



**N.F. McDONNELL & SONS**

*"CONTINUAL IMPROVEMENT IS HOW WE DO BUSINESS!"*

# LOG TRUCK DRIVER 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. **You MUST stay at the "Wait" position until called to proceed by grab driver.**
9. Log grabs have the right of way at all times.
10. Give way and beware of other vehicles and pedestrians whilst driving through site.
11. You must never walk through the log yard. If an emergency exists you must contact both grab drivers and permission obtained.
12. Report all incidents and injuries.
13. For breaches of safety rules the relevant company will be advised.  
 Repeat offences could lead to you being refused entry to the site.
14. No one is to walk under a raised grapple. Loads on grabs must not be raised above people under any circumstances.
15. 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.
16. Personal Protective Equipment (PPE) requirements for the site are as follows.
17. All PPE (including prescription safety glasses) must comply with the relevant Australian Standards.



**SAFETY FOOTWEAR**



**HI VIS CLOTHING**



**GOGGLES/GLASSES**



**HARD HAT**



**GLOVES**

**COMPULSORY**

**OPTIONAL**

## NEW DRIVERS

N.F. McDonnell & Sons must be notified of any new drivers coming onto site.

New drivers must have completed and signed this induction prior to coming onto site. An experienced driver must accompany all new drivers on their first unloading 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.)

Please see page 9 for the N.F. McDonnell & Sons Confidentiality Agreement.

## LOAD REQUIREMENTS

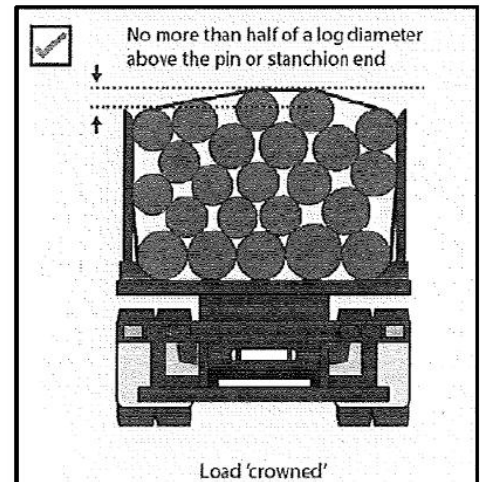
Trucks are not to enter the Logyard:

- With logs loaded over the height of the stanchions.
- In such an overloaded state as to present a hazard.
- Without bulkhead protection between logs and cabin.

If a load is presented with logs over the stanchions the truck will only be unloaded after the Logging Contractor and the N. F. McDonnell & Son site Manager or Supervisor have been informed and agree on a safe method of unloading.

Logging stanchions and bulkheads must comply with the requirements of the relevant Code of Practice.

The minimum distance between the end of the log and load restraint device is 300mm



## 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.
4. Enter cart note number.
5. Select who product is from.
6. If all is correct left click Save.



**EACH TRUCK SHOULD HAVE ITS OWN DALLAS KEY THAT IS UNIQUE TO THAT TRUCK.  
IF NOT CONTACT YOUR SUPERVISOR IMMEDIATELY.**

## MOVING TO THE WAIT POSITION

1. After weighing in, move truck to the waiting position.  
If there are concerns regarding any aspects of the load, (e.g. over pins,) advise grab driver prior to unstrapping.
2. Unstrap your load in the wait position.
3. For your safety, stay within 1-2 metres of truck.
4. **Remain in "wait" position until called by the grab driver via UHF radio – Channel 10.**



## BEING UNLOADED

1. When called proceed to the Unloading Area.
2. When being unloaded the driver of a vehicle shall remain in a safe position that is away from the immediate unloading area and visible to the grab driver at all times (in the truck cabin or at the front of the truck.)

Note - You may be required to move your vehicle forward after the first section of your load is unloaded.



3. Never climb on the trailer, equipment or load under any circumstances.
4. No person is to enter the unloading zone during the unloading operation unless they have been given permission using a suitable and effective means of communication (UHF Radio.) You must then wait for the log loader to stop moving before proceeding into the area.  
The loader should stay stopped after the person enters the work area. If the operators are unsure about the safety of the work area they should stop until the area is made safe.

**GRAB AND TRUCK DRIVERS TO ENSURE NO OTHER PERSONS ARE IN THE IMMEDIATE AREA**

## AFTER UNLOADING

1. All loose bark **must be swept off** the truck/trailer before exiting from site.
2. You should sweep down your trailer in the log Unloading Position.
3. During sweeping down stay within one to two metres of your truck.



4. **You can only commence sweeping down when unloading is complete. You must remain in full view of the Grab Driver.**
5. You should follow any direction given by the Grab Driver.
6. After unloading and sweeping down continue on to the Weighbridge for weighing out.

## 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. Attach the white Weighbridge Ticket to your log note and place in the letterbox.
5. Forestry SA contractors with e-cart unit to get print out, write E-CART on it and then place it in the silver tray.



## LOADING REJECT LOGS

When being loaded with reject logs you must ensure that:

- The logs are loaded evenly and are not protruding too far past the stanchions.
- The top of the pile must be loaded neatly so that straps will be touching logs and the load is able to be secured properly.
- **The logs must not be loaded higher than the stanchions.**
- You must stand in a safe area away from the truck being loaded – this ensures you are not at risk of being struck by a falling log.
- If you are not in a safe area or you cannot be seen by loader driver then loading will stop until contact regained and they are certain you are a safe distance away.
- Strapping may not occur until loading is complete.
- Loads must comply with all relevant standards, codes of practice and legislation.

## 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. GIVE WAY TO TRUCKS ENTERING SITE FROM SUTTONTOWN ROAD. ALL TRUCKS MUST COME FROM THE DIRECTION OF THE SUTTONTOWN RD & WIRELESS RD ROUNDABOUT.**





**CONFIDENTIALITY AGREEMENT**

This confidentiality agreement is made between ..... 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.

N F McDonnell & Sons:

Name: (Please print)

.....

.....

(Signature)

(Signature

.....

.....

(Date)

(Date)

## INDUCTION SIGN OFF

Name: .....

Logging Company: .....

I have completed all sections of the N.F McDonnell & Sons "Induction for Log Truck Drivers" which included;

- Safety on Site
- Requirements for New Drivers
- Load Requirements
- Entering the Site
- Weighing the Load In / Out
- Moving to "Wait" position
- Being Unloaded
- Sweeping Down
- Leaving the Site
- Confidentiality Agreement

## EMPLOYEE ACKNOWLEDGEMENT

I understand the information given to me and 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 actions.

New Driver .....

Date .....

Supervisor/Manager \* .....

Date .....

**AFTER SIGNING, THIS PAGE AND THE CONFIDENTIALITY AGREEMENT MUST BE RETAINED BY THE LOGGING TRANSPORT COMPANY & A COPY SENT TO N. F. MCDONNELL & SONS.**



\* Supervisor of Logging Transport Company.