

Overview

In accordance with the Quattro Ports Safety, Health and Environmental Policy - **Safety First** is paramount to Quattro Ports. Our employees and contractors are our most important asset and their families **depend on them** going home safely at the end of their working day or shift. Please familiarise yourself with the following induction which will include information on:

- Insurances;
- Safety, health and environment values that are expected of all persons who are working and visiting the Quattro Ports Port Kembla Grain Terminal,
- Hazards on site;
- Safe systems or work that are to be adhered to; and
- Reporting requirements for any incidents or near misses on site.

Insurances

It is mandatory for all transport companies to hold the following insurances:

- Public Liability;
- Workers compensation; and
- Motor Vehicle.

Evidence of these insurances must be provided if requested by Quattro Ports Management.

Compulsory Personal Protective Equipment (PPE)

Quattro Ports requires that all employees, contractors and visitors comply with a baseline PPE requirement which will be displayed before entering Quattro Port's premises. The following PPE is compulsory:

Hard Hat



Safety Glasses



Safety Boots



High Visibility Clothing



Main Hazards on Site

- Collisions with trucks, smaller vehicles, forklifts or other road traffic;
- Hitting a pedestrian or being hit by a vehicle yourself;
- Dust;
- Compressed air;
- Manual handling tasks;
- Fumigants;
- Confined Spaces;
- Heights; and
- Hazards you introduce into the work environment from your own activities.

Communication Protocol

Drivers can contact a Quattro Terminal Operator on **UHF Channel 25**. The radio must be used at all times, especially if drivers need to leave their vehicle for any reason.

Drugs & Alcohol

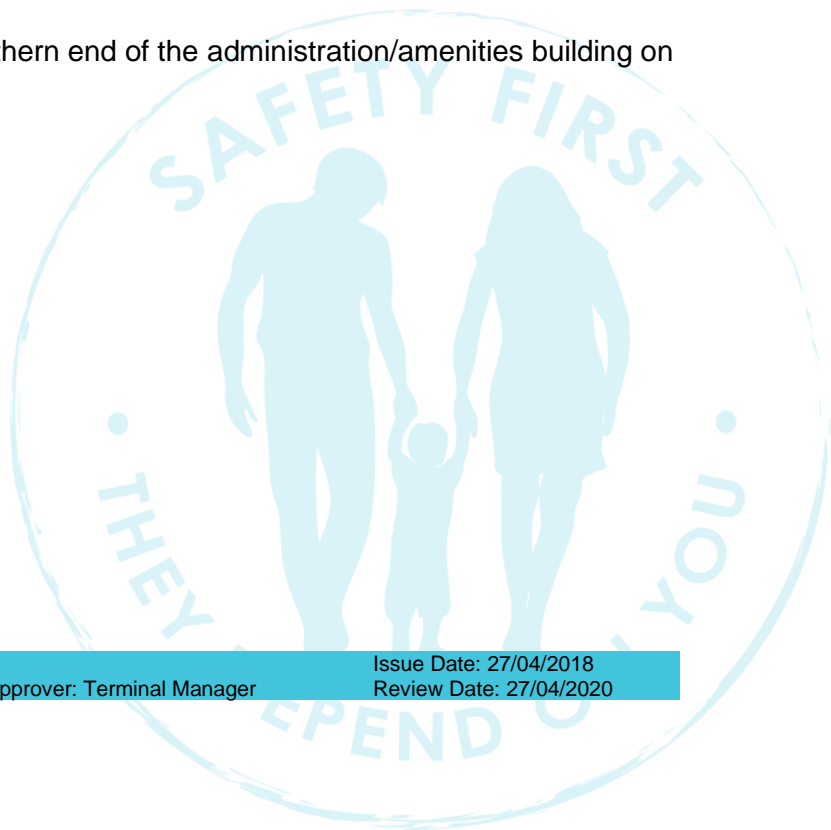
In accordance with the Quattro Ports Drug and Alcohol Policy - Quattro Ports is committed to ensuring workers and visitors (including transport drivers) are free from any impairment from drugs and alcohol.

