

# HEALTH & SAFETY PROCEDURE FOR VISITORS & DRIVERS

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In order to ensure a safe environment for all our staff and visitors, we ask that all our visitors adhere to the following site rules. When signing the Site Visitor Register, you are confirming that you have read, understand and agree to follow these rules.

## ALL VISITORS MUST:

- Report to Reception / Weighbridge Office on arrival
- Park in the designated area (as sign-posted) – this includes bicycles
- Wear a high-visibility jacket or vest at all times
- Wear safety shoes where possible
- Be accompanied by a member of staff at all times
- Follow instructions given by Regenthill staff and obey all signs displayed on site
- Be aware of their surroundings – this site is a busy working environment with a number of forklifts and other machinery in use
- Report all accidents to Site Management and have them recorded in the accident book
- Not attempt to use any machinery – principally, but not limited to, forklift trucks, tele-trucks, baling equipment or power tools

## DRIVERS MUST:

- Remain in their cab whilst being unloaded unless operating parts of their own vehicle
- Exit their cab before the weighing procedure both on arrival and departure, making their way directly to the weighbridge office

## SMOKING POLICY:

- Please DO NOT smoke unless permission has been given by a member of staff
- Smoking is only permitted in the Designated Area – a member of staff can escort you on request

## EVACUATION ASSEMBLY POINT:

If there is cause to evacuate the site due to fire or any other reason, please make your way as quickly as possible to the assembly point at the Main Gate.

Please DO NOT attempt to fight any fire unless it is necessary to enable your evacuation.

## FIRST AID:

We have two trained First Aiders on this site. Should you require First Aid, please advise a member of staff.

~ Thank you for your co-operation ~