



Drivers Induction

SN.C09.W03 – Driver Induction – v03.00
Training Reference: A04
Published: 17 April 2023



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01. WELCOME TO NEWCOLD

Induction Overview

- This induction is designed to step you through your expectations while on a NewCold Site to ensure you, those you interact with, and the environment remain safe and protected. For further information on any of the following matters, please contact the NewCold Dispatch Office.
- The key considerations of this induction relate to Work Health & Safety, Chain of Responsibility, Environmental impacts, Food Safety, Quality and Human Resources.
- All drivers and passengers must be inducted. NewCold sites will keep record of driver inductions, and check for induction status upon each arrival. Inductions are valid for 12 months only. After the 12-month period, Drivers need to undergo the induction process again.
- If you experience issues with language, literacy or numeracy, or are impacted by a disability or injury which may impact your presence at NewCold, please notify the Dispatch Office upon your arrival.
- This Induction will be followed immediately by Questionnaire to ensure the information is adequately understood and retained.



**THIS INDUCTION APPLIES TO BOTH
NEWCOLD MELBOURNE 01 & NEWCOLD MELBOURNE 02**

01. WELCOME TO NEWCOLD

Conditions of Entry

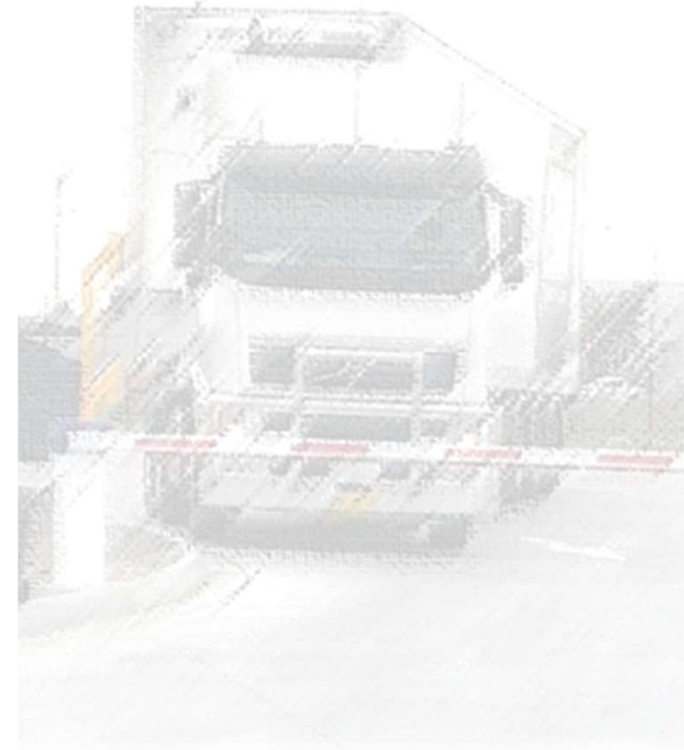
- Upon arrival at the site intercom drivers shall be directed to a specific area to park. Where time permits, Load Numbers (or similar reference numbers) may be requested to assist in the dock allocation process. Once safely parked (not docked) the driver must report to the Dispatch Office via the provided walkways.
- All Drivers have a responsibility to act and work in a safe manner and to follow all applicable instructions, policies and procedures while at a NewCold site.
- Any additional personnel travelling with you must be made known to the Dispatch Office.
- Children (under 18 years) and animals are not permitted on site, at any time.
- Upon entry to the premises your movements and actions may be recorded on 24hr CCTV, which management regularly review. Trailer security seals are not to be removed by drivers.
- It is a condition of entry to site that all vehicles, bags and private property used by, or in possession of any person on this site may be inspected or searched.
- At 'Melbourne 02', drivers are not permitted to remain in their truck cabins while being loaded or unloaded. Driver must remain either indoors, at their assigned dock to monitor un/loading, or within NewCold tearooms.



02. SAFE TRUCK PRACTICES

Truck Docking

- Drivers must always remain conscious of dock traffic light systems.
- Never reverse onto or pull off from a dock which has a red dock traffic light (full or flashing). Contact the Dispatch Office if the light is red.
- All doors must be opened prior to docking and only from within 10m of the dock (straight line) (only MB01 container doors are opening from inside).
- Doors must be secured to the trailer body once opened.
- To prevent unnecessary damage to the dock and dock equipment while reversing, drivers should ensure they are straight and perpendicular to the dock. Uneven approach can cause damage to docks and vehicles.
- Drivers are never to use docks structures to assist with retraction of trailers. This must be done with a clear distance from the dock structures. Any such identified activities may result in financial recovery from the associated person or organization.



