

# Bitumen Delivery Driver Inductions

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# Introduction

- The bitumen delivery driver **MUST** receive a site specific safety induction.
- Employers need to ensure that all drivers and operators understand company policy and procedure on:
  - Health & Safety.
  - Use or misuse of drugs and alcohol.
  - The penalties for failing to follow instructions and safe working practices.



## Introduction

- A clear site induction is key to ensuring the safety of the delivery driver. It should contain:
  - If there is an emergency what the driver needs to do.
  - Designated safe routes to and from the delivery point and weighbridge.
  - Delivery point safety information.
  - If there are specific instructions for delivery, e.g. a Ground Based Pump, the driver must be taken through the process.
  - Site safety and emergency procedures.



# What we know

- From safety inspections, incidents and near misses we know that:
  - Some bitumen delivery sites have inadequate or no driver induction.
  - Inadequate inductions have lead to bitumen spills and a number of near misses and incidents.

Bitumen Drivers – Site Specific Induction Card	
To be issued by Plant Operator to Bitumen tanker driver for personal reference whilst on site. Induction card to be handed back to control room on exit.	
Subject Areas	Description
Documentation	Check delivery note with plant operator to confirm correct grade and quantity are as ordered. Collect key for receiving tank. Follow procedure for parking and connection. If this is your first time on site you will be directed to parking area and inducted on the site layout and procedure.
P P E	PPE that is required for the task of discharging Bitumen must be worn at all times.
Parking Your Vehicle	All delivery vehicles must be positioned adjacent to the Bitumen Tanks facing upwards towards the plant chimney. The overflow pipes are at the rear of the tanks.
Emergency Shower	The Emergency Shower is located directly opposite your vehicle on the workshop wall. This must be activated before discharge to ensure it works. Be aware of traffic movement in this area.
Emergency Procedures	Emergency procedures and contact phone no's are located on the Health and Safety board in the control room. Should an emergency situation occur - Stop discharging immediately, clear your lines, switch your vehicle off and proceed in a safe manner to the assembly point which is located behind the weighbridge at the front entrance. If you have not heard the alarm a member from site will come to alert you and escort you to the assembly point.
First Aid Procedures	All First Aid equipment can be found in the control room. Eye wash is available in the workshop and mess room. Procedures for dealing with Bitumen Burns are located in the control room.
Fire Extinguishers	Fire Extinguisher is located at the end of the Bitumen tanks (cab end).
Action Prior to Discharge	Please ensure you are connected to correct tank and there is sufficient room for the load by checking tank gauge and confirming with site supervisor. Check the high level tank alarm is functioning before discharge. Ensure housekeeping of the area and connection flanges are clean and safe to operate, report to site supervisor if it is not.
Potential Hazards	Please be aware of the possibility of : Vehicles on site not obeying site rules, Collect customers not wearing PPE and wandering around site. Possible maintenance work being carried out in the area that has not been communicated to you.
Environmental Procedures	In the event of an oil or fuel leak, stop discharging immediately and stop the leak at source if possible. Contact the site supervisor immediately who will assist in using the Spill-Kit on site to clean up any spillage. All absorbent mats used to clean spillage must be placed into plastic bags and marked up hazardous waste and disposed of in the hazardous waste container.
Safe Working Procedures Managers Rules	Adhere to Safe Working Procedure for Bitumen Delivery at all times as instructed by your company. Never leave your vehicle unattended whilst discharging.
Pedestrian Walkway	Pedestrian walkways highlighted on site must be adhered to at all times.
Discharge Completion	On completion of discharge please ensure area is left clean and tidy and all valves, caps, covers and padlocks are secured. Please report any defects to site supervisor.
Signage	Please be aware of signage and the need for specific PPE in certain areas. Ear defenders/Dust Masks etc.
Near Misses	If you witness a Near miss please report it to Plant Supervisor.
Children & Pets	No Children & Pets allowed on site – Company Policy
Welfare Facilities	Toilets and wash basins are available in the mess room block located in the corner of yard next to the control room.
Smoking Policy	Smoking in designated areas only.
Mobile Phone	No mobile phones whilst driving or discharging your load. Should you need to take a call please stop discharging and move to a safe area.
V M P	Vehicle Management Plans with regard to speed limit (15mph), traffic routes and site rules will be relayed to you on induction, should you require to refer to them they are located in the weighbridge.

