

Safe system of work Parking, Coupling and Uncoupling

Date 21st March 2018

Review: April 2019 or when necessary

Parking

- Drivers must ensure the parking area is suitable for the vehicle/trailer. Not causing an obstruction, parked illegally or presents any danger to the general public or driver.
- Ensure there is adequate lighting.
- The ground must be level and firm enough to support the vehicle / trailer (landing legs) weight.
- The vehicle / trailer parking brakes must be applied. Stop the engine and remove the keys.
- Check parking brake applied.

Uncoupling

- Park the combination in a straight line
- The ground must be level and firm enough to support the vehicle / trailer weight.
- Apply the tractor unit parking brake, stop the engine and remove the keys
- Apply the trailer parking brake.
- Check trailer parking brake is applied.
- Chocks to be used.
- Remove and stow the trailer number plate and lower the landing legs
- Disconnect all of the air and electrical services and stow safely
- Remove the security clip and pull the release handle to disengage the 5th wheel jaws.
- Slowly draw the tractor unit away from the trailer. If the tractor unit has mechanical suspension stop when the trailer is clear of the fifth wheel.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Before leaving the trailer, walk round it to check that it is in a safe condition.

Coupling

- Slowly reverse the tractor unit in a straight line towards the front of the trailer.
- Apply the tractor unit parking brake , stop the engine
- Check the trailer parking brake is applied

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- Make any necessary adjustments to the trailer coupling height and slowly reverse the tractor unit under the trailer until the 5th wheel jaws engage
- Apply the tractor unit parking brake and stop the engine
- Carry out a visual check that the 5th wheel jaws have engaged correctly and fit the security clip or any other safety devices
- Carry out a second test that the 5th wheel jaws has engaged by selecting a low forward gear and with the trailer brakes still applied slowly pulling forward
- Apply the tractor unit parking brake and stop the engine
- Connect the service airline(yellow) and electrical connections
- Connect the emergency airline (red) and watch for any unexpected movement (if the trailer moves, immediately disconnect the emergency airline (red) and check that the trailer parking brake has been applied.
- Wind up the landing legs and secure the handle
- Fit the number plates and check that the lights work.
- Carry out visual and functional vehicle checks and release the trailer handbrake before setting off.

Safe system of work Vehicle Reversing and manoeuvring

Date 21st March 2018

Review: April 2019 or when necessary

Vehicle Reversing and manoeuvring

- Drivers must never reverse or manoeuvre a vehicle without ensuring it is safe to do so.
- Drivers must familiarise themselves with the type of vehicle they are driving, and also the type, weight and security of load they are carrying before setting off and adapt their driving style accordingly.
- Vehicles should have large enough windscreens (with wipers where necessary) and external mirrors to provide an all-round field of vision. Extra mirrors & Fresnel lens's should be fitted to reduce blind spots for drivers. A rear view camera should be fitted to the vehicle.
- Drivers should not place objects where they will impede their vision or cause a distraction.
- Drivers should anticipate their next manoeuvre and adjust their speed in advance to match the approaching conditions
- Burst of high power should be avoided during low speed manoeuvring. Acceleration should be gradual and controlled.
- Drivers must be aware of pedestrian activity at all times. If in doubt, stop and check. Keep speeds low where pedestrians may be present.
- If a banks-man is used for reversing the driver must make sure that they both understand the signals used and stop immediately if they cannot see the banks-man.

Safe system of work Tipper discharge (Rigids & Artics) air / hydraulic operated tailgate

Date 22nd June 2018

Review: July 2019 or when necessary

Tipper Discharge (Rigids & Artics)

- Ensure standard (hard hat, gloves, reflective Jacket & Trousers and Safety lace up boots) or site specific PPE worn.
- Report to security, gate house or intake point, following all site rules, signage or special instructions.
- Obey site speed limit at all times.
- Follow site instructions and drive to tipping point.
- At the tipping point, check the ground conditions before you tip. They should be firm and level. Never tip if you consider it unsafe to do so. Contact the transport office 01978 660022 immediately.
- Driver to check for any overhead obstructions or power lines on all tipping sites if any contact the transport office on 01978 660022 prior to tipping. If tipping in a shed driver to ensure there is sufficient headroom and the building is well ventilated. Never tip where your raised tipper body would be within 15m of any overhead power lines or obstructions.
- Ensure you have a 20m exclusion zone between yourself and any other tipping vehicle and that there are no pedestrian or other personnel or vehicles in the vicinity
- Unfasten your tailgate twist locks (if applicable) by standing at arm's length to one side of the vehicle then proceed around the front of the vehicle to open the other side by standing at arm's length to the side of the vehicle . Do not walk in front of the tailgate.
- Never stand directly in front of the tailgate when unfastening.
- Once twist locks unfastened return to your cab, closing the door before releasing tailgate via air / hydraulic assisted tipping system.
- Only move forward the minimum distance necessary to clear the load.
- If your load sticks, lower the body and seek help from site management and contact the transport office 01978 660022.
- Never tip over any faces or edges.
- Reversing cameras and mirrors to be checked daily by drivers, and any defects to be reported immediately to transport office.
- Never drive with your tipper body raised.
- Remain in your cab as much as possible whilst on site. Seat belt to be worn at all times.
- Whenever possible keep reversing to a minimum.
- Always remember yours and your vehicles safety is most important so never feel pressurised to undertake something unsafe whilst on a customer's site. If this happens contact the transport office 01978 660022.

