

J Sanders And Son – Scrap Metal Recyclers

SAFE WORKING PRATICE Ref No: SWP 005.

ROLL ON/ROLL OFF LORRY.

ISSUE No.2

1. AUTHORITY TO OPERATE.

- ✚ No person under the age of 18 is allowed to use a roll on/roll off 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 RO/RO lorry is dependent on a number of factors. The driver of the RO/RO 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 RO/RO lorry or the bin and pedestrians, both on or off site.
- ✚ Collision – between the RO/RO lorry or the bin and moving vehicles, both on or off site.
- ✚ Collision – between the RO/RO lorry or the bin and fixed/stationary plant or obstructions, both on or off site.
- ✚ Striking overhead cables with top of the RO/RO bin.
- ✚ Failure of lifting equipment – wishbone, hook or rams etc.
- ✚ Failure of the bins themselves.
- ✚ Fire – fuel leaking from RO/RO lorry.
- ✚ Fire – flammable materials in the bin 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 bins.

J Sanders And Son – Scrap Metal Recyclers

- ✚ Falling/Moving objects – struck by opening/springing open doors or material.
- ✚ Noise.
- ✚ Overturn of lorry.
- ✚ Trap/crush – moving parts of RO/RO lorry or between lorry and bin.
- ✚ COSHH – exposure to chemicals and substances during maintenance etc.

4. RISK MINIMISATION & CONTROLS.

The following conditions will be maintained within company areas where RO/RO 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 bins 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.
---------------------------------	-------------------------------	--	----------------------------

6. BEFORE YOU START WORK.

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

J Sanders And Son – Scrap Metal Recyclers

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 chokes or/and Warning cones (If needed).
- ✓ Lifting equipment – Controls, Rams, Hook and Hoses etc.
- ✓ Vision aids – Mirrors, and/or TV cameras.
- ✓ Water, fuel and oils.
- ✓ Washers, wipers and windows are clean.
- ✓ The vehicle body 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.
- ✓ Ensure any load/bin is secure.
- ✓ 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 BINS BEFORE USE.

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

J Sanders And Son – Scrap Metal Recyclers

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

- I. Check the wishbone hook of the bin for cracks, corrosion and damage.
- II. Check any doors on the bin to ensure that they are secure and remain closed.
- III. Check the welds on the main frame of the bin for cracks and corrosion.
- IV. Check the floor & webbing of the bin for rust and holes, particularly where the floor may be wearing thin.

Wishbone hooks ARE NOT inherently unsafe, however they are a safety critical component;

“Wishbone” design hook bars;

These hook bars are butt welded to the steel plates of the bin. It is a single jointing interface. If the weld fails, there can be sudden and catastrophic failure of the lifting operation.



Other designs of hook bar;

Designs that conform to the Container Handling Equipment Manufacturers Association (CHEM) Technical Standard TS8, will NOT fail in a similar manner.

With hook bars manufactured to the CHEM standard, the bar passes through openings in the surrounding side plates and is welded to both inner and outer faces of the supporting plates. Failure of a weld still allows support of the hook bar through the side plate.



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

POINT.

J Sanders And Son – Scrap Metal Recyclers

- ✓ 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.
- ✓ Check for overhead cables etc that may catch the top of the bin.

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 BINS WHEN COLLECTING.

Many accidents occur because of over loaded or over filled bins. Over loaded bins increase the weight of the bin and affect the stability of the RO/RO loader when lifting or cause a failure in the lifting equipment.

- ✓ The hook bar is considered to be part of the load being lifted.
- ✓ The capacity of the container (or combined compaction skip and container) in terms of its laden weight should be clearly stated, to ensure that the hook bar, welds, side plates and other components are correctly engineered to this rating.
- ✓ Drivers should ensure that the equipment is used within its designed capabilities, i.e. that it is not over loaded.
- ✓ Those driving RO/RO should ensure that lifting equipment is capable of lifting the maximum stated laden weight of the bin.
- ✓ If/when straightening loads in bins always do it with the bin on the floor and wear your safety gloves and be extremely careful.

13. REVERSING.

- ✓ 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.

J Sanders And Son – Scrap Metal Recyclers

- ✓ Where Banksman 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 bin.
- ✓ 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 BIN.

