



Mineral Products Association

Driver's Handbook

Acknowledgment

This handbook has been jointly developed by the members of the Mineral Products Association (MPA) Transport Committee and Health and Safety Committee, as a tool for working drivers to help them understand and manage the risks that they face and create when driving and operating vehicles for work. It will help people make safer choices about the way they drive and behave around vehicles.

This is a guidance document, but using the information given should help you to comply with your statutory duties in respect of safe driving and work practices. The document is not exhaustive and provides information, in no particular order, on the main risks that working drivers may encounter, as part of their everyday working lives in our industry relevant to the type of vehicle that they drive and operate.

All information contained in this document is accurate at the time of publication (November 2018). It is the responsibility of the reader to ensure they update themselves regularly on any changes to Road Traffic or Safety, Health and Welfare at Work legislation relevant to their duties.

More detailed information on general road and workplace health and safety can be found in the appendices at the rear of this document.



Mineral Products Association

The Trade Association for the Aggregates, Asphalt, Cement, Concrete, Dimension Stone, Lime, Mortar and Silica Sand Industries

Introduction

Driving and operating large goods vehicles (LGVs) is a critical, if often under-recognised, part of the minerals products industry. The industry loads, transports and delivers over 200 million tonnes of materials by road every year and this supply is essential for the development of the UK's infrastructure and built environment.

Driving and operating LGVs is one of the most dangerous activities that people undertake. Every year in the UK many people are killed and seriously injured while driving for work. Indeed over 50% of the lost time incidents reported to MPA involve our drivers, sadly including an unacceptable number of fatal incidents.

All of these incidents are preventable!

The purpose of the Driver's Handbook is to make LGV drivers aware of the risks that they may face or create while driving and operating vehicles and typically understanding how to manage the risks. The handbook outlines what is required of a driver in terms of his or her, vehicle, journey and driving behaviours. In addition it deals with emergency situations and gives practical advice on what to do to help keep you safe from avoidable harm.

This handbook will help you work with your employer to avoid preventable incidents and injuries to yourself and other people when driving for work. It should be used with your employer's driving for work policies and procedures.

'DON'T TAKE THE RISK GO HOME SAFE'

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Safe Practices for Drivers
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Code of Conduct

Professional Driver

I agree to adopt this code of conduct. I accept that as a professional driver I have responsibilities under both chain of responsibility and Health and Safety (H&S) legislation to maintain my fitness for duty and not accept unsafe practices or breaches of the law. I share the road with other road users to improve community safety.

1. I recognise and accept my obligations as a professional driver:
 - ✓ **DO** - Ensure you conduct yourself in a polite and considerate manner at all times as an ambassador for the industry and your company
 - ✓ **DO** - Ensure you drive with consideration for all road users and pedestrians
 - ✓ **DO** - Support safety within the workplace
 - ✓ **DO** - Actively support this code and promote it to other drivers
 - ✓ **DO** - Encourage safety on the road
 - ✓ **DO** - Maintain your professional knowledge through Driver Certificate of Professional Competence (DCPC) and recognised industry schemes.

2. I undertake to comply with all road laws, and be considerate of others:
 - ✓ **DO** - Be professional at all times
 - ✓ **DO** - Ensure you're fit for duty – alert, healthy and prepared for the driving task
 - ✓ **DO** - Observe speed limits and seat belt laws
 - ✓ **DO** - Observe working time regulations and 'Rules on Driver's Hours and Tachographs'
 - ✓ **DO** - Observe drug and alcohol laws
 - ✓ **DO** - Leave a safe distance between other vehicles
 - ✓ **DO** - Travel in left lanes unless overtaking
 - ✓ **DO** - Adopt a considerate driving style, reducing noise when operating in a built up area
 - ✓ **DO** - Obey all other laws and operate to 'The Highway Code'.

Code of Conduct

Professional Driver

3. I support the introduction of company 'Safe Systems of Work' that include practices and procedures to reduce the risk of injury or death at our own and customer locations.
4. I take pride in my vehicle and conduct regular checks to ensure my vehicle and the load remains in a safe condition.
5. I understand that driver distraction is a risk and I will reduce this:
 - ✓ **DO** - Avoid using mobile phones, two way radios or other forms of communication whilst the vehicle is moving in accordance with company rules
 - ✓ **DO** - Fully prepare for any journey to avoid being distracted when driving.
6. I actively support this code of conduct for the purpose of promoting compliance with laws and promoting safe behaviour, within the workplace and on the road.
7. I undertake to actively participate through my Health and Safety representatives and managers to commit to industry codes of conduct, codes of practice and safety guidelines found in this handbook.

Company:

Print Name: Signature:

Date:

Driver Training and Skill Cards

Driver Licence

All drivers who operate on behalf of an MPA member must hold the appropriate licence and a Driver Qualification Card (DQC) and hauliers must have a robust system in place to check drivers' licences at least every 6 months.



- Drivers must have a current licence for the class of vehicle being driven
- The licence must have an up to date address
- Drivers may be asked to produce their licence when operating on MPA member sites
- Drivers must present other cards such as Driver's Skills Cards (DSC) on request.

Legal Requirements

The holder of a licence must produce it on request to a police officer or traffic examiner. If the licence cannot be produced at the time of request, it must be produced to:

- The Police – at a Police Station of the driver's choice within 7 days
- Traffic Examiner – at the Traffic Area Office within 10 days.

Note: It is your responsibility to notify your manager immediately of any endorsements placed on your driving licence.

Driver Training and Skill Cards

Training

All operators of crane lorry loaders must have completed industry approved training and been awarded the appropriate certification to operate the lifting equipment. There is a choice of registered bodies that have Health & Safety Executive (HSE) recognition of this training.



Construction Industry Training Board

All courses should be accredited to JAAPT (Joint Approvals Unit For Periodic Training).



The Association of Lorry Loader Manufacturers and Importers



National Plant Operators Registration Scheme Limited



MPSkills

Driver's Skills Card



All drivers delivering for an MPA member require a DSC (MPQC or other industry recognised scheme) and must carry this with them and will be asked to provide proof. Drivers should also be trained on VRU (Vulnerable Road Users) and SUD (Safe Urban Driving). Check with your certification scheme for exact course requirements.

The MPQC Driver Skills Card has a hologram and background image, which cannot be reproduced in the above sample for security purposes.

FORS/CLOCS (or equivalent)

Vulnerable Road Users

The MPA and its members are committed to improving road safety and are actively involved in many initiatives around the UK to reduce traffic related incidents and improve the image of the industry.

A key part of this is the reduction in incidents involving construction industry vehicles and vulnerable road users.

Who are Vulnerable Road Users?

Vulnerable Road User is a term applied to those most at risk in traffic:

Pedestrians

- More than 60 child pedestrians are killed or seriously injured every week, children often misjudge the speed and intentions of drivers and are easily distracted
- Nearly half of all pedestrians killed are aged over 60
- Older people may have difficulties in seeing or hearing approaching traffic and may have decreased mobility.

Cyclists

- Around 75% of fatal or serious cyclist accidents occur in urban areas
- Around half of cyclist fatalities occur on rural roads
- 75% happen at/near road junctions or roundabouts
- 80% occur in daylight – but night time incidents are more likely to be fatal
- Almost one quarter of the cyclists killed or injured are children.

Cyclists and large goods vehicles (LGVs)

- LGVs (Large goods vehicles) present a particular danger for cyclists, especially in urban areas where around 20% of cyclist fatalities involve an LGV
- These often occur when an LGV is turning left at a junction
- About one quarter of incidents resulting in serious injury to a cyclist involves an LGV, bus or coach passing too close to the rider.

Motor cyclists

- Motorcyclists represent 1% of traffic yet account for up to 20% of the deaths and serious injuries on our roads
- Motorcyclists are 40 times more likely to be killed than car drivers
- Recent European research reveals that nearly 70% of motorcycle accidents involved a car, lorry or bus and that approximately 55% of accidents occur at junctions
- It is unlikely that in all these cases the motorist failed to look but rather failed to see the motorcyclist.



FORS and CLOCS are examples of current standards that enable a vehicle operator to meet the requirements of delivering to our industry.

CLOCS

Clients: Take ownership of road safety in your supply chains

The CLOCS Standard enables a fair and consistent approach to managing safety beyond the site gate, aiming for zero harm across all construction operations.

- CLOCS is a fair national standard for operators to adhere to.
- Work together to raise safety standard and ensure compliance
- Become an integral part of raising road safety standards and protecting vulnerable road users

Ensure your fleet operators meet the **CLOCS Standard**

For CLOCS visit www.clocs.org.uk

FORS
FLEET OPERATOR RECOGNITION SCHEME

Operators: Demonstrate compliance to CLOCS through FORS

FORS is an accreditation scheme delivering safety, environment and efficiency benefits for the fleet operators by encouraging the adoption of best practice industry standards.

- Demonstrate compliance with the CLOCS Standard through FORS
- Show your commitment to being a safe and compliant operator
- Become an integral part of raising road safety standards and protecting vulnerable road users

Discover how your operation can benefit from **FORS - register now!**

To register with FORS visit www.fors-online.org.uk

FORS (or equivalent) Fleet Operator Recognition Scheme

An accreditation scheme covering safety, fuel efficiency, emissions and improved road transport operating standards.



CLOCS (or equivalent) Construction Logistics Cycle Safety

An initiative to improve vulnerable road user safety related to the delivery of construction materials.

The Driver's App

The MPA have worked with CLOCS to produce The Driver's App. This tool has been developed with Driver's in mind, to help like-minded professional drivers stay up to date on all the latest information regarding their own safety, health and well-being as well as the safety of the vulnerable users they share the road with. Do not under any circumstances use this app whilst driving.

From this app they can access further information regarding CLOCS, FORS and any other new regulations which are designed to keep them safe and alert.

This tool is also a communication hub between MPA, CLOCS and Drivers as the 'Get in Touch' portal contains a variety of ways of contacting relevant organisations. The 'Incident Reporting' tool enables incidents to be reported immediately and shared with the wider industry easily.

QR Codes

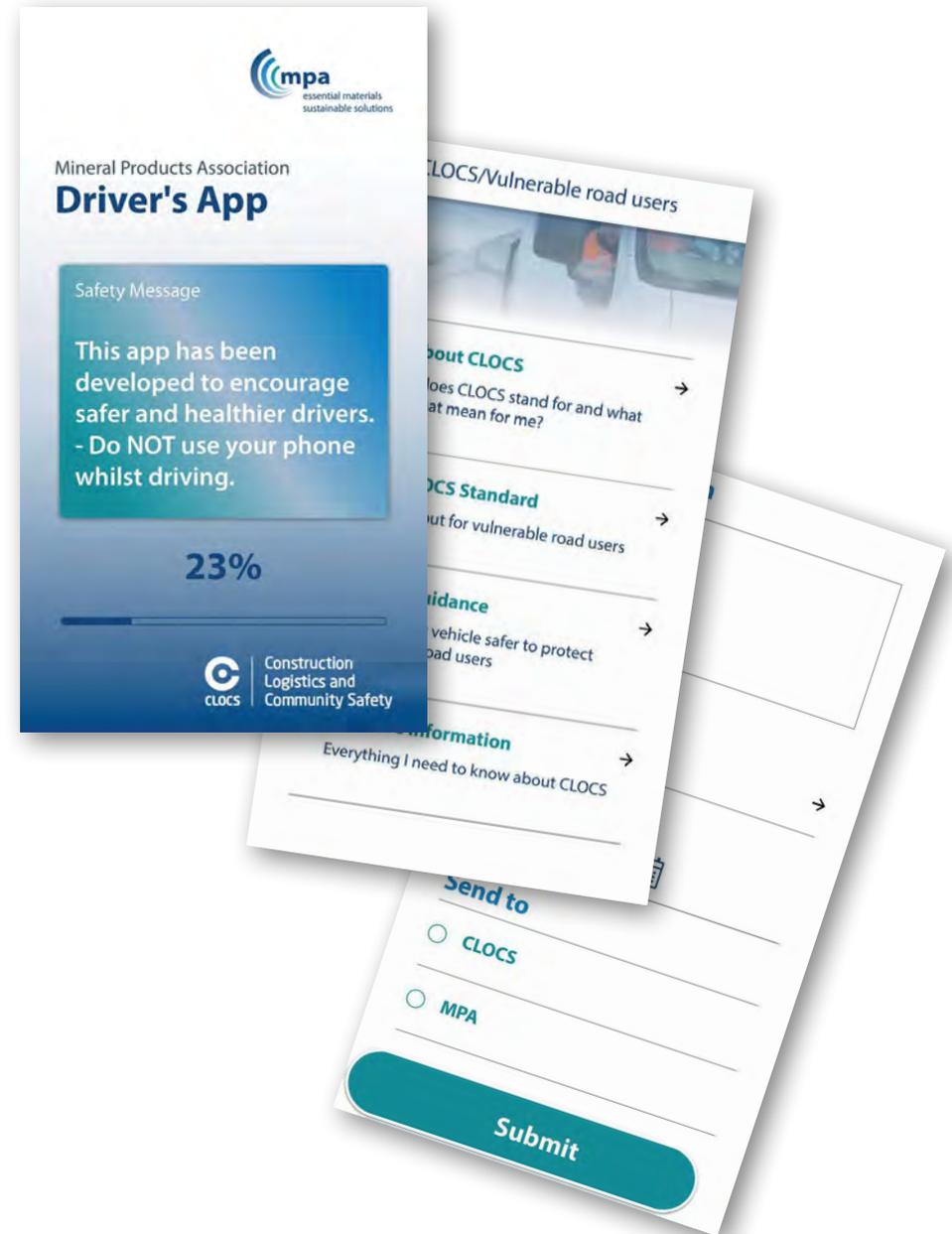
QR Code Reader App is available from your relevant App store.



For Apple, scan this QR code



For Android, scan this QR code





Driver's Section

Cab Safety

Seatbelts, Loose Items, Unauthorised Passengers and Animals

Whilst driving on an MPA members site or on our customer delivery sites, drivers are required to wear a seatbelt AT ALL TIMES to minimise the risk of injury in the event of a collision or rollover. It is also good practice to wear your seatbelt on low speed reversing manoeuvres and many companies enforce this however, check with your supervisor for the local rules.

In rollover crashes, injury outcomes to the driver and/or occupants of a truck can be more severe.

Failure to wear the seatbelt increases the risk of being ejected from the vehicle or being thrown around the interior of the cab.

- ✓ **DO** - Secure all loose items in the cab to prevent being injured in the event of a collision
- ✓ **DO** - Wear your seatbelt
- ✓ **DO** - Keep any authorised passenger inside the cab
- ✗ **DON'T** - Allow dogs or any other animal in cabs (or on site)
- ✗ **DON'T** - Allow children in cabs (or on site)
- ✗ **DON'T** - Place objects in main field view of windscreen.



Cab Safety

Mobile Phones

Using a mobile phone whilst driving (even with hands free or bluetooth) increases the risk of having an accident. Ideally avoid their use entirely whilst driving (some members or sites prohibit their use). If this is not the company policy, consider the following:

- ✓ **DO** - Use hands-free phones to receive calls when travelling on the public highway where permitted
- ✓ **DO** - Keep any necessary conversations to a minimum and only continue them as long as it remains safe
- ✓ **DO** - Check that you are in an appropriate safe and secure area when using mobile phones when out of the vehicle
- ✓ **DO** - Keep devices out of reach by putting them into the glove compartment or the boot. Remove the temptation of handling them whilst driving
- ✗ **DON'T** - Use hand-held phones or other electronic devices whilst driving
- ✗ **DON'T** - Use phones on customer sites unless the vehicle is stationary
- ✗ **DON'T** - Use mobile phones or two way radios in an MPA member production and loading areas.



Cab Safety

In Cab Technology

Satellite Navigation Systems

- ✓ **DO** - Program these before the journey begins
- ✓ **DO** - Position them out of reach as they should not be physically adjusted during the journey
- ✗ **DON'T** - Mute them as this might encourage you to take your eyes off the road ahead
- ✗ **DON'T** - Allow the device to obscure your main line of sight.

Other Electronic Devices (iPod or equivalent)

- ✓ **DO** - Set up any entertainment system e.g. a cd or iPod to the vehicles radio system before you begin your journey
- ✓ **DO** - Position them out of reach as they should not be adjusted during the journey
- ✗ **DON'T** - Use ear pieces under any circumstances
- ✗ **DON'T** - Allow the device to obscure your main line of sight.



Driver's Behaviour

Driving Conduct

You are our Ambassador

Your conduct on the road is important. It has a direct impact on public attitudes towards an MPA member and the Industry. As a professional driver it is important to maintain the standards and codes of conduct that go above and beyond those of non-professional drivers. Always drive within the road traffic regulations and the Highway Code.

Watch Your Speed

- ✓ **DO** - Always drive within the speed limits and take care in villages and built up areas.

No Aggressive Driving

- ✗ **DON'T** - Intimidate other road users by driving too close or at excessive speed
- ✗ **DON'T** - Tailgate.

No Convoying

- ✓ **DO** - Leave room for lighter vehicles to overtake without having to pass more than one LGV at once
- ✗ **DON'T** - Run in convoy.

Reduce Noise

- ✓ **DO** - Drive in a manner which minimises noise from engines, bodies and suspensions, particularly in villages and built up areas and especially in the early morning and late at night.

Lane Discipline

- ✓ **DO** - Always keep to the left-hand lane unless overtaking slower vehicles
- ✓ **DO** - Remember to use the mirror, signal and manoeuvre routine before changing lanes
- ✓ **DO** - Remember when driving on the motorway, watch out for any vehicle in the right hand lane moving back into the left, as most vehicles will be travelling faster than you
- ✗ **DON'T** - Use the extreme right-hand lane on a three-lane or four-lane motorway.

