



Information for Road Carriers  
delivering to Emerald Logistics  
Melbourne Port Terminal

# Road Deliveries to MPT

Emerald Grain Logistics (EGL)

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## 1. Reminder to all customers and carrier’s delivering to EGL terminal

- 1. It is EGL’s policy to comply with all laws and regulations that apply to our business, and so with consultation from the Victoria Police Road Safety Task Force, we have developed a structured response to deal with road safety and fatigue issues.
- 2. Under the chain of responsibility laws, everyone in the supply chain must take ‘reasonable steps’ to prevent driver fatigue and ensure a driver does not drive a heavy vehicle while impaired by fatigue – an approach consistent with existing Occupational Health & Safety (OH&S) laws.

## 2. EGL has a Structured Approach to Road Deliveries:

### A. Allocated timeslots for each individual trucks

By defining time-slots for individual trucks, the drivers will be able to time their arriving times more accurately and need not be concerned about having to secure an early place in a long line up.

### B. Providing timeslots that allow adequate time to process the trucks

The time taken to process individual trucks depends on factors such as sampling/ classification requirements, location of stocks, special customer instruction, awaiting instructions for problem loads, etc. EGL will take into account these factors when determining the length of time-slots that will be allocated for individual orders.

### C. Providing information about truck parking areas close to the EGL terminal

Truck drivers must obey the road laws and park accordingly. EGL does not provide a truck parking lot but will continue to keep drivers and customers informed about parking issues

around the terminal as the information comes to hand. EGL accepts no responsibilities for any accidents, incidents, fines or any issues that result from failure to abide by the laws.

#### **D. Permitting the reasonable use of the amenities for truck drivers**

At EGL we have always made our amenities available for the reasonable use of truck drivers during terminal operating hours, and we shall continue to do so.

Truck drivers who are seen to be abusing these facilities shall be permanently excluded from the EGL terminal.

### **3. Obtaining timeslots at the terminal**

1. Carrier's need to contact EGL to book timeslot's. Requests need to be submitted at least one week in advance. Timeslots will only be confirmed up to 2 days in advance, and it is advised that you try to book slots as early as possible to avoid disappointment.

You can book slots by either calling or emailing EGL on:

- Phone: 03 9680 6277
- Email: [t@emeraldgrain.com](mailto:t@emeraldgrain.com) (preferred method of contact)

2. To secure a booking you will need to have the following information ready:
  - 2.1 Emerald movement order number (ensure the order number is full with letters and numbers if applicable)
  - 2.2 Day/Time preferred
  - 2.3 Tonnes per load
  - 2.4 Copy of vendor declaration

EGL will then issue the carrier with booking numbers for each individual slot that is booked. Under this timeslot arrangement trucks will need to arrive at the terminal 10 minutes either side of their allocated slot.

### **4. Drivers will need to provide the follow upon arriving at the terminal**

1. EGL unique booking number (provided when timeslots are booked)
2. EGL allocated 5 digit order number

Please note: if this information is not supplied, drivers may be turned away or asked to pull aside until the required paperwork can be made available to our weighbridge staff.

All carriers' entering the confines of the terminal will comply with the following requirements. Anyone found to not following these requirements may be issued a warning. Subsequent breaches may incur harsher penalties.

### **5. PPE minimum entry requirements**

Drivers are to present themselves to the weighbridge attendant wearing the following PPE attire to successfully gain entry into the site (as per the gate signage and site map).

1. Steel capped footwear
2. High visibility top
3. Safety glasses
4. Hard hat

Failure to comply with the PPE requirements may result in carriers being refused entry and losing their allocated booking slot.

## **6. On site safety rules**

1. PPE is to be worn at all times without exception
2. Smoking is only permitted in the 1 designated area of the terminal which is situated at the rear of the main office building near the snack machines
3. Smoking is prohibited in the confines of the driver's vehicle whilst on site at EGL
4. A maximum allowable speed limit of 15km in a clock wise direction
5. Carriers are to follow all reasonable directions from the Terminal staff
6. Carriers are to conduct themselves in an orderly and professional manner
7. All injuries and dangerous occurrences are to be reported immediately to EGL staff
8. Basic first aid equipment is available on site if required, please speak to EGL staff

## **7. Emergency evacuation procedure**

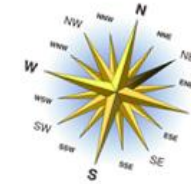
1. Initiated through the loud speaker system
2. Carriers are to follow all instructions and directives from the EGL staff members
3. Carriers must not attempt to leave the terminal by vehicle due to road access being vital
4. Carriers are to assemble at the instructed EEA and wait for further instructions
5. The two designated EEA are clearly marked on the site map provided on the reverse side
6. Carriers are to wait for the all clear before re-entering the confines of the EGL terminal.
7. Drug & Alcohol Testing is conducted at all EGL sites. If a drug or alcohol test is conducted at the Terminal, all present, carriers included, may be tested.

