

Monash Health Distribution Service Centre

Traffic Management Plan – Warehouse and Hardstand Area

Purpose

The purpose of the Traffic Management Plan – Warehouse and Hardstand is to detail how Monash Health Distribution Services Centre (MHDSC) Warehouse manages traffic risks associated with pedestrians, plant, and vehicle traffic within the warehouse operational boundaries.

Scope

The TMP applies to all Monash Health staff, casual agency staff, contractors, and visitors to MHDSC Warehouse. The TMP is operational 24/7 - 365 days of the year and shall be complied with by all Monash Team Members, Casual Agency Workers, Contractors, and Visitors

Objective

The primary objective of the MHDSC Warehouse TMP is to

- (a) provide protection to team members, casual agency workers, contractors, and visitors from the traffic hazards within the warehouse boundary of operations
- (b) to advise all persons entering the warehouse of the potential risks to themselves and others whilst walking within the warehouse boundary of operations
- (c) to advise all persons entering the warehouse of all moving equipment used within the warehouse boundary of operations and the risks associated with these types of equipment

Process

- (a) Visitors – those persons not directly working within the warehouse boundary of operations

Upon entering the warehouse from the reception area all visitors receive the Warehouse Safety Protocols – General Site Induction

- (b) Team Members – those persons working directly within the warehouse boundary of operations

Upon entering the warehouse to begin a rostered shift for the first time all team members will be inducted into the warehouse to understand the MHDSC Warehouse Safety Protocols – Warehouse Induction

All Team members and Visitors are briefed on the TMP for the MHDSC Warehouse and all High-Risk areas within the warehouse will be pointed out.

All Team members and visitors will be instructed to keep to marked pathways of travel whilst moving between warehouse zones. These pathways will be clearly marked with high visibility yellow or white paint -