Driver's Behaviour

Planning Ahead

Use a planned system of driving:

The road around you is made up of different zones of visibility. In some areas your view will be good and in others you will only be able to see what is immediately in front of you. Where your view is restricted, use alternate sources of information making the most of any glimpses of 'wider views' that you can get.

On the approach to a hazard where the view is restricted, use every opportunity to get more information about the road ahead.

For example:

- ✓ **DO** - Consider the curvature of a row of trees or lamp posts
- ✓ **DO** - Look for reflections in shop windows
- ✓ **DO** - Check the angle of approaching headlights
- ✓ **DO** - Check the angle of shadows cast by headlights and other lights
- ✓ **DO** - Look for open spaces and breaks in hedges, fences and walls in the approach to a blind junction.

Next time you drive along a familiar route, make a mental note of the opportunities to use additional sources of information.

Driver's Behaviour

Planning Ahead

Acting appropriately

POSITION

- ✓ **DO** - After giving a signal, take up the correct position on the road. You may need to check your mirrors again before changing course

SPEED

- ✓ **DO** - Adjust your speed to the correct level for the hazard by using the brakes or engine braking system

GEAR

- ✓ **DO** - Once travelling at the right speed, select the correct gear to negotiate and accelerate away from the hazard.

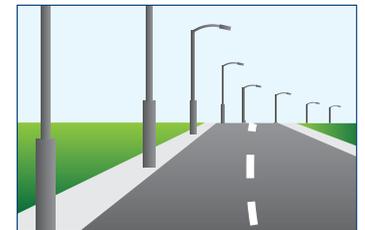
Safer driving means:

- Less injuries and fatalities on our roads
- Less accidental damage to vehicles
- Less unproductive downtime for vehicle repair
- Reduced insurance premiums.

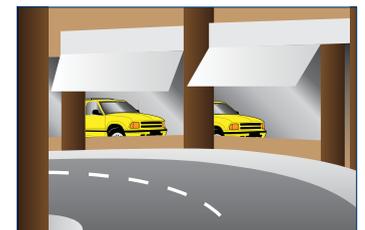
Using fuel more efficiently means:

- Lower costs
- Improved profit margins
- Reduced emissions
- Improved environmental performance.

The curvature of a row of trees or lamp posts



Reflections in shop windows



Driver's Behaviour

Defensive Driving

Defensive Driving is a combination of:

- Knowledge
- Attitudes
- Skills and techniques
- The way you put those skills into practice.

All four elements must be in place if you are going to drive effectively and safely.

Defensive Driving is a set of fundamental principles which, with the correct attitude and sufficient skill, will guide your actions.

A defensive driver learns to:

- Control their vehicle with precision
- Drive with concentration and awareness
- Anticipate the actions of others
- Act appropriately at all times, and
- Leave a comfortable safety margin all around their vehicle – especially to the front.

Use a planned system of driving

GET INFORMATION

- ✓ **DO** - Look, Assess, Decide.

Observe all around you, using your mirrors to assess the situation behind.

GIVE INFORMATION

- ✓ **DO** - Mirror, Signal.

Give a signal to other road users. Use of indicators will be the normal method, but consider arm signals, horn and lights. Flashed headlights are often used incorrectly; only flash your lights to let other road users know that you are there.

✗ **DON'T** - Flash your lights to convey any other message or to intimidate other road users.

Driver's Behaviour

Whatever the Weather



Who knows what's round the corner when bad weather strikes.

Before you make your journey . . .

- ✓ **DO** - Make sure the screen wash contains sufficient water and winter additive
- ✓ **DO** - Check that all the lights are in full working order and clean
- ✓ **DO** - Ensure screen and windows are all clear INSIDE and OUT.

Winter watch

Always be prepared in case you get stuck.

- ✓ **DO** - Keep a fully charged mobile phone
- ✓ **DO** - Keep warm clothing and a blanket
- ✓ **DO** - Carry a Hi-vis jacket
- ✓ **DO** - Carry a working torch
- ✓ **DO** - Carry a spade or shovel
- ✓ **DO** - Know your route and ensure your mobile phone is working, although do not use it whilst driving
- ✓ **DO** - In severe weather always check with your supervisor before attending to your vehicle and prior to making any delivery.

REMEMBER braking distances can be 10 times longer in bad weather – Keep your distance.

Summer sense

- ✓ **DO** - Drink plenty of fluids on a long journey
- ✓ **DO** - Reduce speed if the sun is directly in front of you reducing your vision
- ✓ **DO** - Wear sunglasses to reduce glare
- ✓ **DO** - Be aware of increased agricultural traffic
- ✓ **DO** - On open roads, ensure you have plenty of fresh air by opening a window
- ✗ **DON'T** - Forget that excess heat can induce drowsiness.

Driver's Behaviour

How MYSPACE Works

- M**ind where you park
- Y**ou are in charge
- S**ee and be seen
- P**rotect others
- A**ccess all around
- C**lean your environment
- E**scape route

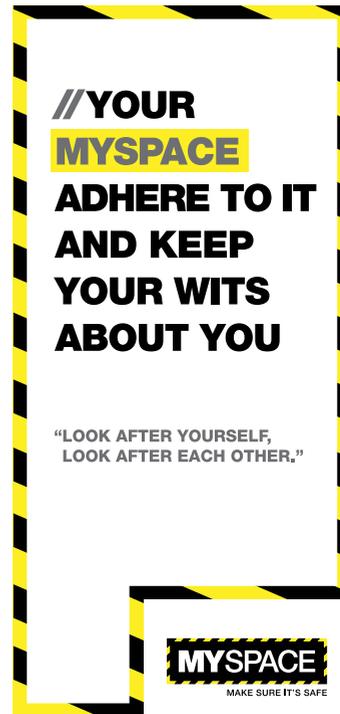
As a driver, imagine a safety zone around your vehicle which you can control – this is your MYSPACE. Then consider:-

- What do I do inside MYSPACE?
- What or who can intrude into MYSPACE?
- How can I get hurt?
- What do I do about it?
- What happens when I leave MYSPACE?
- How can I control low risk areas?

Consider how you as an individual can manage the risk, and if the risk is too high and it is unsafe for you to deliver, inform your immediate supervisor / contact and await further instruction

Report any issues via your Near Hit/Near Miss/Hazard reporting

Never put yourself or anyone around you at risk.



Driver's Behaviour

Driver's Hours

Driving Hours are limited in order to keep you and other motorists safe on the road as tiredness and fatigue can reduce your reaction time and impair your judgement.

	Current Rules
Daily driving	9 hours, which can be extended to 10 hours twice a week.
Weekly driving	A maximum of 56 hours.
Fortnightly driving	A maximum of 90 hours in any two consecutive weeks.
Breaks from driving	Total of 45 minutes break to be taken at or before the end of 4.5 hours continuous or cumulative driving. The 45 minute break may be split into two breaks, the first at least 15 minutes long, the second at least 30 minutes long.
Daily rest	11 hours rest in the 24 hours period which begins at the end of the last daily/weekly rest period. May be reduced to a minimum of 9 hours no more than three times between any two weekly rests periods. Reductions do not require compensation.
Split daily rest	Split daily rest can be taken in two periods, the first period being at least 3 hours long and second at least 9 hours long.
Weekly rest	45 hours can be reduced to 24 hours at base or away from base. Reductions must be compensated by the end of the third week following the week of reduction. In any two consecutive weeks a driver must take at least two regular weekly rest periods (of 45 hours each) or one regular weekly rest period and one reduced weekly rest period of at least 24 hours.

Road Transport Directive (WTD) No mobile worker can work actively for more than 6 hours without a break. A break is at least 15 mins in duration.
 If a duty consists of between 6 and 9 hours of active work then a break/breaks totalling 30 minutes must be taken.
 If a duty consists of more than 9 hours of active work then breaks totalling 45 minutes must be taken.

Drugs and Alcohol at Work

All MPA members require employees and contractors to be able to properly perform their duties unimpaired by the effects of drinking alcohol or taking drugs. MPA members aim to eliminate alcohol and drug misuse in the workplace by increasing employees' and contractors' awareness of its dangers.

- ✓ **DO** - Promote a culture in which alcohol and drug misuse is discouraged
- ✓ **DO** - Ensure that employees' or contractors' use of either alcohol or drugs does not impair the safe and efficient running of the organisation, or result in risks to the health and safety of themselves, colleagues, customers and the general public
- ✓ **DO** - Be aware that in the event of an individual failing an alcohol or drugs test, or refusing to take a test, the individual will be permanently excluded from site. The contractor could be deemed in breach of their contract
- ✓ **DO** - Be aware that MPA member managers have the right to prohibit any person or activity on site should they suspect alcohol or drug misuse even if they are unable to instigate testing.



Drugs and Alcohol at Work

Alcohol

- ✗ **DON'T** - Drink alcohol or be under the influence of alcohol at work.

Remember that drinks the night before can still be in your system putting you over the limit. Where there are local rules in force governing the limit of alcohol that are stricter than those contained in the Policy, the local rules shall take precedence.

Some delivery sites may have local limits that are below the drink drive limit.

Drugs

- ✓ **DO** - Be aware that, as a driver, prescribed or over the counter medicines may affect your ability to drive. As an employee, that may mean that you need to inform your manager or supervisor

A list of common drugs which can affect your driving can be found via the reference section of this document

- ✓ **DO** - Complete a drug test if you are asked by an MPA member company to do so
- ✓ **DO** - Ask for the Company Policy if you wish to learn more about the MPA member's stance on Drugs and Alcohol

- ✗ **DON'T** - Consume substance of any kind (including legal highs or prescription drugs) that may impair your ability to drive either on site, in company vehicles or before coming onto site

- ✗ **DON'T** - Offer drugs or medication to colleagues.

Smoking at Work

MPA members operate in compliance with the Health Act 2006, which requires no smoking in enclosed public places. Smoking is also prohibited in all commercial workplaces which includes the cabs of lorries. We have a legal and moral duty to protect the health of our employees and others and where we can, to encourage those smokers who wish to do so to kick the habit.

- ✓ **DO** - Smoke in authorised zones only. If you are visiting a site, make yourself aware of the designated smoking zones as soon as you arrive
- ✓ **DO** - Try to give up. The NHS Smoking Helpline is free on 0800 169 0169 or visit www.gosmokefree.co.uk, or ask your local GP
- ✓ **DO** - Ensure you put the residues into a proper container once you have finished
- ✓ **DO** - Remember that MPA members regard e-cigarettes in the same way as normal cigarettes so the same rules apply but try and separate yourself from tobacco users
- ✓ **DO** - Ensure that your cab has a no smoking sticker displayed.

- ✗ **DON'T** - Smoke in work places. Work places includes the cab of your vehicle, mobile plant, vans, company cars and pool cars even if you are the only occupant. Breaking this rule may result in disciplinary action or exclusion from site for a visitor or contractor, as it is our responsibility to ensure the health of all of our employees
- ✗ **DON'T** - Smoke in vehicles including company cars, pool cars, mobile plant, lorries, vans, even if you are the only driver. This is on the basis that other employees may use the vehicle from time to time
- ✗ **DON'T** - Smoke next to fuels, flammable gases or vehicles unloading such materials.

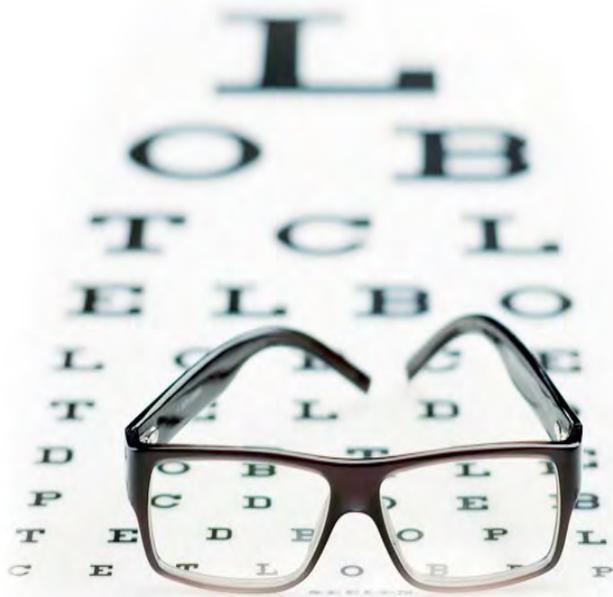


Eligibility to Drive

Eyesight Checks

You **MUST** be able to read a vehicle number plate, in good daylight, from a distance of 20 metres (or 20.5 metres where the old style number plate is used). If you need to wear glasses (or contact lenses) to do this, you **MUST** wear them at all times while driving. The police have the power to require a driver to undertake an eyesight test.

It is recommended that you get your eyesight checked at least annually (6 monthly if a member of FORs or equivalent scheme) to ensure capability to drive legally. FORs require drivers to pass eye sight checks at 25m.



Fitness and Health

Staying fit and healthy is important to maintain a good quality of life as well as ensuring that you are fit to drive and carry out your job. If you have any health conditions that affect your driving you must advise your employer and inform the DVLA immediately. Failure to do so may lead to your license being revoked by the Traffic Commissioner.

- ✓ **DO** - Schedule set times for food
- ✓ **DO** - Schedule in a daily exercise plan
- ✓ **DO** - Opt for healthier food options and maintain healthy meal sizes
- ✓ **DO** - Snack to a schedule on healthy options such as fruit, nuts or protein bars
- ✓ **DO** - Consume plenty of water and ensure it is always available in your cab
- ✓ **DO** - Regularly wash your hands, especially before eating
- ✓ **DO** - Get plenty of rest. The amount of rest is mandated by your Working Time Directives but ensure you are using this time to recuperate
- ✓ **DO** - Replace lost vitamins, preferably by eating fruit and vegetables but alternatively through a course of vitamin supplements
- ✓ **DO** - Keep your mind active. Listen to audio books, learn a new language or try different music genres in order to stimulate your mind and alleviate boredom
- ✓ **DO** - Stay connected with home by catching up with family on your breaks or sharing experiences with family
- ✓ **DO** - Be aware that some sites may require a fitness to work certificate to demonstrate compliance with specific local site procedures
- ✗ **DON'T** - Eat or drink whilst driving.

Mental Wellbeing

The MPA has championed Mates in Mind, an organisation committed to raising the awareness of and addressing the stigma of poor mental health. The aim is to improve positive mental wellbeing in the UK Mineral Products supply chain that underpins construction.

The stigma associated with mental health is a serious issues that will require a concerted and collaborative effort making open discussion socially acceptable.

Everyone has mental health, and just like our physical health, sometimes things go wrong. However it's not as easy to spot the signs, and often, it's difficult to know who, when and where to turn to.

Signs to be aware of in yourself and others:

Emotional signs

- overwhelmed
- irritable and "wound up"
- anxious or fearful
- lacking in self-esteem

Mental signs

- racing thoughts
- constant worrying
- difficulty concentrating
- difficulty making decisions

Physical signs

- headaches
- muscle tension or pain
- dizziness
- sleep problems
- feeling tired all the time
- eating too much or too little

Behavioural signs

- drinking or smoking more
- snapping at people
- avoiding things or people you are having problems with

"Being able to speak with my manager openly meant I was able to let them know when I thought things were becoming too much."



Construction
Industry Helpline
0345 605 1956



**Be a mate
Be the change**
matesinmind.org

In 2015/16 stress accounted for 37% of all work related ill health cases and 45% of all working days lost due to ill health in Great Britain. The main work factors cited by respondents as causing work related stress, depression or anxiety were workload pressures, including tight deadlines and too much responsibility, and a lack of managerial support (Labour Force Survey, 2016)

In Cab Safety

Mobile Phones – Guidance

Using a mobile phone whilst driving (even with hands free or bluetooth) increases the risk of having an accident. Ideally avoid their use entirely whilst driving (some members or sites prohibit their use). If this is not the company policy, consider the following:

- ✓ **DO** - Use hands-free phones to receive calls when travelling on the public highway where permitted
- ✓ **DO** - Keep any necessary conversations to a minimum and only continue them as long as it remains safe
- ✓ **DO** - Check that you are in an appropriate safe and secure area when using mobile phones when out of the vehicle
- ✗ **DON'T** - Use hand-held phones or other electronic devices whilst driving
- ✗ **DON'T** - Use phones on customer sites unless the vehicle is stationary
- ✗ **DON'T** - Use mobile phones or two way radios in an MPA member production and loading areas.



In Cab Safety

Satellite Navigation Systems and Electronics

Satellite Navigation Systems

- ✓ **DO** - Program these before the journey begins
- ✓ **DO** - Position them out of reach as they should not be physically adjusted during the journey
- ✗ **DON'T** - Mute them as this might encourage you to take your eyes off the road ahead
- ✗ **DON'T** - Allow the device to obscure your main line of sight.

