

# DELIVERY DRIVER INDUCTION

This induction must be completed and signed before entry is granted.

The following rules and procedures must be complied with at all times while at the site.

- In the event of an emergency requiring evacuation all persons working at the site are to meet at the assembly point, located adjacent to the Main Office.



# SAMPLE

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- All visitors are required to maintain a professional attitude and conduct themselves appropriately.
- The speed limit around the site is 10km/hour from the speed limit for the site should not be exceeded under any circumstances.
- All directions given by traffic controllers, signage and the vehicle direction given by management and supervisor must be followed.
- The entrance with all site-based signs must be followed at all times.
- Drivers must always pay attention to the task they are performing, check mirrors when appropriate and proceed at the speed limit or below.
- It is the driver's responsibility to ensure that they have the required PPE and to wear it at all times whilst within the vehicle.
- The PPE requirements include:
  - 1. High-visibility clothing
  - 2. Hardhat
  - 3. Safety glasses
  - 4. Safety footwear
  - 5. Gloves and hearing protection, as required

Resources are provided in the reception area and the workshop for drivers to use if needed.

Drivers must read and understand the requirements for delivering goods to the site and acknowledge my responsibility.

Name:

Signature:

Date: