

OPERATING PROCEDURE – Hespín Wood MBT Plant

SITE RULES FOR DRIVERS

PURPOSE

To minimise the risk of traffic and other accidents at Hespín Wood MBT Plant.

RESPONSIBILITY

It is the responsibility of **ALL** employees at Hespín Wood MBT Plant to enforce the site rules and all visitors, third parties and contractors on site **MUST** follow these rules.

TRAINING

A copy of these rules and Shanks standard drivers rules will be given to all drivers.

PROCEDURE

Site Access

Access to the site is via the entrance into the existing Hespín Wood landfill site. This has a barrier controlled by a fob which will be provided to all authorised vehicles. If you do not have a fob then press the intercom and follow the instructions given. The entrance to the Shanks Hespín Wood MBT Plant is approximately 300m into the landfill site - follow the signs to the Shanks MBT Plant. The Shanks MBT weighbridges are located here. The existing access road within the landfill site will be shared by traffic for Shanks MBT plant and Cumbria Waste Management vehicles travelling to and from the landfill area so please take care and beware of traffic joining this road.

- **The site speed limit is 10 MPH Max – make sure you stick to it**
- **All vehicles entering/leaving site must use caution at the road entrance and give way to landfill traffic**
- **All vehicles will report to the Shanks weighbridge for weighing/recording**
- **All drivers, visitors, staff etc will wear safety boots and reflective hi-viz plus hard hat when out of the vehicle in the operational areas. Bump caps are not hard hats and are not acceptable.**



NO SHORTS ARE ALLOWED ON SITE

- **Once the weighbridge person has recorded vehicle data etc, the driver will be directed to the tipping area - if you are unsure of where to go or tip ASK**
- **When travelling around the site please keep to the left and follow road signs**
- **NO MORE than three lorries are allowed in the tipping area at any one time so you may be asked to wait**
- **Only get out of your cab for essential jobs, such as opening doors. At all other times stay in your cab – only one person is allowed out of the cab. DO NOT approach the edge of the reception bay - this requires a harness.**
- **When tipping at Hespín Wood MBT plant, if the container door requires to be manually opened then the vehicle should be stopped in front of the tipping bay so that the person opening the door does not require to go into the area between the tipping bay and the red line. The person opening the door needs to stay in front of the marked red line to open the door then get back into the cab to reverse the vehicle into position to tip.**
- **If there are any spillages in the tipping area please contact the site supervisor or weighbridge operator- DO NOT attempt to clear this yourself.**
- **Be aware of waste and other trip and slip hazards on the floor**

- Drivers will exercise extreme care when discharging – all pedestrians must be well clear
- If a pedestrian enters the area while you are manoeuvring you **MUST STOP**
- NO 'jogging' or similar – if your load jams ask for a Shanks operator for assistance
- NEVER work/clean under lorry bodies or doors - use long-handled tools or brushes or make sure the bodies or doors are propped securely
- Always clean your lorry back or remove trailing items in a safe area at least 5 metres away from traffic and plant movements. Do not attempt to go near your vehicle while plant is operating in the area.
- Vehicle bodies must be lowered before leaving any tipping area
- Cleaning of vehicle bodies may only be undertaken in areas specified by the Site Supervisor/Chargehand– use a brush, not your hands. All doors must be secured before leaving the building.
- Vehicles must be weighed out so follow the traffic system to the Shanks 'out' weighbridge, looking out for vehicles and mobile plant joining from the other areas of the site
- Watch out for pedestrians at all times
- Keep at least 5 metres from pedestrians when travelling around the site
- When out of the cab (for essential tasks only) keep at least 5 metres away from mobile plant
- When reversing make sure there is no one anywhere behind you – use your reversing beepers at all times - **NEVER** reverse if pedestrians are around

Traffic accidents are the most common cause of fatal accidents on waste sites – look out at all times

Keep these rules – read and understand them

If you are unsure about anything – ASK

If you do not obey these rules you may be banned from site

If in any doubt in regard to traffic management or safety issues please ask

Approved by:

Darren Harris

Regional Manager

- ✓ This table is deemed to be an official training record and must be kept indefinitely.
- ✓ Please ensure that all relevant employees are made aware of the contents of the document within 6 weeks from receipt and sign the table.

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DRIVERS' SITE RULES

Driver's name:

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Driver's company (not applicable if owner driver):

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Normal vehicle registration number:

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Site inducted on:

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Date of induction:

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**NOTE: DRIVERS AND OTHER VISITORS
MUST CARRY THESE RULES AT
ALL TIMES WHEN ON SITE**

These rules are for drivers of lorries and other vehicles using Shanks sites and other accompanied general visitors. More comprehensive site rules are available for contractors and temporary workers.

FHS114 issue 2

Introduction

Each year on waste management sites thousands of drivers are injured - some fatally. While Shanks sites are amongst the safest, on average 50 drivers a year suffer injury on company sites. More than half of these injuries are the result of drivers not obeying site rules. Most others are slips and trips – watch for slip and trip hazards.

- **Read these site rules and obey them - they are for your safety**
- **You MUST carry these site rules with you whenever you are on a Shanks site - you may be asked to show them**
- **Make sure you sign the slip at the back of these rules**
- **Make sure you complete the front of these rules - do not lend them to another driver or person**
- **If you have difficulties reading/understanding these rules ask**

1. Personal protective equipment (PPE)

The basic PPE for **ALL** Shanks sites is:

- High visibility clothing, such as yellow waistcoats or jackets, in areas of traffic movement
- Safety boots – including protective mid-soles on landfills etc
- Hard hat (**NOT** bump caps) in designated areas – look for the signs
- Gloves when carrying out manual tasks
- Suitable clothing, such as overalls. **NO** shorts, bare chests etc
- Safety glasses, respiratory protection and other PPE may be required - look for the signs



**If in doubt about what PPE you need ask
Watch for the blue PPE signs and obey them
If you refuse to wear PPE you WILL be required to leave site
Shanks has the right to inspect PPE**

2. Traffic management and vehicles on site

More fatal accidents are caused by traffic than any other hazard on waste management sites. Reversing is extremely hazardous.

