

Dear Customer,

Hadfield Wood Recyclers take pride in our Health and Safety, as winners of ROSPA Gold awards 3 years running and accredited to both CHAS and Safe Contractor we need to ensure that everyone entering our site is aware of our site rules and prepared with the necessary PPE.

Overleaf is a copy of the Hadfield Group site Rules leaflet for visitors, please ensure all drivers employed by you or working for you have been shown the guidance leaflet prior to arriving on site.

Drivers attending site for the first time will be provided with site specific information and rules that complement the attached leaflet. If drivers attend without the correct PPE or fail to follow instructions provided for their safety then they may be turned away and excluded from site.

If you have any queries on any of the matters above then please do not hesitate to contact me.

Matt Hilton

Group SHEQ Manager.

I accept receipt of the Hadfield Group site rules shown on page 2 and will ensure that all of my visiting drivers will ensure they have read this leaflet before they enter your premises

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Company: \_\_\_\_\_

## Hadfield Group Site rules.



No Smoking: All Hadfield sites are **No Smoking**, this includes inside cabs and vehicles. Smoking is only allowed in designated places. If required, ask for the Smoking area to be shown to you.

**Site Speed limit is 5mph.** Pedestrians and heavy plant operate on site.

Pedestrian crossing and pedestrian walkways must not be obstructed. Do not park or wait blocking the walkways or crossings.

**Mobile phones are prohibited.** Do not use a mobile phone whilst on our site, their use causes distractions that could ultimately lead to an accident.

## PPE requirements.



PPE must be worn whenever out of the vehicle. Drivers without the required PPE will not be allowed on site.



**Fire action.** The Fire muster point will be indicated to you on arrival. In case of fire, follow instructions given by Hadfield staff.



**First Aid.** Aiders may be easily identified whilst on site by the First Aid logo on hard hats.

### ALL vehicles tipping or collecting loads must:

- Enter site via weighbridge and visit site office with paperwork.
- Queue, if necessary at load inspectors hut.
- Remove sheeting then wait in vehicle.
- Progress onto site only under instruction from load inspector.
- When opening skip doors, keep the door between you and load.
- Lower skips immediately after tipping and close the doors.
- Sheeting up **MUST** be done at the gantry.

### Important:

Accidents / near miss: Report all accidents and near misses to Reception or a First Aider

### DO NOT:

- Progress past the Load Inspectors hut without being instructed.
- Travel with skips raised.
- Stop on pedestrian crossing points.