No employee, contractor or visitor shall enter the Quattro Terminal workplace under the influence of drugs or alcohol. Random, for-cause and post incident drug and alcohol testing will be undertaken on site, for all employees, contractors and visitors. The sale, use, distribution, possession, consumption or use of alcohol or drugs on Quattro premises is prohibited.

Smoking on Site

Smoking is not permitted on site except in the designated smoking areas.

Designated smoking areas are located in the southern end of the administration/amenities building on the terminal and car park side.



Incident & Hazard Reporting

Please ensure that all cases of injury, accident and/or near miss (personal injury and/or property damage) are reported to the Operations Supervisor or Sample Room Operator **NO MATTER HOW MINOR** immediately.

Report any unsafe work practices to the Quattro Ports Supervisor.

Ensure any environmental incidents, spills are reported immediately.

Emergency/Evacuation Procedure

In the case of an emergency a long continuous blast from an evacuation horn will sound: Stop work immediately, safely and calmly proceed to the evacuation assembly area located in the carpark adjacent to the Main Office building.

- Remain at the Assembly Point until the Terminal Emergency Controller (**TEC**) gives the all clear to return to the work area (following approval from emergency services).

If an incident requiring an emergency response has occurred, clearly state on Quattro Radio Channel 1 (or CB Channel 26):

- Emergency! Emergency! Emergency!
- Your Name;
- Type of Emergency;
- Your Location; and
- Number of injured persons, if any.

Restricted Areas

- Grain storage silo areas, conveyors, elevators, tunnels;
- Rail Intake area @ AAT;
- Cargo Shed unless being loaded out or delivering goods;
- Wharf area during stevedoring operations;
- Confined Spaces (e.g. silo's, inside road hopper, etc.).



Chain of Responsibility (CoR)

Chain of Responsibility is the regulation based on the concept that anyone with control or influence over a transport task, not just the driver of a Heavy Vehicle can be held responsible for regulatory breaches and non-compliance with the Heavy Vehicle National Law (HVNL). It covers:

Mass and Dimensions **Load Restraint** **Speeding** **Fatigue** **Vehicle Maintenance**

* The HVNL covers all vehicles greater than 4.5 tonne.

Drivers CoR Obligations

Drivers are responsible for ensuring they:

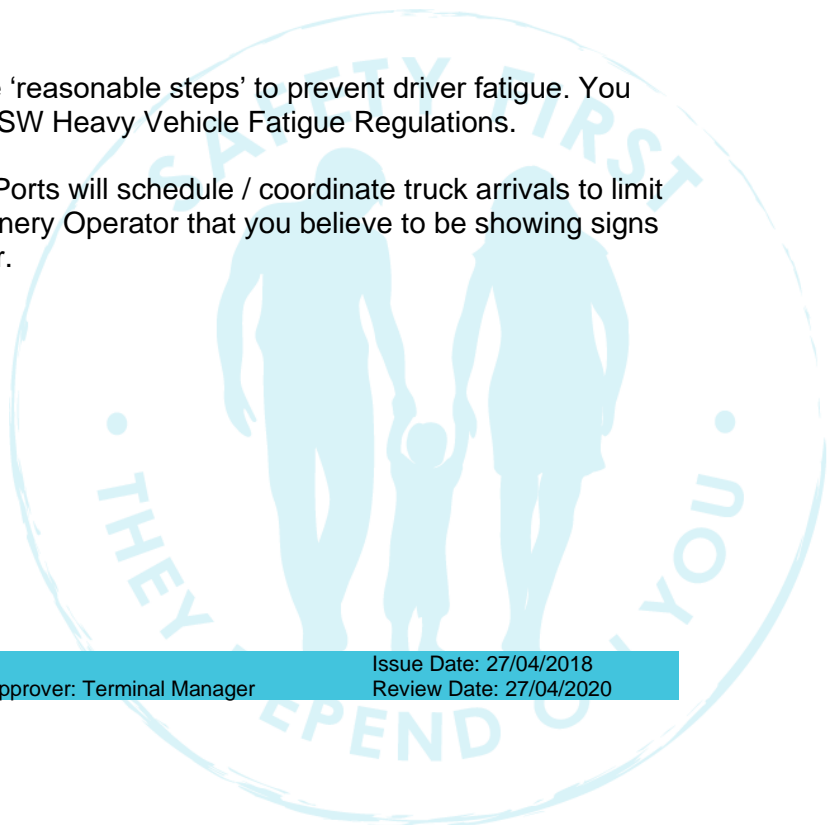
- comply with relevant fatigue management work and rest laws and procedures;
- make the most of rest breaks by sleeping in dark, quiet and comfortable places;
- respond to changes in circumstances (such as delays) and report these to their base (if possible) to implement short-term fatigue management measures;
- do not exceed mass or dimension limits, and
- restrain their loads appropriately.