Safe system of work Tipper discharge (Rigids & Artics) manual tailgate

Date 22nd June 2018

Review: July 2019 or when necessary

Tipper Discharge (Rigids & Artics)

- Ensure standard (hard hat, gloves, reflective Jacket & Trousers and Safety lace up boots) or site specific PPE worn.
- Report to security, gate house or intake point, following all site rules, signage or special instructions.
- Obey site speed limit at all times.
- Follow site instructions and drive to tipping point.
- At the tipping point, check the ground conditions before you tip. They should be firm and level. Never tip if you consider it unsafe to do so. Contact the transport office 01978 660022 immediately.
- Driver to check for any overhead obstructions or power lines on all tipping sites if any must advise the transport office on 01978 660022 prior to tipping. If tipping in a shed driver to ensure there is sufficient headroom and the building is well ventilated. Never tip where your raised tipper body would be within 15m of any overhead power lines or obstructions.
- Ensure you have a 20m exclusion zone between yourself and any other tipping vehicle and that there are no pedestrian or other personnel or vehicles in the vicinity
- Unfasten your tailgate & twist locks (if applicable) once twist lock released open tailgate security by standing at arm's length to one side of the vehicle then proceed around the front of the vehicle to open the other side by standing at arm's length to the side of the vehicle . Do not walk in front of the tailgate.
- Never stand directly in front of the tailgate when unfastening.
- Once tailgate unfastened return to your cab, closing the door before tipping.
- Only move forward the minimum distance necessary to clear the load.
- If your load sticks, lower the body and seek help from site management and contact the transport office 01978 660022.
- Never tip over any faces or edges.
- Reversing cameras and mirrors to be checked daily by drivers, and any defects to be reported immediately to transport office.
- Never drive with your tipper body raised.
- Remain in your cab as much as possible whilst on site. Seat belt to be worn at all times.
- Whenever possible keep reversing to a minimum.
- Always remember yours and your vehicles safety is most important so never feel pressurised to undertake something unsafe whilst on a customer's site. If this happens contact the transport office 01978 660022.

Safe system of work Tipper Loading(Rigids & Artics)

Date 21st March 2018

Review: April 2019 or when necessary

Tipper Loading (Rigids & Artics)

- Site safety rules at loading points must always be followed especially site speed limits.
- Follow the designed traffic routes and only park in designated areas.
- Drivers to ensure the vehicle/trailer is park on firm level ground.
- Site specific PPE or standard PPE to be worn at all times.
- Never enter the body of the vehicle whilst parked in a position where there is a possibility of the vehicle being loaded.
- Adhere to any specific loading instructions on site.
- Vehicle bodies must be clean and free of any contamination from the previous load.
- Ensure sheeting system is in the correct position before loading commences.
- Always check the tailgate locking device / twist locks are applied for load security, if air operated tailgate ensure in closed position.
- Remain in the cab whilst being loaded ensure handbrake applied.
- If being loaded from a chute, hopper or building ensure there is sufficient headroom and the building is well ventilated, refer to site management for specific rules.
- Make sure your load is level and your axle weights are not in excess of their plated weight. Use on board camera if fitted.
- Ensure the position of the load is correct. e. g. not against the tailgate.
- All loads must be sheeted. Sheet the vehicle using only the designated sheeting areas, (sheeting platform / gantry) following site procedures at all times.
- Driver to ensure that no material can fall from the vehicle before leaving the loading site.
- If the vehicle is overloaded for any reason notify site personnel who will direct you to the designated area to remove the excess material
- In the event of any problems with loading , damage or injury occurring report immediately to the site management & Clwyd Transport managers 01978 660022

Safe system of work
Access & Egress of Vehicle Cab / Body/ Trailers

Date 8th March 2018

Review Date: 1st April 2019 or when necessary

Access & Egress of Vehicle cab/ body or Trailer (Rigid & Artic)

- Suitable PPE to be worn including safety helmet, clean good grip steel toe cap lace up ankle supporting safety boots, abrasion resistant gloves and clean high vis. Safety Glasses if required
- Driver must inform site and abide by site rules before egressing the vehicle cab or accessing body of vehicle or trailer to ensure they cannot be loaded in error.
- Hazard warning lights and flashing beacon to be in operation to act as a warning that a driver is accessing the vehicles body or trailer.
- Ensure vehicle is parked on firm, level, and well-lit ground in a designated area.
- Ignition key removed before leaving cab.
- Driver must face the vehicle cab /body or trailer on access / egress. Never face away from the cab/ body or trailer.
- Drivers to maintain 3 point contact when accessing and egressing vehicle cab/ body or trailer.
- Vehicle steps to be kept clean and in good repair.
- Drivers to use foot holds and hand rails where fitted, DO NOT jump down.
- Only use authorised ladders and gantries to access the body of the vehicle (tyres, mudguards and fuel tanks are prohibited from being used as foot holds)
- Ensure that the tipper body is fully lowered when gaining access via tailgate and the tailgate should be suitably secured.
- Care to be taken when crossing suzie pipes.