

LOADING DOCK MANAGEMENT PLAN

Griffith Base Hospital Redevelopment



ADCO

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Issue	Date	Author	Reviewed
1	30/07/2024	ADCO	HI/MLHD
2	11/12/2024	ADCO	HI/MLHD/BMG

1. INTRODUCTION

1.1 Purpose

The purpose of this Loading Dock Management Plan (LDMP) is to provide guidance on the daily operations of the loading dock and to ensure the control of delivery vehicles and personnel.

This LDMP directly aligns with the Development Consent No. SSD-9838218, dated 14 October 2021, specifically SSDA D32 which outlines the condition and requirement to manage vehicles entering and exiting the loading bays whilst a waste vehicle is parked in front of the waste compactor. The LDMP outlines measures to ensure there is no conflict during operation of the loading dock and manage the timing of service and delivery vehicles to avoid potential conflicts with peak school times.

The effective use of this LDMP would contribute to the minimization of delays and accidents as well as to limit any disruptions to the hospital and surrounding neighbours.

This plan shall be subjected to ongoing reviews and updated as necessary in response to changing requirements and response to any WHS issues. Where a new supplier/service providers requirements are outside this plan a full review must be undertaken prior to any changes being allowed. Where the change of service provider does not alter the underlying characteristics of the operations, no change to this plan is required.

2. SITE DETAILS

2.1 Site Access

Access to the dock is provided via a driveway along Warrambool Street, adjacent to the emergency vehicle driveway. The designated access route into the loading dock area is provided in Figure 1.

