	Procedure WRG-002-LANF
	Pushing Vehicles
	Contract Hauliers
Prepared by:	**14 February 2007**
Approved by:	**Approved by Date:**
Distribution	**Review by Date:**

Pushing Vehicles on Site

1. PURPOSE

The purpose of this Operating Procedure is to ensure that the activity of pushing vehicles with other plant 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 pushing procedure.

2. SCOPE

This Procedure **WRG-002-LANF** applies to all vehicle pushing activities that will take place on site.

3. REFERENCE

The Site Specific Risk Assessment for towing/pushing/inching vehicles.
WRG Customer/Contractor Safety Instructions.
WRG-001-LANF Towing Vehicles Operating Procedure.
WRG-003-LANF Inching 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
PUSHING	Where a vehicle is moved in a forward direction by placing the bucket of a compactor or shovel at a point below the rear doors and applying a driving linear force to aid vehicle traction.

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

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. The only option left is to push the vehicle to enable it to leave site. This operating procedure WRG-002-LANF must be followed at all times to reduce the risk of accident or incident. 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.

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**.**

THIS IS AN EMERGENCY PROCEDURE ONLY!

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 or site 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 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 WRG-001-LANF Operating Procedure for Towing Vehicles on site.

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 banksman or the machine operator to firstly gain the drivers permission before any 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 cannot be towed the banksman or driver will contact the site manager or his nominee to assess and supervise the procedure.

7.6 The manager or his nominee will carryout a STOP+ Think assessment and agree the procedures below. They should position themselves clear of the operation and in view of the driver and plant operator at all times.

7.7 The driver and the manager or his nominee will agree at the point which the operator will push the machine before any pushing takes place. If a site radio is available for the drivers use, the manager should give the driver the radio and explain to him/her how the radio works. The manager or nominee should talk through the procedure with the driver so that he is aware of what will take place.

7.8 Communication between the driver and operator should then take place before any pushing of the vehicle commences. The operator must clarify that the driver is first and foremost safely in the cab and secondly that there is no vehicle or person(s) in the direct path of the stranded vehicle and that the driver is ready to be pushed.

7.9 The Operator will then broadcast to other plant operators in the area that he will pushing the vehicle giving the location.

7.10 The pushing must be minimal and only to enable the vehicle to gain traction. Once the vehicle has gained traction the driver must move to a safe area and the operator must follow, in order to retrieve the site radio.

7.11 Once the vehicle has gained traction the Site Manager, or the nominee will advise the operator to stop pushing.

Remember – Exercise extreme caution at all times throughout the pushing process, ensure you are aware of the drivers whereabouts at all times, 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.**

Pushing 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