



XXX Co			
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SUBJECT	SITE RULES		

## 1. PURPOSE

To ensure the reduction of risk through effective management of the site access and movement

## 2. SCOPE

Depot

## 3. REFERENCES

Admin Audit  
Depot Excellence

## 4. DEFINITIONS

Admin Audit  
Depot Excellence

## 5. RESPONSIBILITY

Operations Manager

## 6. DOCUMENTATION

Significant Risk Register  
Non-compliance register  
Distribution Gate Control Register  
Gate Issues Register

## 7. PROCEDURE

### 7.1 Site Access

- A maximum of 1 raw material trucks are allowed on site.
- Contractor trucks are not allowed on site during the day unless they are loading or offloading.
- Only 2 contractor crew members are allowed to accompany the driver.
- No other foreign vehicles are allowed on site.
- No people are allowed on site unless accompanied by an XXX Co staff member.
- All visitors to be supplied with visitor access cards.
- All boundary walls are to be fitted with barbed wire on the top of the walls. This barbed wire is to be regularly inspected and maintained.
- All trucks have to leave site immediately after loading or offloading.
- Only Cash & Carry customers with valid Cash & Carry cards and orders may be allowed on site.

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- No firearms are allowed on site. A sign at all entrances stipulating this is needed.

## 7.2 Site behaviour

- No contractors or XXX Co staff are allowed to sleep on site.
- No XXX Co staff or contractors are allowed to walk in the warehouse or outside amongst full or empty stock storage unless directly working in that area.
- Any persons found without a security identification card must be evicted from site.
- Any XXX Co or contractor staff found littering the site with dirt or any other form must be charged immediately.
- All contraventions are to be reported to security immediately. These incidents are to be recorded on the incident forms and these should be submitted to the Operations Manager weekly.

## 7.3 General Housekeeping Rules and Cleaning

- On each shift hand-over, the warehouse supervisors need to show their housekeeping.
- All breakages recorded and stored in breakage bin.
- All stock written off and sold to vendors need to be clearly marked with paint.
- All quality and breakages to have a demarcated area per supervisor per shift.
- All packaging waste should be dumped in the recycling area.
- All new glass should be stored in the same area outside.
- All empties should be stored in demarcated bins outside and they should be grouped according to the type.
- The warehouse floor should be washed daily.
- The warehouse walls should be washed weekly.
- All FLT's are to be maintained as per schedule and cleaned per FLT washing schedule.
- All bins lines and numbers are to clearly visible at all times.
- All safety signs are to be visible and clean at all times.
- If a flag on a flag pole is not in a good state the flag should be removed. All flags hanging should be clean and whole.
- All oil and diesel spills need to be reported to site services immediately. These should be cleaned daily.
- All obsolete vehicles should be repaired or sold.
- All excess packaging materials should be properly stored or sold.
- All grass should be cut, fortnightly. All flower beds should be weeded monthly.
- All leaks should be repaired immediately.
- All malfunctioning lights should be repaired immediately.
- All ablution facilities should be functioning properly and should be cleaned daily.
- If any of the above are not adhered to, the incidents should be logged in the non-conformance register and the Operations Manager should sign it off

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weekly. This register should be used at the Occupational Health and Safety Meetings.

#### 7.4 Site Maintenance

- Annual site maintenance plans need to be compiled which supports the standards required for the adherence to best occupational health and safety practise.
- These plans should include painting, cleaning, site services, waste removal, storm water drainage cleaning, lighting repairs, perimeter integrity maintenance, garden services, ablution facilities maintenance, general repairs, etc.
- Site Services is a crucial resource. The role should be clearly defined. Their conformance to the standards outlined should be strictly managed.
- All XXX Co staff members should ensure ongoing daily housekeeping.
- Each Supervisor should ensure that their sections are maintained on their shifts.

#### 7.5 Site Management and Control

- The Warehouse Supervisors and the site support need to ensure that they have daily site walks to check on the condition of the site. This should be done in conjunction with the non-conformance register.
- The Operations Manager should have daily site walks to ensure compliance.
- Security personnel should conduct visible daily checks to ensure compliance.
- The monthly Occupational Health and Safety Meetings should be used to deal with all incidents, non-compliance issues, maintenance and house-keeping issues.
- At Management level all other departmental managers should be made aware of the site rules and they should ensure cooperation.

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