02. SAFE TRUCK PRACTICES

Securing Trailers

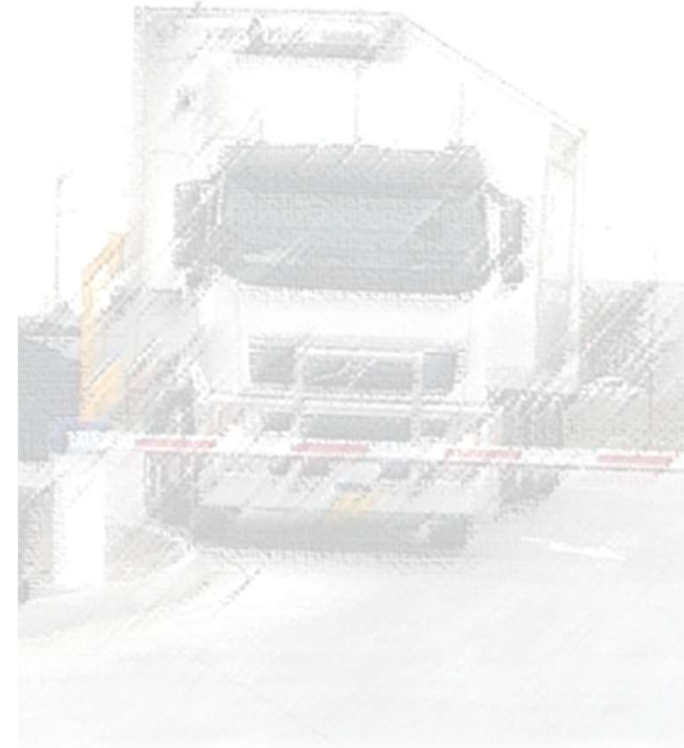
- Drivers of docked trailers must ensure their trailers are secured by a Smart Chock and airline lock.
- Cabin ignition keys must also be submitted prior to their transfer commencing.
- Detailed guidance on the use of Smart Chocks is available within NewCold's Dispatch Offices.
- Airline locks will be issued by the Site to the Driver, at the appropriate time.
- For B-Double loads, an airline lock is to be fitted to both trailers.
- Only Drivers are to fit and remove airline locks.
- Drivers must submit their truck keys once their vehicle is safely parked and restrained.
- If at any stage, a driver requires their cabin keys, they are to notify their assigned Loader. If this occurs, operations are to cease until keys have been returned.
- Any known use of spare ignition keys will be treated as a serious safety incident and will result in consequence management.



02. SAFE TRUCK PRACTICES

Safe Interactions for Side-Loaded Trailers

- All drivers of side-loaded trailers must:
 - ✓ Maintain effective communication with their assigned Loader.
 - ✓ Remain in the Safe Driver Zone for their vehicle when not actively interacting with their vehicle.
 - ✓ Make all efforts to limit their movements around their vehicle while handling trailer and load restraint equipment.
- Operators and Drivers are not permitted to interact with the same trailer at the same time.
- Drivers may interact with A Trailers if the Operator is interacting with the B Trailer (same applies for the reverse).
- Drivers are not permitted to work on the opposite side of the truck to where a forklift is operating.
- Operators are not permitted to load a vehicle while the Driver is on the trailer. Drivers must safely dismount before continuing. Never jump from a trailer's freight tray.



03. KEY RISKS

General Traffic Rules

- Speed limits must be adhered to, check the speed limit signs on entry into the site. Vehicle hazard lights must remain on while driving through the Yard.
- Pedestrians must keep movements to designated walkways where practicable.
- Pedestrians travelling along walkways must give way to forklifts.
- Always stop at each intersection and check for oncoming traffic before crossing.
- Designated pedestrian walkways and crossings have been line marked and are identified in yellow.
- Internal walkways across loading docks are a particularly busy area. Pedestrians need be aware of docks with open doors, stop and look left and right for forklifts before crossing.
- Always remain alert and travel with caution while on site. Never assume another person has seen you or has anticipated your movements. This applies to drivers, loaders and pedestrians.



03. KEY RISKS

General Traffic Rules

- A safe distance must be maintained between pedestrians, forklifts and vehicles.
- Right of way on site follows the following order
 1. Vehicles parking or docking have right of way.
 2. Operators loading or unloading vehicles have right of way, next.
 3. Then, all thoroughfare traffic has right of way.
 4. Pedestrians never have right of way on site. Do not assume you are safe simply because you are on a walkway.

**PERSONS ARE ENCOURAGED TO
ALWAYS TRAVEL WITH CAUTION**



03. KEY RISKS

MB02 Traffic

- NewCold MB02 is undergoing expansion and as such traffic conditions are changed from typical conditions.
- Drivers must adhere to all signage, line marking, stationed traffic light systems throughout the yard, as well as instruction and direction from traffic controllers which are strategically positioned throughout the site.
- All operational vehicles will enter and exit from the central gate entrance. Passage along the eastern roadway does not accommodate 2 vehicles. This is controlled by signage, traffic controllers and traffic light systems.
- The left vehicle entrance travelling around the southern side of the building is strictly for construction purposes only. Operational vehicles are not permitted to travel this path. This is clearly signposted.



03. KEY RISKS

MB02 Traffic

- Fenced off construction areas are not to be accessed by operational personnel without express permission from the NewCold Construction Project Manager.
- Trucks must reverse into docks / canopy space from the western direction.
- A-Double trucks will no longer be permitted entry to the container yard.
- Parking along the office walkway upon entry is strictly prohibited. Alternative parking is available along the northern fence line.
- The weighbridge is not available during the construction period. A public weighbridge is available at the BP Site, on Palmers Road Truganina.



