health and safety standards of Qube • Supervisors shall be responsible for ensuring that the required health and safety standards and procedures are known and adhered to • Team Leaders are expected to mentor employees in appropriate behaviours and actions and to provide feedback on employee performance
Allocator/Schedulars	• Be trained in and are familiar with the specific policies, procedures and instructions they are to carry out • Liaise with FMC and or compliance team in regard to driver breaches and other compliance disputes and act upon non-conformances that are identified. <u>Fatigue Management system</u> • Scheduling and rostering of drivers in accordance with BFM requirements • Notify drivers of loading / unloading delays that are greater than 30 minutes. • Monitor driver fitness for duty <u>Mass Management system</u> • Overall and day to day operation of the administrative and mass procedures contained in the MMF Management System National Heavy Vehicle Accreditation Scheme Accreditation Program • Customers / freight forwarders are made aware of the mass load limits for the operator's vehicles (where required) • Ensure drivers are aware of mass load limits for the operators vehicle.

Heavy vehicle driver fatigue requirements

Compliance and Enforcement bulletin 7

This bulletin provides practical advice to help heavy vehicle drivers and other parties to comply with the requirements of the Heavy Vehicle National Law (HVNL) as they relate to heavy vehicle driver fatigue.

What are my obligations under the HVNL?

Amendments to the HVNL in 2018 will introduce 'safety duties' that must be met by all parties in the Chain of Responsibility (CoR). This requirement means that all parties have a duty to ensure the safety of their transport activities, so far as is reasonably practicable.

Responsible parties in the chain include: employers, prime contractors, operators, schedulers, consignors, consignees, packers, loading managers, loaders, and unloaders.

In addition, the executive officers of each party in the chain must exercise 'due diligence' to ensure the safety of their business's transport activities. The law will require executive officers to:

- keep up-to-date with the safe conduct of transport activities in their business
- fully understand the hazards and risks associated with their transport activities and how these are being managed
- provide appropriate resources–including people, systems and equipment–to manage their safety hazards and risks effectively.

In terms of heavy vehicle driver fatigue, the safety duties provision of the HVNL places a requirement on responsible parties to prevent a driver from driving any heavy vehicle whilst fatigued, not just fatigue-regulated heavy vehicles.

These safety duties extend to identifying any fatigue risks to prevent or reduce potential harm or loss, to yourself and others.

What are the HVNL fatigue requirements?

Driver fatigue is a leading contributor to heavy vehicle crashes in Australia, with some studies showing fatigue involved in one eighth of Australian heavy vehicle crashes.

To assist drivers and operators of heavy vehicles to avoid driver fatigue, the HVNL sets four key requirements.



Four key HVNL requirements to avoid driver fatigue

Requirement	Description
1. Don't drive a heavy vehicle while fatigued	Drivers must not drive a fatigue-regulated heavy vehicle on a road while impaired by fatigue. Other parties in the CoR must ensure they prevent a driver from doing this.
2. Work within set limits	Drivers must work within set limits and have minimum rest requirements. Other parties must not ask or allow drivers to exceed these limits.
3. Keep work and rest records	Drivers (or in some cases a driver's record keeper) must make an accurate and complete record of their work and rest time in either a National Driver Work Diary or, if driving within an area with a radius of 100 km of the driver's base, alternative work records.
4. Provide records to record keeper	Drivers must provide their work and rest records to their record keeper within set time frames. A record keeper must retain these records for three years.

Understanding the HVNL fatigue requirements

1. Don't drive a heavy vehicle while fatigued

Under the HVNL, the safety duty for all heavy vehicle drivers is to not drive a fatigue-related heavy vehicle on a road while impaired by fatigue. A driver is impaired by fatigue when their ability to drive a heavy vehicle safely is affected by fatigue.

The HVNL defines fatigue as including (but not limited to) the following feelings and behaviours:

- feeling sleepy
- feeling physically or mentally tired, weary or drowsy
- feeling exhausted or lacking energy
- behaving in a way consistent with the above.

If a heavy vehicle driver is driving and experiences any of these symptoms, they must stop work immediately (as soon as it is safe to do so). The driver must not work again until they are no longer affected by fatigue.

Tip: Getting plenty of good quality rest and/or sleep are the most effective ways to prevent and recover from fatigue.

A driver can be impaired by fatigue at any time, even when they comply with work and rest hour limits. Regardless of how many hours they may have worked or rested, they must never drive if they are impaired by fatigue.

2. Work within set limits

The scientific evidence shows that fatigue increases the longer a person is awake and or the less sleep they have. To assist heavy vehicle drivers get enough time to sleep and to not work too long, the HVNL requires all heavy vehicle drivers to comply with set work and rest limits.

What is work and rest?

While driving is the most common type of work, it is important to note that any other task relating to the operation of a fatigue-regulated heavy vehicle is regarded as work, including for example:

- instructing/supervising another person driving a fatigue-regulated heavy vehicle
- loading or unloading a fatigue-regulated heavy vehicle
- inspecting, repairing or servicing a fatigue-regulated heavy vehicle
- inspecting or attending to a load (adjusting/securing load) of a fatigue-regulated heavy vehicle (a load includes passengers)
- cleaning and refuelling a fatigue-regulated heavy vehicle
- completing paperwork in relation to a fatigue-regulated heavy vehicle (organising loads/work)
- recording information or completing a document that is required under the HVNL
- helping another person or supervising any of the above
- occupying the driver seat of a fatigue-regulated heavy vehicle while its engine is running
  Note: Exemptions may apply.

These tasks have been limited because they extend the time a person is awake, increasing the risk of being fatigued.

Rest in relation to the operation of a fatigue-regulated heavy vehicle is not doing any of the above.

What work and rest options are available?

The HVNL provides heavy vehicle drivers and operators with various work and rest hours options, each with their own work and rest limits. There are four options available:

1. Standard hours
2. Basic Fatigue Management (BFM) hours
3. Advanced Fatigue Management (AFM) hours
4. Exemption hours.

Note: The following link to the NHVR website provides the work and rest requirements for each of the work and rest hours options.
www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements

BFM and AFM provide increased levels of flexibility by managing fatigue risks through the National Heavy Vehicle Accreditation Scheme (NHVAS). Heavy vehicle drivers can only work under these hours if they have been inducted into an accredited operators system.

Exemptions enable operators and drivers to apply for work and rest hours not possible under any of the other work and rest options. Strict constraints apply.

3. Keep work and rest records

When does a driver need to carry a Work Diary?

A driver of a fatigue-regulated heavy vehicle is required to carry a Work Diary when they are, or if they have in the last 28 days, been:

- driving outside a radius of 100km from their driver base (100+km work)
- working under BFM or AFM
- working under an exemption.

At the request of an Authorised Officer, drivers must produce their Work Diary records for the previous 28 days. An Authorised Officer is a police officer, state or territory road agency officer or an NHVR officer.

Note: Some specific state and territory exemptions exist.

Completing a Work Diary (100+km work)

Drivers of a fatigue-regulated vehicle undertaking or planning to undertake a 100+km journey in a day must complete their Work Diary (including all work and rest) for that day. Detailed instructions on how to complete your Work Diary, including examples, are located at the beginning of your Work Diary.

Counting time

There are detailed instructions on pages 21–25 of the Work Diary explaining how to count time. It is important to remember when counting time that:

- each 24-hour period starts at the end of a major rest break relevant to the work/rest hours arrangement under which the driver is working (e.g. standard hours solo (at least) seven hours continuous rest).
- each 24-hour period ends exactly 24 hours after commencement.
- it is possible that you could have more than one 24-hour period running at the same time. This can occur when there are two major rest breaks within a 24-hour period.

Tip: A major rest break does not reset your 24-hour period; it commences another 24-hour period.

Recording work/rest in non-participating jurisdictions

If you are the driver of a fatigue-regulated heavy vehicle travelling into WA or NT for a period of seven days or less, you are required to comply with both the HVNL fatigue requirements and any relevant local laws. To demonstrate your compliance, you should complete your Work Diary as you would if you were working in a participating jurisdiction.

For periods of work longer than seven days carried out in a non-participating jurisdiction, the driver will need to comply with the local heavy vehicle driver fatigue, work rest and record keeping requirements. When driving a fatigue-regulated heavy vehicle and returning from a non-participating jurisdiction to a participating jurisdiction, the driver must complete their Work Diary from the beginning of the last major rest break taken prior to re-entering the participating jurisdiction.

Further information can be found on page 9 of the Work Diary instructions.

4. Provide records to record keeper within set time frames

Record keepers must keep a record of specific information for drivers of fatigue regulated heavy vehicles. A record keeper may be the:

- employer, if the driver is employed
- accredited operator, if the driver is working under BFM or AFM accreditation
- driver (as a self-employed or owner driver).

Drivers must provide their record keeper with their relevant work and rest hours totals and any other relevant vehicle information the record keeper may not reasonably have access to (registration numbers, dates the driver worked, etc.).

The record keeper determines the record location and notifies the driver. The record location is usually the driver's base.

All records must be:

- kept for three years after they are created
- kept at a location accessible to an Authorised Officer for audit or investigation purposes
- in a format that is readable and reasonably assumed it will be readable in at least three years from the date of its creation.

When do HVNL fatigue requirements apply?

The heavy vehicle driver fatigue requirements found in chapter 6 of the HVNL apply to drivers and other parties operating a fatigue-regulated heavy vehicle.

A fatigue-regulated heavy vehicle is defined as a:

- motor vehicle with a Gross Vehicle Mass (GVM) of more than 12t
- combination with a GVM of more than 12t
- fatigue-regulated bus (GVM greater than 4.5t and built or fitted to carry more than 12 adults including the driver).

Some vehicles have been specifically excluded from this definition, these include motor vehicles that are:

- built to operate primarily as a machine or implement off-road and are not capable of carrying goods or passengers by road

or

- motorhomes.

For example, a truck with a GVM of 8.7t towing a trailer with a GVM of 3.4t (8.7t + 3.4t = 12.1t) would be classed as a fatigue-regulated heavy vehicle.

Tip: The manufacturer specifies the GVM and it can be located on the vehicle identification plate, registration label or papers.

What can I do to manage fatigue?

The implementation of a safety management system (SMS) that addresses the risks associated with fatigue will assist in satisfying the requirements of the HVNL as they relate to heavy vehicle driver fatigue.

While this bulletin is not intended to provide an exhaustive list, here are some examples of systems that can be established as part of an effective SMS:

- Reviewing driving or work schedules and work records of relevant drivers
- Regularly assessing fitness for duty of relevant drivers
- Reviewing contractual arrangements and documentation relating to the consignment and delivery of goods
- Reviewing loading and unloading times and delays at loading and unloading places
- Developing and adhering to trip plans
- Implementing formalised processes to engage and consult with other parties in the chain.

