

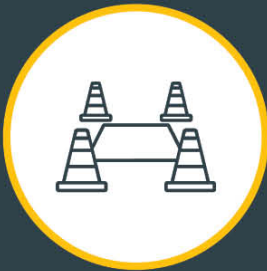
# **IPLEX SITE COLLECTION GUIDELINES**

**SITE ENTRY AND SAFETY STANDARD  
REQUIREMENTS**

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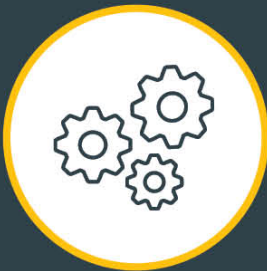
*We always  
go home **safely**,  
every day.*



We always obey  
exclusion zones



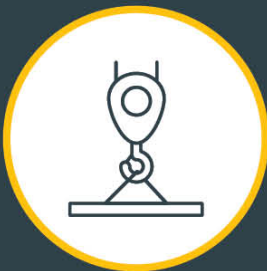
We always come to work  
free of drugs & alcohol



We always ensure  
equipment remains in  
a safe condition



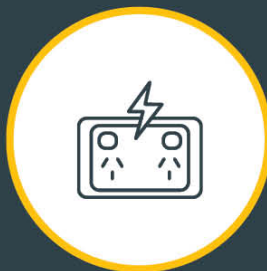
We always work  
safely at height



We always handle,  
lift & store  
materials safely



We always ensure safe load  
stability before restraining &  
prior to releasing restraints



We always control  
electrical hazards

**7** LIFE  
SAVING  
RULES



## Contents

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IPLEX SITE COLLECTION GUIDELINES .....	1
SITE ENTRY AND SAFETY STANDARD REQUIREMENTS.....	1
SITE ENTRY REQUIREMENTS.....	1
SAFETY CONES.....	2
EXCLUSION ZONES .....	3
PEDESTRIAN EXCLUSION ZONE.....	3
LOAD REQUIREMENTS .....	4
UTES FITTED WITH TRADE RACK.....	4
OVERHANG REQUIREMENTS.....	4
LOAD REQUIREMENTS.....	6
LOADING .....	7
COILS.....	7
COIL GUIDELINES FOR VEHICLES .....	8
PIPE.....	8
PALLETISED GOODS .....	8
LOOSE CARTONS AND FITTINGS .....	8

# IPLEX SITE COLLECTION GUIDELINES

## SITE ENTRY AND SAFETY STANDARD REQUIREMENTS

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The safety and wellbeing of our employees, visitors and customers whilst on any Iplex site is of the utmost importance to Iplex Pipelines. We all have obligations under the Chain of Responsibility Legislation and State Regulations for the safe transport of goods for all product loaded at our facilities.

To assist the safe collection and transport of products from our sites, please follow these guidelines when picking up your orders. This guide covers the following:

- Site entry
- General safety - PPE
- Load requirements (weights)
- Vehicle overhang limits
- Load restraints - Pipe
- Load restraints - Palletised product
- Load Restraints - Coils
- Load Exclusion Zones

## SITE ENTRY REQUIREMENTS

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- Vehicles are to stop at designated check points/boom gates to make presence known.
- Please scan QR code and watch short video on key safety requirements when visiting site
- QR code again and enter your state COVID 19 required information
- Please follow the instructions given and park in designated areas or as directed by site contact. **DO NOT** block entry or exit points or emergency equipment
- Customers must report to distribution office and sign in on arrival and sign out when leaving.
- Customers must follow all safety signage and instructions from Iplex operational staff.
- NEVER remove restraints until directed by site Iplex contact.
- Under no circumstances is any person to remain in the vehicle during loading.
- No person is to climb onto the back of the vehicle. Mobile platforms with fall back protection and side protection on trays required.

**Life Saving Rules** have been proven to control critical risk of serious injury and keep everyone safe. These are a high level critical risk tool followed at all Iplex sites to ensure all stay safe while undertaking critical risk tasks. Following Life Saving Rules is a **mandatory** requirement for all visitors attending our sites – if you have any queries please ask site contact.

## BEFORE COMING ONTO AN IPLEX SITE, PLEASE CHECK YOU HAVE

- The required Personal Protective Equipment (PPE) Hi-Vis clothing (vest) with long sleeves and trousers, safety footwear and gloves for hand protection.
- Shorts and short sleeve shirts will be assessed at sites discretion.
- Hard hats mandatory and eye protection should be worn, if required it will be provided.



