

## WHS PROCEDURES

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### WHS CONDITIONS OF ENTRY

**Objective:** To outline the required procedure and relevant PPE for visitors and suppliers entering the Barca Metal site. This includes persons dropping off trade/residential scrap.

#### **Visitors to the Front Office Only**

1. Park on street. Follow designated pathway to the Front Office. **DO NOT** enter the work area.
2. Carefully read WHS Site requirements including the Emergency Plan.
3. Sign in and take directions of the Barca Metals representative.

#### **Delivery of Scrap or Other Material.**

1. Harmful & Hazardous Substances will not be accepted by Barca Metals. This includes Asbestos. Check website or contact Barca Metals before delivery.
2. Safety Vest or Hi-Vis Overalls/Uniforms must be worn on site.
3. Industrial Heavy Duty Gloves (if man-handling material)  
Scrap metal, other material shall be packaged to allow unloading by forklift or delivered in a truck able to safely unload via an approved tipper mechanism or an on board hydraulic crane. Items requiring manual-handling must be able to be safely offloaded by 1 or 2 people and using industrial gloves.
4. Covered Shoes must be worn at all times whilst on site.
5. Children NOT Allowed on Site.
6. Vehicle Must Remain Within Confines of Driveway & unloading zones.
7. **DO NOT** Stray to Other Parts of the Yard. Keep within designated pathways.
8. Stand Well Clear of Working Machines.
9. Be Aware of the Emergency Plan. Located on external wall of front office.
10. **NOTE: DO NOT** walk across the open end of a loaded tipper body or bin. Tipper body, Hiab, Bin must be down and tailgates latched securely before driving off.

#### **Plan of Yard & Office**

