







Welcome to Palletways (UK) Limited and Walkers

SITE RULES FOR VISITING DRIVERS

Please read this document

it contains information to ensure your safety whilst visiting our premises.

Copies of Palletways loading / unloading instructions are available from the transport office and drivers reception.

<p>1</p>  <p>Hard Hat, Safety Boots and Hi Vis MUST be worn by ALL drivers at ALL times on site</p>	<p>2</p>  <p>Vehicles must not exceed the 10mph speed limit anywhere on site</p>	<p>3</p>  <p>This is a NO SMOKING site – except in the designated area</p>	<p>4</p>  <p>It is forbidden to be under the influence or in possession of drugs or alcohol whilst on site</p>
<p>5</p>  <p>All accidents and near misses (however minor) must be reported to a site supervisor</p>	<p>6</p>  <p>Drivers must not stand or climb onto the decks of trailers</p>	<p>7</p>  <p>No unauthorised passengers are allowed on site</p>	<p>8</p>  <p>No foul or abusive language will be tolerated at any time</p>
<p>9</p>  <p>No pedestrians allowed in Shed floor areas</p>	<p>10</p>  <p>Put your rubbish in the Litter Bins provided</p>	<p>11</p>  <p>Drivers MUST report any unsafe pallets / loads to the Hub operations office before leaving site</p>	<p>12</p>  <p>Drivers MUST ensure that they restrain their loads properly before leaving site and take to the Public Highway</p>

Failure to observe any of the **SITE RULES** may result in the offending driver being banned from site



HEALTH & SAFETY

Please read this document

it contains information to ensure your safety whilst visiting our premises

Arrival on site

The site speed limit is 10 mph – please be vigilant for vehicle and pedestrian movements

Visitors must report to the security gatehouse

Vehicles must only park in designated parking areas

Visitors must report to reception, sign the visitor's book, wear their visitors badge at all times and return it to reception each time they leave site

Visitors must wear the PPE provided as directed by their host (**Hard hat, high-visibility clothing and safety footwear are mandatory in operational areas**)

Pedestrian Safety

Please be aware of moving vehicles on site: forklift trucks, LGV's, other commercial vehicles and cars

Visitors must be accompanied by a Walkers employee at all times

Pedestrians are prohibited from the transit sheds/warehouse floors unless vehicle movements have been formally suspended by a Walkers Manager

Pedestrians must use the designated walkways and crossings at all times

Please be aware that vehicles on site have the right of way over pedestrians

Smoking

Smoking is only permitted in designated areas on site – ask your host to confirm where you may smoke

On hearing the fire alarm

Stay with your host - leave the building by the nearest safe available exit

Do not run, do not stop to collect belongings

Report to the Fire Assembly Point

On discovering a fire

Raise the alarm by activating the nearest fire call point

Leave the building by the nearest safe available exit

Do not run, do not stop to collect belongings

Proceed to the Fire Assembly Point & report details of the emergency to the Fire Marshall or a Walkers Manager

Stay at the Assembly Point until told it is safe to re-enter the building

Accidents/incidents

All accidents and 'near misses' must be reported to a Walkers Manager or Supervisor

First Aiders

Details of First Aiders are displayed on the main and departmental notice boards

Permits to Work

Certain Contractor activities on site will need to be authorised/reviewed by the Facilities Manager and the SHEF Manager

All Contractors on site must receive a Site H&S Induction and be fully aware of the Site Rules for Contractors **before starting any work**

Permits to work will be required for certain types of work carried out on site by Contractors, including Hot Work and Working at Height.

Tel: 0113 220 2800

www.walkers-transport.co.uk



Walkers Transport Ltd / Palletways Northern Hub Site Map



High visibility jackets must be worn in all areas



Safety boots must be worn in all areas



Hard Hats must be worn in all areas



Warning: Forklift Trucks in operation



10 mph site speed limit



Walkway

- 1 Enter Site
- 2 Stop at Junction
- 3 Book into Site
- 4 Proceed when lights are green
- 5 Wait to be called over
- 6 Open curtains here
- 7 Tipping/Loading Area
- 8 Exit shed when lights are green
- 9 Close curtains here
- 10 Stop at Junction
- 11 Exit Site

