



VISION ZERO
SAFE & WELL EVERY DAY

'The FATAL 6'

1

Contact with moving machinery and isolation

2

Workplace transport and pedestrian interface

3

Work at height

4

Workplace Respirable Crystalline Silica

5

Struck by moving or falling object

6

Road Traffic Accidents

Mitigating high consequence hazards

Mineral Products Association

Driver's Handbook

Edition 4

Acknowledgment

This handbook has been jointly developed by the members of the Mineral Products Association (MPA) 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 (November 23). 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.



Mineral Products Association

The Trade Association for the Aggregates, Asphalt, Cement, Concrete, Dimension Stone, Lime, Mortar and Industrial Sand Industries

Introduction

Vision Zero and 'The Fatal 6'

The MPA and its members have committed to Vision Zero – to ensure that everyone goes home safe and well every day. Vision Zero is built around eliminating the causes of 'The Fatal 6'. These are the high consequence hazards that analysis has shown are responsible for 94% of the fatalities within the industry. Road Traffic Accidents are one of 'The Fatal 6'. The strategy is to focus on these hazards in the work environment and, through a wide range of measures, achieve zero serious incidents or fatalities associated with 'The Fatal 6' by 2025.

Driving and operating large goods vehicles (LGVs) is a critical, if often under-recognised, part of the mineral 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. Indeed over 50% of the lost time incidents reported to MPA involve our drivers, sadly including an unacceptable number of fatal incidents.

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 their, 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'

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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. I will respect and take great care with Vulnerable Road Users (VRU).

1. I recognise and accept my obligations as a professional driver:
 - ✓ **I do** - Ensure you conduct yourself in a polite and considerate manner at all times as an ambassador for the industry and your company
 - ✓ **I do** - Ensure you drive with consideration for all road users and pedestrians
 - ✓ **I do** - Support safety within the workplace
 - ✓ **I do** - Actively support this code and promote it to other drivers
 - ✓ **I do** - Encourage safety on the road
 - ✓ **I 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:
 - ✓ **I do** - Be professional at all times
 - ✓ **I do** - Ensure you're fit for duty – alert, healthy and prepared for the driving task
 - ✓ **I do** - Observe speed limits and seat belt laws
 - ✓ **I do** - Observe working time regulations and 'Rules on Driver's Hours and Tachographs'
 - ✓ **I do** - Observe drug and alcohol laws
 - ✓ **I do** - Leave a safe distance between other vehicles
 - ✓ **I do** - Travel in left lanes unless overtaking
 - ✓ **I do** - Adopt a considerate driving style, reducing noise when operating in a built up area
 - ✓ **I 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 pre-use and 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:**
 - ✓ **I do** - **Avoid using mobile phones, two way radios or other forms of communication whilst the vehicle is moving in accordance with the law and company rules**
 - ✓ **I do** - **Fully prepare for any journey to avoid being distracted when driving.**
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 an MPA Member, 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 driver's 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 mp connect card

Driver Licence

All drivers who operate on behalf of an MPA member must hold the appropriate licence and a Driver Qualification Card (DQC) and hauliers must have a robust system in place to check drivers' licences at least every six months.



A competency verification process which utilises a one-card system or equivalent is an effective way of doing this.

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

Legal Requirements

The holder of a licence must produce it on request to a police officer or traffic examiner. If the licence 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 licence.

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 JAUP (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 an MPA member 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

The MPA 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. The Highway Code was updated in January 2022 to introduce a hierarchy of vulnerable road users. Those with the capacity to cause most harm (e.g. car and truck drivers) have a greater duty of care towards the road users who are most vulnerable to harm (pedestrians, cyclists, horse riders etc).

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

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

In-Cab Safety

Seatbelts, Loose Items, Unauthorised Passengers and Animals

Whilst driving on an MPA member's 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.

- ✓ **I will** - Secure all loose items in the cab to prevent being injured in the event of a collision
- ✓ **I will** - Wear your seatbelt
- ✓ **I will** - Keep any authorised passenger inside the cab
- ✗ **I will not** - Allow dogs or any other animal in cabs (or on site)
- ✗ **I will not** - Allow children in cabs (or on site)
- ✗ **I will not** - Place objects in main field view of windscreen.



In-Cab Safety

Mobile Phones and other Electronic Devices

Use of any hand held devices whilst driving is illegal. Using a mobile phone even on hands free or bluetooth, increases the risk of having an accident. Ideally avoid their use entirely whilst driving (some members or sites prohibit their use). If this is not the company policy, consider the following:

- ✓ **I will** - Only use a phone when vehicle is stationary to report near misses via the Apps
- ✓ **I will** - Use hands-free phones to receive calls when travelling on the public highway where permitted
- ✓ **I will** - Keep any necessary conversations to a minimum and only continue them as long as it remains safe
- ✓ **I will** - Check that you are in an appropriate safe and secure area when using mobile phones when out of the vehicle
- ✓ **I will** - Keep devices out of reach by putting them into the glove compartment or the boot. Remove the temptation of handling them whilst driving
- ✗ **I will not** - Use hand-held phones or other electronic devices whilst driving
- ✗ **I will not** - Use phones on customer sites unless the vehicle is stationary
- ✗ **I will not** - Use mobile phones or two way radios in MPA member production and loading areas.



Cab Safety

In Cab Technology

Satellite Navigation Systems

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

Other Electronic Devices

- ✓ **I will** - Set up any entertainment system to the vehicles radio system before you begin your journey
- ✓ **I will** - Position them out of reach as they should not be adjusted during the journey
- ✗ **I will not** - Use ear pieces under any circumstances
- ✗ **I will not** - 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 an MPA member 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

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

No Aggressive Driving

- ✗ **I will not** - Intimidate other road users by driving too close or at excessive speed
- ✗ **I will not** - Tailgate.

No Convoying

- ✓ **I will** - Leave room for lighter vehicles to overtake without having to pass more than one LGV at once
- ✗ **I will not** - Run in convoy.

Reduce Noise

- ✓ **I will** - 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.
- ✓ **I will** - When unladen further reduce speed over speed bumps or on rough terrain

Lane Discipline

- ✓ **I will** - Always keep to the left-hand lane unless overtaking slower vehicles
- ✓ **I will** - Remember to use the mirror, signal and manoeuvre routine before changing lanes
- ✓ **I will** - 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
- ✗ **I will not** - 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. Look far ahead as possible to identify the risks and hazards.

For example:

- ✓ **I will** - Consider the curvature of a row of trees, power lines or lamp posts
- ✓ **I will** - Look for reflections in shop windows
- ✓ **I will** - Check the angle of approaching headlights
- ✓ **I will** - Check the angle of shadows cast by headlights and other lights
- ✓ **I will** - 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.

Driver's Behaviour

Planning Ahead

Acting appropriately

POSITION

- ✓ **I will** - After giving a signal, take up the correct position on the road. You must check mirrors again before changing course

SPEED

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

GEAR

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

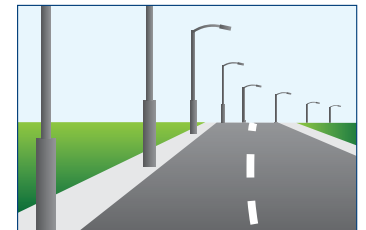
Safer driving means:

- Less injuries and fatalities on our roads
- Less accidental 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.
- Low emission zones are becoming commonplace – low emission vehicles provide the best option for these

The curvature of a row of trees or lamp posts



Reflections in shop windows



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

- ✓ **I will** - Look, Assess, Decide.

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

GIVE INFORMATION

- ✓ **I will** - 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/sound your horn to let other road users know that you are there.

- ✗ **I will not** - Flash my 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 . . .

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

Winter watch

Always be prepared in case you get stuck.

- ✓ **I will** - Keep a fully charged mobile phone
- ✓ **I will** - Keep warm clothing and a blanket
- ✓ **I will** - Carry a Hi-vis jacket
- ✓ **I will** - Carry a working torch
- ✓ **I will** - Carry a spade or shovel
- ✓ **I will** - Know your route and ensure your mobile phone is working, although do not use it whilst driving
- ✓ **I will** - 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

- ✓ **I will** - Drink plenty of fluids on a long journey
- ✓ **I will** - Reduce speed if the sun is directly in front of you reducing your vision
- ✓ **I will** - Wear sunglasses to reduce glare
- ✓ **I will** - Be aware of increased agricultural traffic
- ✓ **I will** - 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

- M**ind where you park
- Y**ou are in charge
- S**ee and be seen
- P**rotect others
- A**ccess all around
- C**lean your environment
- E**scape route

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?

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

Report any issues via your Near Hit/Near Miss/Hazard reporting

Never put yourself or anyone around you at risk.



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.
Weekly rest	45 hours can be reduced to 24 hours at base or away from base. 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

All MPA members require employees and contractors to be able to properly perform their duties unimpaired by the effects of drinking alcohol or taking drugs. MPA members aim to eliminate alcohol and drug misuse in the workplace by increasing employees' and contractors' awareness of its dangers.

- ✓ **I will** - Promote a culture in which alcohol and drug misuse is discouraged
- ✓ **I will** - 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
- ✓ **I will** - 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
- ✓ **I will** - Be aware that MPA member 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.



Drugs and Alcohol at Work

Alcohol

- ✗ **I will not** - 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 (note that limits vary in different parts of the UK). 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

- ✓ **I will** - 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
- ✓ **I will** - Complete a drug test if you are asked by an MPA member company to do so
- ✓ **I will** - Ask for the Company Policy if you wish to learn more about the MPA member's stance on Drugs and Alcohol
- ✗ **I will not** - Consume substance 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
- ✗ **I will not** - Offer drugs or medication to colleagues.

Smoking and Vaping at Work

MPA members 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.

- ✓ **I will** - Smoke in authorised zones only. If you are visiting a site, make yourself aware of the designated smoking zones as soon as you arrive
- ✓ **I will** - 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
- ✓ **I will** - Ensure you put the residues into a proper container once you have finished
- ✓ **I will** - Remember that MPA members regard e-cigarettes in the same way as normal cigarettes so the same rules apply but try and separate yourself from tobacco users
- ✓ **I will** - Ensure that your cab has a no smoking sticker displayed.

- ✗ **I will not** - 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
- ✗ **I will not** - 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
- ✗ **I will not** - Smoke next to fuels, flammable gases or vehicles unloading such materials.

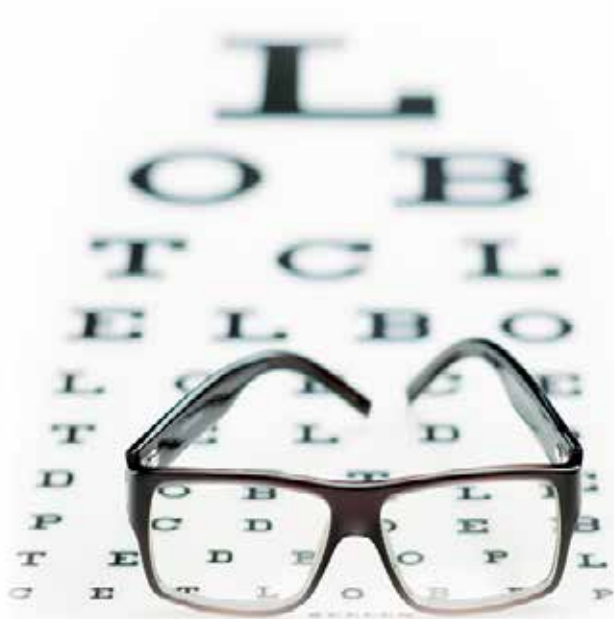


Eligibility to Drive

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 (six monthly if a member of FORS or equivalent scheme) to ensure capability to drive legally. FORS require drivers to pass eye sight checks at 20m.



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 licence being revoked by the Traffic Commissioner.

- ✓ **I will** - Schedule set times for food
- ✓ **I will** - Schedule in a daily exercise plan
- ✓ **I will** - Opt for healthier food options and maintain healthy meal sizes
- ✓ **I will** - Snack to a schedule on healthy options such as fruit, nuts or protein bars
- ✓ **I will** - Consume plenty of water and ensure it is always available in your cab
- ✓ **I will** - Regularly wash your hands, especially before eating
- ✓ **I will** - Get plenty of rest. The amount of rest is mandated by your Working Time Directives but ensure you are using this time to recuperate
- ✓ **I will** - Replace lost vitamins, preferably by eating fruit and vegetables but alternatively through a course of vitamin supplements
- ✓ **I will** - 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
- ✓ **I will** - Stay connected with home by catching up with family on your breaks or sharing experiences with family
- ✓ **I will** - Be aware that some sites may require a fitness to work certificate to demonstrate compliance with specific local site procedures
- ✗ **I will not** - Eat or drink whilst driving.

Your Mental Health and Wellbeing

Work and personal issues can have a detrimental impact on many people's lives. This may be experienced as feelings of isolation, anxiety, financial insecurity, emotional issues within your family, concerns about the future or changes in one's ability to enjoy the company of friends and other forms of relaxation.

These pressures can impact on your mental health and wellbeing and may be experienced by anybody; males and females, young and old, staff at all levels within an organisation.

It is important that you are able to recognise the symptoms in yourself or colleagues that are often indicators of mental health issues, understand some simple coping strategies and, most importantly, understand that there are many ways in which individuals can be provided with support.

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



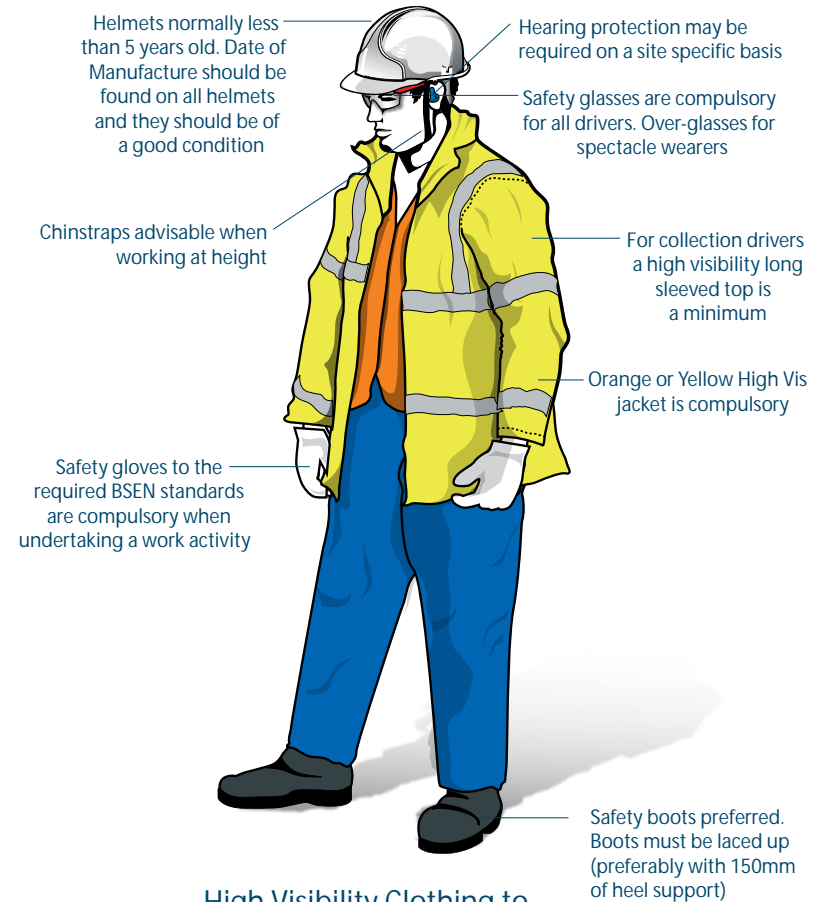
PPE for all Drivers

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 four 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 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.



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, we 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.

- ✓ **I will** - Obey the mandatory speed limits displayed in the red circles
- ✓ **I will** - Stay out of lanes which show a red X as these indicate lane closures
- ✓ **I will** - Plan your journeys making yourself aware of what type of motorway you will be travelling on
- ✓ **I will** - Respect roadside workers who are working to improve the motorways
- ✓ **I will** - use emergency refuge areas, motorway service station or leave the motorway if you experience a breakdown
- ✗ **I will not** - break the speed limits
- ✗ **I will not** - use the refuge areas unless in the case of an emergency
- ✗ **I will not** - 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 an 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. Driving in a lane with a red symbol is dangerous and drivers must not use it.

Speed Limits



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

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

It is the responsibility of the driver to understand the speed limit which applies to the class of vehicle on the road type you are driving.

Know your limits

	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

Terrorism

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

It is the MPA'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

- ✓ **I will** - 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:

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

Terrorism

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

Advice if the driver is threatened with violence:

- ✓ **I will** - Always put your personal safety first
- ✓ **I will** - Remember the government advice of "Run, Hide, Tell"
- ✓ **I will** - Attempt to immobilise the vehicle if it is safe to do
- ✓ **I will** - Contact the police and your manager
- ✓ **I will** - Report any suspicious activities by third parties to their manager or supervisor, with as many details as possible.
- ✗ **I will not** - Attempt to fight the assailant
- ✗ **I will not** - Try to deal with a violent person by yourself when the violence has escalated – always seek help
- ✗ **I will not** - 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.

Protestors

Dealing with Protesters

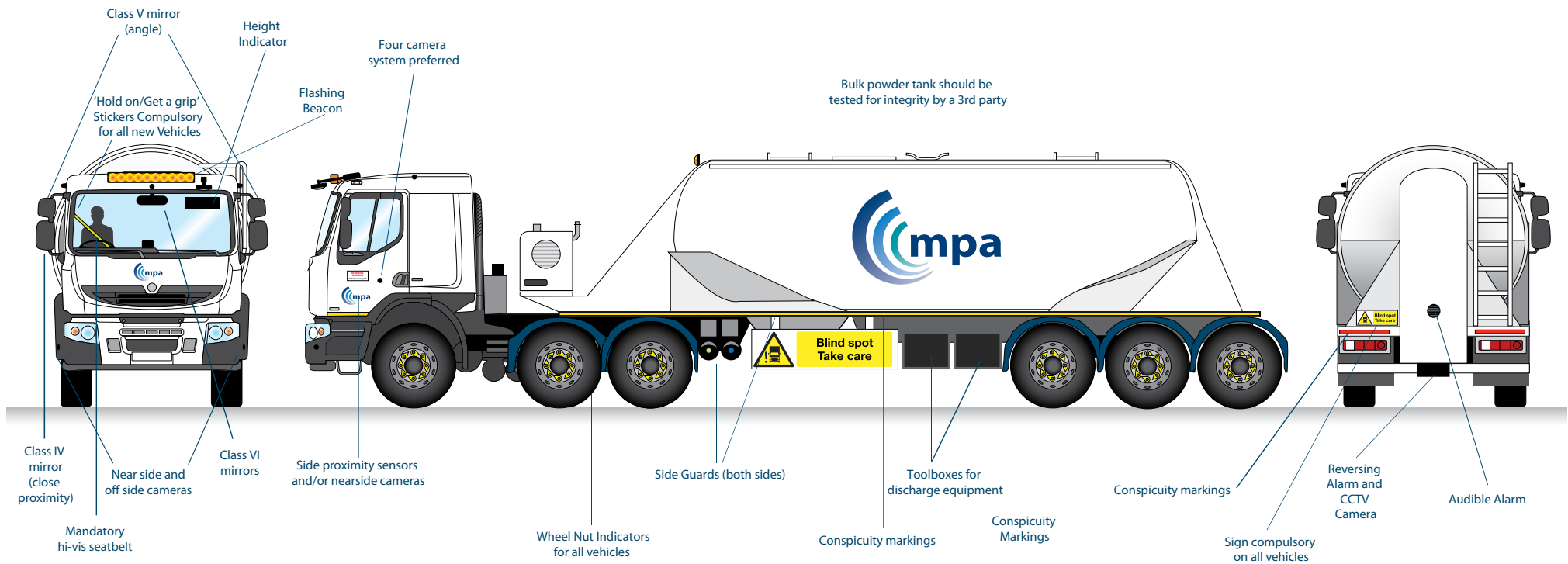
If you encounter protesters, do not provide them or the press covering such incidents with social media footage, photo opportunities or sound bites with negative propaganda potential. This is especially the case when employees are in branded PPE, clothing or vehicles. Everyone with a mobile phone is a potential cameraperson, who could be tweeting/blogging to a potential online audience of thousands or millions.

To this end, when dealing protesters all staff should be reminded:

- Always be polite and respectful
- Never be drawn or provoked into confrontational situations
- Never become involved in situations that would put health, safety or lives at risk
- Adopt a slow, deliberate, calm but firm approach to all eventualities
- Display the highest standards of behaviour when dealing with protesters
- Do not attempt to physically remove protesters
- Do not attempt to by-pass the protesters or drive your vehicle towards them

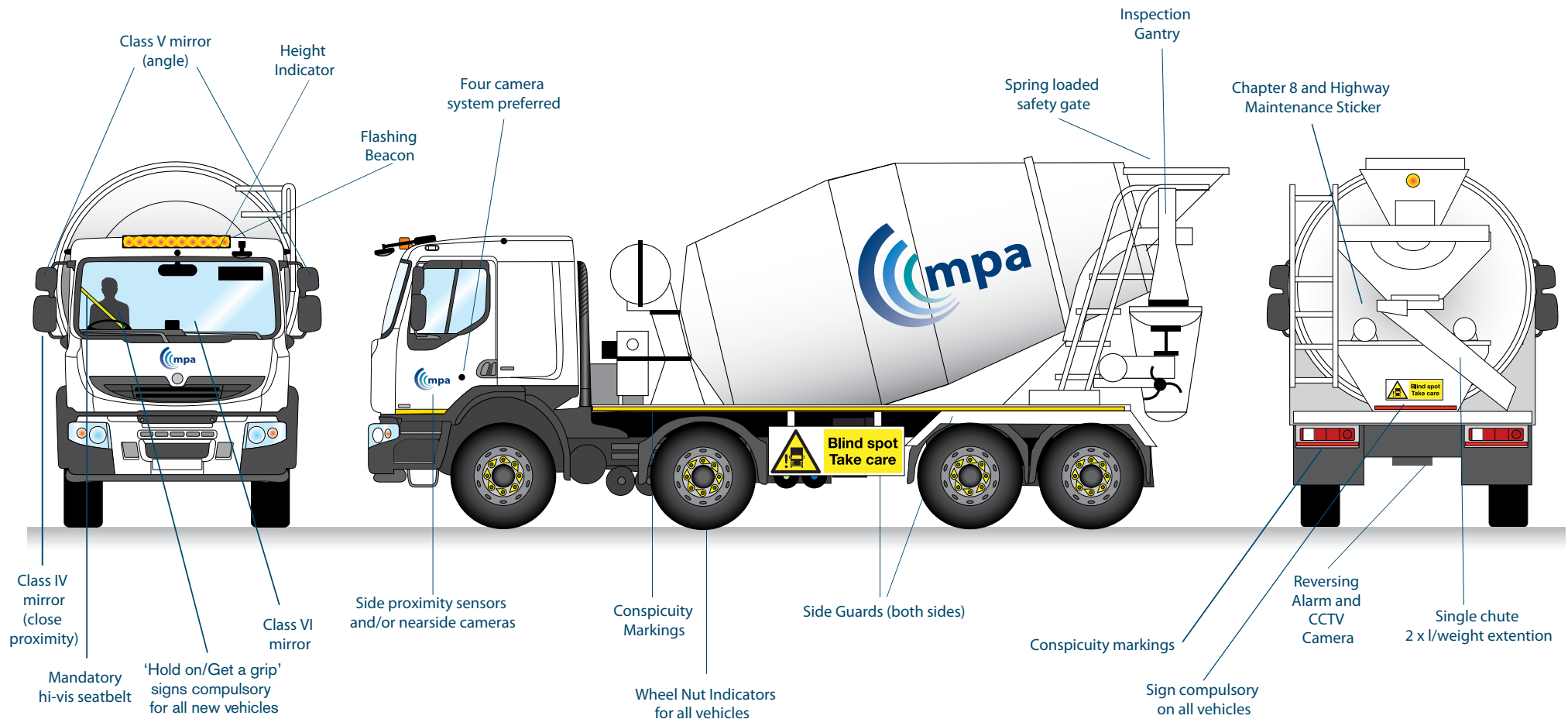
Vehicles Section

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 Flatbed and Crane Vehicles

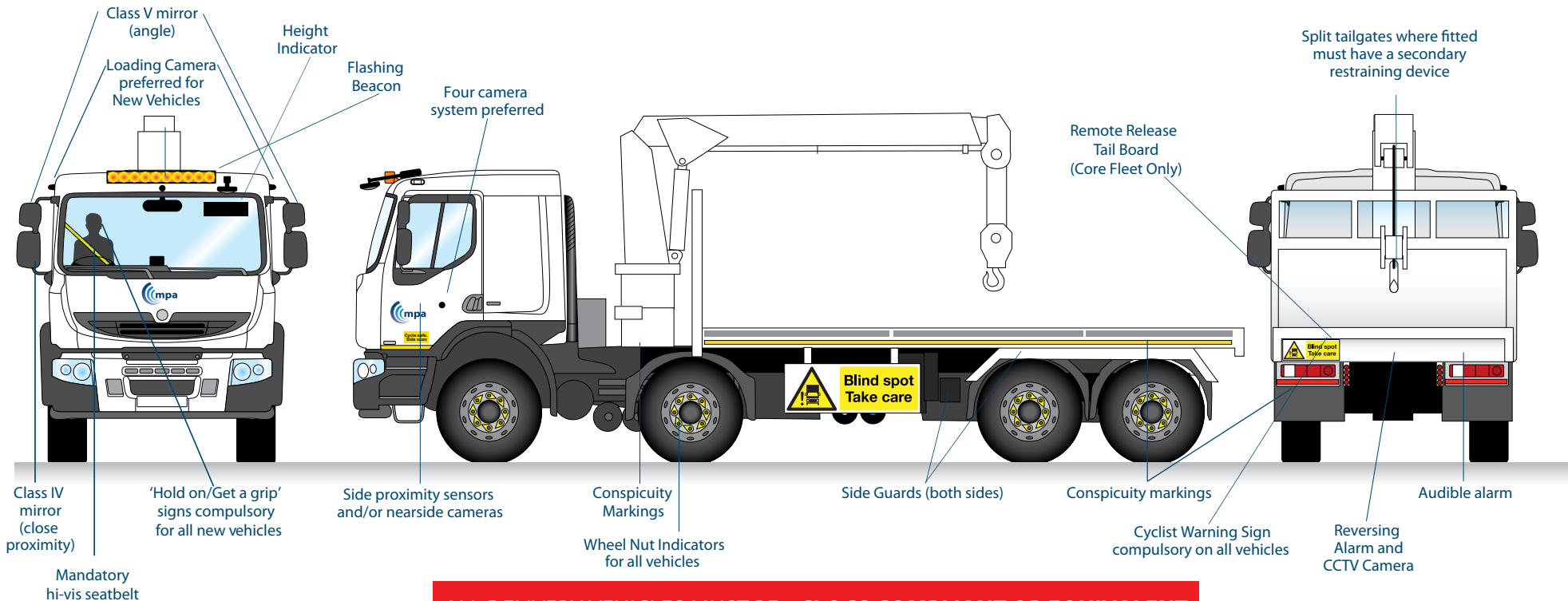
LOLER requires lifting equipment to be thoroughly examined by a competent person:

- Before first use, unless the equipment is accompanied by a declaration of conformity made not more than 12 months previously. This declaration of conformity being for the completed equipment and not just for the loader
- Following the repair or replacement of a structural component
- When a change of chassis takes place
- When removed and refitted to the original chassis.

Periodic thorough examinations are also required:

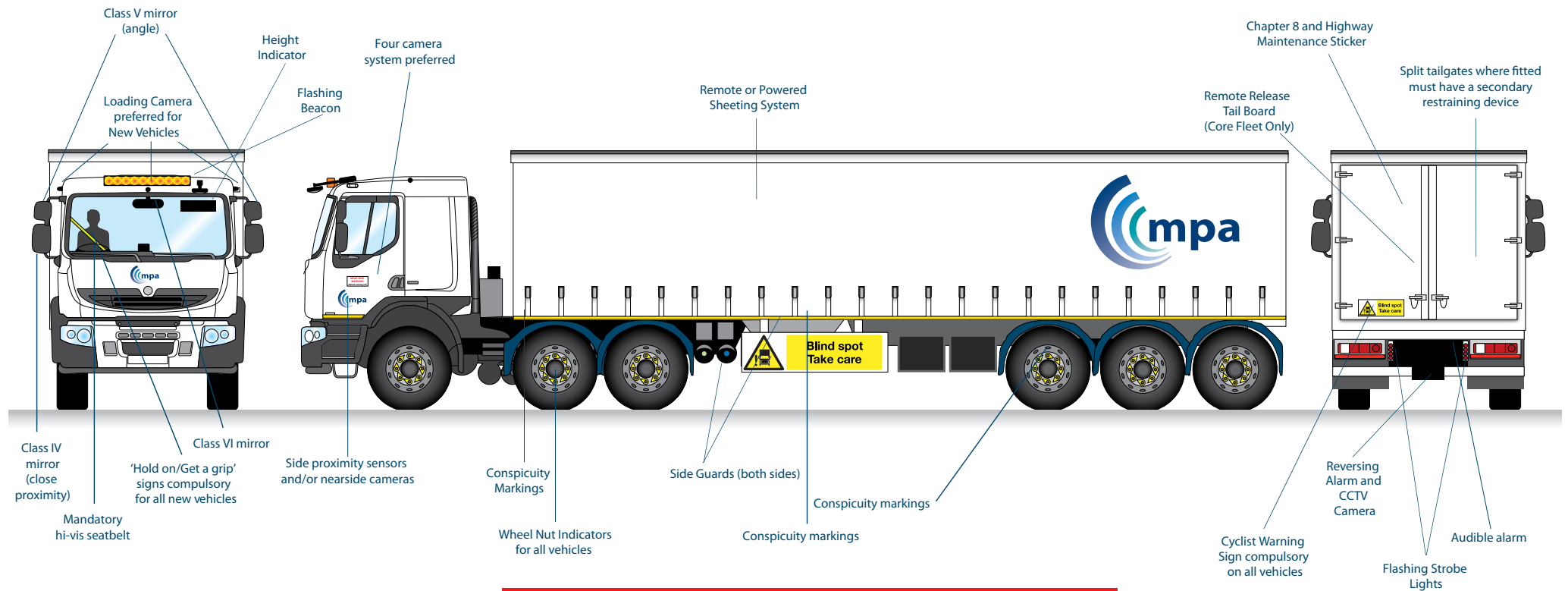
- In the case of lifting equipment for lifting persons, or a lifting accessory (e.g. slings, chains, grabs, buckets etc) at least every 6 months
- In the case of other lifting equipment, at least every 12 months.

BS 7121 Part 2 – Recommendations for periodic testing and thorough examination of loader cranes.



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 Standards for Volumetric Trucks

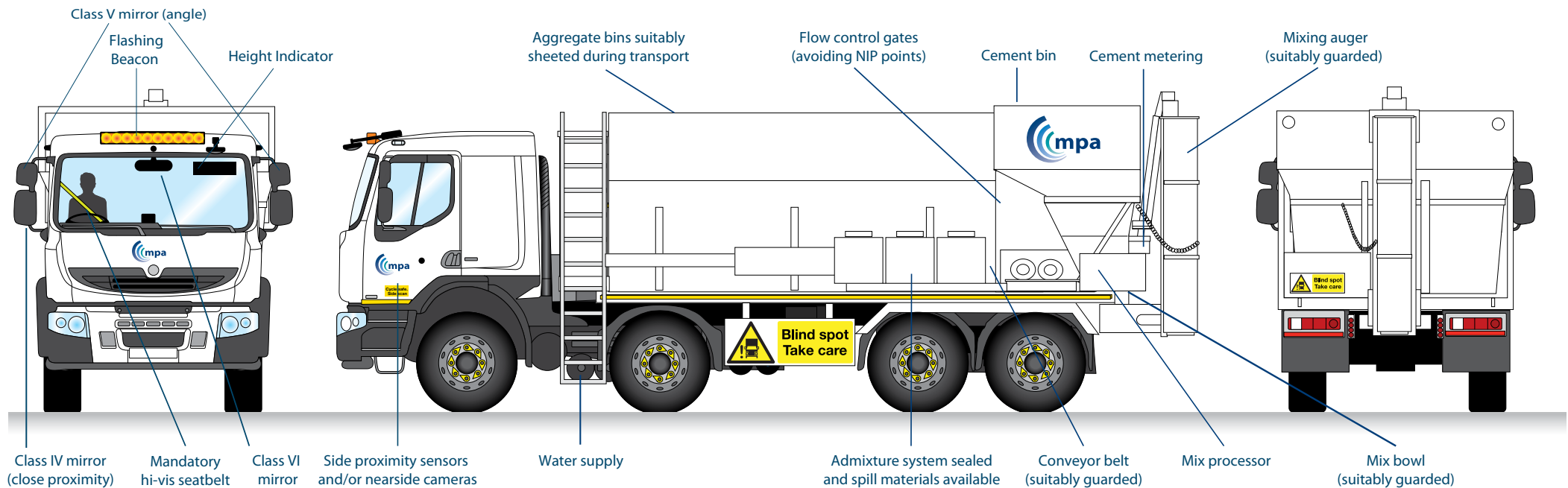
All operators must operate these vehicle types vehicles to ensure they conform to the highest standards in terms of the safety features on the vehicle and the training required for the driver to ensure a safe delivery and the operation of the vehicles. We believe that these vehicles should also be operated in accordance with LGV regulations and driver's hours and working time rules.

The UK Government Department of Transport announced in September 2018 that the rules relating to Volumetric Trucks would be aligned with the rules that already apply to other LGVs

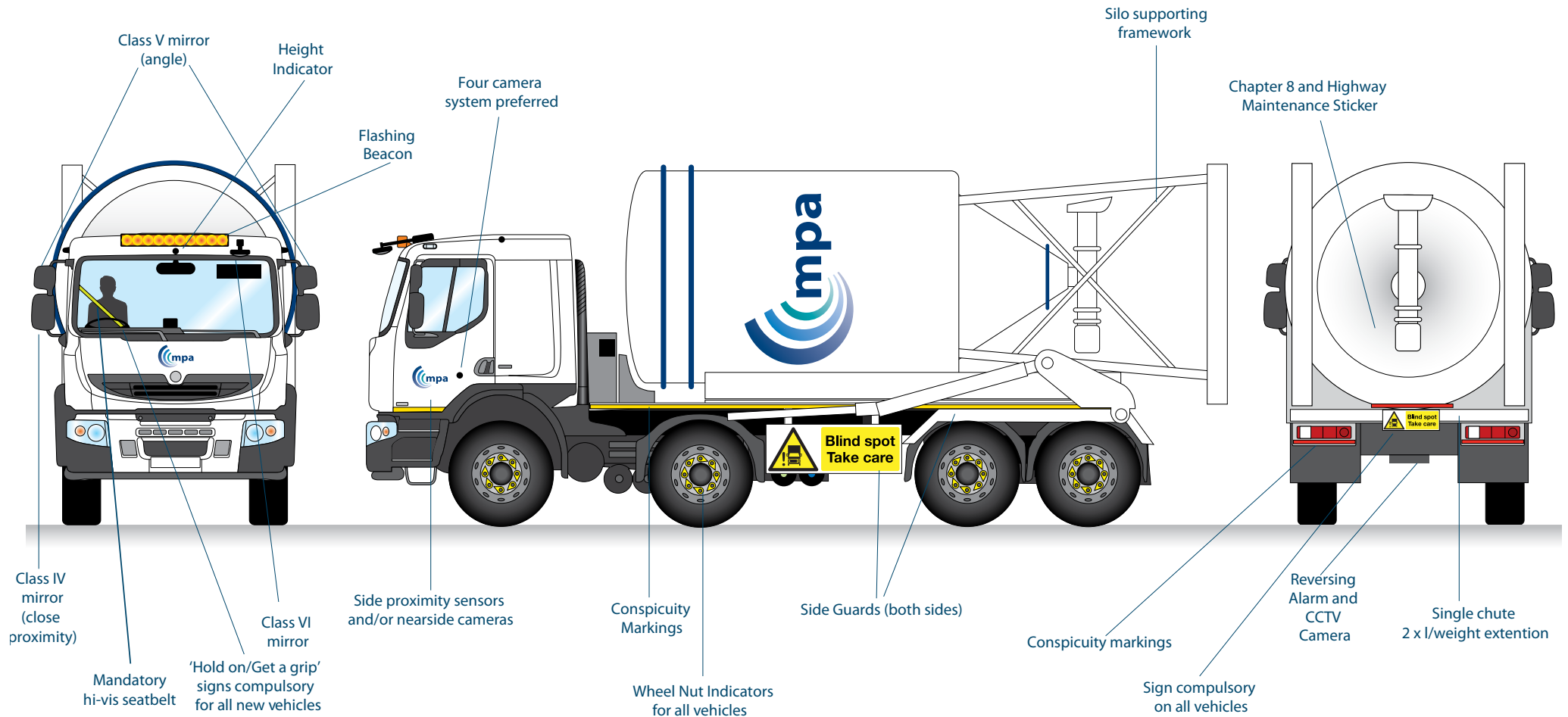
The changes mean that operators of volumetric mixers must now ensure compliance with:

- Drivers' hours Tachograph rules, Operator licences, Working times, HGV licences, Vehicle weight limits.
- Volumetric concrete mixers are now also required to undergo HGV annual testing as of 20 May 2018.

In an auger type mixer, the material and water travels up the Archimedes' screw. Auger lengths can vary from about 5-feet to 15-feet, and vary in diameter and RPM. This type may be portable, but the length of the auger is a limiting factor. A paddle mixer blends the concrete mix using a rotational motion and is used to blend finer gravels and sand, as in mortar. The majority of drum mixers are mounted on trailers. These drums usually have a mixing capacity of between 1-yard and 1.75 yards (0.76m³ and 1.34m³) per batch. A paddle mixer tumbles the mixture in a folding motion using curved fins and paddles. This is the most common type of volumetric mixing. Paddle mixers usually mix in smaller batches directly on the job site.



Common Standards for Portable Silo Trucks



ALL DELIVERY VEHICLES MUST BE CLOCS COMPLIANT OR EQUIVALENT

Vehicle Standards

Vehicle Equipment

Minimum requirements:

- ✓ **I will** - For Highways work ensure your vehicle is fitted with a roof-mounted amber warning light bar (comprising at least two independent light sources) or two independent roof-mounted amber warning beacons visible through 360°
- ✓ **I will** - Ensure your vehicle is fitted with blindspot mirrors – Class V (passenger) and Class VI (front)
- ✓ **I will** - Check your rear facing signs for cyclists are present and clean
- ✓ **I will** - Check your reversing hazard lights are functioning before starting any journey
- ✓ **I will** - Check your reversing alarm is functioning before starting any journey
- ✓ **I will** - Ensure your vehicle is fitted with rear CCTV on vehicles exceeding 3.5 tonnes
- ✓ **I will** - Ensure your vehicle is equipped with a highway maintenance sign (Chapter 8) with 100mm lettering (Aggregate/ Asphalt/ Readymix)

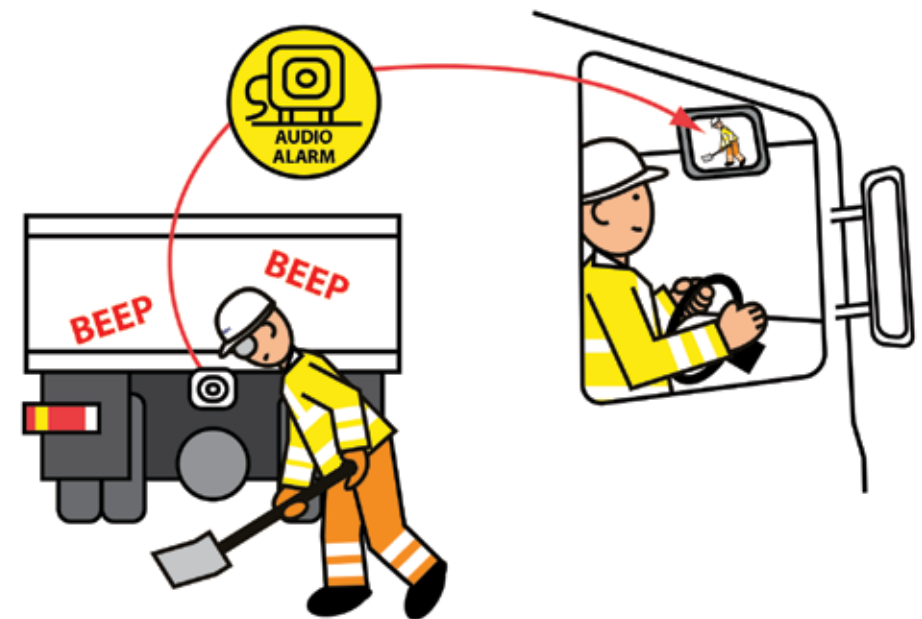


Vehicle Standards

Audible Alarms

Includes reversing, side turning and handbrake alarms.

- ✓ **I will** - Ensure audible alarms are fitted to all haulage vehicles
- ✓ **I will** - Check that they come on automatically when reverse gear is selected
- ✓ **I will** - Be aware that handbrake alarms alert the driver if 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.
- ✗ **I will not** - Interfere with, override or muffle alarms. (there should not be facility to do so)



Vehicle Standards

Rear Facing CCTV

- ✓ **I will** - Ensure that the rear facing CCTV is fitted and operational
- ✓ **I will** - 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'

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



Vehicle Standards

Flashing Beacons

Minimum requirements for highways works:

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



Reversing Lights

- ✓ **I will** - Keep your reversing lights clean and operational at all times
- ✗ **I will not** - Allow your reversing lights to be obscured by folded back mud flaps etc.



Rear Strobe Lights

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



Vehicle Breakdowns

In the event of a breakdown on a motorway, emergency areas are located along motorways with no hard shoulder or where the hard shoulder can be used as an extra lane and must only be used in an emergency. They are marked by blue signs with an orange SOS telephone symbol and may have orange surfacing.

If you need to stop your vehicle in the event of a breakdown or incident, try to stop in a place of relative safety; where you, your passengers and your vehicle are less likely to be at risk from moving traffic. The safest place to stop is a location which is designed for parking. On motorways and other high-speed roads, the safest place to stop is a service area. Other suitable places of safety in an emergency include lay-bys; emergency areas and hard shoulders. Be aware that hard shoulders provide less protection than other places of relative safety because they are so close to high-speed traffic. You and your passengers should, where possible, keep well away from your vehicle and moving traffic. Otherwise moving traffic could collide with your vehicle, forcing it into you and your passengers.

- ✓ **I will** - Exit vehicle cab on the non traffic side
- ✓ **I will** - Get your vehicle safely off the road if possible
- ✓ **I will** - Warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction
- ✓ **I will** - Stay in a safe location away from the vehicle if it is safe to do so
- ✓ **I will** - Help other road users see you by ensuring you, and any passengers, wear high visibility reflective clothing/work wear
- ✓ **I will** - If not on a motorway, 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
- ✓ **I will** - Keep your lights on if it is dark or visibility is poor
- ✓ **I will** - Arrange recovery for vehicle specialists
- ✗ **I will not** - Attempt to use a warning triangle on a motorway or other high speed road
- ✗ **I will not** - Put yourself or your passengers in danger
- ✗ **I will not** - Stand (or let anybody else stand) between your vehicle and oncoming traffic
- ✗ **I will not** - Stand where you will prevent other road users seeing your lights at night or in poor visibility.

Vehicle Inspection

Pre-Use 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 not enough to rely on a maintenance system alone, because this cannot ensure that vehicles legal are roadworthy at all times.

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

Prior to commencing work each day, drivers must carry out a vehicle check. A record of these checks must be maintained.

Any defects that pose a significant safety risk must be reported to the relevant supervisor immediately so that appropriate action can be taken, including removal from use where necessary.

New laws on tyres came into force on the 1st Feb 2021. The Government announced that tyres aged over 10 years, will be banned on the front axles of lorries, buses, coaches and all single wheels of minibuses (9 to 16 passenger seats).

The image shows a specimen of an RHA vehicle inspection form. The form is titled 'DEFECT REPORT' and has a reference number '7155001'. It contains several sections for recording vehicle checks, including 'DAILY CHECK' and 'WHEN CHECKED'. The form has checkboxes for various items such as fuel level, oil level, tyre pressure, and lights. There are also fields for the driver's signature, date, and a declaration of 'No Defects With All Axes'. The form is marked with a large 'SPECIMEN' watermark.

RHA vehicle inspection form

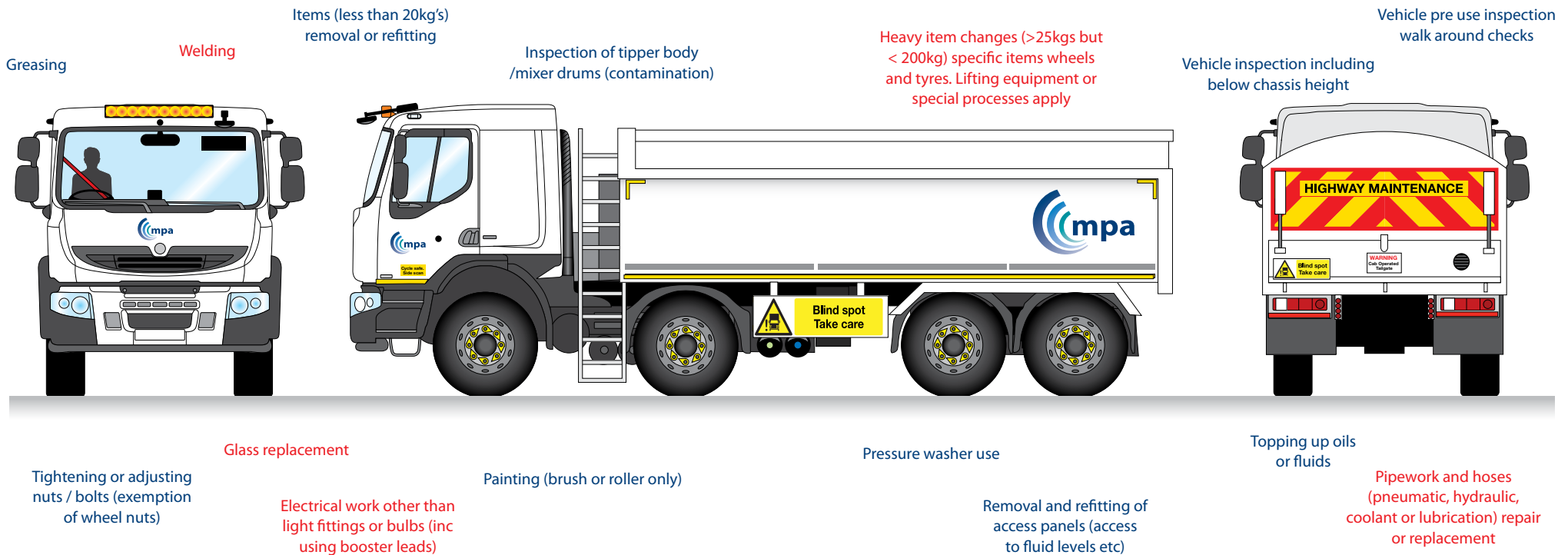
Vehicle Repairs

Avoid carrying out vehicle maintenance on sites unless the vehicle is not safe to move.

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 vehicle fitters 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 vehicle fitters 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 operator's licence 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.

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



Vehicle - Chutes

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

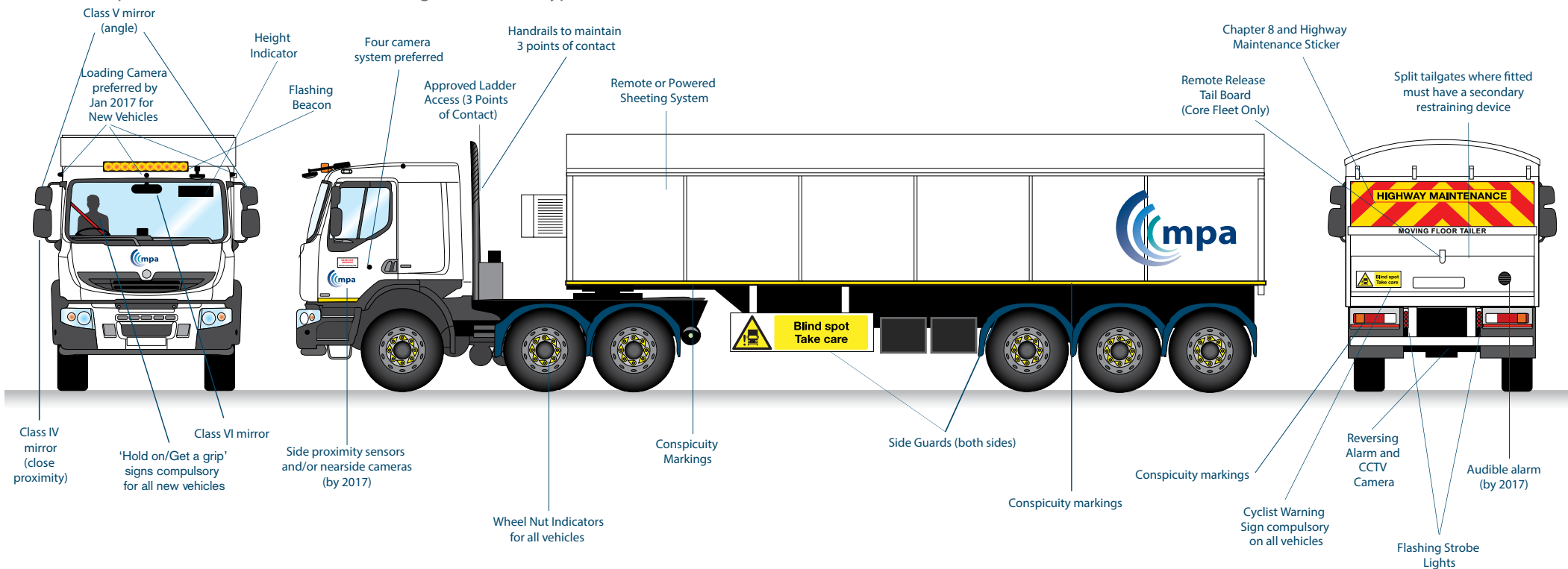


Non Tipping Vehicles

Bulk Aggregate / Asphalt

A walking floor trailer, belt driven rigid vehicle or similar offer a number of benefits compared to standard truck bodies. They can prove to be an efficient solution for loading and unloading loose quarried materials without requiring any additional equipment.

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



Site Operations

Arrival on Site

Site Induction

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

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

- ✗ **I will not** - Breach any rules or carry out any unsafe acts as this may result in my exclusion from site and could lead to disciplinary action or permanent exclusion from all MPA members operations
- ✗ **I will not** - Use mobile phones or 2 way radios whilst the vehicle is in motion
- ✗ **I will not** - Tip or unload anywhere other than designated areas
- ✗ **I will not** - Tip or unload if there are personnel or other vehicles in the area
- ✗ **I will not** - Move a HIAB Vehicle with them in the raised position
- ✗ **I will not** - Sheet or unsheet anywhere other than designated areas
- ✗ **I will not** - Enter the vehicle body unless it is absolutely necessary and permission to do so has been sought and granted. Inform personnel outside of the vehicle your intentions and ensure the engine is switched off and the ignition keys removed
- ✗ **I will not** - I will not leave my vehicle unattended with the engine running - the cab will be locked if the blower is in use.

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 an MPA member must be reported immediately to the local management team and Logistics Manager.

A copy of all local points of contact are displayed on ALL MPA member site noticeboards.

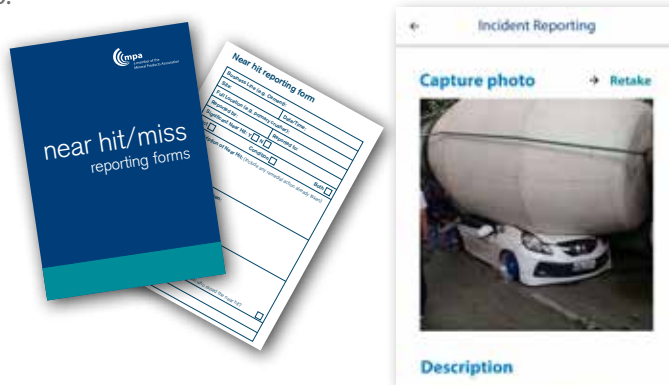
On Sites Near Miss/Hit/Unsafe Conditions

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

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

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

You should also report incidents directly to your line manager



Benefits

Near Miss and Hazard Alert reporting is an early warning system for an MPA member 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 an MPA member 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.



High Speed Networks

Journey to site - approaching site.

- **Look out** for advance signs to access
- **Get into the correct lane** making sure you indicate in plenty of time
- **Active Beacons** 200m in advance of the access point
- **Slowing down** gradually to enter the works access, this should be identified by green cones
- **Indicate** to pull into the access and decrease speed to site speed limit, once you are inside.



Always pull into the lane furthest from the cones. Never stop within a works access. Proceed to the works location at the site speed limit.

Pull into the Works Access. Note – gate has two green cones besides each other to indicate the access point.

At this point indicate the gate access point. Slow to 15MPH maximum

Flashing Beacon ON. Reduce speed to below 25mph from this point NOT before.

Get in lane.

Approach site at speed limit indicated.

High Speed Networks

Journey to site - approaching site.

- **ABORT** manoeuvre
- **CONTINUE** to the next road exit and either turn and retry or find a **SAFE** place to stop and phone the shipping team or plant
- **NEVER** move cones, barriers, or signs
- **NEVER** stop or reverse in a live traffic lane
- **NEVER** go into the next works access and attempt to reverse back through the works
- **TAKE** extra precautions when exiting from a central reservation into live lane 3 as we have had numerous issues with this.



High Speed Networks

Arrival at site

Proceed to holding area as per instructions or on map, remain in cab until approached by site personnel.

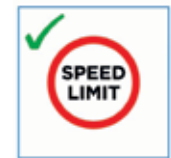
- **ALWAYS** adhere to site speed limits
- **ALWAYS** observe overhead obstructions which should be indicated by blue cones with white sleeves, but still remember to look up before tipping
- **ALWAYS** confirm the reversing rules and only reverse under the guidance of a banksman
- **ALWAYS** use site allocated clean off area – if one not provided raise near hit
- **NEVER** move cones, barriers, or signs
- **NEVER** stop or reverse in a site traffic lane, unless under instruction by site personnel and only if safe to do so.



ALWAYS use all mirrors, reversing camera and alarm and reverse at a slow controlled speed.



ALWAYS pause or stop if anyone/thing enters your working area. Move only when safe to do so.



ALWAYS obey the site speed limit.

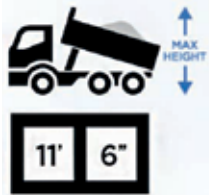
Its not just looking around you but looking above you too!

STOP ASSESSMENT

Obstructions and overhead cables are dangerous, remember to always use your STOP assessment.



Maintain at all times a 6m required safe distance from the overhead hazard.



ENSURE height indicator displayed and 'Maximum Height' is known with the body in the raised position.

Blue cones denote overhead services.



DON'T tip below or adjacent to overhead services or structures.

Look out for the signs when looking up



High Speed Networks

Journey to site - approaching site.



Green cones with white sleeves (cones located within the works)

Produced to indicate an opening to access lanes, they are often observed on motorways amid roadworks.



Blue cones with white sleeves

These cones are used to make road users aware of overhead structures such as bridges and power lines. As standard they are fitted with the reflective sleeves, but you may also find them with yellow "Danger overhead cable" sleeves.



Red cones with white sleeves

Traffic congregation.



Orange cones with yellow sleeves

Overhead electricity power lines.



Yellow cones with white sleeves

These cones show that no stopping is allowed, essentially in regions with a substantial volume of traffic moving at high speed.

High Speed Networks

Eye Contact

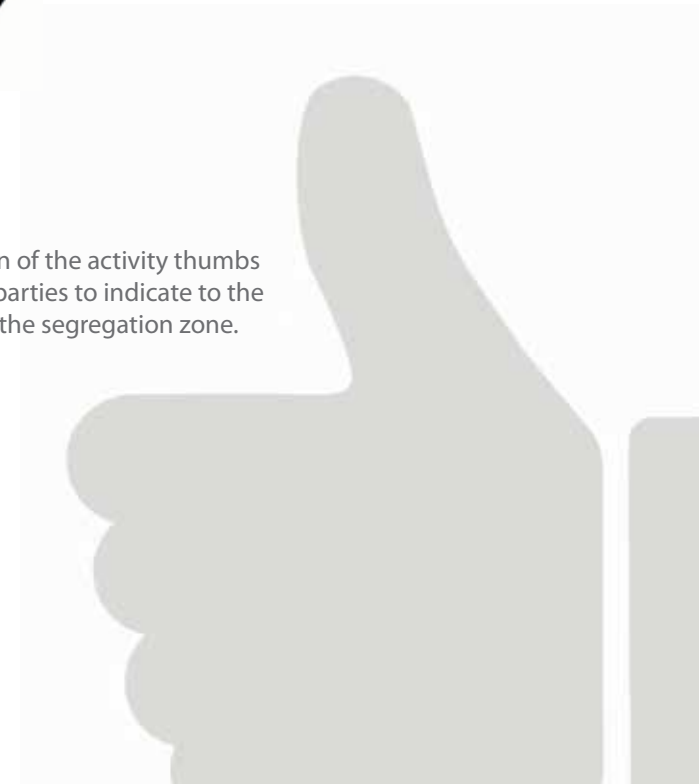


5 = 5m Direction of travel plant protection zone.

2 = 2m Side plant protection zone.

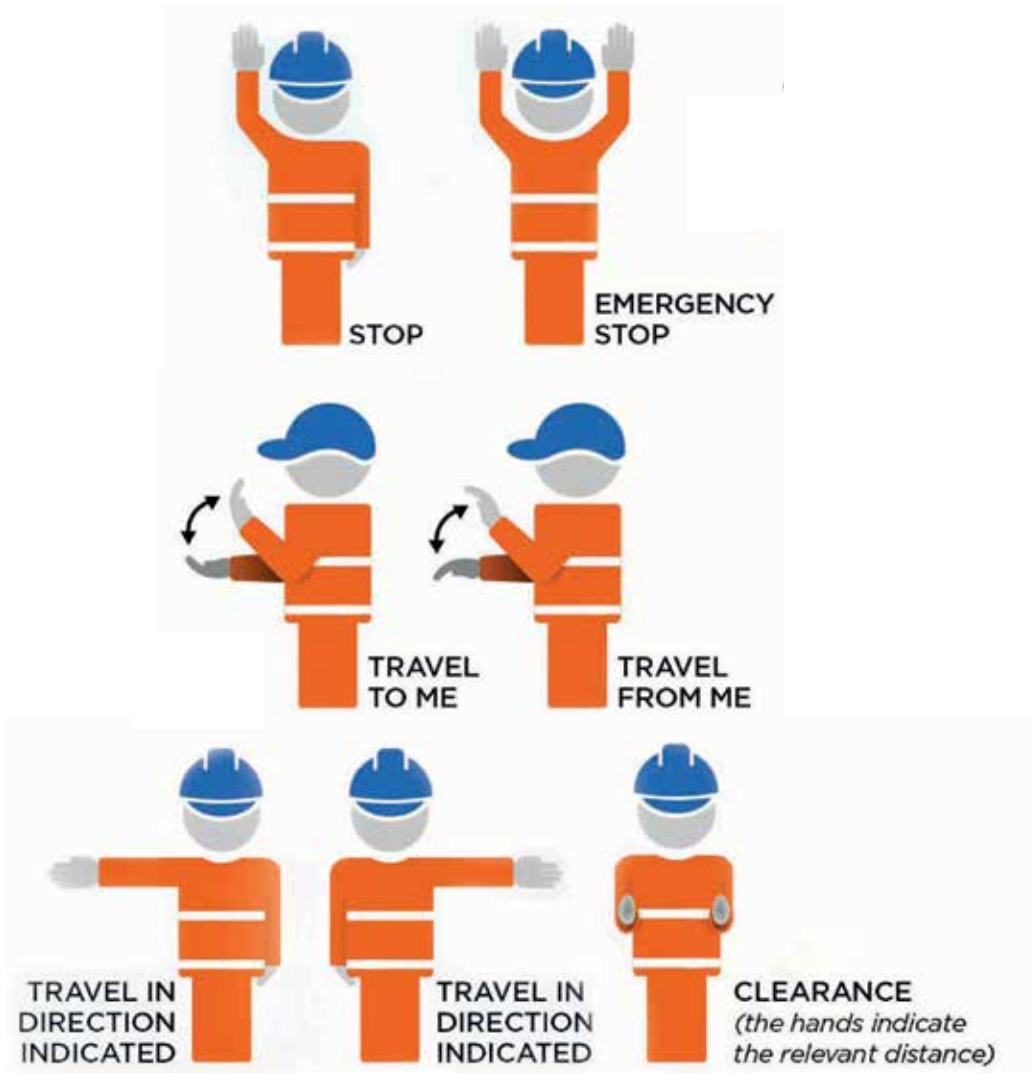
"Thumbs Up"

On entering the completion of the activity thumbs up must be given by both parties to indicate to the operative to enter or leave the segregation zone.



High Speed Networks

Liaison with Banksman



High Speed Networks

Loading RAP/waste on HSN site.

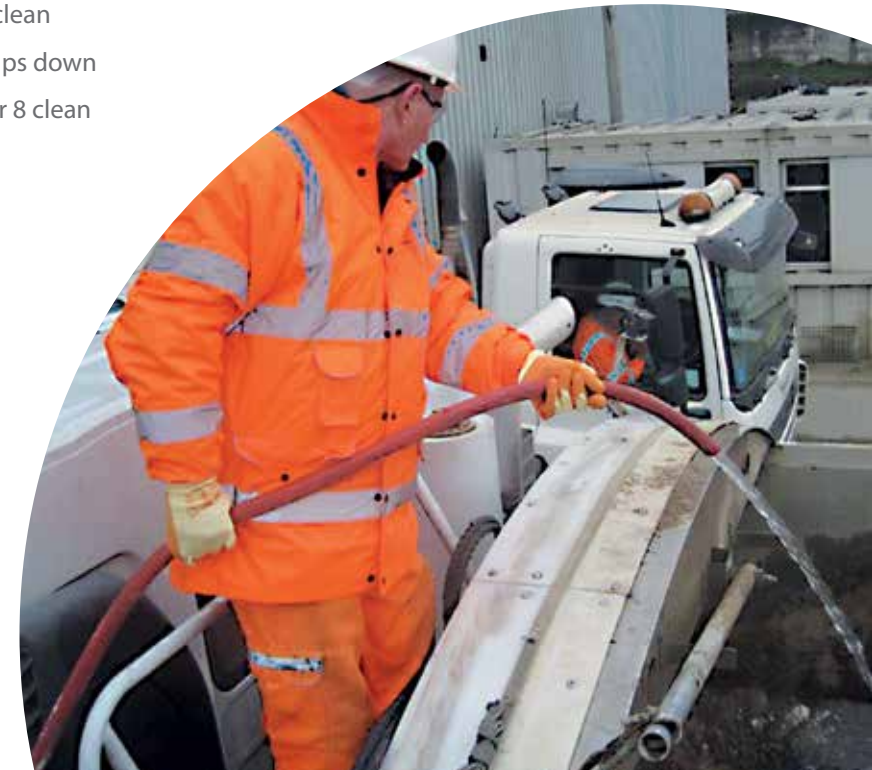
- **ALWAYS** carry out a STOP assessment before commencing any task
- **ALWAYS** liaise with Banksman or Site Supervisor for instructions
- **ALWAYS** be aware of the 5+2 exclusion zone
- **ALWAYS** ensure the customer has a copy of the conveyance note and a copy is given to the weighbridge
- **ALWAYS** ensure the vehicle is sheeted before leaving site
- **ALWAYS** ensure the load is evenly distributed in body to avoid axle overloads
- **ALWAYS** remain the cab with your seat belt on when being loaded
- **NEVER** pull away until planer has stopped, and you have been given instruction to move off from the Bankman
- **NEVER** allow your vehicle to be overloaded; if overloaded do not leave the site until you are within legal limits (raise near hit if overloaded)
- **ALWAYS** be professional, do not argue with the customer, phone out of hours contact or weighbridge if there are any issues.



High Speed Networks

Wash off/ clean out HSN site.

- **ALWAYS** look up before rasing body
- **ALWAYS** use designated clean off area (no clean off area provided, raise near hit)
- **ALWAYS** ensure there are no loose material before leaving site
- **ALWAYS** ensure the body is lowered before moving off
- **ALWAYS** ensure the vehicle is prepared ready to enter the public highway
 - Lights clean
 - Mud flaps down
 - Chapter 8 clean



Nightwork

When working on high speed network sites at night extra care must be given and you maybe directed by the Banks using green and red lights. (Please advise site if you are colour blind)

Green = Reverse

Red = Stop



High Speed Networks

Exiting site.

Locate the exit point and beacons are on, check ahead to make sure there are no obstructions to a clean run into the traffic flow.

- **NEVER** move cones, barriers, or signs
- **NEVER** stop or reserve in a live traffic lane
- **ALWAYS** use designated egress point
- **ALWAYS** beware of other works and obstructions
- **ALWAYS** wait for a suitable gap in the traffic, indicate to show you will be moving into the traffic from the works and slowly accelerate and build up speed as you exit
- **ALWAYS** make sure beacons and strobes are turned off once you are back in live traffic
- **ALWAYS** make sure when entering the traffic flow you adjust your speed accordingly.



Access and Egress - Vehicle Cabs

All drivers please:

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

Don't jump from a vehicle when it rolls over or makes contact with overhead electric cables. Acceptable instances of when to jump would include when a vehicle catches fire or risk of electrocution is imminent.

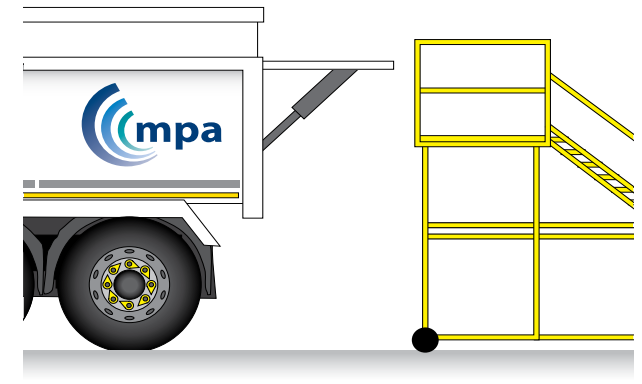


Access and Egress - Tipper Bodies Working in Confined Spaces

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

- ✓ **I will** - Rule out all other options
- ✓ **I will** - Seek permission by the site management
- ✓ **I will** - Ensure that you fully understand the Safe Systems of Work for Access and Egress
- ✓ **I will** - Remove keys from the vehicle so that nothing can move without the driver's knowledge
- ✓ **I will** - 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)
- ✓ **I will** - 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

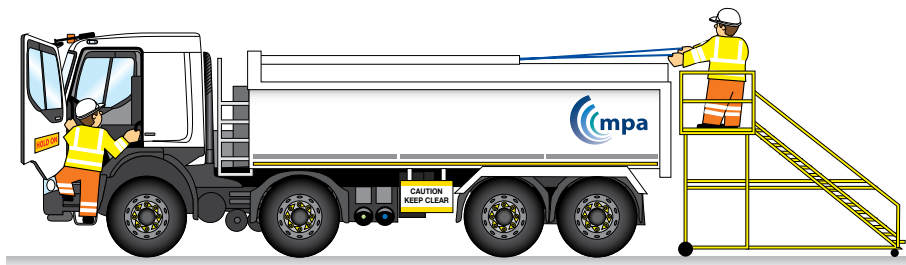
All delivery vehicles must have automated or mechanical sheeting systems capable of being operated from ground level or preferably from inside the cab. For collect vehicles requiring access please ensure you use appropriate site platforms.

Remember:

- ✓ **I will** - Always have one foot behind the other to avoid overbalancing
- ✓ **I will** - Shelter your vehicles as much as possible in strong winds
- ✓ **I will** - Avoid skin contact with hot surfaces, e.g. vertical exhausts
- ✓ **I will** - **STOP and THINK** to avoid slips and trips in wet or icy conditions
- ✓ **I will** - Ensure your sheets, strap hooks and rings are in good condition.

✗ **I will not** - Lean backwards as ropes and straps can break

✗ **I will not** - 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.

- ✓ **I will** - Undertake a risk assessment considering all vehicle types that visit the site and the reasons that people may wish to access the vehicle
- ✓ **I will** - 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.
- ✗ **I will not** - Access a vehicle unless there is protection from falls at heights.



Cleaning Out



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

- ✓ **I will** - Notify relevant staff who may be working in the area
- ✓ **I will** - Only park the vehicle in the designated working area
- ✓ **I will** - Ensure the vehicle is safely isolated and cannot be loaded
- ✓ **I will** - Wear full PPE
- ✓ **I will** - Maintain three points of contact when climbing in and out of vehicle
- ✓ **I will** - Check that the purpose built secured ladders are in a good condition
- ✓ **I will** - Use manual handling techniques
- ✓ **I will** - Move cleaning tools safely in or out of the vehicle
- ✓ **I will** - Dispose of waste material appropriately.
- ✓ **I will** - Ensure vehicle is parked with handbrake applied
- ✓ **I will** - Remove keys from cab, doors locked, beacons on
- ✓ **I will** - Ensure the vehicle body is in the fully lowered position
- ✓ **I will** - 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. ✓ **I will** - Review the generic Risk Assessment that is provided by all MPA members so as to make it site specific. Speak to the Plant Supervisor for a copy of the companies own risk assessment template
2. ✓ **I will** - Record any additional risks and take any additional precautions required.
3. ✓ **I will** - Consider whether external cleaning systems could be used
4. ✓ **I will** - Complete a Risk Assessment and obtain necessary paperwork and authorisation from the plant supervisor
5. ✓ **I will** - 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.
6. ✓ **I will** - 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
7. ✓ **I will** - 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. ✓ **I will** - Use quick release hatch (strongly recommended).
9. ✓ **I will** - Open quick release hatch and install the two dedicated handrails into their side position
10. ✓ **I will** - 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
11. ✗ **I will not** - Access the drum if there is build up
12. ✗ **I will not** - Use loading hopper for access if other hatches are available
12. ✗ **I will not** - 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. ✓ **I will** - Review the generic Risk Assessment that is provided by all MPA members so as to make it site specific. Speak to the Plant Supervisor for a copy of the company's own risk assessment template
2. ✓ **I will** - Record any additional risks and take any additional precautions required
3. ✓ **I will** - Complete a Truckmixer entry – "Permit to Work" document. The Plant Supervisor will confirm that appropriate training and controls are followed.
4. ✓ **I will** - Park the Truckmixer centrally under the designated Truckmixer platform.
5. ✓ **I will** - 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
6. ✓ **I will** - Physically lock off the drum to prevent drum rotation and check that the lock off is effective.
7. ✓ **I will** - Display a "Person in Drum" sign adjacent to the vehicle in a prominent location
8. ✓ **I will** - Remove at least one hatch prior to entry
9. ✓ **I will** - Wear correct PPE
10. ✓ **I will** - Only ever work with a fully trained "second person"
11. ✓ **I will** - Ensure your "second person" has a telephone or communication device in case of emergency
12. ✓ **I will** - Use portable battery operated lights to aid inspection and additional lights to aid cleaning process as necessary
13. ✓ **I will** - Inspect all hand tools to ensure they are suitable and in good condition
14. ✓ **I will** - Maintain verbal contact at all times between the clean out team.
15. ✓ **I will** - Constantly check the material being worked with is not becoming a hazard
16. ✓ **I will** - Safer to work with deposited material at bottom - keep existing wording
17. ✓ **I will** - Discard all waste into an area agreed with the plant Supervisor
18. ✓ **I will** - Ensure all documentation is signed off by permit issuer and permit holder to confirm inspection completion.
19. ✗ **I will not** - Enter the drum unless you have been assessed as fit and well (and have full understanding of the emergency procedures before undertaking the task)
20. ✗ **I will not** - Open the Truckmixer platform access hatch until the vehicle is correctly centrally positioned
21. ✗ **I will not** - Access the drum without the authority of trained, competent and authorised person who has undertaken specific Truckmixer drum entry training
22. ✗ **I will not** - Leave an open hatch at the six o'clock position
23. ✗ **I will not** - Allow any more than one person to enter the drum
24. ✗ **I will not** - Work for longer than is safe to do so. Consider rest periods prior to and during the cleaning task
25. ✗ **I will not** - Rotate the drum with persons still inside

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. **✓ I will** - 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. **✓ I will** - 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. **✓ I will** - Inspect all power tools prior to use and ensure ear protection is worn if required
4. **✓ I will** - Be aware of the Hand Arm Vibration (HAVS) Assessment of all power tools
5. **✓ I will** - Ensure that all airlines have anti whip ties
6. **✓ I will** - Complete a risk assessment to see if any additional ventilation is required.

Stage 4 – Maintenance and fabrication works within drum:

1. **✗ I will not** - Burn or weld inside a drum
2. **✗ I will not** - 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.

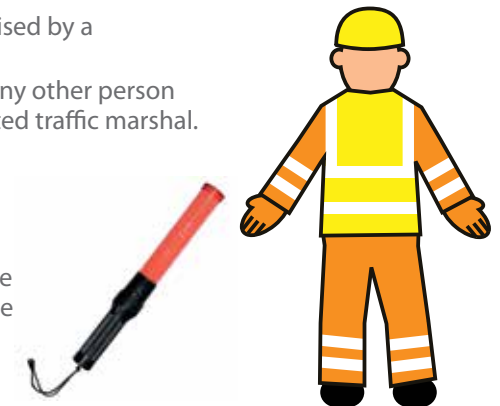
When a traffic marshal is provided, do not reverse until told.

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

IF IN DOUBT, STOP!

- ✗ I will not** - Reverse unless supervised by a traffic marshal
- ✗ I will not** - 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

Chute work Procedure

- ✓ **I will** - Ensure the tailboard of the vehicle has secondary restraint mechanisms such as twistlocks or swordpins fitted
- ✓ **I will** - Demonstrate the operation of chutes to site personnel
- ✓ **I will** - Agree with the Banks person that it is safe to commence tipping
- ✓ **I will** - Ensure the Banks person has taken responsibility for the activity of personnel working at the rear of the vehicle
- ✓ **I will** - Allow the Banks person to instruct you when to begin raising the vehicle body
- ✓ **I will** - Raise the body until the product starts to flow, and then lower slightly
- ✓ **I will** - Use the handlay procedure to clear the remainder of the product behind the chutes at the end of the delivery
- ✓ **I will** - Remain in the cab where this is possible.
- ✗ **I will not** - Raise the vehicle body without instruction
- ✗ **I will not** - Allow anyone to be within 5m of the rear of the vehicle when the vehicle body is first raised
- ✗ **I will not** - 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
- ✗ **I will not** - Allow any person to access the vehicle body
- ✗ **I will not** - Stand directly behind the vehicle.



Chute Work

Handlay Procedure

- ✓ **I will** - Secure open the tailgate of the vehicle using a secondary securing device
- ✓ **I will** - Agree with the Banks person that it is safe to commence tipping
- ✓ **I will** - 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
- ✓ **I will** - Raise the vehicle body under the direction of the nominated Banks person – 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
- ✓ **I will** - Any requests to deliver outside of these procedures must be risk assessed and approved by the company, the customer, and the driver, prior to delivery taking place.
- ✗ **I will not** - Allow any person access to the vehicle body.

Delivering into a mobile plant Bucket/ Bobcat Type Vehicle

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

Safe Loading and Unloading

- ✓ **I will** - Adhere to any specific loading instructions displayed at any sites
- ✓ **I will** - Ensure that loads are restrained and distributed safely, as well as being within weight limits
- ✓ **I will** - Be aware of product type and free flowing properties (eg dust or clay)
- ✗ **I will not** - Overload my vehicle even if it is not travelling on the public highway. If a vehicle is found to be overloaded the driver, 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?

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

If overloaded?

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



Bulk Powders

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

Discharging

- ✓ **I will** - Ensure you follow the MYSPACE principle before, during and after the delivery
- ✓ **I will** - Ensure that all ancillary equipment to be used is clean and serviceable
- ✓ **I will** - Always remain in the immediate vicinity of the vehicle's controls whilst discharging
- ✓ **I will** - use discharge pipe whip arrestors
- ✗ **I will not** - Engage the Power Take-Off (PTO) whilst the vehicle is in gear
- ✗ **I will not** - Continue discharging upon silo alarms activation or excessive dusting and seek advice from the site personnel or your MPA member contact.

N.B. STORZ coupling - check that the locking catch has locked the coupling. Use a coupling alignment device.



Example of a Storz Coupling

Loading and Tipping Operations

Loading Aggregate / Asphalt

- ✓ **I will** - Ensure that the vehicle body is clean to prevent material contamination prior to loading
- ✓ **I will** - Always remain in the cab with my seatbelt on.



Tipping Aggregate / Asphalt

- ✓ **I will** - Always ensure that the tailgate is released prior to commencing tipping
- ✓ **I will** - Ensure the load is trimmed and that no material can fall from the vehicle
- ✓ **I will** - Ensure the load is evenly distributed both across and along the body
- ✓ **I will** - Keep hands clear of tailgate trap areas
- ✓ **I will** - Remain in the cab with the door closed and seat belt on whilst the body is being raised and lowered
- ✓ **I will** - Be aware of any overhead obstructions, particularly power cables when tipping
- ✓ **I will** - 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.
- ✓ **I will** - Use onboard inclinometers if fitted (MPA Charter requires inclinometers to be fitted by 2024)
- ✓ **I will** - Use on board weighers fitted with Inclinometers
- ✗ **I will not** - Begin to tip before checking the ground conditions
- ✗ **I will not** - Tip the vehicle unless it is on firm level ground
- ✗ **I will not** - Tip anywhere you consider unsafe
- ✗ **I will not** - Tip over sheer edges of faces, pits or stockpiles
- ✗ **I will not** - Travel with the body raised
- ✗ **I will not** - Tandem tip.

Safe Loading of Bulk Powder

Loading of Bulk Vehicle

- ✓ **I will** - Adhere to any specific loading instructions displayed at any sites
- ✓ **I will** - Ensure that loads are distributed safely, as well as being within weight limits
- ✓ **I will** - Know the weights of your vehicle
- ✓ **I will** - Know what you are carrying and weight of the load
- ✓ **I will** - Distribute your load appropriately to avoid overloading axles
- ✓ **I will** - Check the Gross Vehicle Weight before setting out.
- ✓ **I will** - Be aware of product type and free flowing properties (eg dust or clay)
- ✓ **I will** - If you suspect that you may be overloaded, discuss with site personnel immediately to assess using site aids available (CCTV, Gantries etc).
- ✓ **I will** - Carry a Valid Pressure System Certificate for Bulk Tankers at all times
- ✓ **I will** - Secure tanker lids by hand – kicking is not acceptable practice

- ✗ **I will not** - 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.

- ✗ **I will not** - Access the top of the tanker unless a safe access gantry is available.



Safe Practices for Drivers

Safe Unloading of Bulk Powder Tankers

Bulk Discharge - Arrival at Site

1. On arrival at site, report to the customer, making sure that they are aware of the brand and quantity of material being delivered.
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 a signature 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.

- ✓ **I will** - Park your vehicle in a safe manner for discharging on level ground, ensuring tractor/trailer are in line (if tip tank)
- ✓ **I will** - Seek instructions if you feel that conditions for access or discharge are dangerous
- ✓ **I will** - Beware of overhead electric cables and pylons
- ✓ **I will** - Comply with the health, safety and environmental instructions of the customer site
- ✗ **I will not** - 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
- ✗ **I will not** - Discharge the tanker if the prevailing wind/weather conditions are not suitable
- ✗ **I will not** - Continue to work if there are any issues of concern, without seeking clarification or further information.

Loading and Unloading Bulk Powders Site Assessment Scheme

FOR COMPANY ASSESSOR COMPLETION

1 General site safety

1.1 Is the approach to the site entry safe for Tanker vehicle access and egress? GREEN AMBER RED

1.2 Does the site display clear signage / instructions at the site entrance (e.g. driver instructions, directions, speed limits etc)? GREEN AMBER RED

1.3 Is the onsite approach to the discharge point safe for Tanker vehicle access and egress with minimal vehicle manoeuvring? GREEN AMBER RED

1.4 Is the ground even and firm? GREEN AMBER RED

NB Drivers are not authorised to permit the towing of vehicles

1.5 Is the ground properly drained, i.e. minimal standing water? GREEN AMBER RED

1.6 Is the ground free from slip and trip hazards? GREEN AMBER RED

1.7 On first arrival does the customer provide:

a. a site specific induction? GREEN AMBER RED

b. task specific instructions (e.g. the connection procedure, including the procedures to follow if the operation of filters and alarms are not fully automatic, what to do if an alarm sounds or emissions of dust occur)? GREEN AMBER RED

c. information on how much space is available in the silo? GREEN AMBER RED

d. details of who to contact in an emergency? GREEN AMBER RED

1.8 Has the customer delivered a safe pedestrian access route for our driver to collect keys and deliver paperwork (also consider out of hours)? GREEN AMBER RED

1.9 Does the delivery point allow the driver to maintain a safe exclusion zone around the driver and the pressurised tanker from other site operations and vehicle movements? GREEN AMBER RED

1.10 If the tanker has to make a reversing manoeuvre, is an agreed safe system in place that excludes pedestrians from the area behind the tanker? GREEN AMBER RED

1.11 Is the lighting sufficient for our driver to see where they are going and what they are doing? GREEN AMBER RED

2 Customer's silo

2.1 Can the silo inlet connection be reached by one length of hose from the tanker (one hose length = green, two hose lengths = amber, three hose lengths = red)? GREEN AMBER RED

2.2 Is the silo inlet connection between two and a half feet (0.8m) and four feet (1.2m) above ground level and is the inlet pipe angled at 35 to 45 degrees to the vertical? GREEN AMBER RED

2.3 Is all pipework between the end of the silo inlet connection and the silo firmly secured, for instance by mounting brackets? GREEN AMBER RED

2.4 Is all pipework between the end of the silo inlet connection and the silo made of steel (or suitable equivalent) and does it appear in reasonable condition? GREEN AMBER RED

a. Are the coupling and whip arrester of an appropriate type and in good condition? (because of the risks of leaks and hoses detaching, couplings must be of a proprietary type and not home made) GREEN AMBER RED

NB A whip arrester must be used for each delivery

b. Type of connection (Unicone, Storz or Other)? GREEN AMBER RED

c. If Unicone, is the silo connection structurally intact (i.e. no hole drilled to accept pastlock)? GREEN AMBER RED

d. On Unicone ends, a tail compliance tool must be used and the result (pass/fail) recorded. GREEN AMBER RED

2.5 Is the silo inlet connection clearly identified by a sign showing silo number, product identification and discharge procedure? GREEN AMBER RED

any further comments you wish to make?

Date

Date

I have completed this document in the interests of promoting a high standard of safety awareness in its industry. Compliance with any guidance set out in this document does not absolve the user from their legal duties under the Health and Safety at Work Act 1974 to form their own site specific assessments of their workplaces and operations and to provide accordingly for such matters. Whilst MPA has taken all reasonable care in preparing its guidance neither MPA nor its members will accept any liability in relation to the guidance. Readers are reminded that legislation, official guidance and best industry practice are all subject to change over time. This document was last revised on 13th March 2023.

Safe Loading and Unloading of Portable Silo Trucks



Before you begin:

- ✓ **I will** - Report to the office for a site induction, or if you need a Banks person, or if there are any traffic management issues you need to know
- ✓ **I will** - If you are parked on the highway or outside the site fenceline, you must check that the site has permission and is in control of your area
- ✓ **I will** - Check that your work area is segregated from other workers, passer-by foot traffic and road or site vehicles
- ✓ **I will** - Make sure you are wearing the required PPE
- ✓ **I will** - Make sure you have carried out your daily safety checks on the equipment and completed the log sheet
- ✓ **I will** - Check your work area for ground conditions and other hazards. Remember to check for overhead hazards too
- ✓ **I will** - Check the silo and lifting equipment for any damage or defects before attempting a lift
- ✗ **I will not** - Enter the site without stopping at the reception area and reporting to the person in charge
- ✗ **I will not** - Attempt a lift when there are people in your area. Make sure the area is segregated and controlled correctly by the site
- ✗ **I will not** - Attempt a lift from uneven or soft ground. Never attempt to lift a silo without checking how much material is in it
- ✗ **I will not** - Lift a silo with the butterfly valve open

During the lifting operation:

- ✓ **I will** - Make sure you lock the cab
- ✓ **I will** - Make sure people are kept a safe distance from the operation
- ✓ **I will** - Always pay attention to the stability of the vehicle. If in doubt, stop the operation
- ✓ **I will** - Remember to wear your PPE and in particular your ear defenders whilst the PTO is running
- ✓ **I will** - Place the lifting equipment in the travel position before attempting to move the vehicle
- ✗ **I will not** - Allow anyone access to the cab of the vehicle whilst I am working
- ✗ **I will not** - Let an untrained person operate the equipment
- ✗ **I will not** - Move the vehicle without the silo lifting equipment in the travel position
- ✗ **I will not** - Try and turn a silo, or drag a silo along the ground using the lifting equipment
- ✗ **I will not** - Lift a silo if the vehicle is not level as it may twist the chassis and equipment
- ✗ **I will not** - Allow people or vehicles to operate near the lifting
- ✗ **I will not** - Walk away from your vehicle or leave the controls at any time

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

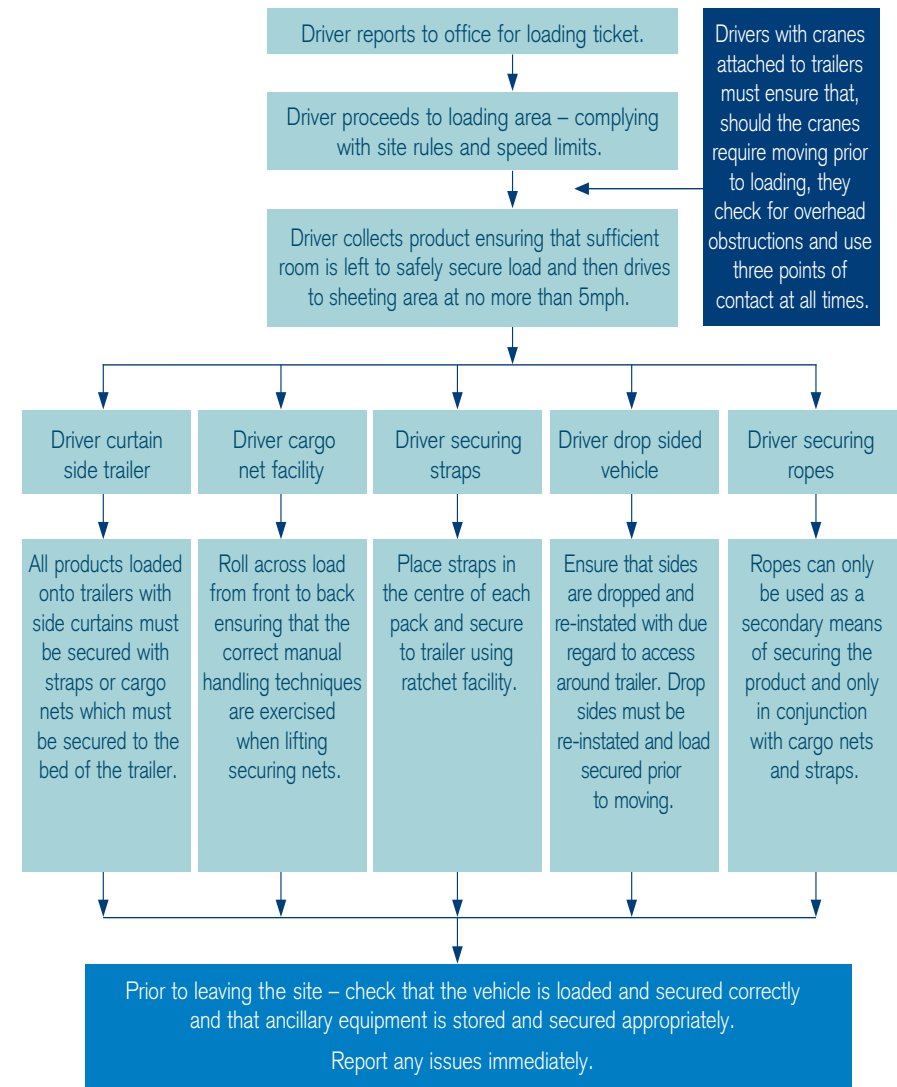
The Road Traffic Act 1991 states:

'A person is guilty of using a vehicle in a dangerous condition if they use, 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.'

- ✓ **I will** - Secure loads so that they do not move relative to the trailer bed during transport
- ✓ **I will** - Be aware that load restraint is not the same as load containment. Some loads may require a combination of both
- ✓ **I will** - 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
- ✓ **I will** - Inspect all equipment used for securing loads for wear or damage
- ✓ **I will** - Pay attention to ensure that there is no visible deterioration due to constant use
- ✓ **I will** - Ensure all loading is in line with DVSA best practice
- ✗ **I will not** - Rely on the curtains and the weather-protection structure of a curtain-sided vehicle for load securing
- ✗ **I will not** - 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		

Contract Surfacing Equipment

This guidance has been produced based on the recommendations of the DVSA Load securing: vehicle operator guidance published 2nd November 2018 and Department for Transport (DfT) Code of Practice: Safety of Loads on Vehicles.

Contractors routinely use Low Loader lorries to transport surfacing plant, including Pavers, JCB 2CX Streetmasters, Rollers and Chipping Machines between different work and maintenance locations. The load securing system used to restrain these items of surfacing plant should be suitable and appropriate for both the load being carried and the vehicle being used.

It is DVSA best practice that the load securing system used is able to restrain:

- 100% of the load weight in a forward direction
- 50% of the load weight in a backward direction
- 50% of the load weight in a left side direction
- 50% of the load weight in a right side direction

All surfacing plant whether wheeled or tracked, must be secured in position on the carrying vehicle, with the parking brake applied. The effectiveness of the parking brake on its own will be limited by the frictional resistance between the construction plant and the bed of the trailer, and even in normal driving conditions this will be inadequate and additional securing is required.

This additional securing should take the form of lashings secured to anchorage points attached to the trailer chassis AND arrangement whereby the surfacing plant items are prevented from moving either forward or backward by an obstacle (or obstacles) securely fixed to the vehicle or against the wheels, tracks or some other part of the surfacing plant being carried.

Before surfacing plant is moved onto the trailer all loose material that may otherwise come off and obstruct the highway or damage other vehicles must be removed. Particular attention should be given to asphalt on the screen of the paver.



