

## General Site Safety:



- The EVC is a non-smoking site. You must pass beyond the boundary of the site before smoking.
- Photography is not permitted anywhere on site without the express permission of EVC management
- This site is monitored by CCTV for safety & security
- This site operates a random 'Stop & Search' system, conducted by our security team to ensure the security of our company. All persons are required to submit to this
- A one way system operates for cars, but be aware of deliveries arriving from the other direction at the rear yard.



- There is a green marked pedestrian route in the rear car park that should be followed at all times.
- Be aware of the fork lift area in the rear car park. When hearing the forklift sounder, stop on the walkway and wait until the forklift is out, then cross the path when safe to do. If forklift trucks are being operated make sure the forklift driver sees you and cross the path when safe to do.



- All cars using the car park should have an EVC sticker clearly displayed in the windscreen (except for visitors who should park in the marked visitor bays)
- Recycling bins are available on every floor, please use them
- Good housekeeping is an expectation of everyone at the EVC: Eg: Avoid overloading sockets, trailing cables or obstacles in walkways
- Ensure all electrical equipment is switched off at the end of the day.

## Site Safety & Security at the European Vision Centre (EVC)



This document will be issued as training to relevant existing staff. It must also be used for new staff joining or visitors that have not attended a standard JJVC Induction, and require a site swipe pass. It is the line managers' responsibility to ensure a site safety induction is conducted, using this workaid.

Once completed, it is recommended for employees and visitors to keep as a handout. Site swipe pass can then be requested from security.

### Daily Routine:

- Everyone entering and exiting the EVC should swipe in and out at turnstiles in reception, every time they enter and exit the building.
- Agency Staff: Sign in your agency sheets in the warehouse
- Visitors: Sign in the visitors book



#### Visitors:

- All visitors must report to reception daily to sign in
- Visitors new to site must be collected from reception by their J&J host on day one.
- If visitors require unaccompanied site access, they must first attend a site safety and security induction, either through the scheduled induction sessions or with their J&J Host using this work aid. The J&J Host should point out escape routes and talk through this document. Visitors must then sign the training record available in reception (Form Control No. **EVCF-0048** in GMP format), so their swipe card can be issued.
- Visitors not completing the above must be accompanied at all times by their J&J host
- All visitors must familiarise themselves with the emergency evacuation procedures
- The J&J host is responsible for their visitor at all times
- Visitor passes with visitor lanyards must be worn and clearly visible



#### Near Miss Reporting

- If you spot hazards, unsafe behaviours or conditions, take action if possible and follow up by completing a yellow 'Near Miss' card, found around the building

#### Emergency

- If there is an emergency dial 4200 from any desk phone. This will go straight through to reception; explain the nature of the emergency and they will contact a first aider or dial the emergency services

#### Fire Safety



- Fire Alarm Call Points are located around the building, take time to locate your nearest one
- Keep fire exits free from obstruction at all times
- Take time to locate your nearest emergency exit and fire marshals.
- When the alarm goes off you will hear a shrill siren and see red strobe lights
- Test: The fire alarm is tested once a week for 10 seconds. No action is required
- Emergency Evacuation: You will hear a prolonged alarm. Be aware that visitors to the site may need assistance to leave the site during an emergency evacuation



#### If you need to evacuate:

- Do not stop to collect belongings or fight the fire
- Leave the building by the nearest, safe emergency exit then use the safest and shortest route to the front car park.
- Swipe out at the muster point outside of the reception
- Make your way quickly and calmly to the assembly point in the front car park
- Stay off your mobile phone and follow the fire marshals' instructions
- Do not re-enter the building or leave the assembly point unless instructed to do so by a fire marshal

#### First Aid

- Take time to locate the first aiders on your floor
- Comprehensive first aid cover is available on site, including access to defibrillator kits in case of cardiac emergency.
- All occupational injuries and illnesses must be reported to a first aider and your line manager.

#### Warehouse

- Hi-vis jackets are mandatory for anyone entering the goods in area
- Personnel working in the Warehouse should follow current revision of **EVCFP-0002**.
- Visitors being escorted on a tour do not need to wear safety shoes providing they remain with their host and keep to defined walkways
- Food and drink is not allowed in the warehouse
- Be aware of hazards of forklifts, machinery, etc, especially in the goods in area. – A hard hat is required in this area.

#### Emergency Evacuation Assembly Points