

**Delivery hours:**  
6.30am to 3.00pm.

**Site safety rules:**



This information has been prepared for drivers attending the new HealthShare Victoria (HSV) Distribution Centre. It includes important information on what to do when you arrive on site. Please read this information before you arrive.

The Distribution Centre is at 18 Foxley Court, Derrimut. It is located at a dead-end in Foxley Court.

## Entry/Exit

As you approach the site, there are black gates straight ahead that lead to the main office. This is for visitor and staff cars only.

For all inwards and outwards goods (deliveries and pick-ups), turn left to enter the yard. On your right you will see the warehouse and six loading bays.

## Deliveries

As you drive in, there are six loading bays to your right. All deliveries are made to bays 5 and 6, at the far end. Door 6 is for all loose carton deliveries. Door 5 is for bulk (palletised) loads.



Figure 2

Entry/exit for delivery and pick-up

Figure 1



If there is already a vehicle in the loading bay, please proceed to the area and wait along the fenceline on the left.

When the bay is free, check for and give way to any oncoming traffic and then drive across the yard and reverse into the bay. There are yellow lines painted to guide you.

The fast-action roller door will go up and our receiving staff will know you are there. Loose cartons are to be placed on either the pallets outside roller door 6, or the conveyor. Please ensure the paperwork is attached. If you are delivering pallets, reverse up to door 5 and wait next to your vehicle until our staff come out.

Drivers are not to enter the warehouse through the roller doors. If you need to speak to our receiving team, they will be working just the other side of the roller door and will come out when the door goes up. The warehouse is a forklift operating area and people cannot enter this space.

## Picking up goods

### Cartons

If you have arrived to pick up goods, this will be done from loading bay 1, the first roller door on your right as you drive in. If you are picking up loose cartons, you can reverse up to roller door 1, using the yellow lines as a guide. The fast-action roller door will go up, but do not enter the warehouse through the roller door. There is a pedestrian door next to the roller door. Use this entrance and report to the Operations office to collect the goods. Alternatively, you can park next to the pedestrian door in the area marked 'couriers' and go inside to the Operations office.

### Pallets

If you are picking up a pallet, reverse up to roller door 2 and wait at your vehicle. The fast-action roller door will go up. There is no warehouse access, so wait for our staff to come to you.

## Your safety

Our forklift operators work to the LUEZ (Loading, Unloading Exclusion Zone) principles. If they can't see you, they will stop the forklift until you are safely back within line of sight. When the unloading is finished, wait till you are given the all-clear by our forklift operator to close up your truck.

**\* Never be on the non-loading side.**

**û Never stand next to the operator when the forklift is operating.**

**û Never help adjust the load on the forklift – stay well away from the line of fire of any uncontrolled movement.**

Drivers are not permitted inside the warehouse area. For security reasons, there is no access to facilities on-site.

## Leaving the site

The gate is sensor-activated and opens inwards – if you are too close the gate may hit your vehicle. Wait at the stop line for the gate to open.

**? Please call 0499 392 717 if you have any trouble getting in or finding where to go.**