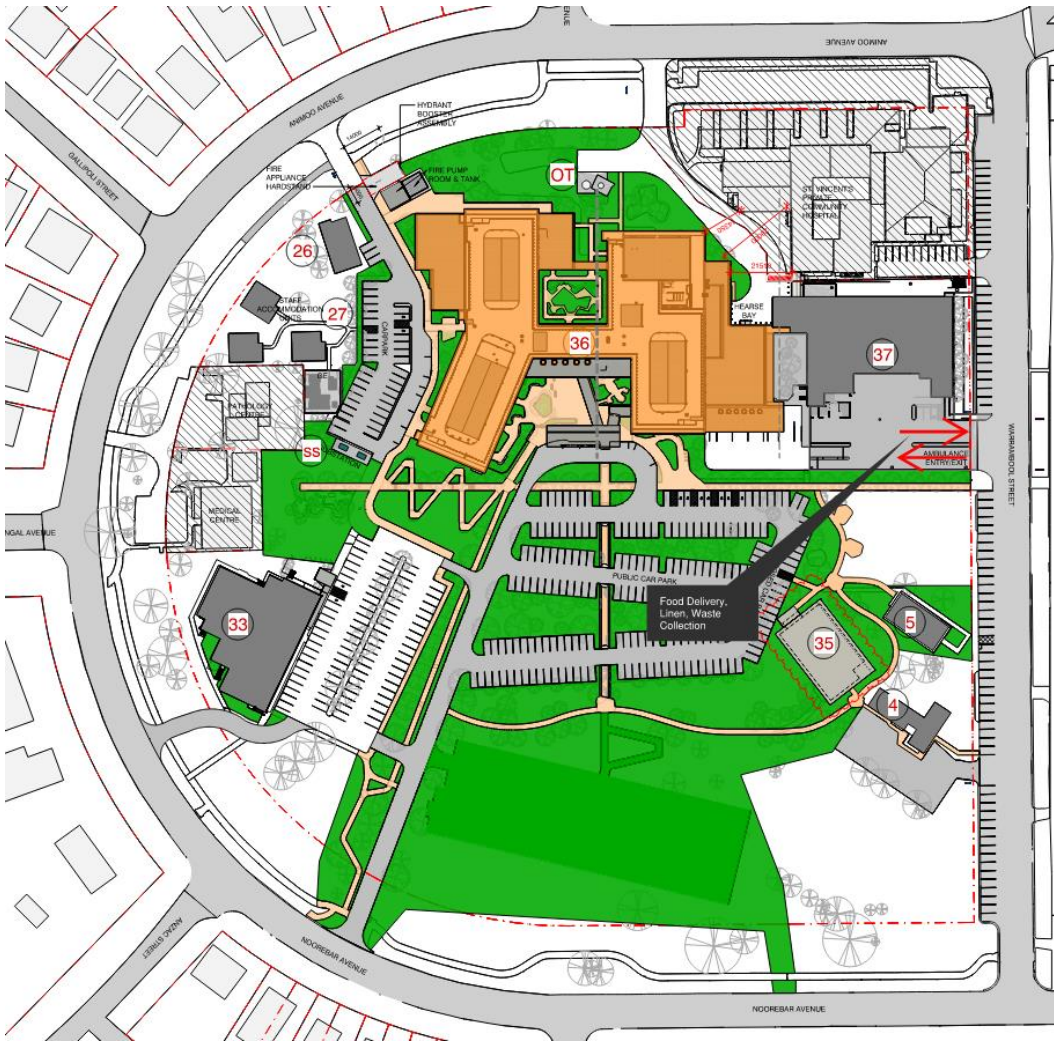


Figure 1 – Service Vehicle Access

2.2 Loading Facilities

The loading dock will provide one heavy rigid vehicle (HRV) bay and one medium rigid vehicle bay. A bay will also be provided in front of the compactor to allow waste vehicles to reverse into the space and exit in a forward movement. It is noted that vehicles will not be able to enter or exit the HRV and MRV bays whilst a waste vehicle is parked in front of the compactor.

The following service vehicles will require access to the loading dock (56 approx number of deliveries vehicles per week).

- Food Delivery Vehicles (3 large deliveries per week)
- General Waste Collection Vehicles (1 waste and 1 recycling per week)
- Clinical Waste Collection Vehicles (1 clinical waste per week)
- Linen Vehicles (1 linen delivery per week)

Swept path assessments have been undertaken to ensure that service vehicles are able to enter and exit the site in a forward direction (see Figure 2). A Typical HRV vehicle (expected to be largest vehicle accessing the loading dock) has been used for the assessment.