- Ensure you are carrying a minimum 300mm (450mm Qld) square bright **Red, Yellow or combined Red and Yellow** coloured flag for any loads with overhang. A Red light is required for travelling at night, visible from 200 metres away.
- Ensure you cover loose items in your load.
- Bring the appropriate strapping or containment method to suit your order.
- No minors or animals are allowed on Iplex sites.
- Mobile phones only to be used in safe zones, ask site contact.
- Contact our Customer Service Centre on 1300 0 IPLEX (Merchants) or 13 10 86 (Civil) to check on any additional loading requirements for your specific order.

## SAFETY CONES

- All Iplex sites now use safety cones to mark out the loading exclusion zone.
- Two basic principles are used to control this process.
- **Cones in** – No people in the exclusion zones.
- **Cones out** – People only (no mobile plant or equipment) in the exclusion zones.

### CONES IN



**FORKLIFTS ONLY**  
**NO PEOPLE**

### CONES OUT



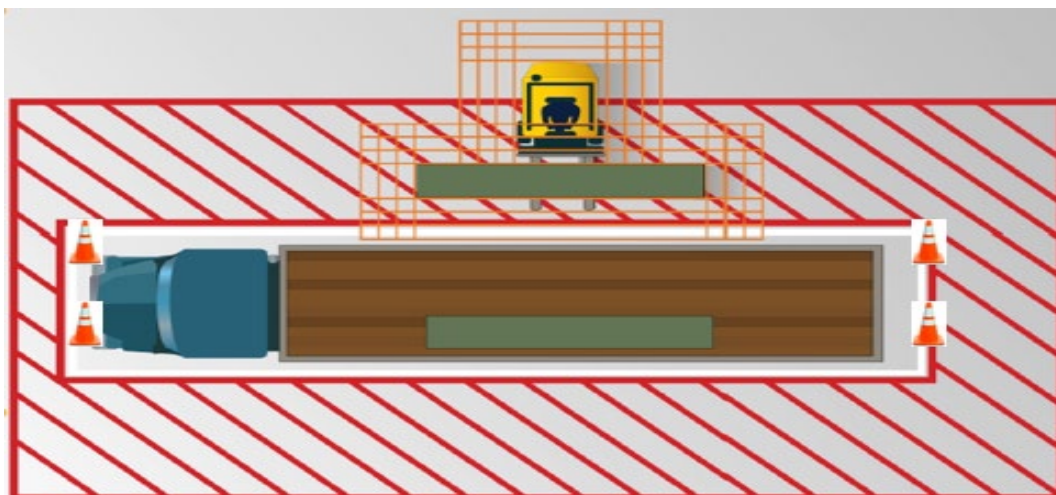
**PEOPLE ONLY**  
**FORKLIFTS OUT**



## EXCLUSION ZONES

### PEDESTRIAN EXCLUSION ZONE

- This is defined as the distance equal to the height of the load from the ground, plus an additional allowance for the nature of the load, with a **MINIMUM clearance of 3 metres**.
- Drivers **MUST** leave the immediate exclusion zone around the vehicle as directed by the site contact and wait in a designated 'Safe Zone' or designated waiting area.
- The driver **SHALL NOT** approach the exclusion zones until loading has been completed and the safety cones have been moved.
- Exclusion zones apply for all pick up vehicles (cars, utes, vans, trucks, trailers etc.).
- The location of the safety zone may vary from site to site and depends on what is being loaded. Customers must follow the direction of Iplex operational staff at all times.



**Under no circumstances** is there to be pedestrian movement around vehicles in the loading and unloading bays (**whether designated or temporary**), without visual warning in the way of safety cones being placed at the exclusion zone.

When dealing with collects & couriers they are treated in the same manner as all other exclusion zones.

## LOAD REQUIREMENTS

Customer vehicles that do not meet legislated requirements or are not suited to the goods being collected will **NOT** be loaded.

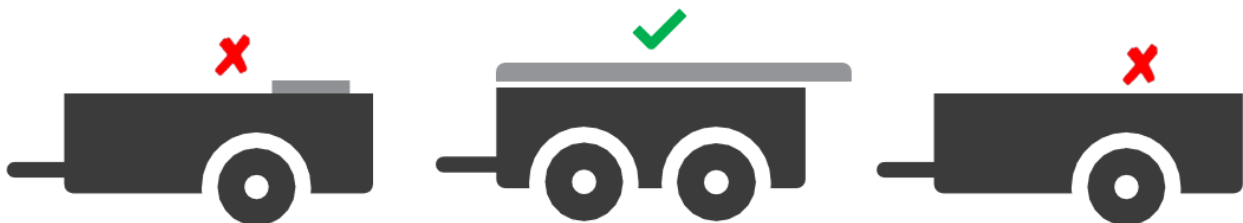
- Suitable racks should be used that meet the required weight limits for the product being collected.
- Refer to manufacturer's specification for weight limits.
- Site staff will not load more than 40kg on roof racks without certification of increased capacity.