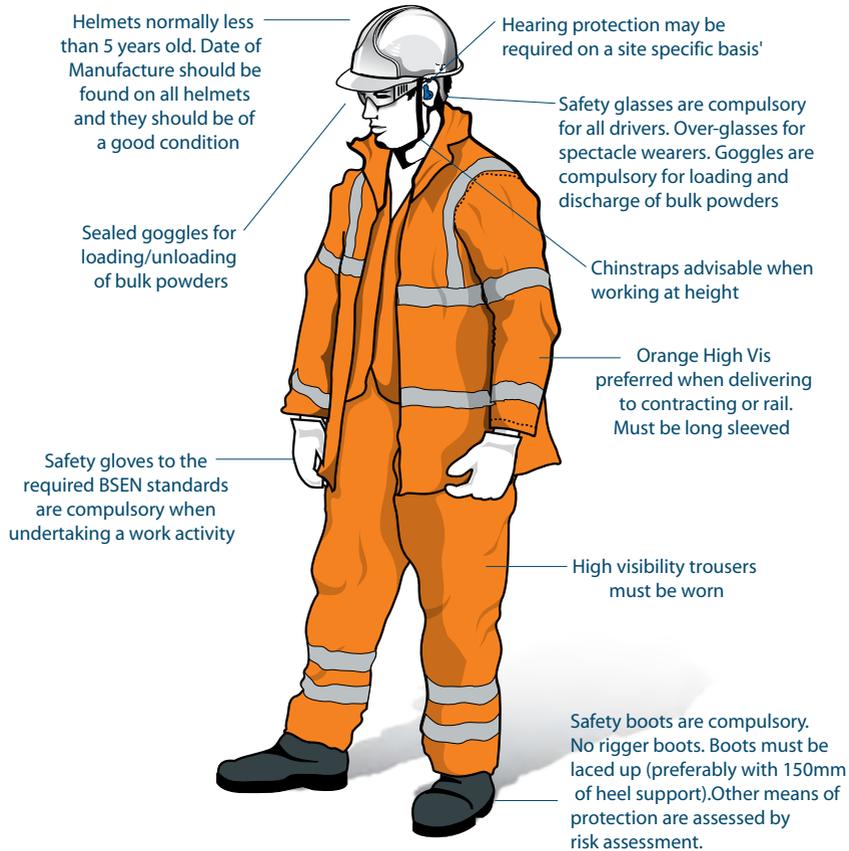
Other Electronic Devices (iPod or equivalent)

- ✓ **DO** - Set up any entertainment system e.g. a cd or iPod to the vehicles radio system before you begin your journey
- ✓ **DO** - Position them out of reach as they should not be adjusted during the journey
- ✗ **DON'T** - Use ear pieces under any circumstances
- ✗ **DON'T** - Allow the device to obscure your main line of sight.



PPE for all Drivers

Delivery Drivers



High Visibility Clothing to EN471 Class 3 - High Speed Roads

Collect Drivers



High Visibility Clothing to EN471 Class 2 MINIMUM Class 3 preferred

FOR DELIVERY OR COLLECT DRIVERS WITHOUT APPROPRIATE PPE REFER TO LOCAL SITE RULES

Speed Campaigns

Speeding Facts

- Every year, almost 3,500 people are killed or seriously injured in crashes on UK roads where speed was a factor
- The risk of death is approximately 4 times higher when a pedestrian is hit at 40mph than at 30mph
- Speed is one of the main factors in fatal road accidents
- More than half of UK drivers admit to driving too close to the vehicle in front on motorways and not maintaining the minimum braking distance
- We ask everyone who regularly see drivers on sites to help reinforce the site rules, such as speed limits and challenge drivers where necessary. This is not just lorry drivers, but also includes forklift trucks, loading shovels and other mobile plant. Please react appropriately if you are challenged. It is only because people care for your safety.



Smart Motorways

Smart motorways use innovative technology to actively control traffic flows and improve your journey. By varying speed limits and using the hard shoulder as an extra lane during busy times, we can help you to avoid having to brake or be at a standstill so that you get to where you need to be on time.

- ✓ **DO** - Obey the mandatory speed limits displayed in the red circles
- ✓ **DO** - Stay out of lanes which show a red X as these indicate lane closures
- ✓ **DO** - Plan your journeys making yourself aware of what type of motorway you will be travelling on
- ✓ **DO** - Respect roadside workers who are working to improve the motorways
- ✓ **DO** - use emergency refuge areas, motorway service station or leave the motorway if you experience a breakdown
- ✗ **DON'T** - break the speed limits
- ✗ **DON'T** - use the refuge areas unless in the case of an emergency
- ✗ **DON'T** - Use the hard should unless overhead signs indicate that you may do so

Smart Motorways

Controlled motorway – these use variable speed limits



Controlled motorways have three or more lanes with variable speed limits. The hard shoulder is separated from live lanes by a solid white line and should only be used in a genuine emergency.

Hard shoulder running – hard shoulder is open to traffic at busy times



The hard shoulder will be opened at busy times and the speed limit will be reduced. **Do not** use the hard shoulder unless overhead signs show that you can do so.

Smart Motorways

All lane running – there is no hard shoulder



There is no hard shoulder on these sections of motorway. Obey variable speed limits and if you need to stop in an emergency, use an emergency refuge area, motorway service area or leave at the next junction.

Red

A red symbol on a gantry sign over the motorway

or

A red sign on an gantry sign at the side of the motorway



We use a red symbol to show that a lane is closed because of an incident or people working on the road. Driving in a lane with a red symbol is dangerous and drivers must not use it.

Speed Limits



All MPA member sites have standard speed limit rules, which are always indicated at the entrance, and are also briefed to drivers during the Site Induction Process.

MPA members also expect drivers to comply with public highway and UK regulations, and for drivers to adhere to site specific rules when on customer sites.

It is the responsibility of the driver to understand the speed limit which applies to the class of vehicle on the road type you are driving.

Know your limits

	Built up area (street lit)	Single Carriageways	Dual Carriageways	Motorways
Type of vehicle	mph	mph	mph	mph
Cars and motorcycles (including car-derived vans up to 2 tonnes maximum laden weight)	30	60	70	70
Cars towing caravans or trailers (inc. car-derived vans and motorcycles)	30	50	60	60
Buses, coaches (not exceeding 12 metres in length)	30	50	60	70
Goods vehicles/vans not exceeding 7.5 tonnes maximum laden weight	30	50	60	70*
Goods vehicles (exceeding 7.5 tonnes maximum laden weight) in England and Wales	30	50	60	60
Goods Vehicles (exceeding 7.5 tonnes maximum laden weight in Scotland)	30	40	50	60

*60mph if articulated or towing a trailer

Terrorism

Stolen vehicles are being used as a weapon in acts of terror.

It is the MPA's commitment to ensure that all drivers and members of the public are kept safe from these acts by adhering to the following advice:

General Advice to ALL Drivers

- ✓ **DO** - Be vigilant when leaving a vehicle unattended; ensuring that it is parked with the hand brake secured and doors locked.

Advice if the driver is stopped by a police officer:

- ✓ **DO** - Carry photographic identification at all times
- ✓ **DO** - Carry a Dangerous Load card if your vehicle contains high risk substances such as gas cylinders or explosives
- ✓ **DO** - Follow the Security of Dangerous Goods by Road code of practise scheme and ask for the police officers identification before opening your vehicle
- ✓ **DO** - Ensure the doors to the vehicle are locked, stay in the vehicle and secure the parking brake of the vehicle
- ✓ **DO** - Keep in telephone contact with your managers– ensure they have the full details of location and the reason for the stop
- ✓ **DO** - Dial 999 (the officer will also contact the force control room to inform them of the stop)
- ✓ **DO** - Inform the police control room that you are carrying high consequence dangerous goods, your location and the identity of the stopping officer
- ✓ **DO** - If it is a legitimate stop, comply with the instructions of the stopping officer.

Terrorism

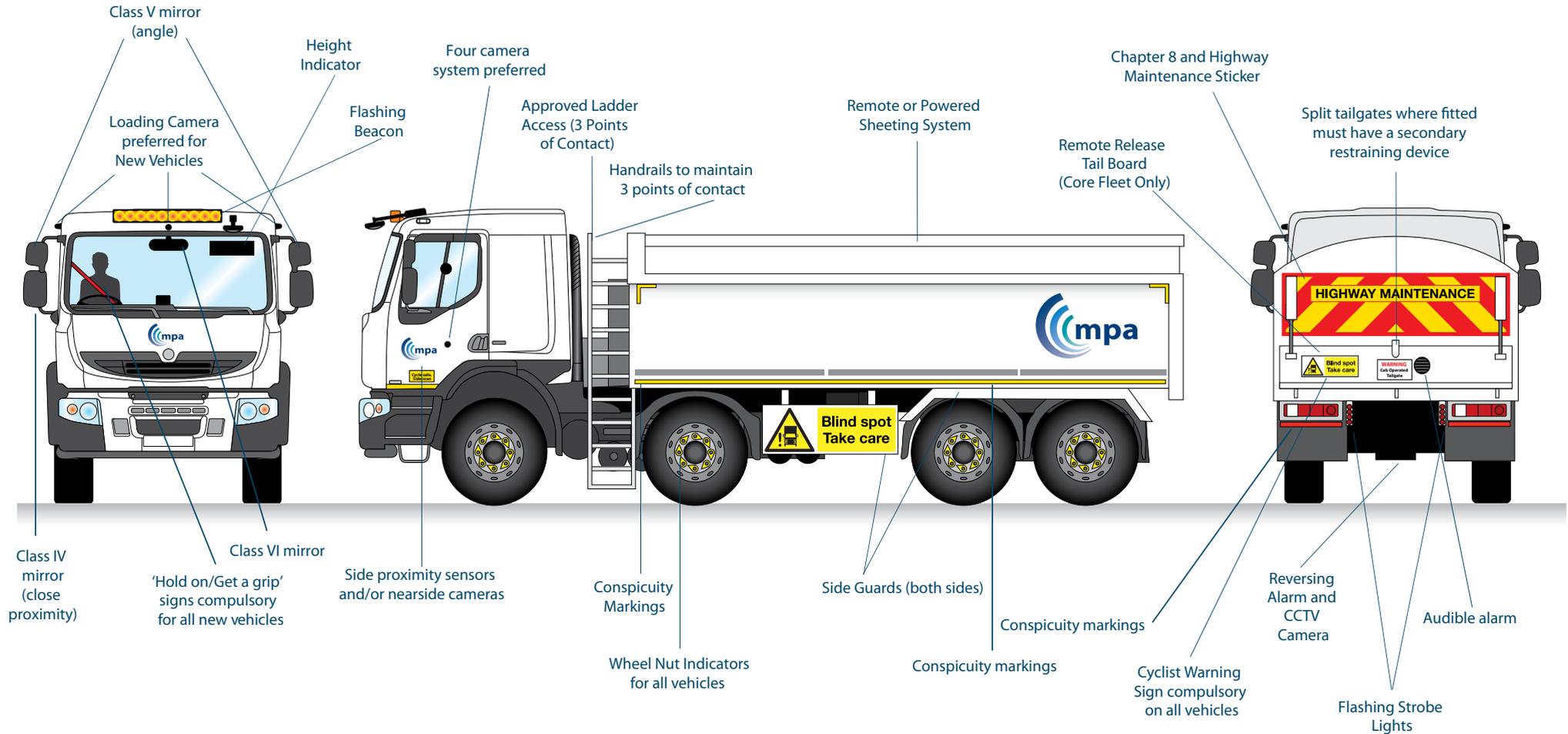
- ✗ **DON'T** - Assume a person in uniform is legitimate. Confirm their identity before opening your vehicle
- ✗ **DON'T** - Open the window until identification has been confirmed. Talk through a closed window.

Advice if the driver is threatened with violence:

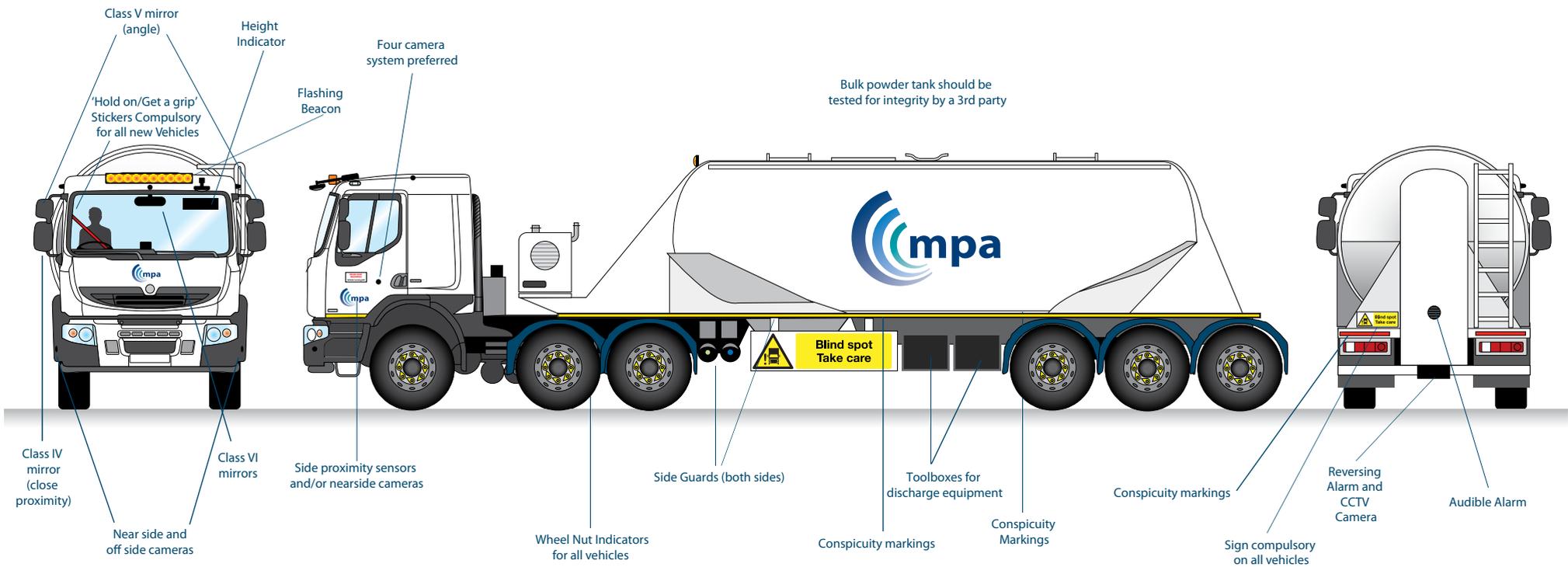
- ✓ **DO** - Always put your personal safety first
- ✓ **DO** - Remember the government advice of "Run, Hide, Tell"
- ✓ **DO** - Attempt to immobilise the vehicle if it is safe to do
- ✓ **DO** - Contact the police and your manager
- ✓ **DO** - Report any suspicious activities by third parties to their manager or supervisor, with as many details as possible.
- ✗ **DON'T** - Attempt to fight the assailant
- ✗ **DON'T** - Try to deal with a violent person by yourself when the violence has escalated – always seek help
- ✗ **DON'T** - Attempt to disarm an armed person. If they claim to have a concealed weapon or you suspect they do put your own safety first and inform the police as soon as it is safe to do so.

