



SCAN QR Code or click link to complete form



[Customer & Visitor Site Induction Form -
Thompson and Redwood](#)

Customer & Visit Site Induction Guide

Please read through this guide, and then fill in the form on our website to complete the induction process.



Introduction

1. Under the Work Health and Safety Act 2020 (WA) and other legislation, Thompson & Redwood 2001 Pty Ltd must ensure, so far as is reasonably practicable, that our Site is without risks to the health and safety of customers and all visitors.
2. Customers/Visitors/Suppliers also owe duties to their Workers to ensure, so far as is reasonably practicable, their health and safety. Exhibitors and their Workers must also take reasonable care for their own health and safety and to ensure they do not adversely affect the health and safety of other persons.
3. This Induction sets out the minimum health and safety requirements that all must comply with when visiting our mill and identifies specific hazards at the Site. All Customers/Visitors/Suppliers must be familiar with this Induction and complete the Site Induction Questionnaire and comply with the requirements of this Induction.
4. All Customers/Visitors/Suppliers must provide evidence they have completed this Induction when on site to a T&R staff member when requested.
5. All Customers and Visitors must comply at all times with directions given by any authorised representatives of Thompson & Redwood.
6. Any queries regarding this Induction should be directed to the Mill Manager in writing via admin@thompsonandredwood.com.au

