

Driver's Handbook



Acknowledgment

This handbook has been jointly developed by the members of the Mineral Products Association (Hanson UK) Transport Committee and Health and Safety Committee, as a tool for working drivers to help them understand and manage the risks that they face and create when driving and operating vehicles for work. It will help people make safer choices about the way they drive and behave around vehicles.

This is a guidance document, but using the information given should help you to comply with your statutory duties in respect of safe driving and work practices. The document is not exhaustive and provides information, in no particular order, on the main risks that working drivers may encounter, as part of their everyday working lives in our industry relevant to the type of vehicle that they drive and operate.

All information contained in this document is accurate at the time of publication (February 2022). It is the responsibility of the reader to ensure they update themselves regularly on any changes to Road Traffic or Safety, Health and Welfare at Work legislation relevant to their duties.

More detailed information on general road and workplace health and safety can be found in the appendices at the rear of this document.



Introduction

Driving and operating large goods vehicles (LGVs) is a critical, if often under-recognised, part of the minerals products industry. The industry loads, transports and delivers over 200 million tonnes of materials by road every year and this supply is essential for the development of the UK's infrastructure and built environment.

Driving and operating LGVs is one of the most dangerous activities that people undertake. Every year in the UK many people are killed and seriously injured while driving for work. Sadly there are an unacceptable number of fatal incidents within the industry.

All of these incidents are preventable!

The purpose of the 'Driver's Handbook' is to make LGV drivers aware of the risks that they may face or create while driving and operating vehicles and typically understanding how to manage the risks. The handbook outlines what is required of a driver in terms of his or her, vehicle, journey and driving behaviours. In addition it deals with emergency situations and gives practical advice on what to do to help keep you safe from avoidable harm.

This handbook will help you work with your employer to avoid preventable incidents and injuries to yourself and other people when driving for work. It should be used with your employer's driving for work policies and procedures.

'DON'T TAKE THE RISK - GO HOME SAFE'

Contents

- 2** Acknowledgement
- 3** Introduction
- 6** Code of Conduct
- 10** Driver Training and Skills Card
- 12** FORS/CLOCS (or equivalent)
- 17** **Driver's Section**
- 18** Cab Safety
- 21** Driver's Behaviour
- 34** Drugs and Alcohol at Work
- 36** Smoking and Vaping at Work
- 38** Eligibility to Drive
- 39** Fitness and Health
- 40** Mental Wellbeing
- 42** PPE for all Drivers
- 44** Speed Campaigns
- 45** Speed Limits
- 46** Smart Motorways
- 49** Terrorism
- 51** **Vehicles Section**
- 52** Common Standard for Aggregates and Asphalts Tipper Vehicles
- 54** Common Standard for Bulk Powder Vehicles
- 56** Common Standard for Mixers
- 58** Common Standard for Curtain Sided Vehicles
- 60** Common Standard for Non Tipping Vehicles
- 62** Common Standard for Walking Floors
- 64** Vehicle Standards
- 68** Vehicle Breakdowns
- 69** Vehicles Inspection
- 70** Vehicle Repairs
- 72** Vehicle Tailgates
- 73** Vehicle Chutes
- 74** **Site Operations**
- 75** Arrival on Site - Site Induction
- 76** Arrival on Site - Site Facilities
- 78** Accident Reporting and Management
- 80** Access Egress into Vehicle Cabs

Contents

- 81** Access Egress into Tipper Bodies
- 82** Sheeting and Un-Sheeting
- 83** Access and Egress onto the Back of Vehicles
- 84** Cleaning Out
- 85** Safe Access and Safe Cleaning of Drums
- 89** Traffic Marshall
- 90** Chute Work
- 92** Safe Loading and Unloading
- 94** Safe Loading and Tipping Operations
- 96** Safe Practices for Drivers
- 97** Loading and Unloading of Bulk Powder Tankers MPA customer site safety scheme
- 100** Load Security (Curtain Sider, Low Loader, Crane Lorry, Flatbed)
- 101** Loading Procedures on Building Product Sites
- 102** DVSA - Load Security Enforcement Matrix
- 104** Deliveries to Highways/Roadwork Sites
- 109** Fork-lift Trucks/Mobile Plant
- 110** Overtuns - Vehicle Exclusion Zone Guidance
- 112** Overtuns - All Vehicles
- 114** Truck Mixer on Highway Stability
- 115** Overhead Obstructions
- 116** Use of Release Agents
- 120** Safe Addition of Fibres and Additives
- 122** Safe Vehicle Cleaning Using Diluted Acid
- 124** Addax (or equivalent system)
- 126** **Reference**
- 127** Website Links
- 128** Driver Details
- 129** Site Induction Record
- 130** Receipt of Issue (to be removed)
- 132** Notes



Code of Conduct

Professional Driver

I agree to adopt this code of conduct. I accept that as a professional driver I have responsibilities under both chain of responsibility and Health and Safety (H&S) legislation to maintain my fitness for duty and not accept unsafe practices or breaches of the law. I share the road with other road users to improve community safety.

1. I recognise and accept my obligations as a professional driver.
 - ✓ **DO** - Ensure you conduct yourself in a polite and considerate manner at all times as an ambassador for the industry, your company and Hanson UK
 - ✓ **DO** - Ensure you drive with consideration for all road users and pedestrians
 - ✓ **DO** - Support safety within the workplace
 - ✓ **DO** - Actively support this code and promote it to other drivers
 - ✓ **DO** - Encourage safety on the road
 - ✓ **DO** - Maintain your professional knowledge through Driver Certificate of Professional Competence (DCPC) and recognised industry schemes.
2. I undertake to comply with all road laws, and be considerate of others:
 - ✓ **DO** - Be professional at all times
 - ✓ **DO** - Ensure you're fit for duty – alert, healthy and prepared for the driving task
 - ✓ **DO** - Observe speed limits and seat belt laws
 - ✓ **DO** - Observe working time regulations and 'Rules on Driver's Hours and Tachographs'
 - ✓ **DO** - Observe drug and alcohol laws
 - ✓ **DO** - Leave a safe distance between other vehicles
 - ✓ **DO** - Travel in left lanes unless overtaking
 - ✓ **DO** - Adopt a considerate driving style, reducing noise when operating in a built up area
 - ✓ **DO** - Obey all other laws and operate to 'The Highway Code'.

Code of Conduct

Professional Driver

3. I support the introduction of company 'Safe Systems of Work' that include practices and procedures to reduce the risk of injury or death at our own and customer locations.
4. I take pride in my vehicle and conduct regular checks to ensure my vehicle and the load remains in a safe condition:
5. I understand that driver distraction is a risk and I will reduce this.
 - ✓ **DO** - Fully prepare for any journey to avoid being distracted when driving.
 - ✗ **DON'T** - Use mobile phones, two way radios or other forms of communication whilst in control of a vehicle in accordance with company rules
6. I actively support this code of conduct for the purpose of promoting compliance with laws and promoting safe behaviour, within the workplace and on the road.
7. I undertake to actively participate through my Health and Safety representatives and managers to commit to industry codes of conduct, codes of practice and safety guidelines found in this handbook.

Company:

Print Name: Signature:

Date:

Code of Conduct

Professional Driver

All drivers delivering on behalf of Hanson UK, are required to have passed an MPQC Site Safety Awareness course. Upon taking and passing the Site Safety Awareness course, drivers will be issued with an mp connect card.

The mp connect card is a digital card that will be scanned at sites to prove a driver's competencies are valid to enter the site safely.

Details of the drivers training record and relevant site-specific information such as site inductions, will be stored onto the mp connect card, giving a driver access to a fully integrated learning management system which holds a library of e-Learning courses, toolbox talks, safety nudges and incident alerts. The mp connect card is renewable via an annual subscription.

The mp connect card is ultimately designed to ensure the industry's high standards in Health and Safety are not only maintained but are continuously raised, making the industry a safer place for not only you and your colleagues but for everybody around you.

mp connect

- A state-of-the-art card-based system
- A fully integrated Learning Management System
- Replacement for the variety of cards currently in use
- A fully functioning record of achievement
- Evidence of qualifications and training undertaken
- Industry agreed e-Learning, toolbox talks and training that will avoid unnecessary duplication of training when operating between different companies
- Access to a suite of e-Learning courses at no additional cost
- Safety nudges offering real-time information on alerts and incidents
- Guaranteeing industry standards are achieved to help make the sector a safer place to work
- Earning and holding the card ensures that everyone has achieved the same standard



Driver Training and Skill Cards

Driver Licences

All drivers who operate on behalf of Hanson UK must hold the appropriate license and a Driver Qualification Card (DQC) and hauliers must have a robust system in place to check driver's licences at least every 6 months.



- Drivers must have a current license for the class of vehicle being driven
- The license must have an up to date address
- Drivers may be asked to produce their license when operating on Hanson UK sites
- Drivers must present other cards such as Driver's Skills Cards (DSC) on request.

Legal Requirements

The holder of a license must produce it on request to a police officer or traffic examiner. If the license cannot be produced at the time of request, it must be produced to:

- The Police – at a Police Station of the driver's choice within 7 days
- Traffic Examiner – at the Traffic Area Office within 10 days.

Note: It is your responsibility to notify your manager immediately of any endorsements placed on your driving license.

Driver Training and mp connect card

Training

All operators of crane lorry loaders must have completed industry approved training and been awarded the appropriate certification to operate the lifting equipment. There is a choice of registered bodies that have Health & Safety Executive (HSE) recognition of this training.



Construction Industry Training Board
All courses should be accredited to JAAPT (Joint Approvals Unit For Periodic Training).



The Association of Lorry Loader Manufacturers and Importers



National Plant Operators Registration Scheme Limited



MP Skills

mp connect card



All drivers delivering for Hanson UK require a DSC (MPQC or other industry recognised scheme) and must carry this with them and will be asked to provide proof. Drivers should also be trained on VRU (Vulnerable Road Users) and SUD (Safe Urban Driving). Check with your certification scheme for exact course requirements.

The MPQC Driver Skills Card has a hologram and background image, which cannot be reproduced in the above sample for security purposes.

FORS/CLOCS (or equivalent)

Vulnerable Road Users

Hanson UK and its members are committed to improving road safety and are actively involved in many initiatives around the UK to reduce traffic related incidents and improve the image of the industry.

A key part of this is the reduction in incidents involving construction industry vehicles and vulnerable road users.

Who are Vulnerable Road Users?

Vulnerable Road User is a term applied to those most at risk in traffic:

- Pedestrians
- Cyclists
- Motorcyclists
- Horse riders
- Learner drivers/Inexperienced drivers/Elderly drivers
- Animals
- Mobility scooters
- E Scooters
- Children
- Older and disabled people

Pedestrians

- More than 60 child pedestrians are killed or seriously injured every week, children often misjudge the speed and intentions of drivers and are easily distracted
- Nearly half of all pedestrians killed are aged over 60
- Older people may have difficulties in seeing or hearing approaching traffic and may have decreased mobility.

Cyclists

- Around 75% of fatal or serious cyclist accidents occur in urban areas
- Around half of cyclist fatalities occur on rural roads
- 75% happen at/near road junctions or roundabouts
- 80% occur in daylight – but night time incidents are more likely to be fatal
- Almost one quarter of the cyclists killed or injured are children.

Cyclists and large goods vehicles (LGVs)

- LGVs (Large goods vehicles) present a particular danger for cyclists, especially in urban areas where around 20% of cyclist fatalities involve an LGV
- These often occur when an LGV is turning left at a junction
- About one quarter of incidents resulting in serious injury to a cyclist involves an LGV, bus or coach passing too close to the rider.



Motorcyclists

- Motorcyclists represent 1% of traffic yet account for up to 20% of the deaths and serious injuries on our roads
- Motorcyclists are 40 times more likely to be killed than car drivers
- Recent European research reveals that nearly 70% of motorcycle accidents involved a car, lorry or bus and that approximately 55% of accidents occur at junctions
- It is unlikely that in all these cases the motorist failed to look but rather failed to see the motorcyclist.

CLOCS

Clients: Take ownership of road safety in your supply chains

The CLOCS Standard enables a fair and consistent approach to managing safety beyond the site gate, aiming for zero harm across all construction operations.

- CLOCS is a fair national standard for operators to adhere to.
- Work together to raise safety standard and ensure compliance
- Become an integral part of raising road safety standards and protecting vulnerable road users

Ensure your fleet operators meet the CLOCS Standard

For CLOCS visit www.clocs.org.uk

FORS

Operators: Demonstrate compliance to CLOCS through FORS

FORS is an accreditation scheme delivering safety, environment and efficiency benefits for the fleet operators by encouraging the adoption of best practice industry standards.

- Demonstrate compliance with the CLOCS Standard through FORS
- Show your commitment to being a safe and compliant operator
- Become an integral part of raising road safety standards and protecting vulnerable road users

Discover how your operation can benefit from FORS - register now!

To register with FORS visit www.fors-online.org.uk

FORS and CLOCS are examples of current standards that enable a vehicle operator to meet the requirements of delivering to our industry.

FORS (or equivalent)

Fleet Operator Recognition Scheme

An accreditation scheme covering safety, fuel efficiency, emissions and improved road transport operating standards.



CLOCS (or equivalent)

Construction Logistics & Community Safety

An initiative to improve vulnerable road user safety related to the delivery of construction materials.



Driver's Section

Cab Safety

Seatbelts, Loose Items, Unauthorised Passengers and Animals

Whilst driving on a Hanson UK site or on our customer delivery sites, drivers are required to wear a seatbelt AT ALL TIMES to minimise the risk of injury in the event of a collision or rollover. It is also good practice to wear your seatbelt on low speed reversing manoeuvres and many companies enforce this however, check with your supervisor for the local rules.

In rollover crashes, injury outcomes to the driver and/or occupants of a truck can be more severe.

Failure to wear the seatbelt increases the risk of being ejected from the vehicle or being thrown around the interior of the cab.

- ✓ **DO** - Secure all loose items in the cab to prevent being injured in the event of a collision
- ✓ **DO** - Wear your seatbelt
- ✗ **DON'T** - Allow dogs or any other animal in cabs (or on site)
- ✗ **DON'T** - Allow children in cabs (or on site)
- ✗ **DON'T** - Place objects in main field view of windscreen.



Cab Safety

Mobile Phones

Using a mobile phone whilst driving (even with hands free or bluetooth) increases the risk of having an accident. Ideally avoid their use entirely whilst driving (refer to Hanson rules). If this is not the company policy, consider the following:

- Legislation makes using hand-held mobile phones and electronic devices whilst in control of a vehicle illegal and this is also strict company policy.
- Using electronic equipment while driving can be a distraction. If you are involved in an incident while operating such equipment, you could be liable to prosecution.
- Although company vehicles are fitted with Bluetooth or equivalent hands-free technology, you are responsible for the safe control of the vehicle at all times.
- You are not required to answer a phone while driving. If you do take a hands-free call, be brief as research shows driver reaction times are considerably slower during a phone conversation. For this reason, Microsoft Teams meetings calls and conference calls are not permitted while in control of a vehicle.

You can only take a phone call if:

- you are using the hands-free function
- your mobile phone is securely and safely positioned, i.e. not placed so it obscures driving instruments or on a surface where it could fall on the floor.
- You are strictly prohibited from reading or sending text messages, emails, chats, posts or other messages whilst in control of a vehicle.
- If you are using satellite navigation system, do not touch it while driving.

Cab Safety

In Cab Technology

Satellite Navigation Systems

- ✓ **DO** - Program these before the journey begins
- ✓ **DO** - Position them out of reach as they should not be physically adjusted during the journey
- ✗ **DON'T** - Mute them as this might encourage you to take your eyes off the road ahead
- ✗ **DON'T** - Allow the device to obscure your main line of sight.

Other Electronic Devices (iPod or equivalent)

- ✓ **DO** - Set up any entertainment system e.g. a cd or iPod to the vehicles radio system before you begin your journey
- ✓ **DO** - Position them out of reach as they should not be adjusted during the journey
- ✗ **DON'T** - Use ear pieces under any circumstances
- ✗ **DON'T** - Allow the device to obscure your main line of sight.



Driver's Behaviour

Driving Conduct

You are our Ambassador

Your conduct on the road is important. It has a direct impact on public attitudes towards Hanson UK and the Industry. As a professional driver it is important to maintain the standards and codes of conduct that go above and beyond those of non-professional drivers. Always drive within the road traffic regulations and the Highway Code.

Watch Your Speed

- ✓ **DO** - Always drive within the speed limits and take care in villages and built up areas.

No Aggressive Driving

- ✗ **DON'T** - Intimidate other road users by driving too close or at excessive speed
- ✗ **DON'T** - Tailgate.

No Convoying

- ✓ **DO** - Leave room for lighter vehicles to overtake without having to pass more than one LGV at once
- ✗ **DON'T** - Run in convoy.

Reduce Noise

- ✓ **DO** - Drive in a manner which minimises noise from engines, bodies and suspensions, particularly in villages and built up areas and especially in the early morning and late at night.
- ✓ **DO** - When unladen further reduce speed over speed bumps or on rough terrain

Lane Discipline

- ✓ **DO** - Always keep to the left-hand lane unless overtaking slower vehicles
- ✓ **DO** - Remember to use the mirror, signal and manoeuvre routine before changing lanes
- ✓ **DO** - Remember when driving on the motorway, watch out for any vehicle in the right hand lane moving back into the left, as most vehicles will be travelling faster than you
- ✗ **DON'T** - Use the extreme right-hand lane on a three-lane or four-lane motorway unless permitted.

