

Decree dated 26/04/96 in application of Article R. 237-1 of the Labour Code and amending certain safety rules applicable to loading and unloading operations performed by an external company

This safety report is issued between:





RECEIVING COMPANY SOSTMEIER 31 avenue Louis de Broglie 95500 LE THILLAY (France) <i>represented by Mr. VERDIER, Director</i>	TRANSPORT COMPANY
<p>It concerns the following operations :</p> <p>Nature of the operation : <input type="checkbox"/> LOADING <input type="checkbox"/> UNLOADING</p> <p>Recurring operation : <input type="checkbox"/> YES <input type="checkbox"/> NO Date and reference of the operation :</p> <p>Type of vehicle : <input type="checkbox"/> Light vehicle <input type="checkbox"/> HGV</p> <p>HGV version: <input type="checkbox"/> Box <input type="checkbox"/> Tarpaulin <input type="checkbox"/> Body <input type="checkbox"/> Other (please specify)</p> <p>HGV equipment : <input type="checkbox"/> Lifting platform <input type="checkbox"/> Other (please specify)</p> <p>Packing of the goods : <input type="checkbox"/> Loose/bulk <input type="checkbox"/> Pallets <input type="checkbox"/> Other (please specify)</p> <p>Type of goods :</p>	

TO BE COMPLETED BY THE FREIGHT FORWARDER

WHAT TO DO IN CASE OF FIRE



If you detect a fire:

- Raise the alarm   Modulated alarm signal = evacuation order
- If possible and without taking any risks:
 - Move your vehicle away from the ramp
 - Use the extinguishers or wall hydrants in the vicinity of the ramp doors
- Evacuate : move to the assembly point  via the emergency exits 
- Remain outside the buildings



WHAT TO DO IN CASE OF ACCIDENT



1. **PROTECT** the victim in order to avoid further accidents
2. **NOTIFY** the emergency services : fire brigade 18, police 17, ambulance 15
3. **ADMINISTER FIRST AID**
4. Subsequently, notify a member of the recipient's staff.



WHAT TO DO IN CASE OF A CHEMICAL LEAKAGE/SPILL OF CHEMICALS

For instead an oil tank leaking, damaged barrel containing chemicals (from a previous load)



If the spill is important (hundreds of liters) warn the rescue

- **Contain the leak** : use absorbent to avoid the spread of the chemical (using protective equipment as advised in the safety sheet)
- **Put the damaged container on a retention tray**
- **Warn a leader from the home site** (n° on the next page) who will eliminate the chemical and the soiled absorbent in the right treatment centre

TRANSPORT INSTRUCTIONS

- Access to the site: drivers must sign in using the corresponding register
- Only loading/unloading operations advised/planned in advance are permitted
- Vehicles must conform :
 - o to applicable French regulations (technical inspection...)
 - o to the requirements specified in the transport contract
- Transport and handling of products classified as hazardous must comply with the applicable legislation and the local site rules
- No persons are allowed on the ramp or at the rear of the truck during manoeuvring
- Obligations of the driver :
 - o to check the correct positioning at the ramp, the stability and immobilising of the vehicle (blocks and stands)
 - o to remain present during loading and unloading
 - o to check the correct stowing of the goods on the truck (load stability)
 - o to complete the transport documents
 - o to satisfy himself that the loading or unloading operations have been fully completed before moving off
 - o to report any anomalies (suspect packages, customs fraud...) as well as any incidents to an employee at the SOSTMEIER receiving site
 - o to leave the load / unload areas clean
 - o to have the required documents on board (transport license, truck registration document, insurance certificate...)



THE DRIVER IS RESPONSIBLE FOR HIS LOAD AND FOR HIS VEHICLE

- The driver must not :
 - o drive on the site with doors and/or tailboard open
 - o access the buildings outside of the "reception area for drivers", the footways enabling him to be present during loading and the toilets
 - o stand in the area used for manoeuvring by forklift trucks
- Ramps must be operated exclusively by SOSTMEIER personnel
- Movement of goods within the premises must be carried out exclusively by SOSTMEIER employees, loading/unloading in accordance with the general terms and conditions of contract
- Loading/unloading must be carried out exclusively by SOSTMEIER personnel

SEE ALSO THE INSTRUCTIONS ON THE FOLLOWING PAGE

COMPANY SIGNATURES

(Only persons with corresponding authority for safety matters are authorised to sign)

For the receiving company : SOSTMEIER

For the transport company :

Name : *E. CENTEVRE*

Name :

Function : *Directeur*

Function :

Date : *13/10/17*

Date :

Signature :

Signature :

Plan and instructions on the site



Speed limit: 30 km/h

Road traffic regulations must be followed

Safety shoes and safety vest must be worn on the site

Smoking is not permitted in any covered areas of the site (e cigarette included)

Vehicles must be immobilised using blocks whilst at the ramp

Parking is not permitted in front of the hydrants

Reception area for drivers: next to the office (see below)



Inside the buildings:

Drivers are not allowed to enter into the warehouse

The ramp doors must not be used to enter /leave the building

Operating vehicles have priority



Emergency no. : 18 or internal:
(if you use an intern phone, dial "0"
first to exit)

Site manager: Mr CENTLIVRE
0033 1 31 11 25 69



Key :

Ramp

Driver entrance

Entrance to the site

