

## WSM Transfer Station Customer Drivers & Crew Site Rules

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### Vehicles and Traffic

- 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 situation.**
- Drivers must not use mobile phones or two-way radios whilst driving or operating vehicles/equipment on Enovert sites.
- You must not exceed the site speed limit (5 mph, this is walking pace).
- Always follow the designated traffic route, and all traffic signs.
- Do not leave your vehicle unattended.
- **Only the driver or unloading assistant may leave the vehicle cab while on sites, and then only for essential tasks.**
- When out of your cab take special care, as other vehicles and equipment may still be moving. If your vehicle is parked on site then the engine **MUST** be switched off.
- Whenever the vehicle is stationary, apply the parking brake.
- All skips must be lowered to the ground to be un-sheeted skips, vehicles and containers must not be climbed onto or into.
- **Follow 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.**
- As the driver, you are responsible for your vehicle. Before leaving the site, make sure it is legal to travel on public roads.
- **Never walk, or work, under an un-propped door, body, skip or backend.**



### Site Instructions

- As you arrive at or manoeuvre on the site, be aware of other vehicles, pedestrians and mobile plant.
- **The driver must ensure either all crew members stay in vehicle when on site, or disembark before entering site with the exception of one crewmember to assist with the unloading.**
- Wait on the weighbridge until advised / signalled to move off.
- Go to the disposal hall bay number or waiting area as instructed by the weighbridge clerk.
- Only enter the designated bay once instructed to do so by site staff. **Under no circumstances enter the tipping hall until instructed to do so.**
- **One crew member may exit the vehicle to assist with the unloading, but must only disembark once the vehicle has reached its tipping position. The crew member MUST then return to the cab before the vehicle leaves the tipping area.**
- Reversing assistants / banksmen are not to be used at this site.
- Discharge your load in accordance with your employers, or the vehicle manufacturer's instructions
- 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.**
- 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 vehicle is stable then report the problem to site staff.
- When discharge is complete, pull your vehicle forward, lower bodies/hoppers and check vehicle for loose waste. Then complete your vehicle operations before leaving the tipping area. **Ensure any assisting crew member is in the vehicle before moving your vehicle.**
- **All persons MUST be in front of any reversing vehicle.**
- Proceed to the weighbridge and follow any instructions.
- Parking on site other than in emergency situations is not permitted.
- **No pedestrian access is permitted by foot onto site**

### Personal Protective Equipment (PPE)

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

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

- High visibility waist coat / jacket.
- Safety boots with protective toecap & mid-sole.
- Hard hats.
- Gloves, suitable for all tasks you undertake.



## Mobile Phones & Two-Way Radios

- Mobile phones are **NOT** to be used on any Enovert site whilst driving, including approach roads.
- Two way radios may be used only if necessary by passengers. They must not be used by drivers when driving.

## 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.

## 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.

## Emergencies

- In the event of an emergency, you must obey all instructions given to you by site staff.
- The **FIRE ALARM** for the site will be.  
**Continuous ringing bell / alarm**
- The Fire Assembly point is At the Main 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.**

## Passengers & Pets

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

## 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.

## 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, who will inspect it.
- Whenever the rules here are amended, you will be issued with a revised set of the rules.
- Toting is forbidden.
- Using any part of a site, as a toilet is forbidden.

**Enovert 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.**

**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.**