

**IMPORTANT  
INFORMATION**

To ensure the safety and well-being of our employees and visitors on site, Highland Galvanizers & Colour Coaters comply with legislation and best practice as governed by the HSE and industry bodies.



**Health and Safety  
at Work Act 1974**

People entering these  
premises must comply  
with the regulations  
under the above act

# Health & Safety Guidelines On Our Sites

## Traffic on and off site will be strictly controlled

- **Access** : All arrivals to site must be prearranged – please contact the main office or use our online booking system
- **Queuing** : We ask that you arrive as close to your appointed time as possible to minimise queuing
- **Communication**: Our yard crews have the flexibility and resource to cope with peak times by dealing with deliveries and collections separately in designated bays.

## Drivers

- Must wear suitable PPE (hard hat, hi-viz vest)
- Have a face covering available.
- Will be directed to where they can watch loading – safe zone or in cab.
- Are responsible for ensuring loads are safe and suitably secured but **CANNOT** access the **DECK** of trailers to do so. Access ladders can be provided to assist.

## Loading/Unloading

- Material can only be accepted where it is safe to be offloaded by our employee/fork lift operating in accordance with approved codes of practice. (The most common problem being where material is stacked at an angle or has an unusual shape/geometry preventing the fork lift from offloading evenly/safely).
- After processing, material can only be loaded onto a suitable vehicle – where a fork lift cannot access a vehicle, heavy material cannot be manually loaded.

## Presentation of material

- All hollow material must have sufficient, visible vent and drain holes – internal venting which cannot be seen will not be processed.

**Please note that we make every effort to minimise delays brought about by these vital H&S rules and you can greatly assist us by ensuring that:**

- Your drivers are aware of and comply with site rules.
- Your paperwork is e-mailed ahead of material arriving
- Your delivery paperwork can be readily matched to the material being dropped off and all items are accounted for.
- Any special instructions/requirements are clearly highlighted.
- You discuss with us in advance if you have any doubt regarding how material will be loaded and also its suitability for processing