



Drivers Handbook

heidelbergmaterials.com



Acknowledgment

This handbook has been jointly developed by the members of the Mineral Products Association (Heidelberg Materials) Transport Committee and Health and Safety Committee, as a tool for working drivers to help them understand and manage the risks that they face and create when driving and operating vehicles for work. It will help people make safer choices about the way they drive and behave around vehicles.

This is a guidance document, but using the information given should help you to comply with your statutory duties in respect of safe driving and work practices. The document is not exhaustive and provides information, in no particular order, on the main risks that working drivers may encounter, as part of their everyday working lives in our industry relevant to the type of vehicle that they drive and operate.

All information contained in this document is accurate at the time of publication (May 24). It is the responsibility of the reader to ensure they update themselves regularly on any changes to Road Traffic or Safety, Health and Welfare at Work legislation relevant to their duties.

More detailed information on general road and workplace health and safety can be found in the appendices at the rear of this document.



Introduction

Driving and operating large goods vehicles (LGVs) is a critical, if often under-recognised, part of the minerals products industry. The industry loads, transports and delivers over 200 million tonnes of materials by road every year and this supply is essential for the development of the UK's infrastructure and built environment.

Driving and operating LGVs is one of the most dangerous activities that people undertake. Every year in the UK many people are killed and seriously injured while driving for work. Sadly there are an unacceptable number of fatal incidents within the industry.

All of these incidents are preventable!

The purpose of the 'Driver's Handbook' is to make LGV drivers aware of the risks that they may face or create while driving and operating vehicles and typically understanding how to manage the risks. The handbook outlines what is required of a driver in terms of his or her, vehicle, journey and driving behaviours. In addition it deals with emergency situations and gives practical advice on what to do to help keep you safe from avoidable harm.

This handbook will help you work with your employer to avoid preventable incidents and injuries to yourself and other people when driving for work. It should be used with your employer's driving for work policies and procedures.

'DON'T TAKE THE RISK - GO HOME SAFE'





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Code of Conduct

Professional Driver

I agree to adopt this code of conduct. I accept that as a professional driver I have responsibilities under both chain of responsibility and Health and Safety (H&S) legislation to maintain your fitness for duty and not accept unsafe practices or breaches of the law. I share the road with other road users to improve community safety. I will respect and take great care with Vulnerable Road Users (VRU).

1. I recognise and accept my obligations as a professional driver:

- ✓ **Do** - Ensure you conduct yourself in a polite and considerate manner at all times as an ambassador for the industry and your company
- ✓ **Do** - Ensure you drive with consideration for all road users and pedestrians
- ✓ **Do** - Support safety within the workplace
- ✓ **Do** - Actively support this code and promote it to other drivers
- ✓ **Do** - Encourage safety on the road
- ✓ **Do** - Maintain your professional knowledge through Driver Certificate of Professional Competence (DCPC) and recognised industry schemes.

2. I undertake to comply with all road laws, and be considerate of others:

- ✓ **Do** - Be professional at all times
- ✓ **Do** - Ensure you're fit for duty – alert, healthy and prepared for the driving task
- ✓ **Do** - Observe speed limits and seat belt laws
- ✓ **Do** - Observe working time regulations and 'Rules on Driver's Hours and Tachographs'
- ✓ **Do** - Observe drug and alcohol laws
- ✓ **Do** - Leave a safe distance between other vehicles
- ✓ **Do** - Travel in left lanes unless overtaking
- ✓ **Do** - Adopt a considerate driving style, reducing noise when operating in a built up area
- ✓ **Do** - Obey all other laws and operate to 'The Highway Code'.

3. I support the introduction of company 'Safe Systems of Work' that include practices and procedures to reduce the risk of injury or death at our own and customer locations.

4. I take pride in MY vehicle and conduct pre-use and regular checks to ensure the vehicle and the load remains in a safe condition.

5. I understand that driver distraction is a risk and I will reduce this:

- ✓ **Do** - Avoid using mobile phones, two way radios or other forms of communication whilst the vehicle is moving in accordance with the law and company rules
- ✓ **Do** - Fully prepare for any journey to avoid being distracted when driving.

6. I actively support this code of conduct for the purpose of promoting compliance with laws and promoting safe behaviour, within the workplace and on the road.

