		<h1>TIMBER POLE COLLECTION PROCEDURE</h1>		
Contact number	0800 864 564	Despatch Ext. 2	Normal work hours	Last collection
TTT site address:	43 Bollard Road, Tuakau, 2121	Mon – Thurs	7:30am – 5:00pm	4:30pm
		Fri	7:30am – 4:30pm	3:45pm
For more information on pole weights and volumes visit:			https://www.unilog.co.nz/technical	



This pole collection procedure is to ensure the safe and efficient collection of your pole orders from our TTT site. **Please ensure your drivers, sub-contracted drivers or customers collecting are familiar with this procedure.**

Order ready














TTT Despatch will let you know when your order is ready for collection

- All poles are bundled in maximum 2 Tonne bundles unless otherwise requested
- Please ring if you have any questions about your pole order: weight, volume, bundles and suitable truck type
- We do not load loose poles (poles are heavy and can roll easily) unless organised prior
- Know your Purchase Order Number before you arrive. Your Proof of Delivery will be emailed or handed to you
- If you have any pole returns, ring TTT Despatch first, do not just turn up with poles to return

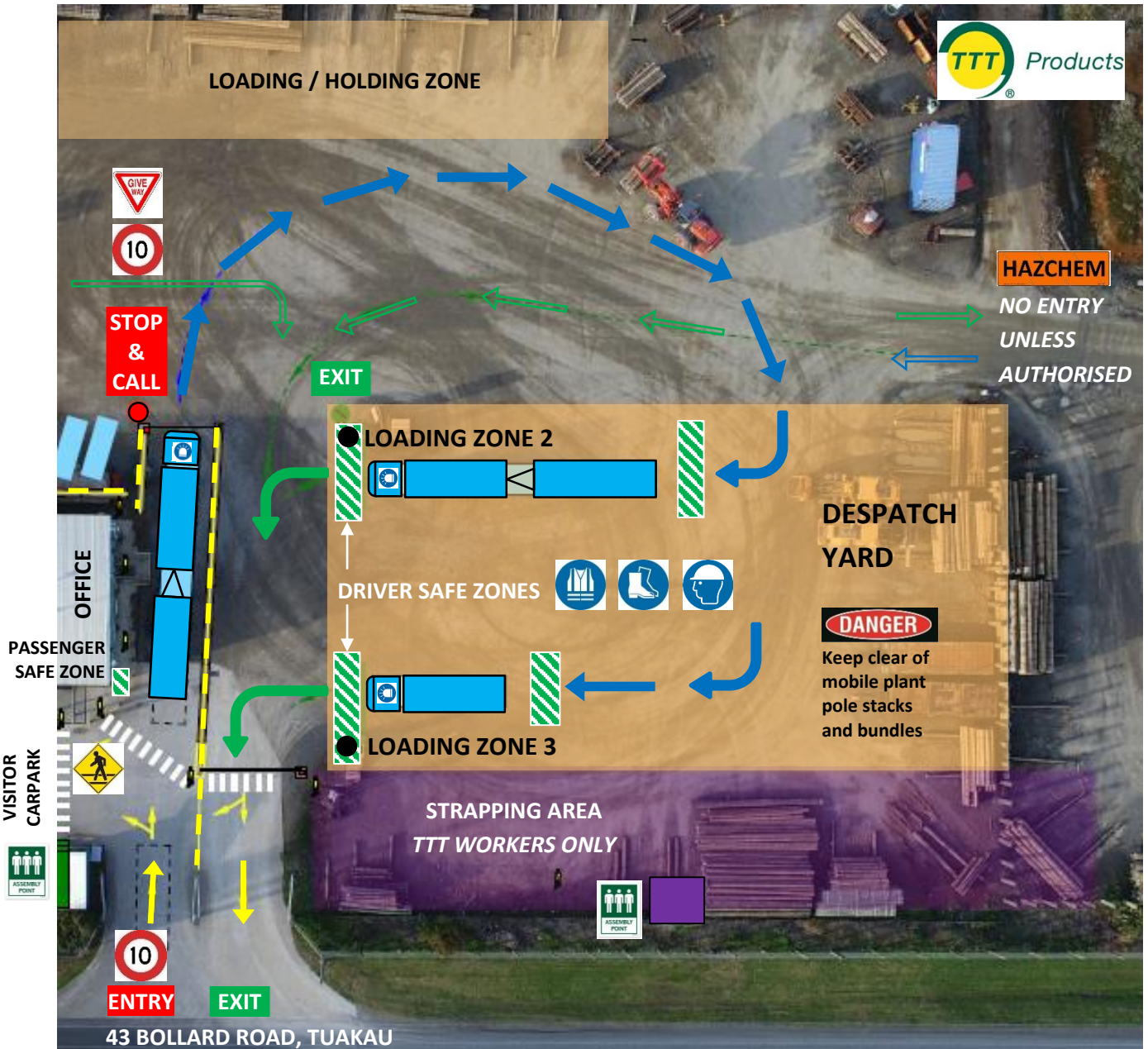
Safe entry

The TTT site at Bollard Road, Tuakau is a heavy industrial workplace with multiple hazards

- We require all visitors coming to site to adhere to the following rules.

