Hanson
HEIDELBERGCEMENTGroup

Driver's Handbook













Acknowledgment

This handbook has been developed by Hanson UK, in collaboration with the Mineral Product Association, 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 (April 2016). It is the responsibility of the reader to ensure they update themselves regularly on any changes to Road Traffic or Safety, Health and Welfare at Work legislation relevant to their duties.

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



Introduction

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

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

All of these incidents are preventable!

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

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

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



Contents

2 Acknowledgement
3 Introduction
6 Code of Conduct
8 Driver Training and Skills Card
10 FORS/CLOCS (or equivalent)
14 **Driver's Section**
16 Cab Safety
17 Driver's Behaviour
23 Driver's Hours
24 Drugs and Alcohol at Work
26 Smoking at Work
28 Eligibility to Drive
29 Fitness and Health
30 In Cab Safety
32 PPE for all Drivers
34 Speed Campaigns
35 Speed Limits
36 **Vehicles Section**
38 Common Standard for Aggregates and Asphalts Tipper Vehicles
40 Common Standard for Bulk Powder Vehicles
42 Common Standard for Mixers
44 Common Standard for Flatbed, Crane and Curtain Sided Vehicles
46 Vehicle Standards
50 Vehicle Breakdowns
51 Vehicles Inspection
52 Vehicle Repairs
54 Vehicle Tailgates
55 Vehicle Chutes
56 Volumetric Trucks
58 Walking Floors
60 **Site Operations**
61 Arrival on Site - Site Induction
62 Arrival on Site - Site Facilities
64 Accident Reporting and Management

Contents

66 Access Egress into Vehicle Cabs
68 Sheeting and Un-Sheeting
69 Access and Egress onto the Back of Vehicles
70 Cleaning Out
71 Banksman/Observers
72 Chute Work
74 Safe Loading and Unloading
76 Safe Loading and Tipping Operations
78 Safe Loading and Unloading of Bulk Powder Tankers
82 Load Security (Curtain Sider, Low Loader, Crane Lorry, Flatbed)
83 Loading Procedures on Building Product Sites
84 DVSA - Load Security Enforcement Matrix
86 Contracting Load Security Operating Procedure
89 Fork-lift Trucks/Mobile Plant
90 Overturns - Vehicle Exclusion Zone Guidance
92 Truck Mixer on Highway Stability
93 Overhead Obstructions
94 Overturns - All Vehicles
96 Use of Release Agents
100 Safe Access and Safe Cleaning of Drums
104 Safe Addition of Fibres and Additives
106 Safe Vehicle Cleaning Using Acid
108 Addax (or equivalent system)
110 Reference
111 Website Links
112 Driver Details
113 Site Induction Record
115 Receipt of Issue (to be removed)
116 Notes



Code of Conduct

Professional Driver

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

1. I recognise and accept my obligations as a professional driver.
   - ✔ **DO -** Ensure you conduct yourself in a polite and considerate manner at all times as an ambassador for the industry, your company and Hanson UK
   - ✔ **DO -** Ensure you drive with consideration for all road users and pedestrians
   - ✔ **DO -** Support safety within the workplace
   - ✔ **DO -** Actively support this code and promote it to other drivers
   - ✔ **DO -** Encourage safety on the road
   - ✔ **DO -** Maintain your professional knowledge through Driver Certificate of Professional Competence (DCPC) and recognised industry schemes.

2. I undertake to comply with all road laws, and be considerate of others:
   - ✔ **DO -** Be professional at all times
   - ✔ **DO -** Ensure you're fit for duty – alert, healthy and prepared for the driving task
   - ✔ **DO -** Observe speed limits and seat belt laws
   - ✔ **DO -** Observe working time regulations and 'Rules on Driver's Hours and Tachographs'
   - ✔ **DO -** Observe drug and alcohol laws
   - ✔ **DO -** Leave a safe distance between other vehicles
   - ✔ **DO -** Travel in left lanes unless overtaking
   - ✔ **DO -** Adopt a considerate driving style, reducing noise when operating in a built up area
   - ✔ **DO -** Obey all other laws and operate to 'The Highway Code'.

Code of Conduct

Professional Driver

3. I support the introduction of company 'Safe Systems of Work' that include practices and procedures to reduce the risk of injury or death at our own and customer locations.
4. I take pride in my vehicle and conduct regular checks to ensure my vehicle and the load remains in a safe condition:
5. I understand that driver distraction is a risk and I will reduce this.

   ✔ **DO -** Avoid using mobile phones, two way radios or other forms of communication whilst the vehicle is moving in accordance with company rules

   ✔ **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: .....

Driver Training and Skill Cards

Driver Licenses

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



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

Legal Requirements

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

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

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

Driver Training and Skill Cards

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 JAUPT (Joint Approvals Unit for Periodic Training).

The Association of Lorry Loader Manufacturers and Importers

National Plant Operators Registration Scheme Limited

Driver's Skills Card



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

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

FORS/CLOCS (or equivalent)

Vulnerable Road Users

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

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

Who are Vulnerable Road Users?

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

Pedestrians

- 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

- Large goods vehicles (LGVs) 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.

Motor cyclists

- 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.





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 Cycle Safety

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


Hanson
HEIDELBERGCEMENT Group
2079W

Driver's Section

Cab Safety

Seatbelts, Loose Items, Children, Dogs

Whilst driving on a Hanson UK site or on our customer delivery sites, drivers are required to wear a seatbelt AT ALL TIMES to minimise the risk of injury in the event of a collision or rollover. It is also good practice to wear your seatbelt on low speed reversing manoeuvers 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 a seatbelt increases the risk of being ejected from the vehicle or being 'flung' around the interior of the cab.

✔ **DO -** Secure all loose items in the cab to prevent being injured in the event of a collision

✔ **DO -** Wear your seatbelt

✘ **DON'T -** Allow dogs or any other animal in cabs (or on site)

✘ **DON'T -** Allow children in cabs (or on site)

✘ **DON'T -** Place objects in main field view of windscreen.



Driver's Behaviour

Planning Ahead

Use a planned system of driving:

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

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

For example:

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

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

Driver's Behaviour

Planning Ahead

Acting appropriately

POSITION

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

SPEED

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

GEAR

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

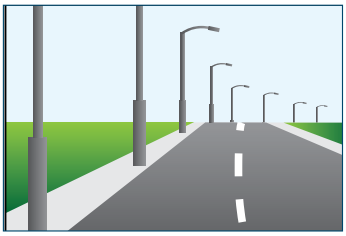
Safer driving means:

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

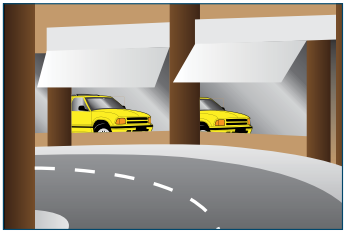
Using fuel more efficiently means:

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

The curvature of a row of trees or lamp posts



Reflections in shop windows



Driver's Behaviour

Defensive Driving

Defensive Driving is a combination of:

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

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

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

A defensive driver learns to:

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

Use a planned system of driving

GET INFORMATION

✔ **DO -** Look, Assess, Decide.

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

GIVE INFORMATION

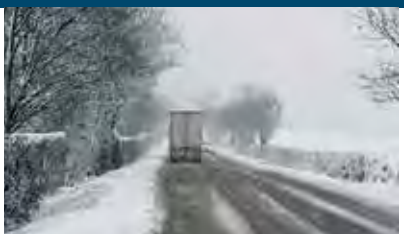
✔ **DO -** Mirror, Signal.

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

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

Driver's Behaviour

Whatever the Weather



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

Before you make your journey . . .

✔ **DO -** Make sure the screen wash contains sufficient water and winter additive

✔ **DO -** Check that all the lights are in full working order and clean

✔ **DO -** Ensure screen and windows are all clear INSIDE and OUT.

Winter watch

Always be prepared in case you get stuck.

✔ **DO -** Keep a fully charged mobile phone

✔ **DO -** Keep warm clothing and a blanket

✔ **DO -** Carry a Hi-vis jacket

✔ **DO -** Carry a working torch

✔ **DO -** Carry a spade or shovel

✔ **DO -** Know your route and ensure your mobile phone is working, although do not use it whilst driving

✔ **DO -** In severe weather always check with your supervisor before attending to your vehicle and prior to making any delivery.

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

Summer sense

✔ **DO -** Drink plenty of fluids on a long journey

✔ **DO -** Reduce speed if the sun is directly in front of you reducing your vision

✔ **DO -** Wear sunglasses to reduce glare

✔ **DO -** Be aware of increased agricultural traffic

✔ **DO -** On open roads, ensure you have plenty of fresh air by opening a window

✘ **DON'T-** Forget that excess heat can induce drowsiness.

Driver's Behaviour

Driving Conduct

You are our Ambassador!

Your conduct on the road is important. It has a direct impact on public attitudes towards Hanson UK and the Industry. Always drive within the road traffic regulations and the Highway Code.

Watch Your Speed

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

No Aggressive Driving

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

✘ **DON'T -** Tailgate.

No Convoying

✔ **DO -** Leave room for lighter vehicles to overtake without having to pass more than one LGV at once

✘ **DON'T -** Run in convoy.

Reduce Noise

✔ **DO -** Drive in a manner which minimises noise from engines, bodies and suspensions, particularly in villages and built up areas and especially in the early morning and late at night.

Lane Discipline

✔ **DO -** Always keep to the left-hand lane unless overtaking slower vehicles

✔ **DO -** Remember to use the mirror, signal and manoeuvre routine before changing lanes

✔ **DO -** Remember when driving on the motorway, watch out for any vehicle in the right hand lane moving back into the left, as most vehicles will be travelling faster than you

✘ **DON'T -** Use the extreme right-hand lane on a three-lane or four-lane motorway.

Driver's Behaviour

How MYSPACE Works

✔ **DO -** ALWAYS carry out one/two minute mental and visual risk assessment, upon arrival at site

✔ **DO -** As a driver, imagine a safety zone around your vehicle which you can control – this is your MYSPACE. Then consider:-

- What do I do inside MYSPACE?
- What or who can intrude into MYSPACE?
- How can I get hurt?
- What do I do about it?
- What happens when I leave MYSPACE?
- How can I control low risk areas?

✔ **DO -** Consider how you as an individual can manage the risk, and if the risk is too high and it is unsafe for you to deliver, inform your immediate supervisor / contact and await further instruction.

✔ **DO -** Report any issues via your Near Hit/Near Miss/Hazard reporting

✘ **DON'T -** Ever put yourself or anyone around you at risk.

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



Driver's Behaviour

Driver's Hours

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

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

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

✔ **DO -** Promote a culture in which alcohol and drug misuse is discouraged

✔ **DO -** Ensure that employees' or contractors' use of either alcohol or drugs does not impair the safe and efficient running of the organisation, or result in risks to the health and safety of themselves, colleagues, customers and the general public

✔ **DO -** Be aware that in the event of an individual failing an alcohol or drugs test, or refusing to take a test, the individual will be permanently excluded from site. The contractor could be deemed in breach of their contract

✔ **DO -** Be aware that Hanson UK managers have the right to prohibit any person or activity on site should they suspect alcohol or drug misuse even if they are unable to instigate testing

✔ **DO -** Use the employee assistance progamme or speak to your manager or HR team. Tel: 0800 716017



Drugs and Alcohol at Work

Alcohol

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

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

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

Drugs

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

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

✔ **DO -** Complete a drug test if you are asked by Hanson UK to do so

✔ **DO -** Ask for the Company Policy if you wish to learn more about the Hanson UK stance on drugs and alcohol.

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

✘ **DON'T -** Offer drugs or medication to colleagues.

Smoking at Work

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

✔ **DO -** Smoke in authorised zones only. If you are visiting a site, make yourself aware of the designated smoking zones as soon as you arrive

✔ **DO -** Try to give up. The NHS Smoking Helpline is free on 0800 169 0169 or visit www.gosmokefree.co.uk, or ask your local GP

✔ **DO -** Ensure you put the residues into a proper container once you have finished

✔ **DO -** Remember that Hanson UK regard e-cigarettes in the same way as normal cigarettes so the same rules apply but try and separate yourself from tobacco users

✔ **DO -** Ensure that your cab has a no smoking sticker displayed.

✘ **DON'T -** Smoke in work places. Work places includes the cab of your vehicle, mobile plant, vans, company cars and pool cars even if you are the only occupant. Breaking this rule may result in disciplinary action or exclusion from site for a visitor or contractor, as it is our responsibility to ensure the health of all of our employees

✘ **DON'T -** Smoke in vehicles including company cars, pool cars, mobile plant, lorries, vans, even if you are the only driver. This is on the basis that other employees may use the vehicle from time to time

✘ **DON'T -** Smoke next to fuels, flammable gases or vehicles unloading such materials.


No
smoking

Eligibility to Drive

Eyesight Checks

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

It is recommended that you get your eyesight checked at least annually (6 monthly if a member of FORs or equivalent scheme) to ensure capability to drive legally. FORS require drivers to pass eye sight checks at 25m.



Fitness and Health

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

✔ **DO -** Schedule set times for food

✔ **DO -** Schedule in a daily exercise plan

✔ **DO -** Opt for healthier food options and maintain healthy meal sizes

✔ **DO -** Snack to a schedule on healthy options such as fruit, nuts or protein bars

✔ **DO -** Consume plenty of water and ensure it is always available in your cab

✔ **DO -** Regularly wash your hands, especially before eating

✔ **DO -** Get plenty of rest. The amount of rest is mandated by your working time directives but ensure you are using this time to recuperate

✔ **DO -** Replace lost vitamins, preferably by eating fruit and vegetables but alternatively through a course of vitamin supplements

✔ **DO -** Keep your mind active. Listen to audio books, learn a new language or try different music genres in order to stimulate your mind and alleviate boredom

✔ **DO -** Stay connected with home by catching up with family on your breaks or sharing experiences with family

✔ **DO -** Be aware that some sites may require a fitness to work certificate to demonstrate compliance with specific local site procedures

✘ **DON'T -** Eat or drink whilst driving.

In Cab Safety

Mobile Phones – Guidance

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

✔ **DO -** Use hands-free phones to receive calls when travelling on the public highway where permitted

✔ **DO -** Keep any necessary conversations to a minimum and only continue them as long as it remains safe

✔ **DO -** Check that you are in an appropriate safe and secure area when using mobile phones when out of the vehicle

✘ **DON'T -** Use hand-held phones or other electronic devices whilst driving

✘ **DON'T -** Use phones on Hanson UK or customer sites unless the vehicle is stationary

✘ **DON'T -** Use mobile phones or two way radios in Hanson UK production and loading areas.





In Cab Safety

Satellite Navigation Systems and Electronics

Satellite Navigation Systems

✔ **DO -** Program these before the journey begins

✔ **DO -** Position them out of reach as they should not be physically adjusted during the journey

✘ **DON'T -** Mute them as this might encourage you to take your eyes off the road ahead

✘ **DON'T -** Allow the device to obscure your main line of sight .

Other Electronic Devices (iPod or equivalent)

✔ **DO -** Set up any entertainment system e.g. a cd or iPod to the vehicles radio system before you begin your journey

✔ **DO -** Position them out of reach as they should not be adjusted during the journey

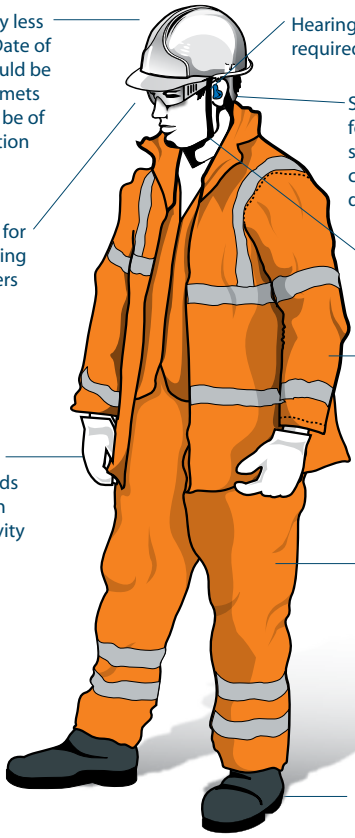
✘ **DON'T -** Use ear pieces under any circumstances

✘ **DON'T -** Allow the device to obscure your main line of sight.



PPE for all Driver's

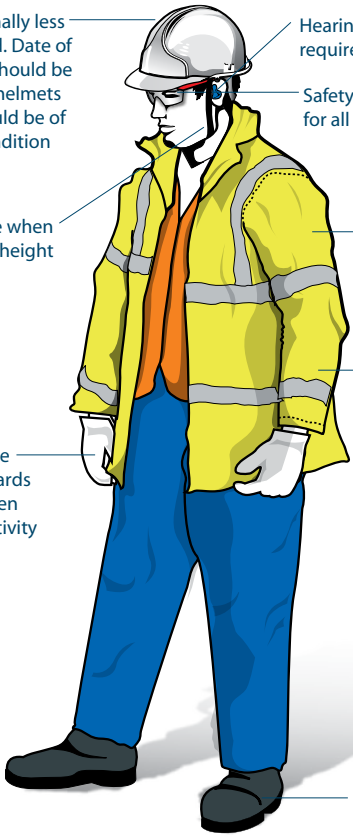
Delivery Drivers



High Visibility Clothing to
EN471 Class 3 - High Speed Roads

FOR DELIVERY OR COLLECT DRIVERS WITHOUT

Collect Drivers



High Visibility Clothing to
EN471 Class 2 MINIMUM Class 3 preferred

APPROPRIATE PPE REFER TO LOCAL SITE RULES

Speed Campaigns

Speeding Facts

- Every year, almost 3,500 people are killed or seriously injured in crashes on UK roads where speed was a factor
- The risk of death is approximately 4 times higher when a pedestrian is hit at 40mph than at 30mph
- Speed is one of the main factors in fatal road accidents
- More than half of UK drivers admit to driving too close to the vehicle in front on motorways and not maintaining the minimum braking distance
- We ask everyone who regularly see drivers on sites to help to reinforce the site rules, such as speed limits and challenge drivers where necessary. This is not just lorry drivers, but also includes forklift trucks, loading shovels and other mobile plant. Please react appropriately if you are challenged. It is only because people care for your safety.



Speed Limits

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



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

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


Hanson

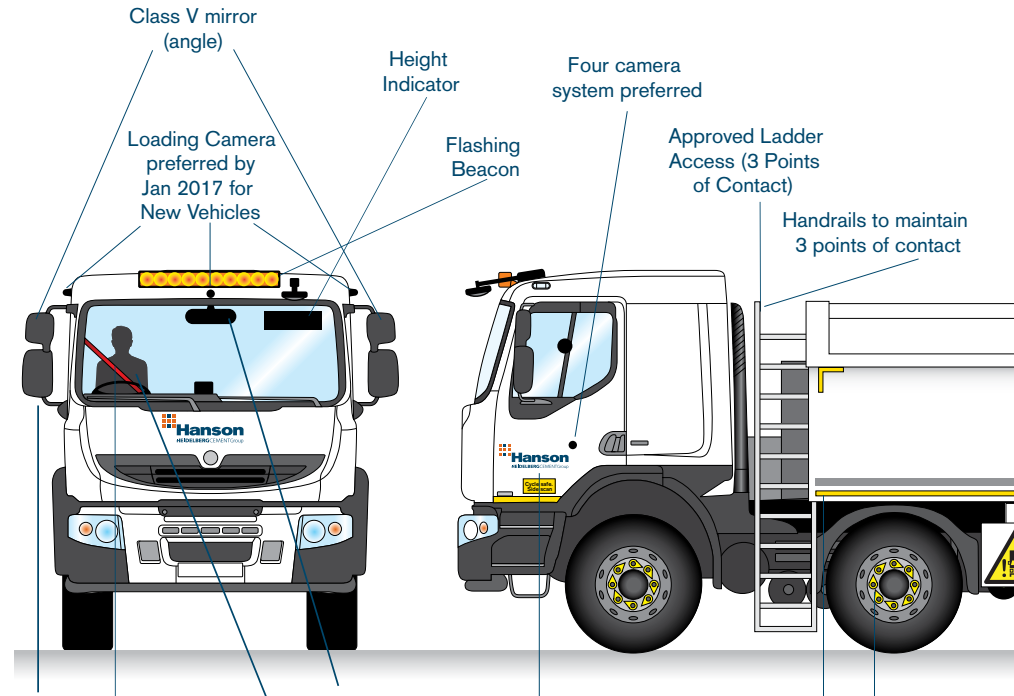

Hanson
Leader of the Pack
hanson.com/uk


Hanson


Hanson

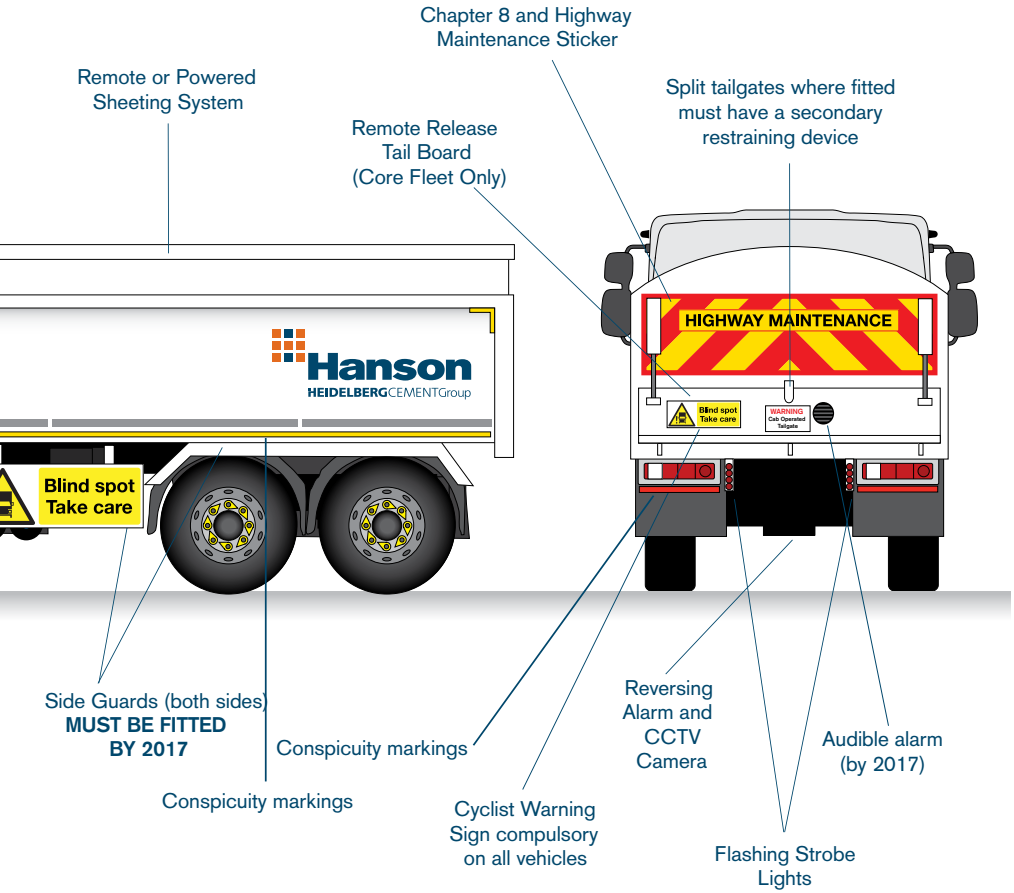
Vehicles Section

Common standard for Aggregate and Asphalt Tipper Vehicles



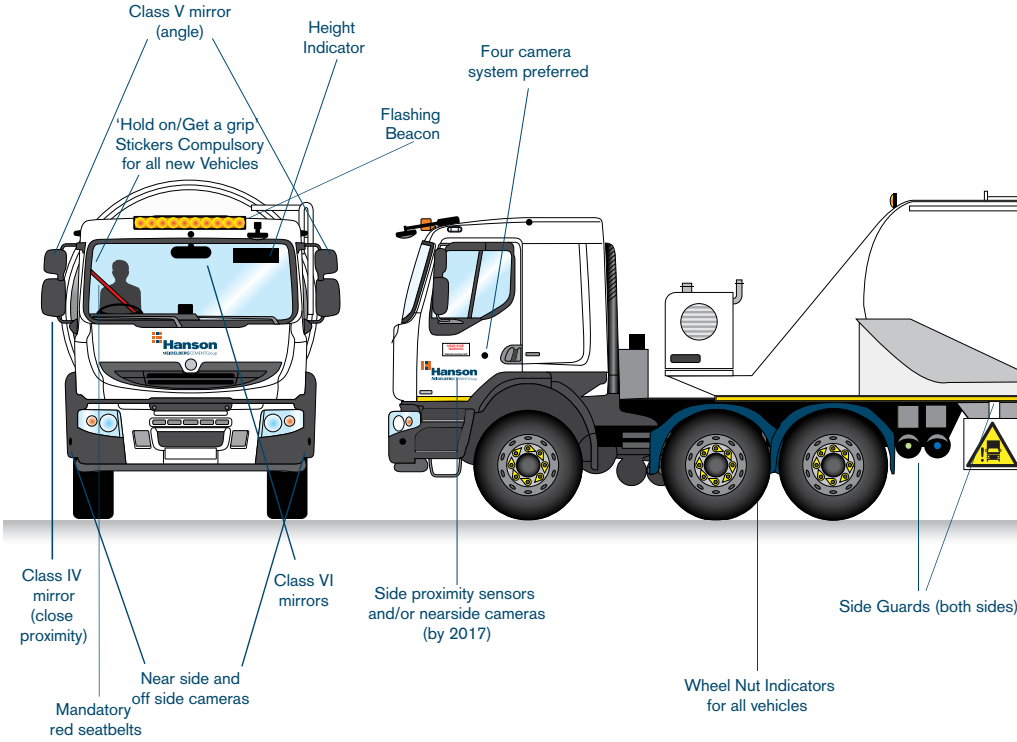
ALL DELIVERY VEHICLES WILL BE **CLOCS**

Common standard for Aggregate and Asphalt Tipper Vehicles

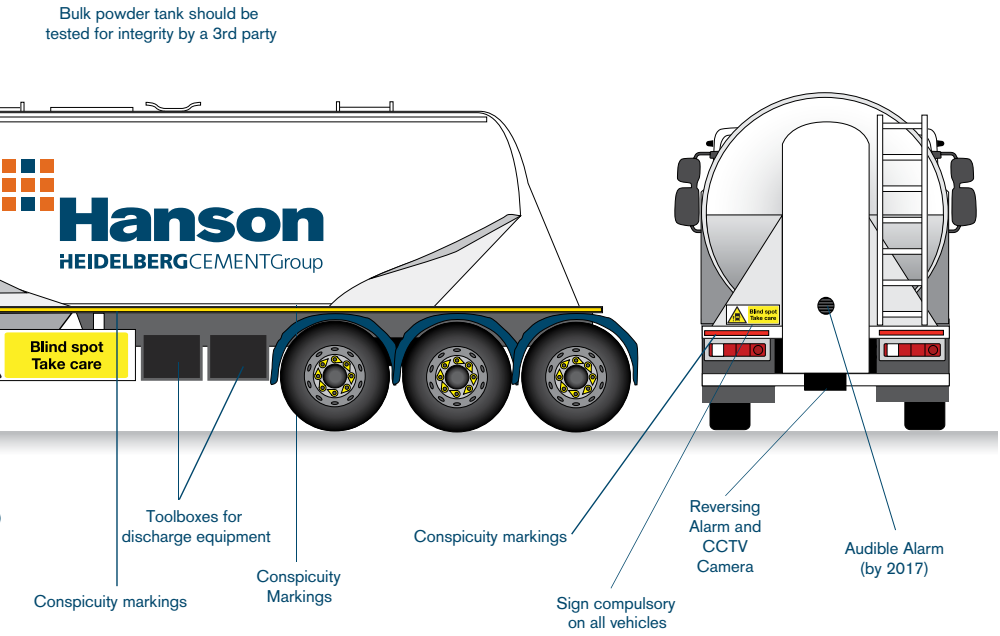


COMPLIANT OR EQUIVALENT - DECEMBER 2017

Common Standard for Bulk Powder Vehicles

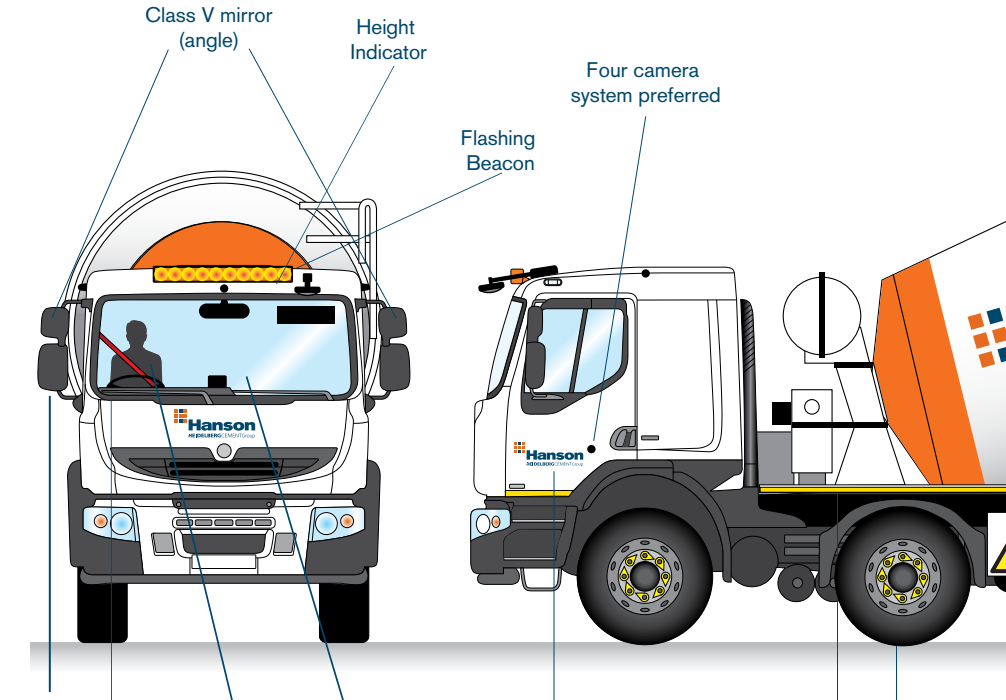


ALL DELIVERY VEHICLES WILL BE **CLOCS**

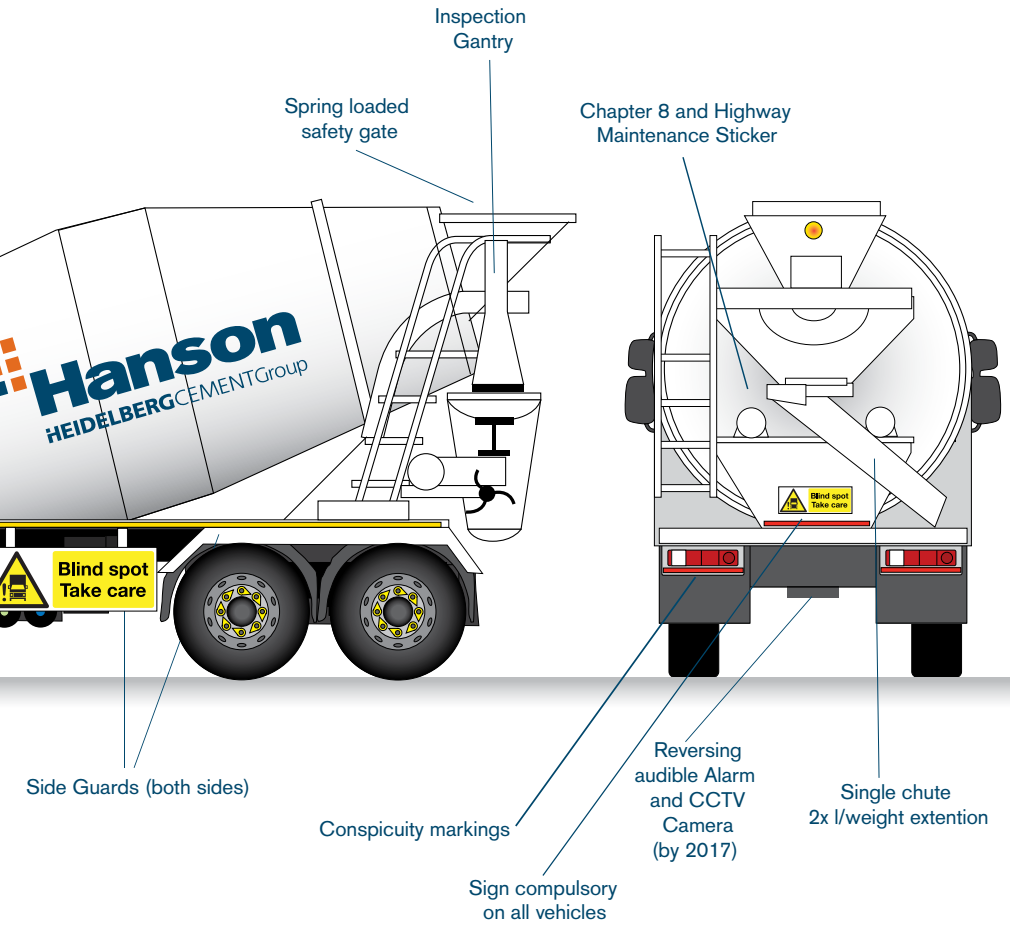


COMPLIANT OR EQUIVALENT - DECEMBER 2017

Common Standard for Mixers



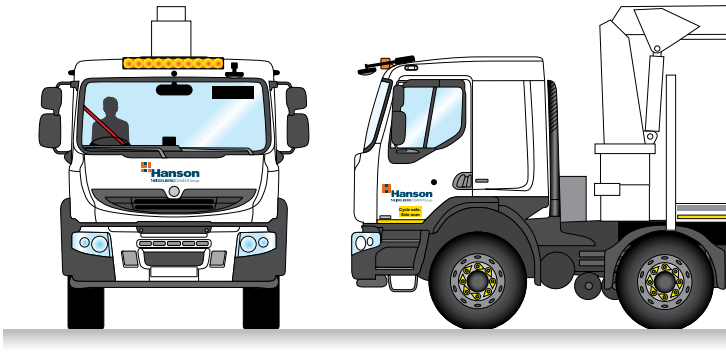
ALL DELIVERY VEHICLES WILL BE **CLOCS**



COMPLIANT OR EQUIVALENT - DECEMBER 2017

Common Standards for Flatbed, Crane and Curtain Sided Vehicles

Crane Lorries

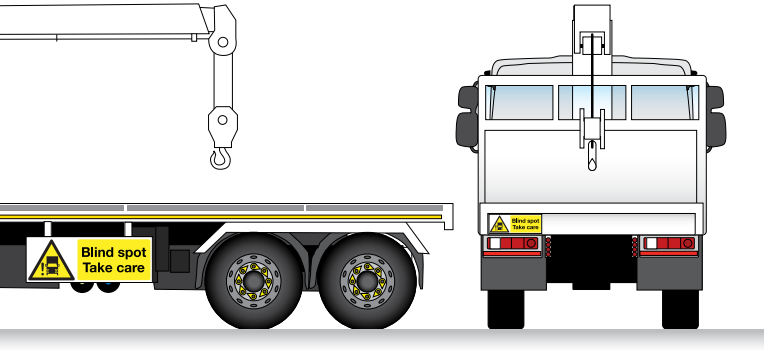


Curtain Siders



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.

Vehicle Standards

Vehicle Equipment

Minimum requirements:

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



Vehicle Standards

Audible Alarms

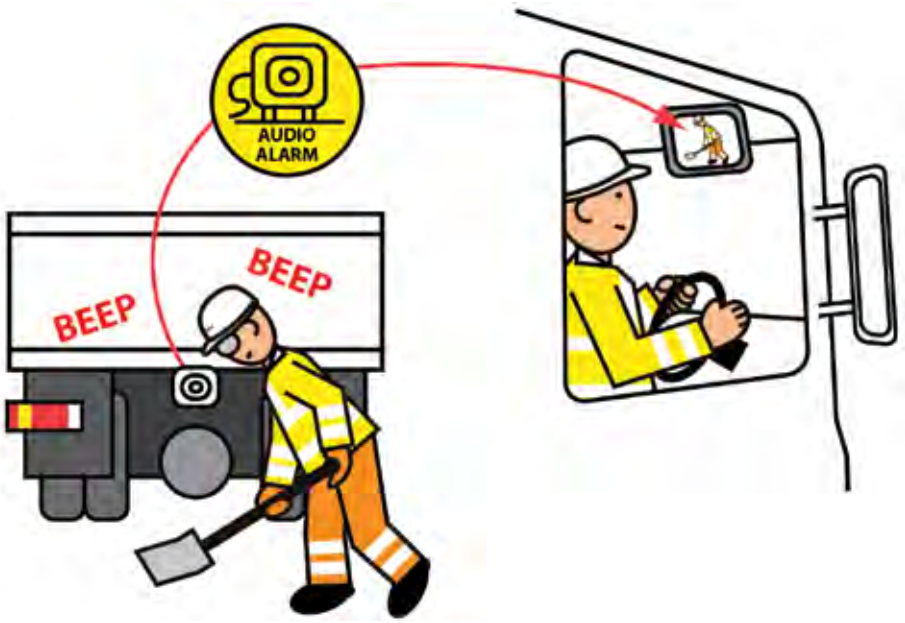
Includes reversing and handbrake alarms.

✔ **DO -** Ensure audible alarms are fitted to all haulage vehicles

✔ **DO -** Check that they come on automatically when reverse gear is selected

✔ **DO -** Be aware that handbrake alarms alert the driver that the handbrake is not engaged if they are leaving the cab, and are a safety measure to ensure that vehicles do not roll away unattended.

✘ **DON'T -** Permanently override the alarm. There shouldn't be the facility to do this.



Vehicle Standards

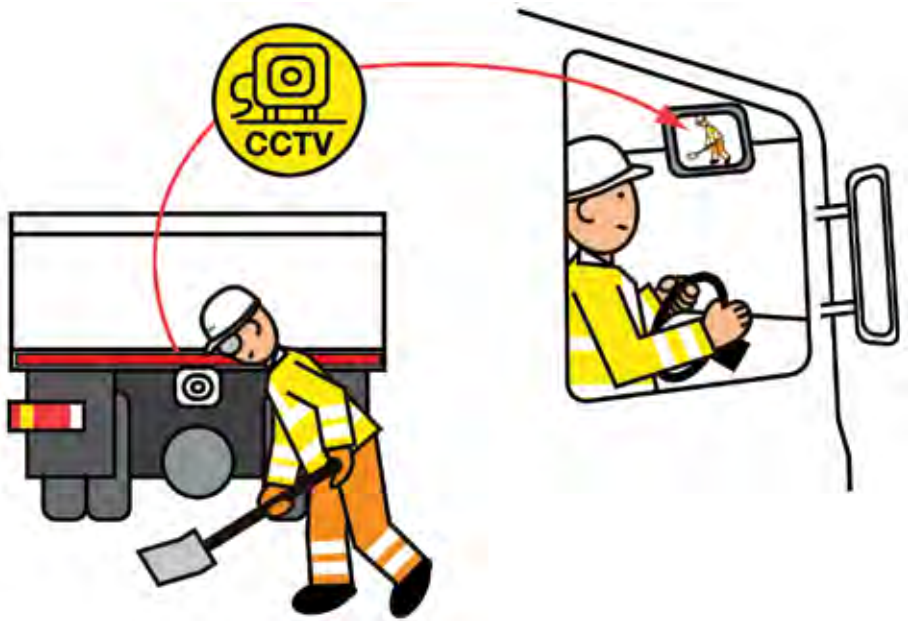
Rear Facing CCTV

✔ **DO -** Ensure that the rear facing CCTV is fitted and operational

✔ **DO -** Use the reversing camera only as an aid in conjunction with your mirrors. If you are not sure that the area that you are going to reverse into is clear

'Stop and check'

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



Vehicle Standards

Flashing Beacons



Minimum requirements for highways works:

✔ **DO -** Ensure you have a roof-mounted amber warning light bar (comprising at least two independent light sources)

✔ **DO -** Ensure you have two independent roof - mounted amber warning beacons, visible through 360^{O} if you do not have a single warning light bar

✔ **DO -** Fit additional beacons to the rear of the vehicle if the main beacon is likely to be obscured.



Reversing Lights

✔ **DO -** Keep your reversing lights clean and operational at all times

✘ **DON'T -** Allow your reversing lights to be obscured by folded back mud flaps etc.



Rear Strobe Lights

✔ **DO -** Ensure that you have rear strobe lights when access and egress of vehicles in live lanes is required

✔ **DO -** Ensure that you use them for any hazardous situation where a vehicle needs to stand out

✘ **DON'T -** Allow your rear strobe lights to be obscured by folded back mud flaps etc.



Vehicle Breakdowns

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

✔ **DO -** Exit vehicle cab on the non traffic side

✔ **DO -** Get your vehicle safely off the road if possible

✔ **DO -** Warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction

✔ **DO -** Stay in a safe location away from the vehicle if it is safe to do so

✔ **DO -** Help other road users see you by ensuring you, and any passengers, wear high visibility reflective clothing/work wear

✔ **DO -** Put a warning triangle on the road at least 45 metres (147 feet) behind your broken-down vehicle on the same side of the road, or use other permitted warning devices if you have them, if it is safe to do so. Always take great care when placing or retrieving them

✔ **DO -** Keep your sidelights on if it is dark or visibility is poor, if it is possible to do so

✔ **DO -** Arrange recovery for vehicle specialists

✔ **DO -** Keep your sidelights on when it is dark or visibility is poor.

✘ **DON'T -** Attempt to use a warning triangle on a motorway or other high speed road

✘ **DON'T -** Put yourself or your passengers in danger

✘ **DON'T -** Stand (or let anybody else stand) between your vehicle and oncoming traffic

✘ **DON'T -** Stand where you will prevent other road users seeing your lights at night or in poor visibility.

Vehicle Inspection

Daily Vehicle Checks

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

It is not enough to rely on a maintenance system alone, because this cannot ensure that vehicles are roadworthy.

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

Prior to commencing work each day carry out a vehicle check. A record of these checks must be maintained and complete either a safe system of work and/or a permit to work.

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



RHA vehicle inspection form

Vehicle Repairs

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

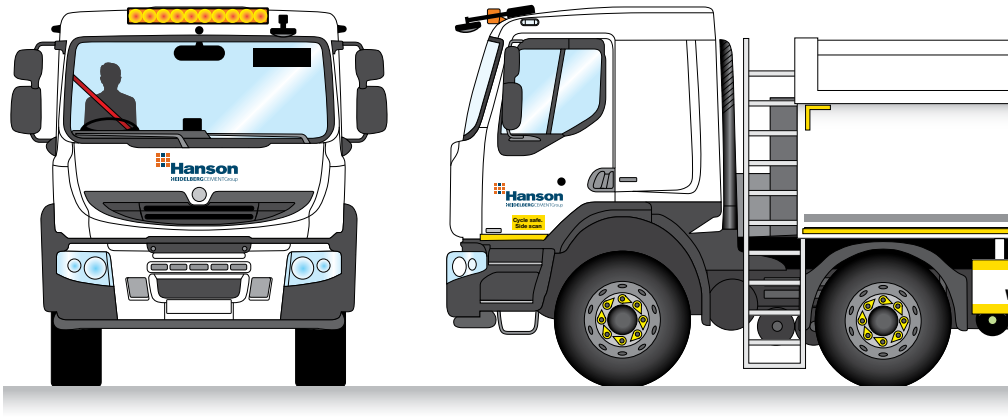
Formal authorisation is required from the local manager before anyone attends any emergency or maintenance repair on site – which must be done by a competent person.

Items (less than 20kg's) removal or refitting

Greasing

Welding

Inspection of tipper body /mixer drums (contamination)



Glass replacement

Tightening or adjusting nuts / bolts (exemption of wheel nuts)

Painting (brush or roller only)

Electrical work other than light fittings or bulbs (inc using booster leads)

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).**

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

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

Vehicle pre use inspection walk around checks

Heavy item changes (>25kgs but < 200kg) specific items wheels and tyres. Lifting equipment or special processes apply

Vehicle inspection including below chassis height



Pressure washer use

Topping up oils or fluids

Pipework and hoses (pneumatic, hydraulic, coolant or lubrication) repair or replacement

Removal and refitting of access panels (access to fluid levels etc).

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

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

Vehicles - Tailgates

✔ **DO -** Keep your fingers and thumbs well clear of back doors and tailgates when open

✔ **DO -** Always report any defects with the tailgate, operation of the retaining devices and chutes

✔ **DO -** ALWAYS keep unauthorised personnel at a safe distance.

✘ **DON'T -** Compromise your safety by allowing defects to go unreported

✘ **DON'T -** Allow any unauthorised personnel to operate or access the back door mechanism.



Vehicle - Chutes

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



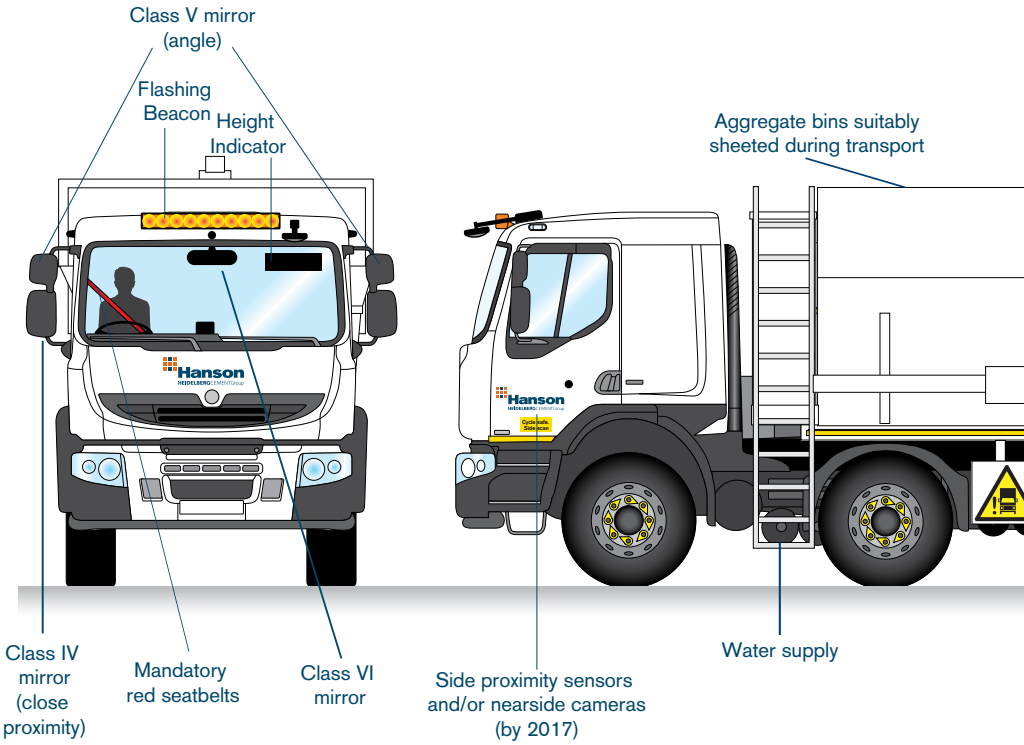


Volumetric Trucks

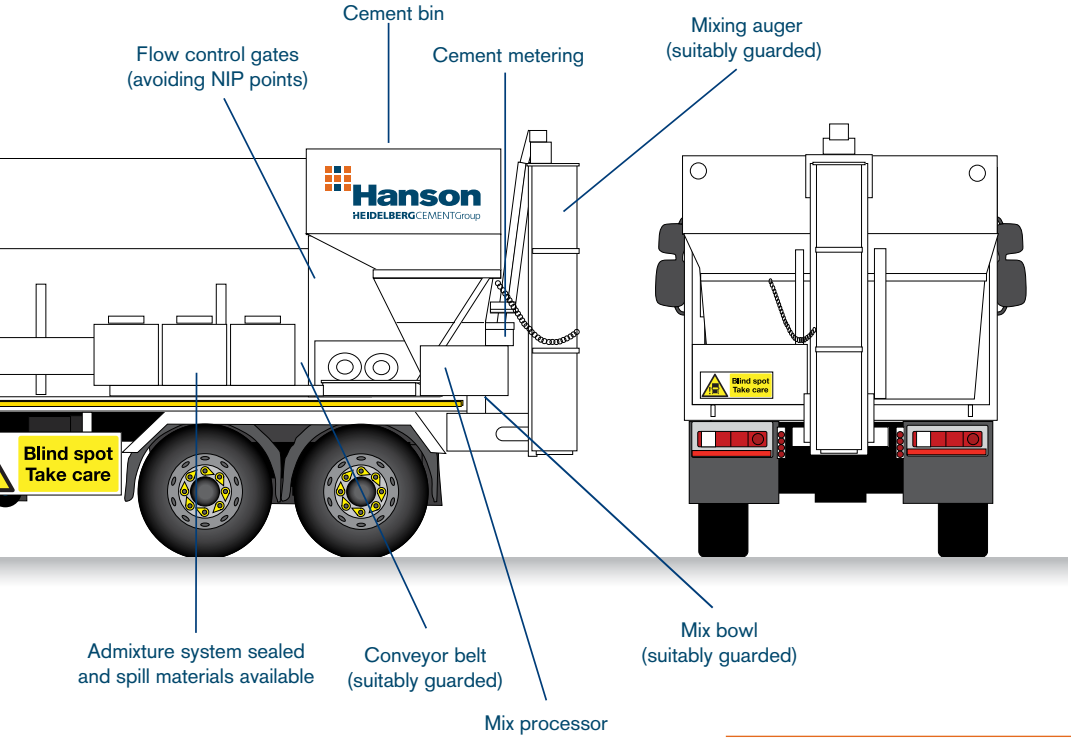
Volumetric concrete mixers (also known as volumetric mobile mixer and metered concrete truck) are trucks that contain all the constituent materials (aggregates, sands and cement) together with water to be mixed on the truck itself at a job site to make and deliver concrete according to the amount needed.

The mixing device measures raw materials using volume rather than weight. The volumetric mixer blends the concrete mixture using an auger or a paddle to mix the ingredients with water.

All operators of these vehicles are encouraged to ensure they conform to the highest standards in terms of the safety features on the vehicle and the training required for the driver's 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.

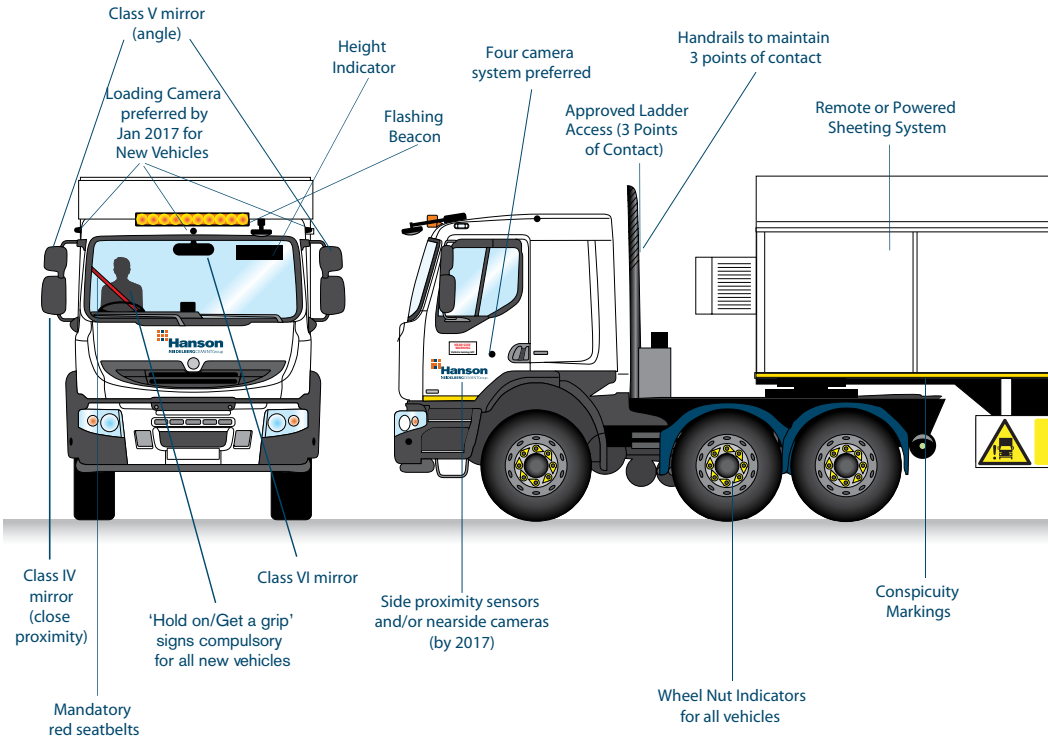


In an auger type mixer, the material and water travels up the Archimedes' screw. Auger lengths can vary from about 5-feet to 15-feet, and vary in diameter and RPM. This type may be portable, but the length of the auger is a limiting factor. A paddle mixer blends the concrete mix using a rotational motion 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 (0.76m^3 and 1.34m^3) 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.



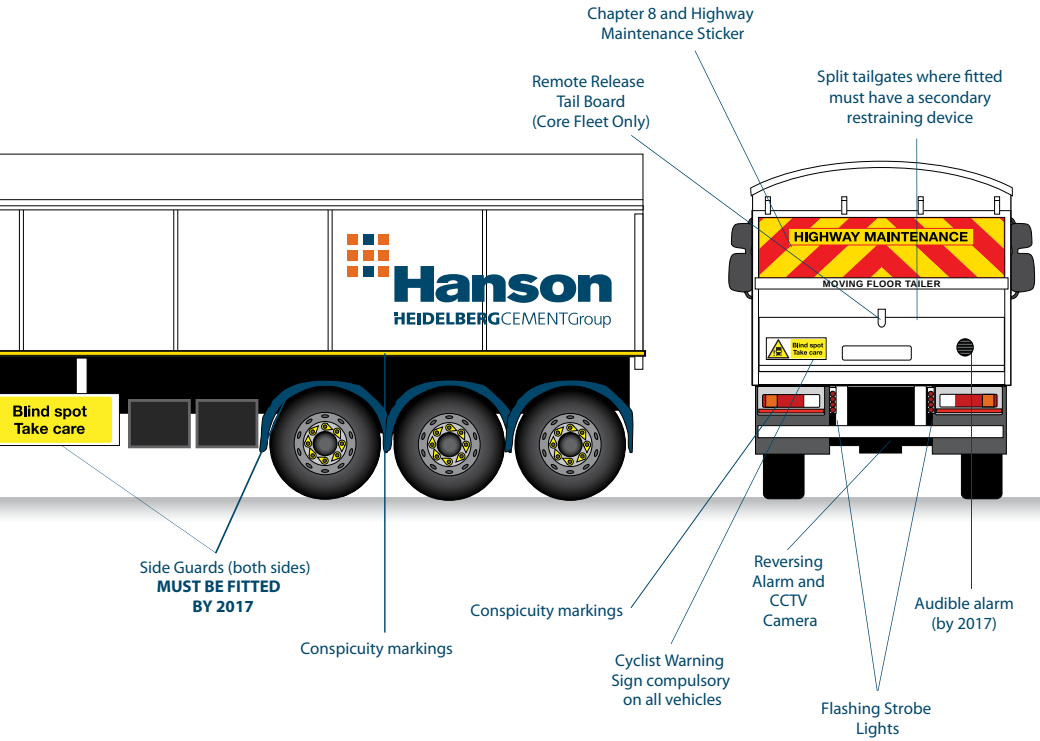
Walking Floors

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



overhead cables and also reducing any likelihood of the vehicle overturning whilst tipping. Finally the vehicle can access areas where normal tipper vehicles cannot, such as tunnel resurfacing projects.

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



Site Operations

Arrival on Site

Site Induction

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

✔ **DO -** Complete a Site Induction before operating on any of our sites

✔ **DO -** Report to site office or weighbridge on arrival to a site

✔ **DO -** Wear the appropriate PPE. Details of PPE can be found in this guide

✔ **DO -** Observe all traffic management routes including one way systems and speed limits

✔ **DO -** Wear seat belts at all times (including when tipping)

✔ **DO -** Stay in your cab when tipping or loading

✔ **DO -** Be aware of overhead structures

✔ **DO -** Lock your vehicle doors, keeping the keys on your person

✔ **DO -** Report back to site office or weighbridge once tippers have been tipped

✔ **DO -** Use dipped headlights and flashing beacon during poor visibility.

✘ **DON'T -** Breach any rules or carry out any unsafe behavior as this may result in your exclusion from site and could lead to disciplinary action or permanent exclusion from all Hanson UKs operations

✘ **DON'T -** Use mobile phones or 2 way radios whilst the vehicle is in motion

✘ **DON'T -** Tip or unload anywhere other than designated areas

✘ **DON'T -** Tip or unload if there are personnel or other vehicles in the area

✘ **DON'T -** Move a HIAB Vehicle with them in the raised position

✘ **DON'T -** Sheet or unsheet anywhere other than designated areas

✘ **DON'T -** Enter the vehicle body unless it is absolutely necessary to do so. Inform personnel outside of the vehicle your intentions and ensure the engine is switched off and the ignition keys removed

✘ **DON'T -** Leave vehicles unattended with the engine running.



A place to inspect your vehicle



A place to induct you into our site



Autoloading facilities



Shovels matched to your vehicles



Toilet facilities

Arrival on Site

(illustrative example)

- Site Facilities

Arrival on Site - Site Facilities

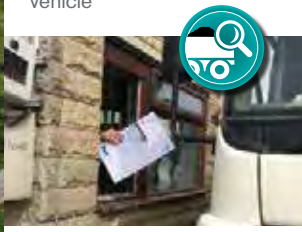




Welfare facilities



A place to clean your vehicle



Encouragment to report near misses/hits/hazard observations



First Aid should you need it



Feedback on customer sites

Accident Reporting and Management

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

A copy of all local points of contact are displayed on ALL Hanson UK Site Noticeboards.

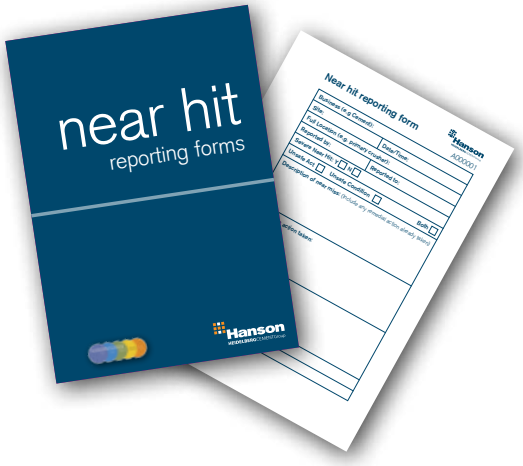
On Sites

Near Hit/Unsafe Conditions

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

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

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



Benefits

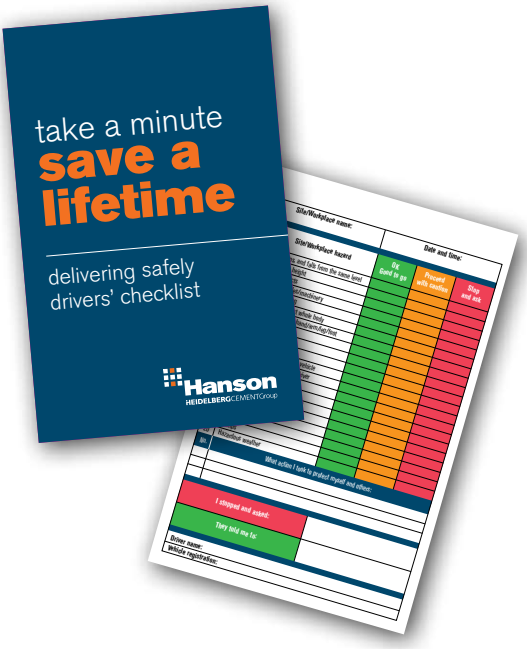
Near Hit reporting is an early warning system for Hanson UK identifying that there is a potential for an incident which could result in injury or damage.

