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## **LOADING AND UNLOADING EXCLUSION ZONES POLICY**

Forrest Logistics recognises the company's responsibility to provide a safe working environment for its employees, contractors, customers and other persons affected by our operations.

It is the policy of Forrest Logistics to ensure the use of safe work practices during tasks involving the loading and unloading of goods, consistent with the company's duty of care under work health and safety legislation. To achieve this policy and separate drivers from potential hazards, loading and unloading exclusion zones will be based on the following principles:

- Forklifts or other equipment used during loading / unloading operations will be segregated from drivers and other pedestrians by physical or floating exclusion zones\*;
- Authority to access the area in which the loading / unloading activity is occurring shall reside with the forklift / materials handling operator;
- If the driver ceases to be in the direct line of sight of the operator at any stage during the loading / unloading activity, the loading / unloading activity is to immediately stop until the driver's location is visually confirmed.

This policy has been developed and as is to be implemented in accordance with Industry Guidelines – LUEZ (Loading, Unloading Exclusion Zones), Version 1.0 November 2010.

Where doubt exists regarding aspects of this policy, personnel should discuss the situation with their immediate Supervisor or transport co-ordinator.

This policy applies equally at customer sites as well as Forrest Logistics sites. However, Forrest Logistics employees and sub-contractors will observe and are expected to comply with other site safety rules, policy and procedures that maybe more stringent than this existing policy.

Failure to adhere to this policy may result in disciplinary action or termination of employment or contract.

\* *Examples of physical exclusion zones may include barricading, staying within the truck cabin or moving to a designated, line marked driver zone. Floating exclusion zones may be achieved by keeping a minimum distance away from load handling equipment at all times when it is in motion. The safe distance should be calculated with consideration to the length of forklift tynes, length of counterweight, and size of freight being handled.*

FORREST LOGISTICS		
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**Authorised by:**

Jason Clift – Director	Date

**Employee / Contractor Endorsement:**

I have read and understood the Forrest Logistics <b>Loading and Unloading Exclusion Zones Policy</b> , and commit to fulfilling all requirements applicable to me as a condition of my employment/contract.	
Employee Name:	
Contractor Company Name:	
Signature:	Date: