

4 WHEELED SKIP LORRY.

ISSUE No.2

1. AUTHORITY TO OPERATE.

- ✚ No person under the age of 18 is allowed to use a skip lorry.
- ✚ All other drivers must hold a valid HGV Class licence.
- ✚ They must be authorised by the Manager to use the vehicle.

2. GENERAL.

The safe and efficient operation of a skip lorry is dependent on a number of factors. The driver of the skip lorry must be aware of his/her responsibilities regarding;

- ✚ Pre-use checks.
- ✚ Completion of tachographs.
- ✚ Driving time directive.
- ✚ Site safety rules.
- ✚ All other relevant safe working procedures.

3. HAZARDS.

- ✚ Collision – between the skip lorry or the skip and pedestrians, both on or off site.
- ✚ Collision – between the skip lorry or the skip and moving vehicles, both on or off site.
- ✚ Collision – between the skip lorry or the skip and fixed/stationary plant or obstructions, both on or off site.
- ✚ Striking overhead cables with skip lorry arms, skip or chains.
- ✚ Failure of lifting equipment – chains, lugs, jack legs or rams.
- ✚ Failure of the skips themselves.
- ✚ Fire – fuel leaking from skip lorry.
- ✚ Fire – flammable materials in skip catching alight.
- ✚ Runaway vehicles.
- ✚ Slip, trip or fall accessing or egressing from the cab.
- ✚ Slip, trip or fall accessing or egressing from the rear of the lorry.
- ✚ Falling/Moving objects – loose material, unstable loads etc in skips.

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- ✚ Noise.
- ✚ Overturn of lorry.
- ✚ Trap/crush – moving parts of skip lorry.
- ✚ COSHH – exposure to chemicals and substances during maintenance etc.

4. RISK MINIMISATION & CONTROLS.

The following conditions will be maintained within company areas where skip lorries operate.

- ✚ Segregating pedestrians from vehicles either by barrier or distance.
- ✚ Roads on site have sufficient width & overhead clearance with passing places and no blind corners to avoid collisions.
- ✚ Good lighting is maintained on site.
- ✚ Clear routes are established, avoiding sharp bends with hazards marked with black/yellow markings.
- ✚ Floor surfaces are kept in good condition, free from potholes, obstructions and debris.
- ✚ Parking areas are away from work areas and away from all emergency exits or equipment.
- ✚ Reversing will be controlled and minimised.
- ✚ Management systems are in place to provide adequate supervision of driving behaviour.
- ✚ Controlling the risks of falls from vehicles.
- ✚ Controlling the use of vehicles on slopes.
- ✚ Ensuring proper maintenance of skips is carried out.
- ✚ Ensuring proper maintenance of vehicles is carried out.
- ✚ Improving housekeeping, ground conditions and traffic routes.
- ✚ Improving communication to help improve co-ordination between drivers and those in control of the workplaces they visit.
- ✚ Training and refresher training.

5. RECOMMENDED SAFETY EQUIPMENT TO BE USED.

Hard hat-Bump cap. BSEN 812.	Hi-Vis clothing. BSEN 471.	Overalls; Chemical & fire protection.	Safety boots. BSEN 345.
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6. BEFORE YOU START WORK.

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Each day, check your vehicle and lifting equipment and report any faults to the Manager.

Check the following work properly, are not damaged and are with the vehicle;

- ✓ Foot & Parking Brakes.
- ✓ Condition of Tyres.
- ✓ Lights & Flashing Beacons.
- ✓ Steering.
- ✓ Seatbelts.
- ✓ Wheel chocks or/and Warning cones (If needed).
- ✓ Lifting equipment – Controls, Hooks, Chains, and Hoses etc.
- ✓ Vision aids – Mirrors, and/or TV cameras.
- ✓ Water, fuel and oils.
- ✓ Washers, wipers and windows are clean.
- ✓ Stabilisers.
- ✓ The vehicle bed for cleanliness or loose material.
- ✓ Stowage of netting/sheeting equipment.

7. ACCESSING THE CAB PROPERLY.

- ✓ Proceed with caution to the vehicle.
- ✓ **ALWAYS** face the cab or rear of the lorry when accessing these areas and maintain 3 points of contact.
- ✓ Ensure that your feet and the steps/footplates are free from grease, oil and dirt/mud.

8. BEFORE SETTING OFF.

- ✓ Check your in-cab information about any special precautions for the drop/pick-up. Sites should tell your Transport Manager about these before hand, and agree precautions.
- ✓ Prevent contact with overhead obstructions, know your clearance height and ensure lifting arms are fully lowered.
- ✓ Ensure any load/skip is secure & chains are correctly stowed.
- ✓ Check you have your safety gear, especially high visibility clothing, boots and hard hat.
- ✓ Before moving off always double check that it is safe to do so, having made all round observations for pedestrians or other obstacles.
- ✓ Ensure the correct gear is selected for the required direction of travel.

9. INSPECTION OF SKIPS BEFORE USE.

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Skips are manufactured from metal and as such are subject to wear. Although modern materials are designed to resist corrosion skips will rust and they become damaged by operators not taking care when lifting or lowering them into position.

Prior to picking up any skip the following checks should be completed;

- I. Check the lifting lugs of the skip for cracks, corrosion and damage.
- II. Check any doors on the skip to ensure that they are secure and remain closed.
- III. Check the welds on the main frame of the skip for cracks and corrosion.
- IV. Check the floor of the skip for rust and wear, particularly where the floor may be wearing thin.
- V. Check that the skip is fitted with a suitable tipping bar.

10. UPON ARRIVAL AT DROPPING OFF/PICKING UP POINT.

- ✓ Check that you have good clear access.
- ✓ Check for any obstructions, pedestrians, other vehicles, trees etc.
- ✓ Check the ground conditions; look for drains, soft ground, inclines that can affect the stability of your vehicle when the stabilizers are on the floor.
- ✓ Check for overhead cables etc that may catch the lifting arms.

11. ENTERING THE SITE.

- ✓ Inform site of your arrival.
- ✓ Know exactly where to go, and what needs to be done (you may need to talk to someone on site).
- ✓ Obey all rules – signs, one way systems etc.
- ✓ Beware of pedestrians at all times.
- ✓ Wear your safety gear. High visibility clothing is essential; you will also need your safety boots and hard hat. You may also need other safety equipment like glasses or masks etc.

12. INSPECTION OF LOADED SKIPS WHEN COLLECTING.

Many accidents occur because of over loaded or over filled skips. Over loaded skips increase the weight of the skip and affect the stability of the skip loader when lifting or cause a failure in the lifting lugs.

- ✓ If/when straightening loads in skips always do it with the bin on the floor and wear your safety gloves and be extremely careful.

13. REVERSING.

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- ✓ Minimise reversing – both the amount you do and the distance you travel.
- ✓ Make sure your reversing area is clear.
- ✓ Use your reversing aids – mirrors, cameras, alarms etc.
- ✓ Look out for Banksmen. They are at great risk from your reversing vehicle.
- ✓ Some sites have made arrangements to eliminate the need for Banksmen, because of the risks they face. You should make sure you know these arrangements.
- ✓ Where Banksmen are used, you must be clear about what their signals mean and obey them. If you can't see your banksman at any time when moving – **STOP!** (For more guidance on banksman signals see section 19).

14. EXIT YOUR CAB PROPERLY.

- ✓ Jumping out causes broken legs and twisted ankles: Do not do this as it could also put you into the path of other vehicles.
- ✓ Boots with good support help prevent twisted ankles.
- ✓ Before exiting the cab ensure it is safe to do so, do an all round observation check for pedestrians, other vehicles and obstructions.
- ✓ Ensure the handbrake is applied and the engine is switched off with the keys removed if you are not exchanging, tipping, picking-up or dropping off a skip.
- ✓ You should turn round so you are facing the inside of the cab, and keeping 3 points of contact climb down using hand rails and steps provided.
- ✓ Before stepping to the floor, look down to check the floor condition for potholes, debris, slippery floor etc.