Driver's Behaviour

Planning Ahead

Use a planned system of driving:

The road around you is made up of different zones of visibility. In some areas your view will be good and in others you will only be able to see what is immediately in front of you. Where your view is restricted, use alternate sources of information making the most of any glimpses of 'wider views' that you can get.

On the approach to a hazard where the view is restricted, use every opportunity to get more information about the road ahead.

For example:

- ✓ **DO** - Consider the curvature of a row of trees or lamp posts
- ✓ **DO** - Look for reflections in shop windows
- ✓ **DO** - Check the angle of approaching headlights
- ✓ **DO** - Check the angle of shadows cast by headlights and other lights
- ✓ **DO** - Look for open spaces and breaks in hedges, fences and walls in the approach to a blind junction.

Next time you drive along a familiar route, make a mental note of the opportunities to use additional sources of information.

Acting appropriately

POSITION

- ✓ **DO** - After giving a signal, take up the correct position on the road. You may need to check your mirrors again before changing course.

SPEED

- ✓ **DO** - Adjust your speed to the correct level for the hazard by using the brakes or engine braking system.

GEAR

- ✓ **DO** - Once travelling at the right speed, select the correct gear to negotiate and accelerate away from the hazard.

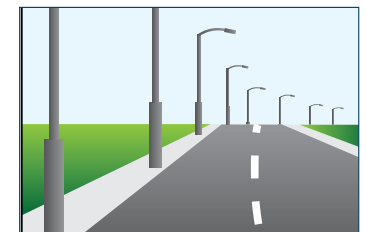
Safer driving means:

- Less injuries and fatalities on our roads
- Less accident damage to vehicles
- Less unproductive downtime for vehicle repair
- Reduced insurance premiums.

Using fuel more efficiently means:

- Lower costs
- Improved profit margins
- Reduced emissions
- Improved environmental performance.

The curvature of a row of trees or lamp posts



Reflections in shop windows



Driver's Behaviour

Bridge Strike

What is a bridge strike?

- A bridge strike is an incident in which a vehicle, its load or equipment collides with a bridge.
- Most bridge strikes occur where roads pass under railway bridges.

Prevention of bridge strikes

Your responsibilities are to:

- Know your vehicle height and width
- Know your route
- Obey traffic signs

Before commencing a journey check:

- The security and safety of the load
- The height of the cab
- The height of the trailer, its load and equipment
- That the correct maximum height is displayed in the cab
- The maximum vehicle width

Do not rely on the information on the headboard as coupler heights can vary. Report any discrepancy between the measured height and that shown on the headboard to your Transport Manager



What action should be taken if a bridge strike occurs?

On the approaches to bridges with a vehicle height restriction, signs might be provided to give you advance warning of the restriction.

This is to help you take an alternative route avoiding the low bridge. You should be aware, however, that advance warning signs are not provided at all low bridges.

At a railway bridge

- Step 1:** - Report the bridge strike to the Rail Authority immediately so that trains may be stopped from crossing the bridge
 - Telephone the number shown on the identification plate on the bridge.
 - Do not wait until you return to your depot before reporting the bridge strike.
- Step 2:** - Advise the police using the 999 system.
 - Any road traffic collision that causes damage to a 3rd party must be reported. Each bridge strike causes damage to a bridge, and must therefore be reported.
- Step 3:** - Report the bridge strike to your employer.
- Step 4:** - Keep the public away and do not move your vehicle.
 - At any other bridge
 - Report the bridge strike to the Police using the 999 system and then your employer.
 - Keep the public away and do not move your vehicle.

At any other bridge

Report the bridge strike to the Police using the 999 system and then your employer.

Keep the public away and do not move your vehicle.



Example identification plate at rail bridge

Driver's Behaviour

Reporting of debris and issues on high-speed roads.

Driving on motorways and trunk roads across England is a daily occurrence for millions of people. They are relied upon to be safe and free flowing for all journeys.

They are important to Hanson and other companies who transport large volumes of perishable products like asphalt and concrete around the country. Delays because of debris on the road, or road traffic accidents can prevent perishable material getting to site while still workable or more commonly causes disruption, delay and diversions to deliveries.

National Highways is the organisation who is responsible for keeping the motorways and trunk roads in England free flowing - this includes clearing debris, responding to traffic accidents, and cleaning of spills. As Hanson have many drivers, workers and staff who routinely drive on these motorways and trunk roads, we can assist National Highways keeping them free flowing with prompt reporting of incidents and any issues we observe.

Add the National Highways 24-hour Customer Contact Centre number 0300 123 5000 into your phone contacts,

and where and when you are in a suitably safe position to do so, report any issues or observations you make to National Highways to enable them to respond quickly.

Providing accurate location for an issue or observation is important. On most National Highways's roads marker posts are installed at 100 metre intervals - in the verge, mounted on safety barrier, bridge parapets. Some roads also have marker signs installed at 500 metre intervals.



Marker posts and marker signs show:

- **Road Number** you are travelling on - e.g. M6
- **Direction of Travel** - e.g. A, B or others for slips, links, etc. 'A' track typically on side of carriageway where junction numbers increase during travel. 'B' track typically on side where junction numbers decrease during travel.
- **Distance** (kilometres) from start point of the road, e.g. 235.5km
- **Pointer** showing the direction of the nearest emergency phone, provided on the road network.

Please also consider talking with your family and friends about what they would do if they had a vehicle breakdown on a high-speed road, particularly on smart motorways where the hard shoulder has been replaced a permanent/temporary traffic lane. To help keep both you and them safe, guidance on what to do in the event of a breakdown is provided in the Highway Code and on the gov.uk website.



Driver's Behaviour

Weight Restrictions

There are two types of weight restriction:

Environmental

- to prevent damage to the highway infrastructure (carriageway, footways, street furniture) and buildings
- protect the character and environment of rural areas, villages and residential estates
- manage congestion on our roads
- reduce risks to vulnerable road users, including pedestrians and cyclists

Structural

- The route contains a road or bridge that cannot physically sustain the weight of heavier vehicles

In many cases, areas that are covered by an environmental weight limit can be accessed (except for access), but only under the following conditions:

- vehicles making deliveries or collections at premises within the restriction
- vehicles working on or near the roads in question
- emergency service and military vehicles
- buses, coaches and other public service vehicles

A structural restriction has no exceptions and any overweight vehicle using this route, for any reason, will be breaking the law.

Vehicles using environmentally restricted routes without any genuine reason (rat runs, diversions etc) are subject to prosecution by the Police or Local Authority. LGV operators can also be reported to the Traffic Commissioner, who can take action against, both, the operator and the driver responsible.

Drivers MUST:

- Be aware of their route before leaving depot
- Be vigilant of road signage and obey instruction at all times
- NOT proceed into a restricted area unless they are delivering within its bounds (only when marked as 'Except for Access')

Whilst SatNavs are a useful aid to getting around, they do not account for weight limits and other restrictions, unless specifically programmed to.

Routes marked as 'Unsuitable for Large Vehicles' (blue signs) are not subject to any legislative restrictions, but are clearly marked to highlight routes that may pose a significant hazard to large vehicles and should be avoided, where possible.

Some roads may be restricted by characteristics other than weight. This could include width, height or vehicle type. The penalties for breaches and the routes to enforcement are the same for these restrictions.

Driver's Behaviour

Defensive Driving

Defensive Driving is a combination of:

- Knowledge
- Attitudes
- Skills and techniques
- The way you put those skills into practice.

All four elements must be in place if you are going to drive effectively and safely.

Defensive Driving is a set of fundamental principles which, with the correct attitude and sufficient skill, will guide your actions.

A defensive driver learns to:

- Control their vehicle with precision
- Drive with concentration and awareness
- Anticipate the actions of others
- Act appropriately at all times, and
- Leave a comfortable safety margin all around their vehicle – especially to the front.

Use a planned system of driving

GET INFORMATION

✓ **DO** - Look, Assess, Decide.

Observe all around you, using your mirrors to assess the situation behind.

GIVE INFORMATION

✓ **DO** - Mirror, Signal.

Give a signal to other road users. Use of indicators will be the normal method, but consider arm signals, horn and lights. Flashed headlights are often used incorrectly, only flash your lights to let other road users know that you are there.

✗ **DON'T** - Flash your lights to convey any other message or to intimidate other road users.

Driver's Behaviour

Whatever the Weather

Who knows what's round the corner when bad weather strikes.

Before you make your journey . . .

- ✓ **DO** - Make sure the screen wash contains sufficient water and winter additive
- ✓ **DO** - Check that all the lights are in full working order and clean
- ✓ **DO** - Ensure screen and windows are all clear INSIDE and OUT.

Winter watch

Always be prepared in case you get stuck.

- ✓ **DO** - Keep a fully charged mobile phone
- ✓ **DO** - Keep warm clothing and a blanket
- ✓ **DO** - Carry a Hi-vis jacket
- ✓ **DO** - Carry a working torch
- ✓ **DO** - Carry a spade or shovel
- ✓ **DO** - Know your route and ensure your mobile phone is working, although do not use it whilst driving
- ✓ **DO** - In severe weather always check with your supervisor before attending to your vehicle and prior to making any delivery.

REMEMBER braking distances can be 10 times longer in bad weather – **Keep your distance.**

Summer sense

- ✓ **DO** - Drink plenty of fluids on a long journey
- ✓ **DO** - Reduce speed if the sun is directly in front of you reducing your vision
- ✓ **DO** - Wear sunglasses to reduce glare
- ✓ **DO** - Be aware of increased agricultural traffic
- ✓ **DO** - On open roads, ensure you have plenty of fresh air by opening a window
- ✗ **DON'T** - Forget that excess heat can induce drowsiness.

Driver's Behaviour

How MYSPACE Works

- ✓ **DO** - ALWAYS carry out one/two minute mental and visual risk assessment, upon arrival at site
- ✓ **DO** - As a driver, imagine a safety zone around your vehicle which you can control – this is your **MYSPACE**. Then consider:-
 - What do I do inside **MYSPACE**.?
 - What or who can intrude into **MYSPACE**.?
 - How can I get hurt?
 - What do I do about it?
 - What happens when I leave **MYSPACE**.?
 - How can I control low risk areas?
- ✓ **DO** - Consider how you as an individual can manage the risk, and if the risk is too high and it is unsafe for you to deliver, inform your immediate supervisor / contact and await further instruction.
- ✓ **DO** - Report any issues via your Near Hit/Near Miss/Hazard reporting
- ✗ **DON'T** - Ever put yourself or anyone around you at risk.

Mind where you park
You are in charge
See and be seen
Protect others
Access all around
Clean your environment
Escape route



Driver's Behaviour

Driver's Hours

Driving hours are limited in order to keep you and other motorists safe on the road as tiredness and fatigue can reduce your reaction time and impair your judgement.

	Current Rules
Daily driving	9 hours, which can be extended to 10 hours twice a week.
Weekly driving	A maximum of 56 hours.
Fortnightly driving	A maximum of 90 hours in any two consecutive weeks.
Breaks from driving	Total of 45 minutes break to be taken at or before the end of 4.5 hours continuous or cumulative driving. The 45 minute break may be split into two breaks, the first at least 15 minutes long, the second at least 30 minutes long.
Daily rest	11 hours rest in the 24 hours period which begins at the end of the last daily/weekly rest period. May be reduced to a minimum of 9 hours no more than three times between any two weekly rests periods. Reductions do not require compensation.
Split daily rest	Split daily rest can be taken in two periods, the first period being at least 3 hours long and second at least 9 hours long. 45 hours can be reduced to 24 hours at base or away from base.
Weekly rest	Reductions must be compensated by the end of the third week following the week of reduction. In any two consecutive weeks a driver must take at least two regular weekly rest periods (of 45 hours each) or one regular weekly rest period and one reduced weekly rest period of at least 24 hours.

Road Transport Directive (WTD) No mobile worker can work actively for more than 6 hours without a break. A break is at least 15 mins in duration. If a duty consists of between 6 and 9 hours of active work then a break/breaks totalling 30 minutes must be taken. If a duty consists of more than 9 hours of active work then breaks totalling 45 minutes must be taken.

Drugs and Alcohol at Work

Hanson UK require employees and contractors to be able to properly perform their duties unimpaired by the effects of drinking alcohol or taking drugs. Hanson UK encourage employee and contractors to come forward for help and support. Hanson UK aim to eliminate alcohol and drug misuse in the workplace by increasing employees' and contractors' awareness of its dangers.

- ✓ **DO** - Promote a culture in which alcohol and drug misuse is discouraged
- ✓ **DO** - Ensure that employees' or contractors' use of either alcohol or drugs does not impair the safe and efficient running of the organisation, or result in risks to the health and safety of themselves, colleagues, customers and the general public
- ✓ **DO** - Be aware that in the event of an individual failing an alcohol or drugs test, or refusing to take a test, the individual will be permanently excluded from site. The contractor could be deemed in breach of their contract
- ✓ **DO** - Be aware that Hanson UK managers have the right to prohibit any person or activity on site should they suspect alcohol or drug misuse even if they are unable to instigate testing
- ✓ **DO** - Use the employee assistance programme or speak to your manager or HR team. Tel: 0800 716017



Drugs and Alcohol at Work

Alcohol

- ✗ **DON'T** - Drink alcohol or be under the influence of alcohol at work

Remember that drinks the night before can still be in your system putting you over the limit. Where there are local rules in force governing the limit of alcohol that are stricter than those contained in the Policy, the local rules shall take precedence

Some delivery sites may have local limits that are below the drink drive limit.

Drugs

- ✓ **DO** - Be aware that as a driver prescribed or over the counter medicines may affect your ability to drive. As an employee, that may mean that you need to inform your manager or supervisor

A list of common drugs which can affect your driving can be found via the reference section of this document

- ✓ **DO** - Complete a drug test if you are asked by Hanson UK to do so
- ✓ **DO** - Ask for the Company Policy if you wish to learn more about the Hanson UK stance on drugs and alcohol.

- ✗ **DON'T** - Consume substances of any kind (including legal highs or prescription drugs) that may impair your ability to drive either on site, in company vehicles or before coming onto site
- ✗ **DON'T** - Offer drugs or medication to colleagues.

Smoking and Vaping at Work

Hanson UK operate in compliance with the Health Act 2006, which requires no smoking in enclosed public places. Smoking is also prohibited in all commercial workplaces which includes the cabs of lorries. We have a legal and moral duty to protect the health of our employees and others and where we can, to encourage those smokers who wish to do so to kick the habit.

- ✓ **DO** - Smoke in authorised zones only. If you are visiting a site, make yourself aware of the designated smoking zones as soon as you arrive
- ✓ **DO** - Try to give up. The NHS Smoking Helpline is free on 0800 169 0169 or visit www.gosmokefree.co.uk, or ask your local GP
- ✓ **DO** - Ensure you put the residues into a proper container once you have finished
- ✓ **DO** - Remember that Hanson UK regard e-cigarettes in the same way as normal cigarettes so the same rules apply but try and separate yourself from tobacco users
- ✓ **DO** - Ensure that your cab has a no smoking sticker displayed.

- ✗ **DON'T** - Smoke in work places. Work places includes the cab of your vehicle, mobile plant, vans, company cars and pool cars even if you are the only occupant. Breaking this rule may result in disciplinary action or exclusion from site for a visitor or contractor, as it is our responsibility to ensure the health of all of our employees
- ✗ **DON'T** - Smoke in vehicles including company cars, pool cars, mobile plant, lorries, vans, even if you are the only driver. This is on the basis that other employees may use the vehicle from time to time
- ✗ **DON'T** - Smoke next to fuels, flammable gases or vehicles unloading such materials.

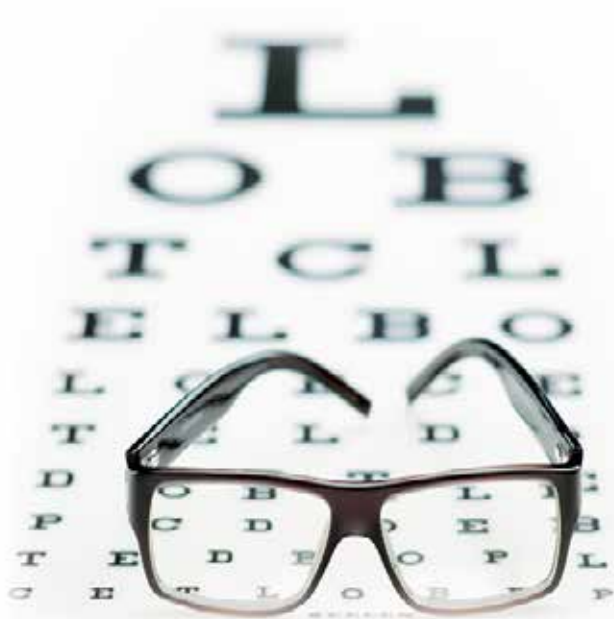


Eligibility to Drive

Eyesight Checks

You **MUST** be able to read a vehicle number plate, in good daylight, from a distance of 20 metres (or 20.5 metres where the old style number plate is used). If you need to wear glasses (or contact lenses) to do this, you **MUST** wear them at all times while driving. The police have the power to require a driver to undertake an eyesight test.

It is recommended that you get your eyesight checked at least annually (6 monthly if a member of FORs or equivalent scheme) to ensure capability to drive legally.



Fitness and Health

Staying fit and healthy is important to maintain a good quality of life as well as ensuring that you are fit to drive and carry out your job. If you have any health conditions that affect your driving you must advise your employer and inform the DVLA immediately. Failure to do so may lead to your license being revoked by the Traffic Commissioner.

- ✓ **DO** - Schedule set times for food
- ✓ **DO** - Schedule in a daily exercise plan
- ✓ **DO** - Opt for healthier food options and maintain healthy meal sizes
- ✓ **DO** - Snack to a schedule on healthy options such as fruit, nuts or protein bars
- ✓ **DO** - Consume plenty of water and ensure it is always available in your cab
- ✓ **DO** - Regularly wash your hands, especially before eating
- ✓ **DO** - Get plenty of rest. The amount of rest is mandated by your working time directives but ensure you are using this time to recuperate
- ✓ **DO** - Replace lost vitamins, preferably by eating fruit and vegetables but alternatively through a course of vitamin supplements
- ✓ **DO** - Keep your mind active. Listen to audio books, learn a new language or try different music genres in order to stimulate your mind and alleviate boredom
- ✓ **DO** - Stay connected with home by catching up with family on your breaks or sharing experiences with family
- ✓ **DO** - Be aware that some sites may require a fitness to work certificate to demonstrate compliance with specific local site procedures
- ✗ **DON'T** - Eat or drink whilst driving.

Mental Wellbeing

Hanson UK has championed Mates in Mind, an organisation committed to raising the awareness of and addressing the stigma of poor mental health. The aim is to improve positive mental wellbeing in the UK Mineral Products supply chain that underpins construction.

The stigma associated with mental health is a serious issues that will require a concerted and collaborative effort making open discussion socially acceptable.

Everyone has mental health, and just like our physical health, sometimes things go wrong. However it's not as easy to spot the signs, and often, it's difficult to know who, when and where to turn to.

Signs to be aware of in yourself and others:

Emotional signs

- overwhelmed
- irritable and “wound up”
- anxious or fearful
- lacking in self-esteem

Mental signs

- racing thoughts
- constant worrying
- difficulty concentrating
- difficulty making decisions

Physical signs

- headaches
- muscle tension or pain
- dizziness
- sleep problems
- feeling tired all the time
- eating too much or too little

Behavioural signs

- drinking or smoking more
- snapping at people
- avoiding things or people you are having problems with

health assured
Employee Assistance Programme
A 24 hour helpline from Health Assured to support you through any of life's issues or problems.

About your Employee Assistance Programme (EAP)
Sometimes it can be difficult to balance the pressures of work and home life. Health Assured provide caring support to both you and your immediate family so you can give your best in life.*

What can I use this service for?

Family issues	Financial information	Legal information
Medical information	Relationship advice	Housing concerns
Alcohol or drug issues	Childcare support	Stress & anxiety
Gambling issues	Domestic abuse	Retirement
Consumer issues	Tax information	Bereavement

24/7 Confidential Support
Your call will be handled by an experienced therapist or advisor, who will offer support in a friendly, non-judgmental manner.

Online Health Portal: healthassuredeap.com

Webinars	Health e-Hub app	Four-week programmes
Nutritional advice	Health checks	Fitness advice
Financial wellbeing	Medical factsheets	Budgeting

Employee Assistance Programme **h a**

- Stress & anxiety
- Debt
- Work
- Lifestyle addictions
- Relationships
- Legal

FREE 24 HOUR Confidential Helpline
0800 716 017
healthassuredeap.com

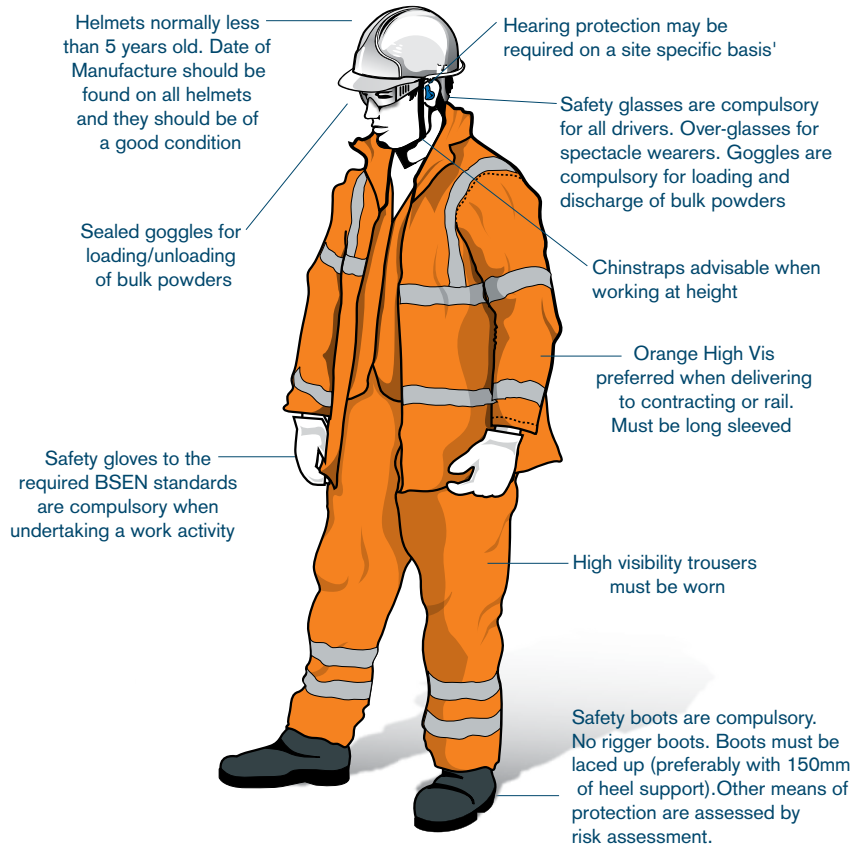
Download the Health e-Hub now

*Dependents must be in full time education, aged 16 to 24, living in the same household.

Confidential Free Helpline for all Hanson UK Employees

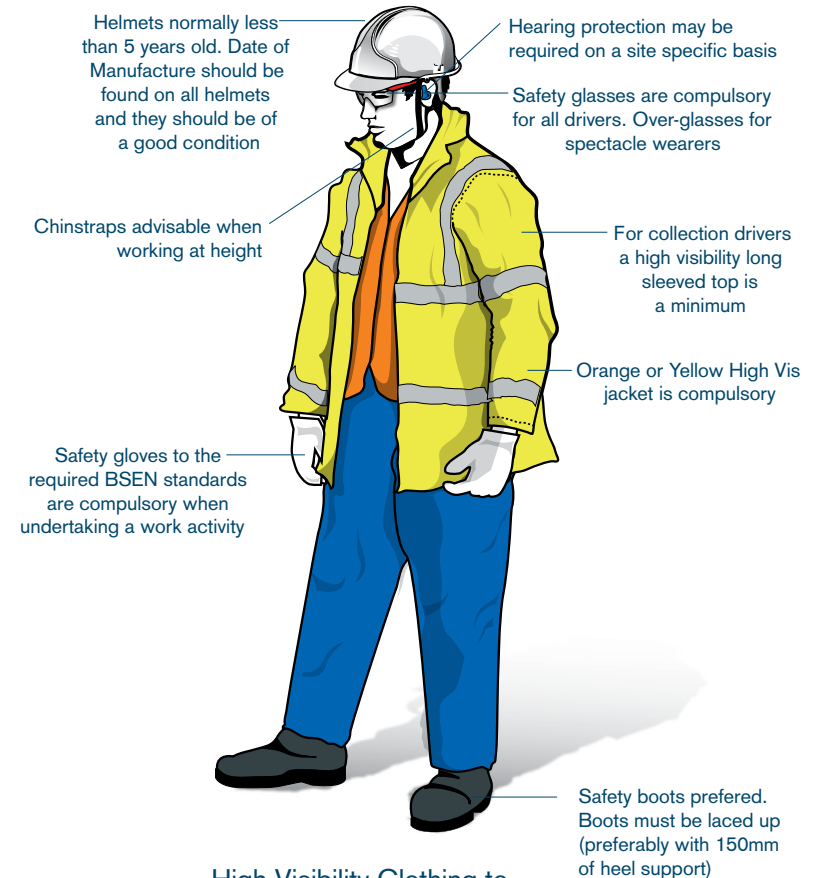
PPE for all Driver's

Delivery Drivers



High Visibility Clothing to EN20471 Class 3 - High Speed Roads

Collect Drivers



High Visibility Clothing to EN20471 Class 2 MINIMUM Class 3 preferred

FOR DELIVERY OR COLLECT DRIVERS WITHOUT APPROPRIATE PPE REFER TO LOCAL SITE RULES

Speed Campaigns

Speeding Facts

- Every year, almost 3,500 people are killed or seriously injured in crashes on UK roads where speed was a factor
- The risk of death is approximately 4 times higher when a pedestrian is hit at 40mph than at 30mph
- Speed is one of the main factors in fatal road accidents
- More than half of UK drivers admit to driving too close to the vehicle in front on motorways and not maintaining the minimum braking distance
- We ask everyone who regularly see drivers on sites to help to reinforce the site rules, such as speed limits and challenge drivers where necessary.

This is not just lorry drivers, but also includes forklift trucks, loading shovels and other mobile plant. Please react appropriately if you are challenged. It is only because people care for your safety.



Speed Limits & Prevailing Conditions



Hanson UK sites have standard speed limit rules, which are always indicated at the entrance, and are also briefed to drivers during the Site Induction Process.

Hanson UK also expect drivers to comply with public highway and UK regulations, and for drivers to adhere to site specific rules when on customer sites.

	Built up area (street lit)	Single Carriageways	Dual Carriageways	Motorways
Type of vehicle	mph	mph	mph	mph
Cars and motorcycles (including car-derived vans up to 2 tonnes maximum laden weight)	30	60	70	70
Cars towing caravans or trailers (inc. car-derived vans and motorcycles)	30	50	60	60
Buses, coaches (not exceeding 12 metres in length)	30	50	60	70
Goods vehicles/vans not exceeding 7.5 tonnes maximum laden weight	30	50	60	70*
Goods vehicles (exceeding 7.5 tonnes maximum laden weight) in England and Wales	30	50	60	60
Goods Vehicles (exceeding 7.5 tonnes maximum laden weight in Scotland)	30	40	50	60

*60mph if articulated or towing a trailer

Smart Motorways

Smart motorways use innovative technology to actively control traffic flows and improve your journey. By varying speed limits and using the hard shoulder as an extra lane during busy times, it can help you to avoid having to brake or be at a standstill so that you get to where you need to be on time.

- ✓ **DO** - Obey the mandatory speed limits displayed in the red circles
 - ✓ **DO** - Stay out of lanes which show a red X as these indicate lane closures
 - ✓ **DO** - Plan your journeys making yourself aware of what type of motorway you will be travelling on
 - ✓ **DO** - Respect roadside workers who are working to improve the motorways
 - ✓ **DO** - Use emergency refuge areas, motorway service station or leave the motorway if you experience a breakdown
- ✗ **DON'T** - break the speed limits
 - ✗ **DON'T** - use the refuge areas unless in the case of an emergency
 - ✗ **DON'T** - Use the hard shoulder unless overhead signs indicate that you may do so

Smart Motorways

Controlled motorway – these use variable speed limits



Controlled motorways have three or more lanes with variable speed limits. The hard shoulder is separated from live lanes by a solid white line and should only be used in a genuine emergency.

Hard shoulder running – hard shoulder is open to traffic at busy times



The hard shoulder will be opened at busy times and the speed limit will be reduced. **Do not** use the hard shoulder unless overhead signs show that you can do so.

Smart Motorways

All lane running – there is no hard shoulder



There is no hard shoulder on these sections of motorway. Obey variable speed limits and if you need to stop in an emergency, use an emergency refuge area, motorway service area or leave at the next junction.

Red

A red symbol on a gantry sign over the motorway

or

A red sign on a gantry sign at the side of the motorway



We use a red symbol to show that a lane is closed because of an incident or people working on the road. It is illegal to drive in a lane closed by a Red X unless directed to do so by the police or a traffic officer

Terrorism

Stolen vehicles are being used as a weapon in acts of terror.

It is Hanson UK's commitment to ensure that all drivers and members of the public are kept safe from these acts by adhering to the following advice:

General Advice to ALL Drivers

- ✓ **DO** - Be vigilant when leaving a vehicle unattended; ensuring that it is parked with the hand brake secured and doors locked.

Advice if the driver is stopped by a police officer:

- ✓ **DO** - Carry photographic identification at all times
- ✓ **DO** - Carry a Dangerous Load card if your vehicle contains high risk substances such as gas cylinders or explosives
- ✓ **DO** - Follow the Security of Dangerous Goods by Road code of practice scheme and ask for the police officers identification before opening your vehicle
- ✓ **DO** - Ensure the doors to the vehicle are locked, stay in the vehicle and secure the parking brake of the vehicle
- ✓ **DO** - Keep in telephone contact with your managers– ensure they have the full details of location and the reason for the stop
- ✓ **DO** - Dial 999 (the officer will also contact the force control room to inform them of the stop)
- ✓ **DO** - Inform the police control room that you are carrying high consequence dangerous goods, your location and the identity of the stopping officer
- ✓ **DO** - If it is a legitimate stop, comply with the instructions of the stopping officer.

Terrorism

- ✗ **DON'T** - Assume a person in uniform is legitimate. Confirm their identity before opening your vehicle
- ✗ **DON'T** - Open the window until identification has been confirmed. Talk through a closed window.

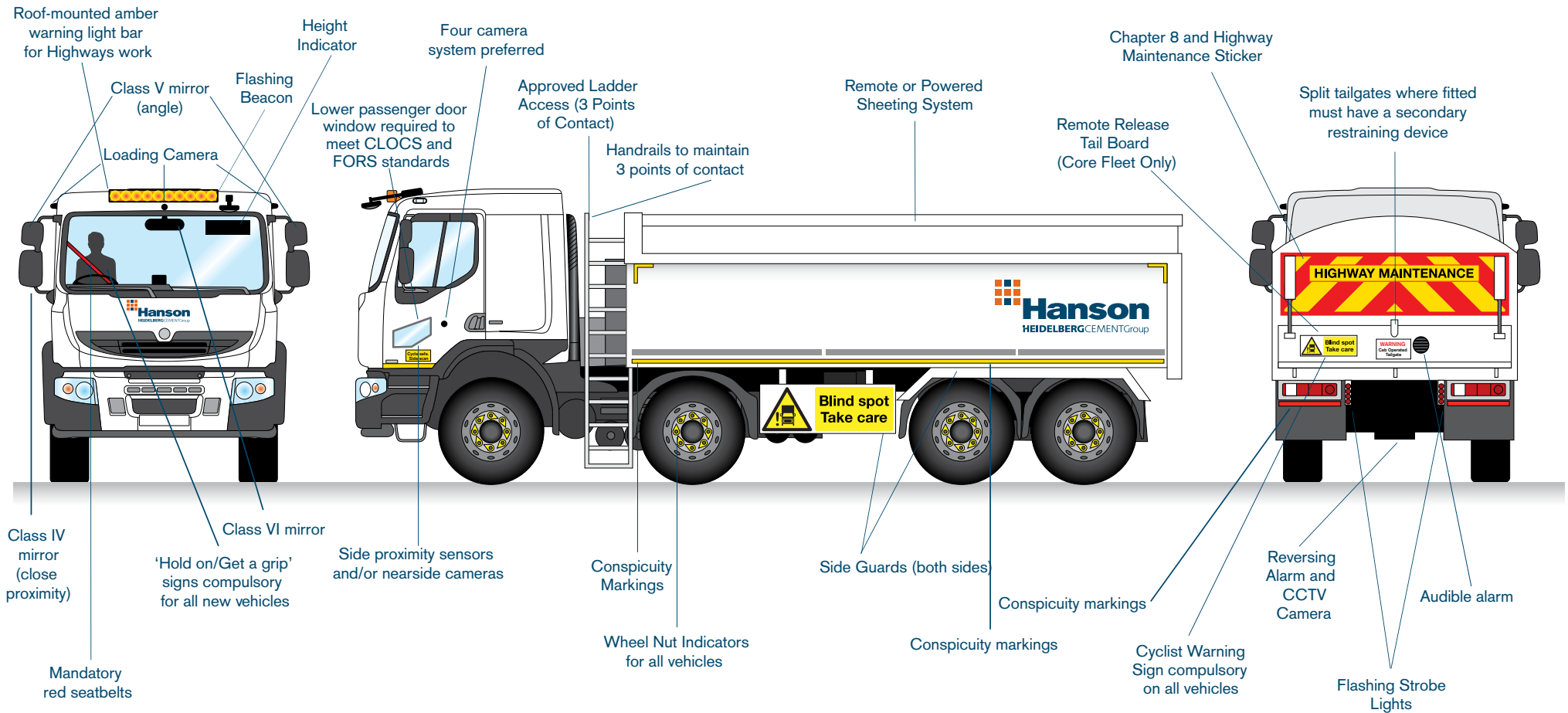
Advice if the driver is threatened with violence:

- ✓ **DO** - Always put your personal safety first
- ✓ **DO** - Remember the government advice of "Run, Hide, Tell"
- ✓ **DO** - Attempt to immobilise the vehicle if it is safe to do
- ✓ **DO** - Contact the police and your manager
- ✓ **DO** - Report any suspicious activities by third parties to your manager or supervisor, with as many details as possible.
- ✗ **DON'T** - Attempt to fight the assailant
- ✗ **DON'T** - Try to deal with a violent person by yourself when the violence has escalated – always seek help
- ✗ **DON'T** - Attempt to disarm an armed person. If they claim to have a concealed weapon or you suspect they do put your own safety first and inform the police as soon as it is safe to do so.

