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| <b>Delivery and Collection Instructions (Bilston Site)</b>  |   |
| <b>All drivers delivering and/or collecting from Hub Le Bas <u>MUST</u> report to the sales office.</b>   |   |
|    | <b>On Site Speed Limit 10MPH.</b>   |
| <div style="border: 1px solid black; padding: 5px;"> <p style="background-color: green; color: white; padding: 2px;"><b>SITE SAFETY</b></p> <p style="background-color: blue; color: white; padding: 2px;"><b>MANDATORY</b></p> <div style="display: flex; align-items: center; margin-bottom: 5px;">  <div style="background-color: blue; color: white; padding: 2px; margin-left: 5px;"><b>HARD HATS</b></div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;">  <div style="background-color: blue; color: white; padding: 2px; margin-left: 5px;"><b>HIGH VISIBILITY VEST</b></div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;">  <div style="background-color: blue; color: white; padding: 2px; margin-left: 5px;"><b>SAFETY SHOES</b></div> </div> <p style="font-size: small; color: purple; margin-top: 10px;">If driver on back of vehicle.</p> <div style="display: flex; align-items: center; margin-bottom: 5px;">  <div style="background-color: blue; color: white; padding: 2px; margin-left: 5px;"><b>HARD HATS CHIN STRAP</b></div> </div> <p style="font-size: x-small; color: blue; margin-top: 5px;"><b>MUST</b> be worn on this site at all times</p> </div> | <p><b>PPE must be worn.</b></p> <p><b>Hard Hat, Hi Vis Vest or Coat &amp; Safety Shoes are mandatory when entering the warehouse.</b></p> <p><b>Hard hats with chin strap are mandatory if driver on back of vehicle.</b></p> |
|    | <b>Forklift load and offload.<br/>Maximum 2 tonne.</b>  |
|    | <b>Crane load and offload. Maximum 3 tonne.</b>   |
|  <div style="background-color: purple; color: white; padding: 5px; text-align: center; margin-top: 10px;"><b>BANKSMAN</b></div>  | <b>A Banksman must be used if reversing vehicle on site.</b>  |

## **Additional Instructions**

- Drivers **MUST** switch off their engine when in position.
- If vehicle on uneven ground, wheel chocks must be used.
- Drivers are not permitted to use Hub Le Bas lifting equipment.
- Drivers **MUST** stay with their vehicle, do not wonder round the site.
- When possible battens should be used to separate loads.
- Drivers **MUST** follow instructions from Hub Le Bas employees regarding safe loading and unloading of vehicles.
- When available, access platforms must be used when accessing the rear of vehicle.
- Drivers must leave the danger area when loads being moved.
- When using slings, they should not be tangled around goods or other slings. This can cause sudden movement of other goods.

**All unsafe loads will be returned to the Supplier.**