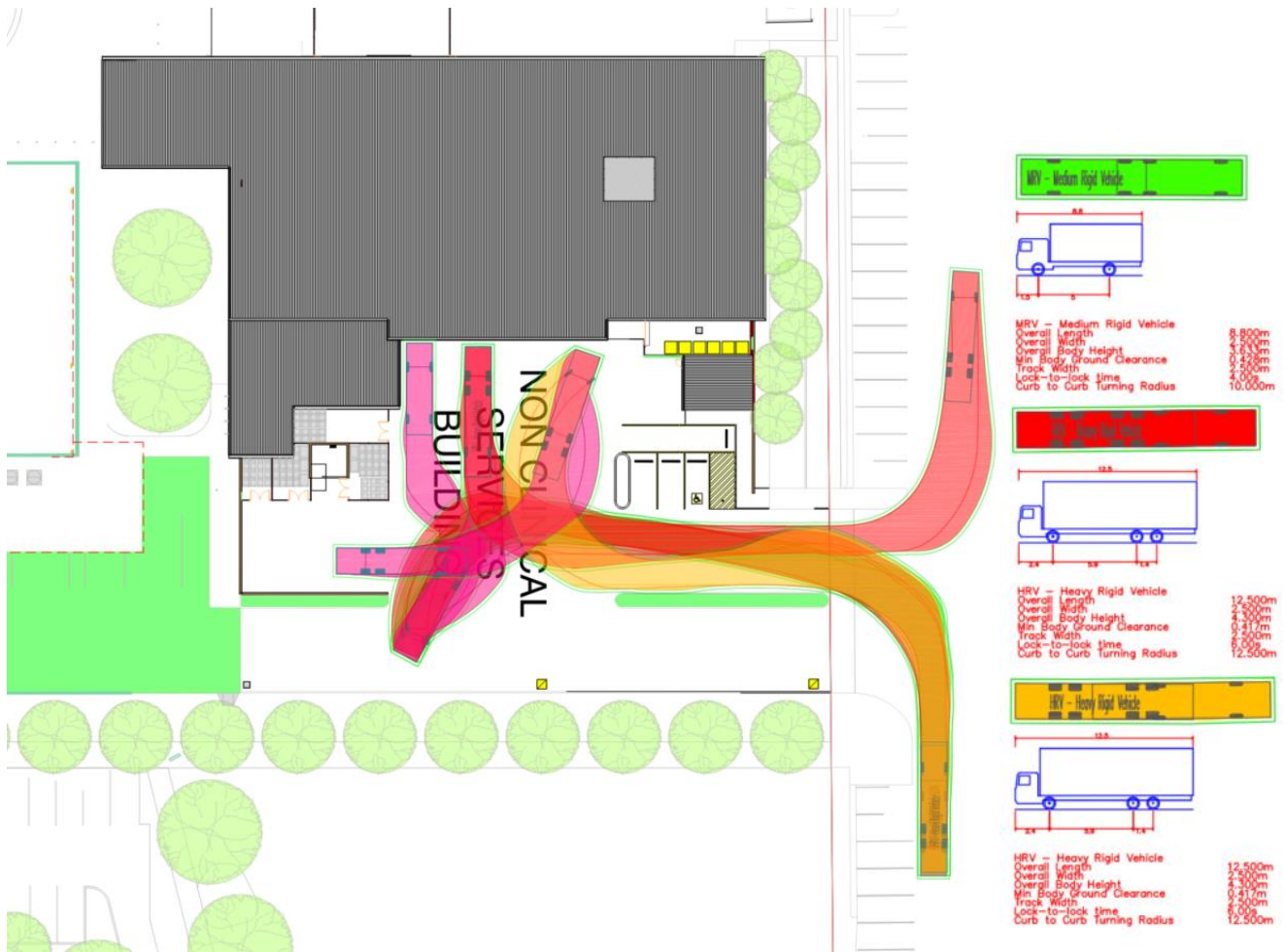


Figure 2 - Loading Dock Swept Path assessment

2.3 Site Operations

The intended operations of the loading dock is for delivery and waste collection activities to occur outside of the peak hours (school drop-off/pick-up) to ensure that there is no major impact on the operation of the hospital and existing traffic conditions along Warrambool Street.

The loading dock operating hours being:

- 7am – 6pm Monday to Saturday (no routine deliveries outside these hours)
- Emergency deliveries as required

Extended hours such as early morning deliveries may be utilised. Access to loading dock will be maintained by onsite staff.

3. KEY ROLES & RESPONSIBILITIES

3.1 Management

Facilities management have the duty to exercise due diligence to ensure the loading dock operates within the Work Health and Safety (WHS) Act and Regulations. The facilities management must ensure that, as reasonably practicable, adequate provisions have been made to ensure that all staff can operate within a safe environment. When considering the traffic movements through the loading area, the supplier/service provider must implement measures to reduce or eliminate risks.

Facilities Management shall:

- Ensure all staff and sub-contractors are provided with sufficient training to undertake the required tasks. This includes responsibility for measures to ensure that all staff and visitors are familiar with site specific rules through appropriate site induction procedures, including being inducted into this LDMP.
- Conduct all business in a safe, professional and legal manner.
- Be familiar with and address their respective duty of care requirements in accordance with the applicable state Work Health and Safety legislation.
- Ensure WHS Incident logbooks are maintained and undertake necessary action(s) in relation to any reported issues.
- Drivers must be afforded sufficient time to conduct trips in a legal, compliant and safe manner.
- Vehicles shall not, in any manner, be knowingly overloaded.
- Management must not, by their actions or requirements, force or coerce subcontractors or drivers to break the law.