15. DROPPING OFF A SKIP.

Many accidents occur whilst skips are being dropped off; operators believe that because a skip may be empty it must be very light and easy to lift. It is important that the following guidelines are followed.

- ✓ Check the ground conditions both where the skip is to be located and where your stabilisers are contacting with the ground – avoid sloping, uneven or soft ground.
- ✓ Apply the handbrake (chock your wheels if necessary) to prevent the skip loader from rolling away.
- ✓ You may have to put out warning cones around your loader, particularly if you are delivering in a public highway. Make sure other road users are warned of the hazard.
- ✓ Ensure no pedestrians are in the way particularly children who may well be interested in what you are doing.
- ✓ Lower your stabilisers sufficiently to contact the ground. **DO NOT** allow the skip loader wheels to be raised, remember the rear wheels of your vehicle are

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also the parking brakes. If the weight is taken of your rear wheels or the vehicle suspension is raised only slightly, your vehicle can roll away.

- ✓ Before Lifting the skip of the loader ensure that the chains are not twisted and that they are correctly fitted over the lugs.
- ✓ Avoid trapping between the skip and vehicles or other obstructions such as walls etc. Keep a good clear working space all round.
- ✓ Operate the lifting controls smoothly; **DO NOT** allow excessive swinging on the chains or skip. This causes shock loading and failure of chains or lifting lugs may occur.
- ✓ When lifting skips on or off the vehicle always be at the controls, **NEVER** chock or jam the controls open.
- ✓ When the skip has been placed in its location ensure that the lifting mechanism and chains are secure **BEFORE MOVING THE SKIP LOADER.**

16. PICKING UP A SKIP.

- ✓ Check the ground conditions both where the skip is to be located and where your stabilisers are contacting with the ground – avoid sloping, uneven or soft ground.
- ✓ Apply the handbrake (chock your wheels if necessary) to prevent the skip loader from rolling away.
- ✓ You may have to put out warning cones around your loader, particularly if you are delivering in a public highway. Make sure other road users are warned of the hazard.
- ✓ Ensure no pedestrians are in the way particularly children who may well be interested in what you are doing.
- ✓ Lower your stabilisers sufficiently to contact the ground. **DO NOT** allow the skip loader wheels to be raised, remember the rear wheels of your vehicle are also the parking brakes. If the weight is taken of your rear wheels or the vehicle suspension is raised only slightly, your vehicle can roll away.
- ✓ Check the condition of the skip as described earlier in the guide.
- ✓ Check the load on the skip, is the skip over loaded or is the skip filled to high for you to safely net/sheet.
- ✓ Check that any doors fitted to the skip are secured and will not swing open.
- ✓ **Net/sheet the skip safely.** Do it from ground level and avoid climbing on the skip or vehicle. You could fall from the skip causing your self an injury; you could fall onto the material in the skip again causing a severe injury. (For more guidance on Net/sheeting see SWP 006).
- ✓ Before lifting the skip of the ground ensure that the chains are not twisted and that they are correctly fitted over the lugs.
- ✓ Avoid trapping between the skip and vehicles or other obstructions such as walls etc. Keep a good clear working space all round.

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- ✓ Operate the lifting controls smoothly; **DO NOT** allow excessive swinging on the chains or skip. This causes shock loading and failure of chains or lifting lugs may occur.
- ✓ When lifting skips on or off the vehicle always be at the controls, **NEVER** chock or jam the controls open.
- ✓ When the skip has been placed on the rear of the vehicle ensure that the lifting arms are lowered and the chains are stowed correctly.

17. DISCHARGING MATERIAL FROM A SKIP ON SITE.

Discharging material from a skip on site can be a hazardous activity. Some sites, especially waste sites have poor ground conditions, such as potholes, soft earth, slopes etc. In addition the lifting of a skip combined with the tilting of the skip to discharge material places increased strain on the lifting mechanism and, chains and skip lifting lugs.