03. KEY RISKS

Manual Handling

- Where possible, trolleys or other mechanical aids should be used where objects are too heavy, awkward or are being moved over long distances. Ask for help, if you have doubts about moving an object yourself.
- Follow these basic instructions when handling objects:
 - ✓ Ensure the route is free from trip/slip hazards and know where the object will be placed.
 - ✓ Assess the weight of the load prior to lifting (check the weights on labels or simply tilt the object)
 - ✓ Be sure you have a good grip of the item
 - ✓ Keep load close to your body
 - ✓ Brace your core and maintain the natural curvature of your spine
 - ✓ Bend at your knees and hips when picking low items and avoid stooping/bending forward
 - ✓ Lift with (push through) your legs; don't pull with your back.
 - ✓ Turn your feet to move; don't twist your spine



03. KEY RISKS

Lock Out Tag Out (LOTO)

- All machine guarding must be maintained in place whilst plant is operating. If removal of a guard is essential for the task being performed, then suitable temporary precautions must be taken. The guard must be replaced on completion of the task.
- Reporting of faulty equipment is compulsory and helps us maintain a safe workplace. 'Danger' and 'Out of Service' Tags are used to alert personnel that equipment is defective and not safe to use.
- If faulty, damaged or defective items are identified, safeguard the item and escalate the issue to a NewCold employee.
- Tags can only be removed by authorised personnel. While a Danger Tag is attached, only authorised persons (such as authorised repairing contractors, or similar) are permitted to interact with or operate the equipment.
- Failure to follow this procedure may result in disciplinary action.



03. KEY RISKS

Site Specific Hazards

SLIPS TRIPS & FALLS

- Always maintain 3 points of contact by hold the railing, while climbing or descending stairs. Never use stairs while distracted by phones, documents or similar items.
- Always use 3 points of contact when exiting and entering a cabin or climbing onto a trailer bed to prevent falls and injuries.
- Always remain vigilant of slippery floors within NewCold operational areas. NewCold continuously monitor this issue and have various preventative controls in place, however floors may at time be slippery. Avoid such areas where possible and where detected, escalate immediately to a Site Leader for actioning and further guidance.

03. KEY RISKS

Site Specific Hazards

HOT WATER TAPS

- Each kitchen on site has separate boiling water taps. These are in addition to normal taps and are not to be used for the general cleaning of crockery and/or utensils. All kitchens are equipped with dish washing soap and sponges to accommodate any cleaning needs.
- To activate the tap, push the small lever on the side of the tap. To change from Cold to Hot, press on the side of the lever (changing the light from cold [blue] to hot [red]; and vice-versa). For your reference, pushing the lever will allow the flow of water for as long as you press it; while pulling the tab will allow continuous flow of water. Please use these taps wisely and with caution to avoid burns.

03. KEY RISKS

Vehicle Maintenance & Repairs

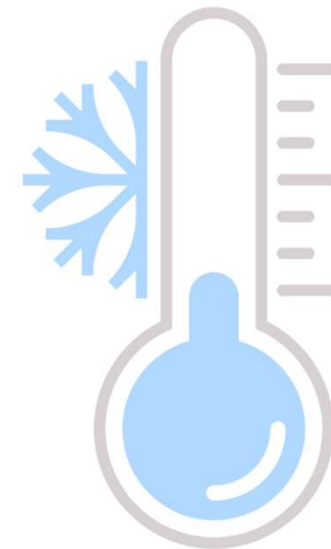
- Any alterations, repairs or maintenance activities required for any driver-related property or equipment (including vehicles) must be notified to a Dispatch Clerk, before the works commence. No persons are permitted to complete any works on site which has not been approved by site management.
- Under approved circumstances, maintenance persons will be required to submit various forms of documentation relevant to the work being conducted, including:
 - ✓ Insurance Details
 - ✓ Licenses
 - ✓ Safe Work Method Statements (SWMS)
 - ✓ Hot Works Permits (where applicable)
 - ✓ Site Contractors Induction
- Repairs will not be permitted until all relevant items have been obtained by the site. This also applies to owner drivers.



04. FIT FOR DUTIES

Cold Exposure

- NewCold are a cold storage specialist which operates temperature-controlled environments. Our sites range from ambient temperatures to -25°C , which presents a range of additional risks and hazards to occupants. These include slippery surfaces, excessive cold exposure, and potential exacerbation of existing medical conditions.
- The MB01 dock area is regulated at -23°C (frozen)
- The MB02 dock area is regulated at $+2^{\circ}\text{C}$ (chilled) and -23°C (frozen)
- To limit the risks associated with frozen environments, all persons must remove themselves from the operations areas for at least 10 minutes, following 1 hours of exposure to freezing temperatures (-20°C or below). For guidance on PPE, please refer to the PPE section of this induction.
- If you suspect you may be prone to medical complications due to exposure to extreme temperatures, please notify the Dispatch Clerk prior or your assigned Loader prior to entering cold areas. Similarly, if you feel excessively affected by the cold after entering the operational areas, please escalate the matter to the Dispatch Clerk or your assigned Loader, immediately.



04. FIT FOR DUTIES

Drugs & Alcohol

- The NewCold Drug & Alcohol Program targets alcohol, prescription medication and illegal drugs and their associated paraphernalia. The program applies to any person present on a NewCold controlled site; or anyone conducting work for NewCold.
- The established limit for drugs is 0mg/l. The established limit for alcohol is 0.000BAC.
- 5 testing instances support the program
 - Pre-employment testing – urine test for drugs & breath for alcohol
 - Causal (following an incident or event) – saliva test for drugs & breath for alcohol
 - Referral (following suspicion or reported activity) – saliva test for drugs & breath for alcohol
 - Random (random selection at a random time) – saliva test for drugs & breath for alcohol
 - Third party testing – recognition and support of D&A programs which occur at customer sites
- Prescribed medication must be taken in accordance with prescription. Gifts of alcohol are accepted under certain provisions. All testing is conducted by a trained professional and non-negative drug tests are further examined in third party laboratories.



