



Always adhere to the speed limit for the site.



No unauthorised passengers, children (under 18 years of age) or animals allowed on site.



There are both one-way and two-way traffic routes at the various sites. Follow the directional signs at all times except when reversing up to a loading bay. Hazard warning lights are to be used when reversing.



Smoking is strictly prohibited on site except in designated areas.



Always give way to reversing vehicles, pedestrians and shunters.



High visibility jackets and safety footwear must be worn at all times whilst on this site.



Always park vehicles in designated parking bays only.



IMPORTANT

If a red light is showing you must not under any circumstances attempt to move your vehicle, onto or off the bay. Seek advice from a member of management.

If a green light is visible you are clear to move slowly away from the loading bay.

Always re-check lights as you pull away.



Always STOP at security to sign in and out of site.

**All drivers must comply strictly with these rules.
Any driver found not complying will be refused access to the site in future.**

1. Always adhere to the speed limit for the site. Be observant for pedestrians and other vehicles.
2. There are both one-way and two way traffic routes at the various sites. Follow the direction signs at all times. Be aware that shunters may travel the opposite way whilst carrying out their duties.
3. Hi-viz vests and safety footwear must be worn at all times on site. Security will provide vests to those who do not possess them. Failure to return them will incur a cost.
4. Upon arrival, take your paperwork to the receipts office and return to your cab. Wait there until you are called to your dock.
5. You may only pull onto the dock when instructed to do so and the green external light is showing. If the light is red or there is no light showing, stop and return to the receipts office to report the fact.
6. Trailer barn doors **MUST NOT** be opened except when moving onto or off a bay.
7. Once safely onto the dock, turn the engine off, remove keys and walk round to the nearest warehouse entrance.
8. Hang your ignition keys on the hook provided and wait at the back of your vehicle (At some sites the keys are placed on the outside of the loading bay & must be placed on the hook prior to entering warehouse). Assist the receipts team only if requested to do so.
9. **DO NOT** pull off the dock until all of your delivery has been checked off, all of your paperwork returned (with your gate pass signed) and the dock plate removed from your vehicle. Close the shutter door and return to your cab.
10. If the quality of your pallet boards on the delivery are not acceptable, you may be given the opportunity to restack them, or they may be refused.
11. Use of site MHE or dock levelers is **STRICTLY FORBIDDEN**.
12. Before pulling off the bay, check for moving traffic (remember to look in both directions) and for pedestrians especially directly in front of your vehicle. If barn doors fitted, pull forward and close them, do not drive with them open.
13. When it is clear pull off the dock turn to the right and follow the one-way system.

- Fire / Emergency Evacuation Procedures** - On hearing the continuous siren, evacuate the building by using the nearest fire exit. **DO NOT** move your vehicle unless instructed to do so by site personnel. If you do not need to move your vehicle, proceed to the fire assembly points which are on your gatepass. If requested to move your vehicle, do so ensuring it is parked in a safe manner and not causing an obstruction - then return to the assembly point.
- Smoking on Site** - Once you enter the site, you may only smoke in authorised areas (**No smoking at all during emergency procedures**). If you need to access these areas, please beware of moving traffic on the circuit road and MHE in other areas.
- Security** - You and your vehicle may be searched at any time whilst on our premises. If you have goods, pallets etc on your vehicle once your load has been tipped, make sure that it is written onto your gatepass by the receipts clerks.
- Accidents** - If you have an accident on site, report it immediately to a member of staff who will contact a First Aider and a Supervisor. An investigation will be carried out and you are obliged to assist.
- Toilet Facilities** - These are available for male and females. If you need to access these areas, please beware of moving traffic on the circuit road and the movement of Mechanical Handling Equipment within the warehouse.
- Children (Under 18 years of age)** - Children are not allowed on site.
- Permits to Work** - If you are carrying out any work on site please report to the respective Manager before carrying out any work. If a Permit to Work is required it will be issued ensure you stick rigidly to its requirements.

**BY ENTERING THE SITE YOU HAVE
CONSENTED TO BEING SEARCHED**