



Midland
Quarry
Products



Transport
Safety, Health & Environmental guide



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Midland Quarry Products regards safe working practices as a priority and requires all drivers to read and follow these rules.

This information is provided for your general guidance to safety issues on all sites. The scope is not intended to cover all situations and all legal requirements, specific issues should be raised with site management.

The general and site specific safety rules apply to both company and customer premises. Ask for site safety rules if you do not know what they are.

Drivers are reminded that they are at all times responsible for their own safety and that of their vehicle, as well as the avoidance of danger or injury to others whilst at work.

IF IN DOUBT ASK

REMEMBER

Safety Rules applicable to Company or Customer's Premises must be followed at all times and safe working practices employed.

Think Safety - Act Safely.

Someone's life may depend on it.

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Introduction

Midland Quarry Products has a **Zero Tolerance** approach to safety and has a continuing goal of **Target Zero** for all incidents. We refer to this as **OTTO**. The targets are both challenging and demanding but we must believe they are sustainable.

To eliminate all incidents we need the full support and co-operation of everyone.

By **Zero Tolerance** we mean:

- No one walks past an unsafe situation without taking appropriate action.
- No one walks past someone behaving in an unsafe manner without requiring them to stop.
- No one allows a colleague to work in unsafe conditions.



Zero Tolerance means stopping work that is unsafe.

General requirements

- **Wear** your PPE (BS EN 471 Class 3) at all times
- **Obey** site and customers rules
- **Follow** traffic directions.

- **Keep** to all speed limits.
- **Obey** all signs as directed.
- **Switch off** two-way/CB radios and mobile phones where prohibited.
- **Don't** use hand held mobile phones/CB's whilst driving.
- **Before proceeding/manoeuvring**, check for sufficient space, soft/uneven ground, slopes.
- **Look out** for physical hazards such as overhead cables, raised ironwork, manhole covers, debris, excavations, form-work on overhead structures and bridges.
- **Drive with due regard** to site conditions, other site users and their property.
- **Bring problems** to the attention of site management, transport manager or SHE manager.

Seat Belts

- All new goods vehicles over 3500 mgw first registered on or after 1 Oct 2001 are now supplied with seat belts.
- If there is a seat belt fitted in your truck it is a legal requirement to wear it regardless of the age of the vehicle.
- **If a seat belt is fitted, it must be worn.**

Drivers must have:

- Hard hat.
- Reflective yellow jacket/longsleeve waistcoat (orange for work on/near rail tracks) to BS EN 471 Class 3 standard.
- Orange reflective trousers
- Safety boots - lace up (not rigger boots).
- Protective gloves.
- Safety glasses.
- EPIC drivers skills card.
- CPC - certificate of professional competence from 2009 - driver must complete 35 hours training by 2013.
- Safe Drive training assessment.

Note: All competence records must be kept on file.

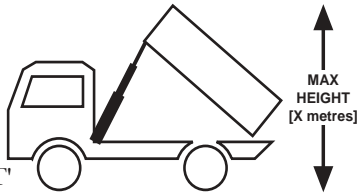
All vehicles must have:

- Working reversing alarm.
- Working CCTV reversing system.
- Automatic sheeting system.
- Orange flashing beacons situated on the roof and rear end to give all round visibility.
- Body up warning device (visual and audible)
- 'Highway Maintenance' sign on tail door (150mm high lettering).
- Tailgate reflective markers/chevrons.



Drivers must know:

- The maximum height of the vehicle with the body in the fully raised position.
- Display a 'MAX HEIGHT' sticker in the cab.
- Your attention is drawn to the QPA safe operating procedures for hauliers daywork and handling of asphalt.



Roadworthiness: Always ensure:

- Your vehicle is in a safe and efficient condition, and that it complies with all current roadworthiness legislation.
- Lights are all functioning correctly and are clean, especially indicators and brake lights.
- Brakes are operating correctly and efficiently without binding or grabbing.
- Tyres are undamaged, at the correct pressure and comply with current legal minimum tread depths.
- Mirrors are fitted, correctly adjusted and not broken.
- Suspension is in good working order to minimise noise particularly when unloaded.
- Exhaust emissions comply with the regulations.
- Silencers operate effectively to minimise noise disturbance.

- Fuel and oil leaks are reported to the site manager immediately and rectified to prevent pollution.
- Ensure vehicle is serviced at regular intervals and records kept.

