



**ProSpool Limited
Airedale House
Carlton Business Park
Cemetery Road
Yeadon
LS19 7BD**

CARRIERS

**HEALTH, SAFETY
& HYGIENE RULES**

INTRODUCTION

At ProSpool Limited we operate to the highest health, safety and hygiene standards and we need the co-operation of employees, visitors, contractors and carriers in order to maintain these standards.

This Health, Safety and Hygiene Rules booklet sets out the rules you must follow in order for us to maintain these high standards.

Many **ProSpool Limited** products are an important material for the food and healthcare industries. We manufacture our products with a HACCP approach being used in their production to identify critical control points and define the hygiene measures applicable.

These health, safety and hygiene rules are applicable to the manufacture and storage facilities at **ProSpool Limited** and are designed to bring to the attention of employees, visitors, contractors and carriers, the major areas concerning the hygiene and safety of our products.

Confidentiality

You **MUST NOT** discuss or otherwise communicate with anyone outside your Company anything you have seen on the **ProSpool Limited** site, or any work you are carrying out on site.

A handwritten signature in blue ink that reads "Richard Hobson". The signature is written in a cursive style and includes a horizontal line with an arrow pointing to the right at the end.

Richard Hobson
Managing Director

CARRIERS

On arrival at **ProSpool Limited** ALL drivers must report to the Warehouse Manager or senior person on site to be booked on site.

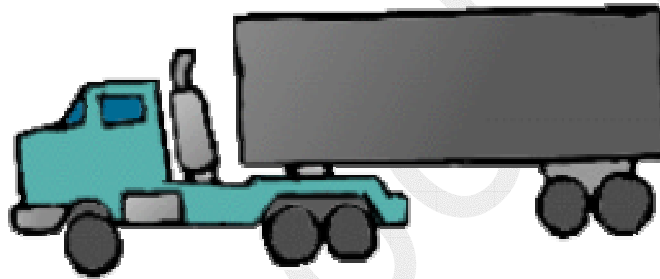
On leaving **ProSpool Limited** premises **ALL** drivers must report to the Warehouse Manager or senior person on site to be booked off site.

Drivers **MUST** wear a hi-visibility vest/coat when on **ProSpool Limited** premises.

It is the direct responsibility of the carrier to ensure that all vehicles entering the site are clean, internally dry and odour free.

ProSpool Limited reserves the right after inspection of such vehicles to refuse loading until satisfied that the vehicles are to the expected standard.

If in the opinion of **ProSpool Limited** the vehicles are unsuitable a request will be made for a replacement to be provided at no additional cost to **ProSpool Limited**.



Drivers **MUST NOT** enter production or storage areas.

Drivers **MUST NOT** use **ProSpool Limited** fork lift trucks.

If you hear the fire alarm

The sound of the fire alarm is a **CONTINUOUS WARBLE**.

The Senior Person Present will direct you to the assembly point.

DO NOT stop to collect personal belongings.

If you have an accident

Report it immediately to the member of staff accompanying you.

Make sure an entry is recorded in the Accident Book.

If you need first aid

Ask your host or a member of staff to contact a first aider for you. The names of first aiders are displayed on notices in prominent positions throughout the premises.

Road safety

Although the road and yard are on private property we would ask you to exercise the same care and consideration as you would if you were on a public highway.

Please do not park your vehicle so that it obstructs free movement of other vehicles, or emergency exits, use the car parking areas.

Please observe the pedestrian walkways when walking around the premises.

The speed limit on the **ProSpool Limited** site is 5mph.

Photography

The taking of photographs is prohibited in production and storage areas.

Smoking

A '**No Smoking**' policy operates throughout the whole **ProSpool Limited** site.

Animals

No animals are allowed on the premises (including the car park).

Alcohol or Drugs

Anyone found to be under the influence of drugs or alcohol or to have consumed drugs or alcohol on **ProSpool Limited** premises will be asked to leave the site immediately and will be prohibited from returning.



ProSpool Ltd

Produced for



by

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