

Carriers

HEALTH, SAFETY & HYGIENE PROCEDURES

INTRODUCTION

At Prospool LTD we operate to the highest health, safety and hygiene standards and we need the cooperation of employees, visitors, contactors, tenants and carriers in order to maintain these standards.

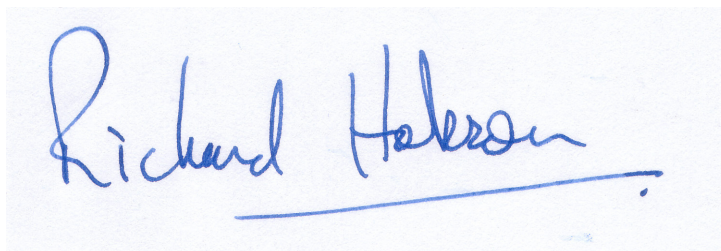
This Health, Safety and Hygiene procedures booklet sets out the procedures you must observe for Prospool to maintain these high standards.

Many Prospool LTD products are an important material for the food and healthcare industries. We manufacture our products with a HACCP approach to identify critical control points and define the hygiene measures applicable.

These health, safety and hygiene procedures are applicable to the manufacture and storage facilities at Prospool LTD and are designed to bring to the attention of employees, visitors, contractors, tenants 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 LTD site, or any work you are carrying out on site.



Richard Hobson
Managing Director.



Carriers

- On arrival at Prospool LTD carriers must report to the Warehouse Manager or a Shift Supervisor
- On leaving Prospool LTD carriers must report to the Warehouse Manager or a Shift Supervisor
- Drivers must wear hi- visibility vest/ coat when on Prospool Ltd premises.
- Carriers / drivers must not bring unauthorised persons on site including young adults and children

PRODUCTION & WAREHOUSE

- Carriers are not permitted to enter Production & Warehouse.
- Carriers must not use Prospool Ltd fork lift trucks.

FIRE ALARM

If you hear the fire alarm, the sound is a CONTINUOUS WARBLE

- A senior member of Prospool will direct you to the assembly point at the main entrance.
- **DO NOT** stop to collect personal belongings

FIRST AID

If you have an accident or need first aid, please report this to the Warehouse Manager and ensure that this is recorded in the accident book.

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 car so that it obstructs free movement of other vehicles or emergency exits, use the car parking spaces.



- The speed limit is **5mph** on the Prospool LTD site.

PHOTOGRAPHY

- The taking of photographs is prohibited in production and warehouse.

SMOKING

- A “**No smoking**” policy operates throughout the whole of the Prospool LTD site.

ANIMALS

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

ALCOHOL or DRUGS

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

SECURITY & ACCESS

- Access is through the general reception in normal office hours (9-5)
.Access at any other time with prior notification and consent.



DECLARATION

I confirm that the company will observe the Health, Safety & Hygiene Procedures as defined in the enclosed copy.

Signed

Name:

Position:

Date: