University of New South Wales

Loading Dock Traffic Management Plan

Upper Campus Store

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**Purpose**

The purpose of this document is to provide information on the traffic management associated with the daily operations of the Upper Campus Store and E26 Loading Dock.

Information contained in this document is relevant to all regularly accessing the loading dock. It is the responsibility of the Upper Campus Store Manager, Multiplex and other relevant UNSW operational staff to ensure that the policies and procedures referred to in this document are observed and performed by all which includes contractors, couriers and all UNSW staff carrying out regular daily operations within the area.

**General Operations**

**Upper Campus Store Operating Hours**

All Upper Campus Store operations will be conducted between the following times:

- **7:30am – 4pm Monday to Friday**
- **CLOSED Saturday and Sunday**

**Location**

E26, Bioscience South
LG018 Loading Dock, Via Gate 11 Botany Street,
UNSW, Kensington, SYDNEY, NSW, 2052

**Map – Attachment 1**

D26 LG Hoarding and UNSW Shared Access Routes – Attachment 2

**Access and Route for Waste Management and Shared Gas Store**

Clear pathways have been marked for all buildings within the upper campus precinct to access waste rooms.

Inductions are to be completed for the following areas before access can be given:
- General Waste Store
- Chemical Waste Store
- Biological Waste Store
- Gas Cylinder Store

Inductions for all stores are to be conducted by area or laboratory manager.

**Collection of Store Orders and Deliveries**

Clear pathways have been marked for all to access the Store.

D26 LG Hoarding and UNSW Shared Access Routes – Attachment 2
Multiplex – Shared Access
Shared accessed with MPX will continue into 2019 for Multiplex to continue to carry out works on E26 Bioscience South and D26 Bioscience Building.

Rubbish removal for D26 demolishment and refurbishment will continue to be 6am to 7am daily and 7am to 5pm Saturdays.

Any access required outside the above mentioned must be discussed and coordinated between the Upper Campus Store and Multiplex.

MPX D26 LG Demolition Hoardings and Access Routes – Attachment 2
MPX D26 LG Demolition Dust Control – Attachment 3
MPX D26 LG Demolition HAZMAT and Dust Control – Attachment 4

Loading and Unloading
The loading dock will only be used for vehicles and trucks to unload deliveries, equipment and any items that are to be delivered to the precinct (Bioscience, Samuels, Wallace Wurth, Lowy and occasionally Matthews). Each bay is a restricted 15-minute loading and unloading zone only, strict fines will apply.

Parking vehicles are not permitted in the area as this is used for deliveries only. No courier or parking vehicle is to park outside the spaces indicated to allow continuous movement of traffic as the area is also used as an emergency egress.

Use of the area after hours is permitted to those with access to buildings within the precinct (Bioscience, Samuels, Wallace Wurth, Lowy and Matthews). It is the responsibility of the user/operator to coordinate with UNSW security and ensure work is conducted in line with UNSW’s Health and Safety’s Working After Hours Guideline. It is courtesy to make The Upper Campus Store aware of any after-hours movements within the loading dock, approval from Store Manager is not required unless there are possibly disruptions during Store operating hours.

Security- Store Areas
Strict access to main store areas during operational hours apply unless accompanied by store staff. Access is limited outside of regular operational hours to those who have been granted access by Store Manager, this includes stores staff and contractors who have been inducted into the area/s. Anyone requiring access to the holding area to load/unload will need to arrange prior with Store and be accompanied by Stores staff.

Any after-hours work to be conducted will need to be approved by the Store Manager and will need to be coordinated with UNSW security and conducted in line with UNSW’s Health and Safety’s Working After Hours Guideline. Any person found inside a building after hours without authorisation or an access card (with their name and photo on it) will be asked to leave the building immediately.
All store areas are locked by either swipe or key. Strict access to chemical, liquid nitrogen and gas cylinder holding areas applies always, only stores staff and those who have been inducted have access to these areas. Access will only be given to gas cylinder holding area once an induction has been completed as this is a shared zone. Access will only be given to liquid nitrogen holding area by Store Manager or Cold Storage Systems Manager. There will be no access given to stores chemical holding area unless in certain circumstances where the Store Manager sees necessary.

Traffic Control

Access Routes
Access routes for forklift and pedestrians have been clearly marked and communicated to all regularly accessing the area. There is to be no pedestrian access through the loading bays, pedestrians must stick to the routes marked on the map and marked pathways within the loading dock. Store have barricades for those crossing from Samuels into the loading dock area.

D26 LG Hoarding and UNSW Shared Access Routes – Attachment 2

Forklift Usage
Forklift is operated daily within the loading dock and main store areas (holding and main store warehouse), Forklift route is shared with pedestrians, pathways have been marked however high traffic is expected during D26 demolition from Monday 13th November 2017 until advised by MPX.

D26 LG Hoarding and UNSW Shared Access Routes – Attachment 2

General Waste Removal
The removal of general waste occurs before midday each day and will impact on the pathway to the general waste store. It is advised that all general waste operations happen after this time to minimise congestion and any possible hazard. There are clearly marked pathways within the loading dock for general waste access. Forklift is also operated along this route, pathways have been marked however high traffic is expected during D26 demolition from Monday 13th November 2017 until advised by MPX.

D26 LG Hoarding and UNSW Shared Access Routes – Attachment 2

Liquid Nitrogen Fills and Dry Ice
Liquid Nitrogen is filled by Air Liquide trucks as required. The tank is parked as close as possible to the fill point/cage still allowing traffic flow to the loading dock. The average delivery time is 45 minutes. Anyone requiring use of the loading dock during this time will need to be aware of the operation and plan accordingly.