Requirements at all MQP premises

General

- At all times drivers must comply with all safety instructions given by MQP management.
- **Wear/use safety equipment and protective clothing as required by regulations or local management rules.**
- **Hard hats, safety boots, gloves, safety glasses (if applicable) and high visibility clothing must be worn at all times when out of cab.**
- **Always be extremely vigilant when in any works on foot - ensure you are seen by the machine driver.**
- **You should always remain in your cab at all times. Should the need arise that you have to leave your cab wear PPE and use pedestrian walkways.**



- No access is permitted to Company sites for persons not involved in the Company's business.
- All incidents on Company premises (whether or not damage or injury is caused) must be reported immediately to Site Management/transport manager and drivers must co-operate fully in any site incident investigation.
- **Always** practice the '3 point contact rule' when getting in/out of the cab.
- No unnecessary passengers, pets and/or children (under the age of 18) are permitted on MQP premises.

Drugs and Alcohol – MQP Policy:

- No person will be allowed on any MQP site whilst under the influence of drugs or alcohol.
- The use of prescription drugs and medicines as directed by a Doctor/Pharmacist is acceptable provided that they have been made aware that you are an LGV driver and you have not been prohibited from, or advised against, driving.
- If you are involved in an incident whilst at work you may be subject to drugs and alcohol testing.

Parking

- Parking is only allowed on Company premises with the permission of Site Management. Where vehicles are parked with permission, it is entirely at the owner's risk.
- Always reverse into a parking space and drive forwards safely when leaving.
- **Vehicles must only be parked in the area(s) specified by Site Management.** Access to parked vehicles outside of working hours will only be with the prior consent of Site Management (outside hours include Saturday afternoons, Sundays, Bank Holidays and at certain locations, Saturday mornings).
- Pedestrian routeways must be followed at all times.

Vehicle Repairs

- Work on vehicles whilst on Company premises is restricted to daily walkround checks.
- Prior approval must be obtained from the Site Manager or his nominated deputy for service staff to attend any emergency or maintenance repair (including tyre service vehicles). **All service staff must report to the works office or weighbridge on arrival for instructions and directions.**
- The storage of spares or lubricants on Company premises is prohibited.
- **NEVER work or allow anyone else to work under an unpropped body. Always use an appropriate and recognised means of supporting a raised body.** Portable body props that fit into tool box are available at Hartals Bodies Ltd.



- Use only approved tyre fitters for replacing or repairing tyres.

Mobile Phones

- Drivers should not make calls whilst driving.
- All phones should be handsfree.
- Driving whilst having a conversation over a phone (even if hands free) is dangerous - Do not drive, pull over and stop before taking the call.

Safety signs

Whilst on site, take notice of the various signs which provide important information and instructions, e.g.

Traffic



Prohibition



Warning



Mandatory



Hazardous Substances



Loading and tipping

- **DO NOT** use diesel or other substances as a freezing agent in the vehicle body.
- **NEVER** overload a vehicle even if it is not travelling on the public highway.
- **NEVER** stand on any part of the vehicle when being loaded.
- Park in a proper manner on any approach road and avoid obstruction or nuisance.
- Form an orderly queue at the Loading Point
- Check specific vehicle restrictions within the vicinity of plants (if in doubt, check with the Weighbridge).
- Remain in the cab at all times.
- Adhere to any specific loading instructions posted at any unit.

- Ensure that the vehicle body is clean to prevent material contamination.
- Ensure that the load is trimmed and that no material can fall from the vehicle.
- Automatic sheeting systems are preferred.
- **The load should be evenly distributed across the body to prevent any sideways leaning. It should be correctly distributed front to rear to ensure correct axle weight distribution. If the load is too far forwards, the tipping gear may be overloaded.**
- Always ensure that the sheeting system is open fully before loading.
- **DO NOT** travel with body raised.
- Keep a careful watch out for overhead obstructions.
- **DO NOT** park across the ramp stockpile or gradient.
- **Do not tip anywhere you consider unsafe.**
- **Identify the danger area around your vehicle and liaise with the site operators to prevent anyone entering this exclusion zone whilst tipping.**
- If you think there is danger of the vehicle overturning, lower the body immediately then investigate the cause. **REMEMBER**, time spent preventing an overturn is a good investment.
- If the vehicle begins to overturn, brace yourself against the back of the drivers seat and hold firmly onto the steering wheel. **NEVER** try to jump out of a lorry which is in danger of overturning.
- **NEVER** tip over sheer edges of faces, pits or stockpiles.
- Be particularly aware of overhead obstructions, especially overhead cables (in all instances there will be a responsible person to supervise operations regarding overhead cables), low bridges and pipelines.
- **NEVER** travel on site with the body raised.
- Remain within the cab with the door closed at all times while the body is fully or partially raised. (The only exception to this rule is if the tipping controls are mounted externally, in which case vehicle specific rules are required).