04. FIT FOR DUTIES

Drugs & Alcohol

- Refusing a test is considered a breach.
- All persons are responsible for ensuring that they personally comply with the standards established by the NewCold Drug & Alcohol Procedure.
- In order to promote safety, health and wellbeing, the Procedure prohibits the following:
 - The possession, solicitation, sale, use or consumption of any alcohol, illegal drugs or drug paraphernalia
 - The unlawful intake or distribution of prescription medication
 - The presence of persons affected by illegal drugs
 - The presence of persons affected by alcohol; without express NewCold permission.
- All persons should cooperate with NewCold to prevent incidents which may be due to misuse of drug, alcohol or prescription medication. NewCold encourage the communication of management and workplace conditions which may encourage, incite, or lead to alcohol and drug related problems.
- For further information on the Drug & Alcohol Program, please contact your reporting Manager.



04. FIT FOR DUTIES

General Considerations

GENERAL HEALTH

- The Victorian Food Act requires that individuals suffering from a communicable illness such as diarrhea, vomiting or sickness or a serious cold/flu, not enter a Food Handling or Storage facility.
- If you know or suspect you could be suffering from such an illness, you shall not enter a NewCold site or storage area or come into direct contact with any NewCold staff member.
- Furthermore, if you are not feeling well while you are waiting onsite you must immediately advise a NewCold staff member.

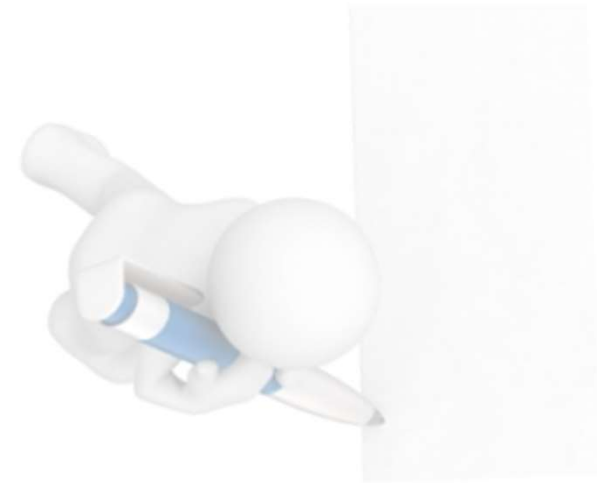
FATIGUE

- Persons affected by excessive fatigue will not be permitted onto the site. The site makes all efforts to ensure you shipments are handled on time, however at times, time slots can be pushed out. If this is to occur, we will communicate to you an anticipated time for readiness.
- We encourage you to pay close attention to your legislated and organizational fatigue requirements and take the necessary precautions to ensure you will have enough time to complete the following leg of your journey.
- If you suspect you will not have enough time, please notify the NewCold Dispatch Clerk, and your employer immediately so that alternate arrangements can be made.

05. REPORTING

General Requirements

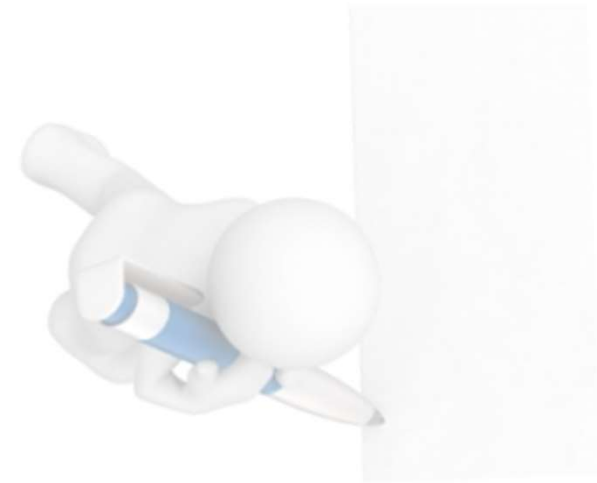
- All personnel (including drivers and visitors) are responsible for the reporting of incidents, near misses and inadequately controlled hazards. Hazards, near misses and incidents must be reported immediately.
- This includes:
 - ✓ Injuries (no matter how minor)
 - ✓ Product/Property/Vehicle damage
 - ✓ Negative environmental impacts
 - ✓ Near misses
- Upon becoming aware of a hazard or incident, NewCold request that you;
 - ✓ Attempt to warn others, to make the area safe
 - ✓ Provide/assist with accurate information for NewCold reporting and investigation purposes



05. REPORTING

General Requirements

- If you or someone else has been injured, seek assistance from a First Aider immediately.
- The site employs multiple First Aiders, who can provide treatment if required.
- First Aider details are displayed on the safety noticeboards. If the injury requires further treatment, arrangements can be made to get you to a medical provider to administer the required treatment.
- Drivers and visitors are not permitted to enter a First Aid Room without a site First Aider.
- NewCold has a responsibility to provide appropriate rehabilitation support for work related injuries or illnesses.
- Where suitable, a Return-to-Work program, including the provision of suitable duties, will be made available to injured employees. This will be done under consultation with the treating doctor and in line with NewCold policies.
- For more information, please contact the site Return to Work Coordinator.



