



Barnawartha Annual Truck Driver E-Induction

Interactive site induction for drivers entering, loading, unloading or collecting freight

HOW TO COMPLETE

Download this PDF and open it in Adobe Acrobat Reader or Microsoft Edge. Type in the blue-outlined fields, click one answer for every question, save the completed file, and return it to the EFC contact who emailed it to you. Some email preview windows do not save form entries.

Annual driver details

Driver full name

Company / employer

Mobile number

Email address

Driver licence number

Issuing state and licence class

Licence expiry date

Induction completion date

- ☐ I confirm that I hold a current driver licence appropriate for the vehicle I drive on site.
- ☐ I understand this induction is normally valid for 12 months, but EFC may require earlier re-induction after a site/TMP change, incident, breach, control failure or safety direction.

PRIVACY

Driver and licence details are personal information. EFC should restrict access, store completed inductions securely and retain or dispose of them under its approved records policy.

1. Arrival, traffic flow and reversing

8 km/h MAXIMUM

Travel more slowly whenever visibility, congestion, weather, surface conditions or pedestrian/mobile-plant activity require it.

Arrival sequence

- 1 **STOP AND REPORT.** Enter through the marked Entry/Exit, stop at the sign and report to Yard Control before proceeding.
- 2 **WAIT FOR INSTRUCTION.** Identify the job and wait for an allocated loading area and route. Do not self-allocate a bay.
- 3 **FOLLOW THE MAP.** Obey arrows, signs and Yard Control directions. Give way to pedestrians, forklifts and reversing vehicles.
- 4 **STAY IN CONTROL.** Wear the seatbelt, avoid phone distraction, keep clearances under observation and stop whenever the route is not safe.

Reverse-only loading areas

REVERSE ONLY

Both the Side Loading Area and Dock Rear Load Area are reverse-only. Do not reverse until Yard Control allocates the area, the path is clear and the agreed reversing control is in place.

- Confirm the bay, approach route, available clearance and communication method with Yard Control.
- Inspect for pedestrians, forklifts, fixed objects, overhead hazards, blind spots and surface hazards.
- Only one authorised person directs the manoeuvre. Reverse at walking pace using mirrors/camera and warning devices.
- If you lose sight or communication with the person controlling the manoeuvre, STOP immediately.
- Stop if anyone enters the reversing path or exclusion zone. Resume only after positive clearance.
- When parked, apply the park brake, secure the vehicle and follow the site key/immobilisation process.

STOP-WORK RULE

If the map does not match the physical site, a required control is missing, or instructions conflict, stop and contact Yard Control. Do not improvise.

2. Carrying capacity and load distribution

DRIVER MUST KNOW THE LIMIT

Before loading starts, the driver must know the vehicle combination's legal available carrying capacity and communicate any loading or distribution limits to Yard Control and the forklift operator.

Capacity information

Know the ratings. Know the applicable GVM/GCM/ATM, axle-group limits, vehicle and trailer ratings, and any permit or route limits.

Know the available payload. Account for the vehicle, fuel, equipment, driver, existing freight, pallets and restraints before stating how much can be loaded.

No overloading. EFC will not knowingly load a vehicle above a legal mass limit, axle limit, manufacturer rating or safe operating limit.

Tell the loader early. State any weight limit, preferred pallet position, multi-drop sequence or axle-distribution constraint before the first pallet is placed.

Safe load distribution

- Load position affects steering, braking, stability and individual axle loads. A load can be below total capacity but still overload an axle or create unsafe handling.
- Agree the loading plan and distribution before loading. Account for pallet mass, heavy items, concentrated loads, gaps, centre of gravity and unloading sequence.
- For multi-drop work, the remaining load must stay safely distributed and restrained after every delivery. Reassess the load after each drop.
- The driver must check mass information, placement and visible load condition before accepting the vehicle for departure.

FORKLIFT OPERATOR AUTHORITY

The forklift operator may pause or stop loading, require the load to be repositioned, or refuse/turn away a truck when capacity, distribution, restraint, vehicle condition, communication or conduct is unsafe or unclear. The driver must follow that direction and escalate respectfully to Yard Control if clarification is needed.

- ☐ I will know and communicate my vehicle's available carrying capacity and load-distribution limits before loading starts.
- ☐ I understand that the forklift operator may stop loading, require changes or turn the truck away on safety grounds.

3. Load restraint, curtains and loading conduct

CURTAIN CERTIFICATION IS MANDATORY

Any curtain presented as a load-restraint curtain must display a readable certification/load-rating label or sticker. If the label cannot be sighted, EFC will treat the curtain as unrated and require suitable additional restraint, or the truck may be turned away.

Curtains do not remove the need for restraint

- A rated curtain provides restraint only within its certified rating and conditions. Do not assume every curtain is load rated.
- Curtains provide sideways restraint only. Forward and rearward movement must be controlled separately, and gaps or unsuitable freight may require extra restraints.
- Do not exceed the curtain rating. Follow the certification conditions for pallet mass, pallet spacing, load type, height, gates and other specified requirements.
- Damaged, incorrectly repaired, illegible or uncertified curtains must not be relied on as load restraint.

