

VISITOR INDUCTION

Please read this document. Signing the Visitors Book acknowledges that you have done so. Please observe signage within the work areas. Please do not cross any safety barriers that may be in place. Please ensure that a member of staff accompanies you at all times. Please wear your Visitors Badge at all times.

PPE

Safety boots must be worn in the workshop.

Forklift Truck

Forklift trucks operate within the workshop areas. Please observe safety signs in place and stay clear of forklift trucks when in operation. Hi Vis Jackets must be worn if the fork lift trucks are in operation.

Machinery

Various machinery is operation in the workshop areas (pillar drill, benchtop grinder and other associated equipment). If visiting these areas, please wear eye protection. Mechatech Systems Ltd can provide eye protection if required.

Smoking

Mechatech Systems Ltd implement a strict "No Smoking" policy in any of their buildings.

Medical

If any visitor has a specific medical condition in relation to their work, please inform a member of Mechatech Systems Ltd staff.

Fire

The fire alarm will sound at 12:30 on the first of each month of the nearest working day. This is a test and no action is required. Please read the "Fire Notice & Plan of Evacuation" on the notice board. A plan of the warehouse / offices is attached overleaf listing fire exit locations, fire bell locations, fire extinguisher locations. Fire Marshall Personnel are: Kay Orgar, Keith Cassam

1st Aid

1st Aid kit locations are detailed on the plan of the warehouse / offices overleaf. 1st Aid Personnel are: Kay Orgar, Keith Cassam

Please contact a member of staff with any concerns you may have.

Thank you.

MechaTech Systems Ltd, Units 9 and 10, Brunel Way, Thornbury Industrial Estate, Thornbury, Bristol. BS35 3UR
Tel & Fax + 44 (0) 1454 414723 | Email: enquiries@mechatechsystems.co.uk | www.mechatechsystems.co.uk

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