

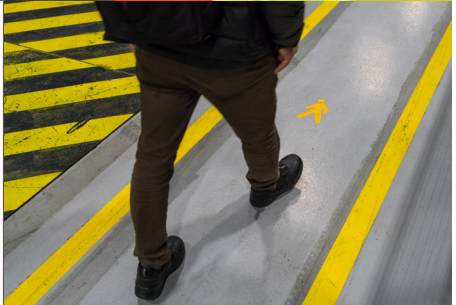



Essential Safety Improvements Checklist

Workplace injuries cost the Australian economy around \$60* billion a year. Staff compensation, increased down time and reduced productivity are just a few of the consequences that could cost you big.

By creating a safe working environment, you're creating an efficient workplace.

Improve workplace safety by implementing the simple tips below.

Checklist	YES	NO	
<p>Check all incoming pallets for damage</p> <p>Damage can occur over time through incorrect pallet practices and not checking for broken boards. Broken boards could cause damage by:</p> <ul style="list-style-type: none"> ✓ Catching on racking, causing the pallet to fall ✓ The pallet breaking when it is being unloaded or loaded onto courier trucks <p>Check for broken boards, and make sure that pallets are not being pushed along the floor or handled incorrectly.</p>			
<p>Complete a visual check of PPE before use</p> <p>Before you start using any type of PPE, it is important to check for any signs of damage, such as:</p> <ul style="list-style-type: none"> ✓ Tears or rips in jackets and safety vests that could get caught ✓ Scratches on safety glasses that could reduce your visibility ✓ Broken or cracked soles on safety boots 			
<p>Clearly mark out your walkways and driver safety zones</p> <p>Machinery and pedestrians are a dangerous mix. To reduce the risk of injury, it is important to mark out the following areas:</p> <ul style="list-style-type: none"> ✓ Pedestrian walkways – use a line marking spray or floor marking paint to mark clear, durable lines ✓ Driver exclusion zones – these zones are important during the unloading and loading process, as they clarify where drivers can safely stand 			
<p>Enforce a Chain of Responsibility (COR) for every item sent</p> <p>A COR is a vital part of every safe supply chain. You should always carry out checks to make sure that the pallets are secure and drivers are able to complete their job safely.</p> <ul style="list-style-type: none"> ✓ Use a checklist to make sure that every stage of the packaging and transportation process is completed correctly 			

TIPS FOR MARKING LINES AND EXCLUSION ZONES

Mark exclusion zones in an area where the driver can see their truck being unloaded and loaded, and where the forklift operator can see the driver at all times.

Line Marking Tips:

- Give the surface a thorough clean with a high pressure hose to remove any dirt or debris
- Use acetone or a graffiti remover to remove old lines
- Spray line marking paint in short, sharp bursts

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