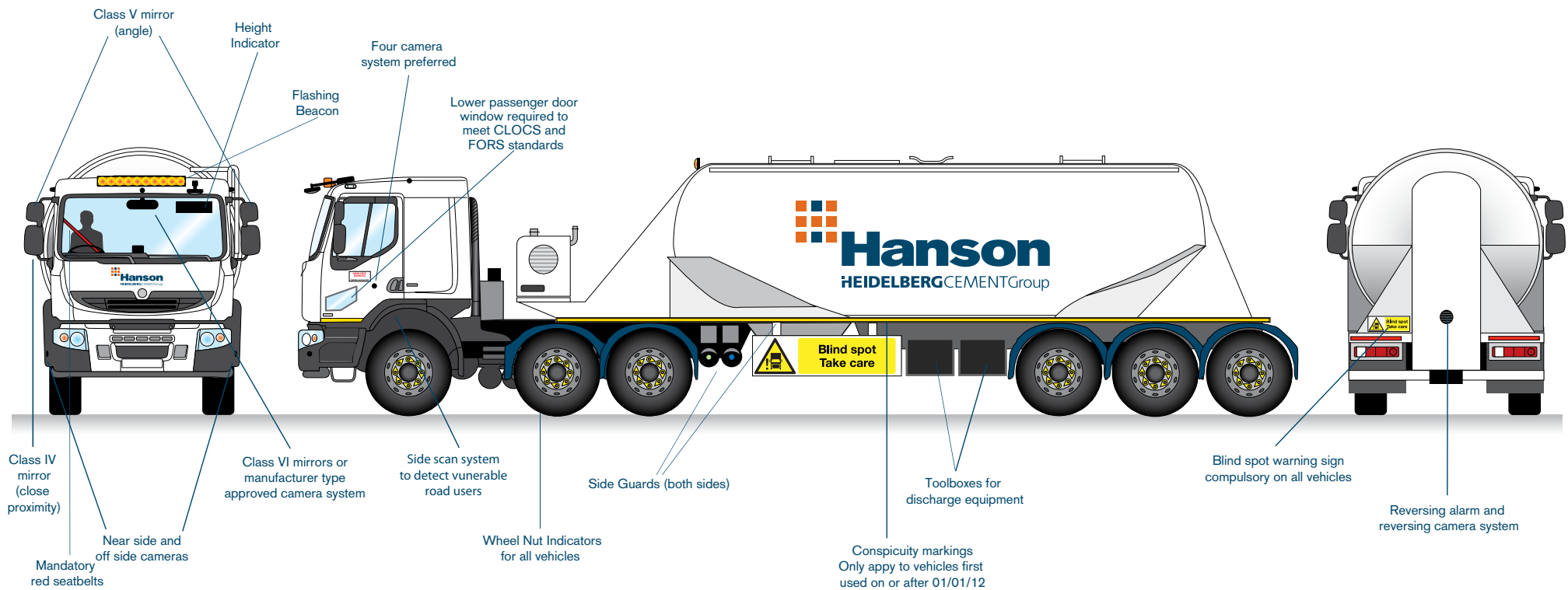
For any suspicious activity that an employee does not feel able to discuss with their superiors the confidential Hanson My Safe Workplace hotline number is available on the company intranet or can be accessed via www.mysafeworkplace.com

Vehicles Section

Common Standard for Aggregate and Asphalt Tipper Vehicles

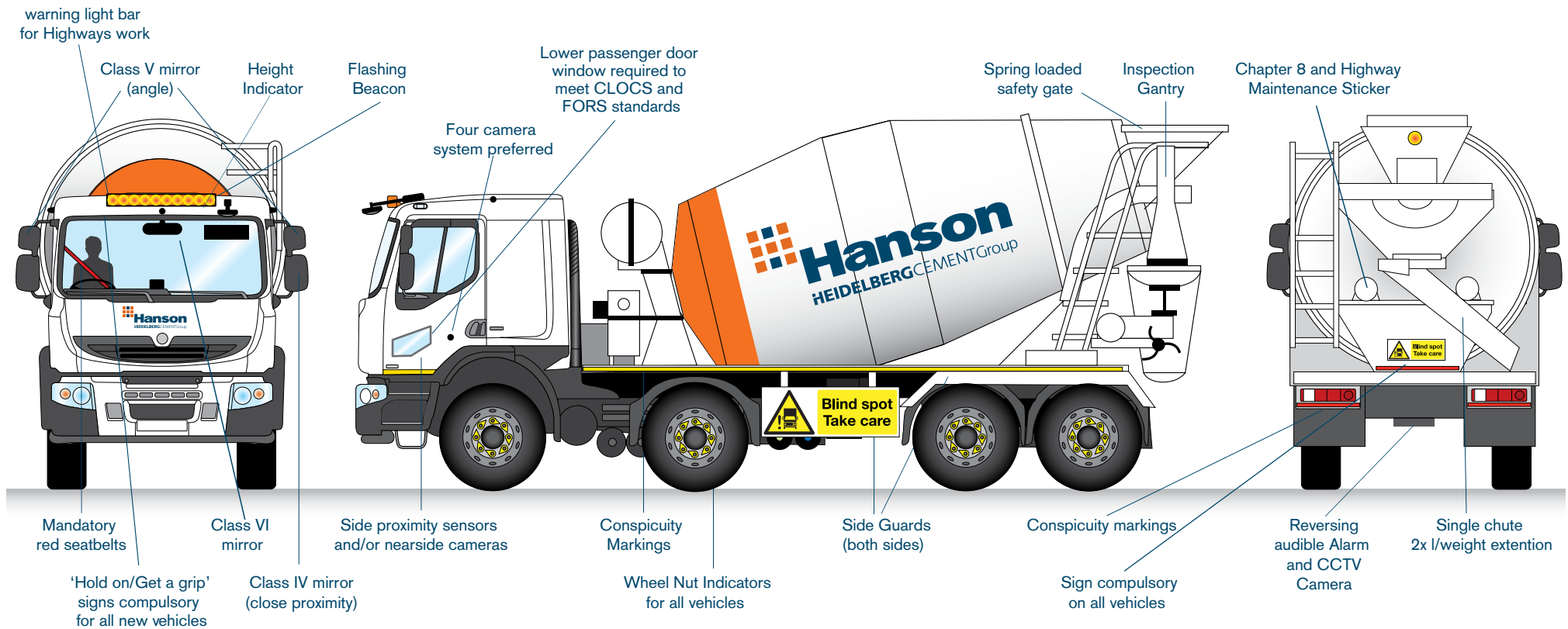


Common Standard for Bulk Powder Vehicles



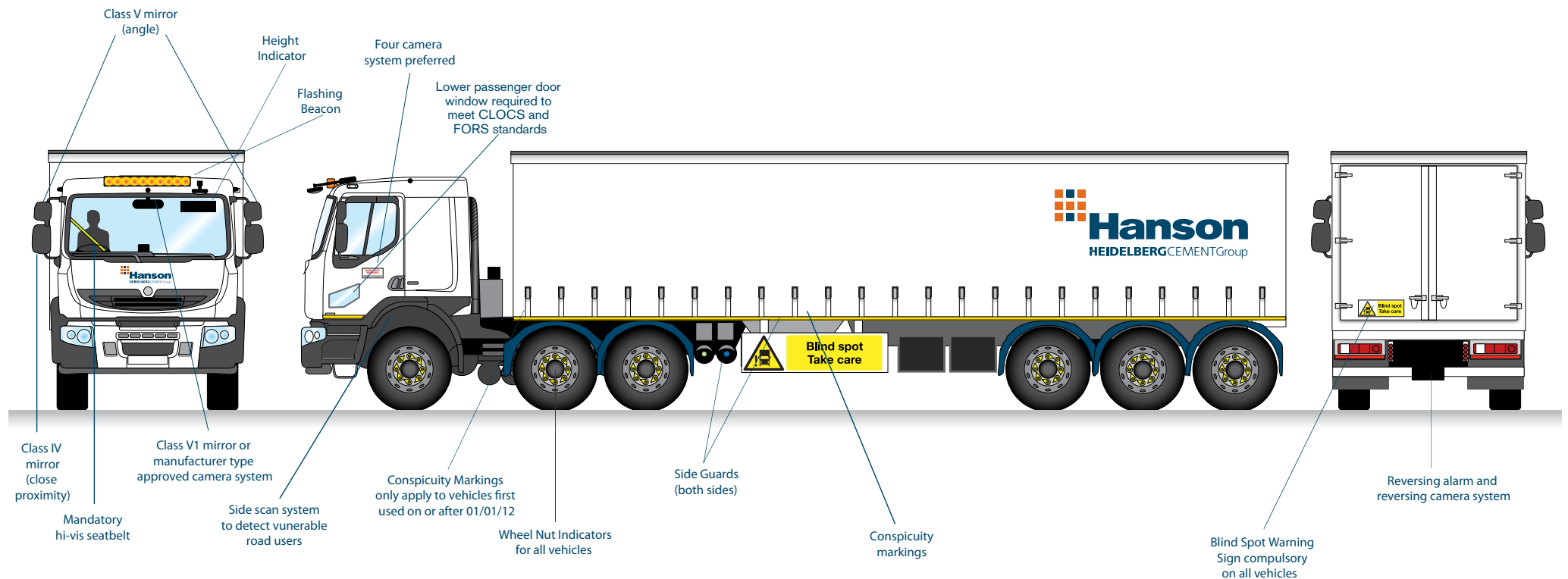
ALL DELIVERY VEHICLES MUST BE CLOCS COMPLIANT OR EQUIVALENT

Common Standard for Mixers



ALL DELIVERY VEHICLES MUST BE CLOCS COMPLIANT OR EQUIVALENT

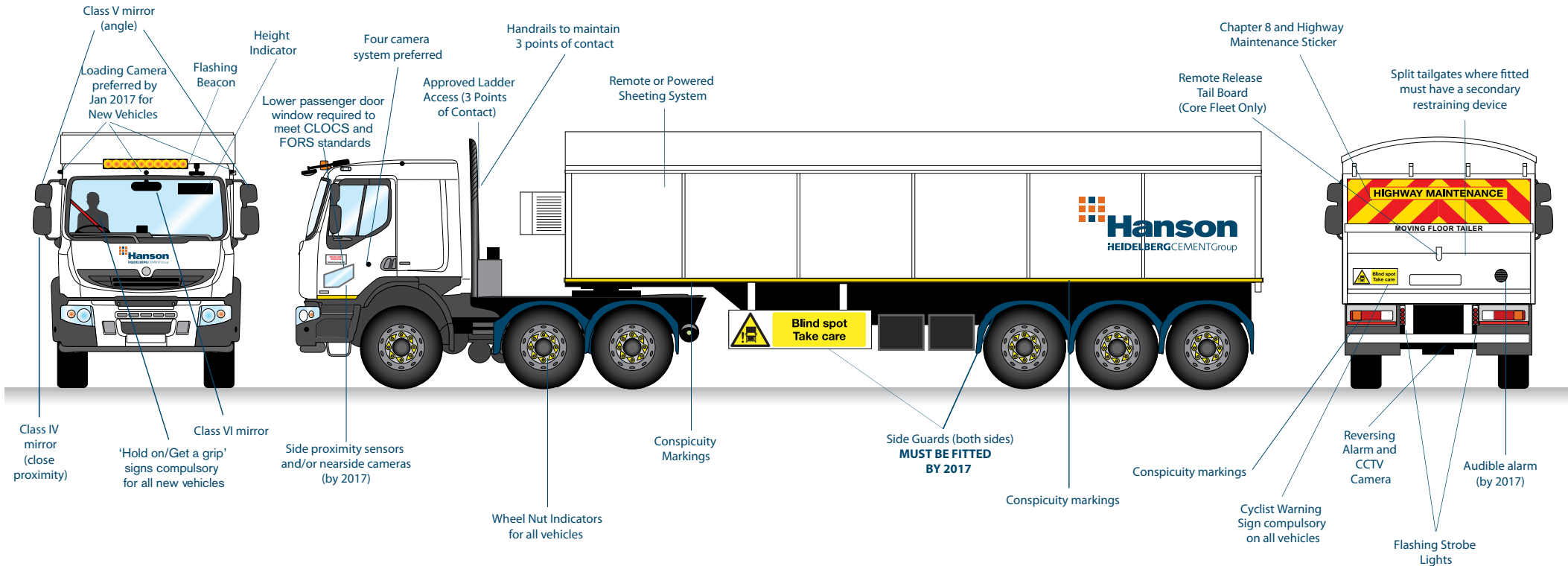
Common Standards for Curtain Sided Vehicles



ALL DELIVERY VEHICLES MUST BE CLOCS COMPLIANT OR EQUIVALENT

Common Standard for Non Tipping Vehicles

Bulk Aggregate / Asphalt

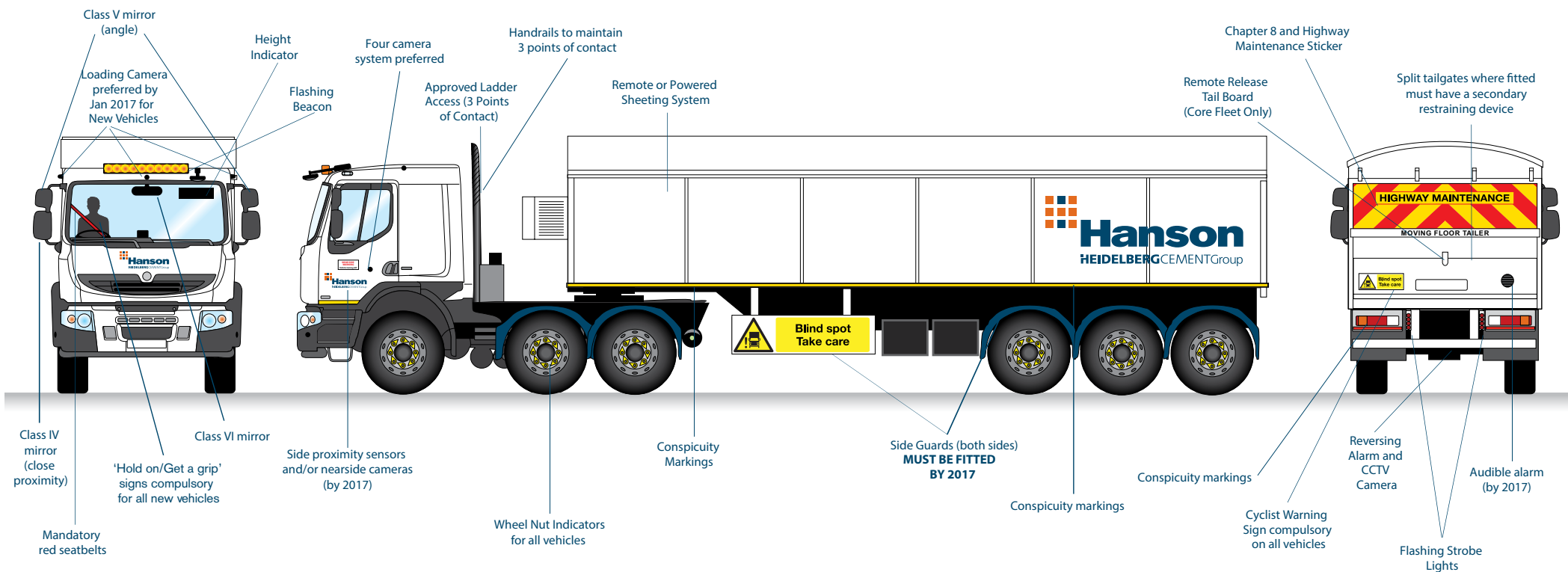


Common Standard for Walking Floors

A walking floor trailer offers a number of benefits compared to standard truck bodies. It can prove to be an efficient solution for loading and unloading loose quarried materials without requiring any additional equipment. Walking floor trailers, a type of ejector trailer, hydraulically operated are also well suited to accommodating loads and enabling them to be removed from the load space without requiring the body to be raised avoiding all the hazards associated with overhead cables and also reducing any

likelihood of the vehicle overturning whilst tipping. Finally the vehicle can access areas where normal tipper vehicles cannot, such as tunnel resurfacing projects.

The vehicle conforms to exactly the same standards as a conventional tipper and a number of operators in Hanson UK have been moving across to this type of vehicle.



Vehicle Standards

Vehicle Equipment

Minimum requirements:

- ✓ **DO** - Ensure your vehicle is fitted with blindspot mirrors – Class V (passenger) and Class VI (front)
- ✓ **DO** - Check your reversing hazard lights are functioning before starting any journey
- ✓ **DO** - Check your reversing alarm is functioning before starting any journey
- ✓ **DO** - Ensure your vehicle is fitted with rear CCTV on vehicles exceeding 3.5 tonnes
- ✓ **DO** - Ensure your vehicle is equipped with a highway maintenance sign with 100mm lettering (Aggregate/ Asphalt/ Readymix vehicles).