<p>Stop your vehicle at the entry stop sign / barrier</p> <ul style="list-style-type: none"> • Call 0800 864 564 Despatch Ext. 2. Sign-in verbally. Follow instructions to your loading/unloading zone • No children on site. Advise if you have passengers. They must stand in the safe zone adjacent to office • Remain in your Driver Safe Zone throughout loading / unloading. Do not enter the Office building 							
<p>All mandatory PPE must be worn in the Despatch Yard and in any other loading/unloading zones</p> <ul style="list-style-type: none"> • You will not be loaded if all PPE is not worn • Hoodies, or any item that restricts your vision or hearing must not be worn 				 Hi Vis clothing	 Safety boots	 Safety helmet	 No hoodies
<p>Do not exceed 10kph. Beware of pedestrians and stationary vehicles</p>							
<p>Put your vehicle beacon or hazard lights on</p>							
<p>Give way to all TTT vehicles and mobile plant. Never drive or walk under a lifted load</p>							
<p>No smoking / vaping, drugs or alcohol allowed on site</p>							
<p>Report all incidents, accidents and near misses to TTT no matter how minor</p>							
<p>COVID-19 – Do not enter site if you are feeling unwell</p> <ul style="list-style-type: none"> • Use the NZ COVID-19 Tracer App. Please do not use TTT facilities. Public facilities in Tuakau 							

TTT Site Entry and Despatch Yard Traffic Management Plan and Site Evacuation



Site traffic flow

- You must follow site the traffic flow system and as directed by the Despatch Office personnel

Site evacuation

- In the event of a site evacuation, leave your vehicle and walk to the Visitor Carpark Assembly Point

Critical Hazards	Risk controls
<p>People, vehicles and mobile plant (wheel loaders with log grabs) sharing the same site</p>	<p>Adhere to speed limit. Observe all signage. Keep out of Loader and Truck Loading/Unloading Exclusion Zones. Stay in your Driver Safe Zone. Loaders are equipped with reversing audible alarms and cameras. Maintain eye contact and two-way positive communication with loader operator. Never approach a moving loader.</p>
<p>Poles are heavy and can roll, bundle straps can break while being loaded with poles rolling out or sharp broken strap ends springing back , bundles can fall unexpectedly while being loaded from loader grab or truck, dunnage can break causing bundles to fall.</p>	<p>Never climb, sit or lean on, stand in front of timber pole bundles or stacks. Stay in your Driver Safe Zone at all times during loading/unloading. Keep out of Loader and Truck Exclusion Zones during loading and unloading.</p>

Safe load

Make sure your vehicle is safe to carry the heavy pole load

- The pole load must be within your maximum legal weight and vehicle dimensions
- All load anchorage points to be certified and matched to load restraint strength. Only use certified headboard
- Use stanchions if you have them. **Flat decks without stanchions will be loaded in a stable, triangular formation**

WE WILL LOAD

- | | |
|-----------------------------------------------------------------------------------------|------------------------------------|
| • Flat deck trucks and trailers and those with log cradles and/or stanchions and hi-abs | • Logging trucks |
| • Low-sided trucks and trailers | • Curtain side trucks and trailers |
| • Light trailers | • Flat deck utes |

WE WILL NOT LOAD

- | | | |
|---------------------------------------------------------|--------------------------------|------------------------|
| • Horse or furniture floats | • Horse trucks | • Trailers with crates |
| • Box body, high sided or livestock trucks and trailers | • Well side utes, vans or cars | |

We will not load your poles if TTT deem your vehicle to be unsafe to load or inappropriate for the load you are uplifting. We will not continue to load your poles if we think the load is unstable or insecure.

Working together

Loader driver (has overall control of the loading/unloading process)

Truck driver (responsible for directing load placement and safe and secure load)

Positive two-way visual communication (hand signals/verbal) between the loader driver and truck driver will ensure the loading process is carried out safely and efficiently and the load that leaves is safe, secure and compliant.