What actions can Authorised Officer's take?

Authorised Officers have powers relating to heavy vehicle driver fatigue requirements, including inspecting heavy vehicle driver's work and rest records.

Enforcement action for any breach of fatigue, work/rest hours or Work Diary requirements will depend on the nature and severity of the breach. Options available to Authorised Officers include (but are not limited to) formal warnings, infringement notices and court imposed penalties.

Drivers of fatigue-regulated heavy vehicles that are deemed to be driving while impaired by fatigue may face penalties and be prevented from working, even if they are complying with work and rest requirements.

Drivers of fatigue-regulated heavy vehicles may be directed to immediately stop work and not work again for a stated period if:

- the driver is impaired by fatigue
- the driver has committed a severe or critical work/rest hours breach
- the driver is unable to produce a Work Diary without a reasonable excuse
- the Work Diary produced cannot be relied on as an accurate record of the time the driver recently spent working or resting.

Where can I get more information?

Heavy vehicle driver fatigue or Work Diary requirements

This bulletin summarises the key obligations set out in the HVNL and is not exhaustive. Visit our website for more information about heavy vehicle driver fatigue or Work Diary requirements or contact us on 1300 MYNHVR (1300 696 487). www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management

Chain of Responsibility (CoR)

More information is available on the NHVR website at: www.nhvr.gov.au/safety-accreditation-compliance/chain-of-responsibility

NHVAS

More information is available on the NHVR website at: www.nhvr.gov.au/safety-accreditation-compliance/national-heavy-vehicle-accreditation-scheme

Fatigue management exemptions

More information is available on the NHVR website at: www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/fatigue-management-exemptions

Safety Management Systems (SMS)

More information is available on the NHVR website at: www.nhvr.gov.au/safety-accreditation-compliance/safety-management-systems

For more information

Subscribe:	www.nhvr.gov.au/subscribe
Visit:	www.nhvr.gov.au
Email:	info@nhvr.gov.au
Telephone:	1300 MYNHVR (1300 696 487)*

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*Standard 1300 call charges apply. Please check with your phone provider.
Image source: Volvo Trucks Australia

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Standard hours

Work and rest hour requirements under standard hours. Standard hours apply to all drivers who do not have accreditation for fatigue management.

Solo drivers – work and rest hour requirements

TIME	WORK	REST
In any period of…	A driver must not work for more than a maximum of…	And must have the rest of that period off work with at least a minimum rest break of…
5 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
7 days	72 hours work time	24 continuous hours stationary rest time
14 days	144 hours work time	2 x night rest breaks# and 2 x night rest breaks taken on consecutive day

**Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle. #Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.*

Basic Fatigue Management (BFM)

Operators with Basic Fatigue Management (BFM) accreditation can operate under more flexible work and rest hours, allowing for (among other things) work of up to 14 hours in a 24-hour period. BFM gives operators a greater say in when drivers can work and rest, as long as the risks of driver fatigue are properly managed.

Basic Fatigue Management – work and rest hour requirements – Solo Drivers only

TIME	WORK	REST
In any period of…	A driver must not work for more than a maximum of…	And must have the rest of that period off work with at least a minimum rest break of…
6 ¼ hours	6 hours work time	15 continuous minutes rest time
9 hours	8 1/2 hours work time	30 minutes rest time in blocks of 15 continuous minutes
12 hours	11 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	14 hours work time	7 continuous hours stationary rest time*
7 days	36 hours long/night work time**	No limit has been set
14 days	144 hours work time	24 continuous hours stationary rest time taken after no more than 84 hours work time and 24 continuous hours stationary rest time and 2 x night rest breaks# and 2 x night rest breaks taken on consecutive days.

**Stationary rest time is the time a driver spends out of a regulated heavy vehicle or in an approved sleeper berth of a stationary regulated heavy vehicle.*
***Long/night work time is any work time (outside of the period midnight to 6.00 am) that is in excess of 12 hours of work in a 24 hour period or any work time between midnight and 6 am (or the equivalent hours in the time zone of the base of a driver).*
#Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.

Daily work and rest hours planner—Standard hours (solo drivers)

If you start work at:	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45
you must take at least a 15 minute break before:	5:30	5:45	6:00	6:15	6:30	6:45	7:00	7:15	7:30	7:45	8:00	8:15
and at least another 15 minute break before:	8:00	8:15	8:30	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45
and at least another 30 minute break before:	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45
If you start work at:	**3:00**	**3:15**	**3:30**	**3:45**	**4:00**	**4:15**	**4:30**	**4:45**	**5:00**	**5:15**	**5:30**	**5:45**
you must take at least a 15 minute break before:	8:30	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15
and at least another 15 minute break before:	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45
and at least another 30 minute break before:	2:00	2:15	2:30	2:45	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45
If you start work at:	**6:00**	**6:15**	**6:30**	**6:45**	**7:00**	**7:15**	**7:30**	**7:45**	**8:00**	**8:15**	**8:30**	**8:45**
you must take at least a 15 minute break before:	11:30	11:45	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15
and at least another 15 minute break before:	2:00	2:15	2:30	2:45	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45
and at least another 30 minute break before:	5:00	5:15	5:30	5:45	6:00	6:15	6:30	6:45	7:00	7:15	7:30	7:45
If you start work at:	**9:00**	**9:15**	**9:30**	**9:45**	**10:00**	**10:15**	**10:30**	**10:45**	**11:00**	**11:15**	**11:30**	**11:45**
you must take at least a 15 minute break before:	2:30	2:45	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15
and at least another 15 minute break before:	5:00	5:15	5:30	5:45	6:00	6:15	6:30	6:45	7:00	7:15	7:30	7:45
and at least another 30 minute break before:	8:00	8:15	8:30	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45

Daily work and rest hours planner—Basic Fatigue Management (solo drivers)

If you start work at:	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45
you must take at least a 15 minute break before:	6:15	6:30	6:45	7:00	7:15	7:30	7:45	8:00	8:15	8:30	8:45	9:00
and at least another 15 minute break before:	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45
and at least another 30 minute break before:	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45
If you start work at:	**3:00**	**3:15**	**3:30**	**3:45**	**4:00**	**4:15**	**4:30**	**4:45**	**5:00**	**5:15**	**5:30**	**5:45**
you must take at least a 15 minute break before:	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00
and at least another 15 minute break before:	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45
and at least another 30 minute break before:	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45
If you start work at:	**6:00**	**6:15**	**6:30**	**6:45**	**7:00**	**7:15**	**7:30**	**7:45**	**8:00**	**8:15**	**8:30**	**8:45**
you must take at least a 15 minute break before:	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45	3:00
and at least another 15 minute break before:	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45
and at least another 30 minute break before:	6:00	6:15	6:30	6:45	7:00	7:15	7:30	7:45	8:00	8:15	8:30	8:45
If you start work at:	**9:00**	**9:15**	**9:30**	**9:45**	**10:00**	**10:15**	**10:30**	**10:45**	**11:00**	**11:15**	**11:30**	**11:45**
you must take at least a 15 minute break before:	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00
and at least another 15 minute break before:	6:00	6:15	6:30	6:45	7:00	7:15	7:30	7:45	8:00	8:15	8:30	8:45
and at least another 30 minute break before:	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45

WI – Truck Driver Pre- Start Checks

TYPICAL HAZARD

- Collision with pedestrians.
- Collision with other vehicles
  Heavy vehicle collisions resulting in multi-vehicle incident (as a result of speed, fatigue, mechanical failure, load shift mass

Reference:

- Critical Risk - Heavy Vehicle Operations.
- Pre-Start Checks SWMS NSW 0022
- Fault Report Book (Serviceability Report)

TYPICAL ACTIVITIES

- Heavy vehicle operations
- Driving containerised or palletised cargo to and from clients' sites.
- Preparation for vehicle movement
- Load/unload Vehicle



CRITICAL STEPS	CONTROL MEASURES
The Pre-Departure Check is an inspection of vehicle items that can be readily checked for the roadworthiness of the operator's vehicles	• The Site Manager will ensure that confirmation of the Pre-Departure Check has been signed off on the relevant paperwork (e.g. Driver's Daily Time Sheet & MT Data) after the Pre-Departure Check has been completed. • Fatigue & Internal MT Data Training and monitoring. • Setup MT Data & Radio prior to vehicle movement to ensure no distraction during vehicle movements. • Plan trip & necessary navigation equipment, e.g. maps, GPS etc. • Ensure Radio is working and communication devices are obtained, working and are appropriate to the journey. • Ensure sufficient fuel or refuel before a quarter of tank is reached. • Ensure first aid kit is located in the cab. • Ensure you are in a fit state to drive • Company PPE requirements must be adhered to at all times
1. Items checked as part of the inspection in preparation for vehicle movement: • Check Service date sticker is not overdue • Wheels and Tyres: Tyres are adequately inflated Tyre tread depth and integrity Wheels are secure • Lights and Reflectors: All reflectors and lenses are intact and clean • Windows, Mirrors and Wipers Wipers and windscreen washers ensuring clear forward vision • Structure, Bodywork and Fluid System: All panels and readily visible structural members are secure Leaks of any fluid (oil, fuel, air, water, refrigerant/coolant, hydraulic) fluid, brake fluid or other) Brakes & Brake failure indicators Pressure/vacuum gauges Drain air tanks (full air and air-over-hydraulic systems only on rigid and articulated combinations exempted). • Any other items listed on Pre-Departure Checklist on Driver's Daily Worksheet	• Drivers are to take care when accessing areas to check. • Drivers will be required to band, lift and stretch in some cases and must be physically able to perform the task. • If items are too difficult because of excess wear or faults they should be report immediately and a Vehicle Defect Reports filled out. • Checked Items are entered into "MT Data"

WI – Truck Driver Pre- Start Checks

CRITICAL STEPS	CONTROL MEASURES
2. Hot, Sharp or Awkward areas. If vehicles are running 2 shifts the equipment may not have had time to cool down. Care must be taken around hot surfaces such as the engine/exhaust when performing checks.	• Drivers are to take care when accessing areas to check. • Gloves should be worn at all times when performing checks. • Warning labels used to identify potential and type risk areas of the equipment. • If items are too difficult because of excess wear or faults they should be report immediately and a Vehicle Defect Reports filled out.
3. Reporting Faults • When Faults are found they need to be immediately reported in the Fault Report books. • They will be given a priority of 1, 2 or 3 depending on level of importance. **Priority 1 –** Vehicle deemed unsafe to operate **Priority 2 –** Vehicle deemed operable however defect required prior to service internal **Priority 3 –** Vehicle deemed operable, defects scheduled for repair with service internal (No safety sensitive issues)	• Our Systems provide for the identification, assessment and action on reported faults. • We are identifying, assessing and taking action on reported faults (i.e. driver, maintenance provider & manager) and determine the priority placed on the repair of the fault. • In each State we identify and assess the nature of a fault and place priority on its repair. Vehicle Defect Reports are collated on daily basis whereby the maintenance scheduler lists all received and any safety sensitive issues are immediately addressed. • At the completion of the repair, records show the fault has been rectified and tested where appropriate
4. Tagging out equipment • All faults are to be reported on the prestart check. • Defective vehicle/Equipment must be tagged out and a DVR filled out and handed to Supervisor immediately. • Equipment cannot be used until clear by an authorised person (maintenance provider, Yard Supervisor or Manager).	• Equipment not fit for service must be tagged out and reported to a Supervisor. • All drivers to check equipment for tags as part of pre operational check. • **Any person who uses tagged out equipment will face disciplinary action up to and including instant dismissal.**
5. Entering/Exiting a Vehicle  	• Maintain 3 points of contact at all times. • DO NOT rush. • 3 points of contact procedure Stickers (pictured) on vehicle entry/exit points. Located on the driver's door. • Safety Footwear must have adequate tread on the soles. • Ensure the vehicle steps are clear of any oil, dirt, excess water etc. prior to using.

