


## Cirencester Transfer Station Customer Drivers & Crew Site Rules

Version 1.0 SHE/NP

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### GENERAL RULES

1. All vehicles entering site must be fitted with amber beacons or hi-visibility warning lights, drivers must activate them at the entrance to the site. **Hazard lights are not to be used on site other than in an emergency.**
2. Pedestrian access is NOT permitted onto site.
3. Pedestrian access to the Tipping Hall from the waiting areas is prohibited unless authorised by site staff.
4. Crew members **MUST** stay in the vehicle once past the weighbridge. Crew members that disembark **MUST** do so before entering the site.
5. Mobile phones are **NOT** to be used for any purpose on any Cory site whilst driving or by **any crew members when out of the vehicle on site.**
6. You must not exceed the site speed limit. 
7. Always follow the designated traffic route, and all traffic signs.
8. Do not leave your vehicle unattended.
9. **Only the driver or unloading assistant may leave the vehicle cab once past the weighbridge, and then only for essential tasks.**
10. When out of your cab take special care, as other vehicles and equipment may still be moving. If your vehicle is in the waiting area on site, then the engine **MUST** be switched off.
11. All skips must be lowered to the ground to be un-sheeted skips, vehicles and containers must not be climbed onto or into.
12. **Never walk, or work, under an un-propped hopper, door, body, skip or backend.**
13. **Follow these rules and all directions given by site staff failure to do so WILL result in a "Corrective Action Notice" (CAN) being issued to you and your employer notified.**
14. Drivers are responsible for their vehicle. Before leaving the site, make sure it is legal to travel on public roads.

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### DRIVER INSTRUCTIONS

1. As you arrive at or manoeuvre on the site be aware of other vehicles, pedestrians and mobile plant.
2. Access to and from the site via the weigh-bridge is controlled by site staff; **ALWAYS** comply with their instructions.
3. Arriving on site park in the designated waiting area until instructed to move to the weigh-bridge by a member of staff.
4. Drive slowly onto the weigh-bridge **and wait for further instruction.**
5. Once instructed reverse into the disposal bay.
6. Whilst tipping **ALL** crew members are to stay in the vehicle.
7. **One crew member may exit the vehicle to assist with the closing of the hopper / doors, once the vehicle has reached its tipping position and fully discharged the load, NOT before. The crew member MUST then return to the cab before the vehicle leaves the tipping area.**
8. Discharge your load in accordance with your employers, or the vehicle manufacturer's instructions.
9. 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.**
10. If your vehicle is a tipper and becomes unstable, or any wheel begins to lift off the floor, stop the discharge operation, if possible make the vehicle safe then report the problem to site staff.
11. When discharge is complete, pull your vehicle forward **(but not out of the tipping hall)**, lower bodies/hoppers and check vehicle for loose waste. Then complete your vehicle operations before leaving the tipping. **Ensure any assisting crew member is in the vehicle before moving your vehicle.**
12. Proceed to the weighbridge. **Only the vehicle driver must sign the weighbridge ticket.**

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### PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

- High visibility clothing. 
- Safety boots with protective toecap & mid-sole. 
- Gloves, suitable for all tasks you undertake. 

In the Tipping Hall, the following PPE is also required:

- Hard hats. 

**Shorts must NOT be worn on this site**

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## TWO-WAY RADIOS

Two way radios may be used only if necessary by passengers. They must not be used by drivers when driving on site.

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## SMOKING - ALCOHOL - DRUGS



- Smoking is not allowed on site including in vehicles.
- Site staff may inform the authorities if it is suspected that drink or drugs are related to any accident or incident.
- Anyone believed to be under the influence of drink or drugs will have their vehicle impounded for their own safety, the safety of others, and the safety of public roads. They will then be escorted from the site, and their employer will be immediately informed.

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## ACCIDENTS, INCIDENTS AND BREAKDOWNS

- All accidents and incidents (near hits) are to be reported to the weighbridge clerk before leaving the site.
- Any damage to your vehicle incurred while on site **MUST** be reported to the weighbridge clerk **BEFORE** you leave site.
- If your vehicle suffers a breakdown or has a puncture, summon assistance from site staff by activating your vehicles hazard lights. **REMAIN IN YOUR VEHICLE** until assistance arrives.
- First aid equipment and first aiders are available on-site, ask a site staff member to help.

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## EMERGENCIES

- In the event of an emergency, you must obey all instructions given to you by site staff.
- On hearing the **FIRE ALARM** go to the assembly point.
- The Fire Assembly point is **At the EXIT Gate**
- **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 site staff aware of the situation immediately. **DO NOT TIP THE LOAD.**



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## PASSENGERS & PETS

- Children are not permitted on any Cory sites.
- Pets are not allowed on any Cory Environmental site.
- **Unless specifically authorised by the site management for an essential task, passengers must not get out of the vehicle once past the weighbridge.**

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## INSPECTIONS

Site management/staff 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 you do not allow site staff to inspect an item, you may be required to leave the site
- If a license or qualification is not available, you will be required to present it when you next visit the site.
- 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.

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## OTHER RULES

- Additional rules may apply in certain areas; clear signs will be maintained to ensure these additional rules are prominently displayed.
- 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.
- Totting is forbidden.
- Using any part of a site, as a toilet is forbidden.
- Whenever the site rules are amended, you will be issued with a revised set of the rules.

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**These rules are in place for your safety and that of others please observe them. Failure to do so will result in a Corrective Action Notice (CAN) being issued and a copy sent to your employer.**

If in doubt, please  
**STOP AND ASK**

Every vehicle using this site is required to have a copy of these rules available for the driver and crew.

**Thank you for your co-operation.**

This Site operates an Integrated Management Systems covering ISO 14001 Environment and OHSAS 18001 Health and Safety. If your actions on site have or could have an adverse impact on the environment, health & Safety or quality, please inform the site management team.