



W.E.DOWDS (SHIPPING) LTD
CONTRACTORS AND VISITORS
SITE INDUCTION

By law, we have an obligation to ensure our own safety and the safety of others while we at work. We must ask you to read the information below and abide by all the rules.

General Site Rules: -

- 1) Hard hats, high visibility vests, safety shoes or boots and safety glasses/goggles must be worn at all time while in the warehouses.
- 2) Visitors must be escorted at all times whilst on site
- 3) In case of injury contact a member of the warehouse staff immediately. First aid facilities are available in each warehouse. First Aiders are also present on the site. Emergency Procedure notices are displayed in each warehouse.
- 4) In case of fire, make your way to Emergency Exits (indicated by wall mounted signs). Fire assembly points are: Office, 1 & 2 Sheds far end of 2 shed; 5, 6 & 7 Sheds by lighting panel in 7 shed car park; 10 Shed far side of portable cabin. Fire extinguishers are present in all warehouses and their location is clearly marked with wall-mounted signs. Do not attempt to tackle a blaze unless you are confident it can be controlled. Sound the alarm, evacuate the building immediately and contact the fire brigade.
- 5) Smoking is not permitted in the warehouses or offices.
- 6) The dock and its buildings are busy areas with their own particular hazards. Please be alert to the following dangers:
 - Overhead cranes operating within the warehouses
 - Vehicle and fork truck movements, both inside and outside the warehouses.
 - Deep water: **stay away from the quayside edge.**
 - Trip hazards within the warehouses.
 - Sharp edges on coils and banding, do not walk between the coils.
- 7) Working at Height
 - Contractors must eliminate the need to work at height whenever possible. If work at height cannot be avoided, then it's hazards must be considered and safety precaution must be used i.e. mobile platforms, fall arrest equipment, fall bags etc.

RAIL SAFETY

Within the docks there is a rail network. This includes a number of open level crossings identified by red flashing lights.

Please read the associated leaflet 'RAIL SAFETY' and abide by the rules.

A railhead operates within 7 Shed.

- Beware of wagons being shunted into the shed.
- Unless absolutely necessary, stay away from the rail track.
- If you do need to work near the rail track ensure you inform the shed Supervisor of your movements.
- Do not climb onto rail wagons unless absolutely necessary.
- Access wagons using steps and grab handles provided on the wagon.
- Always check with the shed Supervisor that the train will not be moved during your work.

ADDITIONAL SITE RULES FOR CONTRACTORS:

- 1) All contractors must obtain an Access Permit from the main office prior to starting work. Permits must be signed off and returned to the main office upon completion of work
- 2) All contractors must have undergone a site induction prior to starting work.
- 3) Contractors must not operate or tamper with machinery unless they have appropriate training to do so.
- 4) Method Statements and Risk Assessments must be submitted by contractors and approved prior to starting work.
- 5) Contractors must report to warehouse staff prior to starting work. All visitors to 7 Shed must report to the cabin upon arrival.
- 6) Isolation permits and roof working must be obtained from the main office. They must be signed off upon completion of work.