



“Zero harm to people” is one of Sandvik’s 2030 global goals and plays an integral part of the Ballygawley site philosophy. In our effort for continuous improvement and raising standards Sandvik stores are refreshing our current site rules for delivery drivers. On site, we have a high volume of vehicular and forklift activity, and as such we must strictly control traffic routes and minimise areas of vehicular and pedestrian interfaces. We ask for your cooperation in this and would appreciate this information be conveyed to all your drivers who visit the site.

Where applicable, booking time slots must be adhered to with a +/- 30-minute tolerance. We fully appreciate that unexpected delays do occur, but we ask that this be communicated to your Sandvik contact at the earliest opportunity. We will endeavour to accommodate unloading in such instances, but this may involve extended waiting times or a refusal to unload if no free time is available.

It is preferred if time slots are booked at least 24 hours in advance.

As a minimum, all delivery drivers must wear adequate PPE to include.

- High vis vest
- Safety footwear
- And for any steel fabricated parts offloading in the bottom yard, safety hat or bump cap.

Depending on the nature of the activities at site you may require additional PPE e.g. Safety Glasses, Hearing Protection or Gloves.

All accidents and or near miss incidents must be reported to a Sandvik member of staff.

Speed limit on site is 10MPH reduced to 5MPH adjacent to pedestrian areas.

All warning and directional signs must be adhered to

In all instances pedestrians are given priority

No passengers, children or pets are permitted in any vehicle delivering on site. (If this is another company employee and is present as a passenger for the purposes of training or shadowing then this is permitted if notified in advance)

This is a non-smoking site and smoking is permitted in designated areas only.

The use of mobile phones is not permitted while driving on site, or during loading / unloading.

Delivery drivers are prohibited from entering any buildings on site other than welfare facilities or the store’s goods in desk area.

Drivers when they arrive at site should call using the intercom at the security barrier. Here they will be expected to confirm some details including their name. There may be a small wait while Sandvik staff confirm the driver is on the list as having received the site rules. The driver will then be expected to drive to the location that was specified and then remain in their cab while they wait to be greeted by a Sandvik team member.

Drivers are not permitted to remove straps or open curtains prior to being parked in unloading bay. Vehicular movements on site with unsecured loads are strictly prohibited.

Drivers are requested to follow Sandvik employee instructions on where to park and instructions for unloading / loading.

Prior to unloading, drivers are asked to liaise with Sandvik forklift drivers/Despatch Operatives. If the delivery driver is not required to assist in the unloading process, they must remain in their cab. If they are assisting in the unloading process, they must avoid standing in any forklift's blind spots, stand clear of any forklifts with loads in an elevated position and never be within 5 m of the opposite side of the trailer during unloading. Drivers should not be near any forklift and drivers should remain in their cab after assisting with any unloading activities e.g. opening curtains, removing straps etc.

Once loading / unloading has commenced, the driver/despatch operative must not attempt to move his vehicle without authorisation from the assigned forklift driver.

Delivery drivers are not permitted to or attempt to use any Sandvik MHE while on site.

Reversing of LGV's is a controlled process on site. A banksman will be provided for this when required.

Delivery vehicles must give way to any tracked machine movements on site.

Welfare facilities are available for drivers on site. Drivers must ensure that they are not causing an obstruction before leaving their vehicle, inform Sandvik staff and use designated pedestrian routes.