



**RED STAG**  
TIMBER

# Despatch Truck Driver Site Induction



# The Red Stag Team



## DESPATCH YARD REPRESENTATIVES



Phil Lindsay  
Despatch Manager



Bianka Mawkes  
Despatch Coordinator



Raelene Keefe  
Domestic Despatch  
Scheduler



Sheryl Vercoe  
Dispatch Export  
Scheduler



April Marsden  
Despatcher

## HEALTH & SAFETY & FIRE REPRESENTATIVES



Stephen Jones  
Site Safety Manager



Ben Cameron  
Fire & Safety Manager



# Despatch Yard Map



Site Access Card Readers



Toilets



Lunch Room



Assembly Area



Fire Extinguishers



Smoking Area



Spill Kit



First Aid Kit





# Significant Despatch Yard Hazards

HAZARD	CONTROLS
Mobile Plant: including Loaders and Logging Trucks	<ul style="list-style-type: none"><li>• Report to the Despatch Office upon entry.</li><li>• Keep to designated roadways</li><li>• Stay in your truck unless using the designated loading areas OR accessing the Despatch office for paperwork or to use the facilities.</li><li>• Stay in designated area when your truck is being loaded</li><li>• DO NOT use cell phone outside of your vehicle (remove earpiece if applicable)</li><li>• Maintain eye contact with forklift driver(s) working around your truck</li><li>• Do not stand under loads to adjust bearers – get forklift to move load out</li><li>• Hi-Viz clothing to be worn at all times when outside of your truck</li></ul>
Chains	<ul style="list-style-type: none"><li>• Safety Helmets to be worn at ALL TIMES when chaining your load</li></ul>
Twitching loads	<ul style="list-style-type: none"><li>• Throw twitching bar in a way that reduces the risk of it striking your body in the event of accidental release.</li></ul>
Packet Stacks	<ul style="list-style-type: none"><li>• ALWAYS stay clear of stacked packets</li></ul>

**IN AN EMERGENCY CALL:**

**Internal Extension 7777 or Mobile: 027 540 5861**

Item	Topic
1.	<p><b>INDUCTION</b></p> <ul style="list-style-type: none"> <li>• <b>ALL</b> Truck drivers must report to the Despatch office upon arrival</li> <li>• Do not lend your access card to another driver or use it to access site in any other vehicle</li> </ul> <p><i><b>If it is your first time at Red Stag Timber, or if 2 years has passed since your last site induction the following applies:</b></i></p> <ul style="list-style-type: none"> <li>• You will need to complete a despatch specific induction to gain access to the Red Stag Timber Despatch site</li> <li>• ONLY once your induction is completed and you have signed an induction declaration will your access be authorised by the Despatch Coordinator.</li> </ul>
2.	<p><b>ACCESS/CARDS / ENTRY</b></p> <ul style="list-style-type: none"> <li>• You <b>MUST</b> swipe your access card at the card reader on the Despatch site gate each time you enter or leave site.</li> <li>• If you do not have a card contact the Despatcher for access upon arrival.</li> <li>• <b>DO NOT</b> tailgate another vehicle on or off site.</li> <li>• Drive directly to the designated waiting area along-side the Despatch building and report to the Despatcher.</li> <li>• <b>DO NOT</b> use your cell phone when out of your truck and remove phone earpiece (if applicable)</li> <li>• After confirming with the Despatcher which load you are taking, you will be directed to the designated loading/unloading area.</li> <li>• Do not wander around the rest of the site.</li> <li>• Children, passengers and dogs are prohibited from site.</li> <li>• Obey all instructions and signage.</li> </ul>
3.	<p><b>LOADING</b></p> <ul style="list-style-type: none"> <li>• After parking in the designated area truck drivers must open their curtains all the way and pull poles back.</li> <li>• All chaining/straps to be done on the ground (in the waiting area) prior to loading in the Truck Loading Area.</li> <li>• If chains/straps aren't in the correct position or cannot be tightened down, the load is to be removed with the forklift and chains to be reset.</li> <li>• Chains/straps to be thrown from the forklift side of the load towards the truck.</li> <li>• Place dunnage on both truck and trailer to enable secure placing of packets.</li> <li>• No personnel should be in or near the truck cab, body or trailer during loading.</li> <li>• Any loose top bearers must be removed from packets prior to loading.</li> <li>• When ready to put packets onto truck, truck driver my assist forklift driver to guide the load on.</li> <li>• Drivers must <b>NEVER</b> get under the load or between the load and truck, if adjustments to bearers are required the load must be reversed out of trailer by forklift.</li> <li>• Once loaded the driver is to confirm that they are happy with load placement.</li> <li>• No personnel to be positioned on the opposite side of the truck/trailer during loading.</li> </ul>

