



THETFORD AATF SITE RULES – CONTRACTORS AND VISITORS

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Please note – our site is an operational facility and includes a number of hazardous activities. These rules are specific for this site and ALL Visitors and Contractors must comply whilst on our site.

The Site Rules are extremely important to keep you and our premises safe, and to protect the Wiser Recycling business. Take careful note and understand these rules.

We hope that you enjoy your visit with us at, Wiser Recycling. Please feel free to ask us any question about our operations – we are delighted to be as informative as possible.

Whilst you are at our site it is our duty to keep you safe, and therefore we require you to follow these Site Rules, and any others from time to time issued by the Site Management Team. It is your duty for your safety and those of others to act safely and responsibly always when on our site.

CCTV is operational on this site 24/7. CCTV Coverage has been installed to help maintain our high standard of Health and Safety of all personnel whilst on site, and to ensure the premises always remains secure. Recordings are kept for 30 days and then automatically removed. Signage has been displayed around the site to raise awareness.

We take our management practice seriously. Our procedures and the way in which we operate should reflect our objective of high quality, efficiency, and safety. We have accreditations to ISO14001 (Environment), ISO9001 (quality) and ISO 45001 (safety) – we aim to maintain them. Our Procedures and the way in which we operate should reflect our objective of high quality during your site visit.

The Site Management Team reserves the right to require any person not following these rules to immediately leave the site.

1. Information

- Read these Site Rules carefully and please understand them. You will be asked to sign as having read and understood the safety requirements for a site visit.
- No access will be allowed to the site without having read the Site Rules and for you to sign as understood.
- If you are unsure about anything in these Site Rules – please ask your host or Site Manager to clarify before going on site.

Recycling electrical wastes regularly, reliably and responsibly

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- Information and warning signs are displayed around the site. If there is anything you do not understand or wish to clarify then please feel free to ask your host or Site Manager.
- As any organisation we have room for improvement. If there is anything that you are concerned about with respect to our operations and activities please bring to the attention of your host or the Site Manager, who will discuss with the Management Team.
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2. Key Contacts

Whilst on site your key contacts are:

- First Aiders – in case of accident the first aiders for this site are: Helen Cash, Pedro Oliveira.
- Site Manager – Carl Stevenson
- Site Supervisor – Richard Newman
- Fire Wardens – Ray Allen, Lyn Studman, Philip Attenborough, Ademir De Oliveira and Pedro Oliveira.
- Technically Competent Manager – Russell Hirst & Dominic Hirst
- Safety Representative – Helen Cash, Ray Allen and Philip Attenborough
- Operations Director for Wiser Recycling – Dominic Hirst
- Site Manager – Carl Stevenson

3. Emergencies

Emergency exits are located around the site. Your host will point out the exits when conducting the Site Induction Tour.

4. Fire

- All fires no matter how small are an emergency. Report immediately to your host and make your way to the nearest exit.

- Fire Alarm Call Points are located on all Fire Exits around the site. 13 in Total.
- The current fire alarms are a wired system for sounder alarms. If this sounds leave carefully by the nearest exit. These are compliant to BS58391 P21.
- The muster point is outside the front of the building by the entry gate.
- A role call will be undertaken to ensure all persons are out of the building.

5. Accident

- If you see an accident or an incident that can be deemed a 'near miss you must report this to your host. This will be reported to the Site Manager, recorded and investigated.
- If you have an accident, no matter how small, this must be reported to your host. There are First Aiders and First Aid facilities on site.
- Report any major accident to the Site Manager to call the emergency services.

6. Personal Protective Equipment

- The minimum PPE required for the Workshop is a high visibility jacket (hi-vis), safety boots and safety glasses.
- Hear Protection is Mandatory on site. Ear plug dispenser can be found on wall by reception door if you are not in possession of your own ear defenders.
- Other PPE may be necessary from time to time. Your host will advise you of any activity that requires a higher level of PPE or RPE (respiratory protective equipment)
- This will also be discussed during the completion of the permit to work

7. Access to the Site

- Staff – all staff must park off site unless given permission to park onsite. Access the site via the Reception/Visitors door and sign in via the visitor's book.
- The Site Manager or your host, will first take you through these Site Rules.
- Drivers- drivers of delivery / collection vehicles must park in the outside reception area and report to the Site Supervisor or weighbridge Office. All paperwork will be checked for completeness before any unloading or loading will take place. Await further instructions from the Site Supervisor.
- Loading/Unloading Fridges – Safety Rail Barrier System to be used or alternatively both Curtain sides must be closed and secured completely. FLT Drivers to load from the back doors. Any Issues Drivers are to report to the Site Manager BEFORE loading commences.

