Melbourne South RDC Driver Site Induction

Instructions -
Drivers are required to:

- View the MSRDC Driver Induction Video
- Review the MSRDC Driver Site Information sheet - below
- Complete the MSRDC Driver Site Induction Questionnaire
- Sign off Driver Induction Declaration

Induction Issuing Officer the induction is required to:

If completed onsite:

- Check the MSRDC Driver Site Induction Questionnaire has been completed, the answers are correct and you have signed this off.
- Add drivers induction information into the National Driver Induction Database

If completed offsite:

- Issue the driver with a receipt that they have completed the Induction for MSRDC
- Add driver details to your copy of the MSRDC Driver Induction Training Record
- Forward your copy of the MSRDC Driver Induction Training Record, with scanned copies of the completed driver signed questionnaire and declarations, to transportsafety@woolworths.com.au prior to your drivers coming onsite.
MSRDC Driver Site Information Sheet

- Children under 15 or 18 for liquor sites are not allowed on site unless authorised by management.
- No pets are allowed on site.
- All heavy vehicles must be fitted with a Park Brake Alarm or Automatic Braking System.
- All reasonable directions from management and security personnel must be followed.
- Abusive or aggressive behaviour or foul language will not be tolerated.
- All bags, vehicles and property are subject to inspection upon leaving the site.
- Documentation covering any remaining load must be produced on demand.
- It is the policy of this company to investigate all matters involving dishonesty.
- Use of personal electronic devices only where authorised and never while walking or driving (e.g. mobile phones).
- Smoking, including e-cigarettes, is NOT permitted unless in the designated smoking area.
- Safety footwear and hi-visibility clothing to Australian Standards are to be worn eg shirt or vest that is retroreflective & fastened at all times.
- No unauthorised entry to any building is permitted.
- All incidents & accidents on site must be reported to a Woolworths Employee immediately.
- In the event of an emergency DO NOT move your vehicles unless instructed.
- CCTV operates 24/7 and may be monitored.
- Alcohol & Drug testing conducted.
- DRIVER’s must:
  - SHOW their driver’s licence to identify themselves when entering our sites.
  - Have a current Woolworths Driver/Site Induction.
  - OBSERVE all traffic signs including pedestrian crossings, directions and site speed limits. Be aware Forklifts operate on this site.
  - ONLY enter or exit a dock on a Green Light. Never depart on a Red Light.
  - HAND IN any truck’s ignition keys along with paperwork to the Receiving Team.
  - REMAIN in the Driver Safe Zones outside of their trucks when loading or unloading and only leave when authorised by Loading Zone Owner.
  - NOT operate Woolworths’ equipment unless trained & authorised, by Woolworths, to do so.

NOTE: Reminder to all Inbound Freight Drivers - Woolworths considers moving your vehicle onsite, line queuing and the time spent in the Driver Safe Zones as work time. Not rest time. Please ensure your work diary or runsheet correctly reflects your work and rest times when on our sites.
**Privacy Policy:** Driver's licence information is captured for the purpose of validating who is on our sites at any given time for emergency and security purposes. They are also used to ensure inductions are current so that drivers are aware of the hazards and processes they must follow on site. Only authorised staff will have access to the systems and reports that will contain the driver's licence information. For further information, go to [https://www.woolworths.com.au/Shop/Discover/about-us/privacy-policy](https://www.woolworths.com.au/Shop/Discover/about-us/privacy-policy)

**Site Map - Site Speed Limit is 20km/h.**

**Emergency Assembly Points**
MSRDC Driver Site Induction Questionnaire

Driver’s Name:

Q1. **What PPE do I need @ MSRDC?**
   - A. Safety Boots to Australian Standards
   - B. Zipped up High Visibility reflective safety Vest/clothing
   - C. Leather gloves to pull back curtains and gates
   - D. Truckie singlet
   - E. A, B and C

Q2. **Am I permitted to unload/load my vehicle?**
   - A. Yes
   - B. No

Q3. **Where should I wait when being loaded or unloaded?**
   - A. Driver Safety Zone or Driver Amenities area
   - B. In the cabin of my truck
   - C. Near the forklift
   - D. I should help in the unloading process

Q4. **What is the site speed limit?**
   - A. 50km/h
   - B. 20km/h

Q5. **Upon arrival at the gatehouse, what do I need to have/supply to gain access to the site?**
   - A. All PPE ready for use
   - B. Drivers Licence number
   - C. Mobile number
   - D. Purchase orders for the load
   - E. Invoice
   - F. Pallet transfer form
   - G. Driver declaration form
   - H. All of the above

Q6. **Do I need to declare my fitness for duty?**
   - A. Yes
   - B. No
Q7. Can I deliver/exit to site without completing a site driver induction?
   A. Yes
   B. No

Q8. Do I need to advise the gatehouse team that:
   1. My load is suitably restrained
   2. My vehicle is not overloaded
   3. I have observed the speed limit
   4. I have taken my required driving breaks
   5. I have enough driving hours left to deliver and return safely
   6. I am fit for duty?
      A. Yes   B. No

Q9. Before my truck will be unloaded/loaded, what must I do?
   A. Ensure that I apply my park brake in the dock
   B. Ensure the dock is isolated so I can pull back the curtains and gates
   C. Surrender my keys and paperwork
   D. Ensure the light turns red
   E. Wait in the driver safety zone
   F. All of the above

Q10. Can I use a second set of keys?
     A. Yes - I can if I let someone know about it   B. No

Q11. Can I reverse onto a dock if the dock light is red or there is no visible dock light?
     A. No   B. Yes

Q12. Can I drive off a dock if the dock light is green?
     A. If safe to do so - Yes   B. No

Q13. Do I need to open the truck/trailer for inspection at the site exit point?
     A. If safe to do so - Yes   B. No

Q14. In the event of an emergency, what must I do?
     A. Stop driving and make my vehicle safe and secure.
     B. Walk to the nearest Evacuation point if safe to do so.
     C. All of the above
Driver Declaration:

I certify that:

- I have been given a Site information sheet
- I understand the Woolworths DC Site Rules, Traffic Rules/Management, Docking / Undocking procedure and Emergency Response actions.
- I agree to comply with all the requirements and to obey the directions of Security personnel and authorised Woolworths employees.
- I understand that failure to comply with Woolworths DC site requirements and directions may result in my being refused entry to the Woolworths DC site.
- I also agree to permit an authorised Woolworths representative to view my work diary / runsheet on request.

I have been inducted at Woolworths Melbourne South RDC.

Driver’s Name (PRINT): ____________________________ Signature: __________________________

Transport Company:_______________________________ Date: ____/____/______

Driver’s Mobile Phone Number: _____________________

Driving Licence No:______________

Please return this questionnaire to the Woolworths or your company representative.

Questionnaire received and checked by: Name: _____________________ Signed: __________________ Date: __________

REMEMBER - SAFETY FIRST AND FOREMOST

Issuing officer Please tear off the below portion of this form and hand it as a receipt to the driver.

Driver’s Name (PRINT): ____________________________ Date

Inducted to Melbourne South RDC on the following date ___/___/___