06. KEY REQUIREMENTS

Vehicle & Seal Security

Contracted carriers are responsible for ensuring goods leaving either the manufacturing premises or third-party warehouse be transported in a secure manner.

This includes ensuring product is held under secure conditions during loading, transportation and unloading to prevent theft or malicious contamination.



REQUIREMENTS

- Access to vehicles must be restricted to unauthorised personnel.
- Vehicle security is to be maintained by:
 - ✓ Where loading or unloading areas are fully enclosed, the access must be locked when not loading or unloading.
 - ✓ All drivers must lock their vehicle when they leave it unattended.
 - ✓ Outbound vehicles are sealed if requested by the customer.
 - ✓ Where inbound vehicles have seals, the identification code is checked against the delivery note for integrity.

06. KEY REQUIREMENTS

Vehicle & Seal Security



FOR NON-SEALED LOADS

(if the driver can view at dock)

- Check trailer for potential contamination
- Trailer is clean, in good condition, no offensive odour detected and free from pest activity
- Bulkheads, door seals and curtains are in good condition (where appropriate)
- Items loaded correctly in appropriate compartment

The seal on any load should not be broken of any reason. If the seal is broken, driver must follow the following requirements:

- Driver must contact NewCold to await further instructions.
- Load should not be delivered until instructions have been received
- Multiple stop deliveries require the seal only on the first delivery. Thereafter, the carrier is only required to have the trailer padlocked.

06. KEY REQUIREMENTS

Temperature Requirements - Outbound

Carrier Temperature Requirements

The contracted carrier shall operate under conditions capable of maintaining frozen/chilled product temperature requirements at maximum and minimum loads

Carriers need to comply with NewCold quality expectations and keep the temperature inside the trailer within the required temperature range

Carrier Pre-Cool Temperature Requirements

Pre-cooling trailers prior to loading is a crucial part of the frozen/chilled distribution process and represents an industry Best Practice for carriers. It is imperative that every trailer is pre-cooled before the loading process begins to remove residual heat. Loading a warm trailer with frozen/chilled product will result in a transfer of thermal energy from the product to the trailer. The warmth of the trailer will draw the cold energy out of the product starting the process of thermal inertia and putting product quality at risk.

Carrier temperature requirements are as follows:

Customer	Ideal Temperature	Out of Specification
Peters Ice Cream	- 20°C to -25°C	> - 18°C
Unilever	- 20°C to -2°C	> - 18°C
McCain Foods Pty Ltd including McDonald's, YUM!, QSRH, Hungry Jacks, Sara Lee	-18°C	> - 18°C
Fonterra (Cheese & Butter)	2°C to 5°C	>5°C
Lactalis	2°C to 5°C	>5°C

Trailers must be pre-cooled prior to loading

Frozen: -12°C

Chilled: ≤ 4°C

Product will not be loaded if the pre-cooling temperature is warmer the specified temperature

06. KEY REQUIREMENTS

Temperature Requirements - MB01 - Inbound

Receiving Product Temperatures

NewCold receiving staff shall verify that inbound product is received at the following temperatures:

Customer	Product Type	Ideal Temperature	Out of Specification
Peters Ice Cream	All Products	- 18°C to -25°C	> - 18°C
Unilever	All Products	- 18°C to -23°C	> - 18°C
McCain Foods Pty Ltd	McDonald's Products	-18°C	> - 12°C
McCain Foods Pty Ltd	YUM KFC	-18°C	> - 12°C
McCain Foods Pty Ltd	QSRH	-18°C	> - 12°C
McCain Foods Pty Ltd	Hungry Jacks	-18°C	> - 12°C
McCain Foods Pty Ltd	McCain Products	-18°C	> - 12°C
McCain Foods Pty Ltd	Sara Lee Products	-18°C	> - 12°C
McCain Foods Pty Ltd	Raw Materials	-18°C	> - 12°C
McCain Foods Pty Ltd	Co-Pack Products	-18°C	> - 12°C

06. KEY REQUIREMENTS

Temperature Requirements - MB02 - Inbound

Receiving Product Temperatures

NewCold receiving staff shall verify that inbound product is received at the following temperatures:

Customer	Ideal Temperature	Out of Specification
Fonterra Butter - Chilled	2°C to 14°C	>15°C
Fonterra Cheese - Chilled	3°C to 10°C	>12°C
Fonterra Ricotta Cheese - Chilled	3°C to 4°C	>5°C
Fonterra Frozen Goods	-12°C to -6°C	>-6°C
Lactalis	2°C to 5°C	>5 °C

06. KEY REQUIREMENTS

Code of Conduct

- NewCold have established a Code of Conduct which outlines key values and behaviors which are expected of all persons while on NewCold sites. There are represented by the following 9 core Values:
 1. We act in the company's best interest at all times and keep our reputation in high regard
 2. We perform the best we can and support others in doing so creating a culture of success
 3. We act with honesty and integrity in everything we do
 4. We value every voice, respect differences and maintain a safe and healthy working environment
 5. We identify conflicts of interest and manage them responsibly
 6. We respect and maintain confidentiality and privacy
 7. We do not make or receive inappropriate payments, benefits or gains
 8. We comply with this code, the law and all company policies and procedures
 9. We report any breaches immediately
- NewCold has a responsibility to maintain a working environment which encourages outstanding performance, co-operation and equality. People must not be bullied, discriminated against or harassed.
- Willful misconduct of any kind is not tolerated on this site. Offensive, intimidating, racial or disorderly behaviour may result in your removal and banning from this site. If you feel you have been victimized or witnessed any of the above behaviors, we encourage you to report the matter to NewCold at the earliest opportunity.

