

# BUS DRIVER INDUCTION TO PARMALAT, SOUTH BRISBANE

## **PART 1: To be Completed by Bus Company**

**BUS DRIVER'S NAME:** .....

### **COMPANY DETAILS:**

**BUS COMPANY:** .....

**ADDRESS:** .....

.....

### **Site Instructions:**

- Bus parking must be pre booked
- No booking – No access – No exceptions
- When 5 to 10 minutes from site call Parmalat Transport Office on 38400 763 and quote the booking reference number and estimated time of arrival  
(*after hours access Saturday 2pm until Sunday 10pm phone 3840 0762* )
- Parking bay number will be confirmed at that time and electronic gate will be opened
- On arrival at site proceed directly to park bus in allocated bay number
- Speed limit on site is 10 klm/hr
- Follow arrows for one way traffic flow and be aware when crossing walkways
- Buses may only be parked in designated parking bays
- Proceed on walkway to Transport Office and sign in
- Visitor badge must be worn and visible at all times when on site
- The first visit to the site will require the Site Induction to be conducted and personal induction card provided
- Subsequent visits will require producing the induction card when signing in plus photo identification
- Induction cards are only to be used by the person whose name appears on the card
- All drivers entering the site must have completed the Part 1 induction  
- all drivers of the bus if more than one driver on board

### **Site Security:**

- Buses must be secured when left unattended (keys removed and buses locked)
- No photographs are allowed to be taken without prior permission of Qld Logistics Manager
- Only the designated driver/s to drive the bus
- No entry is allowed to any areas on site other than the amenities demountable
- Any information obtained when on Parmalat's site regarding product, issues, processes etc will not be discussed or disclosed to other parties

### **Amenities:**

- Toilets are available in the transport yard amenities demountable
- Kitchen facilities are available in the transport yard amenities demountable
- Hot and cold drinks are available in the kitchen area of the demountable
- All food and drinks must be consumed in the transport yard amenities area

### **Site Rules:**

- Smoking is not permitted on site unless in designated smoking area
- Walk ways must always be used to get from the parking bays to the amenities area
- Hi visibility vests with day/night reflective tape must always be worn on site
- Closed in shoes will be worn at all times when on site
- Steel capped safety shoes must be worn if leaving the walkways

- Traffic management rules must be strictly followed
- Sleeping in the buses when parked on site is not permitted
- Cleaning external areas of the bus when parked on site is not permitted
- ALL rubbish/waste from internal cleaning must be removed from the site
- Compliance with fatigue management requirements must occur
- Maintenance and/or repairs must not be carried out on site
- Breakdowns must be reported to the Transport Coordinator on shift and appropriate plans established regarding attending mechanics etc
- All instructions given by Parmalat employees must be complied with
- Failure to comply with Parmalat's site rules and procedures could result in being asked to leave the site and/or potential banning from returning
- Horn to be sounded when moving from parking bay
- Trucks and forklifts on site have right of way
- All incidents – personal and equipment – must be reported immediately to the shift Transport Co-ordinator
- All injuries – regardless of how minor – must be attended to by a first aider
- Participate as required in any incident investigation
- Driving of any Parmalat equipment is not permitted
- Mobile phone and personal music devices must not be used on site unless in the amenities area
- Navigation devices must be set up before commencing driving
- Passengers, visitors, children and animals are not allowed on site
- Physical and/or verbal abuse will result in immediate removal from site

<b>PART 1 INDUCTION SIGN OFF</b>					
<b>INDUCTION CONDUCTED BY:</b> (Please print)					
<b>Date</b>		<b>Name</b>		<b>Signature</b>	
<b>Bus Company</b>				<b>OA No.</b>	
<b>Contact Name</b>				<b>Phone No.</b>	
<b>Emergency Contact</b>				<b>Phone No.</b>	
<b>INDUCTION DECLARATION: (To be completed by person being inducted)</b>					
<ul style="list-style-type: none"> <li>I have been inducted by my bus company and fully understand my responsibilities and obligations as detailed above with regard to access and my on site activities at Parmalat.</li> <li>I have taken the opportunity to clarify any points I did not understand.</li> <li>I will comply with all of the above requirements at all times when on site.</li> <li>I hold the appropriate current licences/authorities to drive the bus and will notify immediately if this changes</li> </ul>					
<b>Date</b>		<b>Name</b>		<b>Signature</b>	
<b>Bus Company</b>					
<b>Driver Contact Details</b>					
<b>Comments</b>					

NOTE: A copy of this form must be handed to Parmalat staff on the first visit to verify induction has taken place

# BUS DRIVER INDUCTION TO PARMALAT, SOUTH BRISBANE

## **PART 2: To be Completed On Site by Parmalat**

**BUS DRIVERS NAME:** .....

**BUS COMPANY:** .....

**Site Safety:**

- Transport yard is a shared zone for pedestrian, trucks, buses and forklifts
  - PPE must be worn
  - Walkways must always be used
  - Speed limits must be followed
  - Always proceed with caution and follow one way traffic flow
  - Ensure others operating in the area are aware of your presence before proceeding
  - Only authorised persons on site
  - Do not operate mobile phones or music devices when moving around on site

**Site Induction:**

- Site map received
- Transport yard amenities familiarisation conducted
- Smoking area identified
- Toilet location identified
- First aid facilities identified
- Incident reporting process identified
- Appropriate PPE assessment conducted
- Traffic management instructions received
- Sign in process explained and understood
- Licence with photo identification provided to Parmalat and copy placed on file
- Copy of Part 1 Induction provided to Parmalat and placed on file
- Induction card received
- Other:

<b>PART 2 INDUCTION SIGN OFF</b>				
<b>INDUCTION CONDUCTED BY:</b> (Please print)				
<b>Date</b>		<b>Name</b>		<b>Signature</b>
<b>INDUCTION DECLARATION: (To be completed by person being inducted)</b>				
I have been inducted to the site at Parmalat, South Brisbane. I have taken the opportunity to clarify any points I did not understand. I will comply with all of the above requirements at all times when on site.				
<b>Date</b>		<b>Name</b>		<b>Signature</b>
<b>Comments</b>				