Quattro Ports employees will regularly audit drivers for Chain of Responsibility compliance. Drivers will be asked to show proof of compliance e.g. logbooks.

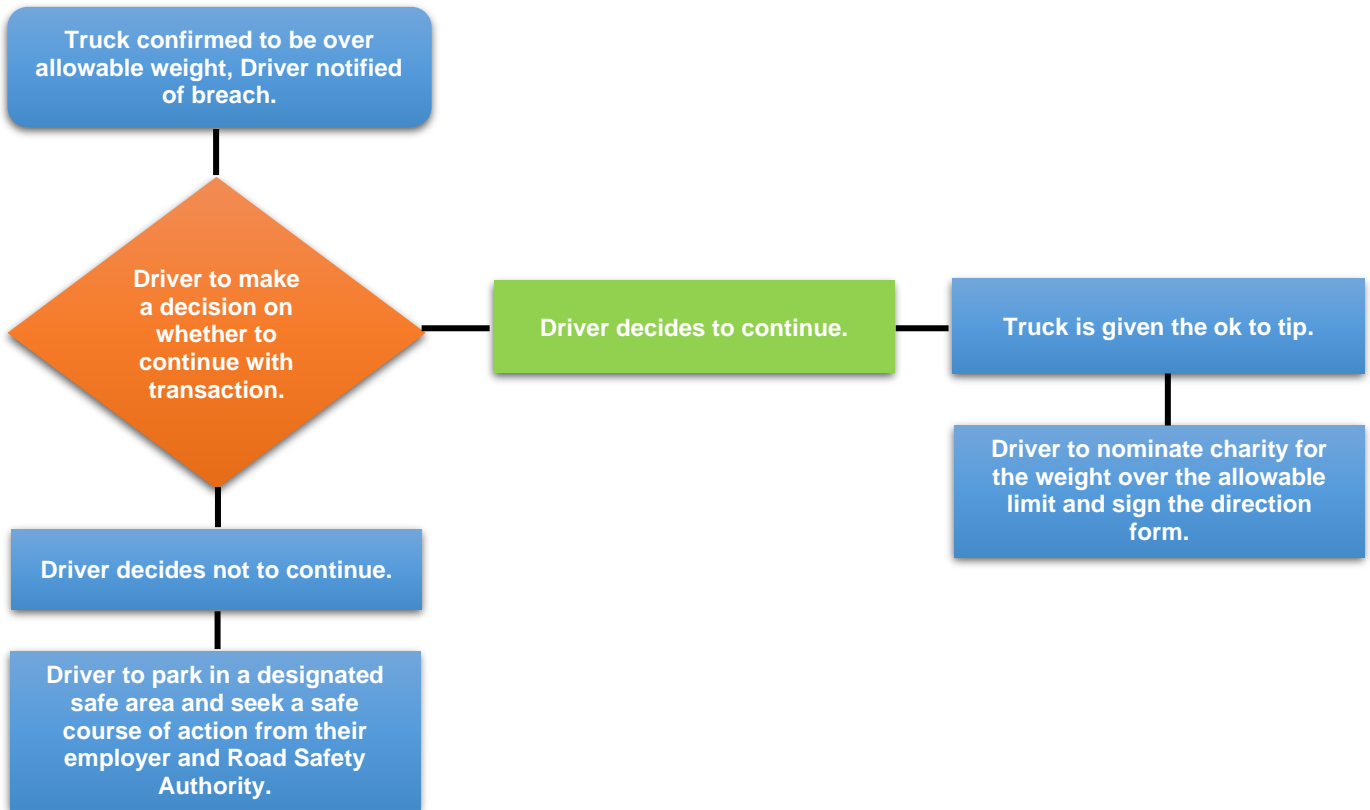
Fatigue Management

Everyone in the Chain of Responsibility must take 'reasonable steps' to prevent driver fatigue. You must whilst on the Quattro Ports site, adhere to NSW Heavy Vehicle Fatigue Regulations.

You will be notified of delays on site and Quattro Ports will schedule / coordinate truck arrivals to limit waiting time. If you observe a Truck Driver/ Machinery Operator that you believe to be showing signs of fatigue, report it to the Quattro Ports Supervisor.



Mass Management



