



## DELIVERY DRIVER & VISITOR GUIDELINES SYDNEY

### VISITOR & DRIVER SAFETY:

Warehouse hours are 7.30 am to 2.30pm Monday to Friday.

### HEALTH SCREENING REQUIREMENTS:

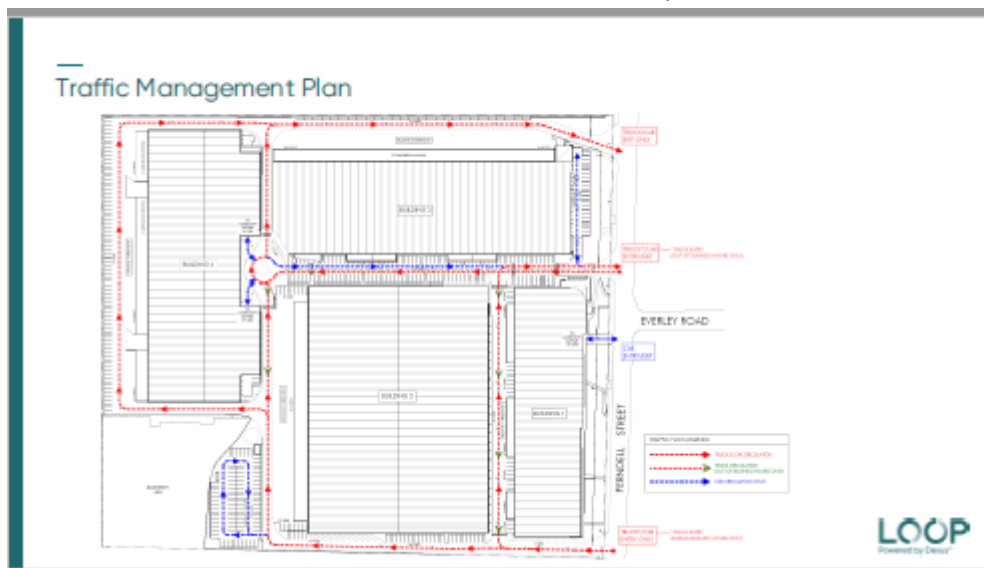
All Staff, Drivers, Contractors, Visitors:

Get Temperature checked and recorded before entering the premises.

Temperature will be recorded on the check sheet with the acceptable tolerance ranging between 36.1°C to 37.9°C. If anyone records a temperature of 38°C and above or presents unwell, they will be sent home & advised to get a covid-19 test; ACIT management must be notified.

### **Notice to all Staff, Contractors & Visitors.**

- All Staff, Contractors, Visitors are to enter the Loop estate (Powered by Dexu) (Please see attached site plan) ACIT Sydney via either the centre drive way or the southern drive way from Ferndell Street observing all the traffic signs in the estate and follow the one way road to after warehouse 2 and follow signs across the front of warehouse 4 until you get to the roundabout go through the round about and take the second exit into warehouse 4B under croft car park.



- All staff, Contractors, Visitors will go to the lift to enter warehouse 4B. Staff members with access will have an ecard reader all other visitors will push the intercom where a staff member will allow access and come meet you and escort you to the dock office. Please observe the same procedures All Staff, Drivers, Contractors, Visitors as described above.