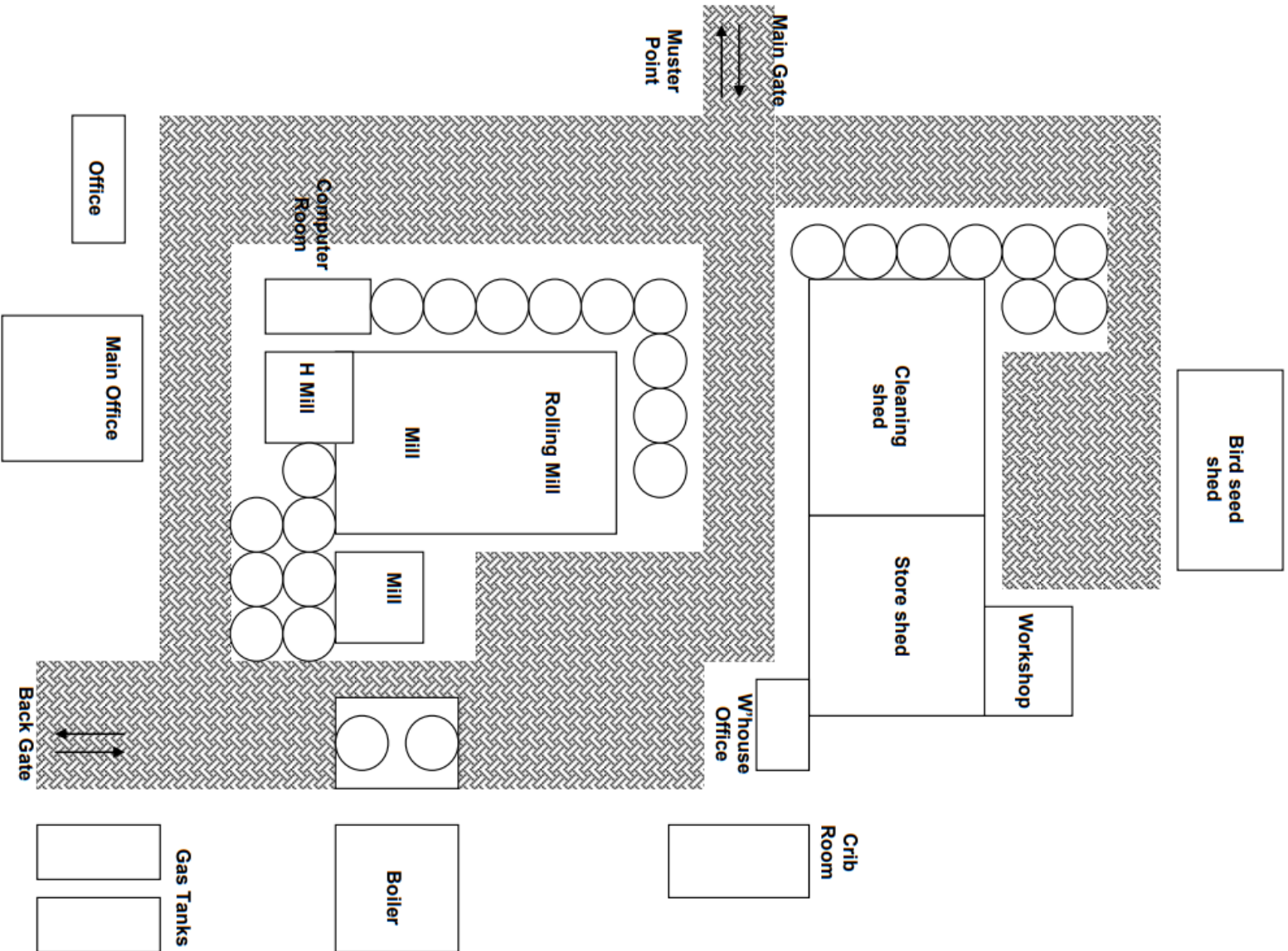
Definitions

7. In this Induction, the following definitions will apply:

- 7.1 Mill or Site means Thompson & Redwood 220 Almeria Pde UPPER SWAN WA 6069
- 7.2 Mill Manager means the designated manager of Thompson & Redwood
- 7.3 Customer means any business/person or company that purchases from Thompson & Redwood
- 7.4 Visitor means any person/persons other than customers visiting Thompson & Redwood
- 7.5 Supplier means any person/persons that supply goods or services to Thompson & Redwood
- 7.5 Worker means any person carrying out work in any capacity for Thompson & Redwood and includes work as an employee, contractor, subcontractor, apprentice, trainee or volunteer.
- 7.6 Mill Site refers to all areas included in the map shown on next page.