## UTES FITTED WITH TRADE RACK



- Where trade racks are certified, labelled and rated, this load rating shall not be exceeded.
- Where no certification or load rating plate is evident, no more than 100kg will be loaded on trade racks (structural design metal construction). Vehicle stability (due to high centre mass) must be considered.
- Long loads will not be loaded on trade racks or roof racks without sufficient front support, unless the certified design excludes this requirement.
- Site personnel have the final say. It is unacceptable that any person be injured or property damaged as a result of being overloaded, loads overhanging inappropriately, or loads restrained inappropriately.

## OVERHANG REQUIREMENTS

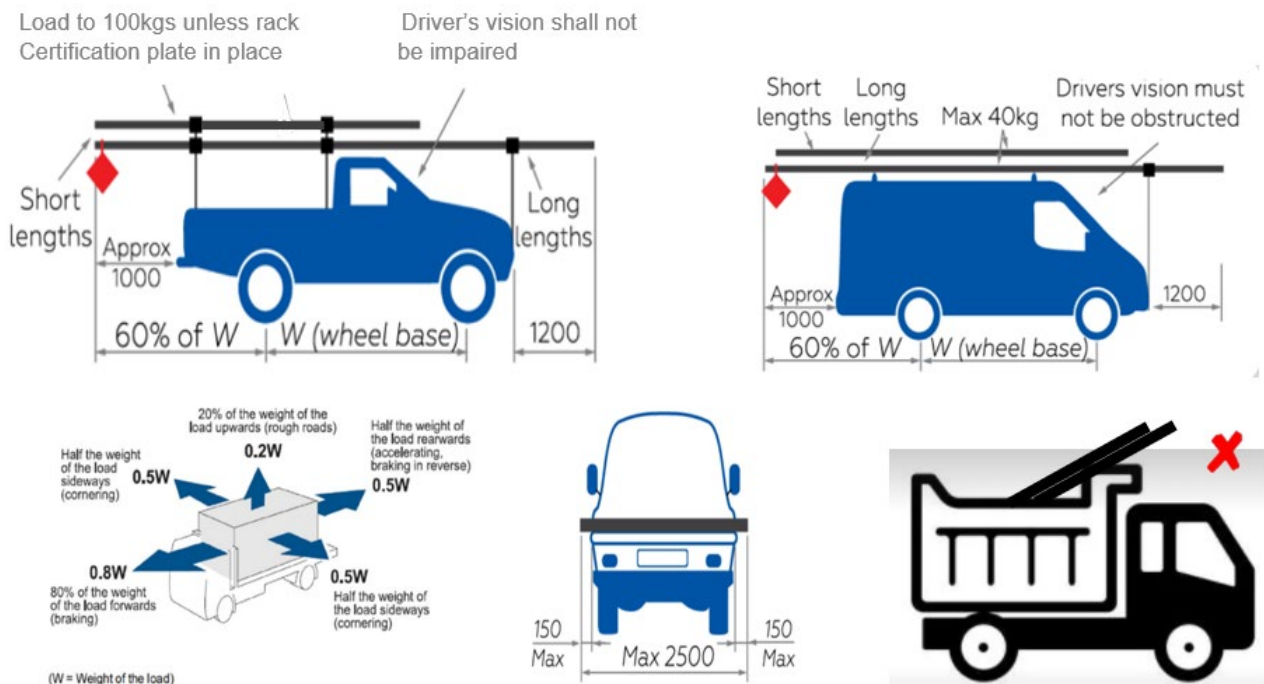


- Where a load is over width or height, appropriate permits from the respective state transport authority will be required and previously arranged with Iplex prior to loading, which may include special signage, escort and an appropriate load permit.
- Projections/overhangs that are dangerous are not acceptable.



- Load must be blocked in a way that will not allow the load to piece the container or be prone to movement.
- No loose items to be packed on top of the load.
- Loose items and loads should be contained under cargo nets. Items placed under cargo nets must not exceed above the top of the container.
- The forward overhang must not project past the drawbar structure.
- Flag is mandatory for overhangs beyond the end of a vehicle (e.g. for trucks).