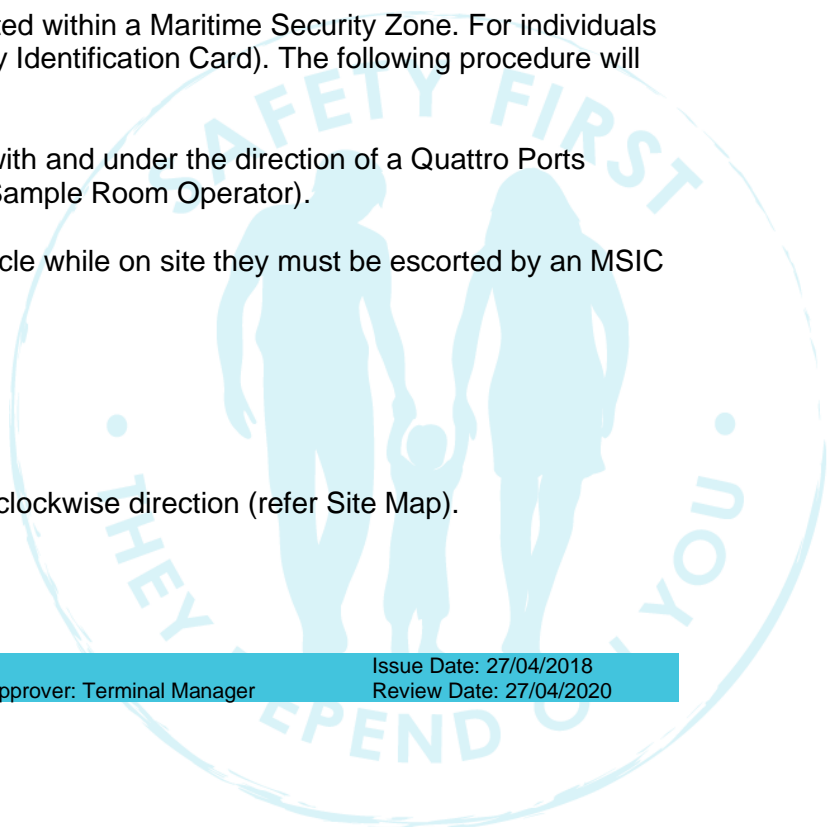
Site Security Access

Quattro Ports Port Kembla Grain Terminal is located within a Maritime Security Zone. For individuals that do not hold a current MSIC (Maritime Security Identification Card). The following procedure will apply:

- All operations must be in communication with and under the direction of a Quattro Ports employee (in most cases, this will be the Sample Room Operator).
- If a transport driver needs to exit their vehicle while on site they must be escorted by an MSIC card holder.

Traffic Management

- You must obey all traffic signs;
- Traffic flow in the terminal is one way in a clockwise direction (refer Site Map).



