

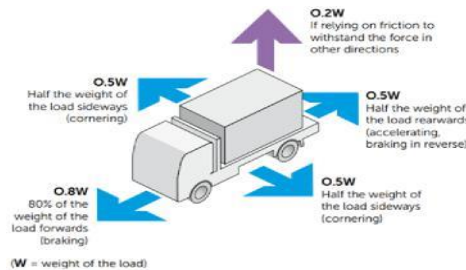
Standard Operating Procedure Customer Utilised Own Transport

Dear Customer,

At Coates we are serious about Workplace Health and Safety across all areas of our business. To minimise any risk to drivers, Coates have a comprehensive Safety Management System where our transport providers and their drivers are required to be assessed and complete inductions to ensure they meet our high standards and expectations.

Unless otherwise required by our customer, we will **always** utilise Coates Approved Transport companies. Therefore, where customers utilise their own transport system, Coates requires that:

- The Customer Own transport information sheet must be sent out to all customer and non-approved Coates transport providers when they have been engaged by a customer or other source other than Coates, to pick up or drop off equipment in a Coates Branch.
- Non-APPROVED** Transport Companies and/or non-inducted drivers are **DIRECTLY SUPERVISED** at all times when working at a Coates branch
- The assigned vehicle must be suitable for the load and the load must be restrained in accordance with the NTC Load Restraint Guidelines and/or Coates Load Restraint Guide



- Loading and unloading shall be to Coates documented Loading & Unloading Procedure
- Drivers must not remove load restraint or unload their vehicle on Coates premises unless directly instructed to do so by Coates staff
- Drivers must be fully equipped with and utilise the required PPE at all times (see below)
- Your truck will be subject to an RTSC (Regular Transport Safety Check)

Correct PPE

Your transport provider will be required to wear the below PPE as a minimum requirement upon arriving at any Coates Site.



Safety glasses must be worn at all times



Steel toe capped footwear must be worn at all times



'Yellow' safety vest or tight-fitting fluorescent garments must be worn at all times



Hand protection must be worn when loading/unloading and restraining



Safety Harnesses must be worn at all times when operating boom lifts



Safety helmets must be worn when craning loads



Long pants and long sleeves must be worn at all times

Please note that if these minimum requirements are not met, then the driver will be refused entry to the branch or site, and you will be contacted to make alternative transport arrangements. Coates will not be held responsible for any additional costs. If required, we can provide you with a quote for alternative transport arrangements.

Issue Date:	20/09/24	Classification:	PUBLIC
Document Code:	SAF-FM-076B	Feedback:	coatestransport@coates.com.au

The correct Personal Protective Equipment (PPE) is required at all times whilst Employees & Contractors are onsite at Coates Hire locations. This document clearly defines the PPE standards that are applicable to all Coates Hire contractors.

REQUIRED PPE STANDARDS



WHILST AT A COATES HIRE LOCATION

- ✓ LONG SLEEVES MUST BE WORN AT ALL TIMES – NO EXCEPTIONS
- ✓ LONG SLEEVES MUST BE ROLLED DOWN & FASTENED AT ALL TIMES
- ✓ LONG PANTS MUST BE WORN AT ALL TIMES NO EXCEPTIONS
- ✓ SHIRTS MUST BE TUCKED IN AT ALL TIMES TO AVOID ENTANGLEMENT
- ✓ HI VISIBILITY GARMENTS MUST BE FASTENED TO AVOID ENTANGLEMENT

- ✓ RELEVANT PPE MUST BE WORN AS PER COATES HIRE PPE POLICIES BELOW
 - ✓ EYE PROTECTION
 - ✓ HAND PROTECTION
 - ✓ HIGH VISIBILITY CLOTHING
 - ✓ FOOT PROTECTION
 - ✓ HEARING PROTECTION

GENERAL RULES APPLICABLE TO ALL CONTRACTORS

- ✓ Long sleeve shirts and pants or slacks are compulsory for all contractors at Coates Hire. There is no option for the wearing of short sleeve shirts or pants as part of our HSEQ standards at any Coates Hire location. Long sleeves are never to be rolled up at any time.
- ✓ Coates Hire requires all high visibility garments to be yellow. If your work attire does meet this requirement you are required to wear a yellow high visibility vest at all times whilst at a Coates Hire location. Any work attire needs to be at a minimum long sleeves and long pants.
- ✓ Hi Visibility garments must be fastened at the front at all times to avoid entanglement. All shirts must be tucked in for the same reasons.
- ✓ Appropriate cotton protective clothing must be worn when conducting hot works; E.g.: Welding, Angle Grinding and Oxy Cutting.
- ✓ It is the responsibility of the contractor to ensure that at all times they have access to the required PPE whilst visiting a Coates Hire location.
- ✓ Any contractor that is employed in an administrative role at Coates Hire must adhere to the uniform and PPE policies as appropriate whilst on site.

