



CTI DRIVER MANUAL



PROPERTY OF CTI LOGISTICS – RETURN IF NOT IN USE

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INTRODUCTION

CTI Logistics Limited (CTI) (Principal Contractor) engages drivers as employees, contractors and independent carriers to provide transport and delivery services.

AUTHORISED DRIVERS

Only authorised drivers are permitted to operate a CTI supplied vehicle or provide any delivery services on behalf of CTI.

DRIVER RESPONSIBILITIES

All drivers must:

- Understand and comply with CTI's standards of driver behaviour
- Always adhere to safe working practices
- Be fit for duty – alert, healthy (medically fit) and prepared for the driving task
- Inform CTI if you have a medical condition that may affect your ability to drive safely
- Inform CTI of any incident or hazard, including near misses
- Not be under the influence of drugs or alcohol, including prescription and over the counter medications
- Not smoke or vape in company owned vehicles
- Hold a current driver's licence applicable to the class of vehicle being driven and provide a copy to CTI
- Know the vehicle's mass and ensure the mass is not exceeded
- Know the vehicle and trailer dimensions and do not exceed the legal dimensions
- Ensure your conduct does not compromise road safety or involve breaking the law
- Keep any loading documentation that shows the weight of the load
- Ensure the load is properly restrained even if you did not load and restrain the load
- Ensure all equipment used for restraining loads eg. chains, straps, etc are adequate, in good condition and suitable for the task
- Be respectful towards all people on the road and at places you visit

KEEP THIS MANUAL IN THE CAB OF YOUR VEHICLE

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SITE REQUIREMENTS

When visiting CTI or other company sites you will encounter different site requirements. CTI requires you to comply with all site requirements which may include:

- Traffic Management Plans:
 - Speed limits
 - Parking areas, loading and unloading zones
 - Safe zones
 - Traffic direction
 - Interaction between forklifts and all other mobile plant and vehicles
 - Do not use mobile phones and other devices during loading / unloading
- PPE:
 - High Visibility Vest/Shirt
 - Long trousers and/or long sleeves
 - Safety Glasses
 - Steel Capped footwear
 - Hard Hat
 - Gloves
- Emergency Response:
 - Emergency Assembly Points
 - Evacuation Procedures
 - Sign-in procedures

Check with the Site Supervisor, or Manager if you are unsure about any site requirements.

FITNESS FOR WORK

All workers must present for work in a fit manner. This includes not being tired when you are required to operate machinery, vehicles and other equipment. Fitness for Work can include one or more of the following:

- Being affected by drugs and/or alcohol
- Being unable to operate machinery and/or equipment due to not being compliant with the ratings for the machinery or equipment
- Being fatigued
- Being unwell or injured physically, mentally or other

Refer to: PRC-0113 - Fitness for Work Procedure

DRUGS AND ALCOHOL

Alcohol and illicit drugs are prohibited in operational areas on CTI sites. You must inform your supervisor or manager if you are affected by taking any medication, including prescription and over the counter medications.

It is a condition of entering any CTI site that all workers, including visitors and contractors, participate in the CTI Alcohol and Other Drugs testing program. CTI conducts the following types of testing:

- Random testing – a percentage of people are tested
- Blanket testing – all people are tested
- Post incident Testing – people involved in serious incidents are tested
- Suspicion testing – people who are suspected of being under the influence of drugs or alcohol are tested

POL-0011 - CTI Alcohol and Other Drugs Policy

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VEHICLE

PRE-STARTS

Conduct the pre-start check of the vehicle and record any minor defects at the commencement of each shift. For company owned vehicles report any defect that will affect the safe operation of the vehicle to your supervisor immediately and do not operate the vehicle.

Contractors are advised to not operate their vehicle until repairs have been made to make the vehicle safe to operate.

VEHICLE CONDITION

It is expected that all vehicles will be maintained in a safe and clean condition.

