

# **SITE SAFETY & SECURITY AT THE EUROPEAN VISION CENTRE (EVC)**

## **GENERAL SITE REGULATIONS:**

- Smoking is prohibited (incl. e-cigarettes) within the site boundary.
- Photography is not permitted anywhere on site without the EVC management permission.
- CCTV is operating on site for safety & security purposes.

## **DAILY ROUTINE**

- Swipe access card must be visible at all times.
- A random 'Stop & Search' policy is enforced to ensure the security of EVC property. If the exit light indicates **X**, security will conduct a "Stop and Search" check.
- It is prohibited to enter the premises whilst under the influence of alcohol or drugs.
- All Visitors and/or Contractors must report to reception daily to sign in and out.
- Visitors and/or Contractors must be accompanied at all times by their EVC host, unless they have completed site safety and security induction, either through the scheduled induction sessions or with their EVC Host using this work aid.

## **DAILY ROUTINE IN THE WAREHOUSE**

- Food and drink is not allowed in the warehouse.
- Safety shoes must be worn in the warehouse at all times.
- Use appropriate personal protective equipment (PPE) in the warehouse.
- Do not use defective or damaged equipment.
- In Goods-In area;
  - Wear Hi-vis jackets
  - Wear hard hats in vertical narrow aisles
  - Be aware of forklifts
  - Do not walk within 5m of a working forklift
- Visitors being escorted on a tour do not need to wear safety shoes providing they remain with their host and keep to defined walkways.

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*Safety is **everyone's** responsibility, so don't carry out tasks unless it is safe, and **report unsafe acts & conditions** immediately.*

## SAFETY REGULATIONS FOR VEHICLES

- Vehicles must be parked in an approved car park space only.
- Speed limit on site is 10 mph.
- Adhere to road direction signage
- No phones to be used while driving a vehicle.
- Be aware of fork lift movement in the rear car park.
- Obtain a sticker from security and place on your windscreen if parked on site (except for visitors who should park in the marked visitor bays).



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## **NEAR MISS**

- If you see something unsafe, report it to an EVC representative and take actions or provide suggestions for improvement.

## **FIRST AID**

- All occupational injuries and illnesses must be reported to a first aider.
- In case of cardiac arrest, emergency defibrillator kit is available in reception.
- First Aid kits available on site.

## **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**

- Keep fire exits free from obstruction at all times
- Take time to locate your nearest emergency exit.
- The fire alarm is tested once a week for 10 seconds every Thursday at 11am. If you hear a prolonged alarm, evacuate the building.
- If you discover a fire, proceed to the nearest fire alarm, break the glass to raise the alarm and evacuate the building.

## **EVACUATION**

- Do not stop to collect belongings or attempt to fight the fire.
- Leave the building via the nearest, safe emergency exit then walk towards the assigned muster point in the front car park.
- Swipe out at the assigned station;
  - Visitors and/or Contractors swipe out outside reception.
  - Warehouse and/or office staff to swipe out at the assigned muster point.
- 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.

**MUSTER POINT LOCATIONS**

Muster Point 1: Office Staff  
Muster Point 2: Warehouse Staff  
Muster Point 3: Visitors and Contractors Only