

J Sanders And Son – Scrap Metal Recyclers

SAFE WORKING PRATICE Ref No: SWP 004.

ARTICULATED LORRIES.

ISSUE No.2

1. AUTHORITY TO OPERATE.

- ✚ No person under the age of 18 is allowed to use an articulated 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 an articulated lorry is dependent on a number of factors. The driver of the articulated 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.

Many articulated vehicle trailers have locked safety guards covering the ladders to prevent anyone from climbing the access ladders, thus preventing them from working at height.

3. HAZARDS.

- ✚ Collision – between the lorry unit or the trailer and pedestrians, both on or off site.
- ✚ Collision – between the lorry unit or the trailer and moving vehicles, both on or off site.
- ✚ Collision – between the lorry unit or the trailer and fixed/stationary plant or obstructions, both on or off site.
- ✚ Striking overhead cables with top of the tipping body.
- ✚ Failure of lifting equipment – rams etc.
- ✚ Failure of the trailers themselves.
- ✚ Fire – fuel leaking from lorry.
- ✚ Fire – flammable materials in the trailer catching alight.

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- ✚ Runaway vehicles.
- ✚ Slip, trip or fall accessing or egressing from the cab.
- ✚ Slip, trip or fall accessing or egressing from the trailer, or rear of lorry unit.
- ✚ Falling/Moving objects – loose material, unstable loads etc in/on trailers.
- ✚ Falling/Moving objects – struck by opening/springing open doors or material.
- ✚ Noise.
- ✚ Overturn of lorry.
- ✚ Trap/crush – moving parts of lorry or between lorry and trailer.
- ✚ COSHH – exposure to chemicals and substances during maintenance etc.

4. RISK MINIMISATION & CONTROLS.

The following conditions will be maintained within company areas where articulated 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 trailers 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.

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 – both unit and trailer.
- ✓ Lights & Flashing Beacons – both unit and trailer.
- ✓ Steering.
- ✓ Seatbelts.
- ✓ Wheel chokes or/and Warning cones (If needed).
- ✓ Lifting equipment – Controls, Rams and Hoses etc.
- ✓ Hose/Electrical connections between unit and trailer.
- ✓ Vision aids – Mirrors, and/or TV cameras.
- ✓ Water, fuel and oils.
- ✓ Washers, wipers and windows are clean.
- ✓ The vehicle body & trailer 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/trailer 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. UPON ARRIVAL AT DROPPING OFF/LOADING POINT.

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- ✓ 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 trailer.

10. 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.

11. 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.
- ✓ 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).

12. COUPLING AND UNCOUPLING.

Coupling and uncoupling can have serious risks if not carried out safely.

Hauliers and Site operators will ensure that areas where vehicles are coupled and uncoupled are well lit (by natural or artificial light), firm, and level. Vehicle stops, handholds and lighting (eg at the cab rear) should be provided and used where appropriate. Drivers should be properly instructed in coupling procedures and safety.

Where vehicles must be “split coupled” or “closed coupled” because of lack of room between the trailer and tractive unit, the trailer parking brake **MUST** be properly applied before coupling or uncoupling.

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When coupling trailers;

- ✓ The driver must check that the trailer parking brakes are applied. Air brakes should **NEVER** be applied by detaching suzie hoses.
- ✓ For automatic coupling, the cab will be reversed slowly under the trailer, with the “kingpin” lined up to the locking mechanism. Listen to hear the fifth wheel lock onto the kingpin.
- ✓ For manual coupling:
 - Reverse the vehicle into place;
 - Make sure that the parking brakes are applied;
 - Manually attach the coupling mechanism.
- ✓ Do a “tug test”. Try to drive forward slowly in a low gear to check that the fifth wheel is engaged.
- ✓ **Apply the tractive unit parking brakes** before leaving the cab.
- ✓ Inspect the locking mechanism to ensure it is secure and fit any (“dog”) clips.
- ✓ Connect all brake hoses and the electrical supply to the trailer. Check that they are secure.
- ✓ Wind up any landing legs on the trailer and secure the handle.
- ✓ Fit any number plates and check that the lights work.
- ✓ Release the trailer parking brakes.

Uncoupling;

When uncoupling, you will follow the coupling procedure in reverse. Make sure that the ground is hard standing (ie firm enough to hold the trailer and its legs), and that the cab brakes are applied before getting out.

13. LOADING AND UNLOADING.

Loading and unloading can be dangerous. Heavy, hot, cold or corrosive loads, moving vehicles, overturning vehicles and working at height can lead to injuries or death.

Loading and unloading areas are:

- ✓ Before entering the loading/unloading area check the ground conditions – avoid sloping, uneven or soft ground.
- ✓ Await a signal from either the crane driver or the banksman before reversing into the loading/unloading position.
- ✓ Ensure the area is clear of other traffic, pedestrians and people not involved in loading or unloading.
- ✓ Ensure the area is clear of overhead cables, pipes or other obstructions.