Driver-supplied restraints

Bring enough equipment. The driver is responsible for arriving with enough suitable, rated and serviceable straps and other required restraint equipment for the intended load.

Protect the restraint system. Provide appropriate edge protection, friction material, dunnage, gates, blocking or other equipment where the loading plan requires it.

Follow the loading direction. If the forklift operator or Yard Control requires every pallet to be strapped or requires additional restraint, comply before departure.

Final driver check. Before moving, confirm the load, restraints, curtains, gates, doors and equipment are secure and that the vehicle remains within all applicable limits.

RESPECTFUL CONDUCT

Forklift operators are applying site safety and loading controls. Do not argue, threaten, abuse or pressure them to continue. Stop, remain calm and ask Yard Control to resolve any disagreement.

- ☐ I understand the curtain certification/sticker requirement and that an unverified curtain will be treated as unrated.
- ☐ I will provide enough compliant restraints and follow a direction to strap every pallet or add further restraint.

4. Site traffic map and orientation

MAP USE

The map must match the controls physically present. Stop and ask Yard Control if a route, sign, exclusion zone, driver safety area, first aid point or emergency muster point is unclear or unavailable.

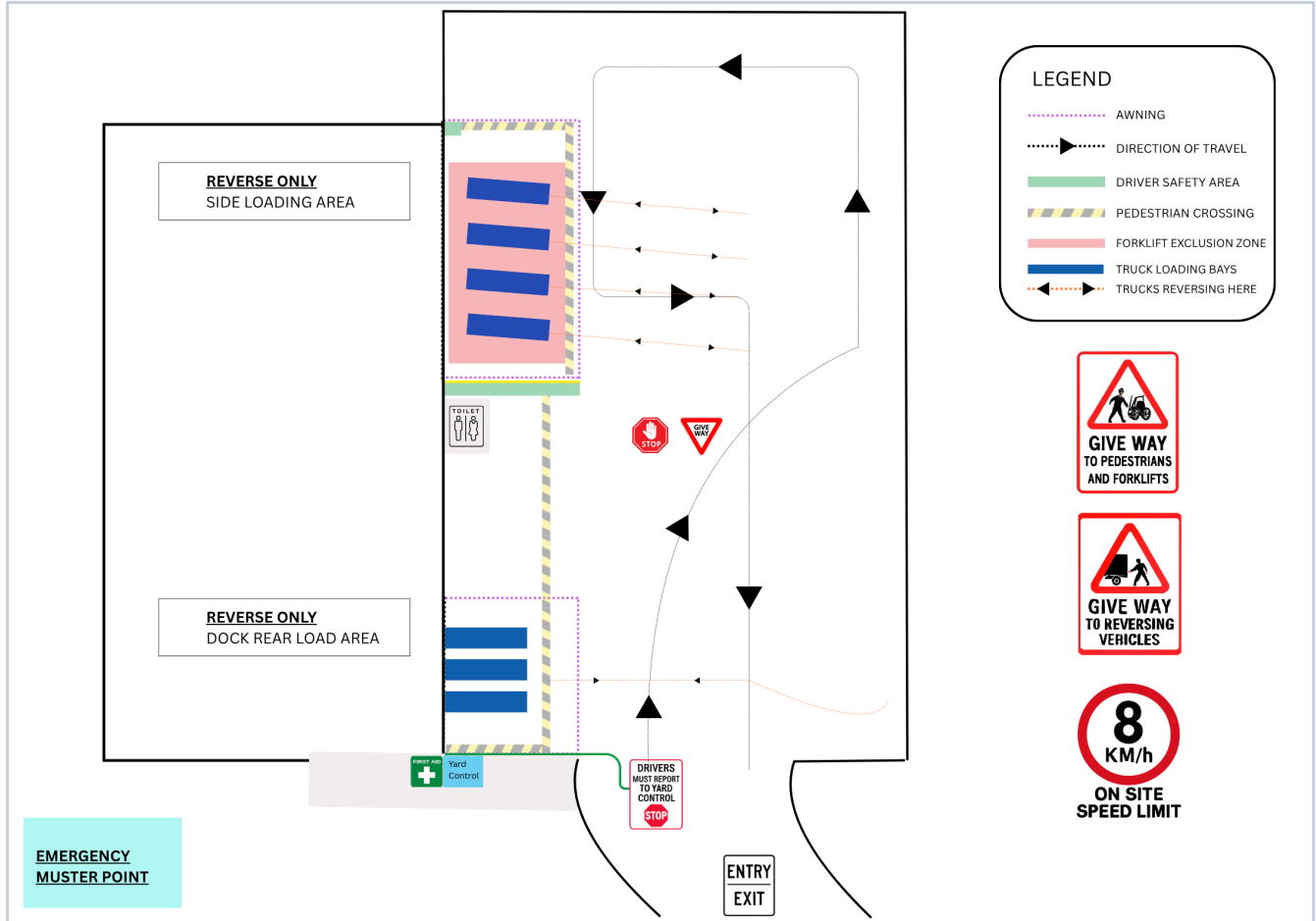


Figure 1. Barnawartha site traffic-management map supplied 3 September 2026

- ☐ I can identify the Entry/Exit and the mandatory Yard Control stop/report point.
- ☐ I can identify the 8 km/h limit, direction-of-travel arrows and give-way controls.
- ☐ I can identify both reverse-only loading areas and the marked reversing paths.
- ☐ I can identify the driver safety areas, forklift exclusion zones, crossings, first aid and toilet.
- ☐ I can identify the Emergency Muster Point and understand I must follow the safe route directed during an emergency.