Qube Logistics

Serviceability Report

123456

Serviceability report number must recorded on pre departure checklist until repair completed.

Driver's Name: Sean Coombs | Rego Number: 161IZX

Branch: BPFT | Unit #: 1234

Date: 18/09/2023 | Speedo Reading: 692578

To be completed when fault is found – Report No. to be recorded on PDC on rear of Driver's Worksheet

Faults Found	(C) (M) (N)	Repaired/Monitor By:- (Workshop Use Only)			
		Date	Company	Name & Signature	Comments
Left Front Indicator not working	C	19/09/23	Qube	I P Nightly	Trace broken wire and fixed
Right front drive tyre split On bead	C	22/09/23	BLK Tyres	Bernie Black	Position 5 & 6 replaced

Driver completes in blue or black pen (Providing a good description

Repairers to sign off and add comments on completion of repair

Fault Repair GRADING		
Grading	Severity Code	Tick
Slight	1	
Low	2	
Medium	3	
High	4	
FULL NAME		
SIGNATURE		
DATE		

Workshop Manager to determine urgency and sign and date when all repairs completed

Driver'sSignature.....

Signed Off/Completed By.....

Date Signed Off: .....

White Copy: Hand in with Driver's Worksheet (to go to workshop)

Yellow Copy: Retain in book

NOTE:

1. Complete a report for each vehicle. i.e. if you have a fault on a prime mover and another on a trailer then you must complete two serviceability reports (two vehicles)
2. Remove the WHITE (top) copy and hand to your supervisor. The YELLOW copy will remain in the book as your record that the fault has been reported.
3. If you use the same vehicle more than once and the fault has not been repaired, you DO NOT need to complete another report. Just write the same Serviceability Report number on the current Pre-Departure Checklist each time until the fault has been scheduled for repair.
4. If the fault makes the vehicle un-driveable or dangerous, notify your manager verbally as well as filling in the serviceability Report as an alternate vehicle may need to be arranged.

Document No. **SHSMS-QL-QLD-11-SWI-0099**	**Work description:** *Defines requirements for isolation and Lock Out-Tag Out procedures for any plant or electrical hazard identified through the QUBE Logistics Risk Assessment process and through day-to-day safety checks*		
	Scope: *The Isolation and Lock Out-Tag Procedures will apply across all Qld Qube Logistics site for any plant, equipment or electrical source deemed to pose a hazard to any person entering a Qube Logistics Qld site.*		
	References: ***Lock Out Tag Out Register*** ***Equipment Maintenance Files*** ***Plant & Equipment Lock-out Tag-out Procedure SHSMS-QL-14-PR-0019***		
Responsible supervisor *Site Manager* *Shift Supervisor*	**PPE and precautions** *Safety Boots* *Hi-Vis*	**Competencies or qualifications**	**Licences or permits required** *Permit to Work (depending on circumstances)*
Tools and equipment required LOTO Register; Padlocks; LOTO Signage & Tags/Labels			

IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO *SHSMS-06-PR-0021 Workplace Risk Management*

Roles & Responsibilities

Divisional Manager:	Shall ensure that hazardous equipment, plant or electrical sources are identified and isolated through the use of the Qube Logistics Lock Out-Tag Out procedure to prevent injury or incident to any worker, visitor or contractor on any Qube Logistics Qld site.
Supervisors/Allocators:	Shall ensure that any equipment, plant or electrical source deemed unsafe in the course of risk assessment or through general everyday activity will be isolated and the Qube Logistics LOTO procedure imoplemented and enforced to ensure that no person can come to harm through inadvertent use of unsafe equipment or plant.
Employees:	Must participate in all Safety based activities as required under Qld legislation and Qube Logistics Policy and Procedures; further they shall respect company procedures by not attempting to use equipment or plant that has been isolated to prevent injury or incident through the Qube Logistics Isolation and LOTO procedure.

Procedure:

1. Hazard is identified through regular risk assessment program, routine inspection or resulting from an incident in the workplace
2. The person identifying the hazard should notify their manager immediately and cease use of the plant, equipment or electrical source and ensure that other employees do not attempt to use it until it can be assessed
3. The manager or supervisor will ensure that the hazardous eqipment, plant or electrical source is isolated and the Lock Out – Tag Out procedure is initiated
4. The keys are to be removed, barriers are to be erected where required, and the equipment, plant or electrical source are to padlocked and labelled so they cannot be used until repaired or replaced. All information to be recorded in the LOTO Register.
5. The manager will organise for a competent employee or contractor to inspect and repair or replace the equipment.
6. Once repairs are completed, padlocks and signage/labels can be removed and use of the equipment, plant or electrical source can continue. The person authorising the equipment return to service will sign off on the LOTO Register.
7. The manager will keep a record of the repair/replacement in the equipment file.

Controls:

1. LOTO Labels/Tags shall indicate the purpose of the isolation, date of isolation and person performing the isolation
2. A Permit to Work may be required in the event of engagement of a contractor to conduct hazardous repairs
3. If Permit to Work is issued, all work must be approved and signed off by the issuing manager prior to allowing employees, visitors or contractors into contact with the isolated hazard.
4. Lock out Tag Out information to be recorded in the LOTO Register when the equipment is removed from service and the person returning to service must also sign off on the the LOTO Register.
5. ***If Tags are removed for any reason by <u>unauthorised</u> personnel, it may result in dismissal after relevant investigation.***



Tag Front



Tag Rear

HEAVY VEHICLE MASS LIMITS QUEENSLAND

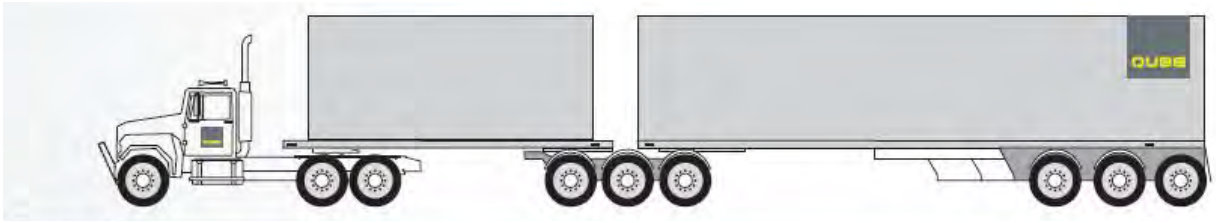
THIS CHART IS A GUIDE ONLY.
Detailed information about vehicle mass and permit conditions can be obtained from QUBE Operations Management and the Qld Transport Main Roads website: **www.tmr.qld.gov.au**

SIX AXLE SEMI TRAILER 19M



	Gross Weight	Axle Weight				
GML (Standard)	42.5	6		16.5		20
MIMS /MEMS	46	6.6		18.15		22
CML (NHVAS)	43.5	6.25		17		21
HML (NHVAS)	45.5	6		17		22.5

NINE AXLE B DOUBLE 25M



	Gross Weight	Axle Weight						
GML (Standard)	62.5	6		16.5		20		20
MIMS /MEMS	68	6.6		18.15		22		22
CML (NHVAS)	64.5	6.25		17		21		21
HML (NHVAS)	68	6		17		22.5		22.5

A DOUBLE (20'/40') PERMIT 29.16M



	Gross Weight	Axle Weight								
CML (NHVAS)	81	6.25		17		21		17		21
HML (NHVAS)	85.5	6.5		17		22.5		17		22.5

A DOUBLE (40'/40') PERMIT 30M



	Gross Weight	Axle Weight								
GML (Standard)	79	6		16.5		20		16.5		20
CML (NHVAS)	81	6.25		17		21		17		21
HML (NHVAS)	85.5	6.5		17		22.5		17		22.5

SUPER B DOUBLE PORT PERMIT 30M



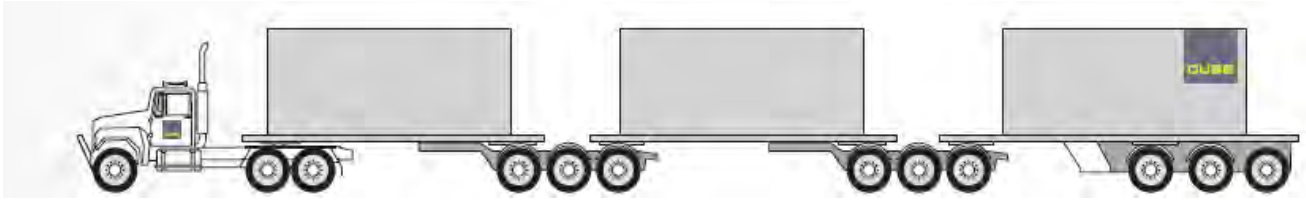
	Gross Weight	Axle Weight						
HML (NHVAS)	109	7		26		42		34

TYPE ONE ROAD TRAIN 36.5M – CLASS 2



	Gross Weight	Axle Weight								
GML (Standard)	79	6		16.5		20		16.5		20
CML (NHVAS)	81	6.25		17		21		17		21
HML (NHVAS)	86.5	6.5		17		22.5		17		22.5

B TRIPLE ROAD TRAIN 36.5M – CLASS 2 TYPE 1



	Gross Weight	Axle Weight								
GML (Standard)	82.5	6		16.5		20		20		20
CML (NHVAS)	84.5	6.25		17		21		21		21
HML (NHVAS)	91	6.5		17		22.5		22.5		22.5