Site Plan

Site Plan





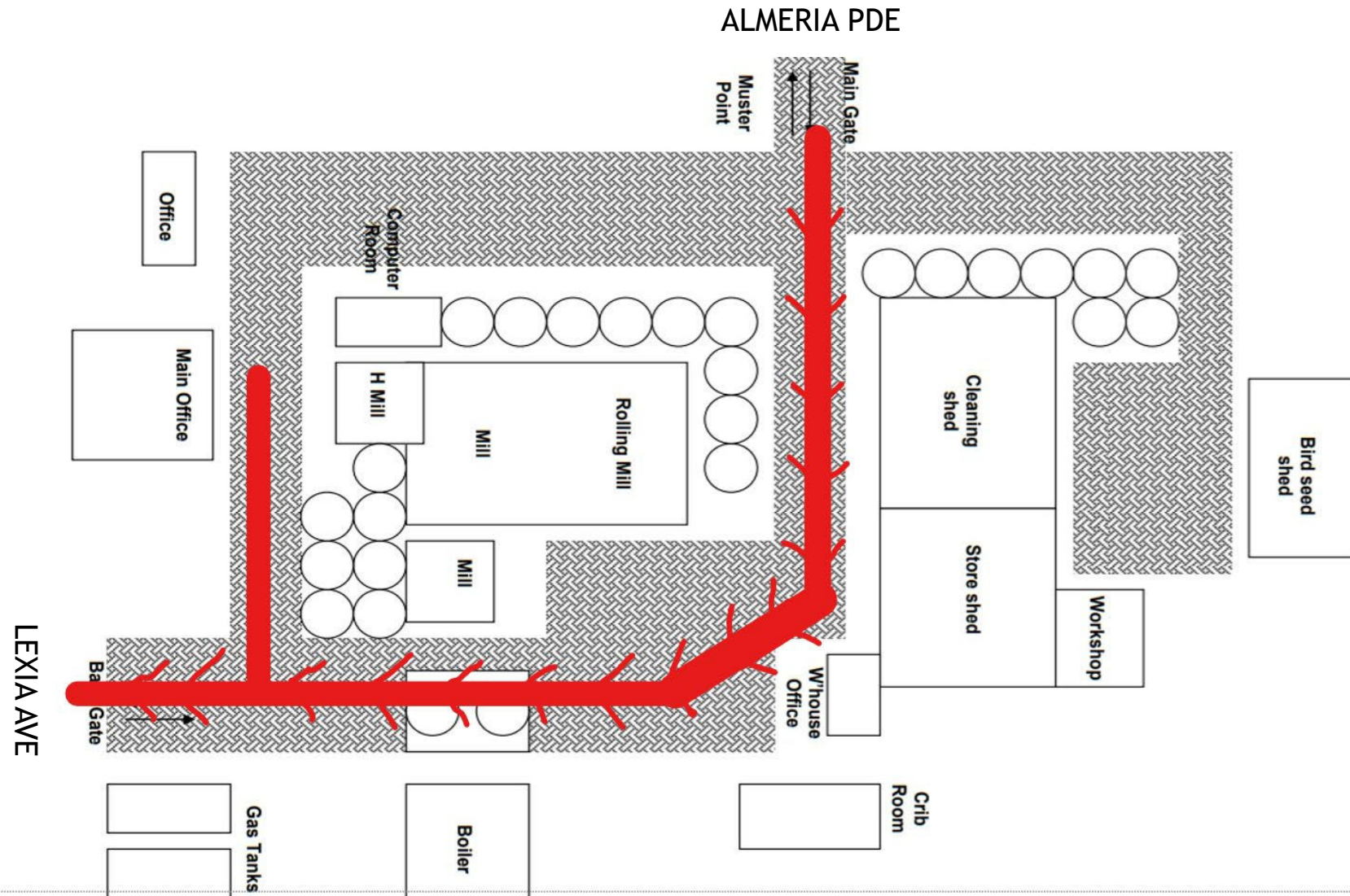
Office Building

Site Entry & Exit

- ▶ 8. The Mill will be open and closed for Customers/Visitors to collect orders:
 - ▶ 8.1 Monday - Thursday 8am to 4pm ;
 - ▶ 8.2 Friday 8am to 2.30pm unless previously organised with a company representative;
 - ▶ 8.3 for Suppliers: Bookings are to be arranged prior with a company representative.
 - ▶ 8.5 Late arrivals may need to be re-scheduled.
- ▶ 9. All traffic must enter off Almeria Pde and exit Lexia Ave as shown on the following map. Please adhere to traffic flow at all times.