Vehicles Section

Common Standard for Aggregate and Asphalt Tipper Vehicles

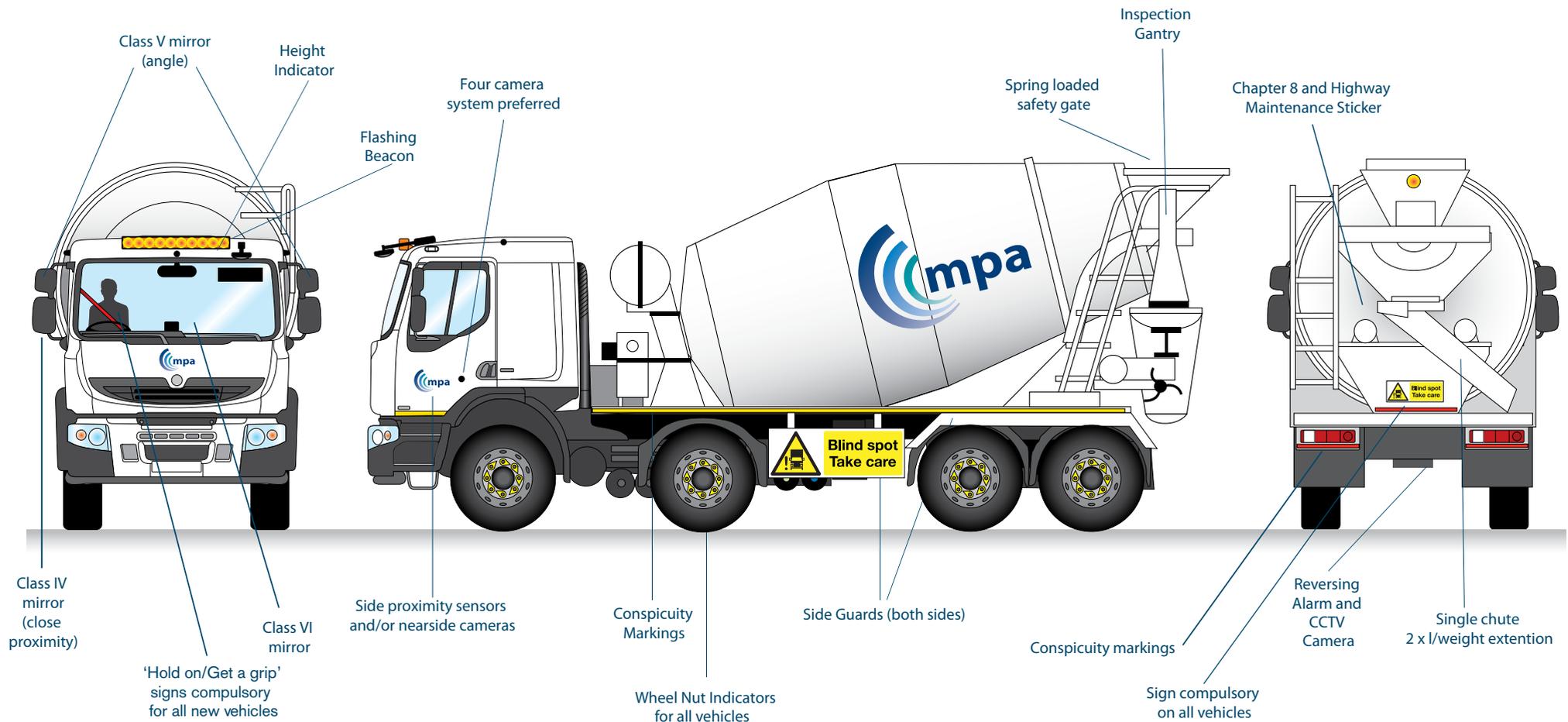


Common Standard for Bulk Powder Vehicles



ALL DELIVERY VEHICLES MUST BE CLOCS COMPLIANT OR EQUIVALENT

Common Standard for Mixers



ALL DELIVERY VEHICLES MUST BE CLOCS COMPLIANT OR EQUIVALENT

Common Standards for Flatbed and Crane Vehicles

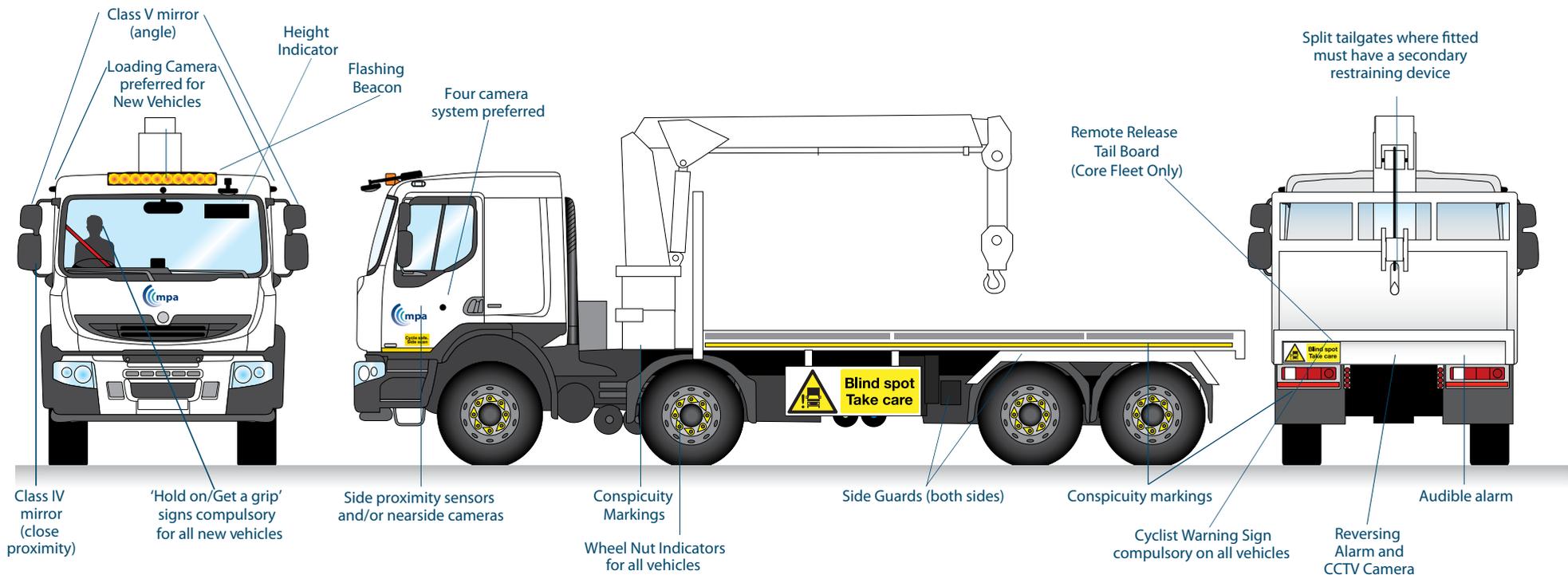
LOLER requires lifting equipment to be thoroughly examined by a competent person:

- Before first use, unless the equipment is accompanied by a declaration of conformity made not more than 12 months previously. This declaration of conformity being for the completed equipment and not just for the loader
- Following the repair or replacement of a structural component
- When a change of chassis takes place
- When removed and refitted to the original chassis.

Periodic thorough examinations are also required:

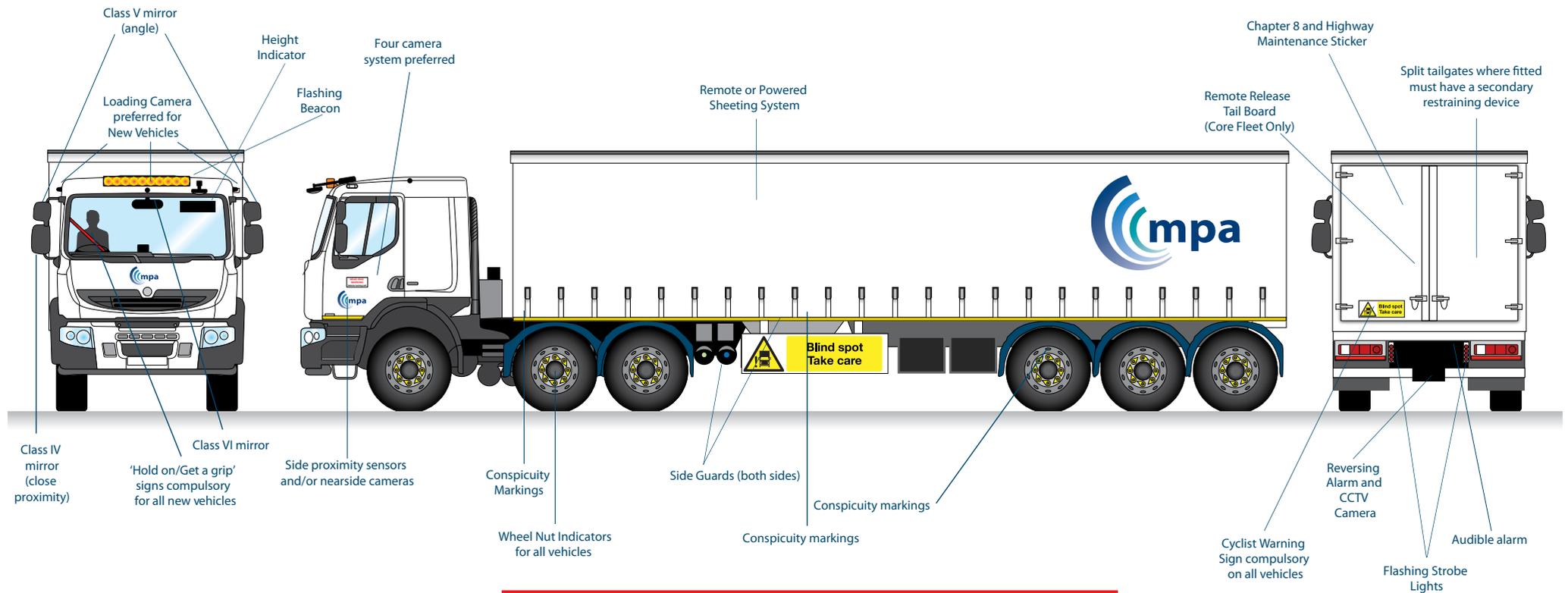
- In the case of lifting equipment for lifting persons, or a lifting accessory (e.g. slings, chains, grabs, buckets etc) at least every 6 months
- In the case of other lifting equipment, at least every 12 months.

BS 7121 Part 2 – Recommendations for periodic testing and thorough examination of loader cranes.



ALL DELIVERY VEHICLES MUST BE CLOCS COMPLIANT OR EQUIVALENT

Common Standards for Curtain Sided Vehicles



ALL DELIVERY VEHICLES MUST BE CLOCS COMPLIANT OR EQUIVALENT

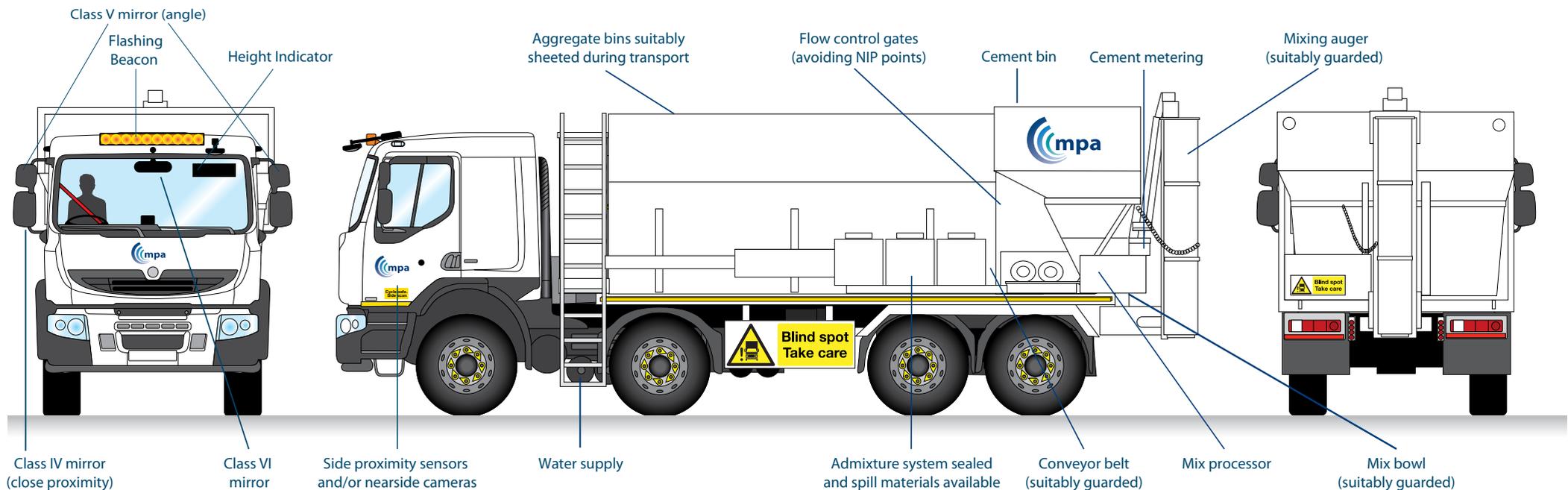
Common Standards for Volumetric Trucks

Volumetric concrete mixers (also known as volumetric mobile mixer and metered concrete truck) are trucks that contains all the constituent materials (aggregates, sands and cement) together with water to be mixed on the truck itself at a job site to make and deliver concrete according to the amount needed.

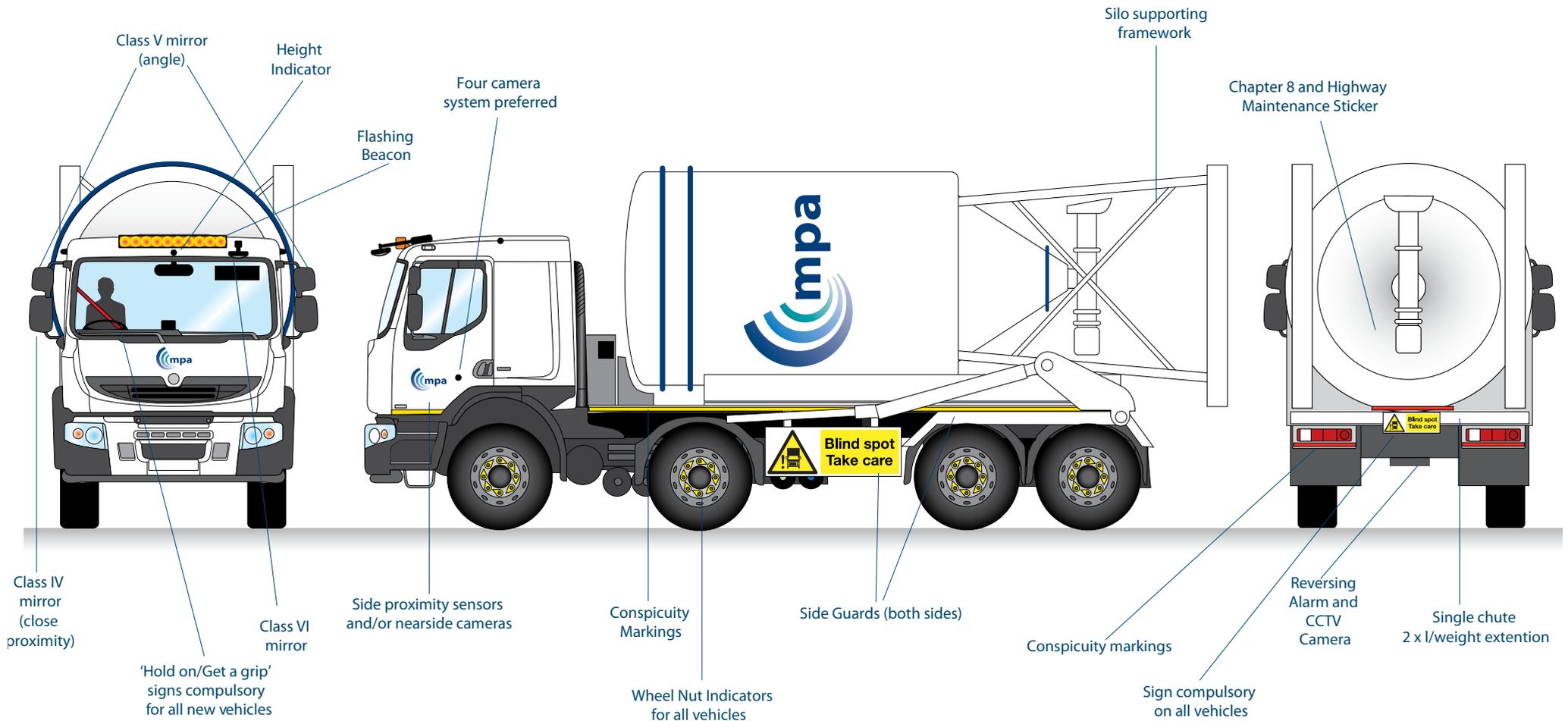
The mixing device measures raw materials using volume rather than weight. The volumetric mixer blends the concrete mixture using an auger or a paddle to mix the ingredients with water.

All operators of these vehicles are encouraged to ensure they conform to the highest standards in terms of the safety features on the vehicle and the training required for the driver to ensure a safe delivery and the operation of the vehicles. We believe that these vehicles should also be operated in accordance with LGV regulations and driver's hours and working time rules.

In an auger type mixer, the material and water travels up the Archimedes' screw. Auger lengths can vary from about 5-feet to 15-feet, and vary in diameter and RPM. This type may be portable, but the length of the auger is a limiting factor. A paddle mixer blends the concrete mix using a rotational motion and is used to blend finer gravels and sand, as in mortar. The majority of drum mixers are mounted on trailers. These drums usually have a mixing capacity of between 1-yard and 1.75 yards (0.76m³ and 1.34m³) per batch. A paddle mixer tumbles the mixture in a folding motion using curved fins and paddles. This is the most common type of volumetric mixing. Paddle mixers usually mix in smaller batches directly on the job site.



Common Standards for Portable Silo Trucks



ALL DELIVERY VEHICLES MUST BE CLOCS COMPLIANT OR EQUIVALENT

Vehicle Standards

Vehicle Equipment

Minimum requirements:

- ✓ **DO** - For Highways work ensure your vehicle is fitted with a roof-mounted amber warning light bar (comprising at least two independent light sources) or two independent roof-mounted amber warning beacons visible through 360°
- ✓ **DO** - Ensure your vehicle is fitted with blindspot mirrors – Class V (passenger) and Class VI (front)
- ✓ **DO** - Check your rear facing signs for cyclists are present and clean
- ✓ **DO** - Check your reversing hazard lights are functioning before starting any journey
- ✓ **DO** - Check your reversing alarm is functioning before starting any journey
- ✓ **DO** - Ensure your vehicle is fitted with rear CCTV on vehicles exceeding 3.5 tonnes
- ✓ **DO** - Ensure your vehicle is equipped with a highway maintenance sign with 100mm lettering (Aggregate/ Asphalt/ Readymix vehicles).

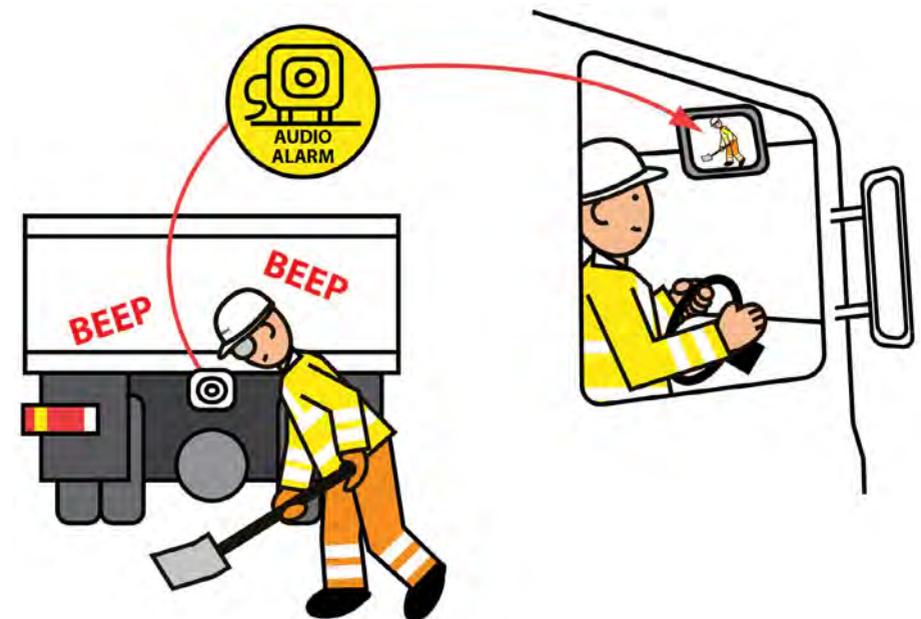


Vehicle Standards

Audible Alarms

Includes reversing and handbrake alarms.

- ✓ **DO** - Ensure audible alarms are fitted to all haulage vehicles
 - ✓ **DO** - Check that they come on automatically when reverse gear is selected
 - ✓ **DO** - Be aware that handbrake alarms alert the driver if the handbrake is not engaged if they are leaving the cab, and are a safety measure to ensure that vehicles do not roll away unattended.
- ✗ **DON'T** - Permanently override the alarm. There shouldn't be the facility to do this.