Many accidents occur whilst bins are being dropped off; operators believe that because a bin 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 bin is to be located – avoid sloping, uneven or soft ground.
- ✓ Apply the handbrake (chock your wheels if necessary) to prevent the RO/RO 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.
- ✓ Reverse the lorry so the hook connects with the wishbone on the bin.
- ✓ Avoid trapping between the bin 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 the front wheels to lift off the floor as this could contribute to you tipping over.
- ✓ When lifting skips on or off the vehicle always be aware of the area around you.
- ✓ When the bin has been placed in its location ensure that the lifting mechanism is back in its correct position **BEFORE MOVING THE LORRY.**

16. PICKING UP A BIN.

J Sanders And Son – Scrap Metal Recyclers

- ✓ Check the ground conditions both where the bin is to be located – avoid sloping, uneven or soft ground.
- ✓ Apply the handbrake (chock your wheels if necessary) to prevent the 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 be interested in what you are doing.
- ✓ Check the condition of the bin as described earlier in the guide.
- ✓ Check the load in the bin, is the bin over loaded or is the bin filled to high for you to safely use your net/sheet.
- ✓ Check that any doors fitted to the bin are secured and will not swing open.
- ✓ **Net/sheet the bin safely.** Do it from ground level and avoid climbing on the vehicle or use your auto sheet equipment (if fitted to the vehicle). You could fall from the bin causing your self an injury; you could fall onto the material in the bin again causing a severe injury. (For more guidance on Net/sheeting see SWP 006).
- ✓ Before lifting the bin off the ground ensure that the hook is correctly connected to the wishbone of the bin.
- ✓ Avoid trapping between the bin 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 the front wheels of the lorry to leave the ground.
- ✓ When lifting bins on or off the vehicle always be aware of the area around you.
- ✓ When the bin has been placed on the rear of the vehicle ensure that it is locked in place.

17. DISCHARGING MATERIAL FROM A BIN ON SITE.

Discharging material from a bin 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 bin combined with the tilting of the bin to discharge material places increased strain on the lifting mechanism and, wishbone and the bin itself.

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

J Sanders And Son – Scrap Metal Recyclers

- ✓ 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 as 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.

- ✓ Check the ground conditions where the bin is to be emptied – avoid sloping, uneven or soft ground.
- ✓ Apply the handbrake before exiting the vehicle.
- ✓ Un-net/un-sheet the bin safely. Do it from ground level and avoid climbing on the bin or vehicle where possible.
- ✓ Once the crane driver/banksman has given you the all clear to reverse into the tipping area. Enter the area and apply the handbrake.
- ✓ Climb out off your vehicle and go round to the rear of your vehicle and carefully open your door, **BEAWARE OF THE DOOR OPENING QUICKLY AND SWINGING TOWARDS YOU.**
- ✓ **NEVER STAND DIRECTLY BEHIND THE DOOR WHILST OPENING IT.**
- ✓ **ALWAYS** attach the door back to prevent it from swing closed whilst tipping – If you don't it could hit someone or strike the floor causing you to tip over or a least damage the closing mechanism of the door.
- ✓ Before lifting the bin, make sure there are no overhead cables or obstructions.
- ✓ **DO NOT** walk behind the bin whilst the door is open and the bin is still loaded or is being raised ready to tip.

J Sanders And Son – Scrap Metal Recyclers

- ✓ Avoid trapping between the bin 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 the front wheels of the vehicle to leave the floor.
- ✓ When raising or lowering the bin, the driver should never leave the vehicle and ensure the cab doors are closed.
- ✓ After discharging material from the bin quickly check the bin is empty by quickly looking around the edge of the bin, **DO NOT** walk directly behind the bin to free material, use the crane if there is one available, if not raise bin and then lower following this procedure again. **DO NOT DRIVE FORWARD AND SLAM ON THE BRAKES.**
- ✓ After discharging material from bin immediately place bin back onto the bed of the lorry, **DO NOT** drive away down the yard until you have secured the door and locked the bin in place.
- ✓ If the vehicle begins to topple over, you must brace yourself against the back of the driver's seat and hold firmly onto the steering wheel. The driver should never try to jump out of a vehicle that is falling over.

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

19. BANKSMAN SIGNALS.

J Sanders And Son – Scrap Metal Recyclers



REMEMBER;

Monitor the work area at all times!

Lorry 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!