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

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

Customer Sites

Site Risk Assessment



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

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

Access and Egress into Vehicle Cabs

All drivers please:

✔ **DO -** Maintain three points of contact on steps, grab handles and stairways
✔ **DO -** Keep safety footwear clean at all times
✔ **DO -** Exit your vehicle backwards using three points of contact
✔ **DO -** Ensure the ground onto which you are exiting is safe and clear of debris.

✘ **DON'T -** Jump from the vehicle
✘ **DON'T -** Carry objects such as mobile phones or other hand-held devices
✘ **DON'T -** Obstruct vehicle steps.



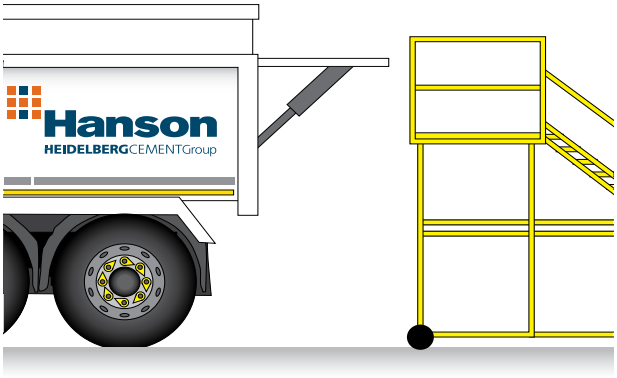
Access and Egress - Tipper Bodies

Working in Confined Spaces

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

- ✔ **DO -** Rule out all other options
- ✔ **DO -** Seek permission by the site management
- ✔ **DO -** Ensure that you fully understand the Safe Systems of Work for Access and Egress
- ✔ **DO -** Remove keys from the vehicle so that nothing can move without the drivers knowledge
- ✔ **DO -** Only use authorised ladders and gantries to access the body of the vehicle (tyres, mudguards and fuel tanks are prohibited from being used as foot holds)
- ✔ **DO -** Ensure that the tipper body is fully lowered when gaining access via the tailgate and the tailgate should be suitably secured.

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



Sheeting and Un-sheeting

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

Remember:

✔ **DO -** Always have one foot behind the other to avoid overbalancing

✔ **DO -** Shelter your vehicles as much as possible in strong winds

✔ **DO -** Avoid skin contact with hot surfaces, e.g. vertical exhausts

✔ **DO -** **STOP and THINK** to avoid slips and trips in wet or icy conditions

✔ **DO -** Ensure your sheets, strap hooks and rings are in good condition.

✘ **DON'T -** Lean backwards as ropes and straps can break

✘ **DON'T -** Wrap ropes or straps around your hands when pulling the sheet tight.



Access and Egress onto the Back of Vehicles

For Edge Protection Systems

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

✔ **DO -** Undertake a risk assessment considering all vehicle types that visit the site and the reasons that people may wish to access the vehicle

✔ **DO -** Consider measures to prevent falls might include changes to loading practices, provision of split level gantries, overhead fall restraint systems or other temporary access arrangements as required.

✘ **DON'T -** Access a vehicle unless there is protection from falls at heights.



Cleaning Out



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

- ✔ **DO -** Ensure both the site and the driver understand the task being undertaken
- ✔ **DO -** Notify relevant staff who may be working in the area
- ✔ **DO -** Only park the vehicle in the designated working area
- ✔ **DO -** Employ a safe system of work
- ✔ **DO -** Ensure the vehicle is safely isolated and cannot be loaded
- ✔ **DO -** Confirm that the task is completed safely.

Safe Systems

- ✔ **DO -** Wear full PPE
- ✔ **DO -** Establish a safe working area
- ✔ **DO -** Maintain three points of contact when climbing in and out of the vehicle
- ✔ **DO -** Check that the purpose built secured ladders are in a good condition
- ✔ **DO -** Use manual handling techniques to reduce risk of strain injury
- ✔ **DO -** Move cleaning tools safely in or out of the vehicle
- ✔ **DO -** Dispose of waste material appropriately.

Equipment

- ✔ **DO -** Ensure the vehicle is parked in a safe level area with handbrake applied
- ✔ **DO -** Remove keys from cab, doors locked, beacons on
- ✔ **DO -** Ensure the vehicle body is in the fully lowered position
- ✔ **DO -** Check that ladders are in good clean condition
- ✔ **DO -** Secure the rear door, opened for access, with a purpose made prop
- ✔ **DO -** Only use tools that are appropriate and in good condition.

Banksman/Observers

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.

When a Banksman is provided, do not reverse until told.

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

IF IN DOUBT, STOP!

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

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



Chute Work

Chutework Procedure



✔ **DO -** Ensure the tailboard of the vehicle has secondary restraint mechanisms such as twistlocks or swordpins fitted

✔ **DO -** Demonstrate the operation of chutes to site personnel

✔ **DO -** Agree with the Banksman that it is safe to commence tipping

✔ **DO -** Ensure the Banksman has taken responsibility for the activity of personnel working at the rear of the vehicle

✔ **DO -** Allow the Banksman to instruct you when to begin raising the vehicle body

✔ **DO -** Raise the body until the product starts to flow, and then lower slightly

✔ **DO -** Use the handlay procedure to clear the remainder of the product behind the chutes at the end of the delivery

✔ **DO -** Remain in the cab where this is possible .

✘ **DON'T -** Raise the vehicle body without instruction

✘ **DON'T -** Allow anyone to be within 5m of the rear of the vehicle when the vehicle body is first raised

✘ **DON'T -** Continue if the product fails to flow or if there is an issue with the chutes. The body MUST be lowered prior to any investigation being carried out

✘ **DON'T -** Allow any person to access the vehicle body

✘ **DON'T -** Stand directly behind the vehicle.

Chute Work

Handlay Procedure

✔ **DO -** Ensure the tailgate of the vehicle when open, is secured using a secondary restraining device

✔ **DO -** Agree with the banksman that it is safe to commence tipping

✔ **DO -** Where there is a requirement to move product towards the tailboard, all personnel will observe the 5m exclusion zone to the rear of the vehicle, prior to the body being raised. It is the responsibility of the site receiving the delivery to ensure that the exclusion zone is adhered to

✔ **DO -** Raise the vehicle body under the direction of the nominated banksman – only of the sufficient height to move the product. Once the product has moved to the rear of the vehicle body, the body must be lowered, prior to any personnel accessing the material. The tipper body must NOT be raised any higher than necessary to get the product to move

✔ **DO -** 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.

✘ **DON'T -** Allow any person access to the vehicle body.

Delivering into a Streetmaster Bucket/ Bobcat Type Vehicle

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

Safe Loading and Unloading

✔ **DO -** Adhere to any specific loading instructions displayed at any sites

✔ **DO -** Ensure that loads are restrained and distributed safely, as well as being within weight limits

✔ **DO -** Be aware of product type and free flowing properties (eg dust or clay)

✘ **DON'T -** Overload your vehicle even if it is not travelling on the public highway. If a vehicle is found to be overloaded both the driver and company and weighbridge clerk operator could be prosecuted or cautioned. Legislation imposes fines of up to £5,000 for each offence. That means a fine for each overloaded axle plus any overloading on the total weight.

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

✔ **DO -** Know the weights of your vehicle

✔ **DO -** Know what you are carrying and weight of the load

✔ **DO -** Distribute your load appropriately to avoid overloading axles

✔ **DO -** Check the Gross Vehicle Weight before setting out.

If overloaded?

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

Bulk Powders

✔ **DO -** Carry a Valid Pressure System Certificate for Bulk Tankers at all times

✔ **DO -** Secure tanker lids by hand – kicking is not acceptable practice

✘ **DON'T -** Access to the top of the tanker unless a safe access gantry is available.

Discharging

✔ **DO -** Ensure you follow the MYSPACE principle before, during and after the delivery

✔ **DO -** Ensure that all ancillary equipment to be used is clean and serviceable

✔ **DO -** Always remain in the immediate vicinity of the vehicle's controls whilst discharging

✘ **DON'T -** Engage the PTO whilst the vehicle is in gear

✘ **DON'T -** Continue discharging upon silo alarms activation or excessive dusting and seek advice from the site personnel or your Hanson UK contact.



Loading and Tipping Operations

Loading Aggregate / Asphalt

✔ **DO -** Ensure that the vehicle body is clean to prevent material contamination prior to loading

✔ **DO -** Always remain in the cab.



Tipping Aggregate / Asphalt

✔ **DO -** Always ensure that the tailgate is released prior to commencing tipping

✔ **DO -** Ensure the load is trimmed and that no material can fall from the vehicle

✔ **DO -** Ensure the load is evenly distributed both across and along the body

✔ **DO -** Keep hands clear of tailgate trap areas

✔ **DO -** Remain in the cab with the door closed and seat belt on whilst the body is being raised and lowered

✔ **DO -** Be aware of any overhead obstructions, particularly power cables when tipping

✔ **DO -** Refer to the Institute of Road Transport Engineers (IRTE) Guide to Safe Tipping Vehicles, a link to which can be found in the reference section of this document.

✘ **DON'T -** Begin to tip before checking the ground conditions

✘ **DON'T -** Tip the vehicle unless it is on firm level ground

✘ **DON'T -** Tip anywhere you consider unsafe

✘ **DON'T -** Tip over sheer edges of faces, pits or stockpiles

✘ **DON'T -** Travel with the body raised

✘ **DON'T -** Tandem tip.

Safe Practises for Drivers

Safe Loading of Bulk Powder Tankers

Loading of Bulk Vehicle

✔ **DO -** Make yourself totally familiar with vehicle/trailer layout and method of loading before proceeding

✔ **DO -** Ensure appropriate safety items are worn

✔ **DO -** Check that the information on the loading instruction corresponds to that stated on the silo

✔ **DO -** Use the stairway and drop down steps to gain access to the top of the tank

✔ **DO -** Use the handrail and take one step at a time when using stairs

✔ **DO -** Make yourself familiar with the silo operation, loading procedures and safety requirements before work begins

✔ **DO -** Follow all written instructions

✔ **DO -** Aim to load from the middle hatch covers where possible

✔ **DO -** Ensure that the loading controls are manned at all times

✔ **DO -** Clean excess materials from tank using appropriate equipment available upon completion of loading

✔ **DO -** Ensure hatch covers and seals are clean and correctly fitted before closing

✔ **DO -** Exercise extreme caution when ascending and working on the catwalk or descending from walkways

✘ **DON'T -** Load with the engine running or keys in the ignition

✘ **DON'T -** Open the hatch cover before the tank is fully depressurised

✘ **DON'T -** Open the hatch cover without undoing the clamps on the hinge side of the hatch cover first.


