

Haulier & Contractor Safety Policy

1. Introduction

- 1.1 At Samworth Brothers we take our duty of care for all working on our sites extremely seriously and have rules in place to ensure the safety of hauliers and contractors.
- 1.2 Any individuals found breaking these rules whilst on our sites will be challenged and, dependant on the seriousness of the behaviour, may be asked to leave site. Suppliers including hauliers and contractors, will be contacted, and the action required to prevent a recurrence will be discussed. Dependant on the circumstances Samworth Brothers reserve the right to prevent individuals or suppliers attending site and if appropriate action is not taken, may ban the contractor/haulier.
- 1.3 It is your responsibility to ensure that our Hauliers & Contractors Safety Policy 'policy' and rules are communicated to your employees and subcontractors attending our sites, including drivers and contractors. You are responsible for ensuring that the personnel you send to site understand; comply and keep up to date with our site rules and will be responsible for the acts and omissions of your employees and subcontractors.
- 1.4 Each Samworth Brothers site will have a bespoke set of rules based on their risk assessment – these will be communicated via your local site contact. It is the supplier's responsibility to ensure their employees and contractors have received and understood these rules.
- 1.5 Our minimum haulier rules are shown in Appendix 3.

2. Consequences of non-compliance

- 2.1 If your employee or contractor is not following the rules they will be challenged and issued with a card, as outlined in the tables below – Appendices 1 & 2.
- 2.2 The Appendices give examples of the type of rule breaking which may be identified and the classification of these in terms of potential severity. It is not an exhaustive list and the company reserves the right to classify non-

conformance according to the degree of risk. Depending on its severity, a non-conformance may result in a contractor or haulier being removed from, or being restricted from accessing, a site for either a temporary period or permanently.

- 2.3 A minor infringement will result in a yellow card being issued.
- 2.4 Two yellow cards in a 12-month period will result in an amber card being issued and three will result in a red card. Extremely serious infringements, which put either the individual or other people at risk, may immediately result in an amber or red card.
- 2.5 Where a yellow or amber card is issued the individual will be spoken to and the matter will be escalated to you. An agreement will be reached as to the course of action to be taken to prevent recurrence.
- 2.6 Where a red card is issued the activity will be immediately stopped and the contravention will be explained to those involved. You will be immediately contacted, and the issue will be discussed to identify a resolution.
- 2.7 We will write to you outlining the reasons for the non-conformance, the consequences, and the ways in which the non-conformance can be rectified and the action taken with respect to the individual and company.
- 2.8 All infringements will be recorded on a secure excel spreadsheet.
- 2.9 A second red card in a 12-month period will result in a permanent ban of the individual from site.
- 2.10 The consequences of non-compliance may include a fine of £5,000 (five thousand pounds) and either temporary or permanent removal of personnel from site(s). If any personnel are removed from site your obligations to continue to deliver goods and services will remain and alternative solutions must be implemented.
- 2.11 All cards will remain live for a period of 12 months from the date of issue.
- 2.12 Examples of non-compliance for hauliers and contractors are shown in Appendices 1 & 2.

3. Reinstatement

- 3.1 Hauliers and contractors who have been temporarily removed from site can be reinstated if the company they work for can demonstrate the following:
- They have understood the seriousness of the non-conformance;
 - They have investigated the reason for the non-conformance;
 - They have taken appropriate action with respect of the individual(s) involved in the non-conformance;
 - They can demonstrate they have recommunicated the rules;
 - They have paid any fine issued;
 - Evidence of the above must be provided.
- 3.2 Fines will be deducted from pending invoices and donated to a charity of the Samworth sites choosing.

4. GDPR & privacy policy

- 4.1 Where a card has been issued a record of it will be kept for 12 months or when it has expired - whichever is the longest.
- 4.2 The information will be recorded electronically and only access to essential personnel will be allowed.
- 4.3 A copy of the Samworth Brothers privacy policy is available on request.

Appendix 1 - Hauliers non-conformance overview

Hauliers Breach of site rules			
Type of card	Yellow Card	Amber Card	Red Card
Definition of cards	<ul style="list-style-type: none"> Issued where a minor infringement of site safety rules has occurred 	<ul style="list-style-type: none"> Issued where a second yellow card has occurred within a 12-month period. 	<ul style="list-style-type: none"> Issued where an individual/s has put themselves or others at risk of significant injury or where a third yellow card has occurred in a 12-month period
Examples of transport rule breaches	Items may be escalated to a red should the potential consequence be high enough		
	<ul style="list-style-type: none"> Not wearing required PPE (including not being worn correctly) e.g., high visibility clothing not fastened up Not following specified routes or walkways Not wearing a seatbelt when vehicle is in motion Parking in unauthorised areas 	<ul style="list-style-type: none"> Issued where a second yellow card has occurred within a 12-month period. 	<ul style="list-style-type: none"> Reversing onto a dock on a red traffic light Wearing hearing protection / audio devices / headphones in all external areas (unless previously agreed and documented) Not being fully in control of the vehicle whilst driving e.g., holding a mobile phone, drinking whilst reversing, eating a sandwich, standing on the footplate whilst manoeuvring the vehicle A passenger 'helping' a driver close the rear doors on a vehicle whilst the driver is still in the cab Refusing to wait in the designated areas Trying to 'help' the FLT off load a curtain sider Approaching a FLT whilst still in motion Not following the reasonable instructions of a security guard or other site personnel Exceeding the site speed limit

Appendix 2 - Contractor's non-conformance overview

Contractors Breach of site rules			
Type of card	Yellow Card	Amber Card	Red Card
Definition of cards	<ul style="list-style-type: none"> Issued where a minor infringement of site safety rules has occurred 	<ul style="list-style-type: none"> Issued where a second yellow card has occurred within a 12-month period. 	<ul style="list-style-type: none"> Issued where an individual/s has put themselves or others at risk of significant injury or where a third yellow infringement has occurred in a 12-month period
Examples of contractor rule breaches	Items may be escalated to a red should the potential consequence be high enough		
	<ul style="list-style-type: none"> Not wearing required PPE (including not being worn correctly) e.g., high visibility clothing not fastened, eye protection not worn Not following specified routes Not signing out of site/starting work prior to signing in/not signing off an authorisation to work Parking in unauthorised areas Spitting on site Not leaving the work area tidy 	<ul style="list-style-type: none"> Issued where a second yellow card has occurred within a 12-month period. 	<ul style="list-style-type: none"> Not working at height correctly e.g., failure to use a safety harness where required, walking on fragile ceilings, not securing, or footing a ladder or step ladder Not cordoning off work in an area where transport is present Not following the permit conditions or the RAMs Bringing nuts onto site (where nut free) Not signing off a Permit to work

Appendix 3 - Minimum Haulier Rules

HAULIER RULES

SAMWORTH BROTHERS



Only authorised pedestrians are allowed in the yard



Maximum 10 mph speed limit



Do not use mobile phones whilst driving on our site



Do not approach a moving FLT



Wear a high visibility coat or vest, which is fully fastened



Wear safety shoes



Park in authorised bays



Follow the security and yard colleague Instructions



Wait in designated area whilst your load is being tipped