






Delivery and Collection Instructions (Manchester Site)	
All drivers delivering and/or collecting from Hub Le Bas must park in the designated area and report to reception.	
	On Site Speed Limit 5MPH.
	PPE must be worn. Hard Hat, Hi Vis Vest or Coat & Safety Shoes are mandatory when entering the warehouse. Hard hats with chin strap are mandatory if driver on back of vehicle.
	Forklift load and offload. Maximum 2 tonne.
	Crane load and offload. Maximum 3 tonne.
	A Banksman must be used if reversing vehicle on site.

Additional Instructions

- Drivers **MUST** park in designated area and 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 wander 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.