

Freight Pack & Load

1 Purpose

This Procedure details the packaging of goods and loadout in line with Allight Pty Ltd (Allight) quality standards.

2 Scope

This procedure applies to all Allight employees and contractors.

3 Responsibility

3.1 Line Manager

It is the responsibility of the line manager to:

- ensure that personal protective equipment protects the person's work health and safety and is available.
- ensure this procedure is current and relevant to the task.
- ensure the implementation of this procedure.

3.2 All people

It is the responsibility of all people to:

- use and wear personal protective equipment properly in alignment to the training and instruction provided.
- ensure compliance with pre-requisite processes detailed in this procedure. advise their line manager or company contact about any non-conformance, safety concerns or queries they may have regarding this procedure.
- enforce the exclusion zones as detailed.
- not to lift staff on to vehicles using forklifts.
- exercise caution and care while operating a vehicle or forklift in or around pedestrian traffic.

3.3 People, Culture and Safety

It is the responsibility of the People, Culture and Safety team to:

- support, and provide guidance for, the responsibilities of the line manager and people.

4 Pre-requisite

4.1 Personal Protective Equipment

Personal protective equipment (PPE) is to be worn in accordance with the nature of the work being conducted and application is required in line with *PCS-ALL-PRO-0044 Personal Protective Equipment*.

4.2 Tools and Equipment

Tools and equipment that maybe required to complete the task include:

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- Forklift
- Pallet jack
- Trolley
- Pen / Marker
- Clipboard
- Tape dispenser
- Safety knife
- Tape measure
- Weigh scales
- Cartons and void fill
- Pallet / Skid

4.3 Licencing, training, and qualifications.

To complete this task the following maybe required:

- High risk work licence (forklift: LF) – if items cannot be safely lifted manually or transported on a trolley.

5 Escalation for Queries

If you identify non-conformance to any of the process items, require more information or do not understand information contained in this procedure, **DO NOT** proceed with the task until you have escalated these matters with your direct Line Manager.

6 Procedure

6.1 Packaging

Prior to packing, the supplier must ensure that all items are prepared, protected and marked in accordance with the following.

- All packaging must be capable of withstanding road transport conditions as outlined in legislation in the transportation of goods by road, or regulations aim to protect lives of road users.
- All packaging must be suitable for multiple handling movements.
- Freight can be unloaded and reloaded as it is consolidated and/or trans-shipped through regional or capital city depots.
- All packaging must be capable of being safely lifted on and off transport vehicles and being safely transported without rolling, tipping, sliding, or spilling.
- All packaging materials should be environmentally friendly.
- Packaging methods used must ensure safe delivery of the goods to the Site; The supplier must take account of the value of the item and the weight and size limits of cargo that can be transported to the Site.
- No employee or contractor may be called on or permitted to manually handle an item likely to affect his or her health or safety.
- After a risk assessment and Take 5, any package deemed unable to be handled by one person must be packaged suitable for either crane or forklift handling.
- If safe forklift handling is not possible, approved lifting and slinging lugs must be fitted by the supplier to facilitate safe crane handling.
- All items that require mechanical lifting must have forklift access points, lifting lugs that must be approved or have suitable access for slings.
- For standard forklifts access points must be sufficient to allow the use of tines that are 210mm wide x 80mm high

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- For 16 tonne and above forklifts access points must be sufficient to allow the use of tines that are 250mm wide x 120mm high
- Where multiple items are packaged in the one package (carton, crate or skid), heavy items must be packed at the bottom of the package.
- Heavy or large/awkward items that do not fit in a case or crate must be strapped HDP strapping to a skid or pallet, (not steel strapping).
- The skid or pallet must be strong enough to support the weight of the item and multiple handling movements.
- Securing devices applied to articles packed shall not abrade or otherwise damage the equipment and/or materials.
- Consignments of multiple packages wherever possible must be either:
 - placed in a secure cage; or
 - palletised for ease of handling.
- Shrink-wrapping heavy items onto a pallet is not considered to be suitable.

