

## ***Truck Driver - KPY***

### Welcome to Kawerau Processing Yard (KPY)

Our top priority is ensuring the safety of everyone working on-site, including drivers delivering or collecting loads. As a truck driver, you play a critical role in maintaining safety and efficiency during loading and unloading operations. This induction outlines the procedures and expectations while you are on our site.

#### **1. Site Overview**

KFL operates forestry and logistics services across various sites in New Zealand. Truck movements are essential to our operations, and as a driver, it is crucial that you follow all safety guidelines to protect yourself, our team, and the environment.

#### **2. Health and Safety Commitment**

Safety is at the core of our operations. We are committed to ensuring all activities, including loading and unloading, are carried out safely. You are required to comply with the company's health and safety policies and procedures during your visit.

#### **3. Site Orientation:**

Using the *KPY SITE MAP* become familiar with key hazards and safety protocols.

- Where you will be working
- Entry point, roads
- Un-chain and chain up areas
- Docket drop off
- Assembly areas, fire extinguishers, 1<sup>st</sup> aid kits, emergency procedures
- Restricted areas, rail line, stockpiles, processing bays
- Office, safe area, lunchroom, toilets, car park, workshop, truck park, machine park

#### **4. Key Safety Rules for Truck Drivers**

##### **Personal Protective Equipment (PPE):**

All drivers must wear the required PPE while on site:

- Hi-vis hard hat
- Hi-vis vest or shirt
- Steel cap ankle support safety boots
- Eye protection

### **Traffic Management:**

- You must have an **RT on channel 7**. If you do not have an RT, the site office can issue you one while you are on site.
- Maintain a safe distance of at least 20m away from any operating machine, trucks, vehicle and ground personnel.
- If you must approach an operating machine, truck, vehicle or ground personnel, STOP and get confirmation that it is OK to proceed via RT or visual signals.
- Follow all machine operator instructions.
- 15 km/h speed limit.
- 5 km/h speed limit near ground personnel.
- Hazard lights or beacons on while travelling.
- Keep to designated roadways and avoid restricted areas (i.e. Processing bays, Rail lines)
- Never cross in front of a moving train.

### **Truck Condition:**

Ensure your truck is roadworthy and in good working order. Perform yard pre-entry checks, including:

- Brakes
- Lights
- Horns

## **5. Site Entry Procedure**

### **Check-In:**

Upon arrival, call on RT and say who you are and what you are doing here.

Example of a typical RT arrival call:

***“Hello KPY loader operators, John RFH here and I have a load of A 12 meters to un-load.***

- The loader operator will give you permission and instructions on how to proceed. If unclear, please ask loader operator to clarify.
- Always keep your RT on.

Call again on the RT when leaving the yard or moving to another area.

Loaded log truck un-chain at main entrance and put docket in mailbox.

## **6. Loading and Unloading Procedures**

### **Positioning the Truck:**

Only approach the loading or unloading area when instructed by the loader operator. Position your truck as directed and apply the handbrake.

### **Driver Safety Zone:**

When your truck is being loaded or unloaded, stay inside the designated **Driver Safety Zone** unless otherwise instructed. Do not stand beside or behind the truck while loading or unloading operations are in progress. Please see TRUCK DRIVER SAFETY ZONE diagram.

**3 Points of Contact:**

Always maintain three points of contact—either two hands and one foot or two feet and one hand—when climbing on or off machinery to ensure stability and prevent falls. Please see 3 POINTS OF CONTACT diagram.

**Stay Clear of Machinery:**

If you have exited the cab maintain a safe distance of 20m away from other moving machinery. Always wait for the loader operator to signal before moving your truck.

**Stay Away from Stockpiles:**

Log stockpiles have the potential to collapse so keep a safe distance of 4m away from the front of stockpiles. If an unstable stack is identified, do not approach. Immediately call machine operators to stabilise the stockpile.

**Uneven Slippery Surfaces:**

Wear safety boots with good grip and ankle support. Watch your step, avoid rocks, mud, bark, and uneven ground. Never stand on logs.