Hanson
Hanson

Safe Practises for Drivers

Safe Unloading of Bulk Powder Tankers

Bulk Discharge - Arrival at Site

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

✔ **DO -** Park your vehicle in a safe manner for discharging on level ground, ensuring tractor/trailer are in line (if tip tank)

✔ **DO -** Seek instructions if you feel that conditions for access or discharge are dangerous

✔ **DO -** Beware of overhead electric cables and pylons

✔ **DO -** Comply with the health, safety and environmental instructions of the customer site

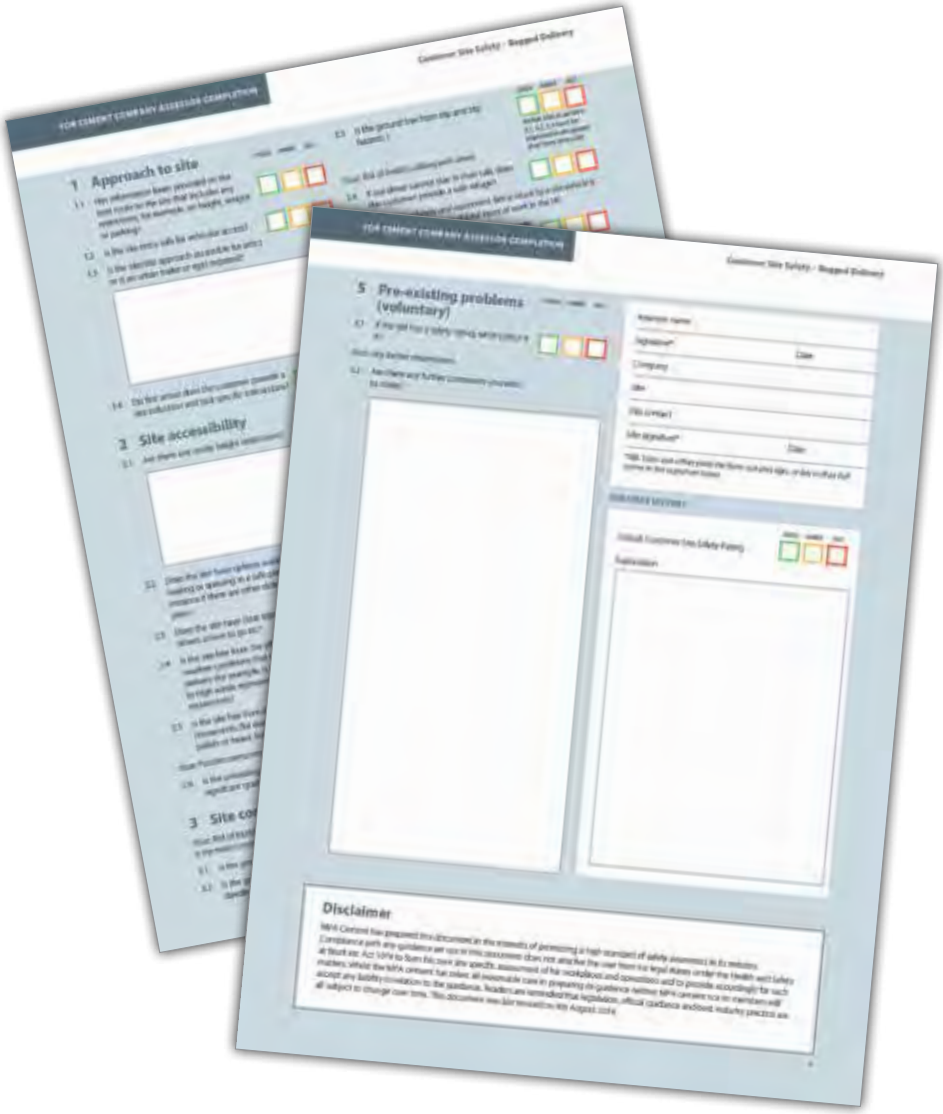
✔ **DO -** Identify and describe every conceivable occurrence that the driver may encounter

✘ **DON'T -** Connect your vehicle directly onto a customer hose as the condition of the hose is unknown. A hose belonging to the delivery vehicle shall be fitted between the delivery vehicle and the customer hose

✘ **DON'T -** Discharge the tanker if the prevailing wind/weather conditions are not suitable

✘ **DON'T -** Continue to work if there is any feature that you are unsure or unhappy about without reassurance from someone in authority.

Loading and Unloading Bulk Powders Site Assessment scheme



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

The Road Traffic Act 1991 states:

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

✔ **DO -** Secure loads so that they do not move relative to the trailer bed during transport

✔ **DO -** Be aware that load restraint is not the same as load containment. Some loads may require a combination of both

✔ **DO -** Place loads against the trailer headboard if possible. If this is not possible for reasons of weight distribution, the gap to the headboard should be filled or an intermediate bulkhead could be used

✔ **DO -** Inspect all equipment used for securing loads for wear or damage

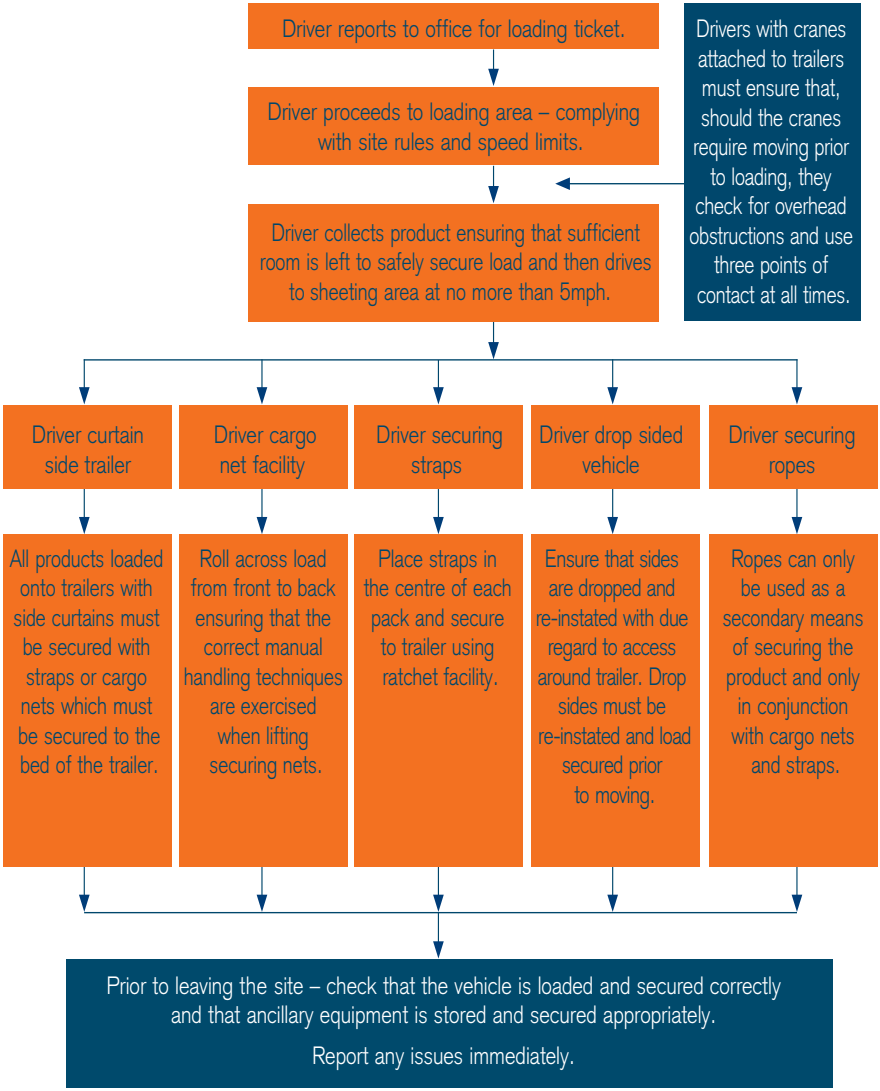
✔ **DO -** Pay attention to ensure that there is no visible deterioration due to constant use.

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

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



Loading Procedures on Building Products Sites



DVSA - Load Security Enforcement Matrix

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

Category 1
No load securing
>1m gap between front of load and vehicle headboard
Unstable load affecting vehicle stability or likely to topple from vehicle
Severe structural damage to headboard or gaps in headboard that would allow load penetration
Items loaded over height of headboard

Type A
Metal pipes, sheet or bar
Reinforced concrete
Bricks, stone or concrete
Vehicles (including scrap)
Plant machinery
Reels (steel, wire or paper)
Kegs and barrels
Stacked loaded skips
Empty skips stacked > 3 high
Metal castings
Glass
Containers/work cabins

Defect Category	
Category 2	**Category 3**
>30cm gap between load and vehicle headboard	Lashings on ropehooks
Unsheeted load in bulk tipper or skip	Minor damage to headboard not affecting structural integrity
Inadequate load securing leading to likely risk of harm	Unsuitable load securing
Unsuitable stacking of load items likely to lead to risk of harm	Poor condition of securing equipment
Height of load likely to affect vehicle stability	Unsuitable vehicle for load

Load Type	
Type B	**Type C**
Timber	Clothing
FIBCs/bulk powder	Wood chip
Roll cages	Waste paper
Bagged aggregate	Coal bags
Empty skips stacked 3 high	Bulk material (in tipper)
Heavy palletised goods	Packaging material
	Single loaded skips
	Empty skips < 3 high
	Light palletised goods

Contracting Load Securing Operating Procedure

This guidance has been produced based on the recommendations of the DVSA Load securing: vehicle operator guidance published 27 March 2015 and Department for Transport (DfT) Code of Practice: Safety of Loads on Vehicles, Third Edition.

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 screed 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.

Contracting Load Securing Operating Procedure 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.

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



Overturns - Vehicle Exclusion Zone Guidance

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

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

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

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









Truck Mixer on Highway Stability

✔ **DO -** Adjust speed of mixer drum to reflect the slump of the load (stationary for slumps between 20 and 50mm unless on straight road sections).

✘ **DON'T -** Drive too fast going through bends

✘ **DON'T -** Drive too fast on roundabouts or corners

✘ **DON'T -** Hit or ride up kerbs

✘ **DON'T -** Make sudden or harsh steering inputs

✘ **DON'T -** Brake suddenly or harshly

✘ **DON'T -** Ignore the camber of the road in relation to stability.

The best way to avoid an overturn is:

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

Overhead Obstructions

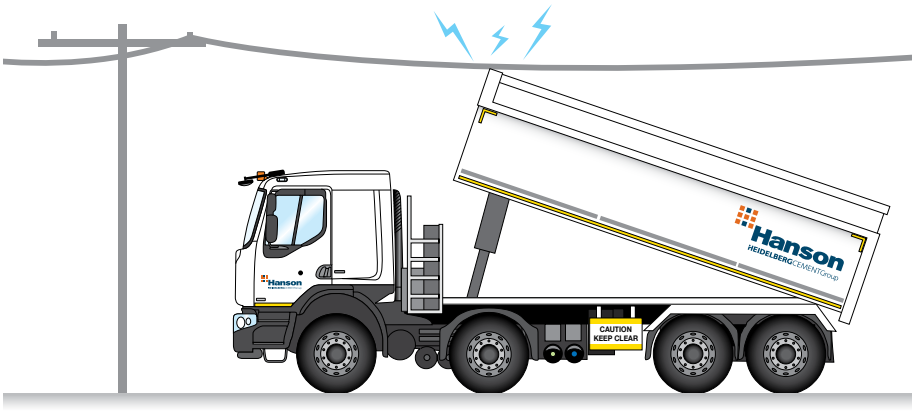
✔ **DO -** Always look up before tipping

✔ **DO -** Lower your truck body prior to moving off after tipping

✔ **DO -** Apply MYSPACE principles

✔ **DO -** Always apply Exclusion Zone Rules.

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



Overturns - All Vehicles

- ✔ **DO -** Stay in the vehicle wherever possible and wear a seat belt at all times
- ✔ **DO -** Check and maintain your exclusion zone
- ✔ **DO -** Check your axles are all level and not wedged on ledges or material
- ✔ **DO -** Wear your seatbelt when tipping
- ✔ **DO -** Report all near hits and incidents before you leave
- ✔ **DO -** Check your tyres daily
- ✔ **DO -** Obey site tipping procedures
- ✔ **DO -** Check the vehicle is loaded evenly
- ✔ **DO -** Ensure articulated vehicles and trailers are in line
- ✔ **DO -** Check axle weights are compliant before leaving site.