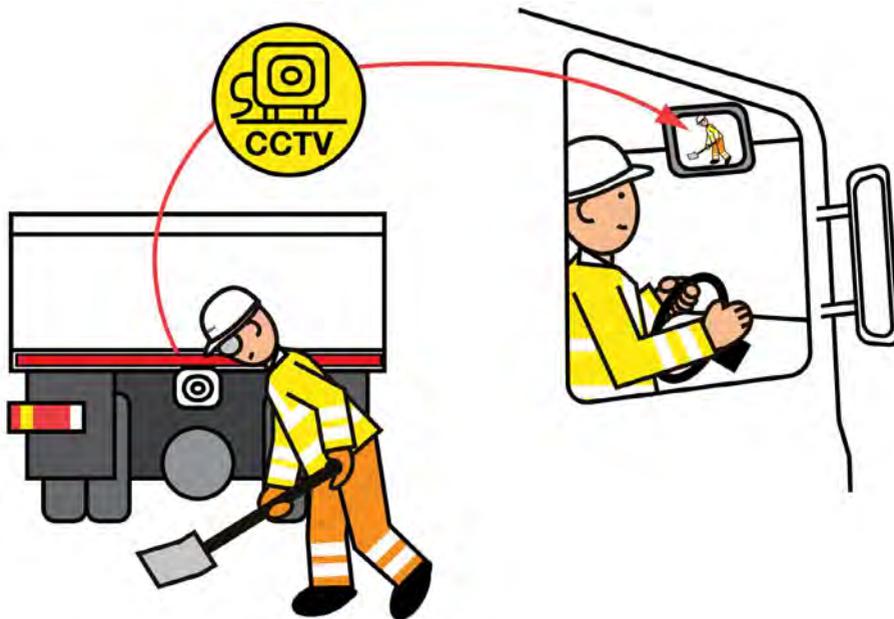
Vehicle Standards

Rear Facing CCTV

- ✓ **DO** - Ensure that the rear facing CCTV is fitted and operational
- ✓ **DO** - Use the reversing camera only as an aid in conjunction with your mirrors. If you are not sure that the area that you are going to reverse into is clear . . .

'STOP AND CHECK'

- ✓ **DO** - Ensure that equipment/lenses are kept clean on a daily basis as part of your daily checks.



Vehicle Standards

Flashing Beacons

Minimum requirements for highways works:

- ✓ **DO** - Ensure you have a roof-mounted amber warning light bar (comprising at least two independent light sources)
- ✓ **DO** - Ensure you have one or two independent roof-mounted amber warning beacons, visible through 360° if you do not have a single warning light bar
- ✓ **DO** - Fit additional beacons to the rear of the vehicle if the main beacon is likely to be obscured.



Reversing Lights

- ✓ **DO** - Keep your reversing lights clean and operational at all times
- ✗ **DON'T** - Allow your reversing lights to be obscured by folded back mud flaps etc.



Rear Strobe Lights

- ✓ **DO** - Ensure that you have rear strobe lights when access and egress of vehicles in live lanes is required
- ✓ **DO** - Ensure that you use them for any hazardous situation where a vehicle needs to stand out
- ✗ **DON'T** - Allow your rear strobe lights to be obscured by folded back mud flaps etc.



Vehicle Breakdowns

If your vehicle breaks down, think first of other road users and

- ✓ **DO** - Exit vehicle cab on the non traffic side
- ✓ **DO** - Get your vehicle safely off the road if possible
- ✓ **DO** - Warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction
- ✓ **DO** - Stay in a safe location away from the vehicle if it is safe to do so
- ✓ **DO** - Help other road users see you by ensuring you, and any passengers, wear high visibility reflective clothing/work wear
- ✓ **DO** - If not on a motorway, put a warning triangle on the road at least 45 metres (147 feet) behind your broken-down vehicle on the same side of the road, or use other permitted warning devices if you have them, if it is safe to do so. Always take great care when placing or retrieving them
- ✓ **DO** - Keep your sidelights on if it is dark or visibility is poor, if it is possible to do so
- ✓ **DO** - Arrange recovery for vehicle specialists
- ✓ **DO** - Keep your sidelights on when it is dark or visibility is poor.
- ✗ **DON'T** - Attempt to use a warning triangle on a motorway or other high speed road
- ✗ **DON'T** - Put yourself or your passengers in danger
- ✗ **DON'T** - Stand (or let anybody else stand) between your vehicle and oncoming traffic
- ✗ **DON'T** - Stand where you will prevent other road users seeing your lights at night or in poor visibility.

Vehicle Inspection

Daily Vehicle Checks

Vehicle checks are essential before using any vehicle. If, during your pre-use vehicle checks, a defect is found, it is a legal requirement that the vehicle not be used by yourself or anyone else until the defect has been resolved.

It is not enough to rely on a maintenance system alone, because this cannot ensure that vehicles are roadworthy.

It is a driver's responsibility to ensure their vehicle is fit for purpose before carrying out any work.

Prior to commencing work each day, drivers must carry out a vehicle check. A record of these checks must be maintained and complete either a safe system of work and/or a permit to work.

Any defects that pose a significant safety risk must be reported to the relevant supervisor immediately so that appropriate action can be taken, including parking up a truck where necessary.

DEFECT REPORT		7155001	VEHICLE REG:
DRIVER'S NAME:	DATE:	ODOMETER READING:	
DAILY CHECK ✓ or ✗ WHEN CHECKED * (if applicable)			
FUEL LEAKS	<input type="checkbox"/>	TYRES & WHEEL FIXING	<input type="checkbox"/>
LEAKS	<input type="checkbox"/>	LEAKS	<input type="checkbox"/>
OIL AND WATER	<input type="checkbox"/>	SPRAY SUPPRESSION	<input type="checkbox"/>
SPRAY SUPPRESSION	<input type="checkbox"/>	STRAIGHT ABS/REAR	<input type="checkbox"/>
ODOMETER	<input type="checkbox"/>	SECURITY OF LOAD	<input type="checkbox"/>
SECURITY OF LOAD	<input type="checkbox"/>	5TH WHEEL COUNTER SECURITY**	<input type="checkbox"/>
STEERING	<input type="checkbox"/>	LIGHTS/INDICATORS	<input type="checkbox"/>
LIGHTS/INDICATORS	<input type="checkbox"/>	5TH WHEEL COUNTER SECURITY**	<input type="checkbox"/>
WIPERS/WASHERS	<input type="checkbox"/>	REFLECTORS	<input type="checkbox"/>
REFLECTORS	<input type="checkbox"/>	DRUM EQUIPMENT (HIAH ETC)*	<input type="checkbox"/>
HORN	<input type="checkbox"/>	MARKERS	<input type="checkbox"/>
MARKERS	<input type="checkbox"/>	ADR KIT AND/OR PPE*	<input type="checkbox"/>
MIRRORS	<input type="checkbox"/>	SECURITY OF DOOR PANELS	<input type="checkbox"/>
SECURITY OF DOOR PANELS	<input type="checkbox"/>	TACHOGRAPH UNIT (IN CALIBRATION)	<input type="checkbox"/>
GLASS (INC WINDSCREEN)	<input type="checkbox"/>	BATTERY CONDITION & SECURITY	<input type="checkbox"/>
BATTERY CONDITION & SECURITY	<input type="checkbox"/>	EXCESSIVE EXHAUST EMISSIONS	<input type="checkbox"/>
EXCESSIVE EXHAUST EMISSIONS	<input type="checkbox"/>	Time of Inspection:	<input type="text"/>
RECORD BELOW ANY ACCIDENTS (HOWEVER SMALL), VEHICLE DEFECTS OR IRREGULAR CIRCUMSTANCES. HAND WHITE COPY INTO BOOK. VEHICLE DEFECTS MUST ALSO BE REPORTED TO THE APPROPRIATE PERSON WHO MUST INITIAL THE ORIGINAL TOP COPY.			
Driver's Signature:		Reported to:	
Defect Rectified By:		Signature:	
		Date:	

RHA vehicle inspection form

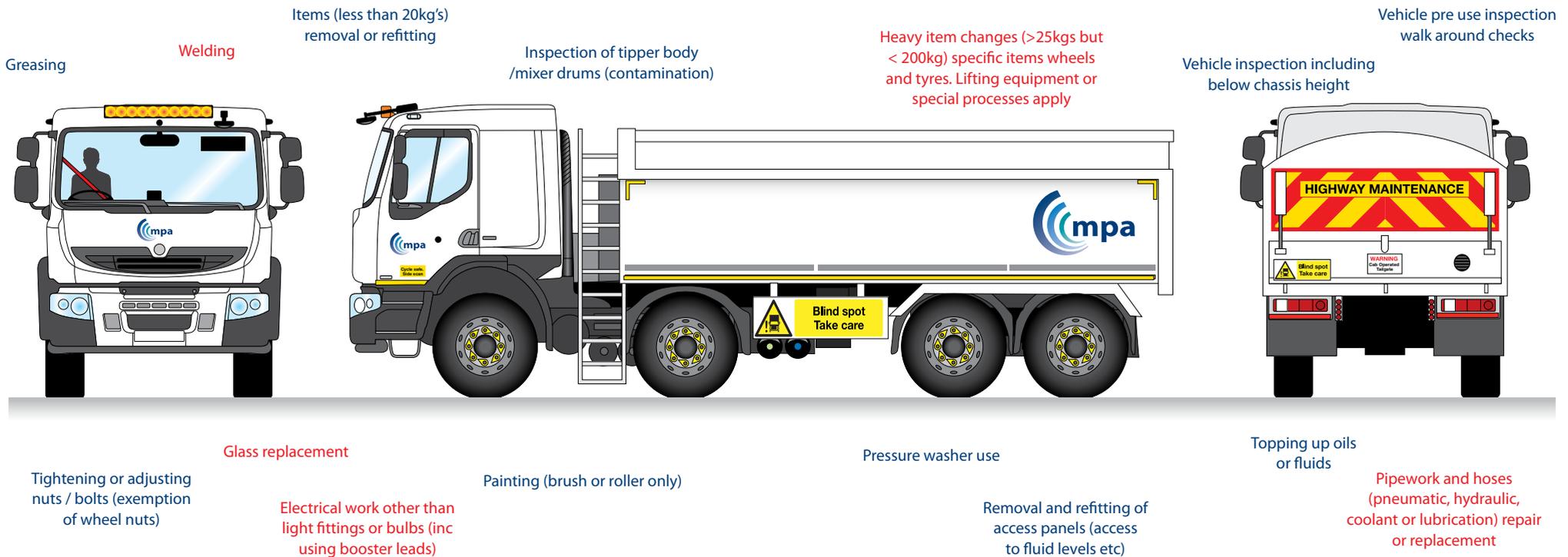
Vehicle Repairs

Avoid maintaining vehicles on sites if required. Follow site rules.

Formal authorisation is required from the local manager before anyone attends any emergency or maintenance repair on site – which must be done by a competent person.

All service staff should report to the local manager on arrival. In nearly all cases they will require a permit to work.

Ensure your vehicle is parked in an appropriate safe area and that safe systems of work and vehicle isolation are in place, keys removed from ignition whilst service staff are working on vehicle, wheel chocks in place etc.



KEY	
Authority Level A -	Allowed on the understanding that the driver is fully trained and competent has carried out a risk assessment wears correct PPE in accordance with site rules.
Authority Level B -	Allowed on the understanding that the site manager/supervisor has approved the work subject to the contractor being competent and trained and that all documentation has been completed (over 25kgs, welding, pipe and electrical work other than bulbs).

The frequency of such maintenance is defined by the operator's licence and manufacturer's recommendations.

All tyres must be replaced in a safe area by an authorised tyre provider.

Vehicles - Tailgates

- ✓ **DO** - Keep your fingers and thumbs well clear of back doors and tailgates when open
- ✓ **DO** - Always report any defects with the tailgate, operation of the retaining devices and chutes
- ✓ **DO** - ALWAYS keep unauthorised personnel at a safe distance.
- ✗ **DON'T** - Compromise your safety by allowing defects to go unreported
- ✗ **DON'T** - Allow any unauthorised personnel to operate or access the back door mechanism.



Vehicle - Chutes

- ✓ **DO** - Check that finger guards work as they are intended (40mm gap)
- ✓ **DO** - Keep chutes clean, buildup reduces the gap
- ✓ **DO** - Always wear the correct PPE
- ✓ **DO** - Keep your fingers and thumbs well clear of chute intersections
- ✓ **DO** - Use chute carry handles where fitted
- ✓ **DO** - Keep unauthorised personnel at a safe distance
- ✓ **DO** - Report problems with chutes and chute attachments.

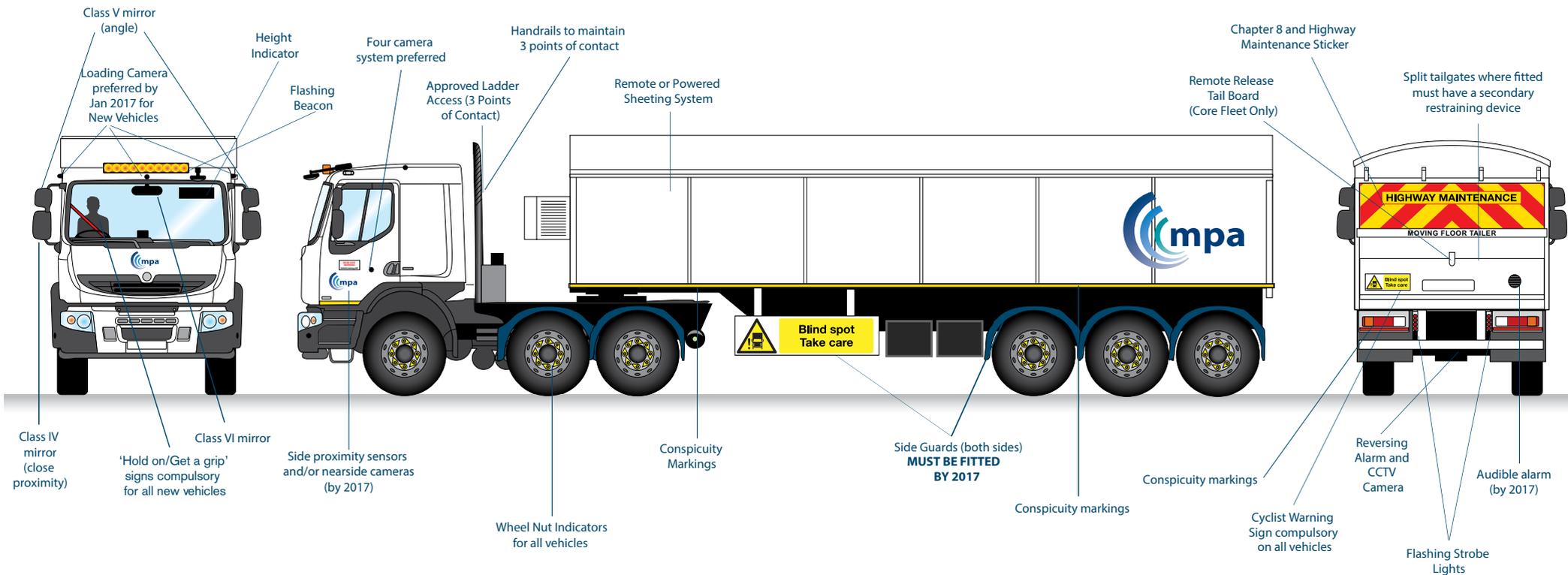


Walking Floors

A walking floor trailer offers a number of benefits compared to standard truck bodies. It can prove to be an efficient solution for loading and unloading loose quarried materials without requiring any additional equipment. Walking floor trailers- a type of ejector trailer, hydraulically operated are also well suited to accommodating loads and enabling them to be removed from the load space without requiring the body to be raised avoiding all the hazards associated with

overhead cables and also reducing any likelihood of the vehicle overturning whilst tipping. Finally the vehicle can access areas where normal tipper vehicles cannot, such as tunnel resurfacing projects.

The vehicle conforms to exactly the same standards as a conventional tipper and a number of operators in the MPA have been moving across to this type of vehicle.



Site Operations

Arrival on Site

Site Induction

Inductions are intended to make people aware of the potential hazards on our sites.

- ✓ **DO** - Complete a Site Induction before operating on any of our sites
- ✓ **DO** - Report to site office or weighbridge on arrival to a site
- ✓ **DO** - Wear the appropriate PPE. Details of PPE can be found in this guide
- ✓ **DO** - Observe all traffic management routes including one way systems and speed limits
- ✓ **DO** - Wear seat belts at all times (including when tipping)
- ✓ **DO** - Stay in your cab when tipping or loading
- ✓ **DO** - Be aware of overhead structures
- ✓ **DO** - Lock your vehicle doors, keeping the keys on your person
- ✓ **DO** - Report back to site office or weighbridge once tippers have been tipped
- ✓ **DO** - Use dipped headlights and flashing beacon during poor visibility .
- ✗ **DON'T** - Breach any rules or carry out any unsafe behavior as this may result in your exclusion from site and could lead to disciplinary action or permanent exclusion from all MPA members operations
- ✗ **DON'T** - Use mobile phones or 2 way radios whilst the vehicle is in motion
- ✗ **DON'T** - Tip or unload anywhere other than designated areas
- ✗ **DON'T** - Tip or unload if there are personnel or other vehicles in the area
- ✗ **DON'T** - Move a HIAB Vehicle with them in the raised position
- ✗ **DON'T** - Sheet or unsheet anywhere other than designated areas
- ✗ **DON'T** - Enter the vehicle body unless it is absolutely necessary to do so. Inform personnel outside of the vehicle your intentions and ensure the engine is switched off and the ignition keys removed.

Arrival on Site (illustrative example) - Site Facilities



A place to inspect your vehicle



A place to induct you into our site



Autoloading facilities



Shovels matched to your vehicles



Toilet facilities



Welfare facilities



A place to clean your vehicle



Encouragement to report near misses/hits/hazard observations



First Aid should you need it



Feedback on customer sites

Accident Reporting and Management

All incidents, road traffic or personal injuries, that occur whilst employed by an MPA member must be reported immediately to the local management team and Logistics Manager.

