

Safety and code of conduct for unloading, loading and external logistics

Responsibility

The supplier is responsible for ensuring that its own drivers and the drivers of subcontractors comply with the safety and code of conduct requirements.

Walki monitors loading and unloading activities, as well as the accuracy of delivery notes.

If a driver or vehicle does not comply with the safety requirements in these instructions, permission will not be granted to load or unload the cargo. Repeated negligence of safety or code of conduct requirements will result in disciplinary procedures against the supplier.

Arriving and leaving the premises

The supplier is responsible for ensuring that drivers have a valid safety training. Certificate to be shown upon request. Preferable trainings are safety card or occupational qualification.

The driver must get a permission from the gate/security/clerk to enter the plant area

No extra personnel are allowed in the vehicle when it enters the plant area with the exception of trainee drivers.

The general speed limit of plant area is 30 km/h. All other speed limits must be obeyed.

The driver must follow the traffic arrangements (traffic signs, pedestrian walk ways and parking places)

Drivers must inform Walki's personnel of any safety observations they observe.

Drivers are not permitted to enter the warehouse or production area. Local signs to be followed.

The driver must follow all other instructions given on the Walki premises.

Chemical-specific requirements in accordance with the VAK and ADR regulations must be complied with when transporting hazardous materials by road

Smoking only in designated areas. Alcohol and drugs are prohibited.

Personal protective equipment

Drivers who are loading and unloading heavy vehicles on Walki premises must use the following protective equipment in the plant area when outside the vehicle



Safety shoes



High visibility clothing



Safety glasses



Hearing protecting in areas where they are specifically required

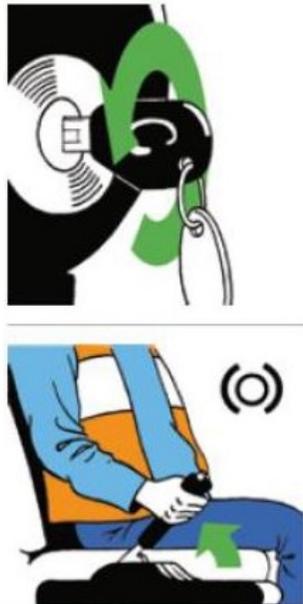
Drivers must have their own protective equipment when they enter the plant area.

Securing the vehicle

The driver must ensure that appropriate action has been taken to fix the vehicle to the loading bay before loading or unloading

Wheel chocks and trailer props to be used. The vehicle must be fixed to the landing bay with straps.

At the loading/unloading location: switch off the engine and set the hand brake



Always use wheel chocks



Trailer props

Unloading and loading

Drivers must not be in the vehicle's cargo hold during loading and unloading.

A safety distance of 5 m is recommended for the driver during unloading and loading.

If the driver is in the cargo hold (for example, if the driver is fixing rolls into place), Walki's forklift truck driver must inform the driver that the loading or unloading will not resume until the driver has exited the vehicle.



Vehicle safety

Drivers must be instructed not to jump from the trailer or walk backwards.

The driver must be trained how to access and operate the trailer in a safe way to prevent from falling



Securing the cargo

The driver is responsible for the weight balance of the vehicle

All drivers must be trained in safe ways of securing the cargo

The supplier is responsible for securing the cargo after loading and it must be done before leaving Walki premises

Delivery documents will be obtained when the cargo is secured

Securing and un-securing of cargo is done while the trailer is still closed or equipped with rails to prevent from falling

Good housekeeping in the trailer and around the vehicle is mandatory in order prevent tripping hazards

Before loading the driver must check the that the inside of the vehicle is clean. Any damages to the floor are reasons to stop loading.

Walki may ask the driver to clean the vehicle prior to loading. The supplier is responsible also for their subcontractors.

Documents

The delivery note must contain a clear marking of the product being transported and the unloading destination.

The driver is responsible for that the details in the delivery note are complying with the cargo.

The supplier is responsible for the condition of the cargo. This includes supervising the condition of the cargo during loading, transportation and unloading. All damages must be documented according to specific guidelines.

Unloading of polymer

Unloading of polymer from a trailer can cause the silo trailer to fall over

Minimum distances to be marked prior to unloading

No pedestrians or other vehicles are allowed in the danger zone during unloading

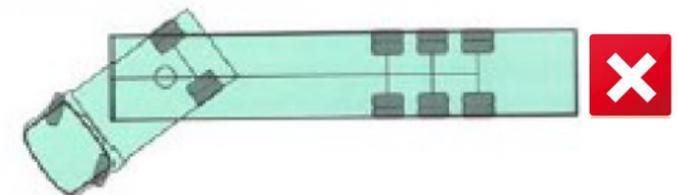
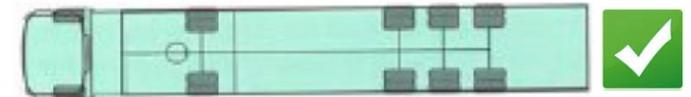
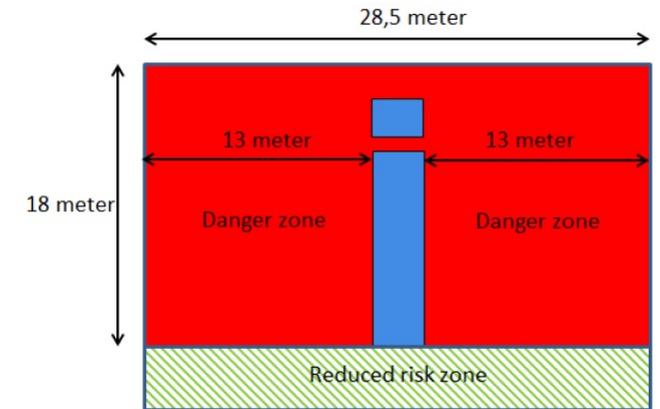
The driver must stay in the reduced risk zone during unloading

The lay out of the unloading area should be such that the trailer can be positioned in a straight line.

The road surface should not have a lateral slope

The unloading area should have lighting that is suitable for unloading activities during hours of darkness and should cover the complete area and trailer

Any spilled polymer must be cleaned immediately in order to avoid contamination with other industries or environment



**We contribute
With our actions.**

Thank you.