4.	<b>TARPING</b> <ul style="list-style-type: none"> <li>Ask the Despatcher to call up a forklift driver to bring over the tarping device.</li> <li>Once forklift has stopped, place the tarp onto the frame.</li> <li>Help guide the forklift driver to place the tarp onto truck.</li> <li>Do not walk under tarping frame.</li> <li>Once frame is in position pull on the tarp ropes releasing the tarp over the load.</li> <li>Tie off 2/3 tarp ropes and the forklift driver can slowly back out from load.</li> <li>If being on the deck is required to finish tarping, maintain three points of contact to truck/trailer deck at all times.</li> <li>Once the tarp has unravelled, securely tie the tarp down.</li> </ul>
5.	<b>SPEED LIMIT</b> <ul style="list-style-type: none"> <li>The speed limit on site is <b>15km/hour</b>. Please drive to the conditions as forklift, truck movements and fog etc. will require a lower speed.</li> <li>Trucks are to be in <b>low range</b></li> <li>Put your headlights and hazard lights <b>ON</b>.</li> </ul>
6.	<b>EXITING</b> <ul style="list-style-type: none"> <li>When loading is finished, the Despatcher will check packet numbers against paperwork.</li> <li>The load is then ready to be chained and tarped as required</li> <li>Drive to the Despatch gate and report to the Despatch office.</li> <li>Driver to sign file copy of despatch dockets, these stay with Red Stag Timber Despatch.</li> <li>Driver signs out.</li> </ul>
7.	<b>PPE</b> <ul style="list-style-type: none"> <li>Minimum requirement = Hard hat, safety boots, hi viz vest <b>OR</b> hi viz overalls to be worn at <b>ALL TIMES</b>.</li> <li>Eye protection is recommended.</li> <li>All corner poles to be a minimum of <b>2m</b></li> </ul>
8.	<b>AMENITIES</b> <ul style="list-style-type: none"> <li>Toilets and a lunch room are provided in the Despatch amenities building</li> <li>These facilities must be kept clean and tidy.</li> </ul>
9.	<b>ALCOHOL AND DRUGS</b> <ul style="list-style-type: none"> <li>Alcohol and illegal substances are strictly prohibited on site.</li> <li>Being under the influence of substances while on site is strictly prohibited.</li> </ul>

10	<b>SMOKING</b> <ul style="list-style-type: none"> <li>Smoking is only permitted in the designated smoking area. The smoking area is located at the rear of the despatch amenities block</li> </ul>
11.	<b>EVACUATION</b> <ul style="list-style-type: none"> <li>In the event of an evacuation, you will be instructed by RST Personnel to assemble at the designated assembly point. This is located at the pedestrian gate (4).</li> <li>If a site-wide evacuation is called you must follow RST personnel to the main site evacuation area.</li> </ul>
12.	<b>EMERGENCIES</b> <p>In the event of a serious incident, accident or injury call security (<b>Internal Extension 7777 or Mobile: 027 540 5861</b>), notify the RST Despatch Supervisor (<i>Bianka Mawkes</i>) immediately. She will notify the Despatch Manager (<i>Phil Lindsay</i>) and Site Safety Manager (<i>Stephen Jones</i>) and any other relevant personnel including Security.</p>
13.	<b>FIRST AID</b> <ul style="list-style-type: none"> <li>Fire extinguishers are positioned around site, mainly in areas of hot work.</li> <li>If you need to use these, please do so but advise RST staff and security immediately afterwards so investigation and checks can be carried out and refilling of extinguisher can be arranged.</li> </ul>
14.	<b>FIRE SAFETY</b> <ul style="list-style-type: none"> <li>Toilets and a lunch room are provided in the Despatch amenities building (3)</li> <li>These facilities must be kept clean and tidy.</li> </ul>
15.	<b>HAZARD/INCIDENTS AND STAFF/CONTRACTOR NON CONFORMANCE</b> <ul style="list-style-type: none"> <li>All hazards, incidents – including injuries, unsafe conditions, non-conformances or near misses must be reported immediately. Report directly to your RST Despatch Supervisor who will notify the Despatch Manager. All steps must be taken to manage the hazard or unsafe act/non-conformance immediately.</li> <li>Any electrical hazards must be reported to the RST Despatch Supervisor.</li> </ul>
16.	<b>HAZARDOUS SUBSTANCES AND SPILL KITS</b> <ul style="list-style-type: none"> <li>A spill kit is available next to the Despatch office.</li> <li>All diesel or hydraulic oil spills must be reported – forms are available inside the Despatch office.</li> </ul>
17.	<b>HOUSEKEEPING</b> <ul style="list-style-type: none"> <li>RST demands a high standard of housekeeping. Discard all rubbish in the red bin provided</li> </ul>
18.	<b>IF IN DOUBT – JUST SING OUT!</b> <ul style="list-style-type: none"> <li>If you are unsure of any safety rules or have any questions please call the Despatcher</li> </ul>



# Loading Zones

1

4

2

3

- 1 – Load Out Bay
- 2 – Rail Yard
- 3 – Shed 5
- 4 – First Flat





Please follow the link below to complete your induction

[Question Time - Complete your induction](#)

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