






SAINT JORY SITE LOADING & UNLOADING PROTOCOL

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HOST COMPANY (HC)	TRANSPORT COMPANY (TC)
BESSAC ZI la pointe – Chemin de Casselèvres 31790 SAINT JORY Tél : 0033 5.61.37.63.63 Fax : 0033 5.61.29.26.91 bessac@bessac.com	
CONTACTS HC	TRANSPORT MANAGER TC
Parc delivery > 3,5 T SIMONET Amélie – Logistic Manager – 0033 6 18 01 77 57 MENEGHETTI Stéphane – Handling agent – 0033 6 11 63 35 34	Name Surname
Warehouse delivery < 3,5T MARQUES Nuno – 0033 6 46 63 35 16	Fonction
Managment contacts : JOURDAN Marie – Dir Serv. Techniques – +33 6 18 96 14 31 GIRAUD Vincent – Resp. QHSE – +33 612434925	Phone
PRATICAL INFORMATION	
Opening hours : Monday : 9h – 12h et 13h – 16h (arrival before 15h00) Tuesday>Thursday : 07h – 12h et 13h – 16h (arrival before 15h00) Wednesday : 07h – 12h (arrival before 11h00)	Deliveries instructions : <ul style="list-style-type: none"> • Report your arrival by telephone/intercom • Respect the agreed date and time • Notify if there is a delay (traffic, bad weather, breakdown, etc.) • Head towards the unloading area

SECURITY INSTRUCTIONS	
<ul style="list-style-type: none"> • Wait and follow the instructions of the park manager and/or warehouse manager • Turn off your engine when stationary • Wear PPE (mandatory) outside the vehicle, in the marked areas 	    
IN CASE OF ACCIDENT OR INCIDENT	
Inform the park/warehouse manager in case of material or human incident. IN CASE OF FIRE ALERT Go to the PR meeting point	INCASE OF HUMAN ACCIDENT <ul style="list-style-type: none"> • Protect • Call one of our workplace aiders • Call or have someone call emergency services : 18 – 112 – 15 • The call procedure is posted near the telephones.

SPECIFICITY OF THE REQUEST
Loading/unloading Warehouse: Entry through the main gate authorized for vehicles with a GVW <3.5T Loading/unloading Park area: Entry required through the south gate (Portail Sud) for vehicles with a GVW >3.5T (except for contrary instructions given by the park manager for specific transport)

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RISK ASSESMENT : PARK DELIVERY > 3,5 TONNES

PREVENTIVE MEASURES APPLICABLE BY ALL STAKEHOLDERS

Phase	Risk	Preventive Measures	HC	TC
Approach to the site	Congestion of public roads, traffic saturation	<ul style="list-style-type: none"> Operation planning Incase of waiting, the area will be designated by the Park Manager 	X	
	Road accident	<ul style="list-style-type: none"> Respect of the highway code Trained staff (FIMO, FCO...) 		X
Entry & Exite of the site	Collisions / Hits with equipment, a vehicle or a pedestrian	<ul style="list-style-type: none"> Entry and exit after agreement of the park manager <u>Reversing prohibited, unless requested and guided by park staff</u> Vehicle in good condition (lights, lighting, glazing, brakes, reverse beep, etc.) 		X
				X
Loading Unloading 	Falling goods Crushing people Damage to goods	<ul style="list-style-type: none"> Operation coordinated by park staff, trained in the use of lifting equipment and slinging. Only BESSAC staff are authorized to drive lifting equipment, unless special provisions and driving authorization issued by the technical services department Lifting and handling equipment in good condition and checked Use of checked and suitable lifting accessories Ensure that the load is balanced. Beware of imbalance. Attach a rope to the loads to orient them • Ensure the stability of the loaded or unloaded vehicle Wear PPE (shoes, helmet, HV vest, gloves) • Securing / unsecuring loads on vehicles Opening and closing of tautliners by the carrier 	X	
	Cut injuries	<ul style="list-style-type: none"> Wear PPE mandatory (gloves during handling) 	X	X
Loading	Fall of goods Road accident	<ul style="list-style-type: none"> Balance the loads Respect the maximum gauge Respect the maximum authorized load Secure: strap, tie, immobilize the goods 		X
	Dust emission on the road, loss of load on the road	<ul style="list-style-type: none"> Tarp loadings Place a net over the loads 		X
Waiting	Collision with a vehicle	<ul style="list-style-type: none"> Respect the routes and waiting areas Wear PPE (shoes, helmet, HV vest, gloves) 	X	X
	Constructions site congestion	<ul style="list-style-type: none"> Stay close to the vehicle 		X
At any time	Collision	<ul style="list-style-type: none"> Wear PPE mandatory (high visibility clotings) 	X	X
	Fall on the same level	<ul style="list-style-type: none"> Stay close to the vehicle Clean platform 	X	X
	Fall from height	<ul style="list-style-type: none"> Use the specific ladder to access the platform Carefully get off the vehicle (cabin, platform, equipment, etc.), facing the vehicle, without jumping or rushing. 	X	X
	Fall of goods	<ul style="list-style-type: none"> Do not remain under a load during handling Wearing PPE (helmet) 	X	X
	Perforation Punching Crushing	<ul style="list-style-type: none"> Wearing PPE (security shoes) 	X	X
	Fire Explosion	<ul style="list-style-type: none"> Smoking forbidden Extinguishing equipment available on site In the event of the fire alarm being triggered, obligation to go to the Meeting Point (PR) 	X	X

