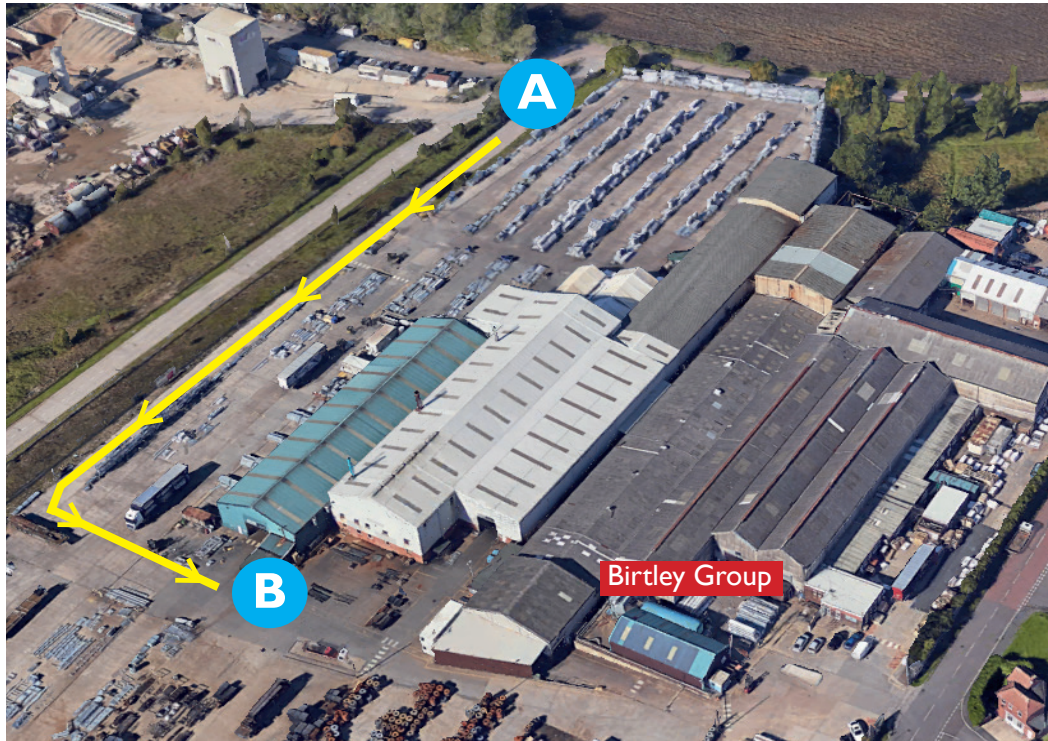


Site Delivery Policy

Effective: 9th November 2019

Revision: B



Useful information:

- www.hse.gov.uk/HSG136 A guide to workplace transport safety
- www.gov.co.uk/governmentpublications/safety-of-loads-on-vehicles-code-of-practice
- Building Products Delivery Working Group guidance and leaflets

Please ensure this document is forwarded to your teams as failure to comply with this standard will result in expulsion from site

- All drivers must access the site via the Longshanks Road barrier. Egress is via the Mary Avenue barrier at the Birtley site - **A**
- The site one way system and speed limits must be adhered to at all times
- Park the vehicle safely and report to the lintels or galvanising office or Doors incoming goods. Access to the factory is prohibited - **B**
- Use the designated walkways at all times
- During loading/unloading you must remain a minimum of 3 meters from the loading/unloading area or in the vehicle cab
- If access to the vehicle trailer is required you must liaise with the Birtley Group loading operator and use suitable vehicle steps or request suitable podium steps. **DO NOT CLIMB ON OR JUMP OFF THE TRAILER BED!**
- Do not reverse your vehicle unless there is a banksman to supervise the manoeuvre
- The load must be inspected for security prior to any restraining devices being removed
- Whenever possible stillage's, loading straps etc. should be used to restrain the load or materials to increase stability during transit
- Any load deemed unsafe by the Birtley Group will be brought to the attention of the supplier/customer. **PLEASE BE ADVISED FURTHER UNSAFE LOADS WILL BE REJECTED!**
- Please respect our neighbours and avoid parking / unloading and littering in the surrounding neighbourhood
- Drivers and visitors are to wear appropriate PPE according to where they are visiting; the minimum requirement in all locations will be Hi visibility vest/jacket and safety footwear. Please note that certain areas have mandatory requirements with respect to hard hat, hearing protection and safety glasses. Mandatory H&S signs are displayed.