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- ✓ Loads must be spread as evenly as possible, during both loading and unloading.
- ✓ Uneven loads can make the vehicle or trailer unstable. Loads must be secured or arranged so that they do not slide around.
- ✓ Ensure the vehicles and trailers have their brakes applied and all stabilisers properly positioned before beginning loading or unloading. The vehicle should be as stable as possible.
- ✓ Drivers must not remain in their cabs if this can be avoided. No one should be in the loading/unloading if they are not needed.
- ✓ Vehicles must **NEVER** be overloaded. Overloaded vehicles can become unstable, difficult to steer or be less able to brake.
- ✓ When loading a vehicle, think about how it will be unloaded. If it will be unloaded in stages make sure that this can be done as easily as possible and without making the remaining load unstable or badly distributed.
- ✓ Loads must be suitably packaged if necessary. When pallets are used, the driver needs to check that:
 - They are in good condition.
 - Loads are properly secured to them.
 - Loads are safe on the vehicle. They may need to be securely attached to make sure they cannot fall off.
- ✓ Tailgates and dropsides must be closed when possible. If overhang cannot be avoided, it must be kept to a minimum and clearly marked.
- ✓ Some goods are difficult to secure during transport. Hauliers and recipients will need to exchange details of loads in advance so that they can agree safe unloading procedures.
- ✓ Before unloading, check that loads have not shifted during transit, and are not likely to move or fall when restraints are removed.
- ✓ There must be safeguards against drivers accidentally driving away too early. **THIS DOES HAPPEN**, and is **EXTREMELY DANGEROUS**. Measures could include:
 - Traffic lights.
 - The use of vehicle or trailer restraints.
 - Vehicle keys or paperwork can be held by the person in charge of loading or unloading until it is safe for the vehicle to be moved.
 - These safeguards would be especially effective where communication problems could arise, eg where drivers do not speak English.

14. DISCHARGING MATERIAL FROM AN ARTIC ON SITE.

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Discharging material from an artic 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 tipper body combined with the tilting of the body to discharge material places increased strain on the lifting mechanism and the body/trailer itself.

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 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 it is safe for you to discharge.

REVERSING.

- ✓ **ALWAYS** ensure the crane driver has 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 another 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 body is to be emptied – avoid sloping, uneven or soft ground.
- ✓ Apply the handbrake before exiting your vehicle.
- ✓ Un-net/un-sheet the trailer. Do it from ground level if equipped to do so – try to avoid climbing on the trailer 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 of your cab and go round to the rear of your trailer and carefully open your door, **BEWARE OF THE DOOR OPENING QUICKLY AND SWINGING TOWARDS YOU.**

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- ✓ **NEVER STAND DIRECTLY BEHIND THE DOOR WHILST OPENING IT.**
- ✓ **TIGHTLY PACKED LOADS NEED THE CRANE TO REMOVE PART OF THE LOAD IN ORDER TO RELEASE PRESSURE ON THE TAILGATE.**
- ✓ **ALWAYS** attach the door back to prevent it from swing closed whilst tipping – If you don't it could strike someone approaching.
- ✓ Before lifting the body, make sure there are no overhead cables or obstructions.
- ✓ **DO NOT** walk behind the body whilst the door is open or the body is still loaded or is being raised ready to tip.
- ✓ Ensure that the vehicles unit and trailer are in line with each other whilst tipping or raising/lowering the body.
- ✓ The vehicle must remain level at all times, even if it has to be moved forward.
- ✓ If the body has a tailgate instead of barn doors, make sure that the tailgate is safe:
 - It must be released and secured/removed completely before tipping.
 - If the load discharges through an opening or chute, the tailgate latch needs to be strong enough not to be damaged by the full impact of the load when it is tipped.
 - Check that the load will discharge smoothly and safely and that it will not jam.
- ✓ When raising or lowering the body, the driver must not leave the vehicle and ensure the cab doors are closed.
- ✓ Drivers will be sufficiently experienced to anticipate loads sticking:
 - The vehicle should **NEVER** be driven to shake free a stuck load. Lower the body and free the remaining load before raising the body again.
 - **NO ONE** must climb onto a raised vehicle to clear a stuck load.
 - Aids such as mechanical “vibratory discharge systems” can help or if a crane is available may help.
 - The driver will always ensure that the body is empty after tipping.
 - The driver must not drive more than a few metres forward to ensure the load is clear, and will only do this after checking that the load is at the bottom of the tipping body.
- ✓ If the vehicle begins to topple over, the driver must brace themselves 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.

15. AVOIDING OVERTURNS.

Drivers who enter sites with articulated vehicles need to recognise the features that could cause their vehicle to overturn;

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- ✓ Tipping or travelling on or across slopes that are too steep.
- ✓ Slippery surfaces (such as oil patches).
- ✓ Soft ground, potholes or uneven terrain, curbs, steps or other edges.
- ✓ Being overloaded or unevenly loaded.
- ✓ Poorly inflated tyres.
- ✓ Going too fast around corners or sharp bends.
- ✓ Carrying loads at a dangerous height.

ENSURE AS THE DRIVER YOU AND YOU'RE PASSENGERS WEAR THE SEAT RESTRAINTS PROVIDED!

16. 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.

17. 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**;

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- Left in Gear (where safe to do so).

18. BANKSMAN SIGNALS.



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!