



All drivers,

Following rules were made to make the work in the warehouse as easy and safe as possible for you and for warehousing staff

- Always report first to warehouse manager before you park your vehicle on any loading bay.
- Don't leave vehicle or disconnected trailer in front of any loading bay without authorisation from warehouse manager.
- Within GIST warehouses pedestrians have always right of way before any moving equipment.
- During loading/unloading make sure that you are present in the warehouse and visible for warehouse employees so that they know the truck can not depart from loading bay all over Sutton.
- For your own safety it's mandatory that you wear safety boots in the warehouse. Keep in mind that if you don't wear these the access to the warehouse will be denied.
- During (un)loading safety gloves must be worn.
- Emergency exits are meant for actual emergencies and should be only used for this purpose. Whenever you do enter or leave the building through these doors the access to the warehouse will be denied for an indefinite period.
- Forklift and pallet trucks may only be used when the warehouse manager has given his authorisation and you are in the possession of a Gist training log specified for the type of equipment.
- After the usage of any materials put these always back on their location.
- Within the entire building smoking is not permitted.
- Do not hang around in the warehouse when you are not carrying out any tasks.
- Children or any other company should wait outside the warehouse for their own safety.
- Keep your own and other peoples safety in mind at all times, Report any dangerous situation immediately to warehouse manager.
- The usage of any portable radio equipment is not permitted inside the warehouse.
- Stealing or any kind of aggression towards colleagues or warehouse employees will not be tolerated and this can lead to no longer being permitted to enter the warehouse and the police will be called.
- Clean any rubbish that you have caused yourself at any times, keep the floor and environment clean.

Created by	Associated risk assesments	Version	Aproved by Site manager
Mark lenselink SHEQ/IMS	RA.a/z	2016	Marcel Bouman