Traffic Flow



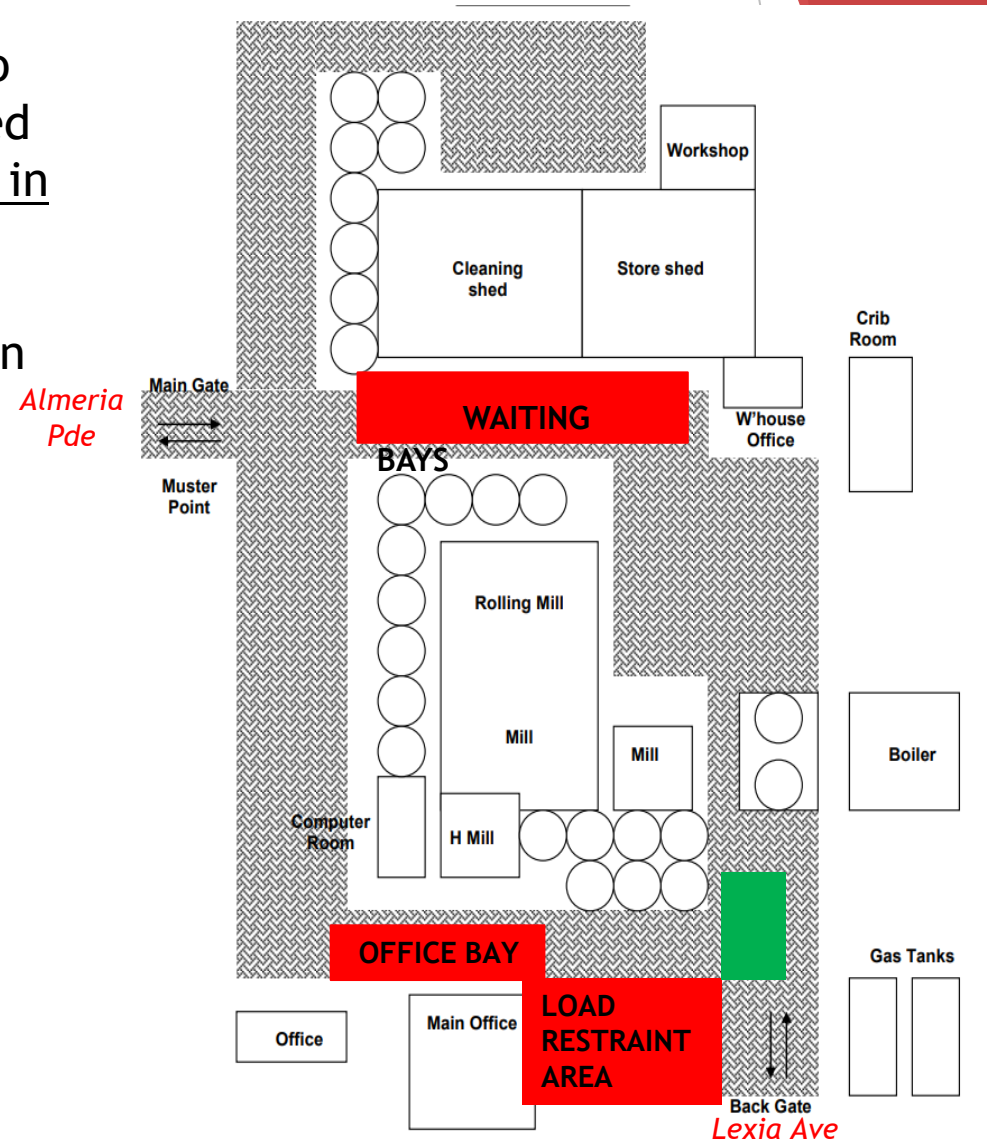
Vehicle Movement Instructions

10. Goods outwards or collection - all vehicles are to enter off Almeria Pde and wait in the red highlighted area for a staff member to approach. Please remain in your vehicle at all times and do not enter the warehouse.

Hi-vis vests and suitable footwear are to be worn when fastening loads in allotted areas.



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Vehicle Movement Instructions cont.

- ▶ 11. Goods inwards - all bulk grain deliveries are to visit the office for direction. Hi-vis vests and suitable footwear are to be worn at all times. No animals are to be bought on site. All other deliveries are to pull up in red highlighted area where a staff member will advise further. Hi-vis vests and suitable footwear must be worn at all times and drivers must stay with vehicles at all times.
- ▶ 12. All vehicles must not travel more than 5 km/hr on site.



General Guidelines

13. Customers, suppliers and visitors without completed inductions may not be permitted on site.

14. Once loaded please move to the allocated LOAD RESTRAINT AREA to restrain loads according to WA Main Roads requirements.

www.ntc.gov.au/sites/default/files/assets/files/Load%20Restraining%20Guide%202004%20Full%20Copy.pdf

15. Hi-vis vests and suitable footwear are to be worn at all times.

16. Do not enter any buildings, sheds, warehouses and remain with your vehicle at all times. If you have any issues, you can call the office on 08 9296 4767.

17. In the event of an emergency, please follow instructions from a staff member or follow to the closest exit point on site.

18. No animals are to be brought onto site at any time.

19. Report any accidents or hazards to the site office or manager immediately.

20. Induction passes are to be displayed in vehicle at all times or on mobile devices for viewing.

