



Driver Induction 214 Blackshaws Road, Altona

Conditions of Entry to TIC Altona

- You must wear a safety vest / high visibility clothing and fully enclosed shoes
- No children or pets are to exit the vehicle
- Observe the posted signs and the 10 km/hr speed limit**
- Please refer to attached site Map which will direct you to your Destination and also provide direction on how to exit the site.
- Wash room and toilets are available in Bay 3 and Bay 7.
- Do not pass behind a forklift whilst the forklift is in the process of loading or unloading
- You must remain in the cabin or driver standing zone whilst the forklift is loading / unloading your vehicle.** Forklift drivers are instructed not to proceed unless you are in one of these 'safe zones'
- The forklift driver must remain parked and stationary when you attend to curtains and gates
- You are to follow the instructions of a TIC Forklift driver at all times. This ensures your safety and theirs.
- Smoking is only allowed in designated areas
- Do not enter the building through roller doors, use pedestrian doors and walkways only
- There is a new driver walkway at the rear of the facility next to the staff car park. DO NOT walk through the container loading areas or the driveway to the Bay 7 Office. You will be reported.
- All incidents and accidents must be reported to a TIC Group Representative or Manager.
- You must have appropriate paperwork to either deliver or collect a load. No paperwork, no load!!!
- Ensure all curtains, doors and load is secure before departing
- In the event of an emergency evacuation, you must proceed with staff members on foot to the nearest designated assembly area. No vehicles are to be in operation during an emergency evacuation or drill
- Failure to obey these procedures may result in you being prohibited from returning to the site in the future and your Manager being advised.

Chain of Responsibility

TiC Group has a strict Chain of Responsibility Policy, this includes but limited to:

- All drivers must be fit for work
- All Trucks and equipment must be fit for purpose
- All loads must be properly secured/restrained prior to leaving site.
- All drivers must comply with TiC Groups COR Policy and participate as required.

Collect your induction card on departure for a quicker entrance on your next visit.

Name: _____

Signature: _____

Company: _____

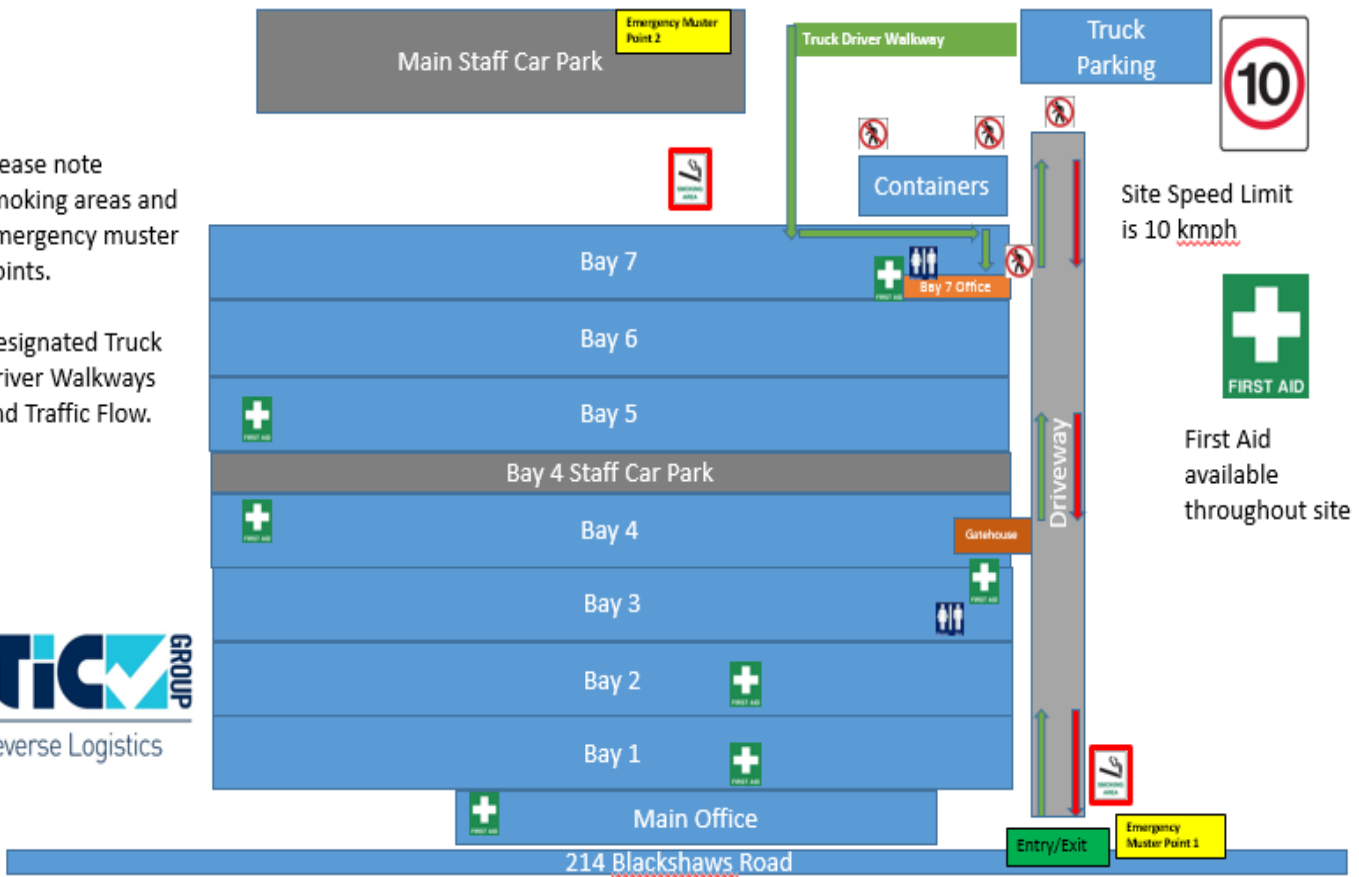
Date: ____/____/____

Note: Inductions are renewed every calendar year i.e. the next time you will need to go through the induction process will be from 1st January.

Refusal to provide the above information will result in refusal of entry

Please note smoking areas and emergency muster points.

Designated Truck Driver Walkways and Traffic Flow.



Site Speed Limit is 10 kmph



First Aid available throughout site





Driver Induction 207 Sunshine Rd Tottenham

Conditions of Entry to TIC Tottenham

- You must wear a safety vest / high visibility clothing and fully enclosed shoes
- No children or pets are to exit the vehicle
- Observe the posted signs and the 15km/hr speed limit**
- Please refer to attached site Map which will direct you to your Destination and also provide direction on how to exit the site.
- Wash room and toilets are available.
- Do not pass behind a forklift whilst the forklift is in the process of loading or unloading
- You must remain in the cabin or driver standing zone whilst the forklift is loading / unloading your vehicle.** Forklift drivers are instructed not to proceed unless you are in one of these 'safe zones'. This ensures your safety and theirs.
- The forklift driver must remain parked and stationary when you attend to curtains and gates
- Smoking is only allowed in designated areas
- Do not enter the building through roller doors, use pedestrian doors and walkways only
- All incidents and accidents must be reported to a TIC Group Representative or Manager.
- You must have appropriate paperwork to either deliver or collect a load. No paperwork, no load!!!
- Ensure all curtains, doors and load is secure before departing
- In the event of an emergency evacuation, you must proceed with staff members on foot to the designated assembly area. No vehicles are to be in operation during an emergency evacuation or drill
- Failure to obey these procedures may result in you being prohibited from returning to the site in the future and your Manager being advised.

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Name: _____

Signature: _____

Company: _____

Date: _____/_____/_____

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