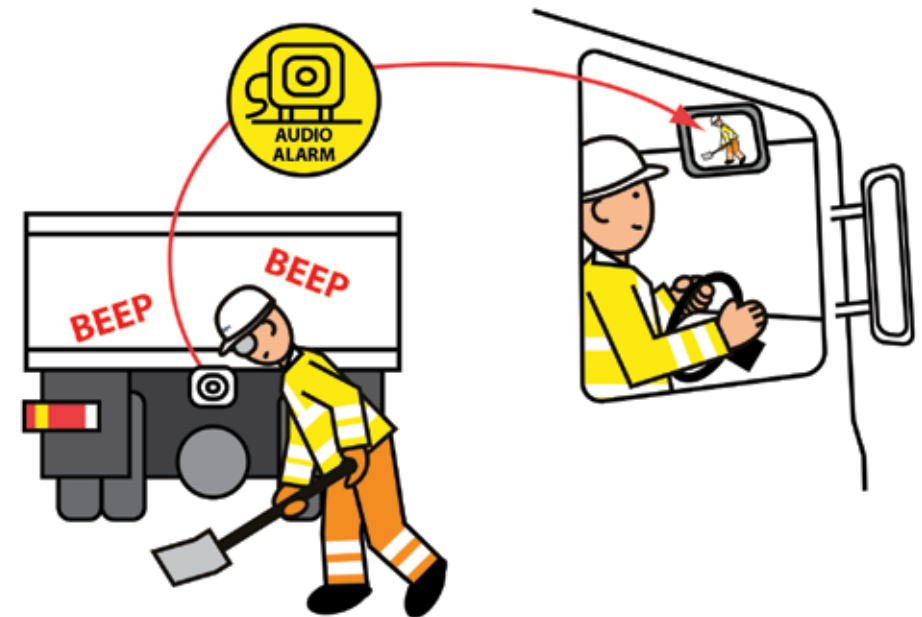


Vehicle Standards

Audible Alarms

Includes reversing and handbrake alarms.

- ✓ **DO** - Be aware that handbrake alarms alert the driver that the handbrake is not engaged if they are leaving the cab, and are a safety measure to ensure that vehicles do not roll away unattended.
- ✗ **DON'T** - Permanently override the alarm. There shouldn't be the facility to do this.



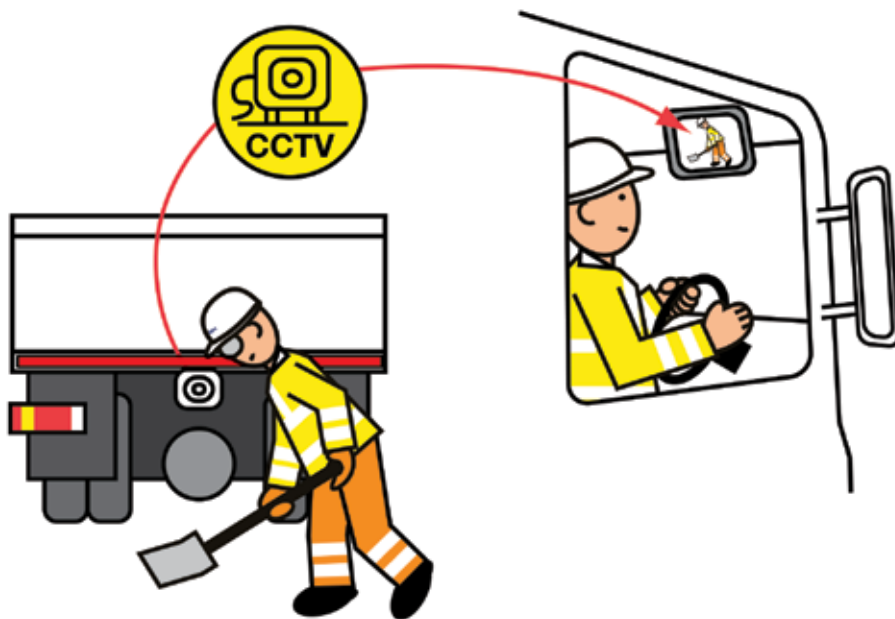
Vehicle Standards

Rear Facing CCTV

- ✓ **DO** - Ensure that the rear facing CCTV is fitted and operational
- ✓ **DO** - Use the reversing camera only as an aid in conjunction with your mirrors. If you are not sure that the area that you are going to reverse into is clear

‘Stop and check’

- ✓ **DO** - Ensure that equipment/lenses are kept clean on a daily basis as part of your daily checks.



Vehicle Standards

Flashing Beacons

Minimum requirements for highways works:

- ✓ **DO** - Ensure you have a roof-mounted amber warning light bar (comprising at least two independent light sources)
- ✓ **DO** - Ensure you have two independent roof-mounted amber warning beacons, visible through 360° if you do not have a single warning light bar
- ✓ **DO** - Fit additional beacons to the rear of the vehicle if the main beacon is likely to be obscured.



Reversing Lights

- ✓ **DO** - Keep your reversing lights clean and operational at all times
- ✗ **DON'T** - Allow your reversing lights to be obscured by folded back mud flaps etc.



Rear Strobe Lights

- ✓ **DO** - Ensure that you have rear strobe lights when access and egress of vehicles in live lanes is required
- ✓ **DO** - Ensure that you use them for any hazardous situation where a vehicle needs to stand out
- ✗ **DON'T** - Allow your rear strobe lights to be obscured by folded back mud flaps etc.



Vehicle Breakdowns

If your vehicle breaks down, think first of other road users.

- ✓ **DO** - Exit vehicle cab on the non traffic side
- ✓ **DO** - Get your vehicle safely off the road if possible
- ✓ **DO** - Warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction
- ✓ **DO** - Stay in a safe location away from the vehicle if it is safe to do so
- ✓ **DO** - Help other road users see you by ensuring you, and any passengers, wear high visibility reflective clothing/work wear
- ✓ **DO** - Put a warning triangle on the road at least 45 metres (147 feet) behind your broken-down vehicle on the same side of the road, or use other permitted warning devices if you have them, if it is safe to do so. Always take great care when placing or retrieving them
- ✓ **DO** - Keep your sidelights on if it is dark or visibility is poor, if it is possible to do so
- ✓ **DO** - Arrange recovery for vehicle specialists
- ✓ **DO** - Keep your sidelights on when it is dark or visibility is poor.
- ✗ **DON'T** - Attempt to use a warning triangle on a motorway or other high speed road
- ✗ **DON'T** - Put yourself or your passengers in danger
- ✗ **DON'T** - Stand (or let anybody else stand) between your vehicle and oncoming traffic
- ✗ **DON'T** - Stand where you will prevent other road users seeing your lights at night or in poor visibility.

Vehicle Inspection

Daily Vehicle Checks

Vehicle checks are essential before using any vehicle. If, during your pre-use vehicle checks, a defect is found, it is a legal requirement that the vehicle not be used by yourself or anyone else until the defect has been resolved.

It is a drivers responsibility to ensure their vehicle is fit for purpose before carrying out any work.

Before each use of a vehicle, driver must carry out a vehicle check. A record of these checks must be maintained by completing a vehicle inspection form/1st use check form.

Any defects that pose a significant safety risk should be reported to the relevant supervisor immediately so that appropriate action can be taken, including parking up a truck where necessary.

DEFECT REPORT 7155001

DRIVER'S NAME: _____ DATE: _____ VEHICLE REG: 7155001

DAILY CHECK ✓ or ✗ WHEN CHECKED

FUEL LEAKS	<input type="checkbox"/>	TYRES & WHEEL FITTINGS	<input type="checkbox"/>	LEAKS	<input type="checkbox"/>
OIL AND WATER	<input type="checkbox"/>	SPRAY SUPPRESSOR	<input type="checkbox"/>	ENGINE OIL ABLE	<input type="checkbox"/>
SIDOMETER	<input type="checkbox"/>	SECURITY OF LOAD	<input type="checkbox"/>	TONnage EQUIPMENT SECURITY*	<input type="checkbox"/>
STEERING	<input type="checkbox"/>	LIGHTS/INDICATORS	<input type="checkbox"/>	DRIVE LEFT	<input type="checkbox"/>
WIPERS/WASHERS	<input type="checkbox"/>	REFLECTORS	<input type="checkbox"/>	DRIVE EQUIPMENT (HAR etc)	<input type="checkbox"/>
HORN	<input type="checkbox"/>	BARRIERS	<input type="checkbox"/>	ADR 117 AND/OR PPE*	<input type="checkbox"/>
BARRIERS	<input type="checkbox"/>	SECURITY OF BODY PANELS	<input type="checkbox"/>	TACHOGRAPH UNIT OR CALIBRATION	<input type="checkbox"/>
GLASS (INC WINDSHIELD)	<input type="checkbox"/>	LOADING CAPACITY SECURITY	<input type="checkbox"/>	No Defects While Not Here	<input type="checkbox"/>
BRAKES	<input type="checkbox"/>	EXCESSIVE EMISSIONS	<input type="checkbox"/>	Time of Inspection:	<input type="checkbox"/>

RECORD BELOW ANY ACCIDENTS (HOWEVER SMALL), VEHICLE DEFECTS OR IRREGULAR CIRCUMSTANCES. HAND SIGNED COPIES INTO BOOKS. VEHICLE DEFECTS MUST ALSO BE REPORTED TO THE APPOINTED PERSON WHO USES VEHICLE. ORIGINAL TO COPY

Driver's Signature: _____ Reported to: _____
 Defect Rectified By: _____ Signature: _____ Date: _____

RHA vehicle inspection form

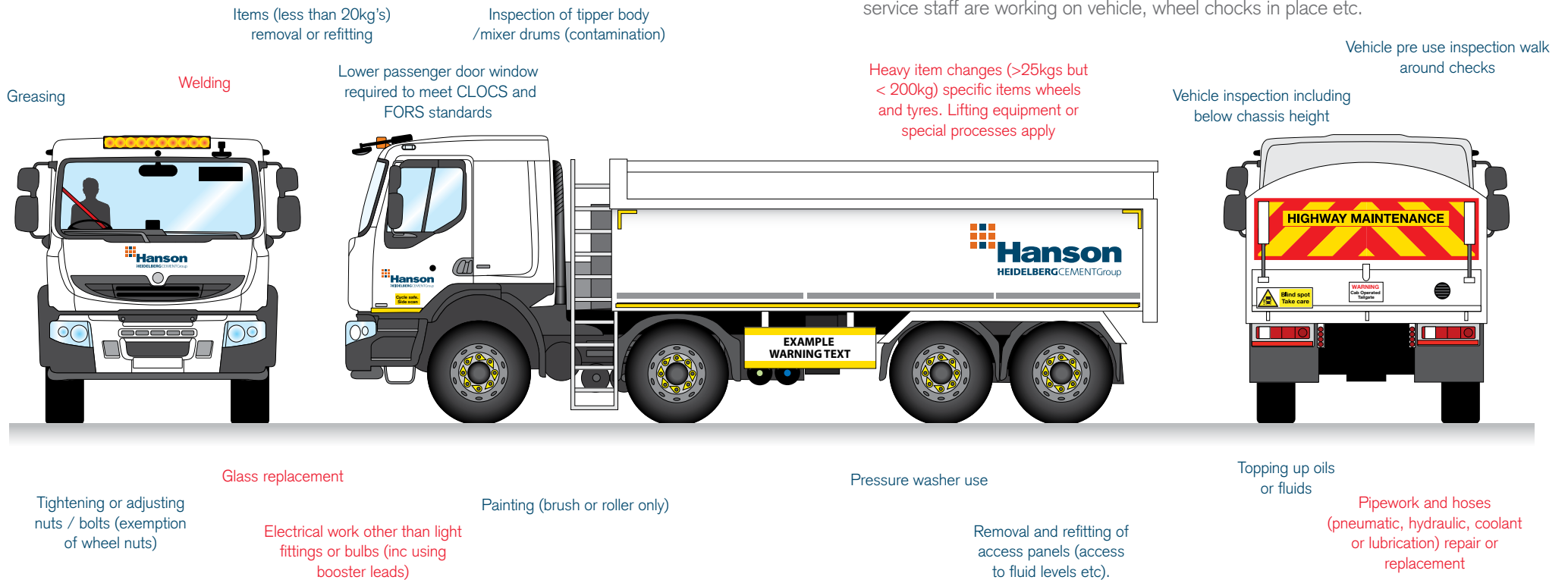
Vehicle Repairs

Avoid maintaining vehicles on sites but if required, follow site rules.

Formal authorisation is required from the local manager before anyone attends any emergency or maintenance repair on site – which must be done by a competent person.

All service staff should report to the local manager on arrival. In nearly all cases they will require a permit to work.

Ensure your vehicle is parked in an appropriate safe area and that safe systems of work and vehicle isolation are in place, keys removed from ignition whilst service staff are working on vehicle, wheel chocks in place etc.



KEY

Authority Level A - Allowed on the understanding that the driver is fully trained and competent has carried out a risk assessment wears correct PPE in accordance with site rules.

Authority Level B - Allowed on the understanding that the site manager/supervisor has approved the work subject to the contractor being competent and trained and that all documentation has been completed (over 25kgs, welding, pipe and electrical work other than bulbs).

The frequency of such maintenance is defined by the operators license and manufacturer's recommendations.

All tyres must be replaced in a safe area by an authorised tyre provider.

Vehicles - Tailgates

Manual and Automatic Systems

Remote release tailgates reduce risk to operators (drivers) with reduced manual handling and risks with material discharge (tip) areas. However they do come with different risks to drivers and other personnel working at the rear.

Never try and release a jammed open or closed tailgate without releasing stored energy beforehand.

- ✓ **DO** - Keep fingers, thumbs and upper body well clear of back doors and tailgates – they can open suddenly.
- ✓ **DO** - Always report any defects with the tailgate, operation of the retaining devices and chutes
- ✓ **DO** - ALWAYS keep unauthorised personnel at a safe distance.
- ✗ **DON'T** - Compromise your safety by allowing defects to go unreported
- ✗ **DON'T** - Allow any unauthorised personnel to operate or access the back door mechanism.



Vehicle - Chutes

- ✓ **DO** - Check that finger guards where fitted, work as they are intended (40mm gap)
- ✓ **DO** - Keep chutes clean, buildup reduces the gap
- ✓ **DO** - Always wear the correct PPE
- ✓ **DO** - Keep your fingers and thumbs well clear of chute intersections
- ✓ **DO** - Use chute carry handles where fitted
- ✓ **DO** - Keep unauthorised personnel at a safe distance
- ✓ **DO** - Report problems with chutes and chute attachments.



One piece chute design mandated since 2012

Site Operations

Arrival on Site

Site Induction

Inductions are intended to make people aware of the potential hazards on our sites.

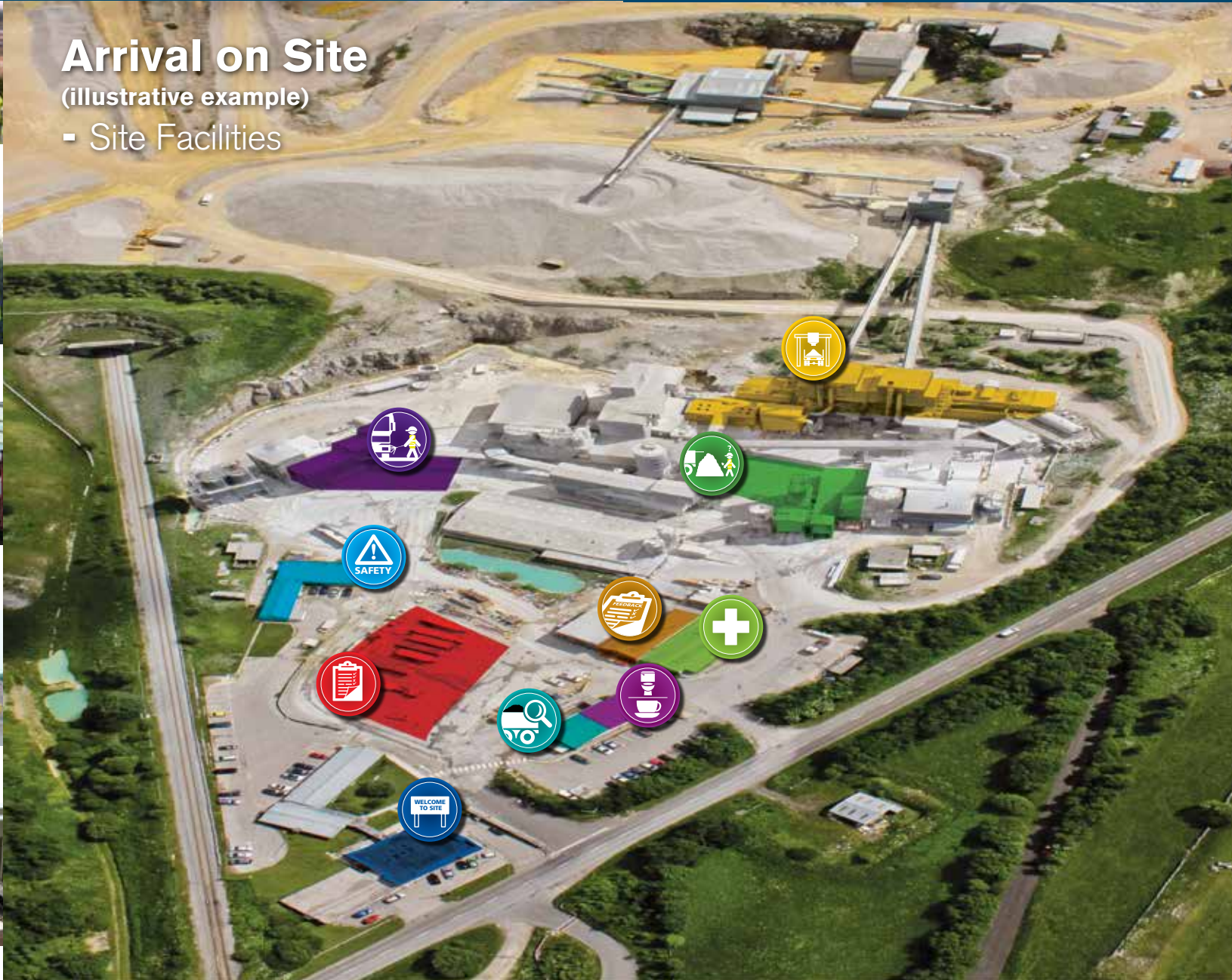
- ✓ **DO** - Complete a Site Induction before operating on any of our sites
- ✓ **DO** - Report to site office or weighbridge on arrival to a site
- ✓ **DO** - Wear the appropriate PPE. Details of PPE can be found in this guide
- ✓ **DO** - Observe all traffic management routes including one way systems and speed limits
- ✓ **DO** - Wear seat belts at all times (including when tipping)
- ✓ **DO** - Be aware of overhead structures
- ✓ **DO** - Lock your vehicle doors, keeping the keys on your person
- ✓ **DO** - Report back to site office or weighbridge once tippers have been tipped or when loading & unloading is complete
- ✓ **DO** - Use dipped headlights and flashing beacon during poor visibility.

