

Title:	Loading Dock Safety Rules	Page No.:	1 of 1
Document No.:	WHS-GD-005.01	Version:	001
Division:	Work Health & Safety	Date:	Apr 2018

Loading Dock Safety Rules

Attention drivers and dock visitors

- **NO PUBLIC ACCESS** to any area of the Loading Dock
- **ALL SIGNAGE AND LINE MARKING MUST BE OBEYED**
- **HIGH VISIBILITY CLOTHING** must be worn in all dock areas
- **DOCKS MUST ONLY BE USED FOR DELIVERIES**. Docks must **NOT** be used for Shopping Centre access - enter via public Shopping Centre entrance.
- **MAX LOADING TIME: 20min**
- **VEHICLES** - Engines must be turned off whilst stationary, and keys removed from ignition during any un/loading activities
 - **PARK ONLY IN** designated bays/loading zones. If full, wait in designated waiting zone
 - Use caution when entering/exiting bays. Be alert for others occupying bays
 - **DO NOT** park in or block other vehicles
- **WALKWAYS AND EXITS** – **DO NOT** obstruct pedestrian walkways or emergency exit pathways for any reason (Penalties may apply)
- **USE OF PLANT AND EQUIPMENT** – operator must be trained and competent, with use of plant/equipment authorised by the owner
 - Maintain 3m clearance of forklift. **DO NOT** approach plant/equipment unless clear contact has been made with the operator and forklift tines are lowered and engine off
- **DELIVERIES** must:
 - Be stable and **NOT** obstruct the vision of the driver/person in control of the load
 - **NOT** be pulled or pushed faster than walking pace (8km/h).
 - **NOT** leak - all spills must be cleaned and reported to Centre Management immediately
 - **NOT** be left unattended
- **DISPOSE OF WASTE AND RUBBISH** in designated waste/recycling locations only
- **DURING EVACUATION:**
 - Exit via the nearest **EXIT** and follow **EXIT** signs and instructions from Centre Management and Security
 - **DO NOT** return to vehicles or equipment until instructed
 - **USE OF MOBILE PHONES IS PROHIBITED** in the loading dock area
- **STAY ALERT AND AWARE OF TRAFFIC** at all times.
- **SHOPPING TROLLEYS** are **NOT** permitted in any dock area.

Penalties will apply for any breaches of these rules

REPORT HAZARDS AND INCIDENTS TO SITE SECURITY ON Insert phone no