Driver Name:.....

Driver Signature.....

Date:.....

**ACT SAFE – STAY SAFE**

## What the Guidance Says

- The customer is responsible for the bitumen delivery driver's well-being whilst on their premises.
- The driver **MUST** receive a site specific induction, preferably including site plans for the drivers to retain.
- The induction must be documented, signed and dated.
- Site management must provide a compilation of site specific safety instructions for bitumen deliveries for both employees and delivery drivers.
- Site specific safety and emergency procedures should be tested, if possible with appropriately trained staff and local emergency services.
- Site employees must be trained in site procedures and emergency procedures must be tested.



# Best Practice





An example of a driver induction

WG7 Driver Induction


**One Injury is One Too Many**


**SITE SAFETY RULES**


**Bitumen Delivery Rules**


-  Ensure bitumen delivery permit is completed prior to discharge.
-  Position vehicle in designated area.
-  Do not leave vehicle unattended with keys in ignition.
-  Ensure 5m exclusion zone is maintained around vehicle prior to and during discharge.


**DO**


 Obey Site PPE Rules

 Obey Site Traffic Route


 Obey Site Speed Limits


 Take Care When Lifting Heavy Objects


 Stay Within Pedestrian Zones and Walkways


 Smoking in Designated Areas Only

**DO NOT**

 Use Mobile Phones Whilst Driving

 Drop Litter Or Leave Rubbish On Site

 Come On To Site Under The Influence Of Drugs Or Alcohol

 Bring Children Or Pets On To Site

Failure to comply with these rules may result in your exclusion from the premises

**WG7- Induction Test**

Date: \_\_\_\_\_ Driver/s: \_\_\_\_\_ Company: \_\_\_\_\_

Name three hazards on site ?

Where is the Emergency Assembly point?


What should you do if you are unsure of anything or something is not working correctly?

