

Safe system of work
HGV Tipping Vehicles/Trailers Parking, Coupling and
Uncoupling

Date 1st March 2024

Review: April 2025 or when necessary

Parking

- Drivers must ensure the parking area is suitable for the vehicle/trailer. Not causing an obstruction, parked illegally or presents any danger to the general public or driver.
- Ensure there is adequate lighting.
- The ground must be level and firm enough to support the vehicle / trailer (landing legs) weight.
- The vehicle / trailer parking brakes must be applied. Stop the engine and remove the keys.
- Check parking brake applied.
- Whenever possible use secure parking, Park your vehicle within sight and where you can return to it quickly for short breaks where possible. Always lock our vehicle and keep your keys with you. When returning, check all around for signs of interference.

Uncoupling

- Park the combination in a straight line
- The ground must be level and firm enough to support the vehicle / trailer weight.
- Apply the tractor unit parking brake, stop the engine and remove the keys
- Apply the trailer parking brake.
- Check trailer parking brake is applied.
- Chocks to be used.
- Remove and stow the trailer number plate and lower the landing legs
- Disconnect all of the air and electrical services and stow safely
- Remove the security clip and pull the release handle to disengage the 5th wheel jaws.
- Slowly draw the tractor unit away from the trailer. If the tractor unit has mechanical suspension stop when the trailer is clear of the fifth wheel.
- Apply the tractor unit parking brake, stop the engine and remove the keys.
- Before leaving the trailer, walk round it to check that it is in a safe condition.

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Coupling

- Slowly reverse the tractor unit in a straight line towards the front of the trailer.
- Apply the tractor unit parking brake , stop the engine
- Check the trailer parking brake is applied
- Make any necessary adjustments to the trailer coupling height and slowly reverse the tractor unit under the trailer until the 5th wheel jaws engage
- Apply the tractor unit parking brake and stop the engine
- Carry out a visual check that the 5th wheel jaws have engaged correctly and fit the security clip or any other safety devices
- Carry out a second test that the 5th wheel jaws has engaged by selecting a low forward gear and with the trailer brakes still applied slowly pulling forward
- Apply the tractor unit parking brake and stop the engine
- Connect the service airline(yellow) and electrical connections
- Connect the emergency airline (red) and watch for any unexpected movement (if the trailer moves, immediately disconnect the emergency airline (red) and check that the trailer parking brake has been applied.
- Wind up the landing legs and secure the handle
- Fit the number plates and check that the lights work.
- Carry out visual and functional vehicle checks and release the trailer handbrake before setting off.

Safe system of work
HGV Tipping Vehicles/Trailers Reversing and
manoeuvring, (Forward Motion & Turning)

Date 1st March 2024

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Vehicle Reversing and manoeuvring forward motion and turning

- Drivers must never reverse or manoeuvre a vehicle without ensuring it is safe to do so.
- Drivers must familiarise themselves with the type of vehicle they are driving, and also the type, weight and security of load they are carrying before setting off and adapt their driving style accordingly.
- Vehicles should have large enough windscreens (with wipers where necessary) and external mirrors to provide an all-round field of vision. Extra mirrors & Fresnel lenses should be fitted to reduce blind spots for drivers. A rear-view camera should be fitted to the vehicle.
- Drivers must not place objects where they will impede their vision or cause a distraction.
- Windows and mirrors must be kept clean and in good repair.
- Always follow site traffic management systems or one-way system if in place ensure you are familiar with the layout of the workplace and any site rules.
- When turning you must check your blind spots especially when turning, look out for vulnerable road users.
- Always use manoeuvring aids (Camera systems if fitted)
- Drivers should anticipate their next manoeuvre and adjust their speed in advance to match the approaching conditions
- Burst of high power should be avoided during low speed manoeuvring. Acceleration should be gradual and controlled.
- Drivers must be aware of pedestrian activity at all times. If in doubt, stop and check. Keep speeds low where pedestrians may be present.
- If a banks-man is used for reversing and manoeuvres the driver must make sure that they both understand the signals used and **stop** immediately if they cannot see the banks-man.
- Drivers must take into account lighting, weather and site conditions into consideration before undertaking any manoeuvre. Never feel pressurised to undertake the manoeuvre if you consider it to be unsafe or beyond your known abilities If this happens contact 01978 660022