- ✗ **DON'T** - Breach any rules or carry out any unsafe behavior as this may result in your exclusion from site and could lead to disciplinary action or permanent exclusion from all Hanson UKs operations
- ✗ **DON'T** - Use mobile phones or 2 way radios whilst the vehicle is in motion
- ✗ **DON'T** - Tip or unload anywhere other than designated areas
- ✗ **DON'T** - Tip or unload if there are personnel or other vehicles in the area
- ✗ **DON'T** - Sheet or unsheet anywhere other than designated areas
- ✗ **DON'T** - Enter the vehicle body unless it is absolutely necessary to do so. Inform personnel outside of the vehicle your intentions and ensure the engine is switched off and the ignition keys removed
- ✗ **DON'T** - Leave vehicles unattended with the engine running.

Arrival on Site

(illustrative example)

- Site Facilities



A place to inspect your vehicle



A place to induct you into our site



Autoloading facilities



Shovels matched to your vehicles



Toilet facilities



Welfare facilities



A place to clean your vehicle



Encouragement to report near misses/hits/hazard observations



First Aid should you need it



Feedback on customer sites

Accident Reporting and Management

All incidents, road traffic or personal injuries, that occur whilst employed by Hanson UK must be reported immediately to the local management team and Logistics Manager.

A copy of all local points of contact are displayed on ALL Hanson UK site noticeboards.

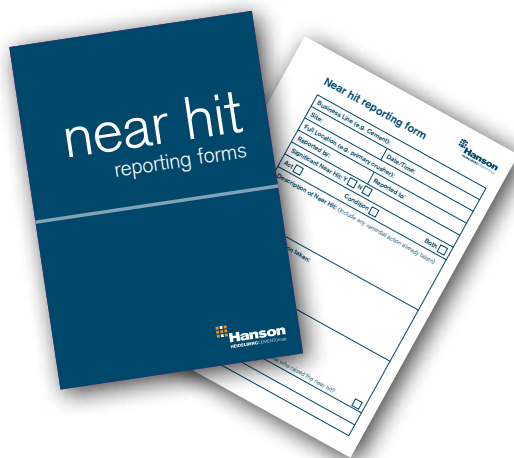
On Sites Near Hit/Unsafe Conditions

An Accident is an unplanned event that results in injury to people, damage to property or the environment.

ALL accidents on Hanson UK sites MUST be reported immediately to the site supervisor. On other customer sites they should be reported to the site management, with a Hanson UK form also completed on return to the plant.

A Near Hit is an incident that has not resulted in any injury or damage but had the potential to do so.

You can also report incidents directly to your line manager or Hanson Customer Service Centre.



Benefits

Near Hit and Hazard Alert reporting is an early warning system for Hanson UK identifying that there is a potential for an incident which could result in injury or damage.

Sometimes a fresh pair of eyes can identify a problem which site staff have not noticed because they work with it every day.

ALL drivers who work on behalf of Hanson UK should use the NMHA system and submit cards where there is a potential risk.

Customer Sites Site Risk Assessment

There are various types of processes and forms that encourage drivers to assess site conditions prior to discharging their load.

Drivers are responsible for identifying hazards and reporting to the site managers any issues that could lead to injury either to themselves or the customer's employees.



Access and Egress into Vehicle Cabs

All drivers please:

- ✓ **DO** - Maintain three points of contact on steps, grab handles and stairways
 - ✓ **DO** - Keep safety footwear clean at all times
 - ✓ **DO** - Exit your vehicle backwards using three points of contact
 - ✓ **DO** - Ensure the ground onto which you are exiting is safe and clear of debris.
- ✗ **DON'T** - Jump from the vehicle
 - ✗ **DON'T** - Carry objects such as mobile phones or other hand-held devices
 - ✗ **DON'T** - Obstruct vehicle steps.



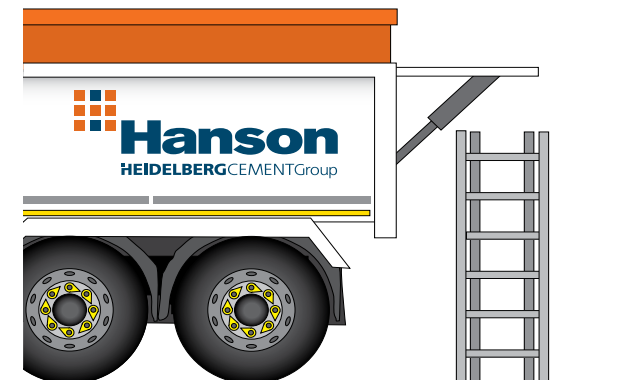
Access and Egress - Tipper Bodies

Working in Confined Spaces

DO NOT ENTER the tipper body until the following conditions have been met:

- ✓ **DO** - Rule out all other options
- ✓ **DO** - Seek permission by the site management
- ✓ **DO** - Ensure that you fully understand the Safe Systems of Work for Access and Egress
- ✓ **DO** - Remove keys from the vehicle so that nothing can move without the drivers knowledge
- ✓ **DO** - 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)
- ✓ **DO** - Ensure that the tipper body is fully lowered when gaining access via the tailgate and the tailgate should be suitably secured.

Note: Hauliers should provide safe systems of work for their employees with regards to all activities on our sites.



Sheeting and Un-sheeting

All delivery vehicles must have automated or mechanical sheeting systems capable of being operated from ground level or preferably from inside the cab. For collect vehicles requiring access please ensure you use appropriate site platforms.

Remember:

- ✓ **DO** - Always have one foot behind the other to avoid overbalancing
 - ✓ **DO** - Shelter your vehicles as much as possible in strong winds
 - ✓ **DO** - Avoid skin contact with hot surfaces, e.g. vertical exhausts
 - ✓ **DO** - **STOP and THINK** to avoid slips and trips in wet or icy conditions
 - ✓ **DO** - Ensure your sheets, strap hooks and rings are in good condition.
-
- ✗ **DON'T** - Lean backwards as ropes and straps can break
 - ✗ **DON'T** - Wrap ropes or straps around your hands when pulling the sheet tight.



Access and Egress onto the Back of Vehicles

For Edge Protection Systems

Sites should make adequate provision to ensure that vehicles have facilities available to prevent such incidents.

- ✓ **DO** - Undertake a risk assessment considering all vehicle types that visit the site and the reasons that people may wish to access the vehicle
 - ✓ **DO** - Consider measures to prevent falls might include changes to loading practices, provision of split level gantries, overhead fall restraint systems or other temporary access arrangements as required.
-
- ✗ **DON'T** - Access a vehicle unless there is protection from falls at heights.



Cleaning Out



Driver and Site Supervisor must agree, communicate and ensure the following:

- ✓ **DO** - Notify relevant staff who may be working in the area
- ✓ **DO** - Only park the vehicle in the designated working area
- ✓ **DO** - Ensure the vehicle is safely isolated and cannot be loaded
- ✓ **DO** - Wear full PPE
- ✓ **DO** - Maintain three points of contact when climbing in and out of vehicle
- ✓ **DO** - Check that the purpose built secured ladders are in a good condition
- ✓ **DO** - Use manual handling techniques
- ✓ **DO** - Move cleaning tools safely in or out of the vehicle
- ✓ **DO** - Dispose of waste material appropriately.
- ✓ **DO** - Ensure vehicle is parked with handbrake applied
- ✓ **DO** - Remove keys from cab, doors locked, beacons on
- ✓ **DO** - Ensure the vehicle body is in the fully lowered position
- ✓ **DO** - Secure the rear door, if opened for access, with a purpose made prop

Safe Access and Safe Cleaning of Drums

Stage 1 - External Visual Inspection

This procedure must be followed.

1. ✓ **DO** - Review the generic Risk Assessment that is provided by Hanson UK so as to make it site specific. Speak to the Plant Supervisor for a copy of the companies own risk assessment template
2. ✓ **DO** - Record any additional risks and take any additional precautions required.
3. ✓ **DO** - Complete a Risk Assessment and obtain necessary paperwork and authorisation from the plant supervisor
4. ✓ **DO** - Park vehicle in a designated area, agreed with the Plant Supervisor. Lock the cab and retain the keys on the person. If more than one person is working on the drum, a key box should be used.
5. ✓ **DO** - Switch off the Truckmixer, apply the handbrake remove the keys The Power Take-Off (PTO) must be disengaged and drum physically isolated and locked off to prevent any drum rotation
6. ✗ **DON'T** - Use loading hopper for access if other hatches are available
7. ✓ **DO** - Use a camera to determine any build up if available on site. If no camera is available to assess any build up within the drum, remove one inspection hatch and complete a thorough visual inspection
8. ✗ **DON'T** - Access the drum if there is build up
9. ✓ **DO** - Use quick release hatch (strongly recommended).
10. ✓ **DO** - Open quick release hatch and install the two dedicated handrails into their side position
11. ✓ **DO** - Complete an Inspection of the drum via the side hatch platform fitted to the side of the mixer vehicle with three points of contact maintained at all times
12. ✗ **DON'T** - Access the drum if the inspection does not determine a clean out.

Safe Access and Safe Cleaning of Drums cont...

Stage 2 - Drum Clean out Using Non - Powered Tools

Designated Platform Site and quick release hatch "Minimum of three personnel" (Two personnel for clean out with a third person nominated to aid an emergency situation).

This procedure must be followed.

1. **✗ DON'T** - Access the drum without the authority of trained, competent and authorised person who has undertaken specific Truckmixer drum entry training
2. **✓ DO** - Review the generic Risk Assessment that is provided by Hanson UK so as to make it site specific. Speak to the Plant Supervisor for a copy of the company's own risk assessment template
3. **✓ DO** - Record any additional risks and take any additional precautions required
4. **✓ DO** - Complete a Truckmixer entry – "Permit to Work" document. The Plant Supervisor will confirm that appropriate training and controls are followed.
5. **✗ DON'T** - Enter the drum unless you have been assessed as fit and well (and have full understanding of the emergency procedures before undertaking the task)
6. **✓ DO** - Park the Truckmixer centrally under the designated Truckmixer platform.
7. **✗ DON'T** - Open the Truckmixer platform access hatch until the vehicle is correctly centrally positioned
8. **✓ DO** - Switch off the Truckmixer, apply the handbrake and remove the keys. These should be kept with the person entering the drum. Follow the local sites isolation procedures
9. **✓ DO** - Physically lock off the drum to prevent drum rotation
10. **✓ DO** - Display a "Man in Drum" sign adjacent to the vehicle in a prominent location
11. **✓ DO** - Remove at least one hatch prior to entry
12. **✗ DON'T** - Leave an open hatch at the six o'clock position
13. **✓ DO** - Wear correct PPE
14. **✗ DON'T** - Allow any more than one person to enter the drum
15. **✗ DON'T** - Work for longer than is safe to do so. Consider rest periods prior to and during the cleaning task
16. **✓ DO** - Only ever work with a fully trained "second person"
17. **✓ DO** - Ensure your "second person" has a telephone or communication device in case of emergency
18. **✓ DO** - Use portable battery operated lights to aid inspection and additional lights to aid cleaning process as necessary
19. **✓ DO** - Inspect all hand tools to ensure they are suitable and in good condition
20. **✓ DO** - Maintain verbal contact at all times between the clean out team.
21. **✓ DO** - Constantly check the material being worked with is not becoming a hazard
22. **✓ DO** - Reposition the drum to allow the deposit being worked on to be at the bottom of the drum
23. **✗ DON'T** - Rotate the drum with persons still inside
24. **✓ DO** - Discard all waste into an area agreed with the plant Supervisor
25. **✓ DO** - Ensure all documentation is signed off by permit issuer and permit holder to confirm inspection completion.

Safe Access and Safe Cleaning of Drums cont...

Stage 3 - Drum Clean out Using Power tools

As stage 2 plus the following controls:

Designated Platform Site and quick release hatch.

1. **✓ DO** - Ensure you are assisted by a "second person" to aid the clean out if using the quick release hatch. This person will oversee the cleaning operation
2. **✓ DO** - Ensure that the "third person" is a nominated person who will manage the clean out operation and be in charge of all staff associated with the clean out. This person must remain on site for the duration of the works and will act as an aid / controller in the event of an emergency recovery situation
3. **✓ DO** - Inspect all power tools prior to use and ensure ear protection is worn if required
4. **✓ DO** - Be aware of the Hand Arm Vibration (HAVS) Assessment of all power tools
5. **✓ DO** - Ensure that all airlines have anti whip ties
6. **✓ DO** - Complete a risk assessment to see if any additional ventilation is required.

Stage 4 – Maintenance and fabrication works within drum:

1. **✗ DON'T** - Burn or weld inside a drum
2. **✗ DON'T** - Use acid or any chemical classed as hazardous to aid cleaning inside the drum to avoid the problems of burns or inhalation.

Traffic Marshal

Positioning your vehicle to discharge may require reversing with supervision from a site reversing observer. Ensure whoever is supervising exchanges and agrees what signals will be used before you proceed. Drivers must recognise they are always responsible for all activity or actions they take when controlling their vehicle, whether the reversing observer is supporting or not. Traffic Marshalls should be easily identifiable, by for example labelled hi-vis or different coloured hi-vis/hard hats.

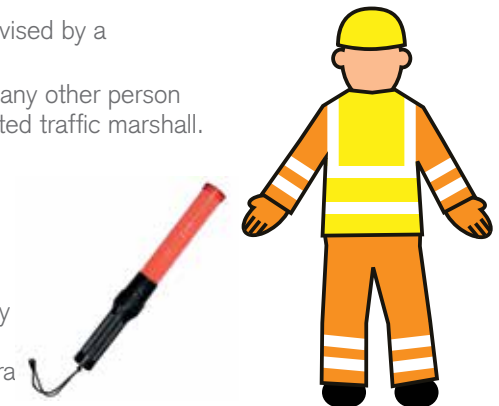
When a traffic marshal is provided, do not reverse until told.

- ✓ DO** - Remember that it is always the driver's responsibility to make sure that the delivery can be made safely
- ✓ DO** - Proceed to the signed designated 'Holding Area' and await instruction
- ✓ DO** - Identify the traffic marshal
- ✓ DO** - Always keep the traffic marshal in view
- ✓ DO** - STOP if you lose sight of the traffic marshal
- ✓ DO** - Ensure clear two way communication is maintained at all times.

IF IN DOUBT, STOP!

- ✗ DON'T** - Reverse unless supervised by a traffic marshal
- ✗ DON'T** - take any orders from any other person other than the dedicated traffic marshal.

In the event of a designated traffic marshal NOT being present, drivers should minimise, where possible, the need for reverse manoeuvres and take the necessary precautions to minimise risk, including full use of on board camera systems and mirrors.



Chute Work

Chutework Procedure

- ✓ **DO** - Ensure the tailboard of the vehicle has secondary restraint mechanisms such as twistlocks or swordpins fitted
- ✓ **DO** - Demonstrate the operation of chutes to site personnel
- ✓ **DO** - Agree with the Banksman that it is safe to commence tipping
- ✓ **DO** - Ensure the Banksman has taken responsibility for the activity of personnel working at the rear of the vehicle
- ✓ **DO** - Allow the Banksman to instruct you when to begin raising the vehicle body
- ✓ **DO** - Raise the body until the product starts to flow, and then lower slightly
- ✓ **DO** - Use the handlay procedure to clear the remainder of the product behind the chutes at the end of the delivery
- ✓ **DO** - Remain in the cab where this is possible .
- ✗ **DON'T** - Raise the vehicle body without instruction
- ✗ **DON'T** - Allow anyone to be within 5m of the rear of the vehicle when the vehicle body is first raised
- ✗ **DON'T** - Continue if the product fails to flow or if there is an issue with the chutes. The body **MUST** be lowered prior to any investigation being carried out
- ✗ **DON'T** - Allow any person to access the vehicle body
- ✗ **DON'T** - Stand directly behind the vehicle.



