

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:




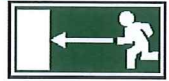
RECEIVING COMPANY <b>SOSTMEIER</b> Zone Actival. BP 45 Rue du général de Gaulle 57730 VALMONT (France) <i>represented by Mr. VERDIER, Director</i>	TRANSPORT COMPANY
<p>It concerns the following operations :</p> <p>Nature of the operation : <input type="checkbox"/> LOADING    <input type="checkbox"/> 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 : after positioning himself at the ramp indicated by the depot, the driver leaves the keys to his HGV with the depot management or a team leader / forklift driver in return for a badge
- 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
- Products classified as hazardous under the regulations on the transport of hazardous goods (ADR) must not be taken onto the site (even if they remain in the vehicle)
- Nobody is allowed on the ramp or at the rear of the truck during manoeuvring and it's forbidden to maneuver if a pedestrian is close.

**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
- 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 : *C. BECKER*  
Function : *Responsable sécurité*  
Date : *13/10/17*  
Signature : *[Handwritten Signature]*

Name :  
Function :  
Date :  
Signature :



### On the site

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



Speed limit: 30 km/h

Road traffic regulations must be followed

Observe the direction of travel as per the plan opposite



Parking is not permitted in front of the hydrants

### Inside the buildings

To load/unload, follow the ramp door given to you

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

Drivers are not allowed to enter into the warehouse

Observe pedestrian markings



Operating vehicles have priority



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

Safety manager: Mr. BECKER 0033 3.87.29.75.63 or 0033 6.78.15.19.88

Warehouse manager: Mr PADOIN 0033 3.87.29.75.62 or 0033 3.87.29.59.36

Mr FOGLIETTA 0033 3.87.29.59.36 or 0033 6.17.62.08.29

