Depot Visitor Procedure

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Summary of Policy or Procedure Procedure for visitors entering, working within and exiting NY Highways depots.	
Storage This is Version 1 and is available through the NY Highways Communication Hub.	

1. Introduction

NY Highways must ensure all depots are a safe environment to work in. This procedure details what is expected of visitors entering NY Highways depots.

2. Scope

This procedure covers visitors entering, working within and exiting NY Highways depots. This procedure does not include deliveries, driver deliveries or fuelling up.

3. Responsibilities

3.1 Supervisors / Depot Supervisor

- Make sure visitors have the appropriate induction.
- Ensure all visitors entering the yard are wearing the correct PPE to meet NY Highways standards.
- Must safeguard their own safety as well as that of NY Highways employees and the public.
- Must ensure visitors have the correct experience, required certification and training to undertake their task within NY Highways depots. No visitors, delivery driver or mates delivering to a NY Highways Depot are to undertake any task for which they are not trained nor have the necessary experience to make them competent.
- **Must** report all "Near Misses" and "Incidents" onto CSN incidents app.

3.2 Visitors

- Visitors **Must** sign in on the "visitors sign in" sheet.
- Visitors will be inducted by a NY Highways supervisor.
- Are responsible for their own safety.
- Supply and use their own PPE.
- Report **All** incidents and near misses to a NY Highways supervisor.
- Follow instructions given by NY Highways employees while within any NY Highways depot.

3.3 Employees

- Report any visitors seen failing to abide by the "Depot Visitor Procedure" to a supervisor.

4. Procedure

4.1 Before entering NY Highways depots

- Visitors, entering NY Highways Depots must report to NY Highways reception or NY Highways employee.
- No visitor must enter a Depot without authorisation.
- Visitors must sign in using the "Visitor Sign-in Sheet".
- Visitors should have a depot induction.

4.2 Working within NY Highways depots

- Visitors to the yard must wear full PPE in line with "NY Highways PPE Standard".
- NY Highways operate a reverse parking policy. Banksmen must be used to assist vehicle movements in Depots where more than the driver is on site.
- 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.
- Alcohol and drugs are strictly forbidden, anyone found under the influence of alcohol or drugs will be removed from the Depot.
- Smoking and vaping, within the depot premises, is prohibited. Smoking and vaping are only allowed in designated areas outside of the depot ground.
- Mobile phones and other digital devices are not to be used when driving/operating plant and machinery. When using such devices the operator should find a safe place and remain there during the activity.
- Vehicles in NY Highways Depots 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 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.

4.3 Exiting NY Highways depots

- Visitors must remember to sign out when leaving the depot.
- Visitors must hand back any temporary passes when leaving the depot.

5. Records

FM000082 Visitor Sign-in Sheet

6. References

STA00001 - NY Highway PPE Standard

SS000083 - Working in Workshop and Yard

FM000170 Depot Induction