- The driver's vision must not be obscured.
- For daytime travel (between Sunrise and sunset), a minimum 300mm (450mm Qld) square bright **Red, Yellow or combined Red and Yellow** coloured flag is required on any overhang that cannot be easily seen (see below)



- Where a vehicle is operating at night, a Red light visible for 200 metres must be affixed.

**Note:** WA loads may extend 1200mm front and rear. Please refer to the state you are operating within for further instruction.

## LOAD REQUIREMENTS

All Loads to be restrained according to the National Transport Commission LOAD RESTRAINT GUIDE.

All loads must be restrained to prevent unacceptable movement during all expected conditions of operation.

- In particular, the load must be restrained to be able to withstand normal driving, weather conditions and prevent movement in all directions.

- Ratchet straps are required to restrain loads. Ropes are not acceptable.
- Some state laws may require netting over cartons or loose items in the back of a ute even when they are lower than the side rails, please check your rules.
- If collecting DI steel pipe, chains and ratchet dogs may be required; please check beforehand.
- We use the National Transport Commission Load Restraint Guide for restraining loads.
- Additional load restraint may also be required.
- Snap dogs for chains are not permitted on Iplex sites.
- Pipe lengths shall not be loaded into Tipper Trucks



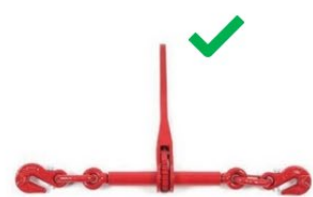
**SNAP DOG**



**2.5 TON WEBBING STRAP**



**RATCHET & CHAIN**



**SIDE RATCHET**

## LOADING

### COILS

- Small coils can be laid down if they do not exceed truck width, however, all items must be secured to the vehicle to prevent falling off the vehicle during transit.
- Bolsters are recommended to assist in the containment of coils. Gates are to be a minimum of 1.5m high and **MUST BE** used where fitted.
- Hand ratchet straps rated 2.5 tonne are to be used for large coils.
- Maximum coils permitted per semi-trailer – 110mm x 20, 90mm x 24, 75mm x 35, 63mm x 50.
- PE (Polyethylene) coils can cause injury when movement is not controlled. Coils can weigh in excess of 500kg.
- Coil sizes will play a role in how you are able to collect. Please ask or check first.



**PURPOSE BUILT COIL TRAILERS**



**PALLETISED OR LIE  
FLAT ON TRAY**



**POLY COIL**

- Larger coils are not suitable to be collected by some vehicles.
- If the coil cannot be laid down flat across the tray or it exceeds the width of the tray, other suitable transport will need to be arranged.
- Large coils require an engineered containment device such as a purpose-built coil trailer.

## COIL GUIDELINES FOR VEHICLES

PRODUCT CODE AND DESCRIPTION	INTERNAL DIAMETER	WIDTH	DIAMETER
(COIL SIZING IS A GUIDE ONLY)	(MM)	(MM)	(MM)
PBH1263100 PN12 63mm x 100m Coil	1930	420	2200
PBH1650100 PN16 50mm x 100m Coil	1230	260	1680
PBH1240100 PN12 40mm x 100m Coil	1000	255	1360
PICH50100 OUTER COIL Rural 50mm x 100m Coil	1730	390	2100
PICH40150 OUTER COIL Rural 40mm x 150m Coil	1600	335	1950
PICH32150 OUTER COIL Rural 32mm x 150m Coil	1280	350	600
PHXL1240150 PN12 40mm x 150m Coil	1030	255	1530

## PIPE

- Pipe must be secured using webbing straps.
- Webbing straps shall be in good condition with no more than 10% wear.
- It is recommended that bundles and single lengths be belly wrapped.
- Iplex do not any classify any form of rope as a load restraint.

## PALLETISED GOODS

- Pallets of cast iron fittings or Gatic covers must always be secured using appropriate restraints and vehicle shall be gated to prevent movement in transit – utility vehicles unsuitable.
- Pallets of cartons will be wrapped to a pallet to prevent cartons becoming dislodged during transit.
- Adequate restraints should be used to secure items to the vehicle including pallet angles, to give an even tie down force across the entire pallet.

## CARTONS AND FITTINGS

- All items should be restrained at all times when in transit, including loose cartons and fittings.



# EVERYONE HOME WITHOUT HARM EVERY DAY

