



## LANCASHIRE WASTE RECYCLING DRIVERS' SITE RULES

### Vehicles and traffic

1. This site has regular improvement works and is used by a variety of customers. Be aware that vehicle routes will change. Please take extra care and follow all site signage and/or directions from traffic controllers.
2. Individuals have a duty to take reasonable care for their own health & safety and also the health and safety of others.
3. In poor visibility headlights should be turned on.
4. You must not exceed the site speed limit.
5. All reversing on site must be undertaken with the aid of a banksman.
6. Do not leave your vehicle unattended.
7. When out of your cab take special care, as other vehicles and equipment may still be moving.
8. Whenever, the vehicle is stationary, apply the parking brake.
9. Follow all directions given by site staff as failure to do so MAY result in expulsion from site.
10. As the driver, you are responsible for your vehicle. Before leaving the site, make sure it is legal to travel on public roads.

### Operating instructions

1. As you arrive, be aware of other vehicles leaving the site.
2. When clear to do so, proceed directly onto the weighbridge.
3. Wait on the weighbridge until advised/signalled to move off.
4. Pull at the side of the building and switch engine off.
5. Once instructed move forward and proceed into the building under the site operatives' instruction.
6. Discharge your load in accordance with your employers', or the vehicle manufacturer's instructions.
7. Unsheeting must be undertaken once in the building.
8. If your load sticks, stop the discharge operations and immediately report the problem to site staff. Do not attempt to physically assist the discharge of the load or bump out the load using the wheel stops.
9. If your vehicle becomes unstable, or any wheel begins to lift off the floor, stop the discharge operation, make the vehicle safe, (reverse the operating controls until the vehicle is stable) then report the problem to site staff.
10. It is your responsibility to ensure the vehicle body is lowered in a safe manner and is secure before moving off.
11. Once the discharge/loading procedure is complete, all vehicles must sheet-up and brush any excess material off whilst in the building and proceed directly to the weighbridge.

### Personal Protective Equipment (PPE)

When out of your vehicle cab you must wear, at least, the following PPE:

- ✓ High visibility vest or jacket
- ✓ Safety boots with toe cap and mid sole protection
- ✓ Gloves, suitable for all tasks you undertake
- ✓ Hard hats

In some areas other PPE is also required; this is indicated by blue signs with white designs.

## Accidents, Incidents, Breakdowns and Emergencies

- All accidents and incidents (near misses) are to be reported to site staff before leaving the site.
- If you have a problem, summon assistance from site staff and follow their instructions.
- First aid equipment and first aiders are available on site, ask a site member for help.
- If your vehicle suffers a breakdown or has a puncture, summon assistance from site staff. You will be directed to a segregated area where repairs may be undertaken.
- All persons attending site to carry out repairs/maintenance etc. must be trained for the tasks they are undertaking, and be aware of the method statements, risk assessments and COSHH assessments relating to their tasks.
- All work must be carried out in a safe area as agreed with site management. Never undertake repairs without first advising site management of the nature of the repairs to be undertaken.
- In the event of an emergency, you must obey all instructions given to you by site staff. Do not leave the site, or a designated assembly point, until permitted to do so by site staff or a member of the emergency services.
- If your load is on fire, or you suspect it may be on fire, make a member of staff aware of the situation or flash your headlights and sound your horn until a member of site staff arrives at your vehicle.

## Other rules

- Mobile phones are NOT to be used on site whilst driving.
- Two way radios may be used only if necessary by passengers. They must not be used by drivers when driving.
- Smoking is not permitted on site, including in vehicles.
- Site staff may inform authorities if it is suspected that alcohol or drugs are related to any accident or incident.
- Anyone believed to be under the influence of alcohol or drugs will have their vehicle impounded for their own safety, the safety of others, and the safety of public road users. They will then be escorted from site, and their employer will be immediately informed.
- Children are not permitted on site, unless as part of an organised party with prior consent.
- Pets are not allowed on site.
- Unless specifically authorised by the site management for an essential task, passengers must not get out of the vehicle.
- Site management must be permitted to inspect, on demand: all wastes for deposit at site; PPE; vehicles; licences and qualifications. If you do not allow staff to inspect an item, you may be required to leave. If a license is unavailable, you will be required to present it when you next visit site.
- Should you suspect a problem with, or contamination of, your load (asbestos, drugs, oil, rat infestation etc.), you must immediately report this to site staff, who will inspect it.

**THESE RULES ARE IN PLACE FOR YOUR SAFETY AND THE SAFETY OF OTHERS  
THEY MUST BE ADHERED TO**

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