## **DELIVERY DRIVER & VISITOR GUIDELINES**

### **SYDNEY**

#### **Notice to all drivers.**

- All Drivers to access the Loop Estate (powered by Dexus) (Please see attached site Plan) ACIT Sydney via the southern driveway from Ferndell Street observing all the traffic signs in the estate and follow the one-way signpost to the rear of the estate Arriving at Warehouse 4B (Highlighted by ACIT logo).
- All Drivers are to stop on the hardstand to the side as to cause minimal disruption to other vehicles. **(UNDER NO CURCUMSTANCE ARE YOU TO BACK ON TO A DOCK)**
- All Drivers to ACIT Sydney are to walk into the Dock office and sign in and consent to have body Temperature checked and recorded before entering the premises.
- All Drivers will wait at the dock office until an ACIT staff member informs them their load is ready and what dock or door they will be loaded\unloaded from.
- All Drivers are to always wear High Visibility Clothing & Safety Footwear.
- All Drivers will always conduct themselves in an appropriate manner.
- All Drivers are to adhere to the Speed limits imposed (10km/h) at all times & the traffic signs on the estate.
- All trucks and trailers must back on to Tieman dock with doors to remain closed, once docked driver is to go back to the dock office where they will be required to hand in vehicle keys and be escorted to the dock where the ACIT staff member will open the rapid roller door and instruct the driver to open his doors.
- Failure to comply with safety protocols and engaging in unsafe practices will result in a delivery being refused or terminated. Further action may also be taken.
- **Warehouse hours are 7.30 am to 2.30pm Monday to Friday.**
- \_Deliveries outside these hours are to be by Appointment **ONLY**. Any deliveries outside these hours will be rejected.
- ACIT staff will temperature check the load in accordance with our HACCP regulations.

In the event of a load not reaching temperature a supervisor (ACIT Sydney Warehouse Manager) is to be called to check, photos taken and noted on the drivers connote. ACIT Interstate Operations Manager, ACIT QA Manager will be notified and will issue a CIN (Continuous improvement note) to the Supplier and Transport Company. Nonresponse to a CIN in the required time frame, or excessive CINS issued to a transport company, could result in refusal to deliver to an ACIT facility.

**ACIT has the right to reject a delivery if it doesn't meet temperature requirements or the product shows signs of temperature abuse**



## **DELIVERY DRIVER & VISITOR GUIDELINES** **SYDNEY**

### **UNLOADING VEHICLES:**

- **Warehouse hours are 7.30 am to 2.30pm Monday to Friday.** Deliveries outside these hours is to be by Appointment **ONLY**. Any deliveries outside these hours will be rejected.
- ACIT has the right to **REJECT** a delivery if the vehicle doesn't meet specifications for our staff to safely unload.
  1. Rear loaded vehicle that meets standard dock dimensions: (Door width 2115mm, Height from ground to the dock floor 1200mm)
  2. Minimum internal vehicle height of 2200mm from floor to top of door.
  3. Vehicles able to be unloaded with powered equipment from the rear.

**UNDER NO CIRCUMSTANCE WILL ACIT UNLOAD A VEHICLE WITH MANUAL EQUIPMENT. THE DRIVER IS WELCOME TO USE HIS MANUAL EQUIPMENT TO BRING THE PALLET TO THE REAR OF THE VEHICLE TO SAFELY UNLOAD WITH THE CORRECT EQUIPMENT.**

4. Vehicles not suitable to unload on a dock will be accepted (Small vehicles, Side load)

**only if the pallet can be safely unloaded with powered equipment.**

5. Vehicles not suitable to unload on a dock and are rear unload and can be safely unloaded outside need pallets pulled to the rear of the vehicle.

**MUST AGREE FIRST THAT ACIT STAFF ARE NOT RESPONSIBLE FOR ANY DAMAGE TO (THE STOCK, PALLET AND VEHICLE) BEFORE THIS WILL HAPPEN. ACIT STAFF CAN REFUSE TO PERFORM SUCH A TASK IF THEY DEEM THEIR OR OTHERS SAFETY IS AT RISK.**

- Goods must be palletised on a standard AU sized wooden pallets, Plastic pallets to be negotiated with individual customer **ACIT will not transfer plastic pallets**
- Only pallets which are in good condition will be accepted and goods delivered on substandard pallets will be rejected. **ACIT Staff will not repack pallets under any circumstance the truck driver is welcome to repack pallet and rewrap pallet to avoid rejection.**
- Maximum weight on a pallet is 1000kg – including wooden pallet (Total Pallet weight)
- Pallets must be a standard height of 1200mm. Oversized pallets to be negotiated max 1800mm but must be broken down to 1200mm per warehouse services agreement at customer's expense.
- Goods should be shrink wrapped onto the actual pallet to improve overall stability & safety.



