


 **Signing In**
You will be required to sign in at the security lodge and wear a visitors badge for the duration of your visit. Please return your badge and sign out at the end of the visit.

For Goods in and Goods out please ensure you go directly to the Distribution Centre and sign in at reception there.


 **Footwear**
Sensible shoes will be required for anyone who is attending the site with intentions to access the factory or warehouse areas. This includes visitors who are planning to complete a site tour.


 **Fire Safety**
In the event of a fire alarm sounding, stay with your host who will return you to the security lodge. If you are not with your host leave the area via the nearest identified fire exit and go directly to the security lodge.

If you spot a fire, raise the alarm by pressing a fire call point (they are located on all exit routes) then report to the security lodge.


 **High Noise**
Medium and high noise areas are identified throughout the site, hearing protection recommendations must be followed.


High Noise: Mandatory hearing protection zone.
Medium Noise: Hearing protection is available upon request.

 **Site Traffic**
Forklift trucks and lorries operate on this site. Please stay on designated walkways and remain alert to traffic movement. High visibility clothing will be issued for people entering the warehouse and factory.

 **Near Miss or Accidents**
Please report any near misses or accidents to your host and to the security team. First aid trained staff are always available via the security lodge.

 **Smoking on site**
Smoking is only permitted on site in the designated areas provided. Ask your host or a member of the security team for directions.

 **Disabilities**
Please let us know if you need any reasonable adjustments for your visit as we will try to accommodate your personal needs.

 **Contractors**
All contractors are covered by a permit to work. You are not permitted to commence any work on site until the permit of work has been issued by a company appointed competent person.

Q242 (10.14)

If you require any further information please contact Pat Griffin (HSE Manager) on
pgriffin@steelite.com