



CHIP, SAWDUST & BARK LOADING INDUCTION

WELCOME TO N.F. McDONNELL & SONS

Before working on our site it is a requirement that all truck drivers complete this induction. The following information is to assist you in your work and ensure your safety whilst on our site.

Please follow these rules at all times:

1. Vehicles and drivers must meet the requirements of all relevant WHS Regulations, Codes of Practice & applicable company standards.
2. No truck is to enter the site outside the agreed hours without prior arrangement.
3. All contractors and contractors' employees are to obey instructions given by N.F. McDonnell & Sons Representatives.
4. All passengers must remain in the truck cabin at all times.
5. Mobile phones are not to be used whilst driving or walking on the mill property.
6. Speed limit on site is 10km per hour. This must be obeyed at all times.
7. Smoking is not permitted on site.
8. Log grabs have the right away at all times.
9. Give way and beware of other vehicles and pedestrians whilst driving through site.
10. All trucks to enter site from the Suttontown Rd. and Wireless Rd. roundabout direction.
11. Report all incidents and injuries immediately.
12. For breaches of safety rules the contracting company will be advised. Repeat offences could lead to you being refused entry to the site.
13. Each truck is to have its own Dallas Key that is unique to that particular truck. This is to be used to identify the truck when weighing in at the weighbridge. If not contact the Transport Coordinator in the Despatch Office.
14. Personal Protective Equipment (PPE) requirements for the site are steel capped boots, safety glasses and hi-visibility clothing. Safety glasses must be worn at all times in all areas of the site, excluding car parks, offices, cabins, lunch rooms, designated smoking areas & toilets.
All glasses (including prescription glasses) must comply with AS/NZS 1337.
15. All loads must be covered / secured before leaving the site.
16. When entering the Log Yard / Debarker area you must notify the grab operator on UHF Channel 10 and wait for acknowledgement before proceeding.
17. Give way to trucks entering site from Suttontown Rd.
18. Do not drive behind a log truck whilst it is being unloaded.

NEW DRIVERS

All drivers coming onto our site must have completed and signed this induction prior to coming onto site. It is recommended that an experienced driver accompany all new drivers on their first trip to the mill. Both drivers are to stay together at all times during the first trip.

EMERGENCY

In the event of an evacuation you must shut down machinery if safe to do so.

Leave the area by the nearest safe exit and proceed to the site evacuation point.

Do not leave the assembly area until you are told it is safe to do so by the chief emergency warden.

It is extremely important that you stay calm at all times and do not panic. Fire wardens are responsible for making sure the site is clear of all employees.

In the event of an emergency always follow instructions given by fire wardens.



● Evacuation Point

ENVIRONMENT & WASTE CONTROL

We have an obligation to current and future generations to protect our natural environment and to use natural resources wisely. Your actions can have a direct influence on the quality of the natural environment. All of our actions that impact on our environment are covered by the Environmental Protection Act (EPA) which states:

“A person must not undertake an activity that pollutes, or might pollute the environment unless the person takes all reasonable and practicable measures to prevent or minimise any resulting environmental harm.”

If during your work activities you consider that the environment is being polluted or put at risk, report the situation immediately.

Prompt action in this regard will greatly reduce the risk to us all and future generations.

COMPANY SECURITY

Please be aware that the site is constantly monitored using video surveillance and is recorded 24/7.

You may face legal action if you betray any company information; speak to the press, directly or indirectly (through email, social media Facebook, etc.)

ENTERING THE SITE

1. Enter Gate 4 from the south.
If you are approaching the Mill from the north you must travel south and go around the roundabout, then enter Gate 4.



2. Observe posted speed limit signs.



3. Obey company designated areas and signs.
Proceed to Weighbridge.



WEIGHING THE LOAD

1. Use Dallas Key to activate the system.
The Key must have surface contact with the reader (you may need to press back and then lift key slightly so all 3 metal surfaces make contact).
2. Information of your truck will appear on the screen.
3. Select product type E.G. sawdust.
4. If all is correct left click Save.

**EACH TRUCK SHOULD HAVE ITS OWN DALLAS KEY THAT IS UNIQUE TO THAT TRUCK.
IF NOT SPEAK TO THE TRANSPORT COORDINATOR IN THE DESPATCH OFFICE**



WEIGHING OUT

1. Use Dallas Key to activate the system.
The Key must have surface contact with the reader (you may need to press back and then lift key slightly so all 3 metal surfaces make contact).
2. Check information is correct then press Save.
3. Wait - A ticket (2 Copies) will be automatically printed for your load.
4. Place white Weighbridge Ticket in the letterbox.



LEAVING THE SITE

By law we are not permitted to deposit mud and debris on a public road.
In wet weather please assist by endeavouring to keep such debris to a minimum.



ALL TRUCKS MUST WEIGH IN & OUT AT WEIGHBRIDGE ONCE LOADED. GIVE WAY TO TRUCKS ENTERING SITE FROM SUTTONTOWN ROAD. WHEN ENTERING DEBARKER / LOGYARD CONTACT GRABS ON UHF CHANNEL 10. ALL TRUCKS MUST COME FROM THE DIRECTION OF THE SUTTONTOWN RD & WIRELESS RD ROUNDABOUT.



CONFIDENTIALITY AGREEMENT

This confidentiality agreement is made between Contractor Employees and N F McDonnell & Sons.

I agree to the terms of this agreement:

1.. I acknowledge that I may come into the possession of certain confidential information belonging to N F McDonnell & Sons including but not limited to trade secrets, customer lists, supplier lists and prices, pricing schedule, methods, processes, or marketing plans. I further acknowledge that no photographs are to be taken on site without permission of the management.

2.. I hereby covenant and agree that I will at no time, during or after the term of this agreement, use for my own benefit or the benefit of others, or disclose or divulge to others, any such confidential information.

3.. Violation of this agreement will entitle N F McDonnell & Sons to an injunction to prevent such competition or disclosure, and will entitle N F McDonnell & Sons to other legal remedies, including attorney's fees and costs.

4.. This agreement shall be governed by the laws of South Australia.

5.. If any part of this agreement is adjudged invalid, illegal or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect.

6.. This agreement shall be binding upon the parties, and upon their heirs, executors, personal representatives, administrators and assignees. No person shall have a right or cause of action arising out of or resulting from this agreement except those who are parties to it and their successors in interest.

7.. This instrument, including any attached exhibits and agenda, constitutes the entire agreement of the parties. No representation or promises have been made except those that are set out in this agreement. This agreement may not be modified except in writing signed by all the parties concerned.

Name: (Please print)

N.F. McDonnell & Sons: (Please print)

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Signature:

Signature:

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Date:

Date:

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TRUCK DRIVER SIGN-OFF

I have completed the N.F. McDonnell & Sons
Chip, Sawdust & Bark Induction.

By signing this I acknowledge that I have had all the safety requirements explained to me and
understand the information I have been given.

I confirm that I have provided all relevant licences and certificates and understand permission
must be received by site representative prior to using any site plant and equipment.

I agree to abide by the safety requirements and all other company rules in the full knowledge that
breaches of these requirements may lead to disciplinary action.

Completed induction paperwork is to be handed in to the Site Safety Co-ordinator.

Signature Date

Company

Inductor (*name*)

Signature Date

Return to:

Richard McLoughlin | WHS & RTW Coordinator
Suttontown Rd (PO Box 434) Mount Gambier SA 5290
Phone (08) 8724 6603
Mobile 0407 059 884
Fax (08) 8724 6688
Email richard@mcdindustries.com.au
Web www.mcdindustries.com.au