Chute Work

Handlay Procedure

- ✓ **DO** - Ensure the tailgate of the vehicle when open, is secured using a secondary restraining device
- ✓ **DO** - Agree with the banksman that it is safe to commence tipping
- ✓ **DO** - Where there is a requirement to move product towards the tailboard, all personnel will observe the 5m exclusion zone to the rear of the vehicle, prior to the body being raised. It is the responsibility of the site receiving the delivery to ensure that the exclusion zone is adhered to
- ✓ **DO** - Raise the vehicle body under the direction of the nominated banksman – only of the sufficient height to move the product. Once the product has moved to the rear of the vehicle body, the body must be lowered, prior to any personnel accessing the material. The tipper body must **NOT** be raised any higher than necessary to get the product to move
- ✓ **DO** - Ensure any requests to deliver outside of these procedures are risk assessed and approved by the company, the customer, and the driver, prior to delivery taking place.
- ✗ **DON'T** - Allow any person access to the vehicle body.

Delivering into a Streetmaster Bucket/ Bobcat Type Vehicle

If delivering through chutes or as a handlay, the driver of the streetmaster/bobcat receiving the product should observe the required exclusion zones in the same way as any personnel on foot.

Safe Loading and Unloading

- ✓ **DO** - Adhere to any specific loading instructions displayed at any sites
- ✓ **DO** - Ensure that loads are restrained and distributed safely, as well as being within weight limits
- ✓ **DO** - Be aware of product type and free flowing properties (eg dust or clay)
- ✗ **DON'T** - Overload your vehicle even if it is not travelling on the public highway. If a vehicle is found to be overloaded both the driver and company and weighbridge clerk operator could be prosecuted or cautioned. Legislation imposes fines of up to £5,000 for each offence. That means a fine for each overloaded axle plus any overloading on the total weight.

What can I do to prevent my vehicle from being overloaded?

- ✓ **DO** - Know the weights of your vehicle
- ✓ **DO** - Know what you are carrying and weight of the load
- ✓ **DO** - Distribute your load appropriately to avoid overloading axles
- ✓ **DO** - Check the Gross Vehicle Weight before setting out.

If overloaded?

- ✓ **DO** - If you suspect that you may be overloaded, discuss with site personnel immediately to assess using site aids available (CCTV, Gantries etc).

Bulk Powders

- ✓ **DO** - Carry a Valid Pressure System Certificate for Bulk Tankers at all times
- ✓ **DO** - Secure tanker lids by hand – kicking is not acceptable practice
- ✗ **DON'T** - Access to the top of the tanker unless a safe access gantry is available.

Discharging

- ✓ **DO** - Ensure you follow the MYSACE principle before, during and after the delivery
- ✓ **DO** - Ensure that all ancillary equipment to be used is clean and serviceable
- ✓ **DO** - Always remain in the immediate vicinity of the vehicle's controls whilst discharging
- ✗ **DON'T** - Engage the PTO whilst the vehicle is in gear
- ✗ **DON'T** - Continue discharging upon silo alarms activation or excessive dusting and seek advice from the site personnel or your Hanson UK contact.



Safe Loading and Tipping Operations

Loading Aggregate / Asphalt

- ✓ **DO** - Ensure that the vehicle body is clean to prevent material contamination prior to loading
- ✓ **DO** - Always remain in the cab.



Tipping Aggregate / Asphalt

- ✓ **DO** - Always ensure that the tailgate is released prior to commencing tipping
 - ✓ **DO** - Ensure the load is trimmed and that no material can fall from the vehicle
 - ✓ **DO** - Ensure the load is evenly distributed both across and along the body
 - ✓ **DO** - Keep hands clear of tailgate trap areas
 - ✓ **DO** - Remain in the cab with the door closed and seat belt on whilst the body is being raised and lowered
 - ✓ **DO** - Be aware of any overhead obstructions, particularly power cables when tipping
 - ✓ **DO** - Refer to the Institute of Road Transport Engineers (IRTE) Guide to Safe Tipping Vehicles, a link to which can be found in the reference section of this document.
-
- ✗ **DON'T** - Begin to tip before checking the ground conditions
 - ✗ **DON'T** - Tip the vehicle unless it is on firm level ground
 - ✗ **DON'T** - Tip anywhere you consider unsafe
 - ✗ **DON'T** - Tip over sheer edges of faces, pits or stockpiles
 - ✗ **DON'T** - Travel with the body raised
 - ✗ **DON'T** - Tandem tip.

Safe Practices for Drivers

Safe Unloading of Bulk Powder Tankers

Bulk Discharge - Arrival at Site

1. On arrival at site, ensure that the customer is aware of the brand and quantity of material.
2. Obtain precise instructions as to the delivery inlet pipe and any keys required.
3. Ask for details of all silo level warning devices fitted, and verify that they work and ask for confirmation that there is sufficient room to safely take the quantity being delivered.
4. Ensure that silo product discs on inlet pipes correspond to product being delivered, if not check. Obtain permission for authority to discharge into the silo before commencement of discharge.

All drivers should satisfy themselves that site conditions are suitable for discharge and make themselves familiar with Health/Safety, environmental requirements etc. Drivers are not allowed to control traffic and/or pedestrians whilst discharging.

- ✓ **DO** - Park your vehicle in a safe manner for discharging on level ground, ensuring tractor/trailer are in line (if tip tank)
- ✓ **DO** - Seek instructions if you feel that conditions for access or discharge are dangerous
- ✓ **DO** - Beware of overhead electric cables and pylons
- ✓ **DO** - Comply with the health, safety and environmental instructions of the customer site
- ✓ **DO** - Identify and describe every conceivable occurrence that the driver may encounter
- ✗ **DON'T** - Connect your vehicle directly onto a customer hose as the condition of the hose is unknown. A hose belonging to the delivery vehicle shall be fitted between the delivery vehicle and the customer hose
- ✗ **DON'T** - Discharge the tanker if the prevailing wind/weather conditions are not suitable
- ✗ **DON'T** - Continue to work if there is any feature that you are unsure or unhappy about without reassurance from someone in authority.

Loading and Unloading Bulk Powders MPA customer site safety scheme



Safe Practices for Drivers

Safe Loading of Bulk Powder Tankers

Loading of Bulk Vehicle

- ✓ **DO** - Make yourself totally familiar with vehicle/trailer layout and method of loading before proceeding
- ✓ **DO** - Ensure appropriate safety items are worn
- ✓ **DO** - Check that the information on the loading instruction corresponds to that stated on the silo
- ✓ **DO** - Use the stairway and drop down steps to gain access to the top of the tank
- ✓ **DO** - Use the handrail and take one step at a time when using stairs
- ✓ **DO** - Make yourself familiar with the silo operation, loading procedures and safety requirements before work begins. If in doubt speak to your site contact
- ✓ **DO** - Follow all written instructions and procedures contained within your drivers folder
- ✓ **DO** - Aim to load from the middle hatch covers where possible
- ✓ **DO** - Ensure that the loading controls are manned at all times
- ✓ **DO** - Clean excess materials from tank using appropriate equipment available upon completion of loading
- ✓ **DO** - Ensure hatch covers and seals are clean and correctly fitted before closing
- ✓ **DO** - Exercise extreme caution when ascending and working on the catwalk or descending from walkways
- ✗ **DON'T** - Load with the engine running or keys in the ignition
- ✗ **DON'T** - Open the hatch cover before the tank is fully depressurised
- ✗ **DON'T** - Open the hatch cover without undoing the clamps on the hinge side of the hatch cover first.



Load Security (Curtain Sider, Low Loader, Crane Lorry, Flatbed)

The Road Traffic Act 1991 states:

'A person is guilty of using a vehicle in a dangerous condition if he/she uses, or causes or permits another to use, a motor vehicle or trailer on a road when the purpose for which it is used or the weight position or distribution of its loads, or the manner in which it is secured is such that the use of the motor vehicle or trailer involves a danger of injury to any person'.

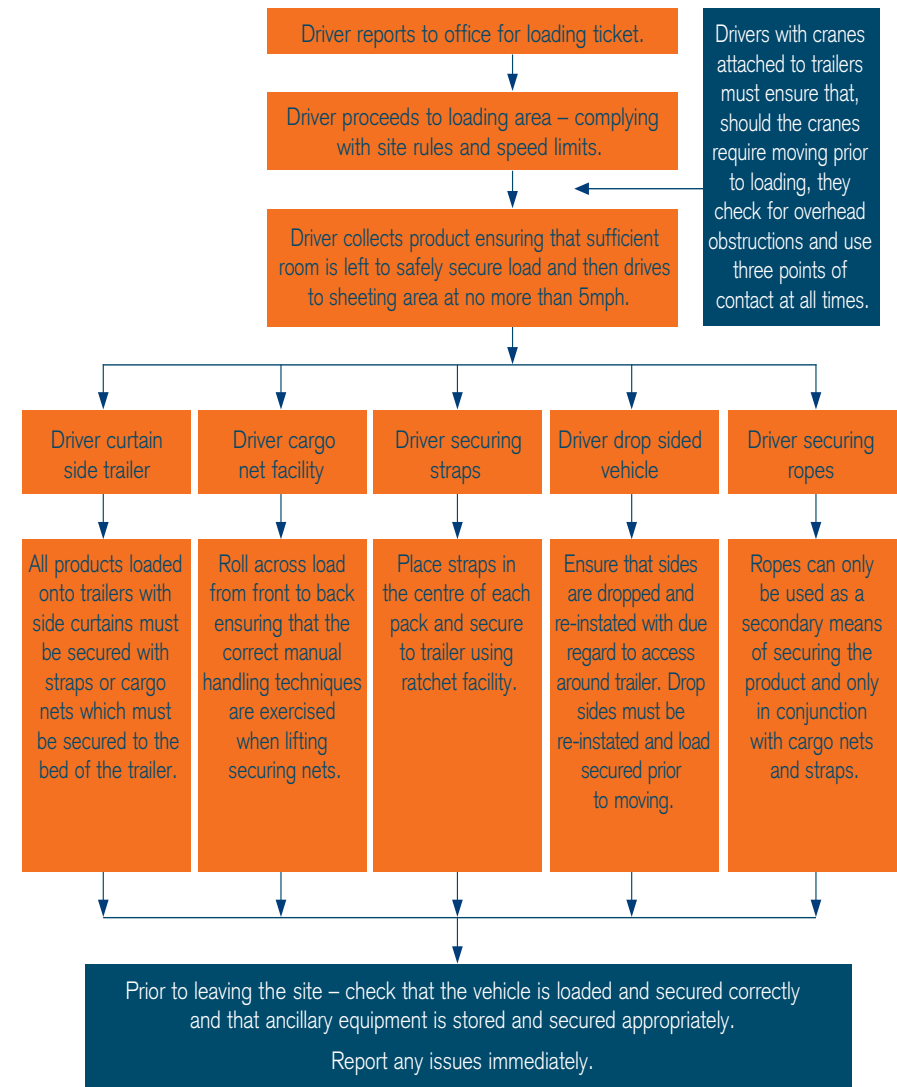
- ✓ **DO** - Secure loads so that they do not move relative to the trailer bed during transport
- ✓ **DO** - Be aware that load restraint is not the same as load containment. Some loads may require a combination of both
- ✓ **DO** - Place loads against the trailer headboard if possible. If this is not possible for reasons of weight distribution, the gap to the headboard should be filled or an intermediate bulkhead could be used
- ✓ **DO** - Inspect all equipment used for securing loads for wear or damage
- ✓ **DO** - Pay attention to ensure that there is no visible deterioration due to constant use.

✗ **DON'T** - Rely on the curtains and the weather-protection structure of a curtain-sided vehicle for load securing

✗ **DON'T** - Rely on friction alone as a method of load securing.



Loading Procedures on Building Products Sites



DVSA - Load Security Enforcement Matrix

		Defect Category		
		1	2	3
Load Type	A	PROHIBIT	PROHIBIT	ADVISE
	B	PROHIBIT	PROHIBIT	ADVISE
	C	PROHIBIT	ADVISE	ADVISE

Defect Category		
Category 1	Category 2	Category 3
No load securing	>30cm gap between load and vehicle headboard	Lashings on ropehooks
>1m gap between front of load and vehicle headboard	Unsheeted load in bulk tipper or skip	Minor damage to headboard not affecting structural integrity
Unstable load affecting vehicle stability or likely to topple from vehicle	Inadequate load securing leading to likely risk of harm	Unsuitable load securing
Severe structural damage to headboard or gaps in headboard that would allow load penetration	Unsuitable stacking of load items likely to lead to risk of harm	Poor condition of securing equipment
Items loaded over height of headboard	Height of load likely to affect vehicle stability	Unsuitable vehicle for load

Load Type		
Type A	Type B	Type C
Metal pipes, sheet or bar	Timber	Clothing
Reinforced concrete	FIBCs/bulk powder	Wood chip
Bricks, stone or concrete	Roll cages	Waste paper
Vehicles (including scrap)	Bagged aggregate	Coal bags
Plant machinery	Empty skips stacked 3 high	Bulk material (in tipper)
Reels (steel, wire or paper)	Heavy palletised goods	Packaging material
Kegs and barrels		Single loaded skips
Stacked loaded skips		Empty skips < 3 high
Empty skips stacked > 3 high		Light palletised goods
Metal castings		
Glass		
Containers/work cabins		

Deliveries to Highways/ Roadwork Sites

Driver behaviours impact on safety at customer sites and the public highways used to get to them. Driver behaviours also impact on the quality of finish and durability of asphalt materials delivered to customer sites.

How you can help make safe deliveries to highways/roadwork sites and help to provide well-constructed pavement for asphalt deliveries is detailed below.

Points specific to asphalt deliveries are found in red text.

Prior and After Loading:

Asphalt specific delivery requirements:

Take rest breaks prior to loading to minimise delays and cooling of asphalt during transport and discharge on site.

Positioning your delivery vehicle under hopper to achieve even loading and minimise the amount of asphalt subject to cooling from being up against body and tailboard.

Check the cleanliness and visibility of chevrons, highway maintenance stickers and other conspicuity markings after loading. Clean these as required before driving on public highways.

Also check the tailboard is secured before driving on public highways.

Check delivery information on ticket as well as any supplementary information provided, such as delivery cards used by Hanson Contracting. You may be provided with specific information about you how need to approach the access point to highways/roadwork sites. Knowing this before making your journey is of particular importance for deliveries on roads such as motorways where you are not permitted to stop and ask roadworkers.

You may also be provided with other highways/roadwork site information and rules such as speed limits, PPE requirements when you need to leave your cab, location of welfare facilities, etc.



Driving to and Entering Site:

Only enter highways/road work site via designated Work Access points.

For deliveries to high-speed highways/road work sites get into the lane adjacent to the designated Work Access point and at about 200 yards before the Work Access point turn on your flashing beacon, dipped headlights and indicate.

About 100 yards before the designated Work Access point check the access is clear and start slowing down. Check your mirrors to see if the traffic behind you is sufficiently slow and at a safe distance for you to enter the Works Access. If not abort your entry by switching off your beacon and indicators and carry on. Depending on the site you may be able to enter a different Work Access point or you may have to drive round and re-approach the designated Work Access point again.

After entering the designated Work Access point reduce your speed to within the site speed limit and continue for a short distance (approx. 100m) before coming to a stop. This prevents you from blocking the Work Access point to others.

After coming to a stop check you mirrors for members of public who have followed you into site. If a member of public has followed you into site and the Work Access point is unmanned, ask the member of public to wait in a safe place and call your site contact who will arrange for their safe escort off site.

Deliveries to Highways/ Roadwork Sites cont...

Driving on Site:

Your first point of contact on site may be with a gateperson or airlock system which are there to prevent unauthorised access to site. You may be provided with site information or rules at this point which you need to follow.

Maximum speed limits vary by site and can also vary on the same site. Maximum speed limits on highways/roadwork sites are generally 10mph reduced to 5mph when passing site activities and operations but adhere to maximum speed limit(s) established for the site you are on.

Some sites may operate enhanced speed limit zones in sterile sections of roadworks where no work is being undertaken, to minimise your delay in travelling through site. Enhanced speed limits zones will be clearly signed with their extents delineated.

Always obtain positive confirmation before passing site activities and operations. Eye contact and a thumbs up from workers in closest proximity to you is an effective way of obtaining positive confirmation.

For sites which have a live traffic lane running alongside them lateral safety zone needs to be provided and maintained. The width of safety zones is determined by the speed limit of passing traffic but keep as far away from road cones, varioguard or any other means of separating live traffic from highway/roadwork sites.

For reversing on site and tipping under the control of others see page 89 Traffic Marshall.

Asphalt specific delivery requirements:

Newly laid asphalt needs to remain free from trafficking for as long as possible to allow it to cool and avoid deformation under loading. Where you have not been instructed what lane on site to travel down inside roadworks for lane closures on dual carriageways and motorways, live traffic lanes tends to be furthest away from the paving operation. This can help you avoid driving over newly laid asphalt, but care is needed to be taken to also avoid encroaching into safety zone with live traffic.

Signs, barrier or vans and site vehicles may sometimes be used to block use of the lane being laid and prohibit you driving over newly laid asphalt.

Bond coat which is a mixture of bitumen is applied prior to surfacing to help new asphalt to adhere to existing pavement surfaces. Bond coat is sticky when first applied and needs time to avoid it being stripped off the surface and being picked up by asphalt delivery vehicle wheels.

In situations where the paving operation get too close to areas where bond coat has just been applied then you may be asked to hold position behind the paver rather than pull in front of the paver or other delivery vehicles. In such situations hold position until you are instructed to proceed.

In preparation of discharging your load of asphalt adjust mud flaps and release the tailboard to avoid delay immediately during being picked up by the paver. Do not fully open the tailboard too early and let the asphalt at the back of the load to cool.