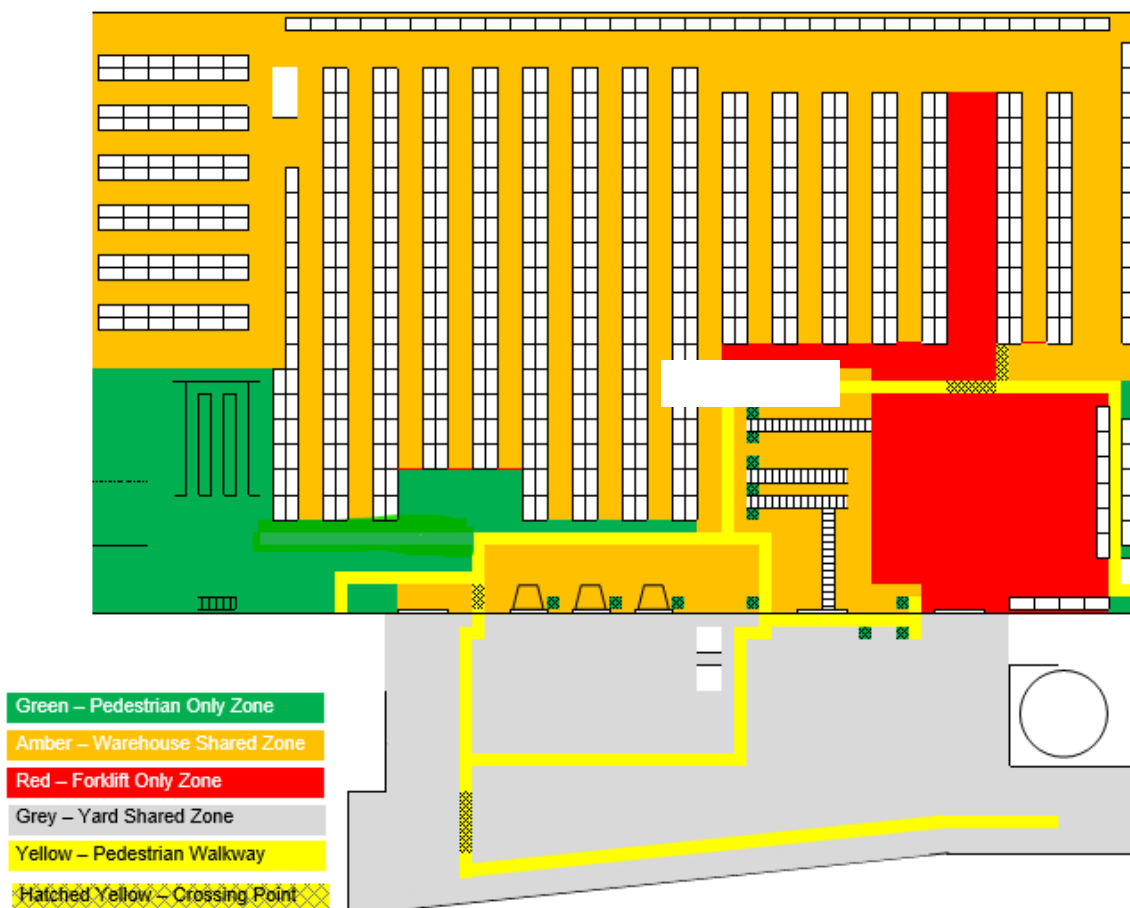


Operational Layout

The MHDSC Warehouse has been split into zones based on the type of movements performed in each zone. Zones are colour coded according to the potential risk associated with the movement pedestrians and all equipment types throughout the MHDSC Warehouse.

Where there is interaction between pedestrians, MHE or Vehicles there must be a minimum of 3m of separation and the pedestrian ALWAYS has the Right of Way, this is the same for non-powered equipment operating within a walkway.

At the designated Crossing Points MHE or Vehicles MUST stop and give way to pedestrians.



Green Area – Pedestrian Only Zone
No Powered Equipment

- Only non-powered equipment can be used within these areas.
- Flatbed trolleys, Pally Magnums and Pallys are examples .
- Strictly no forklifts or MHE in this area, if any MHE is required to go into this area for maintenance etc. an exclusion zone must be set up.

Amber Area – Shared Zone
Both Forklifts / MHE & Pedestrians

- Predominantly Pedestrian operate in this area but from time-to-time forklifts will need to enter the zone.
- Forklift movements must be controlled when operating in this area and restricted to **8km/h**.
- Use of PPE, barriers and exclusion of pedestrians whilst forklifts work in a specific area of the zone (aisle).
- A minimum of **3m** of separation must be maintained between forklifts and pedestrians at all times.
- If a person is working in an aisle, the forklift cannot enter until the person has completed their task.
- Forklifts can only enter and exit the aisle from the rear of the building, sounding the horn on entry.
- Pedestrians always have the right of way in this area but there is a joint responsibility to ensure separation is maintained.
- Two forklifts can operate in a stock aisle but always remain segregated by three meters to avoid any collisions.

Red Area – Forklift / MHE Zone
No Pedestrians

- Only Forklifts can operate in this area.
- Pedestrian movements are not allowed under 'normal' operating conditions.
- Where there is a requirement for a pedestrian to enter this area, all forklift activity must stop and a safe exclusion zone be put in place using protective barriers if there is to be prolonged pedestrian use of this space.

Hardstand Area TMP – Shared Zone
Vehicles / Forklifts / Pedestrians

- Predominantly Road Vehicles operate in this area, but forklifts are required for the loading and unloading of trucks, the drivers of these vehicles will also require to be working in this area.
- Vehicle movements must be controlled when operating in this area and restricted to **10km/h**.
- Pedestrian movements should be kept to a minimum in this area and always remain on the designated walkways.
- No Forklift movement is to occur whilst pedestrians are performing tasks in preparation for loading or unloading.
- Drivers must wait inside the "Driver Safe Zone" whilst a forklift is within 3m of their vehicle.



