

Welcome to AllGlass UK Ltd

When visiting AllGlass we kindly ask you to comply with our health, safety and environmental rules and regulations so that everyone can move around and work in a safe environment.

AllGlass are an ISO14001 accredited company and all contractors and visitors to the site must be aware of their own responsibilities towards the prevention of pollution whilst on site.



Welcome

All guests and contractors visiting the site should report directly to the reception and sign in the visitor's book and take a copy of this Safety Booklet and adhere to all the site-specific rules and regulations contained within.

Truck drivers picking up finished product or unloading raw materials do not have to sign in the visitor's book but must report to the AllGlass staff to receive their copy of this Safety Booklet.

Regular contractors who have undergone an induction do not need to sign the visitors book as long as you report directly to your AllGlass contact.



Contact

Our main phone number is 01505 325 564. Please use this number to be transferred to your AllGlass contact.

In case of accidents or damage to buildings or equipment, please contact the office or a member of staff directly.



Visits to AllGlass Facility

Guests must be accompanied by an AllGlass employee at all times. Guests in the production areas must stay in the pedestrian areas and be aware of the forklift and material handling equipment working around them.



Driving to and from the AllGlass Facility

Max. speed is 10 mph when driving into the William Tracey's shared road coming off Burnbrae Road and driving up to the offices and factory.

All trucks picking up finished products or dropping off cullet must go over the William Tracey weighbridge. Drivers must not come out of their truck without site specific personal protective equipment (hard hat, high visibility vest and safety footwear).

All vehicles must have their ignition switched off when parked to minimise pollution.

Guest parking is allowed only at the main office car parking spaces. (1)



Smoking, Drugs and Alcohol

No employee, visitor or contractor is allowed on site under the influence of drugs or alcohol. Anyone suspected of being under the influence of drugs or alcohol will be reported to their company and in extreme cases the Police will be called.

Smoking is not allowed indoors and only allowed outdoors in the designated areas.



Toilets

There are toilet facilities available in the main office. Contractor toilet facilities are available on site and you should ask a member of staff to access these facilities. (2)



Photography Is Not Allowed

It is not allowed to take any pictures without express permission from the Managing Director or Plant Manager.



Truck Driving – BE AWARE!

Be careful when crossing the road and moving between the office and the factory as there are trucks, cars and material handling equipment constantly in use.

Never walk behind a truck without first getting eye contact with the driver. The driver could be using hearing protection and may not hear you.



Safety Regulations

Safety footwear, high visibility vests and hard hats are mandatory in all site areas. Ear defenders and eye protection are mandatory in the main factory area.



Equipment and Materials

Please do not touch or approach any factory equipment unless instructed to do so by an AllGlass employee, some equipment may be hot and moving parts may cause injury.



Spills from Tanks

In the case of a chemical or a diesel spill, a member of staff or the office must be informed immediately on 01505 325 564. Spills kit are located in the main factory. (3)



Dangerous or Hazardous Waste

Dangerous or hazardous waste must not be stored on site and should be removed by the contractor. Contractors must be a registered waste carrier.



Chemicals

Any contractor transporting, storing or using chemicals on AllGlass property must adhere to the site specific ISO14001 regulations

Containers with chemicals must be clearly marked with the contents and any required hazard symbols. Contractors must be a registered waste carrier and have available material safety data sheets and spill kits for all materials brought onto the AllGlass site.



Sorting of General and Recyclable Waste

Contractors are allowed to use the following skips for the removal and disposal of waste products, only after approval by their AllGlass contact.

- General waste
- Metal waste
- Mixed recycled waste



First Aid

If in the event of an accident please phone 01505 325 564 or speak to an AllGlass employee. There are 2 dedicated first aid stations, one in the factory and one in the office. There is always a trained first aider on shift.

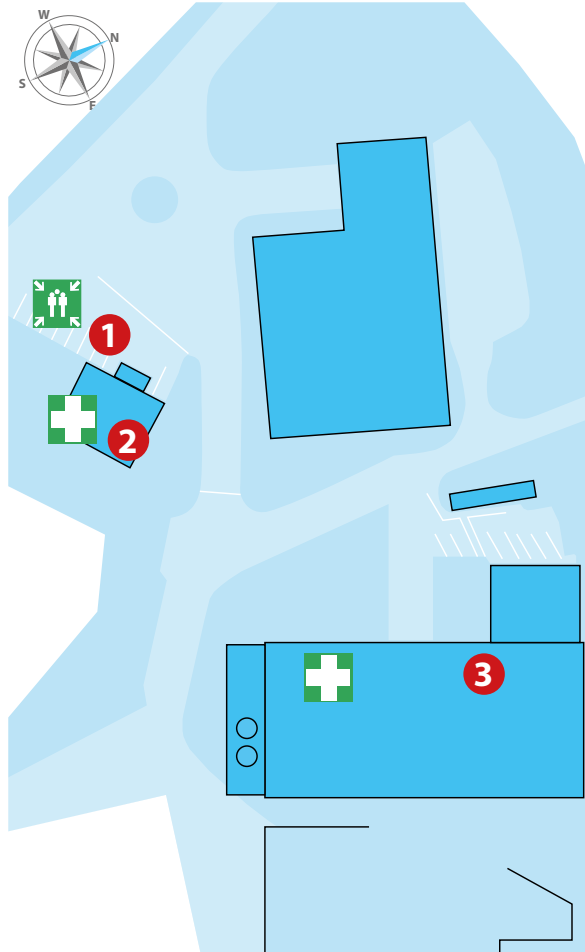


Emergency Evacuation

In the event of an emergency, please evacuate to the muster point at the office car park, and report to a staff member giving your name, company and AllGlass contact.

Certifications:

Please find all relevant certifications at the following URL:
www.geveko-markings.com/about-us/quality-environment/



First Aid

Assembly Point

1 Guest Parking

2 Toilets

3 Spill Kit Station



49 Burnbrae Road, Linwood Industrial Estate, Linwood, PA3 3BD
Tel: +44 (0)1505 325564 · Email: info@allglass.uk.net
www.allglass.uk

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Site Visitor Safety Information