	Procedure WRG-003-LANF
	Inching Vehicles
	Contract Hauliers
Prepared by:	**14 February 2007**
Approved by:	**Approved by Date:**
Distribution	**Review by Date:**

Inching Vehicles on Site

1. PURPOSE

The purpose of this Operating Procedure is to ensure that the activity of inching vehicles with an excavator is managed to reduce the risk to a minimum. It will also identify the responsible roles that operators and hauliers have whilst carrying out the inching procedure.

2. SCOPE

This Procedure **WRG-003-LANF** applies to all vehicle inching activities that will take place on site.

3. REFERENCE

The Site Specific Risk Assessment for towing/pushing/inching vehicles.
Customer/Contractor Safety Instructions.
WRG-001-LANF Towing Vehicles Operating Procedure.
WRG-002-LANF Pushing Vehicles Operating Procedure..

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
INCHING	**Where a vehicle is moved forward by the excavator bucket during the tipping operation of a load. To enable the excavation of waste from the raised trailer or bin.**

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 pushing 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

At times, when articulated or bin tipping vehicles are in the process of tipping their load with the trailer or bin at full tipping height they need a little inch by the excavator operator in order for them to gain traction. It is considered that it is a safer option for the excavator operator to give the vehicle a little inch rather than towing the vehicle forward as the driver remains in his cab. If the towing option was to take place the driver would have to exit his/her cab, and for a short time he/she would be within the falling arc of the trailer, which at this time would be at full tipping height. He/she would have to do this to attach the towing strop to the vehicle. It is of paramount importance that no person positions themselves within the falling arc of the vehicle. With this in mind the inching of the vehicle using the excavator is considered a safer option. Under no circumstances must the excavator be used to push a vehicle as described in 'WRG-002-LANF Pushing Vehicles'

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.

1

2

3

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 Articulated Tipping Vehicles will only be inched as part of the tipping process if there is a banksman working with the excavator operator. Push out/walking floor vehicles cannot be inched, if they require assistance they must be towed. At sites where there is no banksman available there must be direct radio contact with the tipping driver. A spare radio will be available from the operator carrying out the activity.

7.2 At times prior to the tipping process commencing, vehicles become stuck while reversing towards the excavator. Excavator operators assist the vehicles by pulling them back into the required position. The bucket of the excavator is placed into the waste away from the rear doors to avoid damage and the vehicle is pulled back into position. This activity must only take place where a banksman/driver is in radio communication with the excavator operator. The excavator operator

must not begin to pull a vehicle back until he is sure that the vehicle driver is in his cab. He must confirm through radio contact with the driver or banksman.

7.3 Once the vehicle is in position the excavator operator will remove the bucket from the trailer/bin reverse and place the dipper arm and bucket so that it rest on the ground 3m from the rear doors. At this point the operator may instruct the driver or banksman to signal to dismount from the cab to undo and secure the rear doors of the trailer/bin.

7.4 Once the rear doors are open the driver will return to the cab and once inside will confirm via the radio or through the banksman he is ready to tip. The excavator driver can then place the bucket into the trailer or bin to assist the tipping process. *(see pic 1)*

7.5 When the vehicle is tipping the load will gradually slide from the top of the trailer/bin the excavator operator will inform the banksman/driver via radio that the vehicle can move forward. *(see pic 2)*

7.6 The vehicle should then move forward without assistance of the excavator.

7.7 If the vehicle is stuck and requires assistance to move away from the excavator the banksman/driver should ask the excavator operator to inch the vehicle forward by opening the face of the bucket and applying pressure to gain traction. *(see pic 3)*

7.8 The excavator operator must take extreme care when inching and must respond to information given by either a banksman or the driver.

7.9 The inching of vehicles must be kept to an absolute minimum. The banksman/driver will notify the excavator operator when the vehicle has gained traction.

7.10 Once the vehicle has moved forward away from the excavator the banksman/driver will be notified by the excavator operator when the trailer is empty.

7.11 Once this information is received the banksman/operator will signal/radio to the driver to lower the trailer.

7.12 If when the trailer is lowered the vehicle becomes stuck again the vehicle must not be inched.

7.13 Once the trailer is lowered it is safe for the driver to exit his cab to attach the towing strop to the vehicle and therefore the vehicle must be towed in accordance with the Operating Procedure for towing vehicles on site, WRG-001-LANF.

7.14 If for any reason the vehicle cannot be towed then the procedure for pushing vehicles on site must be followed, WRG-002-LANF.

Remember – If in doubt; STOP what you are doing and Seek Advice.

7.2 discussion on the compaction of waste onto rear doors and opening of catches see guidance ‘Waste Discharge’

Inching 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