

Instructions for all deliveries made into Glopac.

Safety Instructions Whilst on Site:

- Site speed limit to be complied with, 5 M.P.H.
- All drivers to wear a Hi-Viz vests at all times when they are out of there vehicle.
- No delivery drivers are allowed into the warehouse unless permission has been granted.
- All drivers' keys will be asked for before any unloading commences, refusal will result in the vehicle being asked to leave the premises.

Glopac Site Rules:

- All drivers to report to the warehouse office upon arrival.
- All drivers must quote either the container number for container deliveries or the goods in number for non container drivers.
- Any delivery that has not booked in with Glopac will be refused.
- Upon the production of paperwork for the delivery, the vehicle will be assigned a bay.
- Drivers will only be able to drop containers for collection later the same day or the following day at Glopac's discretion.
- The only smoking area is located to the side of the warehouse. It is forbidden by law to smoke anywhere else on the premises other than in the shelter provided.