
Distribution Center Driver Sign In And Restroom Access Protocol

1.0 Objective & Intent

This SOP defines the mandatory safety protocol for all external drivers entering the distribution center. The primary objective is to ensure every driver is formally accounted for, receives a site-specific hazard briefing, and is granted controlled access to restroom facilities without entering unauthorized operational zones. This procedure mitigates risks of pedestrian-vehicle collisions, slips and falls, and unauthorized exposure to moving equipment, in compliance with WorkSafeBC OHS Regulation Part 4 (General Conditions) and Part 16 (Mobile Equipment).

2.0 Operational Scope

This procedure applies to all external delivery drivers, couriers, and third-party transport personnel entering the distribution center at any time. It covers the designated driver sign-in area, the main office entrance, and the single designated restroom facility accessible to drivers. It does not apply to internal employees or authorized maintenance personnel who follow separate site access protocols.

3.0 Hazard Identification & Mandatory PPE

- Slip/Trip Hazards: Wet floors near entrance mats, uneven pavement at dock level, and debris in walkways.
- Pedestrian-Vehicle Collision: Forklifts, pallet jacks, and delivery trucks operating in the yard and near dock doors.
- Unauthorized Zone Entry: Drivers entering active racking aisles or loading bays without authorization.
- CSA-Approved Steel Toed Boots (mandatory for any driver leaving the designated walkway).
- High-Visibility Safety Vest (Class 2 or higher, mandatory for all drivers on site).
- Safety Glasses (mandatory when walking through any operational area).

4.0 Required Safety Equipment & Tools

- Driver Sign-In Log (paper or digital tablet with stylus).
- Site Safety Orientation Card (laminated, posted at sign-in station).
- Restroom Access Key or Electronic Key Fob (controlled by office staff).
- Spill Response Kit (located near restroom entrance for immediate cleanup).
- Wet Floor Sign (cone with warning message, stored at restroom door).

5.0 Step-by-Step Safety Procedure

1. Upon arrival, park the delivery vehicle in a designated driver parking spot, ensuring the engine is off and the parking brake is engaged. Do not leave the vehicle unattended with the engine running.
2. Approach the main office entrance using the marked pedestrian walkway. Do not walk through the loading bay or between parked trailers.
3. At the sign-in station, locate the Driver Sign-In Log. Record your full name, company name, vehicle license plate, time of arrival, and purpose of visit. If using a digital log, follow on-screen prompts and use the provided stylus.

4. Read the Site Safety Orientation Card posted at the sign-in station. It includes emergency evacuation routes, the location of the designated restroom, and a map of restricted zones. If you have any questions, ask the office staff before proceeding.
5. If you need to use the restroom, request the restroom access key or electronic fob from the office staff. Do not attempt to access any other door or area. The restroom is located directly adjacent to the office, clearly marked with a sign.
6. Walk directly to the restroom using the designated interior hallway. Do not deviate into the warehouse, racking aisles, or loading dock area. If the floor is wet, place the Wet Floor Sign in a visible position before entering.
7. After using the restroom, return the access key or fob to the office staff immediately. Sign out in the log by recording your departure time. Do not leave the facility without signing out.
8. If you observe a spill, debris, or any unsafe condition in the walkway or restroom, report it to office staff immediately. Do not attempt to clean a chemical spill without proper training and PPE.
9. Proceed directly back to your vehicle using the marked pedestrian walkway. Do not re-enter the warehouse or loading area. If you must access your trailer, notify the dock supervisor and follow their instructions.
10. If you are required to wait for loading or unloading, remain in the designated driver waiting area. Do not wander into operational zones. If you need to use the restroom again, repeat steps 5 through 7.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.