- Always ensure that the tailgate is released prior to tipping. Large barn type doors will require specific site instruction.
- Beware of loads (e.g. dust, sand, PCC) which are likely to freeze or compact and stick during transit. If the load sticks at the front, the centre of gravity is raised. If the load sticks down one side, the likelihood of the vehicle overturning will be increased.
- **NEVER** engage the PTO while vehicle is in gear and always ensure the tipping pump is out of gear after tipping.
- Disengage the PTO as soon as the body is fully raised.

■ Avoid tipping in darkness unless supervised.

- If it is necessary to drive forward to clear the discharged load, partially lower the body before moving.

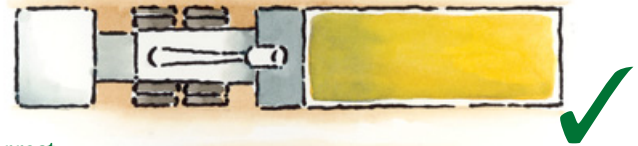
Only move the minimum distance necessary to clear the load before stopping and lowering the body completely.

- After discharge lower the body completely before checking that the body is completely empty. Re-secure the tailgate.
- **NEVER** discharge where there is any possibility that any part of the body may come into contact with overhead electric cables. If the body does ever come into contact with a power cable, stay in the cab. If the situation cannot be made safe immediately, leave the vehicle by jumping clear. Do not make contact with the ground and the vehicle at the same time, as this would complete the electrical circuit. Prevent anyone else from coming into contact with the vehicle while it is touching any power cable.
- Only use the designated area to tip off overweight material.
- **NEVER** reach under a raised body unless it is adequately propped.
- If the load does not discharge smoothly when the body is raised, lower the body and investigate why the load is sticking.
- Ensure inclinometers are fitted and working.
- **If you encounter any problems on a customers site please contact the transport manager.**

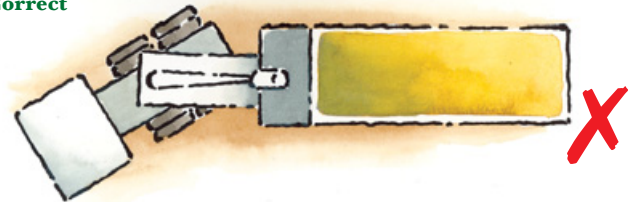
Articulated vehicles

- **IMPORTANT:** Articulated tipping vehicles are now common within the industry and these have an increased risk of overturning whilst in tipping mode.
- **Always check the ground conditions** before you begin to tip making sure that the vehicle is on firm level ground with no adverse cambers, not facing downhill. Make sure the vehicle will remain level if you have to move forward during tipping.

Articulated vehicles must always be tipped with the tractor and trailer in line.



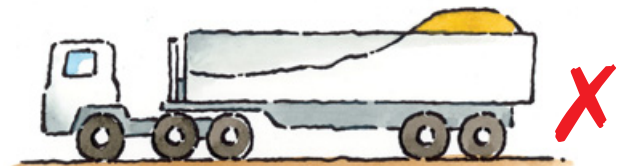
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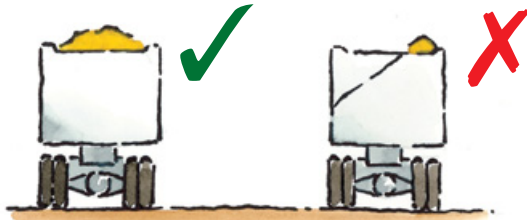
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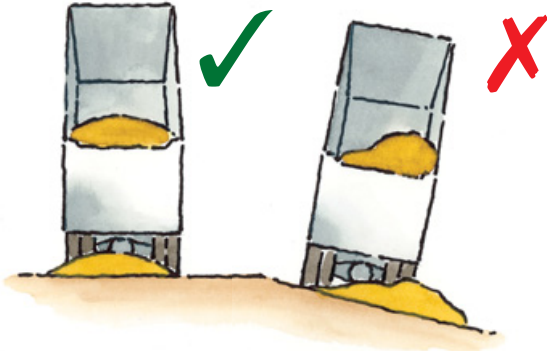