Speed limits are:

**Inside and around the terminal
(unless otherwise posted)**



Inside the Cargo Shed



**On the weighbridge & inside
Road Intake area**



Inside the Cargo Shed during loading truck drivers are to stay either inside their cab or at a Safe Zone cone. No loading will be undertaken unless this is adhered to.

Warning Sounds

Before entering or exiting the Road Intake building or Cargo Shed vehicles must stop and sound the horn once prior to entering and exiting. When reversing vehicles, the horn must be sounded twice or have reversing beepers fitted and operational.

Pedestrians

Designated pedestrian walkways and crossings have been line marked and are identified in yellow. Pedestrians are to always use the designated walkway.

Pedestrians **MUST** give way to vehicles. **DO NOT** walk around the site unless escorted by a Quattro Ports representative.

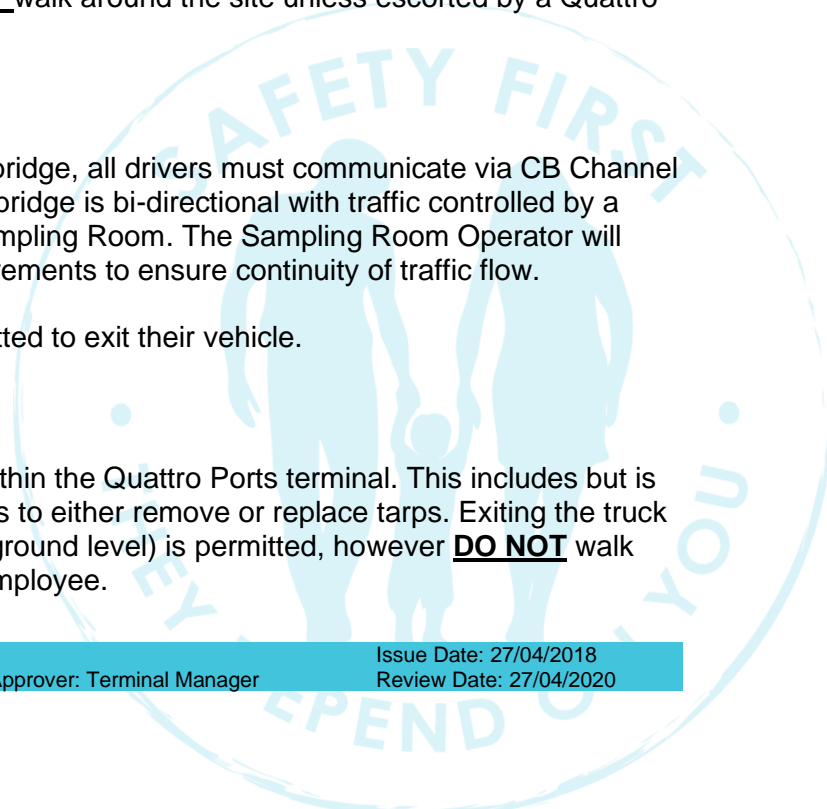
Weighbridge Access

Before accessing the Quattro Ports PKGT weighbridge, all drivers must communicate via CB Channel 25 with the Sampling Room Operator. The weighbridge is bi-directional with traffic controlled by a manual red/green traffic light system from the Sampling Room. The Sampling Room Operator will prioritise inbound and outbound weighbridge movements to ensure continuity of traffic flow.

Whilst on the weighbridge drivers are **NOT** permitted to exit their vehicle.

Working at Heights

Truck drivers are **NOT** to work at heights while within the Quattro Ports terminal. This includes but is not limited to: climbing on the back of truck trailers to either remove or replace tarps. Exiting the truck for unloading and to remove/replace tarps (from ground level) is permitted, however **DO NOT** walk around site unless escorted by a Quattro Ports employee.



Environment

- Please be aware and be responsible;
- Pay attention to housekeeping, the terminal is not a garbage bin;
- Avoid polluting the harbour or atmosphere. Do not pour, dump or release ANYTHING into drains, the harbour or the atmosphere.

