Site vehicles when operated by competent and authorised operators should be safe as long as the requirements for these procedures are followed. These procedures apply to all works vehicles on site, operated by company personnel or contractors working for the quarry. It applies to road going lorries, owner/driver or contract, only when they are operating directly onsite.

All site vehicles must be operated accorded to the site managers rules. No person can operate any mobile plant on site without knowledge of these rules:

* Before staring, the operator must carry out daily checks, as detailed in the companies mobile plant daily record book. This must be filled out and given to the site manager.
* Every shift, the breaks on the vehicle must be checked according to the daily vehicle test procedure.
* All signs and traffic restrictions in the quarry must be adhered to.
* All accidents, whether involving damage/injury or not, must be reported to the manager.

**Authorised Drivers**

 Persons may only drive the class of vehicle outline in their authorisation issued by the site manager and Director (e.g., competence forms).

No one under the age of 17 is permitted to operate a vehicle on site.

**Conditions of Vehicles**

Before driving any vehicle, the operator must be in procession and understand the vehicles rules.

The key shall be obtained from the designated point and returned after use. keys shall not be left in unattended vehicles.

Drivers must ensure on a daily basis that brakes, steering, lights, warning instruments and screen wipers are in good working order and that windscreens, window and mirrors are kept clean. Each operator should ensure that the machine has sufficient engine oil, fuel, brake air pressure and where appropriate, coolant brake fluid and hydraulic oil levels at the start of each shift.

* The horn shall be audible.
* All machine lights shall be kept serviceable.
* All windows and light kept clean.
* Conditions and pressure of tyres to be checked.
* Any defects or damage must be reported to management immediately.
* The daily prestart inspection check sheet book is to be completed.

On a daily basis, all mobile plant brakes are to be checked as part of the daily check sheets and any defects reported to the site manager.

Break test are to be carried out every six weeks, any vehicle that displays a trend of significant deterioration shall undergo corrective maintenance as soon as reasonably practicable.

**Vehicle Access**

* Always use the proper access steps, handrails etc.
* Never jump down from vehicle.
* Make sure doors are secure and cannot swing open or close inadvertently.
* Keep access equipment clean and report defects.

**Driving**

Vehicles shall be driven at all times with due care and attention.

The speed limit within the quarry is 10 M.P.H; if no speedometer is fitted then the vehicle shall not be driven above third gear for dump trucks and second gear for loading shovels.

 The vehicle operator must ensure optimum visibility at all times, this includes:

* If spectacles are required for driving, they must be worn.
* Reversing aids i.e. mirrors, cameras, or radar that are fitted to loose plant must be operational, and if they are faulty the vehicle shall be parked up.
* Adjusting mirrors to optimise the all-round visibility of the vehicle.

All traffic management signs must be strictly observed. ( Each site has its own traffic management plan).

Unloaded vehicles shall give way to loaded vehicles.

Mobile phone must not be used whilst the vehicle is moving, if a call is received you must park in a safe position before answering the call.

Reversing should be avoided unless absolutely necessary. All reasonable care should be taken if reversing a vehicle, if in doubt use a banksman.

Seat belts, full safety harness or lap strap shall be worn at all times in all site vehicles. Passengers will only be carried where provision has been made (i.e passenger seat with belt).

Dumper bodies shall be loaded in a safe manner as to prevent overloading and spillage. Dumpers will not tip directly over an edge, material shall be tipped no less than 6 metres from any edge.

Loading shovels should be driven with the bucket 12”-18”off the ground. Loading shovel drivers, when pushing stockpiles or pushing over tips shall leave a barrier of at least 1.5m high to act as a stop block.

**General and Parking**

No vehicle shall be parked under a quarry face. No vehicle shall be parked near the quarry edge.

Should a vehicle break down and have to be left in a hazardous situation or manner, this must be reported to the Site manager immediately.

Loading shovel buckets should be lowered to the ground when not in use.

All company owned vehicles should turn on their yellow flashing beacons whilst in the quarry. Any visiting light vehicle that does not have a beacon, hazard warning light and dipped headlights must be used.

Drivers must remain in their cabs when loading is taking place.

Where possible vehicles shall be parked on level ground, preferably in designated parking areas. Vehicles shall always be parked pacing the way they intend to move off.

Vehicles shall only tip on level ground.

Purpose designed body props shall always be used when working under raised bodies.

Report any hazardous site road conditions immediately (including potholes).

Towing or jump-starting vehicles must be carried out under the supervision of an appointed person, using the designated equipment provided.

Sheeting down of all vehicles must be carried out with as little risk of injury as possible, this means that all sheeting must be carried in the sheeting bay or where reasonably practicable through an automatic sheeting device.