Incorrect



Correct

Incorrect



Correct

Incorrect

Sheeting and unsheeting

Virtually all falls from vehicles associated with manual sheeting can be eliminated by the use of mechanical sheeting systems. All vehicle operators are required to have fitted automatic sheeting systems.

It's: **Quicker – Easier – Safer**



Automatic sheeting is not without risk and it is the responsibility of the haulier to ensure that the system is properly maintained and that the designated areas are used taking due account of other vehicles, surface conditions and weather conditions.

Special Precautions - Mechanical Ground Based Systems

- Remember, ropes and straps can break – so do not lean backwards and when pulling always have one foot behind the other to avoid overbalancing.
- Ensure sheeting systems are serviceable.
- In strong winds, shelter your vehicle as much as possible.
- Avoid skin contact with hot surfaces, e.g. vertical exhausts.
- Take every care in wet or icy conditions.
- Ensure your sheets, ropes and hooks are in good condition.
- Do not wrap ropes or straps around your hands when pulling the sheet tight.
- Ensure system is open before loading.

Roadwork and customer sites

- On arrival on site carry out a fire point risk assessment. (refer to 'Fire point risk assessment' on page 14)
- All operations within the roadworks site are under the control of the principal contractor and all personnel and vehicle drivers within the roadworks must comply with their instructions.
- **Vehicles must only enter and leave roadwork sites by the designated access and exit points and do so with extreme care and in the direction of the traffic flow.**
- When within a site, e.g. in a coned off area or on a closed carriageway, all vehicles will travel at a reduced speed and, when in the vicinity of men and machines, will reduce speed to no more than 15mph unless otherwise stated.
- When stopping a vehicle within the site for any reason whatsoever, a passageway must always be left so that other vehicles can pass freely.

Buffer lanes must not be entered under any circumstances.

- All vehicles delivering materials to the works will have identification boards clearly visible from the rear stating **MOTORWAY MAINTENANCE** in black letters 150mm high on a yellow background.
- All vehicles will be equipped with front and rear amber flashing beacons fixed in a prominent position visible from all angles and used at all times when approaching and entering a site, moving within a site and when leaving the site. Hazard warning lights are not a substitute for beacons and should only be used when a vehicle is stationary.
- If work is carried out during the hours of darkness, every precaution must be taken to prevent dazzle to any others that may be in the vicinity.
- Under no circumstances whatsoever will any vehicle be required or allowed to cross a contraflow or proceed against a live-traffic flow.
- Hard hats should be worn at all times out of the lorry cab where there could be any risk of head injury. It is impossible to define all areas where helmets must be used. Where hard hats are designated, helmets must be worn.
- High visibility clothing must be worn outside of the cab on all sites, including trousers.
- Vehicles may only be cleaned off in designated areas.

Reversing

- **Reversing is still a major cause of serious incidents and must only be carried out with the aid of a banksman and in accordance with the hand signals set out below. If you lose sight of the banksman you must stop your vehicle immediately.**

Fire point risk assessment (to be added)

BANKSMAN

These signals **MUST** be obeyed:



STOP



EMERGENCY STOP



TRAVEL TO ME



TRAVEL FROM ME



TRAVEL IN DIRECTION INDICATED



CLEARANCE
(the hands indicate the relevant distance)

- Reversing alarms, beacons, cameras and inclinometers must be fitted and working on all vehicles.
- Vehicles must only be parked on site in designated areas.
- Always reverse in and drive out forwards.
- **Vehicles must not tip between 'goalposts', unless supervised by Site personnel.**
- All drivers must be aware of vehicle height when body fully extended. (Sticker to be displayed in cab).
- Vehicles must lower the body after tipping - never drive off before lowering the body.

