

In addition to your organisation being fully compliant with all existing Health, Safety and Environmental legal requirements relevant to this supply:

- You must arrive on site with all relevant task specific PPE. You will be given prior notice of any Client expectations
- You must seek out, request and ensure you receive a briefing by the Van Elle Supervisor before entering any operational area. Do not enter any exclusion zones that are in place around plant & machinery. if in doubt, Ask.
- No work shall commence without briefing of personnel concerned on work methods and potential risks involved. All staff arriving on site must have copies of relevant risk assessments / method statements
- Operators must hold a current skill card for the plant or equipment they are operating,
- All plant & equipment must arrive on site free from defect and accompanied by all relevant documentation including operators' manuals, thorough examination certification, etc
- Report any and all incidents, including environmental incidents such as spills or pollution, to help us improve conditions and everyone's safety on site
- You are required to attend any Van Elle or Client H&S briefings, or toolbox talks if requested to do so
- High standards of housekeeping must be maintained
- Anyone attending site must be fit to work. (we need to reference our drug and alcohol policy on our website)
- The use of mobile phones is prohibited in operational areas.
- You must always be stood in a position of safety and ensure that when arriving on site you seek out and understand where the safe zones and routes are.
- A banksman must always be used for all plant movement and vehicle reversing.
- No deliveries outside of the agreed times will be accepted. Deliveries must be offloaded in the designated location
- Anyone delivering to our operational areas (all sites & depots) must also abide by the Loading & Unloading procedures set out below.
- Any supplier delivering to, or working within, must abide by the Yard Rules; a copy of which will be issued by our gateman/security

Loading & Unloading Procedures¹These Procedures must always be followed

1. Driver to find safe location to park near the site such as Motorway services, laybys, industrial estate or similar.
2. Contact made with Black Hat Supervisor or onsite Foreman for further instruction.
3. Foreman to take control of the instruction from here. Decide when, where and how the wagon will safely enter site to the proposed loading/unloading position. Once the wagon reaches the site entrance the driver will be escorted to the loading/unloading area by the VE foreman or he can delegate this responsibility to a member of his VE team.
4. Once wagon arrives at the loading/unloading area the foreman will undertake a driver briefing, and any concerns or comments from the driver will be addressed at this point.
5. Driver then prepares trailer for loading or unloading.
6. Foreman will then sit the driver in the cab or a position of safety outside the exclusion zone of the work area noted in the RAMs.
7. The machine is loaded onto the trailer by the rig driver and banksman, the foreman is responsible for ensuring all non-essential personnel are removed from the exclusion zone.
8. Once the machine has been turned off, made safe the foreman will hand over to the driver.
9. At this point the load now becomes the responsibility of the driver, it is checked and chained down for transportation.
10. Once load is secured the driver is escorted offsite by the VE foreman or he can delegate this responsibility to a member of his VE team.

Under no circumstances is the wagon to be left alone at any point from the site entrance to the site exit.

¹ (CON/03/0720)