**Banksman**

Many people each year are killed on sites by reversing vehicles, to help reduce the potential for injury during a reversing manoeuvre, the management may appoint a banksman, it is the banksman’s duty to:

* Ensure the driver understands signals. Stand well clear of the reversing vehicle (not directly behind the vehicle) but in sight of the driver at all times.
* Ensure the path of the vehicle is clear particularly of other persons.
* Wear high visibility clothing.
* Check for overhead obstructions in particular overhead electric cables.

**Excavators**

The authorised operator of an excavator is required to take extra precaution when dredging from the lake or working near its edge. The operator must at all times keep the machine facing the waters edge so that it can be run back in the event of the banks of the lake showing signs of breaking away. The excavator should never be worked on sideways on.

If an excavator is being worked on or near a face it must never be worked on sideways on. The ability to pull back away from the face if a fall should occur or is likely to occur must always be maintained.

**Bulldozers**

When a bulldozer is used to push down a face or to push material over an edge, a barrier of material must always be maintained between the machine and the edge. No parts of the machine must ever overhang the edge and at no time must the machine be used sideways on. The machine must always be used at right angles to the edge thereby maintaining the ability to pull back should a possible fall be evident.

**Travelling by Road with Heavy Plant**

This is a procedure that should be minimised through working practices where possible.

As a general rule the heavy machinery to be moved will always be chaperoned to the other side of the quarry by the 4x4 vehicle. Both vehicles shall used dipped headlights and flashing beacons.

The 4x4 shall travel approximately 4 car lengths ahead of the heavy plant at a speed close to that of the heavy plants maximum permitted. When pulling out of junctions ensure that there is ample time for the heavy plant to follow without traffic breaking the convoy.

The VMS key shall be used to turn off the VMS system in this procedure to eliminate the risk of somebody activating this on the public highway. In dark conditions the reverse directional lights shall be turned off so as not to dazzle other road users behind the machine

Only taxed heavy machinery can be transported this way. Non-taxed vehicles will have to be transported in a different manner. The site manager must be aware of the times that any movements take place. The movements shall be timed to minimise disruption to road users and peak traffic times shall be avoided. Excess dirt shall be cleaned from the vehicle before any movement takes place.

**Poor Visibility**

Working during hours of darkness, twilight and foggy or heavy rain/snow conditions is a greater hazard. This is particularly the case for operators of mobile equipment and pedestrians. Ensure that the vehicles lights are on during low visibility conditions, including the amber beacon. Use working and travel lights and keep them in a clean and serviceable condition.

Always be aware and consider the safety of small vehicles and pedestrians who may be in your working area. Never travel at high speeds in poor visibility, drive to suit the conditions.

Pedestrians – always ensure you have high visibility reflective clothing on, be extra vigilant if entering an area where vehicles are working.

**Maintenance and Cleaning**

All vehicles on site are subject to a regular maintenance scheme, based on regular service intervals, daily inspections by drivers and periodic inspection by site management as well as three monthly servicing which is carried out by a third party.

All quarry mobile plant has service and maintenance records, which must be kept up to date. Maintenance is by contracted personnel and is controlled by the site manager. It takes place in an area designated by him for the purpose. No maintenance is to be carried out anywhere else unless approved by the site manager.

All discarded or damaged parts; spares or rubbish arising from maintenance (e.g., oil filters) must be put in the designated waste skips, stores or removed off site.

On road utility vehicles must be maintained according to the recommended schedule and taken to the appropriate dealer at the required intervals. All vehicles must be kept in a clean and tidy condition, inside and out. The washing down area is only to be used for external cleaning.

**Maintaining Vehicles Outside of Workshop**

If for any reason vehicle maintenance is required outside of the workshop area the following procedure must be adhered to:

Ensure drip trays are placed in position whenever there is a likelihood of fuel/oil /grease spillage or contamination.

In the event of minor spillages prior to the positioning drip trays (i.e leaking hydraulic hose etc) the procedure for the use of emergency spill kits shall be followed.

In the event of a more serious problem (i.e ruptured fuel tank etc) the procedure for managing environment impacts from emergencies shall be followed.

In then event of any spillage and contamination the procedure for cleaning contaminated ground shall be followed.

On completion of any maintenance the dip trays shall be removed and any contents in the drip tray disposed of following the procedure for emptying and disposal of waste oil.

The following PPE must be worn : Hi Vis clothing, Hard hat, Safety footwear, Gloves and Eye protection.

Approved by

Mr M Ketcher

Director

The following rules/ procedures will be enforced by the Site Managers and the Directors.