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Safe system of work Tipper discharge (Rigids & Artics) air / hydraulic operated tailgate

Date 1st March 2024

Review: April 2025 or when necessary

Tipper Discharge (Rigids & Artics)

- Ensure standard or site specific PPE worn (hard hat, gloves, reflective Jacket & Trousers and Safety lace up boots with ankle support) .
- Report to security, gate house or intake point, following all site rules, signage or special instructions.
- Obey site speed limit at all times.
- Follow site instructions and drive to tipping point.
- At the tipping point, check the ground conditions before you tip. They should be firm and level. Never tip if you consider it unsafe to do so. Contact the transport office 01978 660022 immediately.
- Drivers must check for any overhead obstructions or power lines before tipping up the body or trailer if any are present contact the transport office on 01978 660022 prior to tipping/ raising the body/trailer. If tipping in a shed driver to ensure there is sufficient headroom and the building is well ventilated. Never tip where your raised tipper body would be within 15m of any overhead power lines or obstructions.
- Drivers must never park vehicles / trailer under overhead powerlines / wires
- Ensure you have a 20m exclusion zone between yourself and any other tipping vehicle and that there are no pedestrian, other personnel or vehicles in the vicinity
- Unfasten your tailgate twist locks (if applicable) by standing at arm's length to one side of the vehicle then proceed around the front of the vehicle to open the other side by standing at arm's length to the side of the vehicle . Do not walk in front of the tailgate.
- Never stand directly in front of the tailgate when unfastening.
- Once twist locks unfastened return to your cab, closing the door before releasing tailgate via air / hydraulic assisted tipping system.
- When tipping bulk loads, please release the sheeting straps or tip the load uncovered as this will allow air to come into the body from the top helping to prevent a vacuum.
- Only move forward the minimum distance necessary to clear the load.
- If your load sticks, lower the body and seek help from site management and contact the transport office 01978 660022.
- Never tip over any faces or edges.
- Never drive with your tipper body raised.
- Drivers to ensure that there is no excess material left in the body/ trailer, on top of rail / sheet or tailboard of vehicles before leaving the tipping site.
- Where possible after tipping Hazardous materials drivers are to take a photo of the vehicle or trailer body to show that the all the material has been tipped following site procedures. Photo's to be sent to transport managers..
- Reversing cameras, Body camera (if fitted) and mirrors to be checked daily by drivers, with any defects to be reported immediately to transport office.
- Remain in your cab as much as possible whilst on site. Seat belt must be worn at all times.
- Whenever possible keep reversing to a minimum use bank person wherever possible.
- Always remember yours and your vehicles safety is most important so never feel pressurised to undertake something unsafe whilst on a customer's site. If this happens contact the transport office 01978 660022.

Safe system of work Tipper discharge (Rigids & Artics) manual tailgate

Date 1st March 2024

Review: April 2025 or when necessary

Tipper Discharge (Rigids & Artics)