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RISK ASSESMENT : WAREHOUSE DELIVERIES < 3,5 TONNES

PREVENTIVE MEASURES APPLICABLE BY ALL STAKEHOLDERS

Phase	Risk	Preventive Measures	HC	TC
Approach to the site	Congestion of public roads, traffic saturation	<ul style="list-style-type: none"> Operation planning Incase of waiting, the area will be designated by the Park Manager 	X X	
	Road accident	<ul style="list-style-type: none"> Respect of the highway code Trained staff (FIMO, FCO...) 		X X
Entry & exit of the site	Collisions / Hits with equipment, a vehicle or a pedestrian	<ul style="list-style-type: none"> Entry and exit after agreement of the park manager Reversing prohibited, unless requested and guided by park staff Vehicle in good condition (lights, lighting, glazing, brakes, reverse beep, etc.) 		X X X
Loading Unloading	Falling goods Crushing people Damage to goods	<ul style="list-style-type: none"> Operation coordinated by warehouse staff, trained in the use of lifting equipment. Only BESSAC staff are authorized to drive lifting equipment, unless special provisions and driving authorization are issued by the technical services department Lifting and handling equipment in good condition and checked Ensure that the load is balanced. Ensure the stability of the loaded or unloaded vehicle 	X X X X X	X
	Cut injuries	<ul style="list-style-type: none"> Wear PPE (gloves for handling) 	X	X
Loading	Fall of goods Road accident	<ul style="list-style-type: none"> Balance the loads Respect the maximum gauge Respect the maximum authorized load Secure: strap, tie, immobilize the goods 		X X X X
	Dust emission on the road, loss of load on the road	<ul style="list-style-type: none"> Tarp loadings Place a net over the loads 		X X
Waiting	Collision with a vehicle	<ul style="list-style-type: none"> Respect the routes and waiting areas 		X
	Constructions site congestion	<ul style="list-style-type: none"> Stay close to the vehicle 		X
At any time	Collision	<ul style="list-style-type: none"> Wear PPE (high visibility clothings) 	X	X
	Fall on the same level	<ul style="list-style-type: none"> Stay close to the vehicle. Clean platform 	X	X
	Fall of goods	<ul style="list-style-type: none"> Do not remain under a load during handling 	X	X
	Perforation Punching Crushing	<ul style="list-style-type: none"> Wear PPE (security shoes) 	X	X
	Fire explosion	<ul style="list-style-type: none"> Smoking forbidden Extinguishing equipment available on site In the event of the fire alarm being triggered, obligation to go to the Meeting Point (PR) 	X X X	X X X

ENTREPRISE D'ACCUEIL (HC)

ENTREPRISE DE TRANSPORT (TC)