- Contractors – a Permit to Work System is in place for all works carried out on the site no matter how small. Contractors must be booked in and report to the Site Supervisor/ Site Manager. No vehicles or equipment should be brought on to the site until the Permit to Work has been completed and other supporting documentation is in place.

8. Vehicle Movement

- The forklift trucks are present on site which carry out many activities in a relatively small space. Be aware at all times of movements. Make sure you listen for any sounding horn and make eye contact with the driver to ensure that they have seen you. – Electric Trucks are silent so please observe their whereabouts at all times.
- External areas – the external area can get very busy when HGV, vans and other vehicles are loading/unloading. Ensure that you use the protected pedestrian walkway.
- Majority of loading/unloading takes place in the warehouse. Be cautious of this.
- Do not position yourself between containers, walls and reversing vehicles. Ensure that any drivers are aware of your presence by use of hand signals and eye contact.
- All drivers must observe the speed limit of 05mph on this site.
- Drivers must observe the loading/unloading one vehicle at a time.
- Drivers must wait for instruction from weighbridge office/Site Supervisor
- Drivers must observe the vehicle circulation of using the entry and exit gates.
- Drivers must ensure their Drivers Mate helps unload the lorry in front of them and not sit in the cab.
- Drivers must make sure that the vehicle is fit to go on the public highway after loading – including observation of weight limit and sheeting up.
- Whilst on site obey information and instruction given by the Site Supervisor/ Manager/General Manager and other site staff.
- Only conduct reversing movements when aided by the Site Supervisor or other site staff, and only when instructed to do so. Trained Banksman on site.
- Drivers to be aware that Visitors to the site will be allowed to enter and exit the site via the entry gate.

9. Smoking, Alcohol and Drugs

- The site handles combustible materials and therefore there is a no smoking/vaping policy covering the entire site.
- Any smoking or vaping must be conducted outside the site gates
- No alcohol is to be consumed or allowed on site.

- Any person thought to be under the influence of drink and/or drugs will be required to leave the site immediately. This will be reported to the Management Team with a view to banning that person from site.

10. Environmental Hazards

Inside the building has a sealed floor. External areas are drained to surface water and hence there is a risk that any spill of liquid or powder can pollute the surface water system. Nothing is to be put down any of the drains located inside or outside of the building.

- Report any spillage you see to your host who will arrange with the Site Manager to clean up immediately. This includes internal areas to prevent slips.
- Noise – there is nearby residential property. Noisy activities are limited to day time and positioned to take advantage of adjacent buildings shielding.
- The lamp treatment areas have the potential for mercury emission and are classified as a restricted area. Inside the treatment plant and at the delivery areas – RPE masks need to be worn and only authorised personnel are permitted. Any spillage of phosphor powder which contains mercury is treated as an EMERGENCY – and all personnel and visitors will be EVACUATED from the building immediately. Please follow the instructions of your host.
- Spillage Kits are onsite.

11. Safety Hazards

The site has electrical and mechanical equipment to help our treatment operations. Visitors are not allowed to use any equipment under any circumstances. The main safety hazards present on site are:

- Forklift truck movement - maintain a safe distance and predict its movements. Stay with your host. Wear hi-vis. FLTS are silent be aware of their presence.
- Reversing delivery vehicles – keep to pedestrian walkway. Stay with your host. Wear hi-vis.
- Loose materials – including broken glass. Wear safety boots.
- CRT dismantling and treatment – potential for glass and plastic fragments to break and ‘fly’. Keep a safe distance. Wear safety glasses. Await instruction from your host.
- Conveyor lines (Rollers) – do not climb on any conveyor. Be aware of material ‘fly’ and potential fall from conveyors. Maintain a safe distance.

- Electrical equipment – reuse area has items on test. Items are considered electrically unsafe until tests are passed. Do not touch electrical items.
- Stacked materials – stored materials are stacked in boxes and bales. Maintain your distance from high stacks especially when the forklift truck is in the vicinity.
- Fridges – some fridges contain pentane which is explosive. Do not smoke, naked flames or any other ignition source.
- Batteries – batteries are stored in the site. These include lead-acid which are corrosive. Do not handle batteries. Spills need immediate clean up
- Baler – confined space and material ‘fly’. Remain a safe distance.
- Lamp Treatment – restricted areas exist which have levels of mercury which require RPE to enter. These areas are not permitted to visitors.