- Obey site speed limits – look for the signs
- When reversing take every care, ensure your view is clear and there are no pedestrians around – **turn your bleepers on**
- Only get out of your cab for essential tasks, such as opening doors or coupling pipework, or if directed to do so by a Shanks employee
- When out of your cab watch for traffic and other hazards
- When stopped in a queue or parked always use your handbrake
- **DO NOT** get out of your cab to 'chat' to other drivers or for non-essential tasks - you are at risk all the time you are out of your cab
- Only park, sheet and un-sheet, clear waste from trailer doors etc in designated places away from the operational area of the site
- Never walk or work under raised trailer doors, backs or lorry bodies without a suitable prop/s in place
- Follow traffic signs and obey directions from Shanks employees
- On landfill sites tipping articulated lorries **MUST** be at least 16 metres apart when tipping, all other types of tipping lorry must be at least 7 metres apart and push-outs etc, at least 5 metres apart
- Wear your seatbelt at all times – in particular during tipping
- Cleaning out tanker backs is not allowed without the permission of the manager and only under a permit to work for confined spaces
- Drivers are responsible for ensuring their vehicle is fit for the public road, including using wheelwashes, debris removed from tyres etc
- **NO** jogging etc to clear loads – if you have a problem ask for help
- **DO NOT** use hand-held mobile phones or CB radios while moving

On operational areas of sites:

- When manoeuvring no pedestrians should be within **5 metres** of your lorry to the side, front or rear
- In addition, when reversing no one should be within **the length of your lorry** behind you
- If any pedestrian comes within the above safety distances **STOP** until they have left the area

3. Sheets and access to tankers

Falls from a height are always serious and often fatal. In particular falls from high sided waste HGVs and tankers often result in major injuries.

- **ALWAYS** use your auto-sheeter if fitted
- If there is a sheeting/un-sheeting or tanker access gantry or harness system on site you **MUST** use it
- **NEVER** get on top of your lorry unprotected
- All skips **MUST** be lowered to ground to be un-sheeted – do not climb on skip lorry backs or on top of skips
- If you need to access the top hatch of your tanker, or the top of any vehicle, use the gantry if one is provided and if you have fold-up rails on your tanker, use them – even then take all possible care
- Only get on top of your tanker for essential tasks – having a look or checking on loading are **NOT** essential tasks
- Take all possible care - more than 20% of falls from lorries are fatal

4. Smoking, drink and drugs

- Smoking outside of designated areas is prohibited on site – this includes in your cab and on haul roads
- Drivers who are, or appear to be, under the influence of drink or drugs will be removed from site and the authorities informed
- On some sites random testing for drugs/alcohol may take place

5. Passengers, children, dogs, slips, trips

- Children (except organised school etc visits) and dogs are **NOT** allowed on operational areas of Shanks sites
- Only authorised passengers are allowed on site
- Only one person may get out of the lorry to perform essential tasks - passengers **MUST NOT** get out or 'wander around'
- On some sites passengers are required to stay at the weighbridge
- Take care when getting into/out of cabs, opening doors and when walking on site – look out for slippery wastes, ruts etc. Waste sites are not carparks and you **MUST** take care on rough etc ground

6. Fire and other emergencies

- In the case of an emergency, such as fire, you will be informed what to do by Shanks employees – you **MUST** obey instructions promptly
- On special waste sites mobile telephones and similar equipment, such as CB radios **MUST NOT** be used because of the fire risk
- Other fire precautions may be in force, such as the earthing of vehicles. Shanks employees will inform you of any precautions

7. Problems and accidents?

If you have a problem, **DO NOT** try to solve it yourself. Call over a Shanks employee and ask for assistance.

- If you lose traction your lorry may need to be towed – drivers are responsible for attaching chains etc. When being towed you **MUST** remain in your cab
- All accidents, no matter how small, **MUST** be reported to site staff
- If you have a puncture or a mechanical breakdown you will be directed, or towed, to an area away from the operational zone of the site - **DO NOT** try to carry out repairs on operational areas
- All Shanks sites have first aid facilities - if you are injured in any way ask for assistance

8. Specific site rules and right of inspection

These site rules are only the basic safety rules for drivers on Shanks sites and you may be given additional rules along with this drivers' rules booklet. Such specific site rules should be kept together with these rules. Make sure you read and understand any specific rules.

- Shanks retains the right to ask for and inspect HGV, ADR and other qualifications
- Shanks retains the right to inspect any vehicle site employees suspect may not be fit for use on a Shanks site
- Shanks retains the right to ban lorry drivers from all of its sites if any of the above rules are broken – in addition to a driver being banned, his/her employer will also be contacted

9. Notes

Make any notes of instructions given to you by Shanks employees below:

Waste management sites are hazardous
Always obey site rules
If in doubt about anything ask
Do not make it up as you go along
Think before you act
Don't become an accident statistic

Confirmation of receipt and acceptance of these site rules

Driver name:

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Driver's company (not applicable if owner driver):

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Date of induction:

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Reference number of any additional specific site rules supplied with these general rules *:

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Signed (driver's signature):

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I have read and understand the site rules document (and the specific site rules as noted above*):

* Delete if not applicable

Driver induction and receipt and acceptance of site rules confirmation slip – keep in site files