A copy of all local points of contact are displayed on ALL MPA member site noticeboards.

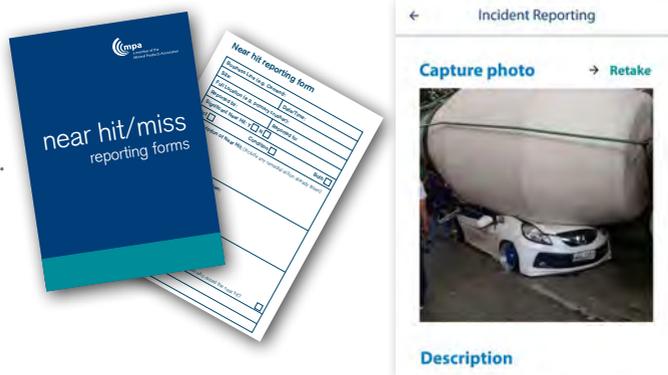
On Sites Near Miss/Hit/Unsafe Conditions

An Accident is an unplanned event that results in injury to people, damage to property or the environment.

ALL accidents on MPA member sites MUST be reported immediately to the site supervisor. On other customer sites they should be reported to the site management, with an MPA member form also completed on return to the plant.

A Near Miss is an incident that has not resulted in any injury or damage but had the potential to do so.

You can also report incidents directly to your line manager or CLOCS using the MPA Driver's App.



Benefits

Near Miss and Hazard Alert reporting is an early warning system for an MPA member identifying that there is a potential for an incident which could result in injury or damage.

Sometimes a fresh pair of eyes can identify a problem which site staff have not noticed because they work with it every day.

ALL drivers who work on behalf of an MPA member should use the NMHA system and submit cards where there is a potential risk.

Customer Sites Site Risk Assessment

There are various types of processes and forms that encourage drivers to assess site conditions prior to discharging their load.

Drivers are responsible for identifying hazards and reporting to the site managers any issues that could lead to injury either to themselves or the customer's employees.



Access and Egress - Vehicle Cabs

All drivers please:

- ✓ **DO** - Maintain three points of contact on steps, grab handles and stairways
 - ✓ **DO** - Keep safety footwear clean at all times
 - ✓ **DO** - Exit your vehicle backwards using three points of contact
 - ✓ **DO** - Ensure the ground onto which you are exiting is safe and clear of debris.
- ✗ **DON'T** - Jump from the vehicle
 - ✗ **DON'T** - Carry objects such as mobile phones or other hand-held devices
 - ✗ **DON'T** - Obstruct vehicle steps.

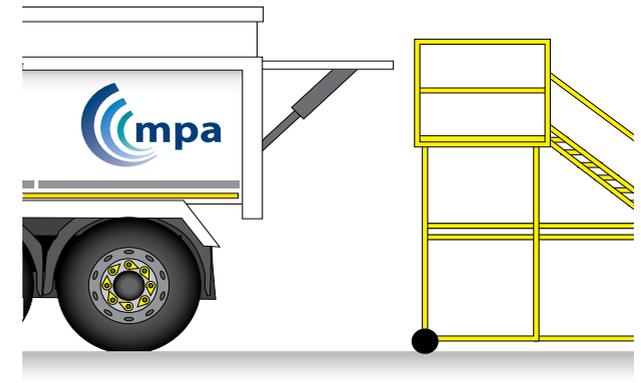


Access and Egress - Tipper Bodies Working in Confined Spaces

DO NOT ENTER the tipper body until the following conditions have been met:

- ✓ **DO** - Rule out all other options
- ✓ **DO** - Seek permission by the site management
- ✓ **DO** - Ensure that you fully understand the Safe Systems of Work for Access and Egress
- ✓ **DO** - Remove keys from the vehicle so that nothing can move without the driver's knowledge
- ✓ **DO** - 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)
- ✓ **DO** - Ensure that the tipper body is fully lowered when gaining access via the tailgate and the tailgate should be suitably secured.

Note: Hauliers should provide safe systems of work for their employees with regards to all activities on our sites.

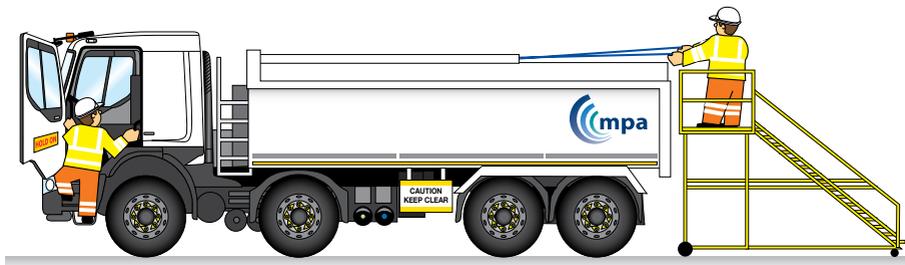


Sheeting and Un-sheeting

All delivery vehicles must have automated or mechanical sheeting systems capable of being operated from ground level or preferably from inside the cab. For collect vehicles requiring access please ensure you use appropriate site platforms.

Remember:

- ✓ **DO** - Always have one foot behind the other to avoid overbalancing
 - ✓ **DO** - Shelter your vehicles as much as possible in strong winds
 - ✓ **DO** - Avoid skin contact with hot surfaces, e.g. vertical exhausts
 - ✓ **DO** - **STOP and THINK** to avoid slips and trips in wet or icy conditions
 - ✓ **DO** - Ensure your sheets, strap hooks and rings are in good condition.
-
- ✗ **DON'T** - Lean backwards as ropes and straps can break
 - ✗ **DON'T** - Wrap ropes or straps around your hands when pulling the sheet tight.



Access and Egress onto the Back of Vehicles For Edge Protection Systems

Sites should make adequate provision to ensure that vehicles have facilities available to prevent such incidents.

- ✓ **DO** - Undertake a risk assessment considering all vehicle types that visit the site and the reasons that people may wish to access the vehicle
 - ✓ **DO** - Consider measures to prevent falls might include changes to loading practices, provision of split level gantries, overhead fall restraint systems or other temporary access arrangements as required.
-
- ✗ **DON'T** - Access a vehicle unless there is protection from falls at heights.



Cleaning Out



Driver and Site Supervisor must agree, communicate and ensure the following:

- ✓ **DO** - Notify relevant staff who may be working in the area
- ✓ **DO** - Only park the vehicle in the designated working area
- ✓ **DO** - Ensure the vehicle is safely isolated and cannot be loaded
- ✓ **DO** - Wear full PPE
- ✓ **DO** - Maintain three points of contact when climbing in and out of vehicle
- ✓ **DO** - Check that the purpose built secured ladders are in a good condition
- ✓ **DO** - Use manual handling techniques
- ✓ **DO** - Move cleaning tools safely in or out of the vehicle
- ✓ **DO** - Dispose of waste material appropriately.
- ✓ **DO** - Ensure vehicle is parked with handbrake applied
- ✓ **DO** - Remove keys from cab, doors locked, beacons on
- ✓ **DO** - Ensure the vehicle body is in the fully lowered position
- ✓ **DO** - Secure the rear door, if opened for access, with a purpose made prop

Safe Access and Safe Cleaning of Drums



Stage 1 - External Visual Inspection

This procedure must be followed.

1. ✓ **DO** - Review the generic Risk Assessment that is provided by all MPA members so as to make it site specific. Speak to the Plant Supervisor for a copy of the companies own risk assessment template
2. ✓ **DO** - Record any additional risks and take any additional precautions required.
3. ✓ **DO** - Complete a Risk Assessment and obtain necessary paperwork and authorisation from the plant supervisor
4. ✓ **DO** - Park vehicle in a designated area, agreed with the Plant Supervisor. Lock the cab and retain the keys on the person. If more than one person is working on the drum, a key box should be used.
5. ✓ **DO** - Switch off the Truckmixer, apply the handbrake remove the keys The Power Take-Off (PTO) must be disengaged and drum physically isolated and locked off to prevent any drum rotation
6. ✗ **DON'T** - Use loading hopper for access if other hatches are available
7. ✓ **DO** - Use a camera to determine any build up if available on site. If no camera is available to assess any build up within the drum, remove one inspection hatch and complete a thorough visual inspection
8. ✗ **DON'T** - Access the drum if there is build up
9. ✓ **DO** - Use quick release hatch (strongly recommended).
10. ✓ **DO** - Open quick release hatch and install the two dedicated handrails into their side position
11. ✓ **DO** - Complete an Inspection of the drum via the side hatch platform fitted to the side of the mixer vehicle with three points of contact maintained at all times
12. ✗ **DON'T** - Access the drum if the inspection does not determine a clean out.

Safe Access and Safe Cleaning of Drums cont...

Stage 2 - Drum Clean out Using Non - Powered Tools

Designated Platform Site and quick release hatch "Minimum of three personnel" (Two personnel for clean out with a third person nominated to aid an emergency situation).

This procedure must be followed.

1. **✗ DON'T** - Access the drum without the authority of trained, competent and authorised person who has undertaken specific Truckmixer drum entry training
2. **✓ DO** - Review the generic Risk Assessment that is provided by all MPA members so as to make it site specific. Speak to the Plant Supervisor for a copy of the company's own risk assessment template
3. **✓ DO** - Record any additional risks and take any additional precautions required
4. **✓ DO** - Complete a Truckmixer entry – "Permit to Work" document. The Plant Supervisor will confirm that appropriate training and controls are followed.
5. **✗ DON'T** - Enter the drum unless you have been assessed as fit and well (and have full understanding of the emergency procedures before undertaking the task)
6. **✓ DO** - Park the Truckmixer centrally under the designated Truckmixer platform.
7. **✗ DON'T** - Open the Truckmixer platform access hatch until the vehicle is correctly centrally positioned
8. **✓ DO** - Switch off the Truckmixer, apply the handbrake and remove the keys. These should be kept with the person entering the drum. Follow the local sites isolation procedures
9. **✓ DO** - Physically lock off the drum to prevent drum rotation
10. **✓ DO** - Display a "Man in Drum" sign adjacent to the vehicle in a prominent location
11. **✓ DO** - Remove at least one hatch prior to entry
12. **✗ DON'T** - Leave an open hatch at the six o'clock position
13. **✓ DO** - Wear correct PPE
14. **✗ DON'T** - Allow any more than one person to enter the drum
15. **✗ DON'T** - Work for longer than is safe to do so. Consider rest periods prior to and during the cleaning task
16. **✓ DO** - Only ever work with a fully trained "second person"
17. **✓ DO** - Ensure your "second person" has a telephone or communication device in case of emergency
18. **✓ DO** - Use portable battery operated lights to aid inspection and additional lights to aid cleaning process as necessary
19. **✓ DO** - Inspect all hand tools to ensure they are suitable and in good condition
20. **✓ DO** - Maintain verbal contact at all times between the clean out team.
21. **✓ DO** - Constantly check the material being worked with is not becoming a hazard
22. **✓ DO** - Reposition the drum to allow the deposit being worked on to be at the bottom of the drum
23. **✗ DON'T** - Rotate the drum with persons still inside
24. **✓ DO** - Discard all waste into an area agreed with the plant Supervisor
25. **✓ DO** - Ensure all documentation is signed off by permit issuer and permit holder to confirm inspection completion.

Safe Access and Safe Cleaning of Drums cont...

Stage 3 - Drum Clean out Using Power tools

As stage 2 plus the following controls:

Designated Platform Site and quick release hatch.

1. **✓ DO** - Ensure you are assisted by a "second person" to aid the clean out if using the quick release hatch. This person will oversee the cleaning operation
2. **✓ DO** - Ensure that the "third person" is a nominated person who will manage the clean out operation and be in charge of all staff associated with the clean out. This person must remain on site for the duration of the works and will act as an aid / controller in the event of an emergency recovery situation
3. **✓ DO** - Inspect all power tools prior to use and ensure ear protection is worn if required
4. **✓ DO** - Be aware of the Hand Arm Vibration (HAVS) Assessment of all power tools
5. **✓ DO** - Ensure that all airlines have anti whip ties
6. **✓ DO** - Complete a risk assessment to see if any additional ventilation is required.

Stage 4 – Maintenance and fabrication works within drum:

1. **✗ DON'T** - Burn or weld inside a drum
2. **✗ DON'T** - Use acid or any chemical classed as hazardous to aid cleaning inside the drum to avoid the problems of burns or inhalation.

Traffic Marshall

Positioning your vehicle to discharge may require reversing with supervision from a site reversing observer. Ensure whoever is supervising exchanges and agrees what signals will be used before you proceed. Drivers must recognise they are always responsible for all activity or actions they take when controlling their vehicle, whether the reversing observer is supporting or not.

When a traffic marshal is provided, do not reverse until told.

- ✓ DO** - Remember that it is always the driver's responsibility to make sure that the delivery can be made safely
- ✓ DO** - Proceed to the signed designated 'Holding Area' and await instruction
- ✓ DO** - Identify the traffic marshal
- ✓ DO** - Always keep the traffic marshal in view
- ✓ DO** - STOP if you lose sight of the traffic marshal
- ✓ DO** - Ensure clear two way communication is maintained at all times.

A means of identifying a traffic marshal should be identified i.e. different coloured PPE

IF IN DOUBT, STOP!

- ✗ DON'T** - Reverse unless supervised by a traffic marshal
- ✗ DON'T** - take any orders from any other person other than the dedicated traffic marshal.

In the event of a designated traffic marshal NOT being present, drivers should minimise, where possible, the need for reverse manoeuvres and take the necessary precautions to minimise risk, including full use of on board camera systems and mirrors.



Chute Work

Chutework Procedure



- ✓ **DO** - Ensure the tailboard of the vehicle has secondary restraint mechanisms such as twistlocks or swordpins fitted
 - ✓ **DO** - Demonstrate the operation of chutes to site personnel
 - ✓ **DO** - Agree with the Banksman that it is safe to commence tipping
 - ✓ **DO** - Ensure the Banksman has taken responsibility for the activity of personnel working at the rear of the vehicle
 - ✓ **DO** - Allow the Banksman to instruct you when to begin raising the vehicle body
 - ✓ **DO** - Raise the body until the product starts to flow, and then lower slightly
 - ✓ **DO** - Use the handlay procedure to clear the remainder of the product behind the chutes at the end of the delivery
 - ✓ **DO** - Remain in the cab where this is possible.
- ✗ **DON'T** - Raise the vehicle body without instruction
 - ✗ **DON'T** - Allow anyone to be within 5m of the rear of the vehicle when the vehicle body is first raised
 - ✗ **DON'T** - Continue if the product fails to flow or if there is an issue with the chutes. The body **MUST** be lowered prior to any investigation being carried out
 - ✗ **DON'T** - Allow any person to access the vehicle body
 - ✗ **DON'T** - Stand directly behind the vehicle.

Chute Work

Handlay Procedure

- ✓ **DO** - Secure open the tailgate of the vehicle using a secondary securing device
 - ✓ **DO** - Agree with the banksman that it is safe to commence tipping
 - ✓ **DO** - Where there is a requirement to move product towards the tailboard, all personnel will observe the 5m exclusion zone to the rear of the vehicle, prior to the body being raised. It is the responsibility of the site receiving the delivery to ensure that the exclusion zone is adhered to
 - ✓ **DO** - Raise the vehicle body under the direction of the nominated banksman – only of the sufficient height to move the product. Once the product has moved to the rear of the vehicle body, the body must be lowered, prior to any personnel accessing the material. The tipper body must **NOT** be raised any higher than necessary to get the product to move
 - ✓ **DO** - Any requests to deliver outside of these procedures must be risk assessed and approved by the company, the customer, and the driver, prior to delivery taking place.
- ✗ **DON'T** - Allow any person access to the vehicle body.

Delivering into a Streetmaster Bucket/ Bobcat Type Vehicle

If delivering through chutes or a handlay, the driver of the streetmaster/bobcat receiving the product should observe the required exclusion zones in the same way as any personnel on foot.

Safe Loading and Unloading

- ✓ **DO** - Adhere to any specific loading instructions displayed at any sites
- ✓ **DO** - Ensure that loads are restrained and distributed safely, as well as being within weight limits
- ✓ **DO** - Be aware of product type and free flowing properties (eg dust or clay)
- ✗ **DON'T** - Overload your vehicle even if it is not travelling on the public highway. If a vehicle is found to be overloaded the driver, company and weighbridge clerk operator could be prosecuted or cautioned. Legislation imposes fines of up to £5,000 for each offence. That means a fine for each overloaded axle plus any overloading on the total weight.

What can I do to prevent my vehicle from being overloaded?

- ✓ **DO** - Know the weights of your vehicle
- ✓ **DO** - Know what you are carrying and weight of the load
- ✓ **DO** - Distribute your load appropriately to avoid overloading axles
- ✓ **DO** - Check the Gross Vehicle Weight before setting out.

If overloaded?

- ✓ **DO** - If you suspect that you may be overloaded, discuss with site personnel immediately to assess using site aids available (CCTV, Gantries etc).



Bulk Powders

- ✓ **DO** - Carry a Valid Pressure System Certificate for Bulk Tankers at all times
- ✓ **DO** - Secure tanker lids by hand – kicking is not acceptable practice
- ✓ **DO** - Refer to tipping bulk powders document
- ✗ **DON'T** - Access to the top of the tanker unless a safe access gantry is available.

Discharging

- ✓ **DO** - Ensure you follow the MYSAPCE principle before, during and after the delivery
- ✓ **DO** - Ensure that all ancillary equipment to be used is clean and serviceable
- ✓ **DO** - Always remain in the immediate vicinity of the vehicle's controls whilst discharging
- ✗ **DON'T** - Engage the Power Take-Off (PTO) whilst the vehicle is in gear
- ✗ **DON'T** - Continue discharging upon silo alarms activation or excessive dusting



Loading and Tipping Operations

Loading Aggregate / Asphalt

- ✓ **DO** - Ensure that the vehicle body is clean to prevent material contamination prior to loading
- ✓ **DO** - Always remain in the cab.