5. Forklift loading, emergencies and conduct

During forklift loading or unloading

Driver safety area. Loading/unloading must not start until the driver is in the designated driver safety area. Remain there until mobile plant has stopped and an authorised person gives positive release.

Exclusion zone. Never enter the pink forklift exclusion zone while work is underway. Do not stand beside, behind or in front of the truck.

Curtains and restraints. Only work on curtains, gates, posts or restraints after mobile plant has stopped and positive release has been given.

Vehicle movement. Do not start or move until loading is complete, people and plant are clear, the load is secured and Yard Control has released the vehicle.

Emergency and incident actions

- Stop and secure the vehicle, apply the park brake and keep emergency access clear.
- Raise the alarm, warn people at risk, contact Yard Control and call 000 for a serious emergency.
- Follow directions to the Emergency Muster Point shown on the map. Do not re-enter until authorised.
- Preserve the incident scene except to assist an injured person or remove an immediate danger.
- Report injury, damage, load movement, spill, near miss, aggression or control failure immediately.

Conduct and re-induction

Fit for work. Do not enter if affected by fatigue, alcohol, drugs, illness or another condition that prevents safe work.

No aggression. Abuse, threats, intimidation, horseplay and pressure to bypass a control are prohibited. A driver may be removed from site.

Refresher triggers. Re-induction may be required before 12 months after a material site/TMP change, incident, near miss, breach, control failure, WorkSafe direction or other safety need.

GUIDANCE BASIS

This induction reflects current WorkSafe Victoria guidance on driver safety zones and forklift traffic controls, and NHVR guidance on load distribution, load restraint and load-rated side curtains. Site rules may be stricter than minimum legal requirements.

WorkSafe: worksafe.vic.gov.au/driver-safety-zones

NHVR: nhvr.gov.au/road-access/loading/load-restraint-guide

6. Knowledge check - Part A

COMPLETE EVERY QUESTION

Click one answer for each question. EFC will review the returned PDF. Incorrect or incomplete answers may require clarification or re-induction before site access is confirmed.

1. Where must you stop and report before entering the yard?

- ☐ At the Yard Control stop/report point.
- ☐ At any empty loading bay.
- ☐ Beside the forklift exclusion zone.

2. What is the maximum posted site speed?

- ☐ 5 km/h.
- ☐ 8 km/h.
- ☐ 10 km/h.

3. Which loading areas are reverse-only?

- ☐ The Side Loading Area only.
- ☐ The Dock Rear Load Area only.
- ☐ Both the Side Loading Area and Dock Rear Load Area.

4. What must you do if you lose sight or communication with the person controlling the reversing manoeuvre?

- ☐ Stop immediately.
- ☐ Continue slowly while sounding the horn.
- ☐ Finish the manoeuvre using mirrors only.

5. Where must you remain during forklift loading or unloading?

- ☐ Inside the forklift exclusion zone.
- ☐ In the designated driver safety area until mobile plant stops and you are released.
- ☐ Beside the trailer so you can watch the forks.

6. Knowledge check - Part B and declaration

6. What must you know and communicate before loading starts?

- ☐ Only the trailer length.
- ☐ Available carrying capacity and relevant load-distribution limits.
- ☐ Nothing - the loader decides all limits.

7. When may a curtain be relied on as a load-restraint curtain at this site?

- ☐ Whenever it looks strong.
- ☐ When it has a readable certification/load-rating label or sticker and the load meets its conditions.
- ☐ Whenever the truck is travelling locally.

8. Who must supply enough suitable straps and restraint equipment for the intended load?

- ☐ The driver.
- ☐ The forklift operator.
- ☐ The customer receiving the freight.

9. What authority does the forklift operator have?

- ☐ None once loading has started.
- ☐ They may stop loading, require changes or turn the truck away on safety grounds.
- ☐ They may only comment after the truck departs.

10. What should you do if the forklift operator requires every pallet to be strapped?

- ☐ Comply and add the required restraint before departure.
- ☐ Argue until the instruction is withdrawn.
- ☐ Close the curtains and leave without straps.

Driver declaration

☐ I confirm that I completed this induction myself, viewed the site map, answered every question and understand that I must comply with the site controls and stop when conditions are unsafe or unclear.

Typed full name (electronic acknowledgement)

Date completed

Questions, restrictions or information EFC needs to know

SAVE AND RETURN

Save this completed PDF under your name and return it to the EFC contact who sent it. Site access remains subject to EFC confirming that the induction is complete and satisfactory.