Be sure to:

- Conduct regular safety and maintenance checks
- Keep the vehicle both outside and inside in a clean condition
- Do not have loose objects in the cab
- Do not drive with Dangerous Goods in the cab

ENTERING AND EXITING a VEHICLE

- General – all vehicles
 - Be aware of other vehicles and pedestrians around you prior to entering or exiting the vehicle
 - Walk around the vehicle so you are familiar with any hazards nearby
- Utes
 - Determine if it is necessary to access the ute tray – often people climb onto ute trays unnecessarily and can be injured by falling from the tray. Many tasks can be completed without accessing the tray
- Trucks - cabs
 - You should enter the vehicle using steps and hand-holds, if available; face the vehicle and maintain three points of contact at all times
 - You should exit from cabs by reversing out and using steps and hand-holds while facing the vehicle. Maintain three points of contact at all times
 - Under no circumstances should you jump from any height
- Trucks – truck bodies, trailers
 - Determine if it is necessary to access the truck body or trailer – often people climb onto these areas unnecessarily and can be injured by falling. Many tasks can be completed without accessing these areas
 - Where provided, hand-holds and ladders are to be used when climbing onto truck bodies and trailer platforms. Otherwise, front or rear loading racks should be used
 - When descending from truck bodies or trailer platforms, DO NOT jump
 - When you need to exit or enter the vehicle’s cab from busy roadways, the vehicle should be parked well clear of the road edge
 - A visual check of traffic flow should be made before entering or exiting the cab

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RISK MANAGEMENT

CTI is committed to identifying all hazards that could potentially cause harm in terms of human injury or illness, property damage, environmental harm or a combination of these.

Remember before any task to:

- 1. Stop and Think**
- 2. Identify Hazards**
- 3. Assess Risks**
- 4. Control Hazards**
- 5. Proceed and Monitor**

RISK ASSESSMENT

To determine the level of risk for a hazard, use the Risk Matrix below. If the Risk Rating is high, consider implementing appropriate controls to eliminate or reduce the risk. To use the Risk Matrix:

- Determine the 'Consequences'
 - What could happen?
 - How bad will it be?
 - Choose from the numbers across the top of the table - 1 (low) to 5 (high)
- Determine the 'Likelihood' - how likely is it that the event will happen?
 - Definitely will happen, has happened before
 - May never happen
 - Choose from the numbers down the side of the table - 1 (low) to 5 (high)
- Get your Risk Rating
 - Find where the numbers cross in the table to get your risk rating
 - A high number indicates a high level of risk

Likelihood	Consequences				
	1 Insignificant First Aid Treated	2 Minor Medical Treated Injury	3 Moderate Miss Work	4 Major Hospital	5 Severe Permanent / Long Term Damage
5. Probably	5	10	15	20	25
4. Often	4	8	12	16	20
3. Unexpected	3	6	9	12	15
2. Rarely	2	4	6	8	10
1. Negligible	1	2	3	4	5

Once hazards have been identified and assessed, controls must be utilised in order to eliminate or reduce the risk as far as is practicable.

Do not proceed if there is a high risk of being injured. Contact your supervisor for advice.

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MANUAL HANDLING

It is important to warm up your muscles prior to conducting any manual handling task in order to help prevent injuries. Below are some common stretches. Seek your doctor’s advice before commencing any exercise routine.



CORRECT LIFTING TECHNIQUES

Remember to keep your back straight and never lift anything if you feel it is unsafe.



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MOBILE PLANT AND EQUIPMENT

You must be authorised to use any plant or equipment at a CTI site. Most equipment has training that must be completed prior to using it.

Always remain a safe distance from operating mobile plant. 3m is safe for forklifts and similar mobile plant. For reach stackers and container movers 6m would be considered safe.

HIAB TRUCK LOADING CRANE

Only authorised operators shall be permitted to operate any Hiab truck loading crane. Operators must hold a current High Risk Work Licence (CV) issued by WorkSafe for a hiab with a lifting capacity of greater than 10 metre tonnes.

Remember:

- Complete pre-operational checks for the hiab crane
- Do not exceed the rated capacity of the hiab crane when lifting
- Ensure the area is free and clear and the ground is stable
- The lift can commence when:
 - The hiab crane is positioned
 - The lifter engine is started
 - The stabiliser legs are deployed
 - The lifting equipment is secured to the load
 - A pre-lift physical check has been conducted to ensure the hiab crane is capable of lifting the load safely

Refer to: *PRC-0038 - Loading and Unloading Hiab Truck Loading Crane*

FORKLIFTS

Do not operate forklifts on non-CTI sites. Only operate forklifts on CTI sites if you have been authorised to do so. To be authorised you need to:

- Give CTI a copy of your WorkSafe High Risk Work Licence
- Complete the CTI online forklift lesson
- Undergo a Safety Internal Assessment for forklift operations

Remember to stay in control of the work area:

- Always remain a minimum 3m distance from pedestrians
- If a pedestrian approaches you must stop the forklift and lower the tynes until the pedestrian is away from the forklift operating area

Refer to: *PRC-0021 - Forklift Operating Procedure*

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TAIL LIFTS

Only authorised, trained and competent drivers are permitted to operate Tail Lifts. You must read and understand the manufacturer's manual for the tail lift. Ask your supervisor if you do not have access to the manual.