Should you have any queries regarding this new procedure please contact the bookings team.

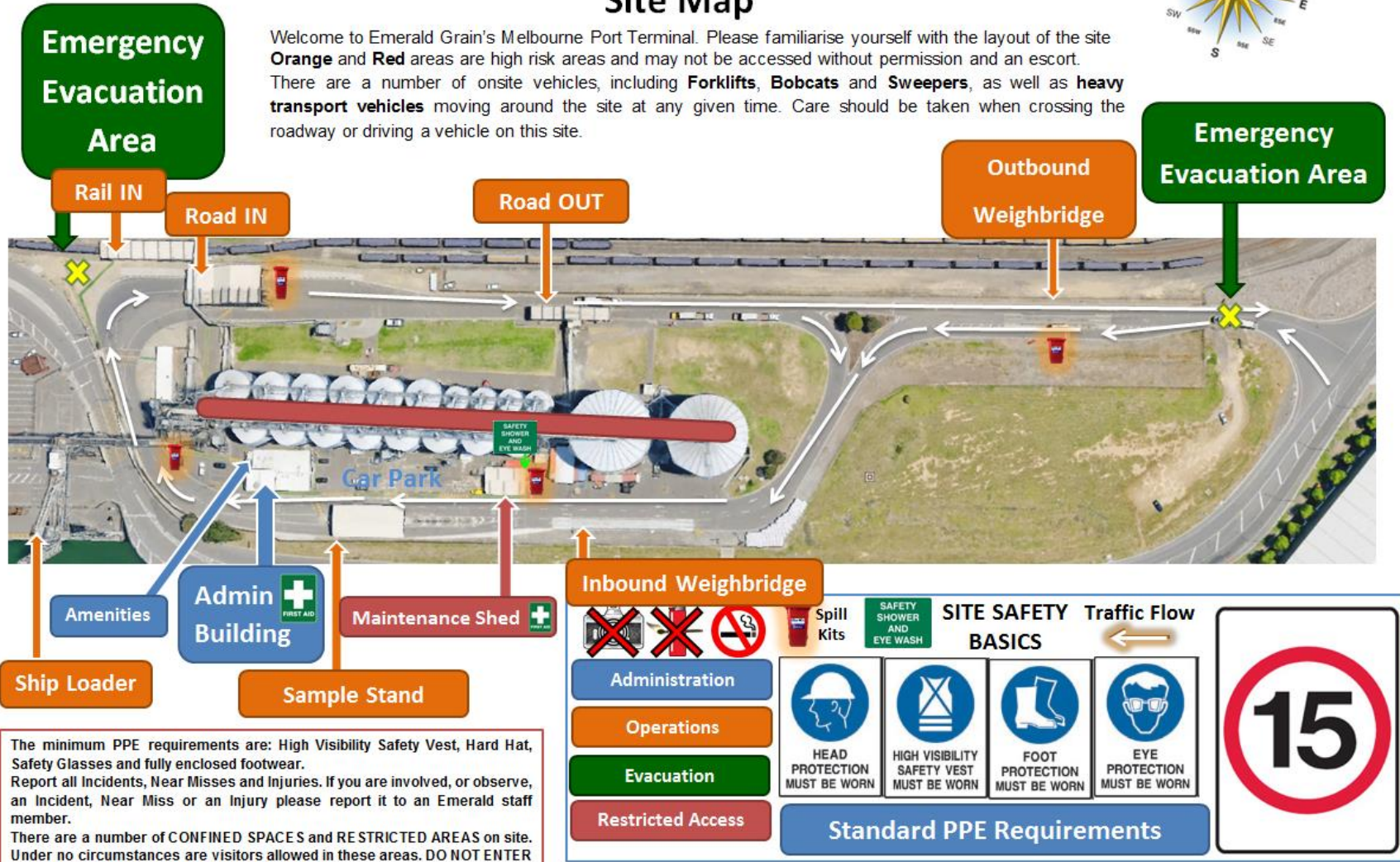
## 8. Melb Port Terminal Diagram



# Melbourne Port Terminal Site Map



Welcome to Emerald Grain's Melbourne Port Terminal. Please familiarise yourself with the layout of the site. **Orange** and **Red** areas are high risk areas and may not be accessed without permission and an escort. There are a number of onsite vehicles, including **Forklifts**, **Bobcats** and **Sweepers**, as well as **heavy transport vehicles** moving around the site at any given time. Care should be taken when crossing the roadway or driving a vehicle on this site.



The minimum PPE requirements are: High Visibility Safety Vest, Hard Hat, Safety Glasses and fully enclosed footwear. Report all Incidents, Near Misses and Injuries. If you are involved, or observe, an Incident, Near Miss or an Injury please report it to an Emerald staff member. There are a number of CONFINED SPACES and RESTRICTED AREAS on site. Under no circumstances are visitors allowed in these areas. DO NOT ENTER areas designated as being under FUMIGATION.