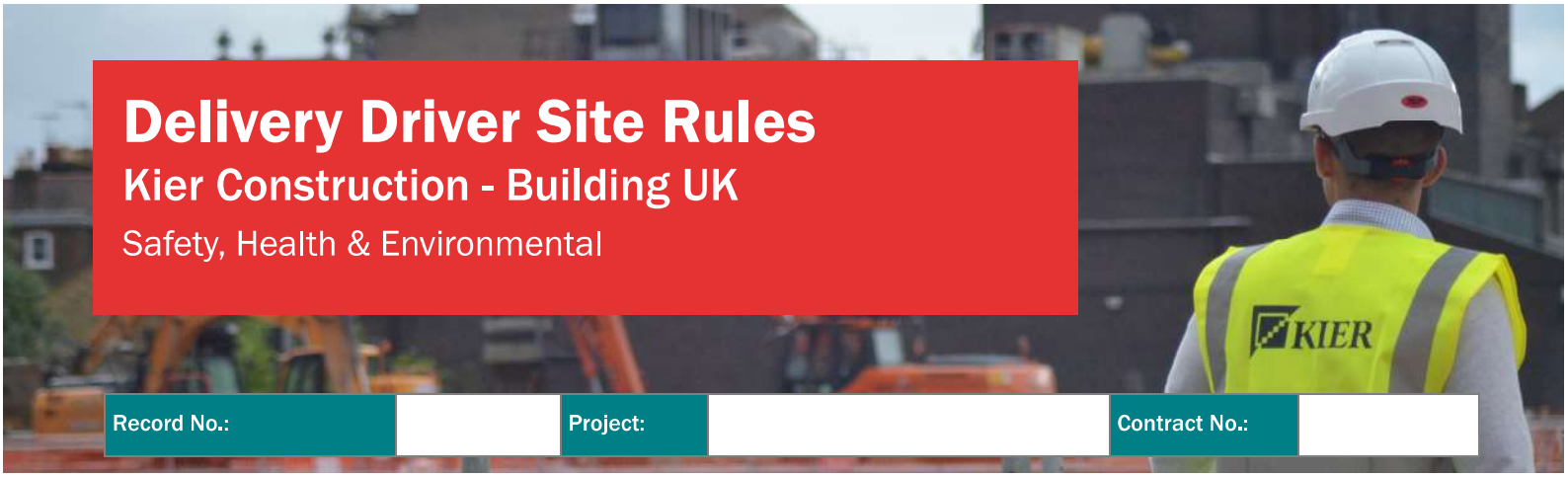


Delivery Driver Site Rules

Kier Construction - Building UK

Safety, Health & Environmental

Record No.:		Project:		Contract No.:	

This form is to be completed by all Delivery Drivers prior to entering the work area

1. Your Personal Details					
First Name:		Surname:		Date of Birth	
Employer:		Sub-contracted to:			
Profession/Trade:					

2. In Case of Emergency — *please provide contact details for use in the event of an emergency*			
Name:		Contact No:	
Relationship:			

3. All delivery drivers MUST observe the following rules at ALL times	**Read & initial**
Hard hat, hi-vis vest, boots, gloves and safety glasses must be worn when outside of your vehicle. Shorts and bare torsos are NOT permitted on site	
Specific requirements apply for Lorry Loaders, Moffat deliveries and block grabs. Please refer to site management relating to your safe system of work. Do not unload without authorisation.	
▪ Off load only within designated area	
▪ Outriggers must be fully deployed with appropriate outrigger pads if required	
▪ Off load direct to ground only	
▪ Operator must be competent (e.g. CPCS or ALLMI) - please provide proof of competence to site management	
▪ Proof of thorough examination must be provided	
Strictly no reversing without an Appointed Banksman	
Unloading must be in line with the agreed safe system of work and only if the weight of the load is known and method is understood. No accessing the rear of the vehicle without fall prevention/protection	
Stay with your vehicle at all times (unless authorised by site management). Do not leave keys in the ignition	
Do not block access roads. Be courteous to others. Routes must be kept clear at **all** times for emergency services. Observe speed limit signage — 5mph to all routes, unless signage shows otherwise	
Report any incidents to a Kier supervisor or Logistics Manager	
Smoking and use of mobile phones is not permitted on site, unless within a designated area	

4. Acknowledge receipt and review of this induction			
Drivers Signature:			
Authorised by Kier:		**Date:**	