

## Welcome To CUSTM

We are pleased to have you as part of our team

### Entering the Clients Depot / Site

Before entering the warehouse ensure you:

- Sign In
- Are wearing relevant PPE e.g. High Visibility Vest & Safety Boots
- Free of Drug and Alcohol
- Have relevant licences on person
- Completed Induction



## Vehicle Safety

When driving within the confines of the depot and warehouse you must maintain a speed limit of 5 KM/PH



- When stationary or loading only park in designated parking areas or loading bays which are marked in "Red" or "Yellow".
- Avoid "Keep Clear" areas
- Be mindful and aware of your surrounding when driving in the depot.
- Give way to forklifts.

### Getting In/Out of the Vehicle:

Before exiting vehicle execute the following checks:

- Vehicle is switched off
- Hand Break is engaged
- Vehicle is in "Park" or "Neutral"
- Keys removed

When entering or exiting a vehicle always maintain 3 points of contact.



## Loading your Truck

When loading loose items into your truck take utmost care. Our primary objective is to provide you with a safe workplace and operational environment.

Execute proper lifting technique.

- Do not attempt to lift by bending forward.
- Bend your hips and knees to squat down to your load,
- Keep it close to your body and straighten your legs to lift.
- Never lift a heavy object above shoulder level.
- Avoid turning or twisting your body while lifting or holding a heavy object.



## Load Restraints

When loading pallets for transport all pallets must be strapped down.



Loose items in the truck should be loaded neatly and safely and secured with occy straps or tie downs.

Ensure that your load is evenly distributed throughout your truck as incorrect load distribution can cause vehicle to tip or even lose control.

## Leaving the Depot

Once you have secured your load and received necessary documents e.g. Run Sheets follow following steps for exiting warehouse.

- Lock rear doors with 2 padlocks.
- Sign out of Depot
- Enter vehicle maintaining 3 points of contact
- Drive out of exit at a maximum speed of 5 KM/PH

Declaration		
<i>I..... of .....</i>		
<i>(print name)</i>	<i>(company name)</i>	
Acknowledge that I have participated in the Customised Group Induction and fully understand the Occupational Health & Safety requirements of the Customised Group site and agree to abide by them at all times whilst visiting and on site.		
Name: .....	Signature: .....	Date: ...../...../.....
<i>(print name)</i>		
Customised Group Representative: .....	Signature: .....	
<i>(print name)</i>		
Date: ...../...../.....		