PRIME MOVER & QUAD AXLE SEMI TRAILER – PBS PERMIT 16.8M



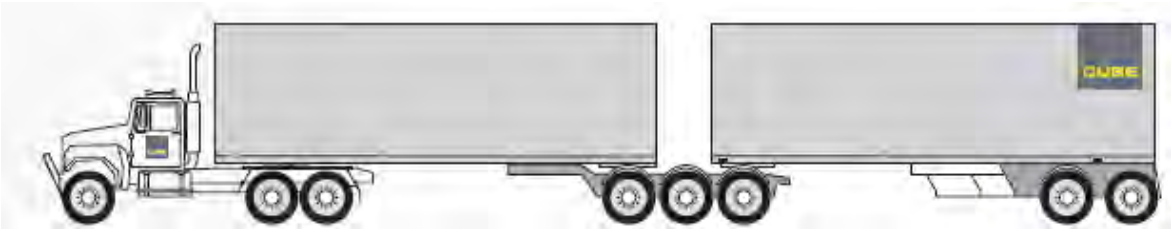
	Gross Weight	Axle Weight				
GML (Standard)	43	6.5		16.5		20
CML (NHVAS)	44	6.5		17		21
HML (NHVAS)	50.5	6.5		17		27

AB TRIPLE TYPE15 AXLE 36.5M – CLASS 2 TYPE 1



	Gross Weight	Axle Weight										
GML (Standard)	102.5	6		16.5		20		20		20		20
CML (NHVAS)	104.5	6.25		17		21		21		21		21
HML (NHVAS)	113.5	6.5		17		22.5		22.5		22.5		22.5

8 AXLE B DOUBLE 23M – CLASS 2



	Gross Weight	Axle Weight						
GML (Standard)	59	6		16.5		20		16.5
CML (NHVAS)	61	6.25		17		21		17
HML (NHVAS)	62.5	6		17		22.5		17

LEGEND

GML	General Mass Limits
MEMS / MIMS	Mass Import / Export Scheme
CML (NHVAS)	National Heavy Vehicle Scheme Concessional Mass Limits
HML (NHVAS)	National Heavy Vehicle Scheme Higher Mass Limits

NOTE

Vehicles with tri axles operating at Higher Mass Limits are only permitted on approved routes and must carry copies of the following information bulletins:

- B doubles & Higher Mass Limits information bulletin
- Local Roads Approved for B double and Higher Mass Limits Trucks
- A specific permit issued by the state road authority for non-approved roads.
- Vehicles operating on Mass Import Management Scheme (MIMS) and Mass Export Management Scheme (MEMS) must carry applicable permit and route information

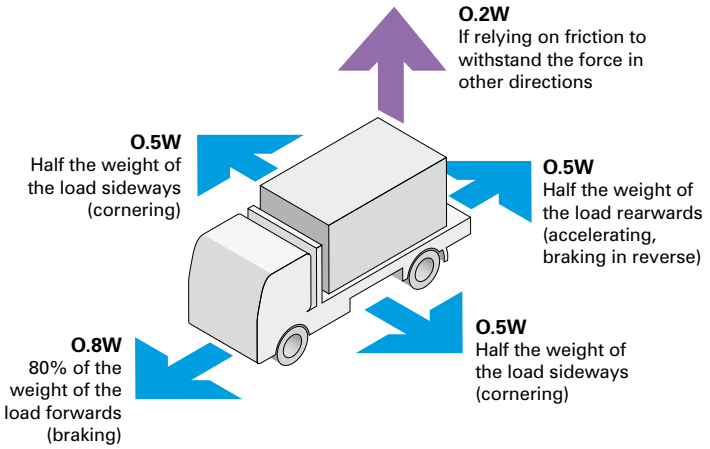
KNOW YOUR LEGAL OBLIGATIONS

Rules on load restraint

- You are legally responsible for restraining your load so that:
  - **It does not come off your vehicle** under normal driving conditions, including heavy braking and minor collisions. If it comes off, this is evidence you have breached the law.
  - **It does not negatively affect the stability of the vehicle**, which can cause the vehicle to roll over or swerve uncontrollably, and cause an accident.
  - **It does not stick out of the vehicle** in a way that could injure people, damage property or obstruct others' paths.
- **You must pick up any fallen load** if it is safe to do so, or arrange for someone to retrieve it.

The law sets out Performance Standards for load restraint

- The Performance Standards set out the minimum amount of force a restraint system must be able to withstand in each direction. For heavy vehicles, these forces are:



(**W** = weight of the load)

- If a load is restrained to meet these Performance Standards it will not fall off or affect the stability of the vehicle under expected driving conditions. This includes emergency braking and minor collisions.

Want to know more?

The Technical advice module includes more information on the Performance Standards, including how to apply them when designing a load restraint system.

You can choose how to restrain your load to meet these standards

- The Performance Standards define what is required but not how to do it. This guide provides general information to help you choose a load restraint system suitable for your load.
- You can use alternative load restraint methods **provided you can show that they meet the Performance Standards**. The best way to do this is to get your restraint system certified by a qualified engineer (Certification).

Everyone shares the responsibility for compliance

- The Heavy Vehicle National Law has specific **chain of responsibility** provisions that relate to packing, loading and load restraint requirements relevant to the entire transport supply chain (equivalent provisions apply in WA and NT).
- Any person (including a corporation) who can control or influence transport activities, including packing, loading or restraining a load, must ensure, as far as is reasonably practicable, the safety of transport activities, including implementing safe systems and practices that remove risks and prevent any Heavy Vehicle National Law breaches.
    - As a minimum, reasonable actions include methods to identify, assess, control, monitor, review and remedy potentially unsafe situations or situations that could result in loading or load restraint breaches.
- Every person in the chain must satisfy themselves that the vehicle, load and driver are compliant and safe. Most importantly, the entire supply chain needs to be sure that the load restraint system meets the Performance Standards.
- Visit the National Heavy Vehicle Regulator website for more information on chain of responsibility.

Employers and workers have a duty of care to ensure the work environment is safe

- Work health and safety legislation sets out the key principles, duties and rights in relation to workplace health and safety.
- As an **employer (or person conducting a business or undertaking)** you must provide a safe and healthy workplace for your workers and contractors. This includes:
    - providing and maintaining safe equipment and safe systems of work (including loading and unloading)
    - maintaining the workplace in a safe condition
    - making sure workers have adequate information, instruction, training and supervision to work in a safe and healthy manner.
- As a **worker** you have a duty of care to make sure you work in a manner that is not harmful to your health and safety or the health and safety of others.
- SafeWork Australia can advise you on work and health and safety obligations.

Who has committed an offence?

When a **Heavy Vehicle National Law** loading or load restraint offence is proven, **each party in the chain of responsibility could be found guilty of commiting an offence**. This includes:

- the employer of the driver
- the prime contractor
- the operator
- the consignor of any loaded goods
- the packer of any loaded goods
- the loading manager
- the loader of any goods in the vehicle
- the driver.

Remember:

- you can have more than one duty
- more than one person can have the same duty
- you cannot rely on any other person to 'make the checks', do your job or take the reasonable actions required to meet your lawful obligations.

Container weight declarations

The Heavy Vehicle National Law (HVNL) sets out the obligations for operators, drivers, consignors and consignees about the handling of freight containers and the requirements for container weight declarations (CWD).

Reference: https://www.nhvr.gov.au/safety-accreditation-compliance/on-road-compliance-and-enforcement/container-weight-declarations

What is a freight container?

A freight container is a re-usable container that is designed for the transport of goods by one or more modes of transport.

Freight containers are defined in *Australian Standard AS 3711.1:2000, Freight containers – Classification dimensions and ratings*.

What is a CWD and what does it look like?

A CWD is a written declaration of the weight of a container and its contents. It may be either in hard copy or electronic form, or a placard attached to the freight container. It may consist of one or more documents in different formats – for example, documents may be in the form of a sheet of paper, an email, on an electronic device, or in otherwise electronic form – but in any case, it must be able to be produced in its entirety, to an authorised officer, upon request.

What information must it include?

Although there is no specific form for a CWD, it must include the following information:

- weight of the container including its contents
- container number and other details necessary to identify the container
- name and residential address or business name and address in Australia of the responsible entity for the freight container
- date of declaration.

When is a CWD required?

A complying CWD is required when transporting a consigned freight container on a road using a heavy vehicle. The requirement for a complying CWD is not dependent on whether the freight container is empty or loaded.

A complying container weight declaration is not required for a freight container that has been modified so it is no longer fit for use in multi-modal transport or its primary use would no longer be for the transport of freight (e.g. modified for use as a storage shed, portable office, portable plant equipment, etc.).

Other CWD requirements

Responsible entity

The responsible entity for a freight container must ensure an operator or driver of a heavy vehicle does not transport the container by road using the vehicle without a complying CWD.

The responsible entity for the freight container must also ensure the CWD for the container that is given to an operator of the heavy vehicle is not false or misleading.

Responsible entity, for a freight container, means—

- the person who, in Australia, consigned the container for road transport using a heavy vehicle; or
- if there is no person as described in paragraph (a)—the person who, in Australia, for a consignor, arranged for the container's road transport using a heavy vehicle; or
- if there is no person as described in paragraph (a) or (b)—the person who, in Australia, physically offered the container for road transport using a heavy vehicle.

Consignor

The consignor (importer, freight forwarder, shipping agent etc.) of a freight container must ensure an operator or driver of a heavy vehicle does not transport the freight container by road using the vehicle without a complying CWD for the container. For imported containers, the consignor is the person who imports the container into Australia.

Operator

An operator of a heavy vehicle must ensure the vehicle's driver does not transport the freight container by road using the vehicle without a complying CWD for the freight container.

If another carrier transports the container further, the operator must ensure the freight container is not given to the carrier unless the carrier has been provided with a complying CWD or the information contained in the Complying CWD.

An operator must also ensure that a container weight declaration provided to a driver is not false or misleading.

Driver

A driver must not drive a vehicle loaded with a freight container unless they have a complying CWD for the container. While on the road, drivers must keep a copy of the CWD in or about the vehicle at all times.

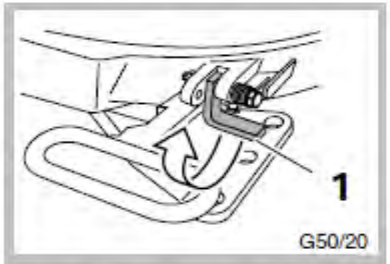
Freight containers consigned for import or export by sea

Freight containers for transport by sea must also meet the requirements of the Navigation Act 2012, including Marine Order 42. Transport documentation created for that purpose, such as a Pre-Receival Advice (PRA), may be used as a complying CWD (or part thereof) so long as it includes the information mentioned above, and is available for inspection by an Authorised Officer. (A PRA that doesn't contain all the necessary information could be used in conjunction with another document or documents containing the missing details).