Access for suppliers will be directly in front of LG071within the yellow line marking (no parking area). This has been marked as a reserved spot for these deliveries.
Removal of Chemical Waste
The removal of chemical waste is scheduled weekly (Thursday), access is required mostly during the morning and most likely at points during the day depending. The waste truck has been allocated to loading bay 8 & 6, travel path is front of the loading docks holding area into the chemical waste room. Part of this path is shared access, pedestrians using this path must be aware of the operation and plan accordingly to avoid any possible hazard.

Delivery of Dangerous Goods
Gas cylinder deliveries can occur between the times of 6am to 4pm. The truck will be parked within the loading dock in a space appropriate still allowing access for pedestrians and traffic flow. The average delivery time is approximately 30 minutes. Part of the travel path is shared access with pedestrians, pedestrians using this path must be aware of the operation and plan accordingly to avoid any possible hazard.

Biological Waste Removal
The removal of biological waste is scheduled between 5pm and 7am falling outside regular operating hours. Anyone requiring the use of the loading dock during this time will need to be aware of the operation and plan accordingly.

Cardboard/Waste Paper removal
Removal of cardboard/waste paper is twice a week. Driver will use loading bay 8. Anyone requiring the use of the loading dock during this time will need to be aware of the operation and plan accordingly.

Skip Bin
There is a designated area for the skip bin within the loading dock. Access will be Monday to Friday during usual business hours and closed weekends. Removal is as required. Anyone requiring the use of the loading dock will need to be aware of the operation and plan accordingly when necessary.

Multiplex
Work carried out by Multiplex should be scheduled outside usual Store operating hours. Work scheduled during Store operating hours is to be coordinated with UNSW Store, additional to that already mentioned on page 4 of this document.

Health and Safety

Forklift, Pedestrians, Couriers
The following traffic control measures have been put into place:

- Signage
- Barriers
- Mirrors
• People Management (Store Staff)
• Designated forklift parking
• Clearly marked pathways for pedestrians and forklift
• High traffic areas have been separated where possible from forklift, cars and trucks
• Safe Work Procedures
• Loading Dock Traffic Management Plan

Noise
Required work is regularly carried out within the loading dock between the hours 6am and 5pm, noise is mostly generated by trucks, cars and forklift. Noise levels produced within the area are low risk to staff and are isolated by distance to the wider UNSW community and residences within the area.

UNSW must consult, coordinate and communicate with the Upper Campus Store and other relevant parties on any activities whereby noise within the loading dock may be hazardous so that all risks are eliminated or minimised where possible.

Multiplex
D26 demolition works commencing Monday 13th will generate noise. Noise levels will be monitored throughout the works. These works could last up to 4 weeks of the major noisy works (demo works).

Multiplex are to coordinate and communicate with the Upper Campus Store and UNSW on any additional work to that already mentioned on page 4 of this document, and are responsible for ensuring any noise is compliant with NSW WHS Act.

Dangerous Goods
Goods delivered directly to the Upper Campus Store are loaded/unloaded by Stores staff only, all staff are trained to handle dangerous goods and are compliant as per safe work procedures.

Any dangerous goods to be unloaded directly by the end user are the responsibility of the end user, the paths marked out for pedestrians must be used.

Gas cylinder companies delivering directly to the shared cylinder store and liquid nitrogen store have been inducted into the area and must use loading zones and pathways as directed. It is the responsibility of the company to ensure they are compliant as per their own safe work procedures.

Equipment and Machinery
Equipment can be loaded/unloaded with forklift or gantry crane, only to be operated by the Upper Campus Store staff. Stores staff are trained on forklift and gantry crane and compliant as per safe work procedures. Any equipment or machinery unloaded by courier or supplier is not the responsibility of UNSW, it is the responsibility of the company to ensure they are compliant as per their own safe work procedures.
External Companies
It is the responsibility of all external companies delivering goods to the Store or the precinct to ensure they are carrying out the correct handling and safety procedures as per their own safe work procedures as well as working in line with the Upper Campus Store Loading Dock Traffic Management procedures. This includes:

- Delivery of liquid nitrogen
- Delivery of gas cylinders
- Removal of general, biological and chemical waste
- All couriers
- Removal of skip bins
- Multiplex activities

Communication

Loading Dock Activities
Any changes with the following procedures should be communicated to the Upper Campus Store to ensure best management of the loading dock and the procedures within this document are kept up to date.

- Liquid nitrogen delivery
- Delivery of gas cylinders
- Removal of general, biological and chemical waste
- General usage of dock
- Removal of skip bins
- Special deliveries – animals, equipment etc.
- Multiplex works

Store Activities
The Upper Campus Store will communicate all Store and loading dock activities to the precinct, couriers and suppliers where required and relay all relevant information from within the precinct where general operations may be impacted.

Multiplex
Multiplex and The Upper Campus Store will communicate on all activities when required where operations may be impacted, this also includes work after hours.
Air extraction from MPX work faces

- core flute full height up to services and around where practicable
- UNSW access
- UNSW plant
- MPX site

-= natural air flow across plant

air extraction fans vented out to northern loading dock

Existing rock crush duct - venting past Biolink roof

MPX site

MPX site water feed

NEW WATER FEED INSTALL to work faces

Air extraction fans & socks

Areas marked in green will be wet misted when required

Existing full height walls remain to act as barriers

Contractor must verify all dimensions on site before commencing work or preparing shop drawings. Do not scale drawings.