

## **CONDUCT RULES AND PROCEDURES FOR VISITING DRIVERS AND OTHER VISITORS TO CARIS VRD**

To access our company's premises it is compulsory, before arriving at the loading/unloading area, to:

- Wear suitable clothing
- Wear safety boots, a Hi-Vis vest and appropriate PPE
- Use all necessary precautions for all work activities and vehicle manoeuvres

Whilst waiting for material loading/unloading operations to commence, all drivers must:

- Park in an orderly manner in the designated parking areas
- Report to the office and provide their details so as to submit the transport form or document and deliver the material

In the event of non-compliance with the above-mentioned requirements, CARIS VRD S.r.l. personnel shall not proceed with the loading/unloading operations and shall inform their line manager.

Whilst on site, drivers are expected to conduct themselves in a manner that's in line with the general rules of caution and safety, as well as follow any instructions given by CARIS VRD personnel.

### **VEHICLE MOVEMENT, ENTRY, HOURS:**

MONDAY TO FRIDAY from 7.00 am to 6.00 pm,  
SATURDAY MORNING from 8.00 am to 12.00 pm

Any alternative requirements shall be considered on a case by case basis.

### **Drivers must comply with the following rules:**

- 1) it is forbidden to smoke and/or use naked flames

- 2) the above-mentioned rule also applies in the driver's cab
- 3) on entering, drivers must report to the weighbridge office ensuring they have any necessary documentation with them
- 4) all vehicles must travel slowly, follow the directions of travel and comply with any instructions from company personnel
- 5) using a mobile phone is strictly forbidden when approaching the loading/unloading area
- 6) within the loading/unloading area it is forbidden to park the vehicle anywhere other than within the designated spaces
- 7) it is forbidden to leave the vehicle unattended during loading/unloading operations
- 8) unless expressly authorised, it is forbidden for any passengers to enter the site
- 9) unless expressly authorised, it is forbidden to repair, clean or carry out any maintenance on the vehicles

### **LOADING AND UNLOADING VEHICLES**

**Drivers** of vehicles being loaded/unloaded on the company's premises **must comply with the following rules:**

- 1) remain in close proximity to their vehicle and carefully observe its loading/unloading
- 2) all loads and goods must be properly secured
- 3) follow any instructions given by the CARIS VRD personnel supervising the weighbridge or loading area
- 4) be equipped with the personal protective equipment appropriate to the activities being undertaken
- 5) apply common sense and pay maximum attention during all vehicle manoeuvres when approaching the loading/unloading area; the use of a mobile phone is strictly forbidden
- 6) once the vehicle is in position apply the handbrake and switch off the engine, always pay full attention when manoeuvring the vehicle, and ensure maximum

awareness regarding the presence of any personnel on the ground.

- 7) start the vehicle and move off only after permission to do so has been granted by CARIS VRD personnel
- 8) before leaving the facility, any drivers that have received goods must ensure that their load is secured according to the regulations set down by the highway code
- 9) when working at height to secure any load covers, appropriate anchoring devices and safety equipment must be used

### **GENERAL RULES FOR EMERGENCIES**

- 1) suspend loading/unloading operations immediately and ensure the vehicle is safe and secure, following the instructions of company personnel
- 2) in the event that the vehicle cannot be moved, leave it where it is and proceed to the nearest assembly point as indicated by the appropriate signs and by the site plan displayed in the work areas
- 3) if in transit, park the vehicle in an appropriate location so as not to impede the passage of emergency vehicles and proceed to the emergency assembly point
- 4) do not take the initiative to assist with the emergency, but facilitate the activities of the company's emergency personnel

**Remember: in the case of an emergency or evacuation it is important to remain calm and carefully follow the instructions given by company personnel.**