06. KEY REQUIREMENTS

Environment Policy

NewCold's Environmental Policy describes our intensions and guidelines in the area of environmental performance, which are formally made known to all key stakeholders.



1 OBJECTIVE

This Policy is designed to outline the key aspects and activities which are detailed within the Environmental Management System and is a representation of NewCold's commitment to ensuring minimal impact on our environment while striving to become a positive influence on our community.

2 SCOPE

This Policy applies to all NEWCOLD employees, based at Australian Sites.

3 POLICY STATEMENT

NEWCOLD is committed to continually improving its environmental management system and to comply with all relevant national and local environmental laws and regulations and internal requirements.

NEWCOLD is committed to the protection of the environment and prevention of pollution. In order to fulfil this commitment, the requirements of the environmental management system are applied to all activities within the scope of the environmental management system and by all employees and individuals who work on behalf of our company.

NEWCOLD will set objectives designed to continually improve our environmental performance in support of long-term sustainability.

To achieve these objectives NEWCOLD will:

- Implement and sustain an Environmental Management System to identify and manage environmental risks, obligations and opportunities in our operations
- Ensure that the Environmental Management System requirements are integrated into our business process.
- Set targets for performance improvement and monitor our progress against those targets
- Reduce the amount of waste generated to the extent practicable; reuse and recycle materials where feasible and dispose of waste using safe and responsible methods
- Raise awareness of our environmental challenges and commitments with our employees, contractors and suppliers, ensure they are aware of their environmental responsibilities
- Conduct regular audits of our operations to verify compliance
- Annually review our Environmental Management System and our progress towards establishing targets.

For further information regarding definitions, roles, responsibilities and processes which support this Policy, please contact the NEWCOLD Environmental Lead; or refer to the Environmental System Manual.

06. KEY REQUIREMENTS

Environmental Considerations

- The environmental Management System (EMS) of our company has been set up in order to meet the requirements of the ISO 14001 standard. The main elements of the EMS and the environmental policy are:
 - The establishment and implementation of effective procedures with the intention of monitoring the environmental performance and meeting the relevant environmental compliance obligations
 - Drawing up objectives and targets in order to achieve continual improvement in our environmental performance; and
 - Making improvements which contribute to the prevention of pollution wherever possible.

- **Your key environmental requirements are:**
 - ✓ Keep the site clean and tidy by placing litter into the provided bins and adhering to good housekeeping practices
 - ✓ Place cigarette butts in the bin, don't drop them on the premise's grounds. Butts dropped in our site get washed into storm water drains and end up in our creeks.
 - ✓ If a spill occurs involving a chemical, fuel, oil or any liquid (other than uncontaminated water) you must immediately notify the personnel in the truck drivers office.



06. KEY REQUIREMENTS

Chain of Responsibility

- NewCold recognizes the need for safe and efficient transport and is committed to complying with the Chain of Responsibility.
- Chain of Responsibility is a regulation based on the concept that everyone (not just the driver of a Heavy Vehicle) can be held responsible for regulatory breaches and non-compliance.
- COR covers mass, dimension, load restraint, speeding, fit for duties (including fatigue) and vehicle maintenance.
- Heavy Vehicle National Law (HVNL) specifically covers all vehicles greater than 4.5 tonne and NewCold require all relevant truck drivers to comply accordingly.
- When entering a NewCold site, you are required to be fit to drive/work and your vehicle will be expected to comply with all relevant state/federal legislative requirements.



06. KEY REQUIREMENTS

Chain of Responsibility

- Remember, as a driver, it is up to you to ensure the following;
 - ✓ You complete the relevant sections of the NewCold COR Declaration Form
 - ✓ Your vehicle does not exceed mass and dimensions limits
 - ✓ Your load is appropriately restrained
 - ✓ Your driving hours are adhered to and diligently recorded
 - ✓ Rest breaks are taken at suitable intervals
 - ✓ You stay within allocated speed limits
- If you have concerns about the mass of your vehicle (overall, or in relation to individual axels), please notify the Dispatch Clerk, or your assigned Loader.
- NewCold are equipped with a Weighbridge, and can accommodate compliance checks, as appropriate.
- Where NewCold are concerned about mass limits, drivers are expected to comply with requests to utilize the NewCold weighbridge.



07. EMERGENCIES

Alarms

- If you identify any emergency situations or if someone has been hurt, remember to stay calm and notify a NewCold employee immediately. If you activate the alarm or call emergency services, you must meet with a NewCold Warden or Site Manager and provide adequate information on the event.
- There are 2 standard responses to Emergencies at NewCold sites:
 1. **Standby (Beep, Beep Siren)** – Cease work immediately; await further instruction from your Area Warden.
 2. **Evacuate (Whoop, Whoop Siren)** – Cease work immediately; safely proceed to an external Assembly Area.
- In case of an emergency, you are required to follow all instructions given by Wardens. Wardens are identified by the colored baseball caps and vests which state their role.
- All personnel must remain at Assembly Areas until the Chief Warden has authorized that it is safe to leave. Never park your truck/trailer in front of the sign-posted Emergency Assembly Point.