Park your vehicle in your Loading/Unloading Zone and wait in your Driver Safe Zone

- Turn your engine off and apply hand brake. Exit your cab, prepare your truck for loading/unloading. **Wear all PPE**
- **Stand in your Driver Safe Zone while waiting and until all loading/unloading has been completed**
- **Do not enter Truck Loading/Unloading or Loader Exclusion Zones while your order is being loaded or unloaded**
- **Maintain eye contact with loader operator at all times. If we cannot see you we will not load**
- Do not lean/stand on your truck or trailer deck, stand between truck and trailer, or stand in the loading far side
- Maintain situational awareness. Do not use your mobile phone while loading/unloading is taking place
- To enter Loader Exclusion Zone (such as to apply web slings over bundles held in the log grab at ground level, or placing dunnage), make positive two-way visual communication with the loader operator, the loader must be completely stopped, grab lowered, handbrake applied, and operator indicates it is safe to approach
- Do not approach the moving wheel loader or stand near the wheel loader while it is loading. Keep 3.0m clear
- Never walk under a lifted load, under the log grab or stand in front of or behind a wheel loader in the blind spot
- Ensure dunnage is stable, on edge and/or falling back towards the truck centre, otherwise bundles could roll off

Driver Safe Zone

- The Driver Safe Zone is either the cab area to the front of the truck or 3.0m from the rear of the truck or trailer, standing on the side the loader driver is loading or unloading from and maintain visual contact
- You are the only person in your Driver Safe Zone. No persons in the truck cab when loading/unloading
- Do not walk between front and rear Driver Safe Zones while loading/unloading is taking place
- Do not walk to other Safe Driver Zones or to the Strapping Area. Do not come to the office

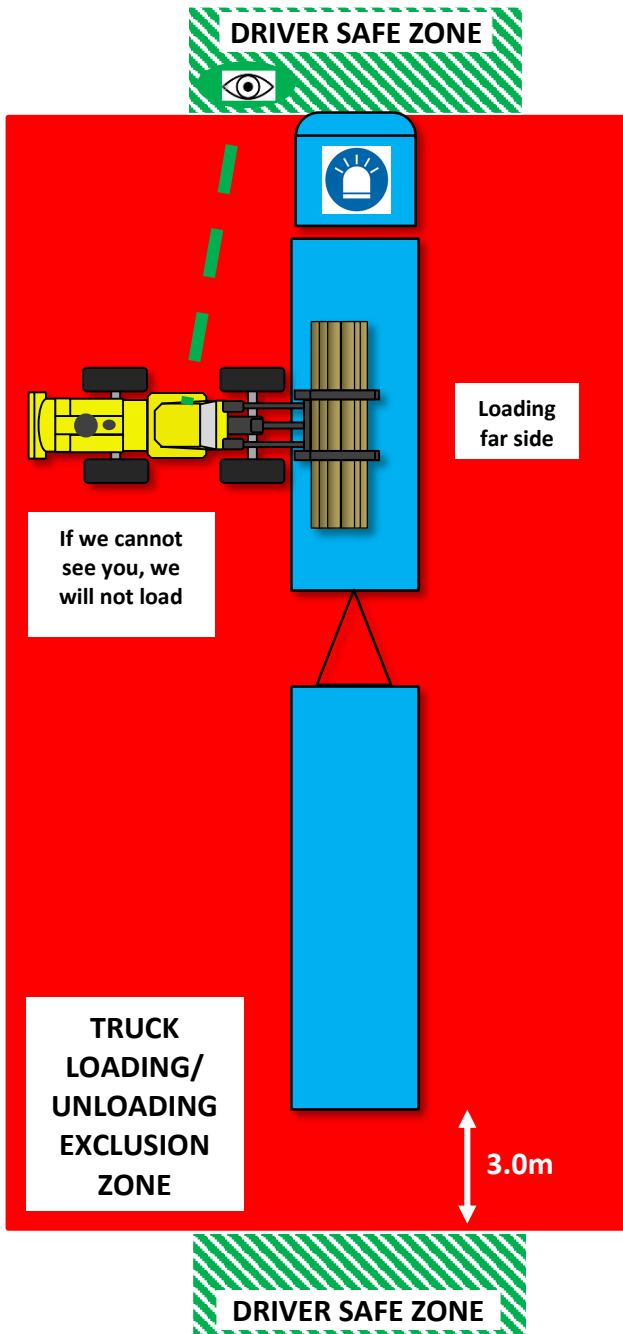
Safe exit

Check your load is safe and secure before you leave TTT site to prevent pole movement