Amenities

First Aid

Located in the Main Office, Sample Room and the Rail Intake Area.

Toilet Facilities

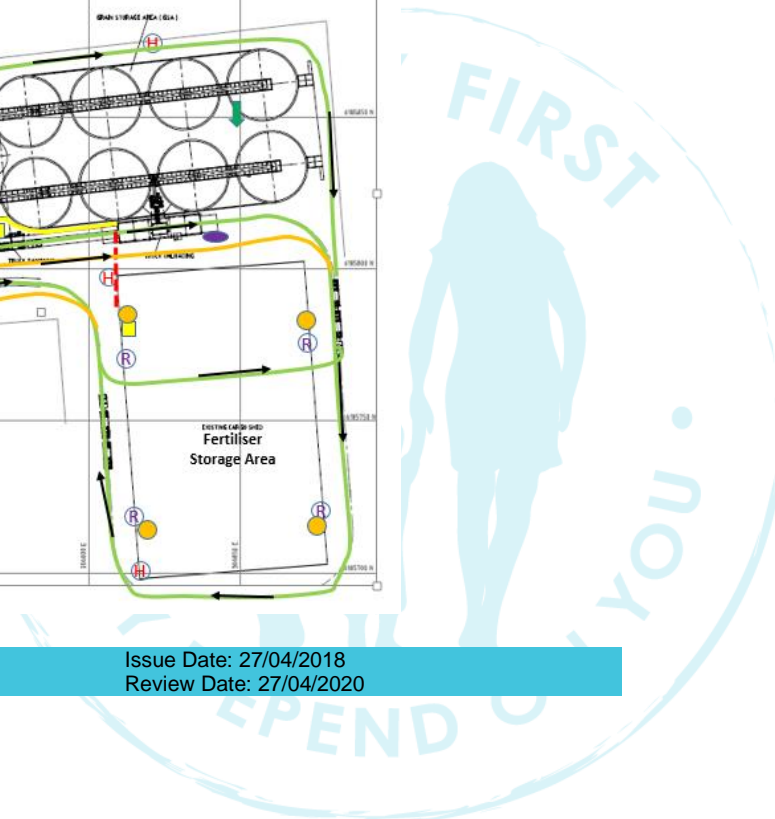
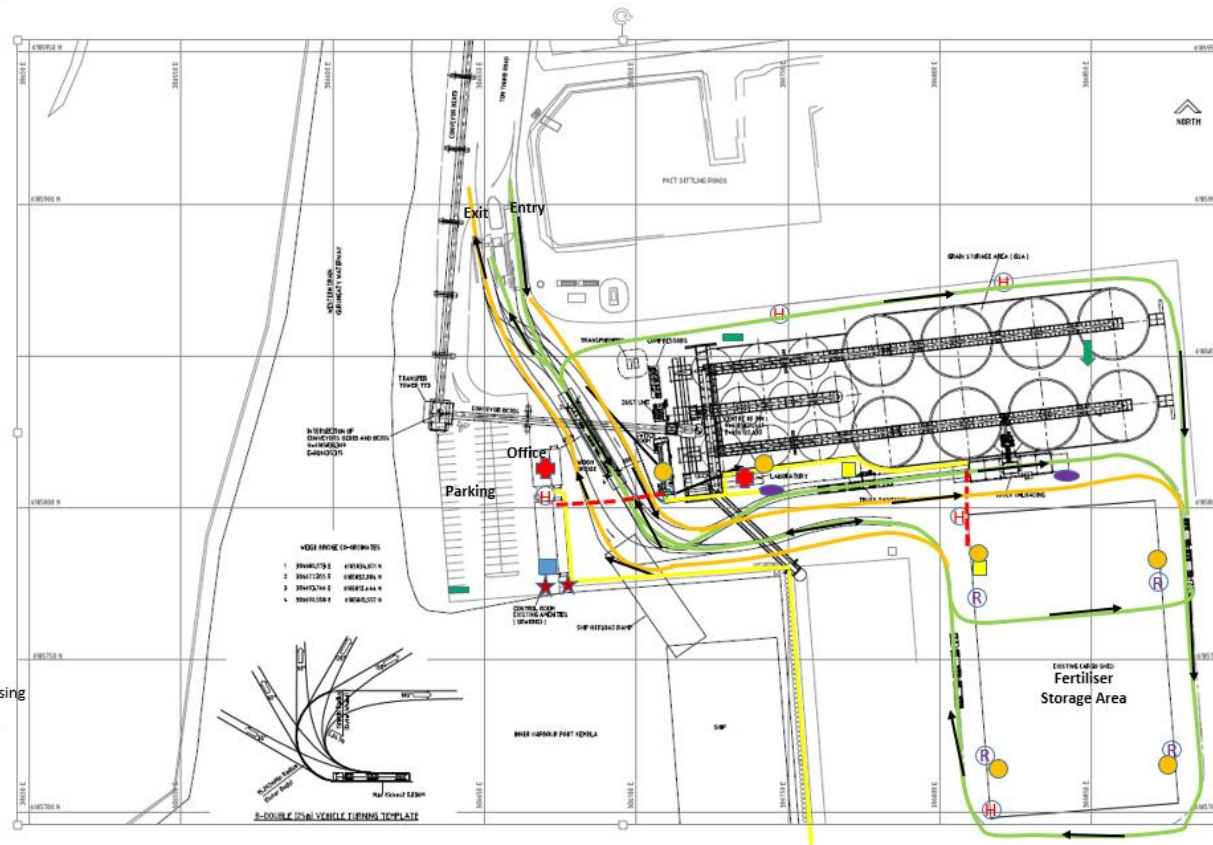
Northern end of the Amenities Block inside the terminal.