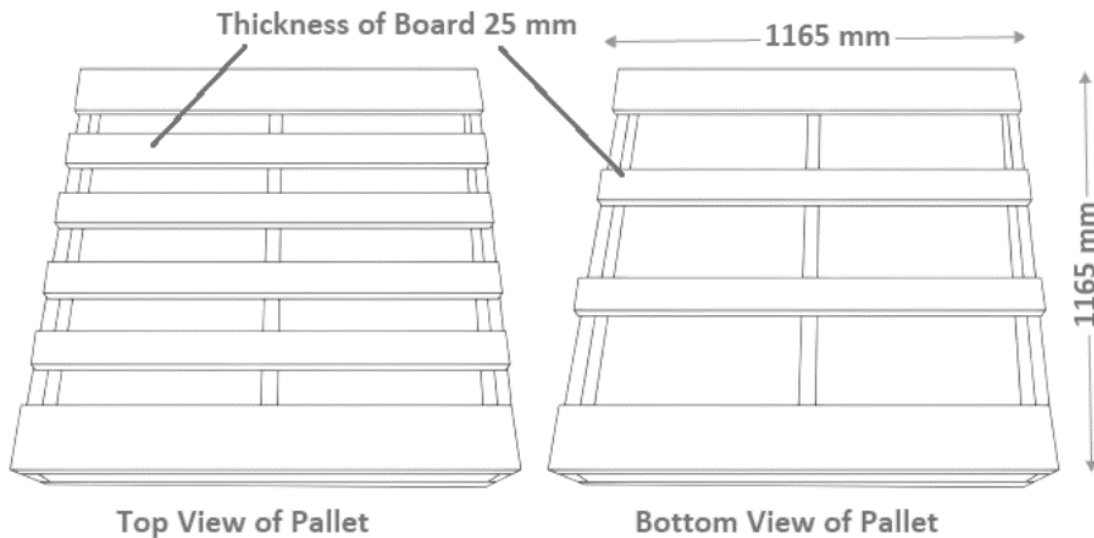
NOTE: All pallets, crates and stands selected to transport goods on the road must be manufactured to carry the load, and be free from damage and significant wear and tear.

6.2 Pallet

Pallets intended for handling of goods in racking and stacking, use in the transportation of goods on forklift trucks or pallet trucks shall meet the following minimum requirements.

- Standard Square pallet is 1165mm x 1165 mm in size and the loading dimension inside is 865mm.
- Top boards will be a maximum of 150mm in width and a minimum of 22mm thick. The top intermediate board will be a minimum of 95mm wide and minimum of 22mm thick, usually these are 25mm. There is no guidance on how many intermediate boards are needed.
- The pallet should have a maximum overall height of 150mm.
- The overall weight of the unloaded pallet must be between 30-40kgs.
- It can hold up to a capacity of 2000kg in weight.
- Pallets that are made of hardwood and free from defects.
- No cracks lengthways or width ways which could put the boards at risk of breaking.
- Knots and holes need to be less than 50% of the board width.
- There should be no protruding nails greater than 1mm or large splinters and all boards are secure.
- No missing, damaged, or mis-shaped boards.
- Fungus or mould should not be present.
- No chemicals, powders or oils should be present.
- They should be pest free and free of loose dirt and rubbish.

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6.3 Cases, Boxes and Crates

All boxes and crates must be fitted with skids suitable for lifting by forklifts. The design of timber boxes must take into consideration the method of lifting. Where slings are to be used on crates, particularly those weighing over 300kg, the top edges must be sufficiently reinforced to withstand loads applied by slinging.

Where timber is used, either internally and externally, it must be free of bark and insect infestation. Plastic or steel cases, boxes or crates are a preferred option.

For safe and secure handling and transport, the contents must fit comfortably inside the vessel and be restrained from movement by packing and/or blocking techniques. Where metal or prepared surfaces, (such as paintwork, chrome, etc.), may contact the internal case walls, it must be protected from abrasion by felt pads, foam rubber, plastic, or cardboard.

Cases or cages must be used for delivery of bulk items and, if used, must be firmly secured on pallets. If the cases or cages are reusable, then arrangements must be made for their return to the supplier prior to subsequent order placements.

6.4 Timber Crates/Cases

All timber crates and cases must be of close-jointed, solid timber, preferably hardwood, suitable to adequately support the item. All timber crates and cases must have a SWL exceeding the weight of the item. Cases must be fully closed (for example, not partially open-topped construction) and the base of all cases and crates must be constructed for lifting by forklift, unless otherwise approved by the Allight Management.

Timber cases, boxes and crates must be secured with straps capable of bearing the unrestrained weight of the item. Straps must be secured in a manner consistent with the strapping material type. For example, nylon and propylene straps must be secured using either crimping or appropriate heat technology.

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Wherever possible, screws, not nails, should be used as the primary securing process when sealing timber crates/cases.

6.5 Cages

Where the quantity of items in a cage is insufficient to effectively block the items from moving, then the items must either be restrained to the base of cage by way of straps or by blocking, using timber or similar to prevent movement.

6.6 Drums

In case of packaging of drums, these items must be secured to the pallet. Because of the potential safety hazard metal straps present while fastening and unfastening them it is preferred to use polyester straps or straps with similar performance capability to secure the drums to the pallets.