- Ensure standard or site specific PPE worn (hard hat, gloves, reflective Jacket & Trousers and Safety lace up ankle support boots).
- Report to security, gate house or intake point, following all site rules, signage or special instructions.
- Obey site speed limit at all times.
- Follow site instructions and drive to tipping point.
- At the tipping point, check the ground conditions before you tip. They should be firm and level. Never tip if you consider it unsafe to do so. Contact the transport office 01978 660022 immediately.
- Drivers must check for any overhead obstructions or power lines before tipping up the body or trailer if any are present contact the transport office on 01978 660022 prior to tipping/ raising the body/trailer. If tipping in a shed driver to ensure there is sufficient headroom and the building is well ventilated. Never tip where your raised tipper body would be within 15m of any overhead power lines or obstructions.
- Drivers must never park vehicles / trailer under overhead powerlines / wires
- Ensure you have a 20m exclusion zone between yourself and any other tipping vehicle and that there are no pedestrian or other personnel or vehicles in the vicinity
- Unfasten your tailgate & twist locks (if applicable) once twist lock released open tailgate security by standing at arm's length to one side of the vehicle then proceed around the front of the vehicle to open the other side by standing at arm's length to the side of the vehicle. Do not walk in front of the tailgate.
- Never stand directly in front of the tailgate when unfastening.
- Once tailgate unfastened return to your cab, closing the door before tipping.
- When tipping bulk loads, please release the sheeting straps or tip with the load uncovered as this will allow air to come into the body from the top helping to prevent a vacuum.
- Only move forward the minimum distance necessary to clear the load.
- If your load sticks, lower the body and seek help from site management and contact the transport office 01978 660022.
- Never tip over any faces or edges.
- Reversing cameras and mirrors to be checked daily by drivers, and any defects to be reported immediately to transport office.
- Never drive with your tipper body raised.
- Drivers to ensure that there is no excess material left in the body/ trailer , on top of rail/sheet or tailboard of vehicles before leaving the tipping site.
- Where possible after tipping Hazardous materials drivers are to take a photo of the vehicle or trailer body to show that all the material has been tipped following site procedures, Photos' to be sent to transport managers.
- Reversing cameras. Body Cameras (if fitted) and mirrors to be checked daily by drivers with any defects to be reported immediately to the transport office
- Remain in your cab as much as possible whilst on site. Seat belt must be worn at all times.
- Whenever possible keep reversing to a minimum.
- Always remember yours and your vehicles safety is most important so never feel pressurised to undertake something unsafe whilst on a customer's site. If this happens contact the transport office 01978 660022.

Safe system of work
Tipper Loading(Rigids & Artics)

Date 1st March 2024

Review: April 2025 or when necessary

Tipper Loading (Rigids & Artics)

- Site safety rules at loading points must always be followed especially site speed limits and mobile phone policies, (whilst the vehicle is in motion drivers must not attempt to use their mobile phone to make or receive call or texts this includes using hand free mobile devices)
- Follow the designed traffic routes and only park in designated areas.
- Drivers to ensure the vehicle/trailer is park on firm level ground.
- Site specific PPE or standard PPE to be worn at all times.
- Never enter the body of the vehicle whilst parked in a position where there is a possibility of the vehicle being loaded.
- Adhere to any specific loading instructions on site.
- Vehicle/Trailer bodies must be clean and free of any contamination from the previous load. All drivers must contact the transport office 01978 660022 if the tipper body or trailer has surplus material in from the previous load before loading. As our insurance can be invalidated should a load become contaminated due to failure to ensuring the vehicle body is clean prior to loading.
- Ensure sheeting system is in the correct position before loading commences.
- Always check the tailgate locking device / twist locks are applied for load security, if air operated tailgate ensure in closed position.
- Remain in the cab whilst being loaded ensure handbrake applied.
- If being loaded from a chute, hopper or building ensure there is sufficient headroom and the building is well ventilated, refer to site management for specific rules.
- Make sure your load is level and your axle weights are not in excess of their plated weight. Use on board camera if fitted.
- Ensure the position of the load is correct. e. g. not against the tailgate.
- All loads must be sheeted. Sheet the vehicle using only the designated sheeting areas, (sheeting platform / gantry) following site procedures at all times.
- Driver to ensure that no material can fall from the vehicle before leaving the loading site.
- If the vehicle is overloaded for any reason notify site personnel who will direct you to the designated area to remove the excess material.
- In the event of any problems with loading, damage or injury occurring you must contact and report it immediately to the site management & Clwyd Transport managers 01978 660022

Safe system of work
Access & Egress of Vehicle Cab / Body/ Trailers

Date 1st March 2024

Review Date: April 2025 or when necessary

Access & Egress of Vehicle cab/ body or Trailer (Rigid & Artic)

- Suitable PPE to be worn including safety helmet, clean good grip steel toe cap lace up ankle supporting safety boots, abrasion resistant gloves and clean high vis. Safety Glasses if required
- Driver must inform site and abide by site rules before egressing the vehicle cab or accessing body of vehicle or trailer to ensure they cannot be loaded in error.
- Hazard warning lights and flashing beacon to be in operation to act as a warning that a driver is accessing the vehicles body or trailer.
- Ensure vehicle is parked on firm, level, and well-lit ground in a designated area.
- Ignition key removed before leaving cab.
- Driver must face the vehicle cab /body or trailer on access / egress. Never face away from the cab/ body or trailer.
- Drivers to maintain 3 point contact when accessing and egressing vehicle cab/ body or trailer.
- Vehicle steps to be kept clean and in good repair.
- Drivers to use foot holds and hand rails where fitted, DO NOT jump down.
- Drivers to take extra care in wintery conditions in case the steps are icy.
- 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)
- Ensure that the tipper body is fully lowered when gaining access via tailgate and the tailgate should be suitably secured.
- Care to be taken when crossing suzie pipes.