3.2 General staff

General staff will use the main entrance to the hospital to gain access. There should be no need for staff to walk through the loading dock to access the hospital.

Early morning starters will be required to have after hours access via the designated access points throughout the hospital. This will be issued on as required basis.

3.3 Contractors

Contractor parking will be in the car park. Parking of contractors in the loading dock must be approved by Facilities Manager prior to arrival.

4. DELIVERIES

All deliveries to the hospital will be via the loading dock. No stacking or parking of trucks or delivery vehicles allowed in Warrambool street at any time outside these hours.

All delivery vehicles are to be parked in a marked bay to undertake deliveries. At no time are vehicles to be parked in no parking areas or areas that would disrupt the flow of traffic through the dock area.

Delivery and waste collection activities to occur outside of the peak hours (school drop-off/pick-up) to ensure that there is no major impact on the operation of the hospital and existing traffic conditions along Warrambool Street.

A majority of deliveries are scheduled by the storeman. The compactor waste pickup vehicle is currently scheduled once a month at 10am (to avoid peak hours). The waste pickup takes less than 30 minutes.

4.1 Drivers

All drivers delivering to the Centre must:

- Take reasonable care for their own safety
- Not adversely, by the way of actions or otherwise impact the health and safety of other persons
- Obey all applicable road rules
- Obey all signage on site
- Ensure all loads are safely restrained
- Operate their vehicles in a safe and professional manner
- Hold a current valid Australian drivers licence

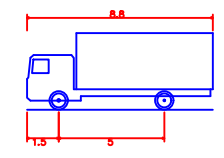
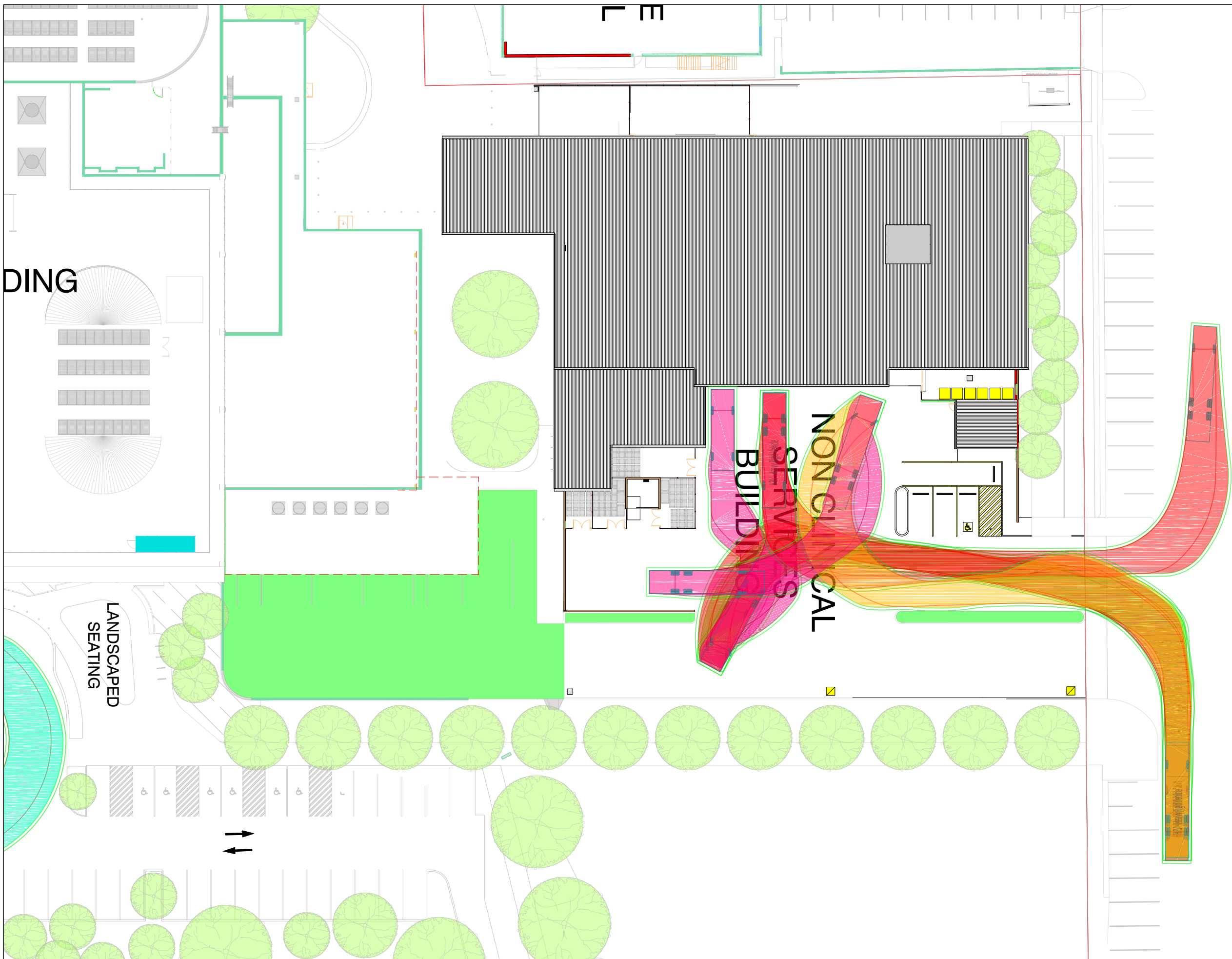
5. WORK HEALTH & SAFETY

