

Supplier Depot Delivery Instructions

Please find enclosed the Highlander International Recycling unloading instructions for all material delivered to our operations (incl. Site Rules & Regulations)

1. **Hours of Operation** (Unloading takes place as follows)

Monday to Thursday 7am – 4pm

Friday 7am to 2pm

On occasion unloading may take place out with these times, but only with prior agreement.

2. **Documentation**

Every incoming load must be accompanied with the relevant information including:-

- Highlander reference
- Supplier name
- Grade specification
- Number of bales/reels/pallets/tubs etc.
- Vehicle/trailer number

3. **Booking In**

Dependant on the nature and volume of the material you are delivering in, you may need to book the delivery with our weighbridge 01355 524215 / margaret@highlanderinternational.co.uk. This requirement will be advised to you by the Highlander Account Manager.

It is vital that drivers, either collecting or delivering, arrive on time for their allocated booking slot (if applicable). If there are any delays, please inform Highlander as soon as possible.

Note: Drivers arriving at Highlander without a confirmed delivery reference may not be unloaded if all the delivery slots for that day are already allocated. Highlander cannot be held responsible for any costs incurred by hauliers who have not complied with the requirements of our booking in procedures.

4. **Safety**

The Health & Safety and welfare of all personnel will take precedence over all other issues.

Any dangerous conditions/incidents or accidents of any kind must be reported immediately to the Highlander personnel responsible for loading or unloading the trailer, they will then contact the appropriate manager to assist.

All drivers must read and sign to confirm they understand the site rules for recovered paper collections or deliveries when requested to do so. These must be followed at all times or the driver risks permanent removal from the site. Any costs incurred by the removal of any driver from the site as a result of non-compliance with the site safety rules cannot be attributed to Highlander International at any time.

Whenever the vehicle is left unattended, switch off the ignition, apply the handbrake, remove the keys and keep them in your possession.

5. **High Visibility Clothing/Safety footwear**

All drivers must wear high visibility jackets/waistcoats and safety footwear at all times when on site. Any driver who refuses to wear the appropriate PPE will be asked to leave the site and all costs incurred, either by delay in loading or non-loading, will be borne solely by the haulier at all times.

6. **Fire**

On hearing the fire alarm, drivers must leave their vehicles and report to the Highlander International depot personnel who will escort them to the relevant fire muster point. On no account should drivers return to their vehicles unless instructed to do so by Highlander personnel.

- Remain calm and make your way to the assembly point at the “Visitors Car Park” off Linwood Avenue (signposted)
- Wait for further instructions from our `Fire Marshal' **Steven Hood** (**Warehouse Supervisor**)
- **DO NOT RE-ENTER THE BUILDING/VEHICLES UNTIL YOU ARE TOLD IT IS SAFE TO DO SO**

7. **Restricted Areas**

Drivers must not walk/wander or congregate around any part of the site within the main gates unless instructed to do so. There are no 'Safe Places' to stand. They must stay in their cab unless otherwise instructed.

8. **No Smoking**

Drivers must **NOT** smoke on site. Drivers found smoking will be sent off site immediately and banned from future collections and deliveries.

9. **Speed Limits**

All site speed limits and road markings must be adhered to at all times (15 mph along approach road, 5 mph within yard).

10. **Passengers**

No passengers, children or animals are allowed on site.

11. **Unloading and Loading Operations**

Where applicable, drivers are responsible for attaching and removing all sheets, straps, curtains or tarpaulins as appropriate to the operation in question.

For loads delivered to Highlander, before removing curtains, loads are to be inspected by visually looking at the curtain appearance to verify there is no hidden unsafe conditions e.g. Curtains bulging. Should the load seem to or be deemed to be unsafe, Highlander personnel are to be immediately informed and the unloading process shall cease until further directions are given by management.

Before removing straps the load is to be inspected by Highlander personnel to identify potential unsafe conditions e.g. collapsed bales/pallets/reels, non-vertical stacks and other potential hazards. Should the load be deemed to be unsafe, Highlander International personnel are to be immediately informed and the unloading process shall cease until further direction given, which may include the haulier removing the load from the site and making it safe before returning for unloading.

If loads are deemed to be safe by Highlander personnel, all curtains and straps are to be removed and tied back safely before unloading may commence. At this point, drivers must return to their cab and Highlander will commence unloading. Drivers may only attend to the load if specifically instructed to by Highlander personnel.

For both loading and unloading operations, the engine of the vehicle must be switched off and the handbrake must be applied at all times. Drivers are instructed to remain in their cabs at all times during loading/unloading operations unless requested by Highlander staff to otherwise.

Drivers who fail to comply may be asked to leave the site permanently.

12. **Trailer Damage**

Highlander International will not accept responsibility for any rail damage if the bales are stacked too close to the roof or if the bales are stacked on strapping, or strapping that has been left in place due to faulty equipment or haulier error and interferes with either the loading or unloading operations as appropriate.

13. **Theft**

Drivers must not remove anything from the site that does not belong to them, including, but not limited to, paper stock. Any such proven incidences will result in the driver

and/or haulier being banned from site permanently and we reserve the right to contact the police for further action.

14. **Spot Checks**

All Lorries may be subjected to 'spot' security checks. Drivers should therefore always advise Highlander of any items being carried (e.g. tools, drills, brooms, shovels) that are not normal fixtures on or in the lorry, but which could be misinterpreted as being the property of Highlander International.

15. **Cleaning of Vehicles (after unloading)**

Lorry beds and the inside of tipper vehicles must only be swept off inside the designated yard area. Sweeping off may only commence after unloading is complete. All drivers must provide their own brooms and the vehicle ignition must stay turned off during this cleaning off process.

16. **Catering/Washing Facilities/Toilets**

There is no on site catering/vending facilities available for drivers. There are toilets with washing facilities near to the weighbridge available for drivers use.

17. **Arrival at Site**

On arrival at Highlander International Recycling, all drivers must not drive straight into the depot. Instead, they must park alongside the side of the building and make themselves known at the weighbridge, at which point instructions will be provided as to their safe entry into the depot. All trucks will be guided into the premises by Highlander personnel. After the loading or unloading process is complete and drivers have received their paperwork, lorries must not be parked within the yard area. **NO** trailers are to be left inside the yard area unless this has been agreed in advance with Highlander management. **NO** trailers are to be left parked at the side of the building. Parking vehicles **INSIDE** the Highlander depot for rest periods or tea breaks is prohibited.

L. McJimpsey
Operations Manager

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Enc. Site Rules and Regulations

Site Rules and Regulations

Rules and regulations are in place for the protection of employees and visitors, these include:

- ❑ On arrival at site all visitors should report to the appropriate weighbridge/office reception.
- ❑ No smoking is allowed on site.
- ❑ When entering buildings, designated entrances must be used.
- ❑ High visibility clothing and safety footwear must be worn at all times while on site, unless in the confines of the canteen or offices.
- ❑ While loading/unloading is taking place, drivers must be in their cabs as previously agreed for the type of operation.
- ❑ During loading/unloading operations the vehicle ignition must be switched off and handbrake applied at all times.
- ❑ Speed limits must be followed and pedestrians have the right of way on all occasions.
- ❑ All visitors should sign in on arrival at the reception. All suppliers should be shown or given a copy of the site rules and fire evacuation procedure.
- ❑ Visitors must not go near machinery and be aware of vehicle movements at all times.
- ❑ Site rules and regulations must be obeyed at all times.