The drums must be secured three ways:

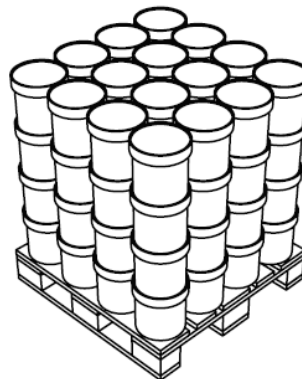
1. running over the drums and securing it to the pallets
2. running laterally to the 1st strapping
3. running across the drums and securing them together.

The idea is to hold the items together along with the pallet as a solid unit.

Please be advised that while using the straps you follow the safety guidelines as outlined by the manufacturer.



a) Drums



b) Pails

6.7 Storage of Wet Cell Batteries

During packing and/or transport of wet cell batteries:

- All batteries must be fitted with plastic caps that protect terminals
- Batteries must be fully secured and unable to move around
- Batteries are to be packed separately from other items
- Wear the appropriate personal protective equipment
- Handle all returned batteries with the same responsible care as new batteries
- Keep batteries upright at all times. Do not tip over on side or upside down
- Do not throw or drop batteries. Put batteries carefully down on pallet
- Must be stored on a bunded pallet
- Use of bunded trolleys when moving goods within the site

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6.7.1 Pallet Stacking

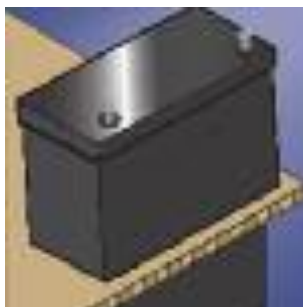
1. Select a sturdy pallet with no broken or missing boards. Be sure there are no nails sticking up, which could puncture batteries.
2. Place a layer of cardboard on the pallet to prevent the batteries sliding off the pallet
3. Make the first layer of batteries level and as close together as possible. If some of the batteries are shorter, they should be placed in the centre of layers. Any taller batteries should be placed on the top layer
4. Place waffle board (preferred) or sufficient cardboard (multiple sheets if necessary) between all layers, including the top layer of batteries to prevent the possibility of puncturing the batteries above and short circuit. Place cardboard on top of pallet (preferred)

NOTE: Batteries must not be stacked more than 3 layers high. Larger batteries must not be stacked more than 2 layers high. The voltage between batteries being stacked must be 1/2 Volt or less.

5. Side terminal batteries must be stacked so the posts are facing away from each other and not facing towards the outside of the pallet. Side terminals must never touch



6. Top posts must be positioned toward the outside of the pallet so the layer above it leans toward the centre. Make sure that no batteries are overhanging the waffle board or sheets of cardboard

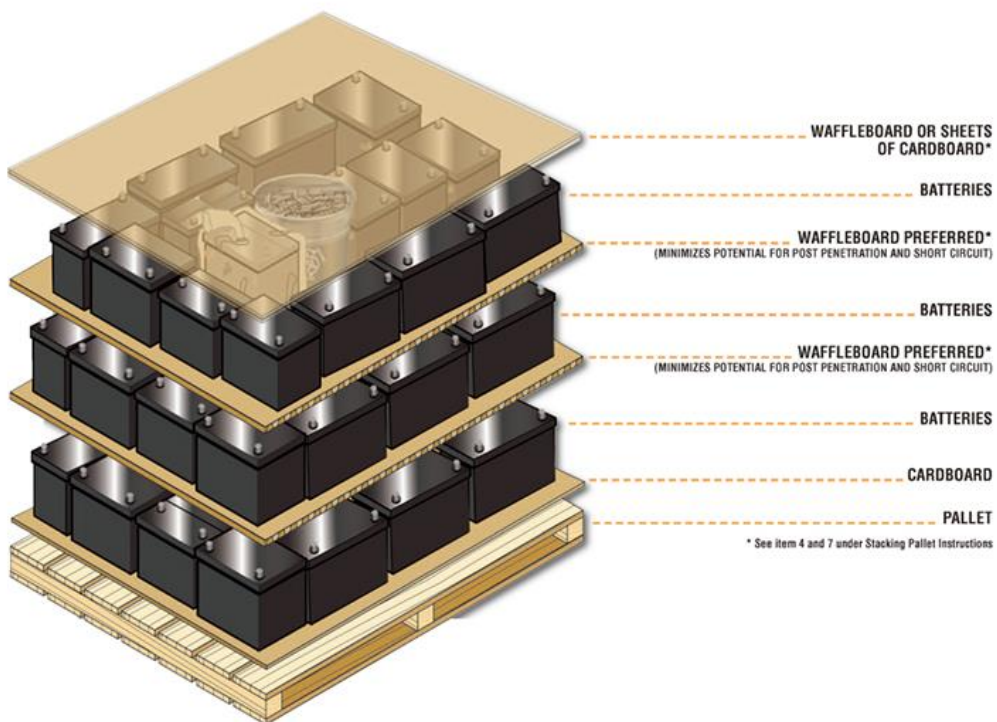


7. Stud post batteries (Marine, Group 31, Golf Car) should be on the top layer. If this is not possible you will need extra layers of cardboard between the layers of batteries to prevent punctures. This is also important when stacking three layers high