The trailer ramp(s), wheels and tracks of the surfacing plant and the bed of the trailer itself should all be free from oil, grease, ice etc. so that the surfacing plant cannot slip during positioning.

Lashings used to secure the surfacing plant should be in good condition, rated to withstand the forces involved, be inspected daily before use and be subject to insurer schedule checks. Lashings used for forward restraint shall be installed as near to horizontal as possible, and lashings installed to restrain loads in other directions shall never be at an angle of more than 60° to the trailer bed.

Lashings must be protected against abrasion and cutting by the use of corner protectors or protective sleeves.

All movable assemblies such as jibs, brackets, booms and cabs etc. must be left in the position recommended for transportation by the manufacturer and must be in a locked position to prevent movement relative to the main body of the surfacing plant item.

Contract Surfacing Equipment cont...

When the machine has been positioned on the trailer and the engine stopped, pressure in the hydraulic system should be relieved by moving all of the control levers through all their positions. This operation should be done at least twice. Controls should be set so as to prevent movement of ancillary items during transit.

Bags, tool kits, or other heavy objects should not be left loose in the cab of the surfacing plant being carried.

The driver and loader are responsible for loading the vehicle correctly and must consider other important factors like axle weights limits and vehicle stability. These are the fundamental requirements in making sure vehicles are safe before starting a journey.



Fork Lift Trucks/Mobile Plant

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

- ✓ **I will** - Be aware of other activities/people in the immediate area at all times
- ✓ **I will** - 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
- ✓ **I will** - Always ensure that two way communications is regularly maintained with FLT/Plant operators.



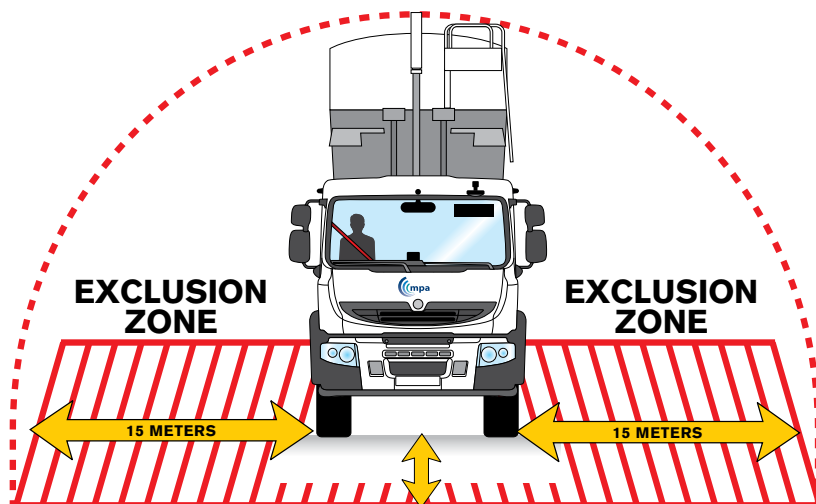
Overturns - Vehicle Exclusion Zone Guidance

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. Ensure exclusion zones are maintained where reasonable and practicable for all product types.

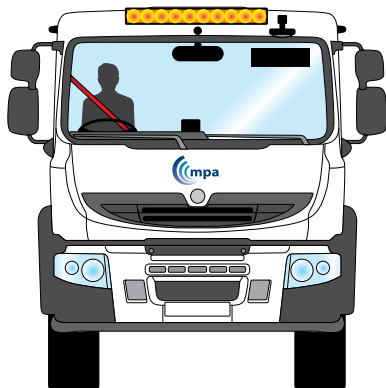
If you are delivering and have any safety concerns, please advise the site staff and also your MPA member contact, and complete a Near Miss/Hit/Hazard Observation Form.

- ✓ **I will** - Keep vehicles and people apart
- ✓ **I will** - Ensure people are kept a safe distance from discharging vehicles
- ✓ **I will** - Apply MYSAPCE principles



Overturns - All Vehicles

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



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



Truck Mixer on Highway Stability

- ✓ **I will** - Adjust speed of mixer drum to reflect the slump of the load (stationary for slumps between 20 and 50mm unless on straight road sections).
- ✓ **I will** - Always wear your seatbelt, just in case you are involved in an overturn incident – it could save your life.
- ✗ **I will not** - Drive too fast going through bends
- ✗ **I will not** - Drive too fast on roundabouts or corners
- ✗ **I will not** - Hit or ride up kerbs
- ✗ **I will not** - Make sudden or harsh steering inputs
- ✗ **I will not** - Brake suddenly or harshly
- ✗ **I will not** - Ignore the camber of the road in relation to stability.

To reduce the risk of overturn:

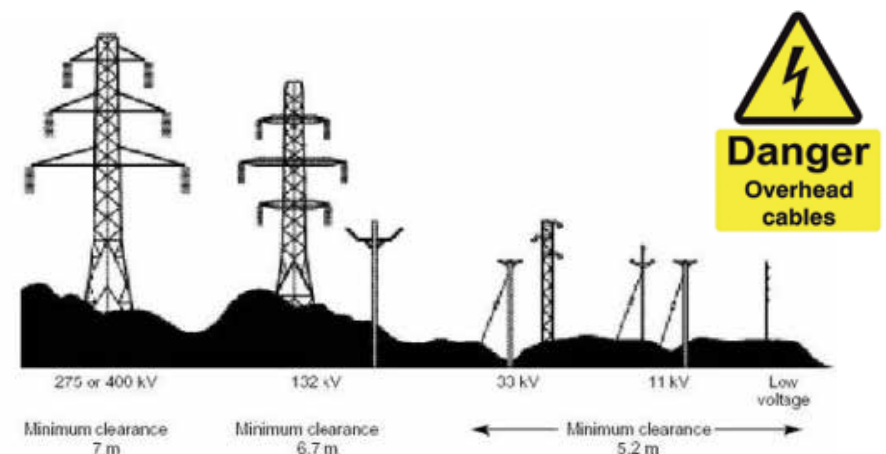
- **SAFE SPEED** - Always adopt a cautious speed, and go slow when approaching, entering, driving through or exiting a bend, roundabout or corner. An increase in speed around a corner as little as 3 miles per hour can increase the chance of an overturn by as much as 20%
- **SAFE LOAD** - When transporting 'sticky' concrete, with a slump of 20-50mm, **avoid rotating the drum during travel**

Overhead Obstructions

- ✓ **I will** - Always look up before tipping
- ✓ **I will** - Lower your truck body prior to moving off after tipping
- ✓ **I will** - Apply MYSPLACE principles
- ✓ **I will** - 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.

- ✗ **I will not** - 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, thousands of 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:

- ✓ **I will** - Ensure that only approved release agents are used – diesel, sand and lorry grit are STRICTLY forbidden
- ✓ **I will** - Contact your technical department on products that can be used.
- ✗ **I will not** - 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

- ✓ **I will** - Add all additives that have to be added by hand to truck mixers via the inclined conveyor
- ✓ **I will** - Wear the correct PPE i.e. safety helmet, gloves, and safety glasses, if adding powders use a respirator with FFP3 rating
- ✓ **I will** - Observe manual handling guidance
- ✓ **I will** - Use two persons to ferry additives up steps of inclined conveyor, loading head area or pass material up ladder of truck, where practical, to reduce fatigue. Take extra care with liquids
- ✓ **I will** - Take extra care in adverse weather conditions, i.e. strong winds etc, especially when adding powders
- ✓ **I will** - Dispose of all used bags, containers etc, in the correct designated area to avoid any environmental issues
- ✓ **I will** - Ensure any spillages are cleared up immediately, refer to COSHH Manual and assess the hazards of the chemical/substance, and follow emergency procedures.

- ✗ **I will not** - Carry buckets or bags of materials whilst climbing rear inspection ladder of mixer
- ✗ **I will not** - Stand on top of inclined conveyor, when vehicle is reversing up to tower
- ✗ **I will not** - Move the vehicle from inclined conveyor 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

- ✓ **I will** - I will only use substances supplied and approved by my company, and in accordance with the risk/COSHH assessment
- ✓ **I will** - 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
- ✓ **I will** - Wash all PPE and equipment once the task has been completed. Return it all to the acid store once cleaned
- ✓ **I will** - Wash all ancillary equipment used, rubber buckets, brushes etc. and place them in the acid store or the safety cabinet
- ✓ **I will** - 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

- ✓ **I will** - Dilute the acid before use. This should be carried out by adding the acid to the water
- ✓ **I will** - 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
- ✓ **I will** - Wash any acid splashed into the eyes or spilled onto the skin with large amounts of water. Seek immediate medical attention
- ✓ **I will** - 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.

- ✗ **I will not** - Use hydrochloric acid inside any building. Use is strictly limited to outside only
- ✗ **I will not** - Add water to the acid
- ✗ **I will not** - Transport acid in company vehicles.



Reference

BRITISH PRECAST (BP)

A Guide to Load Security (Building Products)

DRIVER VEHICLE STANDARDS AGENCY (DVSA)

Load Security Enforcement Matrix

MINERAL PRODUCTS ASSOCIATION (MPA)

Driver Safety at Customer Sites

Load Security Bulk Bag Driver's Handbook

MINERAL PRODUCTS QUALIFICATION COUNCIL

mp connect

QUARRIES NATIONAL JOINT ADVISORY COMMITTEE (QNJAC)

Road Haulage Information Sheet 1: Point of Delivery Checklist

ROAD HAULAGE ASSOCIATION (RHA)

RHA Vehicle Inspection Form.

DVSA load securing

DVSA National Standards for Drivers

Website Links

Mineral Products Association

www.mineralproducts.org

Mineral Products Association Safequarry Web Site

www.mpconnect.co.uk

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

MP skills

www.mpskills.co.uk

Introduction to Mineral Products Qualification Council (MPQC)

History of MPQC

MPQC was established in 1983, to help develop and maintain industry training needs and was originally known as Quarry Products Training Company Ltd.

We are a 'not for profit' membership organisation, whose members are derived from the quarrying, mineral products, mining, construction and related manufacturing sectors. MPQC members cover a wide breadth of the mineral products industry, and range from sole traders to multi-national corporations.

MPQC is formed of two divisions; MP Awards and MP Skills. The two divisions operate independently of one another and are governed and regulated by a range of Government Bodies and Independent Regulators.

MPQC Governance

The MPQC Board has the support of the major mineral companies, trade associations and professional bodies and are owned by our members but governed by the industry. The Council supports the Board in guiding the strategic direction of MPQC. The Council consists of MPQC members from across the sector, alongside a number of key industry stakeholders.

MPQC Board and Council

We are led by a Board of senior Directors from major mineral companies and trade associations. In addition to the usual governance responsibilities of any Board, the MPQC Board formulate and agree on policies and the strategic direction of MPQC. The Council provides a forum in which all sectors of the mineral products industry are represented, to ensure that the assessment, qualification and training needs of employers, large and small, are properly considered and catered for. Products that MPQC supply to the industry include, Apprenticeships, Plant Assessors, Industry Scheme Assessors, Industry Scheme Training courses, Driver Training courses.

Notes

Receipt of Issue

I acknowledge that I have been issued with the MPA member 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:

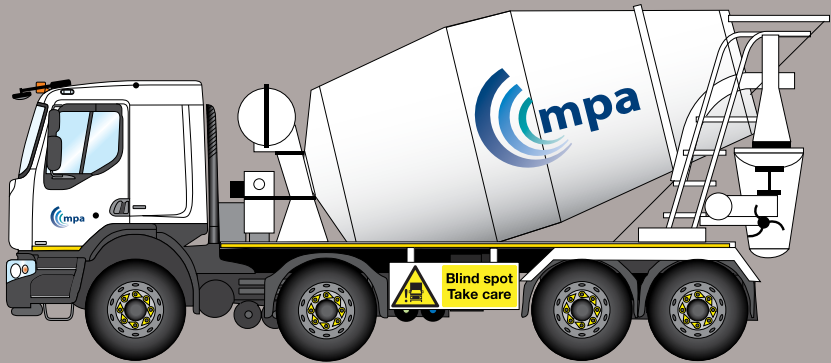
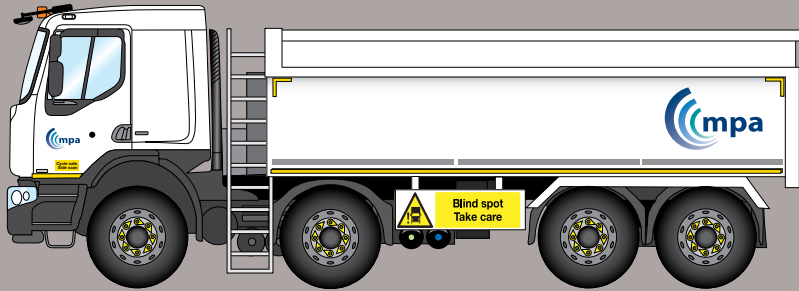
Manager/Supervisor role:

Manager/Supervisor signature:

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

Please ensure that you report all accidents or incidents.

If you see anything on your sites or customer sites that you think is unsafe, it is okay to Stop and Report it to us as a Near Miss.



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The Mineral Products Association is the trade association for the aggregates, asphalt, cement, concrete, dimension stone, lime, mortar and industrial sand industries.

For further MPA information visit www.mineralproducts.org

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