07. EMERGENCIES

If you happen to be driving ...

- If you are driving on site while either emergency siren alerts:
 - ✓ Check for, and keep clear of emergency hazards
 - ✓ Stop your vehicle and park in safe parking location, ensuring you are not obstructing entry/exit points or assembly areas.
 - ✓ Then;
 - On **Standby (Beep-Beep)** – Stay in the vehicle, engage your hazard lights and wait for further instructions; or for the alarm to stop sounding.
 - On **Evacuate (Whoop-Whoop)** – Follow the evacuation route and proceed in an orderly manner to a safe assembly point. Remain at the assembly point until all-clear is given by the Chief Warden



08. GENERAL REQUIREMENTS

Biosecurity Requirements

- NewCold Melbourne No. 2 Pty Ltd has entered an arrangement with the Australian Department to supply Biosecurity Services for Temperature Controlled Storage for the receipt, storage and inspection of raw and cooked prawns. Prawns have been identified to have the potential to carry diseases of biosecurity concern into Australia. 100% of prawn consignments will be subjected to inspection.
- It is essential that items subject to biosecurity control are adequately isolated from the Australian environment by the physical structure within the NewCold warehouse. This ensures that there is reduced potential for exotic diseases to move to items that are not subject to biosecurity control, and which are usually free to move outside the NewCold facility taking the exotic pests or diseases with them.
- Prawns subject to biosecurity control will be held and inspected in designated biosecurity areas. A biosecurity sign will be clearly visible in the biosecurity areas.
- Physical access to prawns subject to biosecurity control must only be handled by an accredited person or under the direct supervision of an accredited person.
- No activities / work shall be performed without authorization / supervision in or proximity to biosecurity areas.



08. GENERAL REQUIREMENTS

Biosecurity Requirements

- Under no circumstance is equipment, material or waste to be removed from the biosecurity area or NewCold facility.
- You must follow all reasonable directions from the NewCold representative and not to perform works without authorization.



08. GENERAL REQUIREMENTS

Good Transportation Practices

- All items shall be stored to avoid direct contact with the floor
- Sitting or standing on product shipping cases is not acceptable
- Over stacking of product must be avoided
- Transportation must be able to maintain frozen/chilled product temperature requirements. Trailer temperatures shall be confirmed by the driver prior to departure
- Products shall not be stored with non – food items
- Broken or spilled product shall be cleaned up in a timely manner
- Fragile products shall be handled with care
- Products shall be effectively protected during delivery in case of rain
- Cases must not touch the outside ground during delivery process.
- No frozen/chilled product shall be left outside of the freezer unless personnel are present to take immediate possession of product



08. GENERAL REQUIREMENTS

Vehicle Breakdown Procedure

- Contracted carriers must have in place procedures in the event of vehicle breakdown, accident or incident.
- The procedures shall ensure that product quality, safety and legality are maintained.
- In the event of a vehicle breakdown, accident or incident, the following shall be in place:
 - ✓ Clear instructions and emergency contact numbers for the drivers
 - ✓ Instructions on how to preserve any specific temperatures or other environmental controls appropriate to the load
 - ✓ Checks required to be made on the load before continuing the journey



08. GENERAL REQUIREMENTS

Personal Protective Equipment (PPE)

- The following Personal Protective Equipment (PPE) must be worn while in NewCold operational areas.
 - ✓ High visibility clothing (must always be done up)
 - ✓ Safety-caped, non-slip footwear.
 - ✓ Melbourne 01 – Insulated cold temperature jackets, long pants and insulated hand gloves are required to be worn when working in frozen environments. Insulated pants and beanies (or balaclavas) are strongly recommended.
 - ✓ Melbourne 02 – Suitable cold wear, including pants, jackets and gloves are strongly recommended.
 - ✓ PPE is not required in the office building or visitor’s carpark.



08. GENERAL REQUIREMENTS

Other Site Policies

- Drivers are never permitted to use NewCold powered mobile equipment, including (but not limited to) forklifts.
- Mobile phones and audio devices (such as mp3 players, iPods etc.) are not permitted to be used in operational areas. These can only be used in truck cabins, while engine and ignition are turned off, or in offices and tea rooms. This includes hands-free devices and headphones.
- Smoking is only permitted at designated signed areas – inquire within Dispatch Office for their locations. Smoking is not permitted in the car park or truck yard.
- Food and drinks other than water are not permitted within any operational areas. Any drink containers must have a secured lid.
- You must always wash your hands with the soap and water provided before entering the storage area, immediately after using the toilet, eating or smoking.



08. GENERAL REQUIREMENTS

Compliance to Rules

- By completing the Drivers Induction Questionnaire and signing the acknowledgement section, the driver indicates that they understand their requirements in relation to NewCold policies and procedures and agrees to abide by them.
- Failure to follow site rules may result in;
 - In the case of NewCold employees – disciplinary action up to and including termination of employment.
 - In the case of sub-contractors and visitors – removal from the site, temporary or permanent exclusion from attending the site, as well as mandatory reporting of the incident back to their management.
- Loaders have been instructed to cease operations and report to Management when drivers do not abide by policies.

