










# Site Rules - Small Traders Newark Transfer Station

These site rules apply to Small Traders using the Transfer Station to dispose of their waste under a planned agreement.

Every individual entering the Transfer Station for the first time must read and understand the site rules. You will need to sign to confirm you have had these.

PPE Requirements			
AT ALL TIMES		INSIDE THE TRANSFER STATION	
	Hi-visibility vests must be worn AT ALL TIMES while on site		Hard hats MUST be worn when inside the transfer station
	Safety boots must be worn AT ALL TIMES while on site <b><u>NO RIGGER BOOTS</u></b>		Gloves MUST be worn while handling any waste
	You MUST obey the 30 minute time limit on site		Safety glasses MUST be worn when inside the transfer station
	<b>NO SMOKING IS PERMITTED ON SITE</b>		

Emergency Arrangements	
	<p>If you discover a fire on site please inform your host or sound the alarm by using the nearest call point. You must assemble at the Fire Assembly point (located on site plan)</p> <p>If you discover a fire or a smouldering load in your vehicle please:</p> <ul style="list-style-type: none"> <li>- Try to move your vehicle to an open area of the yard</li> <li>- If you cannot do this, turn your engine off and leave your keys in the ignition</li> <li>- Notify a member of Veolia staff</li> </ul>
	<p>If you require first aid treatment at any time during your visit, please notify a member of Veolia staff who will summon assistance for you.</p> <p>All accidents must be reported in the accident book on site.</p>

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## Arriving on Site

- **No asbestos!**
- Arrive on site at your allocated time slot (*please note if you are late the site have the right to turn you away*)
- You will be inducted with site rules
- Park on the IN weighbridge and report to the weighbridge office where you will sign in and your vehicle weight will be recorded.
- You will be given instructions on where you need to go
- You will need to provide payment details

## Using the site

- You MUST adhere to the site speed limit of 10mph
- Follow your allocated Veolia site operative to the tipping location
- Be aware of vehicles and mobile plant
- Be aware of your footings and surroundings, the floor may be slippery
- Report any spills of materials to a member of Veolia
- Report any accidents or incidents to a member of Veolia
- No smoking on site

**Please note: CCTV is in operation at all times and site operatives are wearing body cams.**

## Leaving the site

- Use the OUT weighbridge and report back to the weighbridge office
- You will need to make payment
- You MUST sign out



**While on site you are under the control of Veolia and you MUST obey our site rules**

## Site Plan