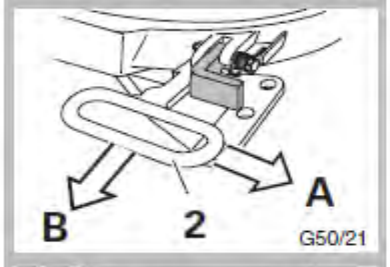
Please note: The *responsible entity* as defined under the HVNL may differ from the *shipper* as defined by the International Maritime Organization (guidance document) and as such this information may need to be listed separately on the PRA or other relevant documentation. As Marine Order 42 requires 'verified gross mass' of containers, parties are encouraged to perform best practice by providing accurate masses on relevant CWDs.

Coupling Instructions

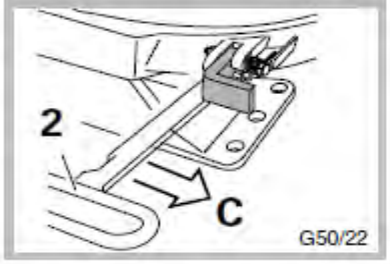
3.3 To open the fifth wheel coupling



- Lift the catch (1).



- Swing the handle (2) towards the front into position **A** to release the lock
- Pull out the handle (2) as far as possible into position **B**



- With the handle (2) pulled out, swing it forwards into position **C** and engage it on the edge of the plate

3.4 To connect a semi-trailer

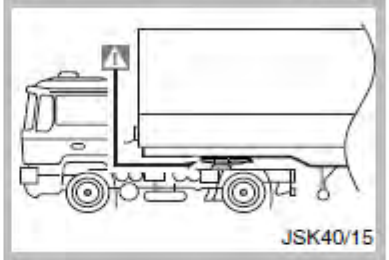
- Secure the semi-trailer to prevent its rolling away.
- The fifth wheel coupling must be ready to engage (see section 3.2). Otherwise open the fifth wheel coupling (see section 3.3)
- Check the height of the semi-trailer. The skid plate must ideally be at the same height as or no more than 50 mm lower than the coupling plate on the fifth wheel coupling
- Drive the tractor unit under the semi-trailer
- The locking mechanism will close automatically
- Conduct an initial driving test in a low gear
- Check the locking mechanism (see section 3.5)
- Connect the supply lines
- Retract the landing gear as described in the operating manual
- Release the parking brake and remove the chocks

Check the locking mechanism status before starting any journey (see section 3.5).

3.5 To check the locking mechanism



- The catch (1) must be down as shown



The skid plate must rest on the fifth wheel coupling without a gap.



Note
To prevent the fifth wheel coupling being opened without authorisation, a security device (for example a padlock) can be inserted into the hole in the handle as shown.

Coupling & Uncoupling a Trailer

Document No.	Work description: *To ensure safe work methods are followed while coupling or uncoupling a trailer in the course of QUBE Logistics day to day operations*		
SHSMS-QL-QLD-11-SWI-082	**Scope:** *Any QUBE Logistics employee required to couple and/or uncouple a trailer from a prime mover or tug during the course of their employment with QUBE Logistics must:* ▪ *be inducted into the QUBE Safe Operating Procedure* ▪ *be provided with a copy of this SWI to prevent occurrences of dropped or damaged trailers* ▪ *understand that safe coupling and uncoupling procedures must be followed at all times during the course of their employment with QUBE Logistics.*		
	References: *QUBE Logistics Coupling and Uncoupling Induction (Hands On* *QUBE Logistics Induction Handbook Sign-off Register* *QUBE Fifth Wheel Coupling 6 Checks Poster Attachment A*		
Responsible supervisor *Transport Allocator/s and Managers*	**PPE and precautions** *Hi Vis workwear* *Safety Boots* *Rigger Gloves (Optional)*	**Competencies or qualifications** *HV Driver assessment*	**Licences or permits required** *HV Licence of relevant class*
Tools and equipment required Heavy vehicle with turntable; Trailer with king pin			

IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO *SHSMS-06-PR-0021 Workplace Risk Management*

Roles & Responsibilities

(Divisional Manager; Supervisor or Allocator):	Is responsible to ensure that all relevant staff have been assessed for competency in the task of coupling/uncoupling a trailer prior to commencing duties; they are to ensure that any staff responsible for coupling or uncoupling a trailer during the course of their duties has been issued with a copy of this SWI and signed the Induction Handbook Acknowledgement; further they must ensure a copy of the completed sign-off is uploaded into the employee's Rapid Induction file and a hard copy stored in their employee file.
(State SHE Manager):	Must ensure that training records are maintained in accordance with QUBE Logistics Policies and Procedures.
(Employee):	Must participate in training and Verification of Competency for Coupling and Uncoupling a trailer as required; further they must follow safe operating procedure for coupling and uncoupling a trailer at all times when required to perform this task during the course of their employment with QUBE Logistics

Procedure - General:

1. All relevant employees are required to be assessed for competency in Coupling/Uncoupling task & sign off on the procedure as well as Induction Handbook acknowledgement.
2. Familiarise yourself with the type of turntable and equipment you'll be required to use to correctly couple or uncouple the trailer.
3. Perform pre-departure checks as per company/manufacturers requirements
4. Record any damage or faults in a serviceability report (top copy to be handed to your supervisor).

Procedure - Uncoupling:

1. Position prime mover and trailer on firm, level ground clear of obstacles and persons. **MAKE SURE PARK / MAXIBRAKE IS APPLIED.**
2. Apply brakes and chock front axle of trailer if required.
3. Lower landing legs until pads just touch the ground.
4. Disconnect air & electrical leads and stow safely.
5. Unlock turntable and release handle. If handle cannot be moved the jaws may be under load. Take the pressure off by gently rocking prime mover back and forward then try to release. Alternatively you may need to apply trailer brakes and reverse prime mover slightly to release pressure.
6. Release prime mover park brake & slowly drive 10 – 20cm (4 – 8 inches) forward of the pin in a straight line.
7. Dump the air bags then drive forward until the turntable is just clear of the trailer skid plate. Make sure the trailer doesn't move or sink into soft ground.

Procedure - Coupling:

1. Inspect turntable mounting & check trailer skid plate and king pin for loose or missing bolts, cracked components or damage.
2. Check to make sure there is no block attached behind the trailer king pin, that the handle is pulled and the jaws are open. Tilt turntable downwards.
3. Record any damage or faults in a serviceability report (top copy to be handed to your supervisor).
4. Make sure Fifth Wheel has adequate grease or if fitted with non-greasable Teflon plate, that it is clean & undamaged.
5. Check turntable is facing downwards before backing under trailer.
6. Line up turntable and trailer king pin in a straight line.
7. Back the prime mover close to the trailer and STOP. Adjust trailer height so the skidplate will contact the turntable 10 to 15cm (4 – 6 inches) behind the centre of the turntable. ***NOTE: If the trailer is too high, the prime mover can pass under the king pin and damage can occur to the back of the cab, front of the trailer and tail lights on the prime mover. If the trailer is too low, damage can occur to the drive line and damage the Teflon plate where fitted.***
8. Slowly back under the trailer. If fitted, raise airbags until landing legs are clear of the ground. Reverse under the trailer until turntable jaws lock around the king pin. You should hear this as the jaws close and lock into place.
9. Check trailer is correctly coupled by doing first Tug (Pull) test. Prime mover should not move. **APPLY PARK / MAXIBRAKE**.
10. Get out of truck and do a visual check that: a). Handle is engaged, b). There is no gap between skid plate and turntable, and c). Locking Bar / Jaws are closed.
11. Connect air and electrical leads. If PBR fitting is used, turn collar on PBR ¼ turn to lock.
12. Raise the landing gear. Keep winding until fully raised. Leave landing leg gear engaged. Make sure handle is properly stowed to prevent damage in transit. If using the trailer for the first time check clearance movement between prime mover frame/wheel guards and the trailer. Check there is enough clearance between prime mover tail lights and trailer landging legs.
13. Check lights, tyres etc as per trailer pre-departure check on the rear of the Daily Worksheet.
14. Remove wheel chocks if used and reset air bag level.
15. Do final tug test with trailer brakes on (for each trailer in a multi trailer combination) before moving to confirm your coupling.
16. Test trailer brakes are serviceable.

Controls:

1. Follow any dock loading lights, instructions or chocking requirements specified by clients in their facilities.
2. Read / follow any instructions provided prior to attempting to couple or uncouple a trailer (especially for the first time with differently configured equipment).
3. Always check with the client on their requirements before proceeding.
4. If prime mover is too high, turntable may hit front of trailer damaging air lines or electrical leads.
5. If prime mover is too low, jaws may wrap around the bottom flange of the king pin causing damage or the trailer may come off the prime mover. The turntable may even pass beneath the king pin causing the tail lights to hit the landing legs or trailer to hit the prime mover cab.
6. If you leave the vehicle unattended you should repeat all coupling inspections to prevent the possibility of tampering or missed steps particularly checking turntable release handle/lock at all truck stops.
7. To ensure the locking bar / jaws are fully closed after coupling you should turn off the vehicle and remove the keys then using a torch, look under the trailer to ensure jaws are properly engaged.
8. When chocking trailer, chock the forward axle rather than the rear in case the landing legs collapse and the rear axle lifts.
9. If uncoupling on soft ground, you may need to put suitably strong timber or other strong supports under landing legs.
10. If air bags are fitted to your prime mover, ensure they are fully down prior to clearing trailer. If still inflated, damage may occur to mud guards and trailer.
11. When climbing to connnect / disconnect air & electrical, be aware of slip trip fall hazards. Ensure climbing points are clean and in good condition, taking extra care when climbing in wet conditions.

