

WAREHOUSE POLICY

It is the policy of Cargo Transport to set, implement and maintain high standards of safety to safeguard the health and wellbeing of our customers and staff alike.

Our warehouse is not a dangerous place, but it does contain many potential hazards. We don't want to get so caught up in getting materials moved in and out that we forget to do it safely. Fortunately, the safe way to run a warehouse is also the most efficient way. So following safety rules and guidelines isn't just a legal requirement—it's good sense.

Good housekeeping is one of the best ways to assure warehouse safety. We have to keep the entire warehouse clean and neat, with everything in its place. Don't block aisles or leave materials around for someone to trip or fall over. Don't place items on shelves or racks or ladders so unsteadily that they might fall on someone below.

Wear necessary protective gear and pay attention to warning signs and to the work that's going on around you. Give the right of way to forklift trucks and even hand trucks. Operate material handling equipment carefully; watch where you're going and keep your loads stable and secure. When you lift and carry, do it properly so your legs do the work—not your back.

Preview every job before you start to make sure your equipment is in good condition and that you are properly protected. Don't forget to alert others around you to tasks that could put them in danger.

In other words, every day, all day, pay attention to what's going on around you and take precautions that will keep you—and others—safe.

All staff have duties under the Work Health and Safety Act 2011 to:

- **take reasonable care for his or her own health and safety**
- **take reasonable care that his or her actions do not adversely affect the health and safety of other persons**
- **comply with departmental instructions and procedures.**

Forklifts

The vehicles provided by Cargo Transport, both owned and leased, will be maintained in safe operating condition and will be serviced according to the manufacturer's recommendations.

- Only fully trained and licenced personnel are permitted to operate forklifts
- no persons under the age of 18 are permitted to operate forklifts



- before using a forklift examine it for hazardous conditions which would make it unsafe to operate
- follow safe procedure for picking up putting down and stacking loads
- drive safely never exceeding 10kph and slowdown in congested areas or those with slippery surfaces
- operators must wear a seatbelt installed by the manufacturer
- never drive up to a person standing in front of a fixed object such as a wall or stacked materials
- stunt driving and horseplay is prohibited
- do not handle loads that are heavier than the weight capacity of the forklift
- remove unsafe or defective trucks from service until the defect is properly repaired
- maintain sufficiently safe clearances for aisles and at loading docks or passages where forklifts are used
- ensure adequate ventilation either by opened doors/windows or using a ventilation system to provide enough fresh air to keep concentrations of noxious gases from engine exhaust below acceptable limits
- provide covers and/or guardrails to protect workers from the hazards of open pits, tanks, vats and ditches
- train employees on the hazards associated with the combustion by-products of forklift operation, such as carbon monoxide.

Hazard Communication

- Maintain a Material Safety Data Sheet (MSDS) for each chemical to which workers are exposed
- follow instructions on the MSDS for handling chemical products
- train employees on the risks of each chemical being stored
- provide spill clean-up kits in any area where chemicals are stored
- follow written spill control plan
- train employees to clean up spills, protect themselves and properly dispose of used materials
- store all chemicals safely and securely
- store chemicals away from forklift traffic areas.