Marie JOURDAN
Directrice des Services Techniques

NOM Prénom
Fonction

Signature :

Signature :

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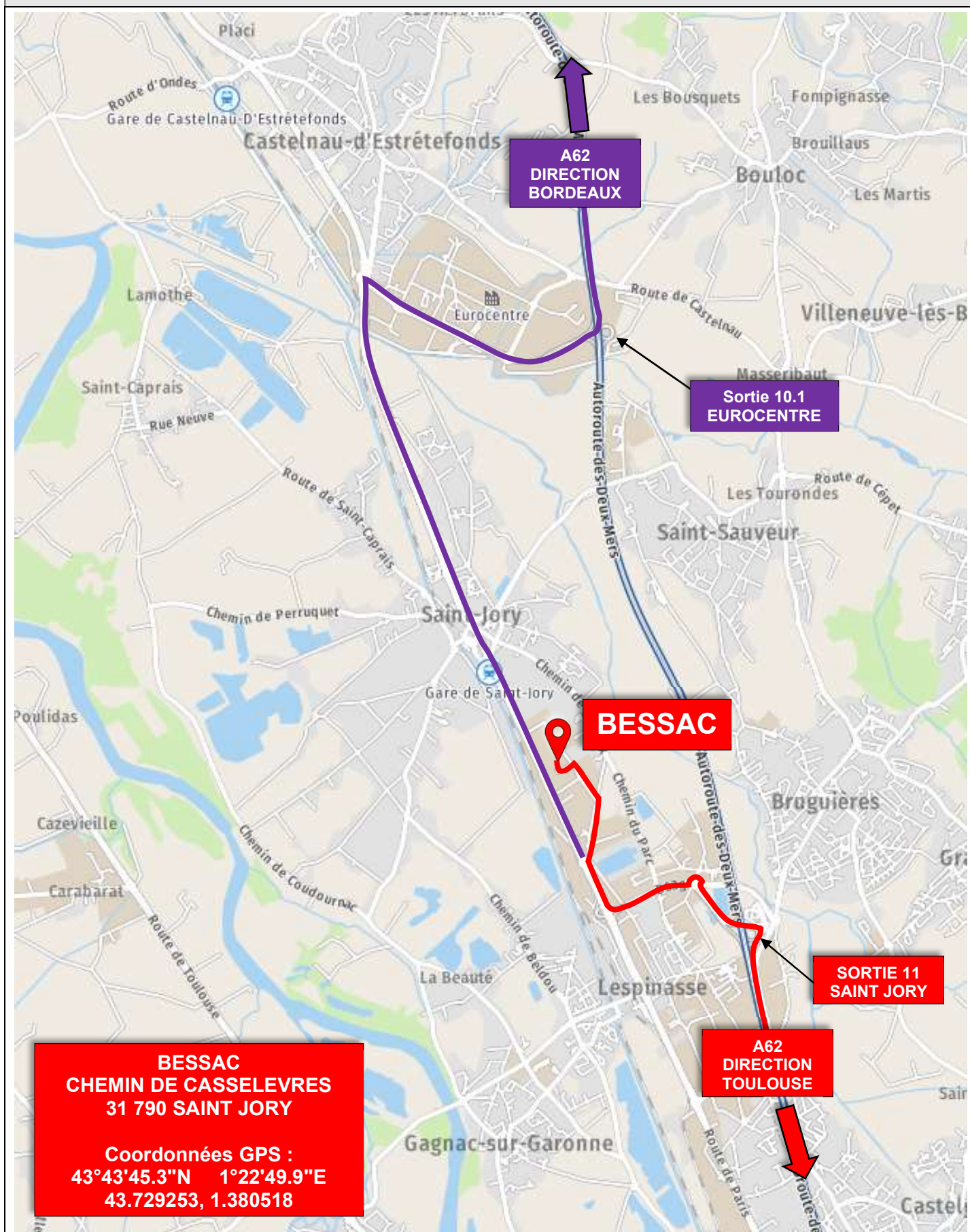
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ACCESS PLAN



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SITE PLAN



BESSAC
Plan de circulation du Site de Saint Jory