FIFTH WHEEL COUPLING

Six Checks After Hooking Up









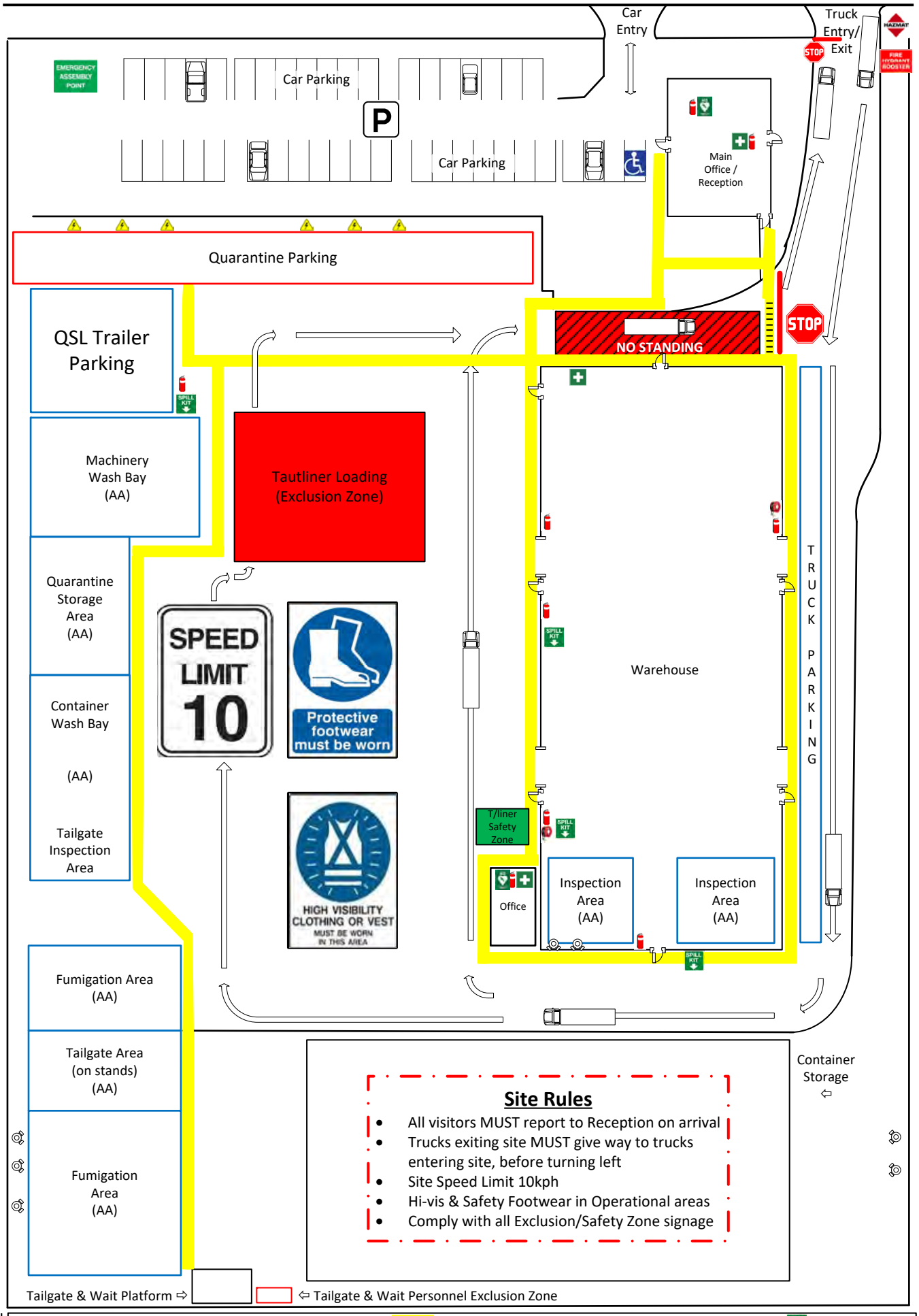




1. Initial tug test
2. No gap between skid plate and trailer
3. Jaws around king pin
   ****Visual check****
4. Handle fully in
5. Locking tab in position
   (differs between brand)
6. Final tug test

Don't lose yours!

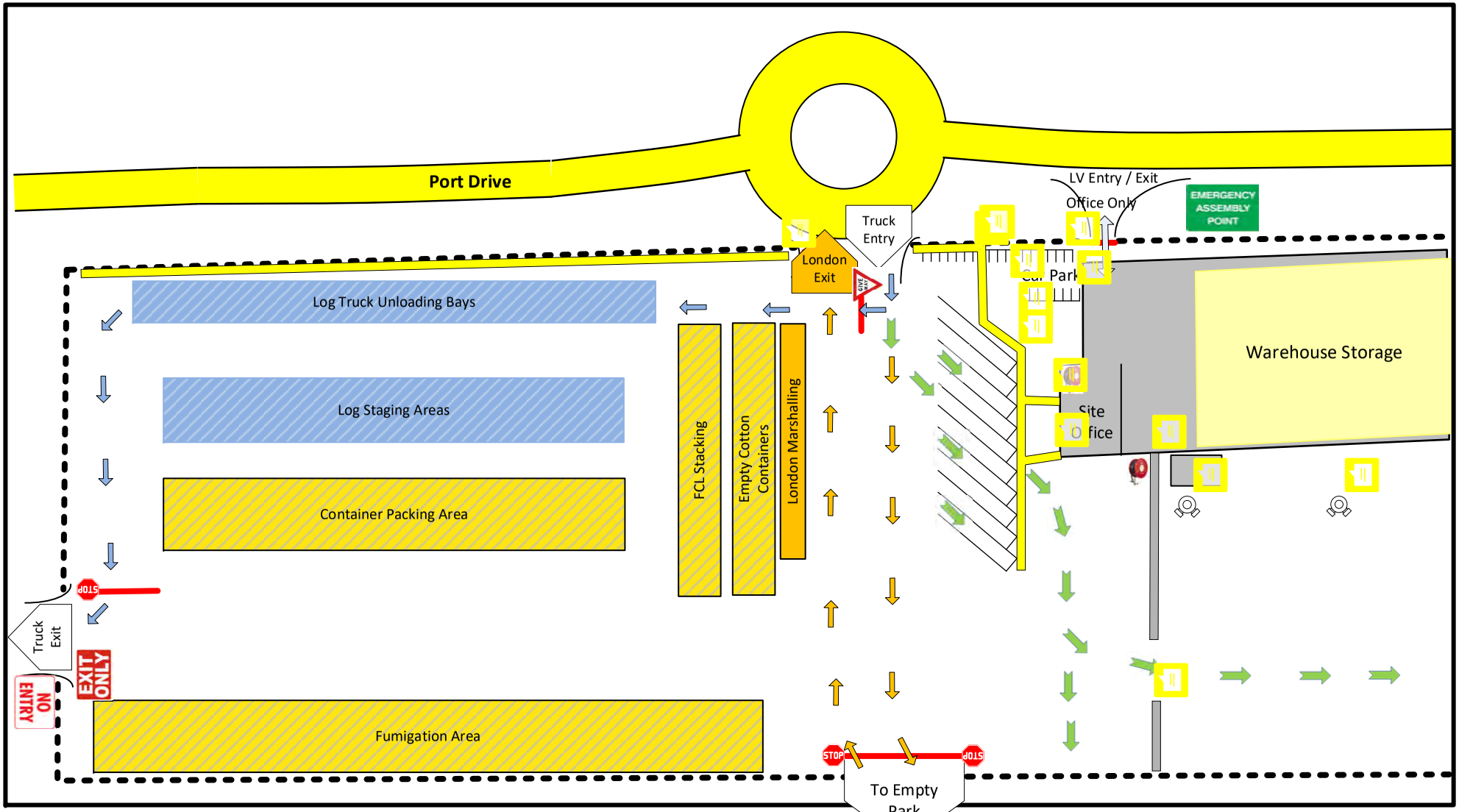
Traffic Management Plan - QUBE Logistics – 26 Whimbrel Street, Port of Brisbane



LEGEND

Emergency Assembly Point		Pedestrian Walkways		Traffic Flow	Spill Kits
Fire Hydrant		Fire Extinguishers		Hose Reels	
First Aid Kits		Defebrillator		Reefer Points / Electrical Hazard	
Fire Hydrant Booster		Hazmat Box		Approved Arrangements (AA)	

Qube Logistics – Truck Travel Direction 76 Port Drive, Port of Brisbane



LEGEND

- Stop / Give Way
- Emergency Assembly Point
- Storage & Forklift Areas
- Fire Hose Reel
- London Marshalling
- Fire Hydrant
- Boundary Fence
- Logging Areas
- Walkway
- Fence