Operators who discharge material on sites should take into account the following guidelines;

- ✓ Know exactly where to go, and what needs to be done (you may need to talk to someone on site – normally report to the weighbridge for instructions or see the Yard Manager).
- ✓ Obey all rules – signs, one-way systems etc.
- ✓ **ALWAYS** wear your safety gear. High visibility clothing is essential and you will also need to wear your safety boots and hard hat.
- ✓ Beware of pedestrians at all times.
- ✓ **ALWAYS** obey the crane drivers instructions when discharging by them, they operate a restricted area around their machines, so you may have to wait a few moments for them to prepare an area so that is safe for you to discharge.

REVERSING.

- ✓ **ALWAYS** ensure that the crane driver as seen you and has acknowledged this fact before you reverse along side of his/her machine.
- ✓ Minimise reversing – both the amount you do and the distances you travel.
- ✓ Make sure your reversing area is clear.
- ✓ Use your reversing aids – mirrors, cameras, alarms etc.
- ✓ Look out for Banksmen. They are at great risk from your reversing vehicle.
- ✓ **NEVER** reverse along side an articulated vehicle that is being loaded or is tipping as these could tip over or material may spill over the sides onto the roof of your cabs.

DISCHARGING MATERIAL.

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- ✓ Check the ground conditions both where the skip is to be located and where your stabilisers are contacting with the ground – avoid sloping, uneven or soft ground.
- ✓ Apply the handbrake and chock your wheels to prevent the skip loader from rolling away.
- ✓ Lower your stabilisers sufficiently to contact the ground. **DO NOT** allow the skip loader wheels to be raised, remember the rear wheels of your vehicle are also the parking brakes. If the weight is taken off your rear wheels or the vehicle suspension is raised only slightly, your vehicle can roll away.
- ✓ Un-net/un-sheet the skip safely. Do it from ground level and avoid climbing on the skip or vehicle.
- ✓ Before lifting the skip ensure that the chains are not twisted and that they are correctly fitted over the lifting lugs.
- ✓ **DO NOT** walk behind the vehicle to manually hold the hooks or attach chains to the skips tipping bar whilst the skip is raised off the bed of the vehicle.
- ✓ Avoid trapping between the skip and vehicles or other obstructions such as walls etc. keep a good clear working space all round.
- ✓ Operate the lifting controls smoothly; **DO NOT** allow excessive swinging on the chains or skip. This causes shock loading and failure of chains or lifting lugs may occur.
- ✓ After discharging material from skip quickly check the skip is empty by quickly looking around the edge of the bin, **DO NOT** walk directly behind the skip to free material, use the crane if there is one available, if not raise bin and then lower following this procedure again.
- ✓ After discharging material from skip immediately place skip back onto the bed of the lorry, **DO NOT** drive away down the site with the bin just hanging on the chains, lugs and tipping bar.

18. PARKING.

- ✓ Carelessly parked vehicles can create a risk of injury. Vehicles should preferably be parked in a dedicated parking area.
- ✓ Pedestrian areas and walkways, you should avoid blocking these areas.
- ✓ Drivers should ensure that they never park on blind corner or block emergency exits or equipment.
- ✓ **DO NOT** park in front of fuel tanks, electrical substations, cranes, plant, etc.
- ✓ **AVOID** parking on sloping, uneven or soft ground over night.
- ✓ Drivers should ensure that the check list below is followed before leaving their vehicle;
 - Brakes **On**;
 - Engine **Off**;
 - Keys **Out**;

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- Equipment **Safe**;
- Left in **Gear** (where safe to do so).

19. BANKSMAN SIGNALS.



REMEMBER;

Monitor the work area at all times!

Skip movements can KILL!!

If the drop/pick-up seems unsafe, don't do it!

Protect yourself, your workmates and the public!

If at any time you feel your or anyone else's safety is or will be at risk, STOP. Think it through; try and find an alternative safe way of doing the operation. If in doubt seek advice from your Transport Manager.

IF YOU ARE IN DOUBT ASK!