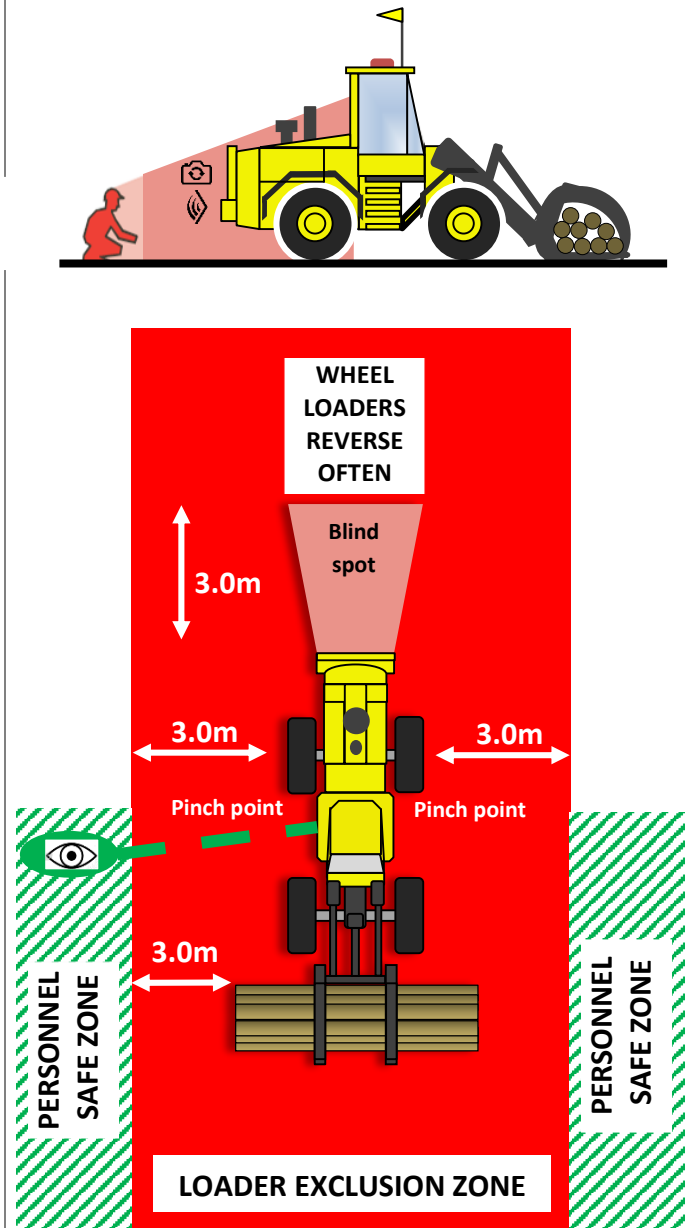
- Apply correct number of compliant load restraints for your load. Ensure far-side is clear when throwing chains
- **Do not secure load or store restraints while truck or trailer is being loaded or unloaded**
- Always consider how the load will be unloaded safely at its destination. Are additional restraints required?
- TTT will apply TTT banners when the load has been secured and will communicate this with truck driver
- Check your pole load again in Pokeno or after you have travelled 25km, and then regularly after that and every time you remove or add items to your load, or after emergency braking or an excessively sharp manoeuvre

Do You Know Your Safe Zones?

TRUCK LOADING/UNLOADING ZONES



ARTICULATED WHEEL LOADER ZONES



	<p>Driver Safe Zone (green hatch) Driver must remain in their Driver Safe Zone and maintain visual contact with the loader operator until all loading/unloading is completed.</p>		<p>Personnel Safe Zone (green hatch) Persons involved with plant operation must remain in the Personnel Safe Zone to maintain visual contact with the Loader Operator. Otherwise no persons in the loader work area.</p>
	<p>Truck Loading/Unloading Exclusion Zone (red) Do not enter Truck Loading/Unloading Exclusion Zone until positive two-way visual communication has been made with the loader operator, and the loader has completely stopped, grab lowered, handbrake applied, and operator indicates it is safe to approach from the Driver Safe Zone, or when loading/unloading has been completed. Other loaders Be aware of other loaders in the Despatch Yard.</p>		<p>Loader Exclusion Zone (red) Do not enter Loader Exclusion Zone until positive two-way visual communication has been made with the loader operator, and loader has completely stopped, grab lowered, handbrake applied, and operator indicates it is safe to approach from the Personnel Safe Zone. TTT workers on foot or in a vehicle Always RT Loader Operator before you need to enter their work area and wait for confirmation.</p>