

## Landfill Site Customer Drivers & Crews Rules

### Arrival at and driving on Site

- **All Drivers are responsible for their vehicle and the behaviour of the crews/passengers whilst on Enovert sites.**
- Beacons must be fitted to all vehicles and **TURNED ON** at the weighbridge.
- Adhere to the site entry road speed limit and drive carefully.
- Crews should remain in the vehicle, if essential they must only leave the vehicle at a designated point and stand clear of moving plant and vehicles.
- Drive slowly onto the weighbridge and observe the signs / signals (and any instructions from staff).
- Once positioned turn off your engine.
- **Once instructed to leave the bridge, turn on the vehicles flashing beacons.**
- **DO NOT** use hazard lights in place of beacons.
- Follow the signed traffic route at all times.
- Adhere to all information signs along the route.
- Site haul roads surfaces may be slippery.
- **DO NOT** exceed the site speed limit of 10MPH This is a maximum.
- **Drive according to the conditions.**
- **DO NOT** drive onto verges or road edge protection.
- **DO NOT** overtake moving vehicles.
- **GIVE WAY** to all mobile plant.
- **Only pass under overhead power lines in designated routes.**
- **DO NOT** tip under overhead power lines
- Keep your vehicle as far away as possible from all pipe work and infrastructure on the site.
- **DO NOT** park on site other than in an emergency.
- Always weigh out of site unless informed otherwise.
- Always use the wheel wash on exiting the site if available.



### The Tipping Area.

- Stop at the traffic light and **wait for a green light to enter.**
- Wait your turn if there is queue.
- **DO NOT** jump the queue unless instructed.
- Follow the machine operator's instruction on the tipping area Only tip where you are instructed to do so.
- If your load sticks **STOP!** Inform a member of staff. **NEVER** excessively shunt your vehicle to discharge a stuck load.
- **DO NOT interfere with your vehicles safety devices or operating systems by by-passing run to hold systems using bungies etc.**
- **DO NOT** climb onto vehicles, skips, bins or trailers.
- Allow at least **5 metres** (16½.ft) gap between vehicles or 1½ x the height of the largest vehicle.
- If your vehicle becomes unstable **STOP!** and inform a member of staff.
- **DO NOT** walk under raised bodies, hoppers or doors.
- **Lower any skips, bins and hoppers before moving off the tipping area.**
- **If your vehicle becomes stuck follow the towing procedure overleaf and on the Drivers Safety Passport**

### Personal Protective Equipment (PPE)

When out of your vehicle you must wear the following Personal Protective Equipment (PPE) as a minimum.

- **High visibility** (waistcoat or jacket) **Class II.**
- **Safety boots** (with toecap and mid-sole protection).
- **Gloves**, (suitable for all tasks you undertake).
- **Hard Hats** (on the tipping area and where signed).

**SHORTS are NOT to be worn by any site users**



### Smoking, Alcohol and Drugs

**Smoking is not allowed on site, including in vehicles.**



- Alcohol or drugs are **NOT** allowed on site. **DO NOT** enter site under the influence of alcohol or drugs.
- If it is suspected you are under the influence of alcohol or drugs, the authorities and your employer will be notified immediately.

### Dangerous Substances and Explosive Atmospheres (Landfill Gas)

Landfill Gases contain Methane which is flammable.

- Keep clear of all pipe work and infrastructure displaying this sign.
- Ex symbols indicate potential explosive atmospheres, keep at least the stated distance away.
- **NO SOURCES OF IGNITION** are permitted in these zones.



### Emergencies

In the event of an emergency, follow instructions given to you by site staff.

- **DO NOT** leave the site, or designated assembly point until permitted to do so by site staff or a member of the emergency services.
- **Do Not** leave your vehicle unattended (**Unless**)
- Instructed to go to the assembly point.
- Or your vehicle poses a danger. (e.g. vehicle fire)
- If your load is or you suspect it may be on fire, inform a member of staff immediately.

### Accidents, Near Hits, Injury and Damage

Before leaving the site you **MUST** report the following to the weighbridge (*regardless how minor*).