What tests do you need to carry out before a delivery

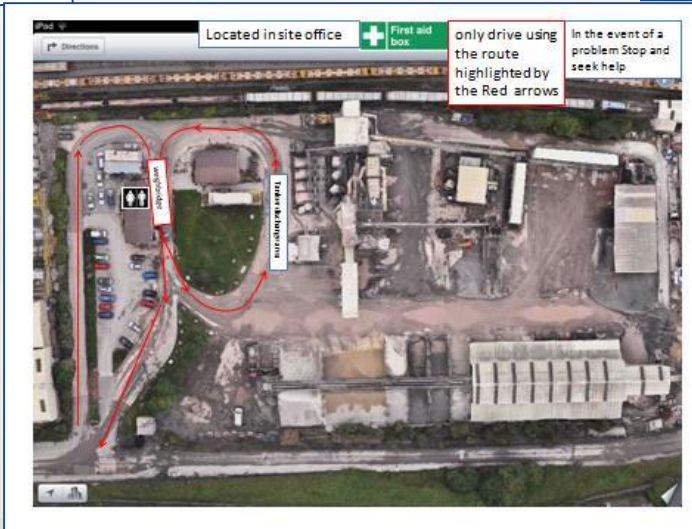

Signature \_\_\_\_\_

**REMEMBER** ➔

Look after yourself  
Look after each other

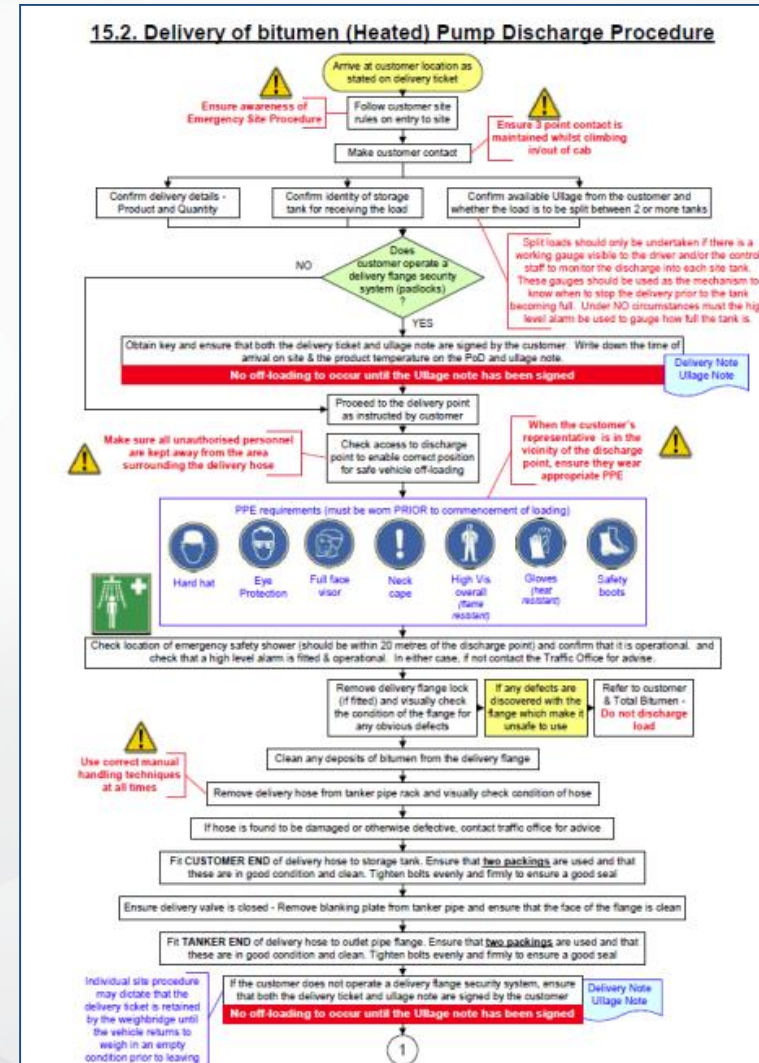


LOOK AFTER YOURSELF  
LOOK AFTER EACH OTHER  
DON'T FORGET TO LOOK AFTER THE OTHERS  
PLEASE STOP AND READ THIS



# Best Practice

An example of a Ground Based Pump delivery procedure





## Bitumen Safety Documents

Guidance documents on a range of bitumen safety related subjects can be downloaded free from the Eurobitume website:

- UK Version of the 2018 Guide to Safe Delivery of Bitumen.
- Safety Showers
- Eurobitume Bitumen Burns Card
- Safety Footwear Risk Assessment for Bitumen Delivery Drivers
- Operational considerations for Hot Bitumen Storage Tanks and Off-loading Systems.
- Design and use of Ground Based Pumps (EBUK/MPA document).
- Safe Bitumen Tank Management (EBUK/MPA document).
- Returning Bitumen Storage Tanks to Service.

See also the Energy Institute Model Code of Safe Practice Part 11: Bitumen Safety Code

[www.eurobitume.eu](http://www.eurobitume.eu)

## Other Bitumen Toolbox Talks

The following toolbox talks can be downloaded free from the Eurobitume website:

- Bitumen Discharge Permit
- Personal Protective Equipment
- Emergency Safety Showers
- Ground Based Pumps
- Blocked/Partially Blocked Pipelines
- Trace Heating of Bitumen Pipelines
- Emergency Shutdown of Bitumen Delivery Vehicles
- 'Pocket' Guide to the Safe Delivery of Bitumen

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