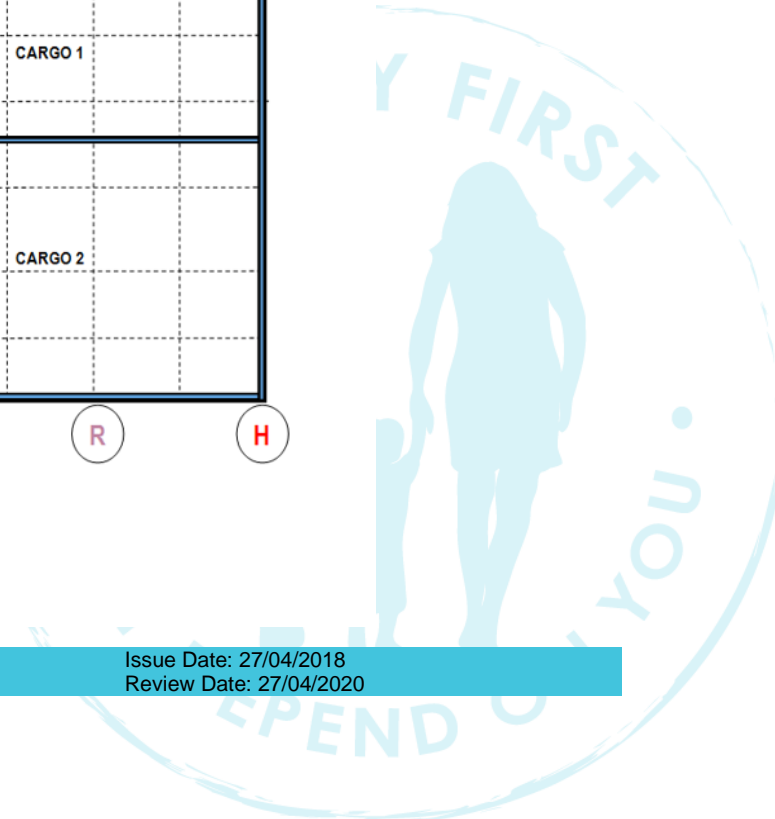
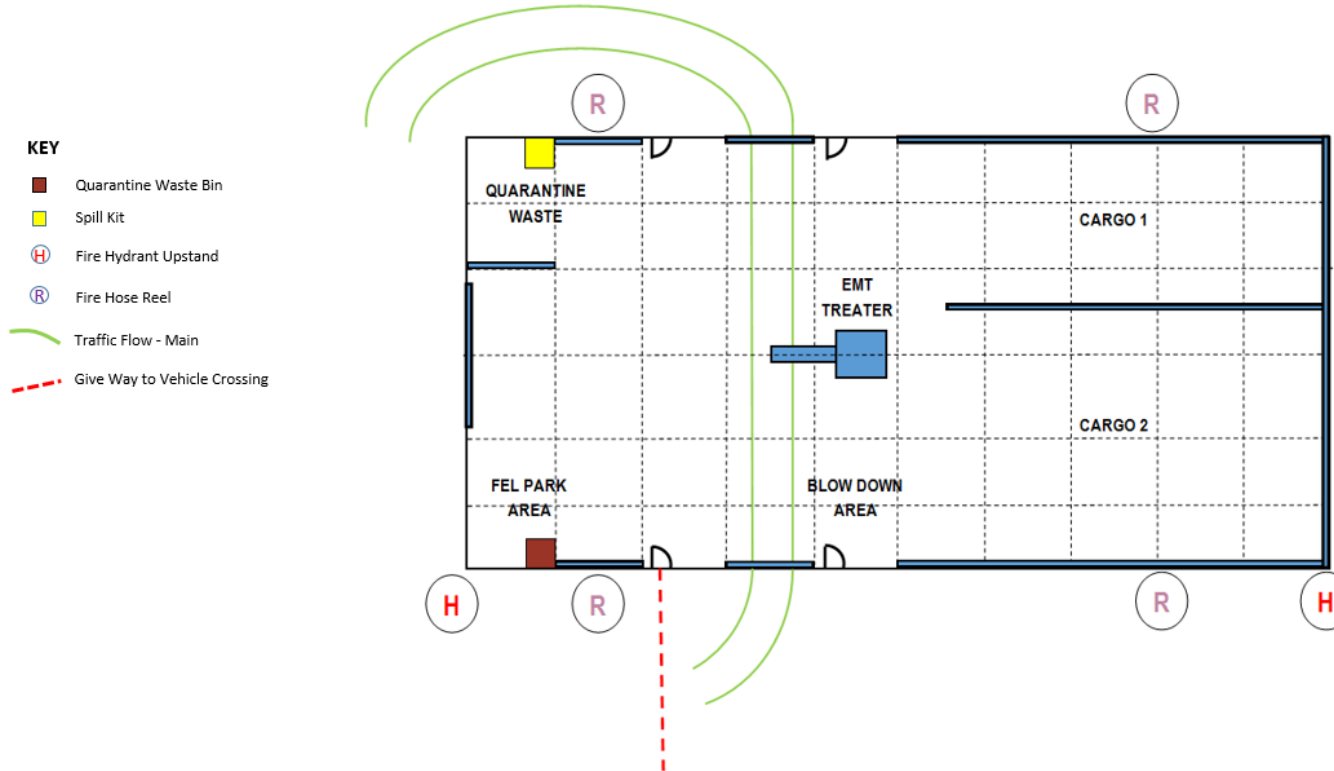
QUATTRO PORTS PKGT SITE MAP

KEY

- Assembly Point
- Waste Bins
- Spill Kit
- First Aid Station
- Secondary Egress
- Eyewash Station
- Fire Extinguisher
- Fire Hydrant Upstand
- Fire Hose Reel
- VESDA – Smoke Alarm
- Traffic Flow - Main
- Traffic Flow - Bypass
- Pedestrian Walkway
- Give Way to Vehicle Crossing
- ★ Designated Smoking Area



QUATTRO PORTS PKGT CARGO SHED LAYOUT



QUATTRO PORTS TRUCK PARKING ZONE