Tipping Aggregate / Asphalt

- ✓ **DO** - Always ensure that the tailgate is released prior to commencing tipping
- ✓ **DO** - Ensure the load is trimmed and that no material can fall from the vehicle
- ✓ **DO** - Ensure the load is evenly distributed both across and along the body
- ✓ **DO** - Keep hands clear of tailgate trap areas
- ✓ **DO** - Remain in the cab with the door closed and seat belt on whilst the body is being raised and lowered
- ✓ **DO** - Be aware of any overhead obstructions, particularly power cables when tipping
- ✓ **DO** - Refer to the Institute of Road Transport Engineers (IRTE) Guide to Safe Tipping Vehicles, a link to which can be found in the reference section of this document.
- ✗ **DON'T** - Begin to tip before checking the ground conditions
- ✗ **DON'T** - Tip the vehicle unless it is on firm level ground
- ✗ **DON'T** - Tip anywhere you consider unsafe
- ✗ **DON'T** - Tip over sheer edges of faces, pits or stockpiles
- ✗ **DON'T** - Travel with the body raised
- ✗ **DON'T** - Tandem tip.

Safe Loading of Bulk Powder

Loading of Bulk Vehicle

- ✓ **DO** - Adhere to any specific loading instructions displayed at any sites
- ✓ **DO** - Ensure that loads are restrained and distributed safely, as well as being within weight limits
- ✓ **DO** - Know the weights of your vehicle
- ✓ **DO** - Know what you are carrying and weight of the load
- ✓ **DO** - Distribute your load appropriately to avoid overloading axles
- ✓ **DO** - Check the Gross Vehicle Weight before setting out.
- ✓ **DO** - Be aware of product type and free flowing properties (eg dust or clay)
- ✓ **DO** - If you suspect that you may be overloaded, discuss with site personnel immediately to assess using site aids available (CCTV, Gantries etc).
- ✓ **DO** - Carry a Valid Pressure System Certificate for Bulk Tankers at all times
- ✓ **DO** - Secure tanker lids by hand – kicking is not acceptable practice

- ✗ **DON'T** - Overload your vehicle even if it is not travelling on the public highway. If a vehicle is found to be overloaded both the driver and company and weighbridge clerk operator could be prosecuted or cautioned. Legislation imposes fines of up to £5,000 for each offence. That means a fine for each overloaded axle plus any overloading on the total weight.
- ✗ **DON'T** - Access the top of the tanker unless a safe access gantry is available.



Safe Practices for Drivers

Safe Unloading of Bulk Powder Tankers

Bulk Discharge - Arrival at Site

1. On arrival at site, hand in delivery note making sure that the customer is aware of the brand and quantity of material.
2. Obtain precise instructions as to the delivery inlet pipe and any keys required.
3. Ask for details of all silo level warning devices fitted, and verify that they work and ask for confirmation that there is sufficient room to safely take the quantity being delivered.
4. Ensure that silo product discs on inlet pipes correspond to product being delivered, if not check. Obtain a signature for authority to discharge into the silo before commencement of discharge.

All drivers should satisfy themselves that site conditions are suitable for discharge and make themselves familiar with Health/Safety, environmental requirements etc. Drivers are not allowed to control traffic and/or pedestrians whilst discharging.

- ✓ **DO** - Park your vehicle in a safe manner for discharging on level ground, ensuring tractor/trailer are in line (if tip tank)
 - ✓ **DO** - Seek instructions if you feel that conditions for access or discharge are dangerous
 - ✓ **DO** - Beware of overhead electric cables and pylons
 - ✓ **DO** - Comply with the health, safety and environmental instructions of the customer site
 - ✓ **DO** - Identify and describe every conceivable occurrence that the driver may encounter.
- ✗ **DON'T** - Connect your vehicle directly onto a customer hose as the condition of the hose is unknown. A hose belonging to the delivery vehicle shall be fitted between the delivery vehicle and the customer hose
 - ✗ **DON'T** - Discharge the tanker if the prevailing wind/weather conditions are not suitable
 - ✗ **DON'T** - Continue to work if there is any feature that you are unsure or unhappy about without reassurance from someone in authority.

Loading and Unloading Bulk Powders Site Assessment Scheme

The image shows two overlapping assessment forms for the Customer Site Safety - Bagged Delivery. The top form is titled "FOR CEMENT COMPANY ASSESSOR COMPLETION" and contains sections for "Approach to site" and "Site accessibility". The bottom form is also titled "FOR CEMENT COMPANY ASSESSOR COMPLETION" and contains sections for "Pre-existing problems (voluntary)" and "Disclaimer". Both forms include a "FOR OFFICE USE ONLY" section with a "Overall Customer Site Safety Rating" and a signature box.

Safe Loading and Unloading of Portable Silo Trucks

Before you begin:

- ✓ **DO** - Report to the site office to check if there is a site induction, or if you need a banksman, or if there are any traffic management issues you need to know
- ✓ **DO** - If you are parked on the highway or outside the site fenceline, you must check that the site has permission and is in control of your area
- ✓ **DO** - Check that your work area is segregated from other workers, passer-by foot traffic and road or site vehicles
- ✓ **DO** - Make sure you are wearing the required PPE
- ✓ **DO** - Make sure you have carried out your daily safety checks on the equipment and completed the log sheet
- ✓ **DO** - Check your work area for ground conditions and other hazards. Remember to check for overhead hazards too
- ✓ **DO** - Check the silo and lifting equipment for any damage or defects before attempting a lift
- ✗ **DON'T** - Enter the site without stopping at the reception area and reporting to the person in charge
- ✗ **DON'T** - Attempt a lift when there are people in your area. Make sure the area is segregated and controlled correctly by the site
- ✗ **DON'T** - Attempt a lift from uneven or soft ground. Never attempt to lift a silo without checking how much material is in it
- ✗ **DON'T** - Lift a silo with the flap valve open

During the lifting operation:

- ✓ **DO** - Make sure you lock the cab
- ✓ **DO** - Make sure people are kept a safe distance from the operation
- ✓ **DO** - Always pay attention to the stability of the vehicle. If in doubt, stop the operation
- ✓ **DO** - Remember to wear your PPE and in particular your ear defenders whilst the PTO is running
- ✓ **DO** - Place the lifting equipment in the travel position before attempting to move the vehicle
- ✓ **DO** - Allow anyone access to the cab of the vehicle whilst you are working
- ✗ **DON'T** - Let an untrained person operate the equipment
- ✗ **DON'T** - Move the vehicle without the silo lifting equipment in the travel position
- ✗ **DON'T** - Try and turn a silo, or drag a silo along the ground using the lifting equipment
- ✗ **DON'T** - Lift a silo if the vehicle is not level as it may twist the chassis and equipment
- ✗ **DON'T** - Allow people or vehicles to operate near the lifting
- ✗ **DON'T** - Walk away from your vehicle or leave the controls at any time



Load Security (Curtain Sider, Low Loader, Crane Lorry, Flatbed)

The Road Traffic Act 1991 states:

'A person is guilty of using a vehicle in a dangerous condition if he uses, or causes or permits another to use, a motor vehicle or trailer on a road when the purpose for which it is used or the weight position or distribution of its loads, or the manner in which it is secured is such that the use of the motor vehicle or trailer involves a danger of injury to any person.'

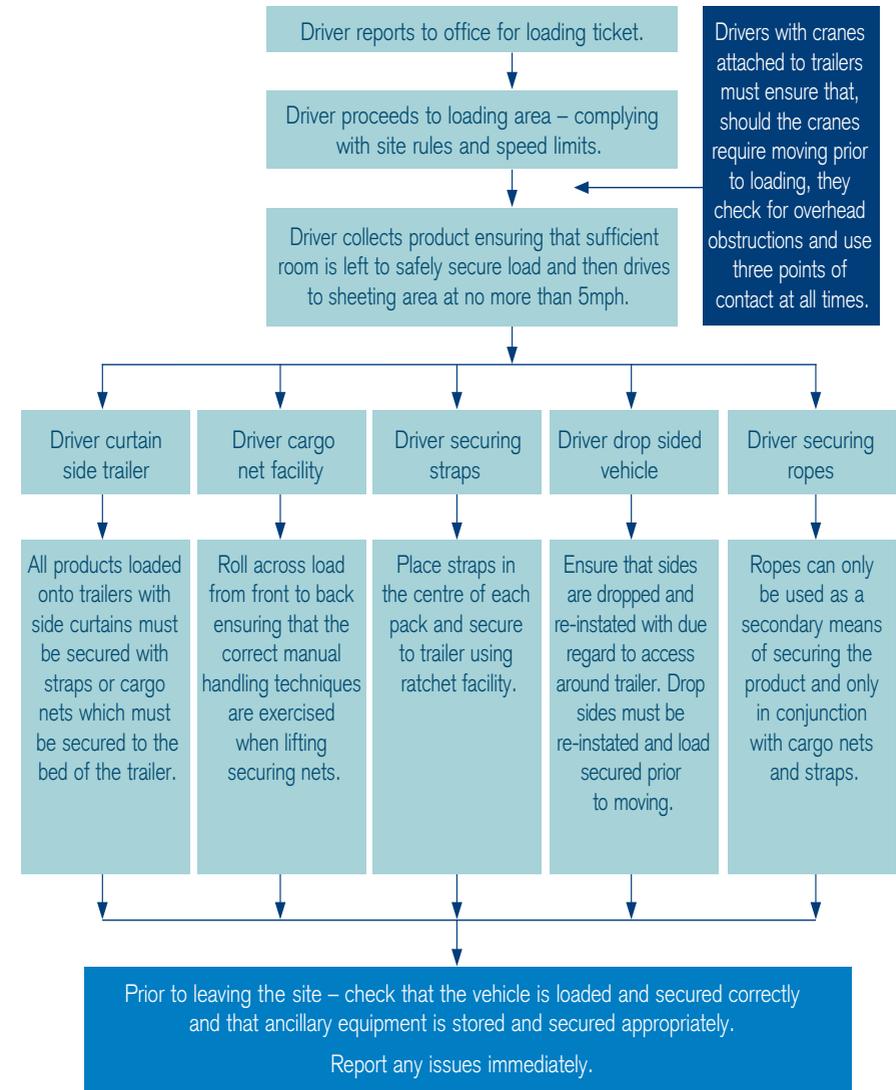
- ✓ **DO** - Secure loads so that they do not move relative to the trailer bed during transport
- ✓ **DO** - Be aware that load restraint is not the same as load containment. Some loads may require a combination of both
- ✓ **DO** - Place loads against the trailer headboard if possible. If this is not possible for reasons of weight distribution, the gap to the headboard should be filled or an intermediate bulkhead could be used
- ✓ **DO** - Inspect all equipment used for securing loads for wear or damage
- ✓ **DO** - Pay attention to ensure that there is no visible deterioration due to constant use.

✗ **DON'T** - Rely on the curtains and the weather-protection structure of a curtain-sided vehicle for load securing

✗ **DON'T** - Rely on friction alone as a method of load securing.



Loading Procedures on Building Products Sites



Drivers with cranes attached to trailers must ensure that, should the cranes require moving prior to loading, they check for overhead obstructions and use three points of contact at all times.

DVSA - Load Security Enforcement Matrix

		Defect Category		
		1	2	3
Load Type	A	PROHIBIT	PROHIBIT	ADVISE
	B	PROHIBIT	PROHIBIT	ADVISE
	C	PROHIBIT	ADVISE	ADVISE

Defect Category		
Category 1	Category 2	Category 3
No load securing	>30cm gap between load and vehicle headboard	Lashings on ropehooks
>1m gap between front of load and vehicle headboard	Unsheeted load in bulk tipper or skip	Minor damage to headboard not affecting structural integrity
Unstable load affecting vehicle stability or likely to topple from vehicle	Inadequate load securing leading to likely risk of harm	Unsuitable load securing
Severe structural damage to headboard or gaps in headboard that would allow load penetration	Unsuitable stacking of load items likely to lead to risk of harm	Poor condition of securing equipment
Items loaded over height of headboard	Height of load likely to affect vehicle stability	Unsuitable vehicle for load

Load Type		
Type A	Type B	Type C
Metal pipes, sheet or bar	Timber	Clothing
Reinforced concrete	FIBCs/bulk powder	Wood chip
Bricks, stone or concrete	Roll cages	Waste paper
Vehicles (including scrap)	Bagged aggregate	Coal bags
Plant machinery	Empty skips stacked 3 high	Bulk material (in tipper)
Reels (steel, wire or paper)	Heavy palletised goods	Packaging material
Kegs and barrels		Single loaded skips
Stacked loaded skips		Empty skips < 3 high
Empty skips stacked > 3 high		Light palletised goods
Metal castings		
Glass		
Containers/work cabins		

Contract Surfacing Equipment

This guidance has been produced based on the recommendations of the DVSA Load securing: vehicle operator guidance published 27 March 2015 and Department for Transport (DfT) Code of Practice: Safety of Loads on Vehicles, Third Edition.

Contractors routinely use Low Loader lorries to transport surfacing plant, including Pavers, JCB 2CX Streetmasters, Rollers and Chipping Machines between different work and maintenance locations. The load securing system used to restrain these items of surfacing plant should be suitable and appropriate for both the load being carried and the vehicle being used.

It is DVSA best practice that the load securing system used is able to restrain:

- 100% of the load weight in a forward direction
- 50% of the load weight in a backward direction
- 50% of the load weight in a left side direction
- 50% of the load weight in a right side direction

All surfacing plant whether wheeled or tracked, must be secured in position on the carrying vehicle, with the parking brake applied. The effectiveness of the parking brake on its own will be limited by the frictional resistance between the construction plant and the bed of the trailer, and even in normal driving conditions this will be inadequate and additional securing is required.

This additional securing should take the form of lashings secured to anchorage points attached to the trailer chassis AND arrangement whereby the surfacing plant items are prevented from moving either forward or backward by an obstacle (or obstacles) securely fixed to the vehicle or against the wheels, tracks or some other part of the surfacing plant being carried.

Before surfacing plant is moved onto the trailer all loose material that may otherwise come off and obstruct the highway or damage other vehicles must be removed. Particular attention should be given to asphalt on the screed of the paver.



The trailer ramp(s), wheels and tracks of the surfacing plant and the bed of the trailer itself should all be free from oil, grease, ice etc. so that the surfacing plant cannot slip during positioning.

Lashings used to secure the surfacing plant should be in good condition, rated to withstand the forces involved, be inspected daily before use and be subject to insurer schedule checks. Lashings used for forward restraint shall be installed as near to horizontal as possible, and lashings installed to restrain loads in other directions shall never be at an angle of more than 60° to the trailer bed.

Lashings must be protected against abrasion and cutting by the use of corner protectors or protective sleeves.

All movable assemblies such as jibs, brackets, booms and cabs etc. must be left in the position recommended for transportation by the manufacturer and must be in a locked position to prevent movement relative to the main body of the surfacing plant item.

Contract Surfacing Equipment cont...

When the machine has been positioned on the trailer and the engine stopped, pressure in the hydraulic system should be relieved by moving all of the control levers through all their positions. This operation should be done at least twice. Controls should be set so as to prevent movement of ancillary items during transit.

Bags, tool kits, or other heavy objects should not be left loose in the cab of the surfacing plant being carried.

The driver and loader are responsible for loading the vehicle correctly and must consider other important factors like axle weights limits and vehicle stability. These are the fundamental requirements in making sure vehicles are safe before starting a journey.



Fork Lift Trucks/Mobile Plant

Fork Lift Trucks (FLT) are particularly dangerous in the workplace.

- ✓ **DO -** Be aware of other activities/people in the immediate area at all times
- ✓ **DO -** Always follow site rules and stay well clear of FLT's and mobile plant equipment, remain in your vehicle cab or a physically segregated area
- ✓ **DO -** Always ensure that two way communications is regularly maintained with FLT/Plant operators
- ✓ **DO -** Operate the forklift with the mast in a safe position with the load at a safe height.



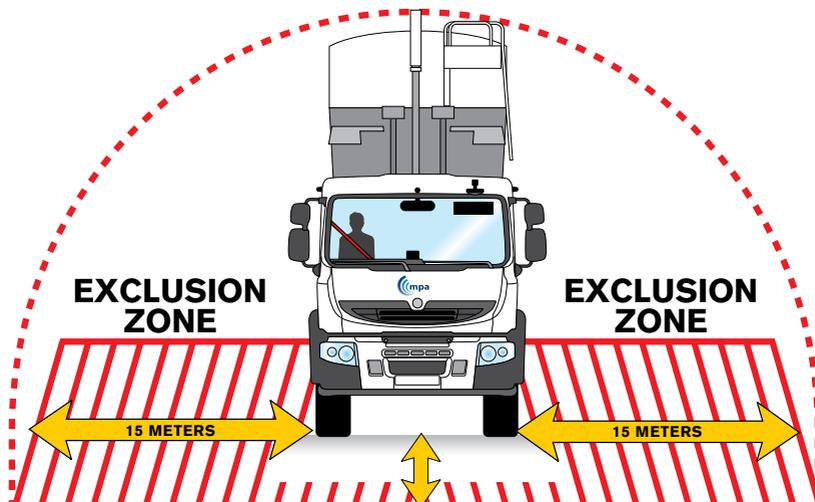
Overturns - Vehicle Exclusion Zone Guidance

Tragically, a contractor artic tipper driver delivering on behalf of a MPA member sustained fatal injuries when the cab of his vehicle was crushed by a tipper that overturned.

When making deliveries all drivers should be managing the space around them and maintain an exclusion zone to avoid anyone entering this area.

