VISITING DRIVERS

# Welcome, driver: read before you get out

| Site | Emergency number |
|---|---|
| | |

| Site map: mark the gate, your route, the bays, where to wait and the walking routes |
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| |

| | Our rule | Here |
|---|---|---|
| 1 | Report first to | |
| 2 | Speed limit; follow the marked route | mph |
| 3 | Your bay or parking | |
| 4 | Hand in keys or paperwork at. Move only when we release you | |
| 5 | Wait here during loading | |
| 6 | Walk only on marked routes to toilets, office and canteen | |
| 7 | Do not use site forklifts or other site equipment | |
| 8 | Hi-vis on whenever you are out of the cab | |
| 9 | Unsafe? You can stop loading. Tell | |

FOR REGULAR HAULIERS

## Safe delivery plan

Agree this once with each regular haulier, before the first delivery (HSE: Delivering safely).

| Supplier | Carrier | Site | Date agreed |
|---|---|---|---|
| | | | |

| Item | What we agreed |
|---|---|
| **Vehicle size and weight limits** | |
| **Delivery times and approach route** | |
| **Where to park and whom to report to** | |
| **Who is in charge of unloading; what to do if the driver is unhappy** | |
| **A load that has shifted in transit** | |
| **Unloading method, and where the driver will be** | |
| **Use of site equipment (normally none)** | |
| **Work at height, such as sheeting** | |
| **How near misses are shared** | |

| Signed for the site | Signed for the carrier |
|---|---|
| | |