The following safety requirements must be adhered to by all staff whilst working within the loading dock:

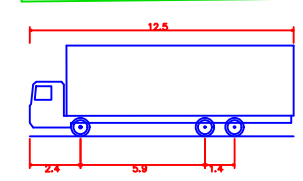
- Mobile equipment, machinery and vehicles must not exceed the sign posted speed limit
- All staff must wear Hi Vis vest or shirts
- All mobile equipment operators must hold appropriate license for the equipment being used
- No obstructions or storage of equipment allowed in any area of the dock without prior approval from Facilities manager
- Emergency exits must be kept clear at all times.
- No storage of crates or pallets allowed in the dock

APPENDIX A

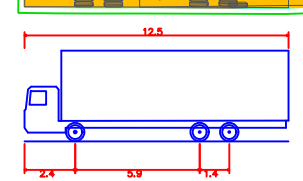
Loading Dock Swept Path Assessment



MRV - Medium Rigid Vehicle
 Overall Length 8.800m
 Overall Width 2.500m
 Overall Body Height 3.633m
 Min Body Ground Clearance 0.428m
 Track Width 2.500m
 Lock-to-lock time 4.00s
 Curb to Curb Turning Radius 10.000m



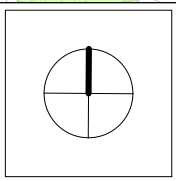
HRV - Heavy Rigid Vehicle
 Overall Length 12.500m
 Overall Width 2.500m
 Overall Body Height 4.300m
 Min Body Ground Clearance 0.417m
 Track Width 2.500m
 Lock-to-lock time 6.00s
 Curb to Curb Turning Radius 12.500m



HRV - Heavy Rigid Vehicle
 Overall Length 12.500m
 Overall Width 2.500m
 Overall Body Height 4.300m
 Min Body Ground Clearance 0.417m
 Track Width 2.500m
 Lock-to-lock time 6.00s
 Curb to Curb Turning Radius 12.500m

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3	02.02.21	For Information	AP	-
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project
 Griffith Hospital Redevelopment -
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 MRV, HRV, Refuse Vehicle

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 scale 1 : 400

rev 4