If you are delivering and have any safety concerns, please advise the site staff and also your MPA member contact, and complete a Near Miss/Hit/Hazard Observation Form.

- ✓ **DO** - Keep vehicles and people apart
- ✓ **DO** - Ensure people are kept a safe distance from discharging vehicles
- ✓ **DO** - Apply MYSACE principles



Truck Mixer on Highway Stability

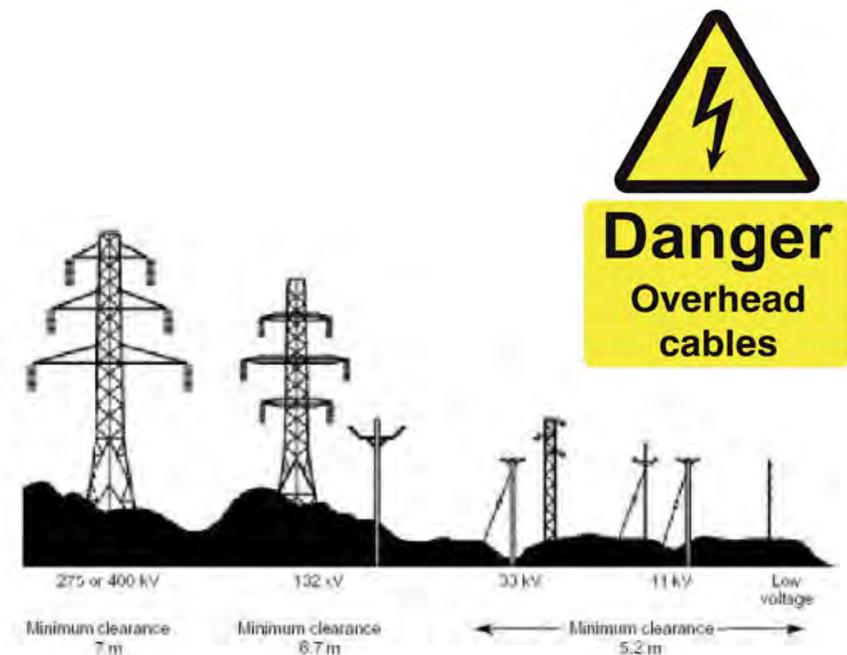
- ✓ **DO** - Adjust speed of mixer drum to reflect the slump of the load (stationary for slumps between 20 and 50mm unless on straight road sections).
- ✗ **DON'T** - Drive too fast going through bends
- ✗ **DON'T** - Drive too fast on roundabouts or corners
- ✗ **DON'T** - Hit or ride up kerbs
- ✗ **DON'T** - Make sudden or harsh steering inputs
- ✗ **DON'T** - Brake suddenly or harshly
- ✗ **DON'T** - Ignore the camber of the road in relation to stability.

The best way to avoid an overturn is:

- **SAFE SPEED** - Always adopt a cautious speed, and go slow when approaching, entering, driving through or exiting a bend, roundabout or corner. An increase in speed around a corner as little as 3 miles per hour can increase the chance of an overturn by as much as 20%
- **SAFE LOAD** - When transporting 'sticky' concrete, with a slump of 20-50mm, **avoid rotating the drum during travel**
- **SEATBELT** - Always wear your seatbelt, just in case you are involved in an overturn incident – it could save your life.

Overhead Obstructions

- ✓ **DO** - Always look up before tipping
- ✓ **DO** - Lower your truck body prior to moving off after tipping
- ✓ **DO** - Apply MYSPEACE principles
- ✓ **DO** - Always apply Exclusion Zone Rules.
- ✗ **DON'T** - Park beneath overhead electricity lines within the limits defined by goalposts or signs.



Overturns - All Vehicles

- ✓ **DO** - Stay in the vehicle wherever possible and wear a seat belt at all times
- ✓ **DO** - Check and maintain your exclusion zone
- ✓ **DO** - Check your axles are all level and not wedged on ledges or material
- ✓ **DO** - Wear your seatbelt when tipping
- ✓ **DO** - Report all near hits and incidents before you leave
- ✓ **DO** - Check your tyres daily
- ✓ **DO** - Obey site tipping procedures
- ✓ **DO** - Check the vehicle is loaded evenly
- ✓ **DO** - Ensure articulated vehicles and trailers are in line
- ✓ **DO** - Check axle weights are compliant before leaving site.



- ✗ **DON'T** - Tip in high winds
- ✗ **DON'T** - Drive off with the vehicle body raised after discharging your load
- ✗ **DON'T** - Walk around your vehicle when the body is raised
- ✗ **DON'T** - Tip if the ground is not firm and level
- ✗ **DON'T** - Tandem tip
- ✗ **DON'T** - Jolt your vehicle forwards to try and move a sticking load. If the load sticks lower your body and seek help
- ✗ **DON'T** - Raise vehicle body near overhead cables
- ✗ **DON'T** - Use appropriate speed round corners when loaded
- ✗ **DON'T** - Drive too close to open trenches and open excavations
- ✗ **DON'T** - Leave the cab until it is safe to do so.



Use of Release Agents

COSHH

(Control of Substances Hazardous to Health)

Every year, thousands of workers are made ill by hazardous substances, contracting lung disease such as asthma, cancer and skin disease such as dermatitis.

Myth: 'Of course it's safe – we've always done it this way.'

Reality: Some diseases take years to develop. If exposure is high because the task has always been done that way, maybe it's time for a change.

Safety data sheets

Products you use may be 'dangerous for supply'. If so, they will have a label that has one or more hazard symbols. Some examples are given here.

These products include common substances in everyday use such as paint, bleach, solvent or fillers. When a product is 'dangerous for supply', by law, the supplier must provide you with a safety data sheet.

Since 2009, new international symbols have been gradually replacing the European symbols. Some of them are similar to the European symbols, but there is no single word describing the hazard.

Always make the site aware of hazards and always use the right control measures including wearing necessary Personal Protective Equipment (PPE).

Myth: 'It's natural so it can't be harmful.'

Reality: Natural materials can be harmful. For example, stone or concrete dust can cause lung disease such as silicosis.

Physical Hazards



CORROSIVE



OXIDISING



EXPLOSIVES

Env. Hazards



FLAMMABLE



**GAS UNDER
PRESSURE**



**DANGEROUS
TO
THE ENVIRONMENT**

Health Hazards



CAUTION
- used for less
serious health
hazards like
skin irritation



CORROSIVE



**LONGER TERM
HEALTH HAZARDS
SUCH AS
CARCINOGENICITY**



TOXIC

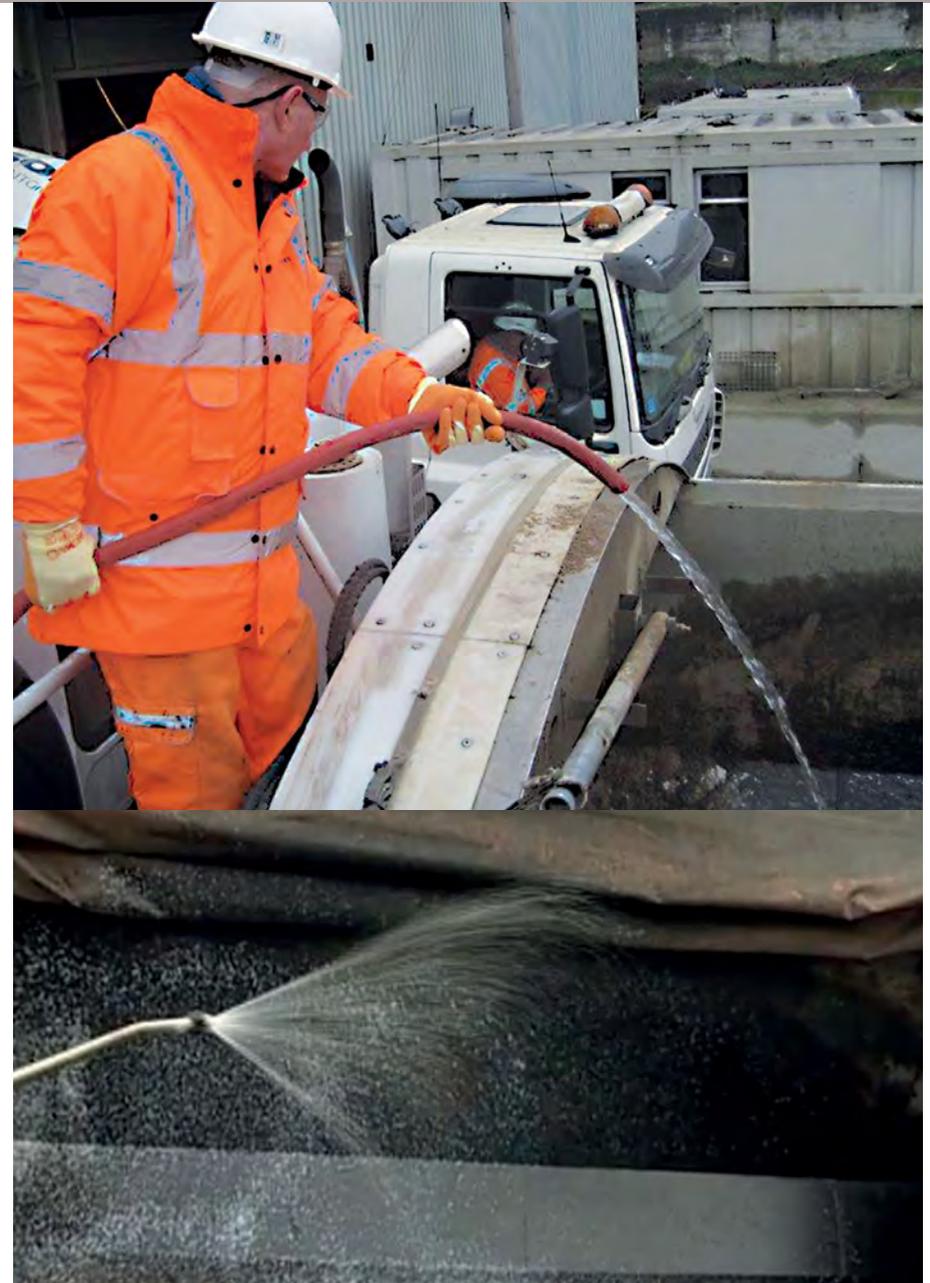
Release Agents

Asphalt Products

You MUST:

- ✓ **DO** - Ensure that only approved release agents are used – diesel, sand and lorry grit are **STRICTLY** forbidden
- ✓ **DO** - Contact your technical department on products that can be used.

- ✗ **DON'T** - Use unauthorised release agents which may lead to quality problems with products that require rectification at a later date.



Safe Addition of Fibres and Additives

- ✓ **DO** - Add all additives that have to be added by hand to truck mixers via the slump tower
 - ✓ **DO** - Wear the correct PPE i.e. safety helmet, gloves, and safety glasses, if adding powders a dust mask minimum standard P3 filters
 - ✓ **DO** - Observe manual handling guidance
 - ✓ **DO** - Use two persons to ferry additives up steps of slump tower, loading head area or pass material up ladder of truck, where practical, to reduce fatigue. Take extra care with liquids
 - ✓ **DO** - Take extra care in adverse weather conditions, i.e. strong winds etc, especially when adding powders
 - ✓ **DO** - Dispose of all used bags, containers etc, in the correct designated area to avoid any environmental issues
 - ✓ **DO** - Ensure any spillages are cleared up immediately, refer to COSHH Manual and assess the hazards of the chemical/substance, and follow emergency procedures.
- ✗ **DON'T** - Carry buckets or bags of materials whilst climbing rear inspection ladder of mixer
 - ✗ **DON'T** - Stand on top of slump tower, when vehicle is reversing up to tower
 - ✗ **DON'T** - Move the vehicle from slump tower on completion until all personnel are clear of the area.



Safe Vehicle Cleaning Using Diluted Acid

This guidance describes the procedures to be taken when using, handling or storing acids.

Major Hazards

- Splashes into eyes or onto skin causing chemical burns
- Exposure to fumes which may cause a feeling of nausea
- Spillages which may cause danger to others or damage to the environment.

Hydrochloric acid can be used to remove hardened concrete residues. It is a highly corrosive acid. Acid should be no more than 14% but beware concentrated hydrochloric acid may be labeled '30%'.

Safe working practices

- ✓ **DO** - Wear the correct PPE when using hydrochloric acid. This must include acid resistant clothing, wellington boots, impervious gloves and a visor for face/eye protection
- ✓ **DO** - Wash all PPE and equipment once the task has been completed. Return it all to the acid store once cleaned
- ✓ **DO** - Wash all ancillary equipment used, rubber buckets, brushes etc. and place them in the acid store or the safety cabinet
- ✓ **DO** - Only use acid to clean mixers in a designated area, which must be clearly defined on the site plans. In establishing the designated area take the prevailing wind and weather into account so that you can be sure that other people and property are not endangered
- ✓ **DO** - Dilute the acid before use. This should be carried out by adding the acid to the water

- ✓ **DO** - Ensure that other persons on site are aware of your activities, that they understand the hazards and that they are clear of the working area
- ✓ **DO** - Wash any acid splashed into the eyes or spilled onto the skin with large amounts of water. Seek immediate medical attention
- ✓ **DO** - Keep all containers of hydrochloric acid in a secure, well-ventilated compound under lock and key well away from other stored materials, substances or gases. The store must be clearly labeled as to the contents.

- ✗ **DON'T** - Use hydrochloric acid inside any building. Use is strictly limited to outside only
- ✗ **DON'T** - Add water to the acid
- ✗ **DON'T** - Transport acid in company vehicles.



Advanced Wash Systems

To avoid the use of acid there are systems available that deliver the same results. Hanson UK is already using these on some of its sites and has a commitment to eliminating acid over the coming years.

Advanced wash systems are designed specifically for cleaning Aggregate and Ready-Mix Trucks. It safely removes cement without damaging the equipment and provides a viable replacement for Hydrochloric Acid, improving safety on site. Each system comprises two pressure washers: one applies the concrete remover as foam, the second jet washes off the dissolved concrete. Each pressure washer has an individual 20 metre self-retracting hose giving the operator a comfortable reach. The self-retracting hose reel ensures tidiness reducing trip hazards.

Using advanced wash systems makes the cleaning of trucks much quicker therefore reducing the risk of exposure to hazardous fluids.

They are safe to use on a range of surfaces such as plastic, aluminum, rubber etc.

They are biodegradable and can be recycled with grey water.



READY-MIX TRUCK BEFORE WASH



WASH SYSTEM IN PLACE ON SITE



APPLY CRETEBEATER



AFTER FIRST WASH

Reference

BRITISH PRECAST (BP)

A Guide to Load Security (Building Products)

DRIVER VEHICLE STANDARDS AGENCY (DVSA)

Load Security Enforcement Matrix

MINERAL PRODUCTS ASSOCIATION (MPA)

Driver Safety at Customer Sites

Load Security Bulk Bag Driver's Handbook

MINERAL PRODUCTS QUALIFICATION COUNCIL

Driver Skills Card

QUARRIES NATIONAL JOINT ADVISORY COMMITTEE (QNJAC)

Road Haulage Information Sheet 1: Point of Delivery Checklist

ROAD HAULAGE ASSOCIATION (RHA)

RHA Vehicle Inspection Form.

Website Links

Mineral Products Association

www.mineralproducts.org

Mineral Products Association Safequarry Web Site

www.safequarry.com

Road Haulage Association

www.rha.uk.net

Freight Transport Association

www.fta.co.uk

Institute of Road Transport Engineers

www.soe.org.uk/about-soe/represented-sectors/irte

Listing and Guidance on Drug use whilst driving

www.gov.uk/drug-driving-law

MP skills

www.mpskills.co.uk

Driver Details

Date of issue:

Driver's name:

Contact tel mobile:

Contact tel landline:

Company/Employer:

Company tel number:

Next of kin 1

Name:

Address:

Emergency contact number:

Next of kin 2

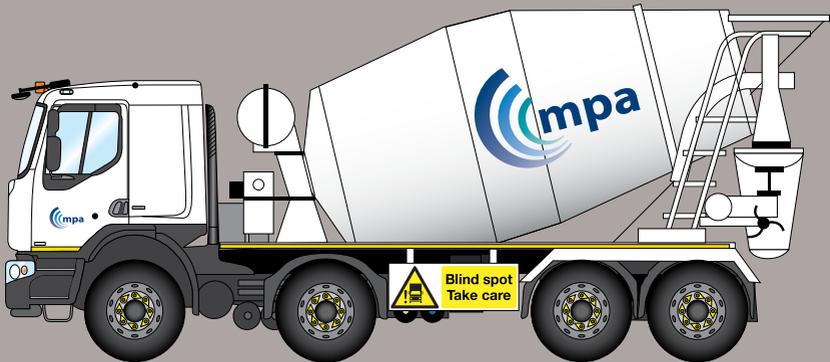
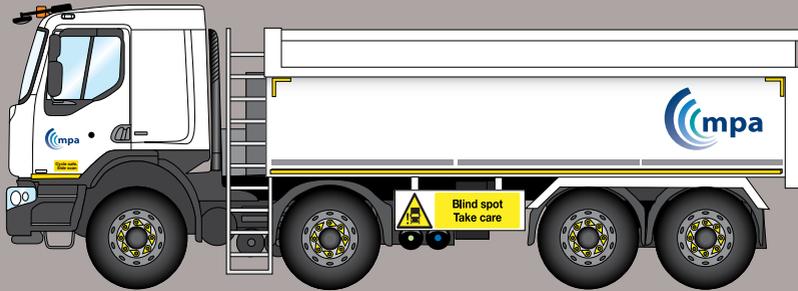
Name:

Address:

Emergency contact number:

Please ensure that you report all accidents or incidents.

If you see anything on your sites or customer sites that you think is unsafe, it is okay to Stop and Report it to us as a Near Miss.



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