DOCUMENT ID	SN.C09.A02	VERSION NUMBER	03.00	STATUS	EFFECTIVE
PUBLISHED DATE	17 APR 23	EFFECTIVE DATE	17 APR 23	REVIEW DATE	16 APR 25

INSTRUCTIONS: Based on the Drivers Induction (v03.00) for NewCold Australia; carefully read the statements below and circle the correct answer.

**80%
Pass Required**

Q1	Where can additional information relevant to the induction be located?	<ul style="list-style-type: none"> a. Your employer b. The Customer c. NewCold Despatch Clerk d. Additional information is not available to drivers
Q2	Do additional persons travelling with the load need to be inducted?	<ul style="list-style-type: none"> a. No, only the main driver needs to be inducted b. Only those who will be getting out of the cabin c. Everyone travelling with the load needs to be inducted
Q3	What does the red dock traffic light indicate?	<ul style="list-style-type: none"> a. It is safe to dock, and depart a dock b. It is safe to approach a dock, but not depart a dock c. It is safe to depart a dock, but not approach a dock d. It is neither safe to approach or depart a dock
Q4	When do Trailer Stands need to be used?	<ul style="list-style-type: none"> a. On all inbound loads b. On all outbound loads c. On all unhitched trailers d. On all unhitched trailers (excluding 20ft containers on 40ft trailers)
Q5	What are the key methods of securing trailers?	<ul style="list-style-type: none"> a. Placing Smart Chocks b. Implementing Airline Locks c. Submitting cabin ignition keys d. All of the above
Q6	Who has right of way at NewCold Sites?	<ul style="list-style-type: none"> a. Pedestrians, then forklifts, then vehicles b. Forklifts, then vehicles, then pedestrians c. Vehicles, then loaders, then thoroughfare traffic, and lastly pedestrians d. No one has right of way over anyone
Q7	What should you do if you identify faulty, damaged or defective equipment?	<ul style="list-style-type: none"> a. Leave it alone and hope no one gets hurt b. Call your employer and report it to them c. Safeguard the item and escalate it to a NewCold employee d. Attempt to correct or repair the item
Q8	Are drivers permitted to arrange and/or conduct vehicle maintenance on NewCold Sites?	<ul style="list-style-type: none"> a. No. No vehicles are to be repaired or maintained while on site. b. Yes, so long as certain criteria are met, and the activity is authorised by NewCold c. Yes. It's your vehicle, and you have a right to have it repaired wherever you like.
Q9	How often are warm up breaks required at frozen sites?	<ul style="list-style-type: none"> a. Warm up breaks are not required b. 5 minutes every hour c. 10 minutes every hour d. 15 minutes every 2 hours
Q10	What is the established limit for drugs and alcohol at NewCold Sites?	<ul style="list-style-type: none"> a. 0mg/l for drugs and 0.000BAC for alcohol b. 5mg/l for drugs and 0.020BAC for alcohol c. 10mg/l for drugs and 0.050BAC for alcohol d. There are no established limits

Q11	What should you do if you suspect you will not have adequate time to complete your work or next journey?	<ul style="list-style-type: none"> a. Continue with your duties as best as you can b. Write it on the COR Form and continue with your duties c. Notify your employer immediately d. Notify your employer and the NewCold Despatch Clerk immediately
Q12	When do incidents, injuries, near misses and hazards need to be reported?	<ul style="list-style-type: none"> a. Within 24 hours b. By the end of your time on site c. Immediately (as soon as safe to do so)
Q13	When does a COR Declaration need to be completed?	<ul style="list-style-type: none"> a. Only when specifically requested b. Upon arrival at a NewCold Site c. Upon departing a NewCold Site d. Upon arrival and departure of a NewCold Site
Q14	What does the 'Whoop-whoop' siren indicate?	<ul style="list-style-type: none"> a. There is a party occurring in the Despatch Office b. There is an emergency which requires evacuation c. There is an emergency which does not require evacuation
Q15	What Personal Protective Clothing (PPE) must be worn in all NewCold operational areas?	<ul style="list-style-type: none"> a. Hi-Vis clothing b. Safety footwear c. Suitable cold wear d. All of the above
Q16	Why is vehicle security important?	<ul style="list-style-type: none"> a. To stop theft b. To stop unauthorised access to the vehicle c. To prevent malicious contamination d. All the above
Q17	In the event of a vehicle breakdown the driver needs to know which of the following?	<ul style="list-style-type: none"> a. Emergency contact numbers b. Instructions of how to preserve the load temperature c. Checks to be made to the load before continuing the journey d. All the above
Q18	Carriers need to be pre-cooled to what temperature prior to loading?	<ul style="list-style-type: none"> a. -8°C for chilled / -24°C for frozen b. 4°C for chilled / -12°C for frozen c. Warmer than -2°C for both sites d. None of the above

DRIVER TO COMPLETE	
NAME _____	COMPANY _____
PHONE _____	SITE SERVICING _____
DATE _____	SIGNATURE _____

ASSESSOR TO COMPLETE	
NAME _____ SIGN _____ DATE _____	I have personally assessed the knowledge against the above criteria without bias, and state that my recordings are a true reflection of the trainee's current competency. <p style="text-align: center;">Competent / Not Yet Competent (Circle one only)</p>

TRAINING REFERENCE: A04

– END OF DOCUMENT –