

All visitors, and delivery drivers, entering NY Highways Depots or Sites must report to NY Highway reception or NY Highway employee on site. No visitor or delivery driver must enter a Depot, Workshop, or Site without authorisation.

All visitors to NY Highways offices must sign in.

All visitors, and delivery drivers are reminded that it is their responsibility to safeguard their own safety as well as that of NY Highways employees and the public.

No visitors, delivery driver or mates delivering to a NY Highway Depot or Site are to undertake any task for which they are not trained nor have the necessary experience to make them competent.

NY Highways operate a 'reverse parking' policy. Banksman must be used to assist vehicle movements on all Sites and Depots. Visitors parking in the designated car parks must reverse, however there is no requirement for a banksman.

Vehicles and contents are left at driver's risk.

All incidents and near miss MUST be reported to a NY Highway employee.

Alcohol and drugs are strictly forbidden, anyone found under the influence of alcohol or drugs will be sent off Site, Depot.

Smoking (including e-cigarettes) is prohibited on all NY Highway Sites and in all Depots.

Mobile phones, iPods etc. are not to be used when driving/operating plant and machinery.

All visitors, delivery drivers and mates must wear full PPE in line with NY Highways PPE Standard, in all NY Highway Depots, Workshops, and Sites.

Vehicles in NY Highways Depots and Site must be fitted with beacons of a 'twin' design (illuminated by two separate lamps) must be used at all times when the vehicle is travelling on site or in a depot, and where required when stationary. These can be of any configuration i.e., strobe, rotator, LED, or a combination of, and must be visible through 360 degrees.

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| GO HOME<br><b>SAFE</b><br>GO HOME<br><b>HEALTHY</b> | Document Ref: PRO000001 | Document Owner: IMS | Document Version: 3 |
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