Deliveries to Highways/ Roadwork Sites cont...

Discharging into pavers:

Asphalt specific delivery requirements:

Modern pavers may be fitted with lighting systems which replace the need for banksperson or traffic marshal control. It is important the driver knows what the instruction the signals of these lighting systems are providing so please check with the paver operator where you are unsure.

How the paver picks up your delivery vehicle is of importance as stops and bumps have a negative impact on regularity and smooth ride of the asphalt laid. The paver needs to pick up the paver and receive the load from the delivery vehicle as smoothly and with least resistance as possible for the site conditions.

Existing pavement gradients such as falls away from the paver may require you to apply braking to stop the delivery vehicle rolling off the paver and depositing asphalt on the ground.

On completion of discharge pull forward off the paver. For tipping delivery wagons fully drop the body before travelling down site. Some customers such as Hanson Contracting adopt a 'flat before sign' approach so the delivery ticket might not be signed without it.

Leaving Site:

Following cleaning out head to the designated Work Exit point.

When leaving high-speed highways/road work sites at the end of a closure position your vehicle about 100m from the exit. Check the exit ahead is clear and adjacent lane is sufficiently clear alongside and behind you. Accelerate to prevailing traffic speed and exit the works when safe to do so. When up to speed switch off your flashing beacons.

When leaving high-speed highways/road work sites before the end of a lane closure position your vehicle about 30m before the exit point and where you have an unimpeded view behind you. Check you mirrors and when clear exit the works and accelerate to prevailing traffic speed. When up to speed switch off your flashing beacons.

Fork Lift Trucks/Mobile Plant

Fork Lift Trucks (FLT) are particularly dangerous in the workplace.

- ✓ **DO** - Be aware of other activities/people in the immediate area at all times
- ✓ **DO** - Always follow site rules and stay well clear of FLT's and mobile plant equipment, remain in your vehicle cab or a physically segregated area
- ✓ **DO** - Always ensure that two way communications is regularly maintained with FLT/Plant operators
- ✓ **DO** - Operate the forklift with the mast in a safe position with the load at a safe height.



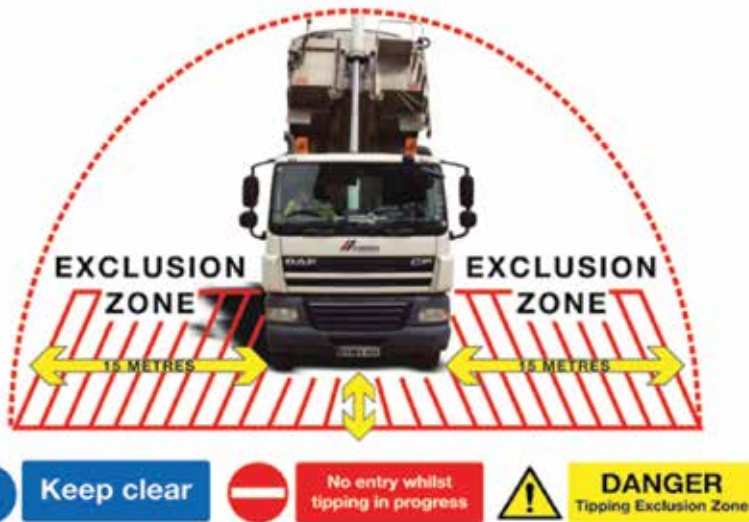
Overturns - Vehicle Exclusion Zone Guidance

Tragically, a contractor artic tipper driver delivering on behalf of a MPA member sustained fatal injuries when the cab of his vehicle was crushed by a tipper that overturned.

When making deliveries all drivers should be managing the space around them and maintain an exclusion zone to avoid anyone entering this area.

If you are delivering and have any safety concerns, please advise the site staff and also your Hanson UK contact, and complete a Near Hit form.

- ✓ **DO** - Keep vehicles and people apart
- ✓ **DO** - Ensure people are kept a safe distance from discharging vehicles
- ✓ **DO** - Apply MYSPACE principles



Overturns - All Vehicles

- ✓ **DO** - Stay in the vehicle wherever possible and wear a seat belt at all times
- ✓ **DO** - Check and maintain your exclusion zone
- ✓ **DO** - Check your axles are all level and not wedged on ledges or material
- ✓ **DO** - Wear your seatbelt when tipping
- ✓ **DO** - Report all near hits and incidents before you leave
- ✓ **DO** - Check your tyres daily
- ✓ **DO** - Obey site tipping procedures
- ✓ **DO** - Check the vehicle is loaded evenly
- ✓ **DO** - Ensure articulated vehicles and trailers are in line
- ✓ **DO** - Check axle weights are compliant before leaving site.
- ✓ **DO** - Drive, especially in rural areas, mindful of soft verges and the height-ened risks for vehicle overturns



- ✗ **DON'T** - Tip in high winds
- ✗ **DON'T** - Drive off with the vehicle body raised after discharging your load
- ✗ **DON'T** - Walk around your vehicle when the body is raised
- ✗ **DON'T** - Tip if the ground is not firm and level
- ✗ **DON'T** - Tandem tip
- ✗ **DON'T** - Jolt your vehicle forwards to try and move a sticking load. If the load sticks lower your body and seek help
- ✗ **DON'T** - Raise vehicle body near overhead cables
- ✗ **DON'T** - Use inappropriate speed round corners when loaded
- ✗ **DON'T** - Drive too close to open trenches and open excavations
- ✗ **DON'T** - Leave the cab until it is safe to do so.



Truck Mixer on Highway Stability

- ✓ **DO** - Adjust speed of mixer drum to reflect the slump of the load (stationary for slumps between 20 and 50mm unless on straight road sections).
- ✗ **DON'T** - Drive too fast going through bends
- ✗ **DON'T** - Drive too fast on roundabouts or corners
- ✗ **DON'T** - Hit or ride up kerbs
- ✗ **DON'T** - Make sudden or harsh steering inputs
- ✗ **DON'T** - Brake suddenly or harshly
- ✗ **DON'T** - Ignore the camber of the road in relation to stability.

The best way to avoid an overturn is:

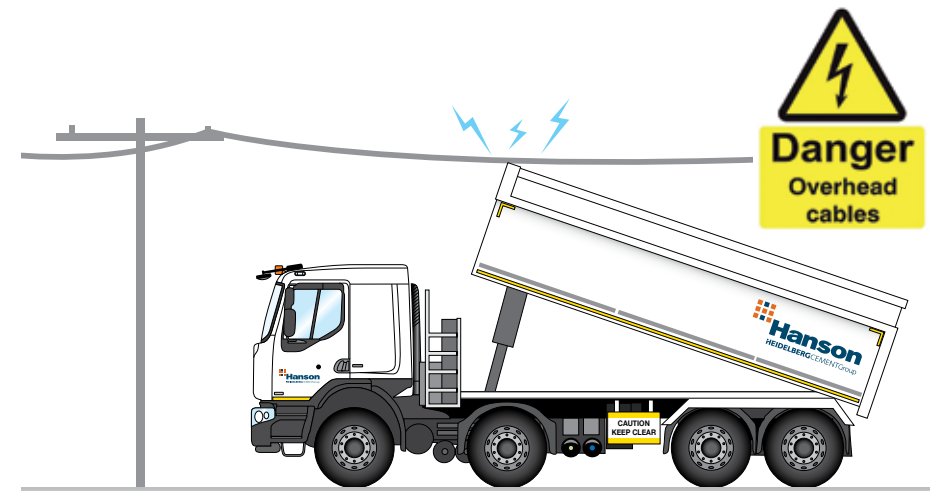
- **SAFE SPEED** - Always adopt a cautious speed, and go slow when approaching, entering, driving through or exiting a bend, roundabout or corner. An increase in speed around a corner as little as 3 miles per hour can increase the chance of an overturn by as much as 20%
- **SAFE LOAD** - When transporting 'sticky' concrete, with a slump of 20-50mm, **avoid rotating the drum during travel**
- **SEATBELT** - Always wear your seatbelt, just in case you are involved in an overturn incident – it could save your life.

Overhead Obstructions

- ✓ **DO** - Always look up before tipping
- ✓ **DO** - Lower your truck body prior to moving off after tipping
- ✓ **DO** - Apply MYSPEACE principles
- ✓ **DO** - Always apply Exclusion Zone Rules.

If the vehicle is in contact with an overhead powerline and there is a risk of electrocution, jumping from the vehicle is an option to preserve life. Likewise, if your vehicle catches fire, you may need to jump. Jump well clear of the cab and ensure you do not contact the ground whilst still in contact with the vehicle, then bunny hop to maximise distance away from hazard.

- ✗ **DON'T** - Park beneath overhead electricity lines within the limits defined by goalposts or signs.



Use of Release Agents

COSHH

(Control of Substances Hazardous to Health)

Every year, workers are made ill by hazardous substances, contracting lung disease such as asthma, cancer and skin disease such as dermatitis.

Myth: 'Of course it's safe – we've always done it this way.'

Reality: Some diseases take years to develop. If exposure is high because the task has always been done that way, maybe it's time for a change.

Safety data sheets

Products you use may be 'dangerous for supply'. If so, they will have a label that has one or more hazard symbols. Some examples are given here.

These products include common substances in everyday use such as paint, bleach, solvent or fillers. When a product is 'dangerous for supply', by law, the supplier must provide you with a safety data sheet.

Since 2009, new international symbols have been gradually replacing the European symbols. Some of them are similar to the European symbols, but there is no single word describing the hazard.

Always make the site aware of hazards and always use the right control measures including wearing necessary Personal Protective Equipment (PPE).

Myth: 'It's natural so it can't be harmful.'

Reality: Natural materials can be harmful. For example, stone or concrete dust can cause lung disease such as silicosis.

Physical Hazards



CORROSIVE



OXIDISING



EXPLOSIVES

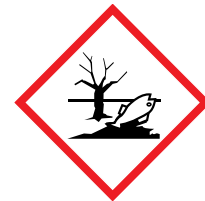
Env. Hazards



FLAMMABLE



GAS UNDER PRESSURE



DANGEROUS TO THE ENVIRONMENT

Health Hazards



CAUTION
- used for less serious health hazards like skin irritation



CORROSIVE



LONGER TERM HEALTH HAZARDS SUCH AS CARCINOGENICITY



TOXIC

Release Agents

Asphalt products

You MUST:

- ✓ **DO** - Ensure that only approved release agents are used – diesel, sand and lorry grit are STRICTLY forbidden
- ✓ **DO** - Contact your technical department on products that can be used
- ✗ **DON'T** - Use unauthorised release agents which may lead to quality problems with products that require rectification at a later date.



Safe Addition of Fibres and Additives

- ✓ **DO** - Add all additives that have to be added by hand to truck mixers via the slump tower
 - ✓ **DO** - Wear the correct PPE i.e. safety helmet, gloves, and safety glasses, if adding powders a dust mask minimum standard P3 filters
 - ✓ **DO** - Observe manual handling guidance
 - ✓ **DO** - Use two persons to ferry additives up steps of slump tower, loading head area or pass material up ladder of truck, where practical, to reduce fatigue. Take extra care with liquids
 - ✓ **DO** - Take extra care in adverse weather conditions, i.e. strong winds etc, especially when adding powders
 - ✓ **DO** - Dispose of all used bags, containers etc, in the correct designated area to avoid any environmental issues
 - ✓ **DO** - Ensure any spillages are cleared up immediately, refer to COSHH Manual and assess the hazards of the chemical/substance, and follow emergency procedures.
- ✗ **DON'T** - Carry buckets or bags of materials whilst climbing rear inspection ladder of mixer
 - ✗ **DON'T** - Stand on top of slump tower, when vehicle is reversing up to tower
 - ✗ **DON'T** - Move the vehicle from slump tower on completion until all personnel are clear of the area.



Safe Vehicle Cleaning Using Diluted Acid

This guidance describes the procedures to be taken when using, handling or storing acids.

Major Hazards

- Splashes into eyes or onto skin causing chemical burns.
- Exposure to fumes which may cause a feeling of nausea.
- Spillages which may cause danger to others or damage to the environment.

Hydrochloric acid can be used to remove hardened concrete residues. It is a highly corrosive acid. Acid should be no more than 14% but beware concentrated hydrochloric acid may be labeled '30%'.

Safe working practices

- ✓ **DO** - Wear the correct PPE when using hydrochloric acid. This must include acid resistant clothing, wellington boots, impervious gloves and a visor for face/eye protection
- ✓ **DO** - Wash all PPE and equipment once the task has been completed. Return it all to the acid store once cleaned
- ✓ **DO** - Wash all ancillary equipment used, rubber buckets, brushes etc. and place them in the acid store or the safety cabinet
- ✓ **DO** - Only use acid to clean mixers in a designated area, which must be clearly defined on the site plans. In establishing the designated area take the prevailing wind and weather into account so that you can be sure that other people and property are not endangered
- ✓ **DO** - Dilute the acid before use. This should be carried out by adding the acid to the water

- ✓ **DO** - Ensure that other persons on site are aware of your activities, that they understand the hazards and that they are clear of the working area
- ✓ **DO** - Wash any acid splashed into the eyes or spilled onto the skin with large amounts of water. Seek immediate medical attention
- ✓ **DO** - Keep all containers of hydrochloric acid in a secure, well-ventilated compound under lock and key well away from other stored materials, substances or gases. The store must be clearly labeled as to the contents.
- ✗ **DON'T** - Use hydrochloric acid inside any building. Use is strictly limited to outside only
- ✗ **DON'T** - Add water to the acid
- ✗ **DON'T** - Transport acid in company vehicles.



Addax (or Equivalent Wash System)

To avoid the use of acid there are systems available that deliver the same results. Hanson UK is already using these on some of its sites and has a commitment to eliminating acid over the coming years.

Addax and equivalent wash systems are designed specifically for cleaning Aggregate and Ready-Mix Trucks. It safely removes cement without damaging the equipment and provides a viable replacement for Hydrochloric Acid, improving safety on site. Each system comprises two pressure washers: one applies the concrete remover as foam, the second jet washes off the dissolved concrete. Each pressure washer has an individual 20 metre self-retracting hose giving the operator a comfortable reach. The self-retracting hose reel ensures tidiness reducing trip hazards.

Using Addax and equivalent wash systems makes the cleaning of trucks much quicker therefore reducing the risk of exposure to hazardous fluids.

They are safe to use on a range of surfaces such as plastic, aluminum, rubber etc.

They are biodegradable and can be recycled with grey water.



Reference

BRITISH PRECAST (BP)

A Guide to Load Security (Building Products)

CONCRETE FEDERATION (BPCF)

DRIVER VEHICLE STANDARDS AGENCY (DVSA)

Load Security Enforcement Matrix

MINERAL PRODUCTS ASSOCIATION (MPA)

Driver Safety at Customer Sites – 6th Edition 25 July 2018

Load Security Bulk Bag Driver's Handbook January 2015

QUARRIES NATIONAL JOINT ADVISORY COMMITTEE (QNJAC)

Road Haulage Information Sheet 1 : Point of Delivery Checklist v1

June 2015

ROAD HAULAGE ASSOCIATION (RHA)

RHA Vehicle Inspection Form.

HANSON UK DOCUMENTS

Control of Contractors UKCP01

Risk Assessment UKCP02

COSHH UKCP16

Reporting of Accidents & Incidents UKSP016

Hanson driving policy UKCP18

Hanson Drugs and alcohol policy UKCP21

Personal Protective Equipment UKCP30

Hanson Smoking Policy UKCP34

Control of Truckmixer Operations UKCP40

Occupational Health UKCP52

Website Links

Mineral Products Association

www.mineralproducts.org

Mineral Product Association Safequarry Site Web

www.safequarry.com

Road Haulage Association

www.rha.uk.net

Logistics UK

www.logistics.org.uk

Institute of Road Transport Engineers -

www.soe.org.uk/about-soe/represented-sectors/irte

Listing and Guidance on Drug use whilst driving

www.gov.uk/drug-driving-law

Hanson UK Webiste

www.hanson.co.uk

Hanson UK Unite Web Site

<http://unite.grouphc.net/uk/IMS/Pages/default.aspx>

LOGISTICS UK



Driver Details

Date of issue:

Driver's name:

Contact tel mobile:

Contact tel landline:

Company/Employer:

Company tel number:

Next of kin 1

Name:

Address:

Emergency contact number:

Next of kin 2

Name:

Address:

Emergency contact number:

Site Induction Record

Site	Business Plants*	Date	Inductor name and signature

* Business Plants - Aggregates, Asphalt, Cement, Contracting, Concrete, Building Products, Floors and Precast

Site Induction Record

Site	Business Plants*	Date	Inductor name and signature

* Business Plants - Aggregates, Asphalt, Cement, Contracting, Concrete, Building Products, Floors and Precast

Receipt of Issue

I acknowledge that I have been issued with the Hanson UK driver guide to health and safety

I understand and acknowledge the content and guidelines enclosed within this booklet and will comply with the requirements at all times

Driver's name:

Driver's signature:

Date:

Manager/Supervisor name:

Manager/Supervisor role:

Manager/Supervisor signature:

*This section to be completed by both driver and manager on issue and then removed from booklet and filed with driver's training personnel file.

Notes



Notes

Notes

**If you see anything on our sites
or customer sites that you think
is unsafe, it is okay to Stop and
Report it to us as a Near Hit or
Take One Risk Assessment.**

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Issue 3 - February 2022