**7. Emergency Procedures****Emergency Assembly Points:**

Familiarise yourself with the emergency assembly points upon arrival. In the event of an emergency, follow instructions from the site supervisor or team leaders.

**First Aid:**

First aid kits are available on-site, and first aiders are present. In case of injury, report it immediately, no matter how minor.

**8. Environmental Considerations****Dust Control:**

Drive slowly to reduce dust. If visibility is poor stop your vehicle and wait for the dust to pass. Dust masks are available at the office.

**Spill Management:**

If there are any fuel, oil, or material spills from your vehicle, report it immediately to the loader operator or team leader. Spill kits are available on-site.

**9. General Conduct on Site****Fit for Duty:**

You must be fit to work and free from drugs, alcohol, or any substances that may impair your ability to drive safely.

**Housekeeping:**

Keep your truck and the surrounding area tidy. Ensure that no materials are left behind that could pose a hazard to others.

## 10. Finish Loading/ Unloading

### Final Checks:

Inspect your truck to ensure all cargo is secure.

### Check-Out:

- KPY does not issue dockets. Dockets are issued by the weigh bridge.
- Confirm that your paperwork is completed, if required.
- Sign-out at the office or weighbridge, if required.
- Return RT to the office, if required.

## 11. Incident Reporting

### Report Incidents:

If there is an accident, near-miss, or any damage to property, report it immediately to the site supervisor.

Prompt reporting helps us address issues quickly and prevents future incidents.

## 12. Questionnaire and Sign

Back at the KFL HUB website please complete the questionnaire and sign.

*Thank you for helping us maintain a safe and efficient operation*

# **! SAFETY WARNING**

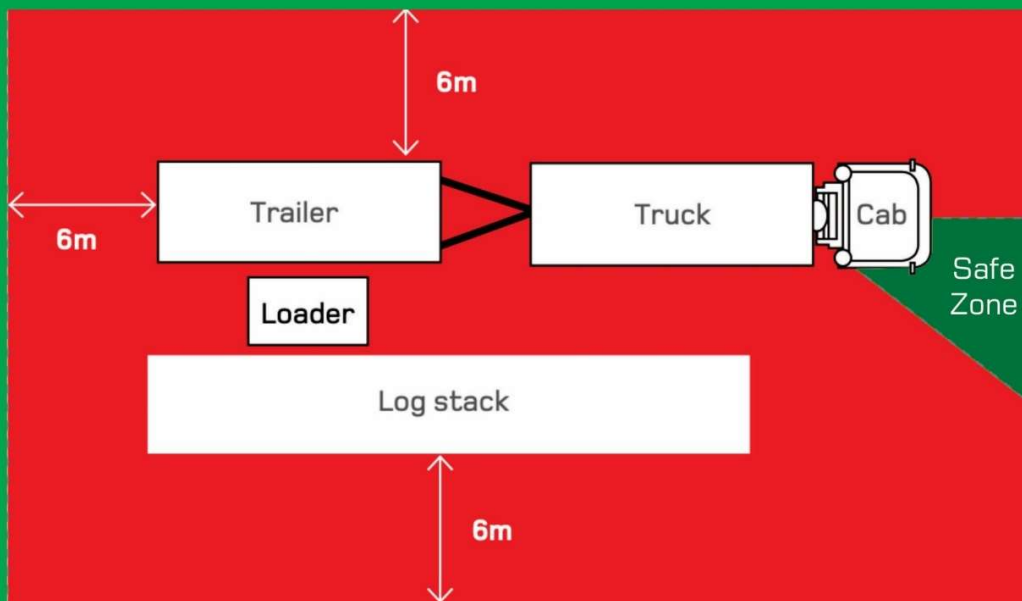


On entry & exit of machine remember to:

- Maintain 3 points of contact
- Climb up forward
- Climb down backwards
- Ensure the steps are down
- Never jump off machine



## Truck Driver Safety Zone



When your truck is being loaded or unloaded, stay inside the designated Driver Safety Zone unless otherwise instructed.  
Do not stand beside or behind the truck while loading or unloading operations are in progress.