## **DELIVERY DRIVER & VISITOR GUIDELINES**

### **SYDNEY**

- ACIT staff will be unloading either a commercial vehicle or one trailer or in the case of a B double 2 trailers.
- The ACIT Supervisor or ACIT Staff member will open Rapid Roller doors then open the trucks doors.
- The Warehouse Supervisor will direct an ACIT warehouse staff member to unload the vehicle as per paperwork.
- The driver is responsible for removing bars, boards, pogo sticks, freezer pads into position.
- The ACIT Warehouse staff member will move the stock into the freezer to be checked and put away in the racking.
- Upon the truck being fully unloaded the Warehouse Supervisor or warehouse staff member will check & confirm truck is empty, Close the truck doors, Close the rapid roller door.
- The driver will then go back to the Dock office to get his paperwork signed, retrieve keys & sign out on exit.

### **LOADING VEHICLES:**

- **Warehouse hours are 7.30 am to 2.30pm Monday to Friday.** Vehicles arriving outside these hours is to be by negotiation **ONLY**. Any vehicle arriving outside these hours or not meeting the agreed appointment time will be rejected.
- ACIT has the right to reject to load a vehicle that doesn't meet specifications for our staff to safely load.
  1. Rear loaded vehicles that don't meet standard dock dimensions: (Door width 2115mm, Height from ground to the dock floor 1200mm)
  2. Minimum internal vehicle height of 2200mm from floor to top of door.
  3. Vehicles able to be loaded with powered equipment from the rear.

**UNDER NO CIRCUMSTANCE WILL ACIT LOAD A TRUCK WITH MANUAL EQUIPMENT. THE DRIVER IS WELCOME TO USE HIS MANUAL EQUIPMENT TO BRING THE PALLET TO THE FRONT OF THE TRUCK FROM THE REAR TO SAFELY LOAD WITH THE CORRECT EQUIPMENT.**

4. Vehicles not suitable to loaded on a dock will be accepted (small vehicles, side load)  
**only if the pallet can be safely loaded with powered equipment.**
5. Vehicles not suitable to load on a dock and are rear loading and can be safely loaded outside that need pallets pushed to the front of the vehicle.



## **DELIVERY DRIVER & VISITOR GUIDELINES**

### **SYDNEY**

**MUST AGREE FIRST THAT ACIT STAFF ARE NOT RESPONSIBLE FOR ANY DAMAGE TO THE STOCK, PALLET AND VEHICLE BEFORE THIS WILL HAPPEN. ACIT STAFF CAN REFUSE TO PERFORM SUCH A TASK IF THEY DEEM THEIR OR OTHERS SAFETY IS AT RISK**

6. ACIT staff will be Loading either a commercial vehicle or one trailer or in the case of a B double 2 trailers.
7. The ACIT Supervisor or ACIT Staff member will open Rapid Roller doors then open the trucks doors.
8. The Warehouse Supervisor will direct an ACIT warehouse staff member will load the vehicle as per paperwork.
9. The driver is responsible for putting bars, boards, pogo sticks, and freezer pads into position.
10. The ACIT Warehouse staff member will move the stock from the freezer onto the vehicle in order and check off paperwork.
11. The Driver will work with the ACIT Warehouse Staff member on when to put bars, boards, and pogo sticks to secure the load safely.
12. Upon loading the vehicle, the warehouse supervisor or warehouse staff member will instruct the driver to close the doors. Then the ACIT staff member will close the Rapid roller door. The driver will then go back to the dock office to sign all paperwork and take a copy with him, retrieve keys & sign out on exit.
13. The Driver will set the fridge unit set temp and turn on the refrigeration for the commercial vehicle or trailer or trailers if a B Double is used.



"WE SPEAK FOOD"

## DELIVERY DRIVER & VISITOR GUIDELINES SYDNEY

# We Are Here

Warehouse 4B  
62 Ferndell Street  
South Granville NSW 2142