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8. Damaged batteries are not to be dispatched and are to be taken to the site battery recycling area



6.7.2 Pallet Wrapping

All batteries must be secured to the pallet with stretch wrap. Stretch wrap works best if it is pulled tight before stretching it around the corners.

1. Wrap the batteries with plastic strapping to secure the load
2. Wrap the pallet with stretch wrap to secure the load and keep out the weather conditions. Stretch wrap works best if it is pulled tight before stretching it around the corners.
3. Place fragile tape on top of the wrapped pallet to prevent goods being placed on top of the batteries in transport, which may damage the terminals.
4. Place 2 Corrosive diamond stickers on top of the pallet.

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NOTE: Batteries must not be dispatched without protective caps

6.8 Dangerous Goods

The packaging and transport requirements for the carriage of dangerous goods by road, rail and air shall be in accordance with the latest issues of the relevant Dangerous Goods transport legislation and codes.

All Dangerous Goods shall be identified by correct shipping name, labelled, packaged, and packed in full compliance with the directives of the appropriate authority.

6.9 Centre of Gravity

Equipment and materials must be packed to ensure an even weight distribution within the package.

Where this is not possible, particularly in the instance where a case or crate conceals the internal goods, the supplier must ensure that the centre of gravity and hoisting position are marked on two sides to ensure loading, unloading, and handling can be done in a safe manner. For example, top-heavy containers or unbalanced loads must be clearly marked with centre of gravity including sling marks to facilitate safe loading, unloading, and handling.

7.0 Loading

On arrival at Allight, a customer or approved carrier should familiarise themselves with the Site Rules which should be signposted. Allight intends to develop Site Rules to be signposted and disseminated to visitors electronically by 2025.

Example of Site Rules

1. Drivers are not permitted to enter warehouse, communal or office areas unless escorted by an Allight representative.
2. All Drivers are to report directly to the Warehouse Despatch Door on arrival.
3. All Drivers must wear Safety Boots, High Visibility Vest, and Clear Safety Glasses as the minimum PPE at all times when out of their vehicle.
4. Driver must park in designated loading and unloading bay as directed by staff.
5. During loading and unloading of their vehicles all Drivers are to remain inside the vehicle cab or in the designated safe zone unless directed otherwise by staff.
6. No vehicle will be loaded or unloaded until the driver has reported to staff and returned to the nominated safe zone.
7. Designated loading and unloading areas will be clearly marked. These areas must always remain unobstructed.

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8. A three (3) metre safe zone must always be maintained around forklifts. All pedestrians must ensure they have the attention of the forklift operator before approaching the forklift.
9. Drivers must adhere to all posted speed limits at all times.
10. Drivers must operate in a safe manner at all times and any near miss or injury is to be reported to the Warehouse Supervisor immediately.
11. Drivers must ensure that all loads are appropriately restrained prior to departure.
12. Drivers must ensure load is within the legal dimensions and mass limits of the vehicle prior to departure.
13. Drivers must use all clearly marked pedestrian walkways at all times when moving outside their vehicle.
14. A designated Rest Area will be provided for drivers in the event that a mandatory rest break is required. This area will be advised by staff as requested.
15. Toilet facilities are available on request.
16. In the event of an emergency all drivers must follow all directions given to them by a staff member, supervisor, warden, or emergency personnel.
17. The emergency evacuation points are located near X

Loaders must ensure that the driver is able to cite the appropriate reference number for the collection.

If the driver is unsure, every effort should be made by the Warehouse team to help identify what the driver is collecting. If it remains unclear, it may be necessary to turn the driver away until they are able to provide a valid reference number.

Loaders must ensure that the load is within the dimensional and mass limits of the vehicle, and that the load is appropriately restrained prior to departure.

7 Definitions

Term	Abbrev.	Definition

8 Related Documents

This procedure should be read in conjunction with the following internal documents (i.e. internal documents such as policies, procedures, forms).

Document Number	Title
WAL-ALL-POL-0186	Freight Preparation and Compliance
A-PCS-ALL-POL-190.02	Chain of Responsibility

This procedure should be read in conjunction with applicable legislation and regulations.

9 Document Amendment History

Rev	Date	Description	Prepared by	Reviewed by	Final approval by
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