✘ **DON'T -** Tip in high winds

✘ **DON'T -** Drive off with the vehicle body raised after discharging your load

✘ **DON'T -** Walk around your vehicle when the body is raised

✘ **DON'T -** Tip if the ground is not firm and level

✘ **DON'T -** Tandem tip

✘ **DON'T -** Jolt your vehicle forwards to try and move a sticking load. If the load sticks lower your body and seek help

✘ **DON'T -** Raise vehicle body near overhead cables

✘ **DON'T -** Use appropriate speed round corners when loaded

✘ **DON'T -** Drive too close to open trenches and open excavations

✘ **DON'T -** Leave the cab until it is safe to do so.



Use of Release Agents

COSHH
(Control of Substances Hazardous to Health)

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

Myth:	'Of course it's safe – we've always done it this way.'
Reality:	Some diseases take years to develop. If exposure is high because the task has always been done that way, maybe it's time for a change.

Safety data sheets

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

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

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

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

Myth:	'It's natural so it can't be harmful.'
Reality:	Natural materials can be harmful. For example, stone or concrete dust can cause lung disease such as silicosis.

Physical Hazards



CORROSIVE



OXIDISING



EXPLOSIVES



FLAMMABLE



GAS UNDER PRESSURE

Env. Hazards



DANGEROUS TO THE ENVIRONMENT

Health Hazards



CAUTION - used for less serious health hazards like skin irritation



CORROSIVE



LONGER TERM HEALTH HAZARDS SUCH AS CARCINOGENICITY



TOXIC

Release Agents

Asphalt products

You MUST:

✔ **DO -** Ensure that only approved release agents are used – diesel, sand and lorry grit are STRICTLY forbidden

✔ **DO -** Contact your technical department on products that can be used

✘ **DON'T -** Use unauthorised release agents which may lead to quality problems with products that require rectification at a later date.







Safe Access and Safe Cleaning of Drums



Stage 1 - External Visual Inspection

This procedure must be followed.

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

Stage 2- Drum Clean out Using Non - Powered Tools

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

This procedure must be followed.

1. ✘ **DON'T -** Access the drum without the authority of trained, competent and authorised person who has undertaken specific Truckmixer drum entry training
2. ✔ **DO -** Review the generic Risk Assessment that is provided by Hanson UK so as to make it site specific. Speak to the Plant Supervisor for a copy of the company's own risk assessment template
3. ✔ **DO -** Record any additional risks and take any additional precautions required
4. ✔ **DO -** Complete a Truckmixer entry – "Permit to Work" document. The Plant Supervisor will confirm that appropriate training and controls are followed
5. ✘ **DON'T -** Enter the drum unless you have been assessed as fit and well (and have full understanding of the emergency procedures before undertaking the task)
6. ✔ **DO -** Park the Truckmixer centrally under the designated Truckmixer platform
7. ✘ **DON'T -** Open the Truckmixer platform access hatch until the vehicle is correctly centrally positioned
8. ✔ **DO -** Switch off the Truckmixer, apply the handbrake and remove the keys. These should be kept with the person entering the drum. Follow the local sites isolation procedures

Safe Access and Safe Cleaning of Drums cont...

9. ✔ **DO -** Physically lock off the drum to prevent drum rotation
10. ✔ **DO -** Display a "Man in Drum" sign adjacent to the vehicle in a prominent location
11. ✔ **DO -** Remove at least one hatch prior to entry
12. ✘ **DON'T -** Leave an open hatch at the six o'clock position
13. ✔ **DO -** Wear correct PPE
14. ✘ **DON'T -** Allow any more than one person to enter the drum
15. ✘ **DON'T -** Work for longer than is safe to do so. Consider rest periods prior to and during the cleaning task
16. ✔ **DO -** Only ever work with a fully trained "second person"
17. ✔ **DO -** Ensure your "second person" has a telephone or communication device in case of emergency
18. ✔ **DO -** Use portable battery operated lights to aid inspection and additional lights to aid cleaning process as necessary
19. ✔ **DO -** Inspect all hand tools to ensure they are suitable and in good condition
20. ✔ **DO -** Maintain verbal contact at all times by the clean out team
21. ✔ **DO -** Constantly check the material being worked with is not becoming a hazard
22. ✔ **DO -** Reposition the drum to allow the deposit being worked on to be at the bottom of the drum
23. ✘ **DON'T -** Rotate the drum with persons still inside
24. ✔ **DO -** Discard all waste into an area agreed with the plant Supervisor
25. ✔ **DO -** Ensure all documentation is signed off by permit issuer and permit holder to confirm inspection completion.

Stage 3 - Drum Clean out Using Power tools

As stage 2 plus the following controls:

Designated Platform Site and quick release hatch.

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

Stage 4 – Maintenance and fabrication works within drum

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

Safe Addition of Fibres and Additives

✔ **DO -** Add all additives that have to be added by hand to truck mixers via the slump tower

✔ **DO -** Wear the correct PPE i.e. safety helmet, gloves, and safety glasses, if adding powders a dust mask minimum standard P3 filters

✔ **DO -** Observe manual handling guidance

✔ **DO -** Use two persons to ferry additives up steps of slump tower, loading head area or pass material up ladder of truck, where practical, to reduce fatigue. Take extra care with liquids

✔ **DO -** Take extra care in adverse weather conditions, i.e. strong winds etc, especially when adding powders

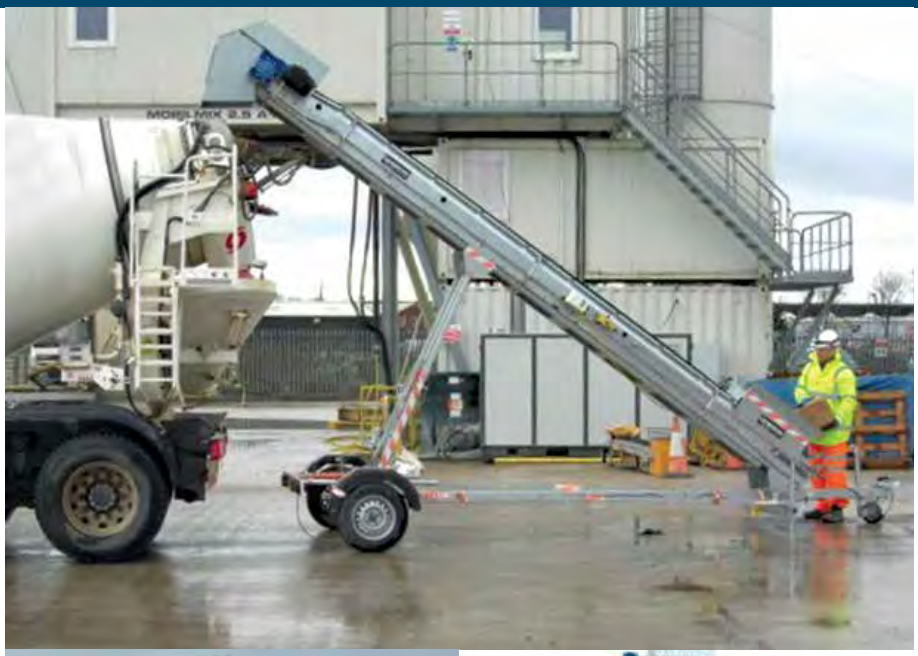
✔ **DO -** Dispose of all used bags, containers etc, in the correct designated area to avoid any environmental issues

✔ **DO -** Ensure any spillages are to cleared up immediately, refer to COSHH Manual and assess the hazards of the chemical/substance, and follow emergency procedures.

✘ **DON'T -** Carry buckets or bags of materials whilst climbing rear inspection ladder of mixer

✘ **DON'T -** Stand on top of slump tower, when vehicle is reversing up to tower

✘ **DON'T -** Move the vehicle from slump tower on completion until all personnel are clear of the area.







Safe Vehicle Cleaning Using Diluted Acid

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

Major Hazards

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

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

Safe working practices

✔ **DO -** Wear the correct PPE when using hydrochloric acid. This must include acid resistant clothing, wellington boots, impervious gloves and a visor for face/eye protection

✔ **DO -** Wash all PPE and equipment once the task has been completed. Return it all to the acid store once cleaned

✔ **DO -** Wash all ancillary equipment used, rubber buckets, brushes etc. and place them in the acid store or the safety cabinet

✔ **DO -** Only use acid to clean mixers in a designated area, which must be clearly defined on the site plans. In establishing the designated area take the prevailing wind and weather into account so that you can be sure that other people and property are not endangered

✔ **DO -** Dilute the acid before use. This should be carried out by adding the acid to the water

✔ **DO -** Ensure that other persons on site are aware of your activities, that they understand the hazards and that they are clear of the working area

✔ **DO -** Wash any acid splashed into the eyes or spilled onto the skin with large amounts of water. Seek immediate medical attention

✔ **DO -** Keep all containers of hydrochloric acid in a secure, well-ventilated compound under lock and key well away from other stored materials, substances or gases. The store must be clearly labeled as to the contents.

✘ **DON'T -** Use hydrochloric acid inside any building. Use is strictly limited to outside only

✘ **DON'T -** Add water to the acid

✘ **DON'T -** Transport acid in company vehicles.



Addax (or Equivalent Wash System)

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

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

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

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

They are biodegradeable and can be recycled with grey water.



READY-MIX TRUCK BEFORE WASH



WASH SYSTEM IN PLACE ON SITE



APPLY CRETEBEATER



AFTER FIRST WASH

Reference

BRITISH PRECAST (BP)
A Guide to Load Security (Building Products)

CONCRETE FEDERATION (BPCF)

DRIVER VEHICLE STANDARDS AGENCY (DVSA)
Load Security Enforcement Matrix

MINERAL PRODUCTS ASSOCIATION (MPA)
Driver Safety at Customer Sites – 5th Edition April 2013
Load Security Bulk Bag Driver's Handbook January 2015

QUARRIES NATIONAL JOINT ADVISORY COMMITTEE (QNJAC)
Road Haulage Information Sheet 1 : Point of Delivery Checklist v1 June 2015

ROAD HAULAGE ASSOCIATION (RHA)
RHA Vehicle Inspection Form.

HANSON UK DOCUMENTS
Drugs & Alcohol UKCP21
Smoking UKCP34
Occupational Health UKCP52
Personal Protective Equipment UKCP30
Control of Contractors UKCP01
Risk Assessment UKCP02
Reporting of Accidents & Incidents UKSP016
COSHH UKCP16
Driving UKCP18
Control of Truckmixer Operations UKCP40
Distribution of Goods by Internal & External Transport UKCP59

Website Links

Mineral Products Association
www.mineralproducts.org

Mineral Product Association Safequarry Site Web
www.safequarry.com

Road Haulage Association
www.rha.uk.net

Freight Transport Association
www.fta.co.uk

Institute of Road Transport Engineers -
www.soe.org.uk/about-soe/represented-sectors/irte

Listing and Guidance on Drug use whilst driving
www.gov.uk/drug-driving-law

Hanson UK Webiste
www.hanson.co.uk

Hanson UK Unite Web Site
http://unite.grouphc.net/uk/IMS/Pages/default.aspx

Driver Details

Date of issue: .....

Driver's name: .....

Contact tel mobile: .....

Contact tel landline: .....

Company/Employer: .....

Company tel number: .....

Next of kin 1

Name: .....

Address: .....

Emergency contact number: .....

Next of kin 2

Name: .....

Address: .....

Emergency contact number: .....

Site Induction Record

Site	Business Plants*	Date	Inductor name and signature

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

Site Induction Record

Site	Business Plants*	Date	Inductor name and signature

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

Receipt of Issue

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

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

Driver's name: .....

Driver's signature: .....

Date: .....

Manager/Supervisor name: .....

Manager/Supervisor role: .....

Manager/Supervisor signature: .....

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

Notes

If you see anything on our sites or customer sites that you think is unsafe, it is okay to Stop and Report it to us as a Near Hit or Take a Minute Save a Lifetime Form.

Hanson UK
Ashby Road East
Shepshed
Leicestershire
LE12 9BU

www.hanson.co.uk

Issue 2 - February 2017