DIRECTION OF TRAVEL

- LOG TRUCK DIRECTIONS
- LONDON TRUCK/TRAILER DIRECTIONS
- SUPER-B DIRECTIONS

V1.0 2024

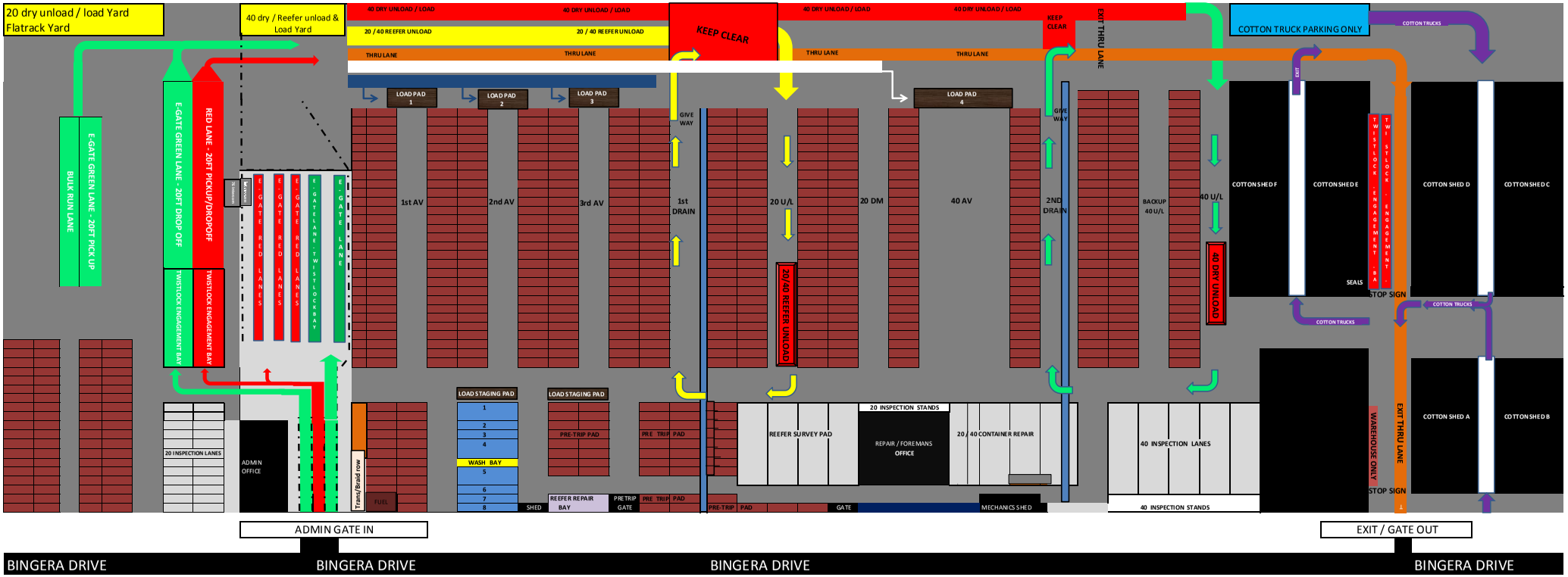
QUBE BPEP & QUBE WAREHOUSING

Site SAFETY is critical

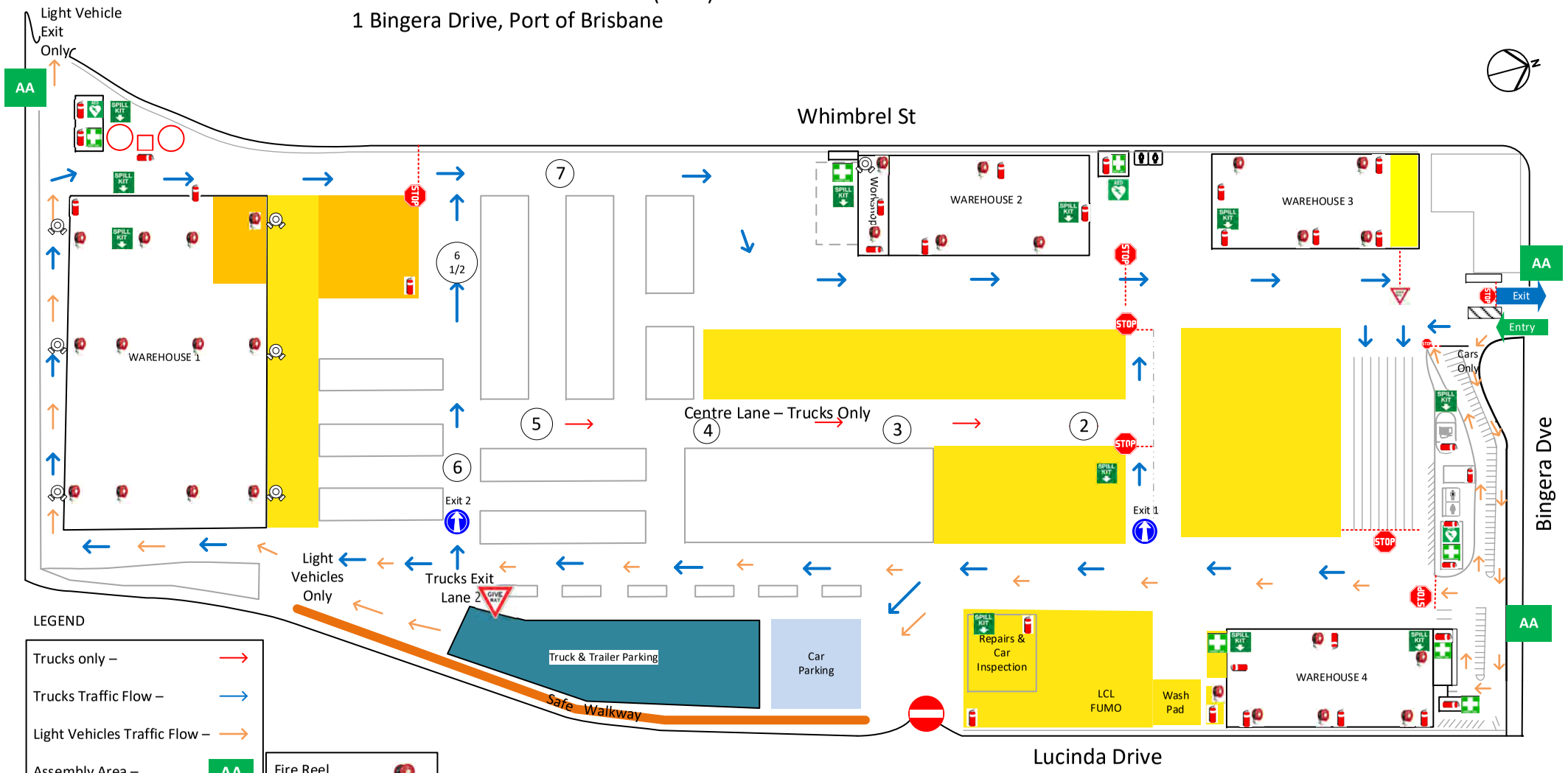
Strictly NO SMOKING on site.
Return to main lane
Exit via the arrow directions below and follow line through the cotton sheds
e-gate seals available between cotton sheds
15kph MAXIMUM speed
Drivers to configure twistlocks prior to arrival

Exit passes through middle of warehouse operational area with forklifts and pedestrians
ALL Forklifts and Pedestrians have right of way at ALL times.
ALL vehicles MUST stop at STOP signs
15kph MAXIMUM speed
Strictly NO SMOKING
24 Hr security/monitoring video recording at cotton sheds so do the right thing
Transport companies will be notified of breaches of entry conditions

BRISBANE PORT EMPTY PARK | 14 BINGERA DRIVE | WAREHOUSING



BRISBANE PORT FREIGHT TERMINAL (BPFT)
1 Bingera Drive, Port of Brisbane



LEGEND

- Trucks only –
- Trucks Traffic Flow –
- Light Vehicles Traffic Flow –
- Assembly Area – AA
- AQIS Areas – Q
- First Aid –
- Debribrillator –
- EXIT Lane Sign –
- Gatehouse –
- Spill Kits –

