7. BREAKDOWNS

- If you breakdown or become bogged down in the tipping area, attract the attention of the site personnel by flashing your lights or sounding the horn.
- Avoid walking across the tipping area.
- If you cannot attract the attention of site personnel send a message to the weighbridge who will instruct site personnel.
- Site Staff will tow you to a safe area of firm ground. It is your RESPONSIBILITY to affix and detach the tow strop to your vehicle. Ensure that this is carried out in a safe manner.
- Ensure that the vehicle is immobilised before attaching Tow strop.
- Take extra care whilst being towed.
- Ensure that all persons are clear when towing is in progress.
- Report any damage to your vehicle to the weighbridge

8. ACCIDENT REPORTING

- All accidents, incidents and dangerous occurrences must be reported to the weighbridge immediately.
- Ensure that all personal injuries are recorded in the accident book available at the weighbridge.
- First Aid facilities are available at the weighbridge.

Thank you for taking the time to read these rules.

These instructions form part of Waste Recycling Group's existing terms and conditions of use. Before using the site you must accept and have read and understood the above requirements for using WRG site's and agree to comply with these instructions and other relevant, reasonable instructions issued by the Site Supervisor/ Manager or his representative

If you have any comments to make in regards to the site or conditions on site contact the weighbridge or Site Manager

Safety, Health and Environmental Department

C/O Carlton Forest landfill
Blyth Road
Worksop
Notts S81 0TT
Phone 01909 730161
Fax 01909 730298

WRG/HS/01/21/USER VERSION 4 – 22/04/05

CUSTOMERS SAFETY INSTRUCTIONS

FOR ALL SITE USERS

HEALTH AND SAFETY AT WORK

The following rules and procedures apply to ALL users of WRG sites. They must be complied with to ensure the Health and Safety of all site users and employees. Failure to comply may restrict you or your employers use of WRG sites. If in doubt, ask the site staff for assistance.

The following Personal Protection Equipment MUST be worn on site at all times by ANY PERSON who has occasion to leave a vehicle cab:

- **Hi Visibility Vest/Coat**
- **Safety Footwear (Recommended Anti-static, Steel Mid Sole & toe cap)**
- **Safety Hats/Helmets**
- **Gloves & Goggles for dust & debris are recommended.**
- **PLEASE NOTE NO SHORT TROUSERS TO BE WORN ON SITE**

1. ON ENTRY TO SITE

- Report to site Office/Weighbridge.
- Give full details of loads i.e. difficult, hot, special etc.
- Follow instructions given by staff.
- Obey all signs and instructions displayed on site.
- No Smoking on site
- No naked flames, cigarettes/lighters, mobile phones, hot work, battery operated items, unauthorised electrical equipment, pacemakers etc in DSEAR Zoned areas.
- Passengers to de-camp vehicle prior to entry onto the landfill where waiting facilities are available. (Site specific)
- Passengers to stay in vehicles at all times where waiting facilities are not available. (Site specific)
- NO children or animals are allowed on site.
- Toilet facilities are available on all sites.

2. TRAVELLING ON SITE

- Travel only on recognised roads keeping to the left side of the road unless directed otherwise by site staff.
- Seat belts to be worn if fitted.
- Do not exceed the speed limit displayed on site.
- Do not use hand held mobiles phones whilst driving on site.
- Do not exceed the speed limit displayed on site.
- In difficult weather conditions i.e. fog, darkness, rain, use dipped headlights.
- No overtaking on the site.
- Obey all signs and instructions displayed within the site.
- Wait until a safe clear area is available.

3. UN-SHEETING

- Unsheeting will be carried out in a designated area close to the working area.
- Un- sheeting must be carried out in a safe manner away from the tipping area - **on no account are drivers permitted to work at height** without a safe system of work.
- Drivers without ground level sheeting systems must contact the site in advance to get advice on unsheeting. (See site-specific instructions, which will be issued to you).

4. APPROACHING THE TIPPING AREA

- If beacons are fitted to your vehicle please use them whilst on site.
- Discharge the load only where directed by site staff.
- If manual reversing alarms are fitted ensure that they are engaged before reversing.
- Take special care when reversing at the tip face. Watch out for other people, obstructions, unstable ground and machines.
- Ensure that you are positioned as close as possible to any previously tipped loads or to the tipping face.
- Ensure that you are on stable, level ground before tipping.
- If the compactor is pushing waste wait until the area is clear before reversing.

5. DISCHARGING OF LOADS

- Ensure that all loads are safe to discharge.
- Ensure that all doors, tailboards and tailgates of vehicles are secured in the open position before discharge using the correct fittings. Do not tie back skip doors with rope etc.
- Skip vehicles are to discharge loads with the stabilisers in the down position.
- No person is to stand under or work in the area of un-propped or unsupported hopper or tailgate.
- The wearing of protective gloves and goggles is strongly recommended.
- Beware of swinging doors, chains, skips etc.
- Take care to avoid standing on sharp objects, glass, nails etc.
- Under no circumstances are drivers or any passengers to sort through the load.
- NO PERSONS are to get out of the vehicle in the tipping area or any other area on site except for essential duties connected with the discharge of the load.
- ANY PERSONS who are required to leave the vehicle for the purpose of discharging the load should stay as close to the vehicle as possible but being careful of any objects being discharged, and ensure that they are wearing the correct PPE.
- Keep a safe working distance of between your vehicle and adjacent vehicles and plant. A minimum of 7m between all rigid vehicles (10m recommended where possible.) 10m minimum between articulated vehicles.

6. AFTER DISCHARGING LOADS

- Check load has fully discharged and remove any loose/trailing waste from vehicles in the tipping area.
- Ensure that your vehicle body or skip is lowered into the travelling position and that all doors, tailboards, tailgates are secure before moving off.
- Check undercarriage for debris or wire, DO NOT move the vehicle if found but contact site operator for help.
- Leave the tipping area immediately. DO NOT park on or near the tipping area.
- All vehicles leaving the site MUST use the wheel wash facility (where provided) to avoid mud or debris being deposited on the public highway.
- Report to weighbridge on the way out if your vehicle is required to be weighed off.