Prepared by
Approved by
Distribution

Towing Vehicles on Site

1. PURPOSE

The purpose of this Operating Procedure is to ensure that the activity of towing vehicles is managed to reduce the risk to a minimum. It will also identify responsible roles during the operation and that operators and hauliers are fully aware of what is expected of them whilst carrying out the towing procedure.

2. SCOPE

This Procedure **WRG-001-LANF** applies to all towing activities that will take place on site.

3. REFERENCE

The Site Specific Risk Assessment for Towing vehicles.
WRG-003-LANF Inching Vehicles Operating Procedure
WRG-002-LANF Pushing Vehicles Operating Procedure
WRG Customer/Contractor Safety Instructions.

4. DEFINITIONS

The Operating Procedure at 7.0 must be adhered to at all times. Where deviation to the procedure is required due to unforeseen circumstance then the WRG STOP + THINK Task Assessment will be carried out by the site manager or his nominee.

WRG	Waste Recycling Group
STOP & THINK TASK ASSESSMENT	Simple Risk Assessment processes for day to day tasks supporting full risk assessment process
TOWING	Where a vehicle is moved in a forward or reverse direction to gain traction by pulling using a suitable towing strop attached to the rear of the compactor or shovel and at a designed point on the lorry.

5. RESPONSIBILITIES

Site Manager	Responsible for all site activities and in his/her absence nominate a deputy. To ensure that nominated employees receive the required training on this procedure.
Plant Operator/ Banksman	Ensures that the required actions are carried out in accordance with this procedure. A “Banksman” is a role that is undertaken by a plant operator.It shall be the responsibility of banksman or Plant operator to firstly gain the drivers permission before any towing takes place.

Haulier / Contractor Ensures that his drivers are fully briefed on the procedure and that they follow all site rules and instructions without prejudice. That vehicles entering the site are fit for purpose and that they can be towed.

6. BACKGROUND INFORMATION

Safety distances between vehicles need to be maintained when tipping/discharging vehicles these distances are designed to provide a relative safe zone for drivers and in the event of an incident vehicles turning over or collision. A minimum distance between vehicles of 1.5 vehicles' width should be achieved but, wherever reasonably practicable, the following minimum distances are considered appropriate:

- 5 m between push-outs;
- 7 m between other, non-articulated vehicles;
- 16 m between articulated tippers.

During inclement weather conditions and at certain other times vehicles may need assistance in order to get them to and from the required areas of the site. On occasion there maybe vehicles that come onto site that have no towing facility or the facility has been damaged. Although every effort is made to ensure that customers arrive on site with vehicles that are fit for purpose there will be occasion when towing facilities are unavailable. If the vehicle is identified as not having towing facilities and due to conditions, lorries are having to be towed onto the landfill, then the vehicle should be turned away, informing the haulier for the reason. If a vehicle finds itself in a position on the landfill that towing is unable to be used to remove it and the only option left is to push the vehicle to enable it to leave site then emergency procedure WRG-002-LANF must be used. Plant Operators must ensure that while waiting for the Site Manager or his nominee to arrive on site that the vehicle driver remains in his/her cab. This minimises the amount of time the driver is out of the cab and prevents contact with other moving vehicles.This operating procedure must be followed at all times to reduce the risk of accident or incident.

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The Operating Procedure at 7.0 below must be adhered to at all times. Where deviation to the procedure is required, due to unforeseen circumstances, then the **WRG STOP + THINK Task Assessment** will be carried out by the site manager or his nominee**.**

7. OPERATING PROCEDURE

7.1 If a vehicle requires assistance the banksman should contact a machine operator. If banksman are not used in that area the driver will sound the horn and flash his/her lights to gain the attention of the machine operator. Machine Operators and Banksman must be

vigilant and be aware of vehicles that may require assistance when the weather conditions are likely to dictate.

7.2 Firstly, the plant operator should look to see if the vehicle can be towed. If the vehicle has a suitable towing facility then the vehicle must be towed in accordance with this Procedure WRG-001-LANF.

7.3 Details of all vehicles that arrive on site without a towing facility / pin should be gathered by operators and passed onto management who will in turn contact the company of the vehicle to ensure they make arrangements for the vehicle to have the correct towing facility.

7.4 It shall be the responsibility of the banksman or the machine operator to firstly gain the drivers permission before moving of the vehicle takes place. He will communicate to other machine operators on the landfill **NOT** to clear any material from the rear of the vehicle as he is about to carryout the Towing procedure, the operator or the banksman depending on the system used will communicate to other machine operators when it is safe to clear the discharged material.

7.5 If the vehicle is to be towed and a site radio is available for the driver's use, the operator should give the driver the radio and explain to him/her how the radio works before any towing takes place.

7.6 Operators should only reverse site machines into position to tow vehicles from the tipping face when the vehicle is ready to be towed and is in a stationary position with the hand brake on. Operators should not reverse site machines into the towing position while push out vehicles are discharging.

7.7 Whilst the driver is in the cab, the plant operator will reverse to a distance suitable to attach the towing strop. The plant operator will ensure that the blade of his machine is lowered onto the ground and the revs are dropped. At no point will the driver position himself between the two vehicles. If the Plant Operator loses visual contact they will stop immediately and attract the attention of the driver.

7.8 Once the towing vehicle is in position and stationary with the handbrake applied the operator will give the instruction for the driver to enter the area and attach the towing strop. If the towing vehicle needs to be moved the driver will stand clear of the vehicle to the side and in full view of the plant operator before the vehicle moves. *(see pic1 & pic2)*

7.9 Communication between the driver and operator must take place before any towing of the vehicle commences. The operator must ensure that the driver is in the cab and that the driver is ready to be towed.

7.10 Just prior to towing the plant operator or banksman will then broadcast to other plant operators in the area that he will be towing the vehicle giving the location and description of the vehicle to be towed. At this point no clearing of material is permitted immediately behind the vehicle to be towed.

7.11 Once the vehicle is moved to a safe area the plant operator will give the instruction via the banksman or radio to the driver that he is stopping to prevent the lorry driving into the towing vehicle.*(see pic 3)*

7.12 Once towing is complete and both vehicles have stopped the plant operator will inch backwards to relieve the tension on the strop, both vehicles can apply the handbrake and disengage the drive. The plant operator will ensure that the blade of his machine is lowered onto the ground and the revs are dropped. The driver can then dismount remove the towing strop, return it to its original stowed position and return the radio to the plant operator or designated position.

7.13 Once the driver is happy that the towing strop has been stowed safely signals to the plant operator that it is safe to move off.

Remember - Exercise extreme caution at all times throughout the towing process, ensure you are aware of the drivers whereabouts at all times, ensure the driver attaches and takes off the towing device, record and report any defects to warning devices and visual aids on plant including reversing lights, bleepers, horns and mirrors where applicable. **If in doubt STOP what you are doing and Seek Advice.**

Towing Vehicles on Site - INDUCTION TABLE

- ✓ **This table is deemed to be an official training record and must be kept on file.**
- ✓ **Please ensure that all relevant employees are made aware of the contents of the document.**

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	INDUCTED BY