- Fire Reel
- Fire Hydrant
- Fire Extinguisher



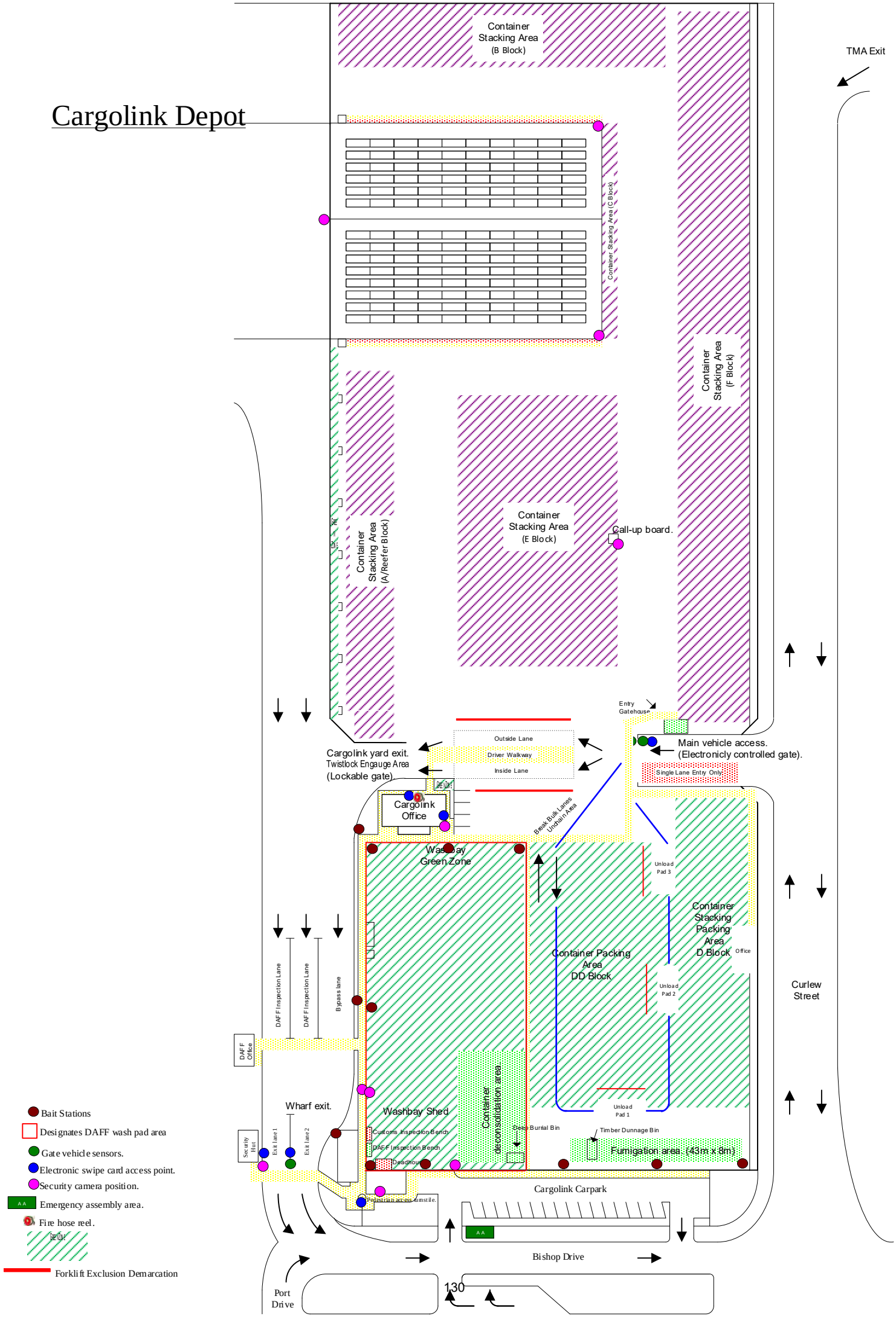


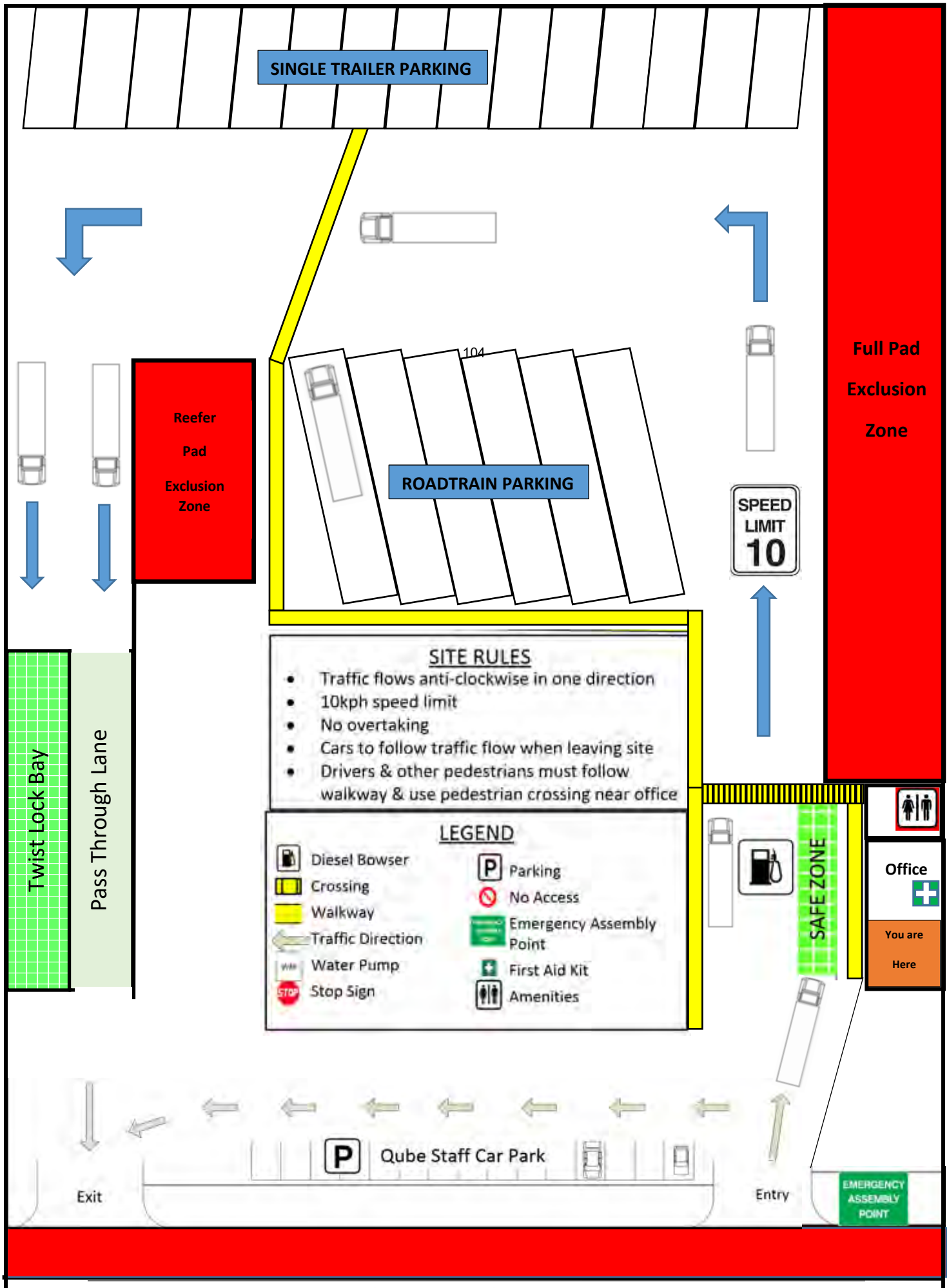






Cargolink Depot





TRAFFIC MANAGEMENT PLAN

QUBE Logistics
Toowoomba Freight Terminal

27 Heinemann Road
Torrington Qld 4350

Phone: 07 4630 4022
Fax: 07 4630 4033

EMPLOYEE ACKNOWLEDGMENT – INDUCTION HANDBOOK

I, ...(print name) have been issued with a **Qube Logistics, Qld** Induction Handbook version 7.3 on (DD/MM/YY) ……/……/…….

- I understand the responsibility and duties of my employment or contract and will abide by **Qube Logistics** rules and procedures.
- I acknowledge that this manual contains important information on the following that I have read and understood:
  - Identification of Hazards and Risk Assessment Including 'Take 5' initiative
  - Incident, Accident and Injury reporting & Investigation
  - Emergency Procedures & Fire Safety
  - Workplace Injury & Rehabilitation Procedures
  - Jets Law - Licensing
  - Fair Work Australia National Employment Standards
  - Qube's Mobile Electronic Device Standard
  - Small Fork, Container Fork & Empty Container Handler Operations
  - Exclusion Zone Procedures and Rules
  - Qube's "Can't See – Can't Load" Rule
  - Climbing in the workplace – 3 Points of contact and Working @ Heights
  - Opening & Closing Container Doors, Safe Manual Handling and Confined Space Safety
  - Heavy Vehicle Operation & Behaviour on client sites
  - Dangerous Goods, Placarding, Diesel Fueling & Spill Procedures
  - In-vehicle cameras and information systems
  - Driving Alert "If it's Flooded, Forget It."
  - NHVAS Responsibilities for Mass, Maintenance and Fatigue
  - NHVAS Driver Fatigue Requirements for Standard Hours & BFM Hours
  - Serviceability Reports & Pre-start checks
  - Isolation, Lockout & Tagging (LOTO)
  - Heavy Vehicle Mass Limits Qld
  - Load Restraint
  - Container Weight Declarations
  - Coupling & Uncoupling a Trailer
  - Qube Site Maps

Employee

Name: _____ Signature: _____ Date: _____

Manager

Name: _____ Signature: _____ Date: _____

A copy of this Signed Acknowledgment will be kept on file

WHAT IS THE LINE OF FIRE?

QUBE

LINE OF FIRE = BEING IN HARM'S WAY

Line of Fire injuries occur when the path of a moving object and an individual's body intersect.

FIVE EXAMPLES OF BEING IN THE LINE OF FIRE



1. IN THE PATH OF MOVING EQUIPMENT



2. UNDERNEATH LIFTED LOAD OR STATIC OBJECTS THAT COULD FALL



3. WORKING NEXT TO UNSTABLE MATERIALS THAT COULD SHIFT



4. WORKING NEXT TO OBJECTS UNDER TENSION



5. PLACING HANDS OR BODY IN EQUIPMENT THAT CAN ROTATE

CONSIDER YOUR LOCATION AT ALL TIMES TO REDUCE RISK FROM LINE OF FIRE INJURIES

QUBE SAFE.

WILL YOU MAKE IT HOME SAFELY TONIGHT?

STOP! ...AND THINK

The decisions that we make have consequences. Make the right choices to keep us all safe at work and make Zero Harm your choice.

FOUR MAIN FACTORS CAUSE LINE OF FIRE ACCIDENTS



1. **FATIGUE**

A tired employee is at risk of being injured or causing an injury.



2. **RUSHING**

When someone is in a hurry, they're much more likely to take unnecessary risks to complete the job.



3. **FRUSTRATION**

If someone is angry, annoyed, or irritated, the likelihood of them stepping into the line of fire is increased.



4. **COMPLACENCY**

Just because an employee may have completed a task several times and never been hurt before, it doesn't mean complacency will not guide them into the line of fire.

QUBE SAFE.

Did someone say treats?

Make sure you have joined our **Qube+ community** to receive the latest Qube news, nominate someone for a ‘Qubie’ award, participate in competitions and more.

Scan the QR code to join our Qube+ community.

SCAN ME





Confidential, expert help is just a call away.

Sometimes, life goes wrong. At home, at work or financially. Whatever the problem, expert help is at hand. The helpline is manned 24/7 by Sonder counsellors trained in dealing wtih all sorts of stuff, big and small. It's confidential and it's free for you and your family. To find out more, head to the Qube+ app.

1800 234 560 **24/7**

Sonder

What happens with Sonder, stays with Sonder.

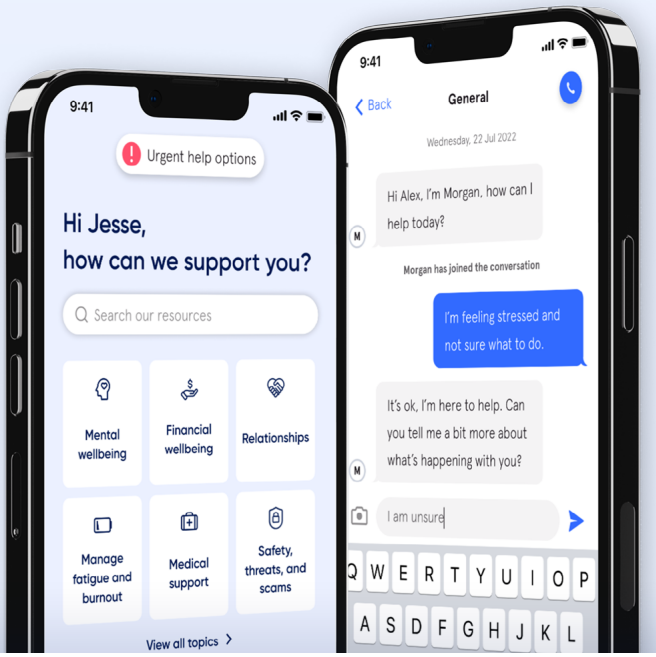
Our promise to you is that we keep your personal details safe and never use them for anything other than providing the best support service to you.

Is Sonder's clinical chat secure and confidential?

Yes, it is! Whenever you access Sonder's clinical chat, only you, the clinician, and our medical director canaccess that information. Our service is bound by the same confidentiality as a visit to your GP would be, so you can beassured that your information is secure and confidential.

Will you share my information with my employer or institution?

Sonder does not disclose individual member information or service use. For example, we might tell your employer than 10 people contacted Sonder about a medical issue in the last month. We won't tell them who contacted Sonder, or any details about the case. If you enable location sharing with us in order to use our safety features, this information will never be shared with your employer or institution - so **don't worry, they can't track your movements!**



To learn more, search 'confidentiality' in the search bar of the Sonder app.

Access your free Sonder account

Scan to download the app

Sonder. Right care, right time.
sonder.io/members

Sonder

THINK SAFE
DRIVE SAFE
ARRIVE SAFE

As a Qube truck driver you have a responsibility to drive safely at all times in a manner that reduces the chances of a Truck Rollover.

You are expected to drive to the conditions and abide by the road rules.

Every driver engaged by Qube must:

- ✓ Complete a pre-start check
- ✓ Check Mass & Container Weights
- ✓ Comply with Vehicle Mass regulations
- ✓ Comply with fatigue rest-break regulations
- ✓ NEVER speed
- ✓ Ensure your load is secure
- ✓ Follow Qube In-Vehicle Safety Procedures
- ✓ Follow all Road Rules
- ✓ Wear your Seat Belt
- ✓ Do NOT use hand held devices while driving
- ✓ Apply Maxi-Brake prior to leaving the cabin
- ✓ Always Drive to the road conditions
- ✓ Keep your mind on driving and avoid distractions
- ✓ Use 3 Points of Contact when entering & exiting cab
- ✓ Only climb on truck trailers if authorised to do so, and you have approved fall protection
- ✓ Unattended vehicles outside the yard must be locked
- ✓ Always Check turntable & hose integrity prior to driving off

ATTENTION

PARK BRAKE MUST BE APPLIED BEFORE LEAVING VEHICLE



