

LAWSON'S

'Family Values - Professional Service'

BE SAFE - KEEP SAFE HEALTH & SAFETY SUPPLIERS DELIVERY GUIDE



www.lawsons.co.uk

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Statement of Intent

It is the policy of Lawsons (Whetstone) Ltd to take all reasonable steps to ensure the safety, health and welfare at work of all its employees, customers, contractors, and suppliers alike.



At all Lawsons branches we want all our colleagues, customers and suppliers to go home safely at the end of each working day. One of our biggest risk areas is when suppliers deliver, which can put drivers, colleagues, customers and contractors at risk. We believe that everyone can “**Be Safe and Keep Safe**” by following simple procedures and looking out for each other.

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Be vigilant for site information

Safety signs play an important part in communicating health and safety information to everyone. Signs need to be provided whenever there's a hazard that hasn't been fully controlled in other ways.

Make sure your team understands the meaning of the signs.

Red signs – these are prohibition signs.

This means you're not allowed to do something (like smoking, as illustrated). Other common prohibition signs are those showing that there's no access for pedestrians or no access for vehicles.

Red signs are also used for fire-fighting equipment.



Blue signs – these are mandatory signs.

This means that you must do something (like wearing ear defenders, as illustrated).

Other common mandatory signs are

'head protection must be worn' and 'face protection must worn'.



Yellow or amber signs – these used to warn about hazards like forklift trucks (as illustrated), electricity, radioactive material and biological risks.



Green signs – these signs are for emergency escape routes (as illustrated) and first aid provisions, such as first aid posts and emergency showers.



NOTICE TO SUPPLIERS & DELIVERY VEHICLES

- Please **DO NOT** enter without a prior arrangement
- Please take paperwork & delivery tickets to main office
- Hi-visibility clothing & boots must be worn at all times
- Hard hats must be worn whilst on the back of vehicles or as directed by yard staff

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Welcome To Our Colney Heath Branch

Opening Hours: Mon - Fri: 6am - 4:45pm Sat: 8am - 12:45pm
T: 01727 747320 F: 01727 747329 E: colneyheath@lawsons.co.uk

SITE RULES & SAFETY

THINK FORKLIFT


**LOOK | LISTEN
DRIVE SLOW!**

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RULES FOR HGV LOADING BAYS

Please use banksmen whilst reversing.	Full PPE to be worn at all times.	Hard hats must be worn whilst on the back of vehicles.
Please remove key from the vehicle.	Please use walkways provided to access this site.	Create a 2 metres clear of all vehicles. Do not approach track unless eye contact is made with driver.
Ensure load is secure before unstrapping.	Access vehicle beds by steps and do not walk backwards.	Sound horn before moving off.



Please remove key from the vehicle



Please use walkways to access this site



Park only in marked bays



THINK FORKLIFT

LOOK | LISTEN

DRIVE SLOW!



Ensure the load is secure before unstrapping



Access vehicle bed by steps or ladder





Full PPE to be worn at all times



Please do not walk backwards whilst on vehicles or loaded goods



Ensure to keep 2 metres clear of lift trucks. Do not approach trucks unless eye contact is made with the driver



If you are not helping during the unloading process please stay within your vehicle

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General Site Conduct

- All Lawsons' branches have signage indicating the most basic safety rules which are situated at the front gates and within the loading bay. Please ensure you make yourself familiar with these.
- The use of electronic devices such as phones and headphones are strictly forbidden in the yard areas.
- Obey the site speed limit – do not exceed 10 mph.
- Please be aware that signage when approaching the yard may advise you to wait in certain areas and report to the yard staff prior to driving into the yard.
- Upon arrival at the branch please report to the counter or the yard foreman. They will tell you where to park.
- We expect all drivers to arrive with the appropriate PPE. As a minimum you must wear a high visibility vest and safety footwear on our sites. NB: If you do not have the appropriate PPE Lawsons will provide you with it and charge your employer for it.
- Please be aware there are pedestrians in our yards. Take care when driving in our yards.
- When on foot in the yard keep to the walkways. Take care as there will be other vehicles operating in the yard.
- Whilst every effort is made to keep the yard surface clear please ensure you check your walking route for any slipping or trip hazards.
- When parking or driving do not block or restrict the walkways.
- Please be aware that all our staff have been asked to challenge unsafe behaviour and will be backed by management. Our staff will not be expected to tolerate any form of abuse – physical or verbal. If you are not acting safely you may be asked to leave site.
- Look after yourself and those around you and work safely.
- If you are concerned about your safety then please stop what you are doing and speak to a member of our staff.
- Never enter a restricted area.
- Should you have an accident on site report it to Lawsons' branch management immediately.

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Delivering and Unloading

- Please call the branch in advance and inform them of your arrival time, as this may reduce your waiting time.
- If you have to wait outside the yard to be unloaded please follow instructions and ensure you wait in a safe area.
- Please only unload in areas as directed by our staff.
- Please be courteous to our staff and our customers. We will always try to get you unloaded as soon as possible.
- Injuries through falls whilst working at height are a common problem within our industry. Don't access the back of your vehicle unless you really have to.
- If you do have to access the vehicle then never jump down from it. Always use the handholds and foot holds to disembark. In addition if you are on the back of a vehicle we expect you to be wearing a hard hat with a restraining device. NB: If you do not have the appropriate PPE Lawsons will provide you with it and charge your employer for it.
- You should not be reversing without a banksman / watchman. If at any point you lose site of the banksman / watchman in your mirrors then please stop the vehicle and let them know.
- Please note that each branch has a reversing plan detailing the safest way to reverse. Please ask our branch managers for details.
- Ensure that you remain a safe distance from moving plant such as the Forklift truck unloading your delivery. Never approach a Forklift truck from the rear. Always make eye contact with the driver and wait for the truck to stop before moving within 2 metres of the truck.
- Please remove keys from your vehicle to avoid unauthorised use.
- Please note that you may be asked to wait in your vehicle cab whilst unloading is taking place.
- After unloading is complete please check the area and route is clear and sound the horn before moving off.

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Reversing



Please sound vehicle horn before moving to ensure route is clear



Please use banks - men whist reversing



Speak to our staff they will explain the reversing plan