Safe system of work
Refuelling of vehicles

Date 1st March 2024

Review Date: April 2025 or when necessary

Refuelling of vehicles Fuel & Ad-blue Artic bulk tippers & 8 wheeler bulk tippers

- Refuel vehicle from designated at retail garages wherever possible
- Follow the retail garage site rules at all times.
- Position and park vehicle safely within reach of the Fuel / Ad-blue pump
- Switch vehicle off remove ignition key and apply handbrake
- Wear disposable gloves when refuelling or topping -up fuel / ad-blue.
- Wear appropriate PPE safety footwear (lace up boots with ankle support) High visibility waistcoat, as a minimum.
- Maintain 3-point contact when exiting the vehicle cab.
- Ensure correct fuel pump is used for vehicle
- Do not use your mobile phone whilst refuelling your vehicle
- Ensure there is no form of smoking paraphernalia in the immediate area this includes vaping or e-cigarettes (no smoking no naked flame)
- Always remain with the vehicle during refuelling to avoid spillage.
- In the event of a spillage report this immediately to the fuel attendant
- After refuelling replace fuel tank caps (lock if applicable)
- Check receipt details for fuel drawn and that the correct fuel card is returned
- Report any lost fuel cards to Clwyd Transport office immediately (01978 660022)
- Maintain 3-point contact when accessing the vehicle cab
- Record all fuel / Ad-blue drawn and submit receipts with your daily work sheet (if applicable)
- **No fuel or ad-blue to be stored on the vehicles at any time**

Safe system of work
HGV Tipping Vehicles/Trailers working at height

Date: 1st March 2024

Review Date: April 2025 or when necessary

Working at height

- Drivers must contact the transport office to request permission 01978 660022 before performing any operations that may require them to work at height. When accessing/ egressing from vehicle cab , sheeting body / trailer, accessing / egressing vehicle /trailer body, using gantries / ladders.
- Suitable PPE must be worn including safety helmet, (as a minimum) clean good grip steel toe cap lace up ankle supporting safety boots, abrasion resistant gloves and clean high vis. Safety Glasses if required
- Drivers must inform the site and abide following rules and procedures before commencing the operation. (where applicable)
- Drivers must use sheeting platforms /gantry whenever possible.
- The vehicle / trailer must be parked on firm, level and well- lit ground in a designated area or away from other traffic (if not on a site), the driver must remove the keys and ensure the parking brake is applied
- Drivers must ensure that the vehicle /trailer is not parked under overhead obstructions / powerlines.
- Drivers to ensure that the tipper/trailer body is fully lowered and the tailgate should be suitably secured.
- Driver must face the vehicle cab /body or trailer on access / egress.(follow safe system of works in place) Never face away from the cab/ body or trailer.
- Drivers to maintain 3-point contact when accessing and egressing vehicle cab/ body or trailer.
- Vehicle/ trailer steps to be kept clean and in good repair.
- Drivers to use foot holds and hand rails where fitted, DO NOT jump down.
- Drivers must only use authorised ladders and gantries to access the body of the vehicle / trailer following site rules at all times if applicable. If using a ladder these must suitable for purpose, secured at the base and tied in. (Tyres, mudguards and fuel tanks must not be used as foot holds).
- Drivers to take extra care in wintery conditions in case the steps are icy.
- Care to be taken when crossing suzie pipes.
- Under no circumstances should drivers stand on top of a load/ sheeting system.
- Drivers must not attempt any operation / task they consider to be dangerous or beyond their capability's they must seek assistance and contact the traffic office 01978 660022 immediately.

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