- Accidents.
- Near hits.
- Personal injury.
- Damage to your vehicle
- Damage to a third-party vehicle.
- Damage to any Enovert equipment, plant or property.

## Towing Procedure

### The pushing of vehicles on Enovert sites is strictly prohibited

- Signal the machine operator by turning on the hazard warning lights.
- Wait in the cab, if you must get out, wait by your vehicle and stand where the machine operator can see you when he approaches. Ensure you put on your PPE before exiting the cab.
- **DO NOT** walk across the landfill to the machine.
- Wait until the machine is positioned, stopped and the operator has signalled by a **THUMBS UP** that it is safe to approach the machine.
- Check the towing point for damage / cracks before use.
- Attach the towing equipment to the towing eye of your vehicle and return to the cab.
- Ready the vehicle for the tow by selecting the appropriate forward gear and releasing the parking brake. Make **ONE (1) single horn blast** to signal the start of the tow.
- Once the tow begins, apply drive to the vehicle.
- Once your vehicle has traction **Make two (2) horn blasts** to end the tow.

## Breakdowns

If you discover a problem with your vehicle;

- Park as safely as you can.
- Turn on your hazard lights.
- Wait for assistance.

## Passengers & Pets

- **Passengers must not get out of the vehicle.**
- Children are not permitted on any Enovert Landfill sites.
- Pets are not allowed on any Enovert sites.

## Inspections / Loads

Enovert must be permitted to inspect, on demand:

- All wastes for deposit at the site.
- Personal protective equipment.
- Vehicles.
- Licenses and qualifications (HGV/LGV, ARD etc.)
- If a license or qualification is not available, you will be required to present it when you next visit the site.
- If you do not allow site staff to inspect an item, you may be required to leave the site.

## Sheeting / Un-sheeting

- All vehicles must where possible have automatic sheeting systems fitted.
- All un-sheeting must be done at ground level.
- Skips / bins must be lowered to the ground.
- Drivers are not permitted to climb onto skips / bins or vehicles to sheet / un-sheet.

## Breach of Rules

These rules and any other, written or verbal issued by site management must be followed at ALL times. Failure to follow the rules will result in your employer being notified, and you receiving a "Corrective Action Notice" (CAN), and possible exclusion from site.

- If an **EMERGENCY STOP** is required **SOUND HORN continuously** until the towing vehicle stops.
- Wait until the machine has backed up and completely stopped and the operator has signalled by a **THUMBS UP** before leaving the cab.
- Apply the parking brake, leave the vehicle cab and detach the towing equipment and stow it correctly on the machine.
- Return to cab or safe position and signal the operator by a THUMBS UP that you are finished.

### Reverse Tow

- The machine driver will always discuss and agree the details of a reverse tow with you.
- The Machine Operator will signal in each instance that it is safe to alight from the cab by 3 (Three) short horn blasts.

### Assisted Reverse Tow

- The operator and driver will ALWAYS discuss and agree this activity prior to starting the tow, agreement will be made when drive from the lorry will be applied and when it will be stopped.

## First Aid

- If you require assistance notify a staff member. First aid / eye-wash kits are located at the site offices.



## Mobile Phones and Two-Way Radios

Mobile phones and two-way radios must not be used;

- When driving.
- When on the tipping area.
- When out of the vehicle.



- Occasionally you will be required to discharge your load in a special area. This may be due to;
- Load checking requirements,
- Equipment failure or emergency.
- During these operations, you must obey instructions from site staff at all times.
- 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.

## Other Rules and Information

- Additional rules may apply in certain areas;
- Clear signs will be maintained to ensure these additional rules are prominently displayed.
- Totting on site is strictly forbidden.
- Sites do not usually make toilet facilities available.
- DO NOT use the site or your vehicle as a toilet.

## Management Systems

This site operates an Integrated Management Systems certified to ISO 14001 Environment and OHSAS 18001 Health and Safety. If you see any actual or potential Health & Safety or Environment issues, please inform a member of staff immediately.

**These rules are in place for your safety and that of others please observe them.**

If in doubt, STOP and ask.