IMPORTANT NOTE

- Any contravention of the previous instruction will result in vehicles being dismissed from the site.
- Make sure you know the maximum height of your vehicle with the body raised.
- Check with the Site Supervisor the safe method of establishing the working height under power cables, allowing for possible arcing.

Rail sites and other hazardous locations

These will include rail track sites, airports, fuel refineries/ depots. Normally these establishments will have their own detailed and specific rules. These will be issued on a job by job basis.

- Do not exceed 10 mph on network rail infrastructure.
- Do not travel on network rail infrastructure with body raised.
- Do not give lifts in your vehicle to site personnel.
- Switch off flashing beacons.
- Wear only orange hi-viz garments to BS EN 471.
- Keep away from the rail lines, do not attempt to cross rail lines unless supervised.
- Always report into the depot supervisor.
- Never park across rail lines.

Handling instructions for materials

- Detailed information on all Company products is contained in the Health and Safety Product Data Sheets. Make sure you have read and understood the relevant Safety Data Sheets for the products that you are carrying and know what action to take in the event of an incident.
- Product Data Sheets for all materials are available from the Technical Department or SHE manager.

Environmental and general guidelines

Goods vehicle operations associated with manufacturing industry and quarrying are a cause of considerable public concern, particularly at a local level. Your conduct on the public road and the customer's site has a significant impact on the way the public and the customer see the Company and the industry.



Carbon Footprint

Top tips for fuel efficiency and reducing your carbon footprint:

- Know your average mpg.
- Read vehicle handbook.
- Use tachometer green zone.

- Skip-shift (block-shift) gears where it is safe to do so.
- Systematic pre-driving and daily checks.
- Prompt defect reporting.
- Always be ready to learn, no matter how experienced you are.
- Take care filling fuel tanks, not to brim.
- Never leave a fuel nozzle unattended.
- Park up to avoid early-morning manoeuvring with cold engine - this wastes fuel.
- Pull away in the right gear.
- Follow vehicle manufacturer recommendations.
- Use cruise control.
- Use the engines 'sweet spot' (the speed at which fuel economy is at its best).

Collection Points

Check the operating hours as posted at the weighbridge. Do not arrive before the site is open.

All approaches should be carried out at low speed to minimise noise and disturbance. Remember empty wagons can make more noise than loaded ones.

Carrying Capacity

Never load the vehicle beyond its legal maximum gross weight.

Load Security

Ensure that no material can fall from the vehicle on transit.

Legislation requires all materials to be fully sheeted.

Tailgates must be secured at all times - except when tipping.

Driver Conduct

Your conduct on the road is critical! It has a direct impact on public attitudes towards MQP and the Quarrying Industry.

Always drive within the Road Traffic Regulations and the Highway Code.

Cleanliness

Use any available spray bars and wheel washes to ensure that material and dust are not deposited on the public highway to cause a nuisance.

Vehicles should be cleaned regularly.



Watch your Speed

Always drive within the speed limits and take care in villages and built up areas. To further minimise the impact on the local population please comply with any voluntary speed restrictions posted at the Collection Point.

No Aggressive Driving

Do not intimidate other road users by driving too close or at an excessive speed.

No Convoying

Avoid groupings of wagons and leave room for lighter vehicles to overtake without having to pass more than two wagons at once.

Reduce Noise

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. This may need to be achieved by speed reductions.

Park Tidily

Ensure overnight parking is off the public highway and does not inconvenience the public at large.

Spray Restrictions

Tipper lorries are generally exempt from the legal requirement to fit spray suppression equipment - but where the equipment is fitted, it must operate effectively.

Do not use diesel or other hydrocarbon in the vehicle body.

Routing

Only use approved routes and avoid use of narrow and hilly routes which are unsuitable for larger wagons.

Customer Care

Always deal with the customer in a polite and efficient manner.

Fly Tipping

All tyres, grease cartridge, oil drums, waste oil must be disposed of safely.

Fly tipping can have an adverse impact on the environment and local wildlife.

Please act responsibly.

SITE SPECIFIC RULES

Any rules displayed or issued at any MQP site must also be followed.



**THINK SAFE - BE SAFE
- DRIVE SAFE**



Whitwick Head Office	01530 831000
Wednesbury	0121 567 3370
Cliffe Hill Weighbridge	01530 239422
Griff Weighbridge	02476 378302
Groby Weighbridge	01162 876161
Ettingshall Weighbridge	01902 495483