Remember to:

- Be certain the vehicle is properly and securely braked before operating the tail lift
- Stay within the safe working load of the tail lift
- Never allow anyone to stand in or move through the operating area of the tail lift or the fall zone surrounding the tail lift
- Each load should be placed in a stable position as near as possible to the centre of the platform
- Keep hands and feet away from possible pinch points

PALLET JACKS

Only trained, competent and authorised workers shall be permitted to operate electric pallet trucks. You must:

- Operate the pallet jack in a safe manner in accordance with the manufacturer's Operation Manual
- Only operate the pallet jack for its intended purpose.
- Do not exceed the rated load capacity of the pallet jack as identified on the data plate
- Always assess a load prior to a lift

Refer to: PRC-0035 - Electric Pallet Jack Operating Procedure

WORKING AT HEIGHTS

Generally, the hazards from falls from freight transport and general plant are encountered during either:

- Getting on and off vehicles and plant
- Loading and unloading work, including positioning loads, securing freight, moving tarpaulins and minor maintenance work

The risks include:

- A fall from the top of the load
- A fall when climbing on or off vehicles, trays or gates, etc
- Impact injuries from jumping down from a height
- A fall or slip due to poor lighting
- A fall or slip due to loading on uneven ground

When gaining access to high areas of trucks for securing, restraining, etc, and there is a risk of falling, a safe system of work must be used.

Refer to: PRC-0059 - Prevention of Falls Procedure

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TRANSPORT EMERGENCY RESPONSE

CONTACTS	WA	SA	QLD	VIC	NSW
Ambulance/Police/Fire	000				
CTI After Hours	9427 4800				
Cleanaway (Spills)	1800 774 557				
Poisons Information	13 11 26				
Emergency Alerts	13 33 37	1300 657 209	13 25 00	1800 226 226	1800 679 737
Electricity Supply	13 13 51	13 13 66	13 74 68	1800 226 226	13 77 88
Gas Supply	13 13 52	1800 427 532	13 62 62	13 26 91	13 34 66
Water Supply	13 13 75	1300 729 283	13 23 64	13 28 12	1300 657 000
Environment	1300 784 782	8204 2004	1300 784 782	133 372 842	13 15 55
Main Roads	13 81 38	13 14 44	13 19 40	13 11 70	13 27 01

TRAFFIC INCIDENT

If you are involved in a traffic incident:

1. Remain calm and turn the vehicle's engine off
2. Activate the vehicle's emergency hazard lights
3. Secure the vehicle and ensure that the incident scene is safe
4. Provide support to any injured party, if possible
5. Take photos of the incident scene and all vehicles involved, if possible
6. Record details of other drivers, witnesses and vehicle registration numbers
7. **Notify CTI**

SPILL MANAGEMENT

Always follow the spill procedure for the site you are on. If there is no spill procedure at the site or you are in transit then follow the below:

1. Never put yourself or another person in danger during an emergency situation.
2. Alert people in the vicinity of the spill and move them to a safe area.
3. Remove all ignition sources, switch off the truck.
4. Contain the spill if able to do so – use PPE as per the Safety Data Sheet (SDS).
5. **Always Alert CTI first** – ensure you are in a safe area before calling.
6. If you can't clean up the spill then call Cleanaway – liaise with CTI first (1800 774 557).
7. For larger spills contact Emergency Services (000).

MECHANICAL FAILURE

If your vehicle experiences mechanical failure:

1. Stop the vehicle in a safe position on the side of the road
2. Activate the vehicle's hazard lights
3. Use safety cones/triangles, if available, to alert other drivers of the hazard.
4. Do not place yourself in a dangerous position while trying to place safety cones
5. **Notify CTI** when it is safe to do so

VEHICLE CONTACT WITH ELECTRICITY

What to do in a vehicle that is in contact with electricity:

1. Stay in the vehicle
2. Call 000 immediately
3. If there's an immediate danger, like fire, and evacuation is absolutely necessary, check for fallen powerlines and then exit the vehicle by jumping and landing with both feet together. Continue jumping with both feet together until you are 8m away.
4. **Notify CTI**

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