7. I undertake to actively participate through your Health and Safety representatives and managers to commit to industry codes of conduct, codes of practice and safety guidelines found in this handbook.

Company:

Print Name: Signature:

Date:

Code of Conduct

Professional Driver

All drivers delivering on behalf of Heidelberg Materials, are required to have passed an MPQC Site Safety Awareness course. Upon taking and passing the Site Safety Awareness course, drivers will be issued with an mp connect card.

The mp connect card is a digital card that will be scanned at sites to prove a driver's competencies are valid to enter the site safely.

Details of the driver's training record and relevant site-specific information such as site inductions, will be stored onto the mp connect card, giving a driver access to a fully integrated learning management system which holds a library of e-Learning courses, toolbox

talks, safety nudges and incident alerts. The mp connect card is renewable via an annual subscription.

The mp connect card is ultimately designed to ensure the industry's high standards in Health and Safety are not only maintained but are continuously raised, making the industry a safer place for not only you and your colleagues but for everybody around you.



mp connect

- A state-of-the-art card-based system
- A fully integrated Learning Management System
- Replacement for the variety of cards currently in use
- A fully functioning record of achievement
- Industry agreed e-Learning, toolbox talks and training that will avoid unnecessary duplication of training when operating between different companies
- Evidence of qualifications and training undertaken
- Access to a suite of e-Learning courses at no additional cost
- Safety nudges offering real-time information on alerts and incidents
- Guaranteeing industry standards are achieved to help make the sector a safer place to work
- Earning and holding the card ensures that everyone has achieved the same standard.



Driver Training and mp connect card

Driver Licence



All drivers who operate on behalf of Heidelberg Materials must hold the appropriate licence and a Driver Qualification Card (DQC) and hauliers must have a robust system in place to check drivers' licences at least every six months.

A competency verification process which utilises a one-card system or equivalent is an effective way of doing this.

- Drivers must have a current licence for the class of vehicle being driven
- The licence must have an up to date address
- Drivers may be asked to produce their licence when operating on Heidelberg Materials sites
- Drivers must present other cards such as Driver's Skills Cards (DSC) on request.

Legal Requirements

The holder of a licence must produce it on request to a police officer or traffic examiner. If the licence cannot be produced at the time of request, it must be produced to:

- The Police – at a Police Station of the driver's choice within 7 days
- Traffic Examiner – at the Traffic Area Office within 10 days.

Note: It is your responsibility to notify your manager immediately of any endorsements placed on your driving licence.

Driver Training and mp connect card

Training

All operators of crane lorry loaders must have completed industry approved training and been awarded the appropriate certification to operate the lifting equipment. There is a choice of registered bodies that have Health & Safety Executive (HSE) recognition of this training.



Construction Industry Training Board
All courses should be accredited to JAAPT (Joint Approvals Unit For Periodic Training).



The Association of Lorry Loader Manufacturers and Importers



National Plant Operators Registration Scheme



MP Skills

mp connect card



All drivers delivering for Heidelberg Materials require a DSC (MPQC or other industry recognised scheme) and must carry this with them and will be asked to provide proof. Drivers should also be trained on VRU (Vulnerable Road Users) and SUD (Safe Urban Driving). Check with your certification scheme for exact course requirements.

The MPQC Driver Skills Card has a hologram and background image, which cannot be reproduced in the above sample for security purposes.

FORS/CLOCS (or equivalent)

Vulnerable Road Users

Heidelberg Materials are committed to improving road safety and are actively involved in many initiatives around the UK to reduce traffic related incidents and improve the image of the industry.

A key part of this is the reduction in incidents involving construction industry vehicles and vulnerable road users. The Highway Code was updated in January 2022 to introduce a hierarchy of vulnerable road users. Those with the capacity to cause most harm (e.g. car and truck drivers) have a greater duty of care towards the road users who are most vulnerable to harm (pedestrians, cyclists, horse riders etc).

Who are Vulnerable Road Users?

Vulnerable Road User is a term applied to those most at risk in traffic:

- Pedestrians
- Cyclists
- Motorcyclists
- Horse riders
- Learner drivers/Inexperienced drivers/Elderly drivers
- Animals
- Mobility scooters
- E Scooters
- Children
- Older and disabled people

Pedestrians

- More than 60 child pedestrians are killed or seriously injured every week, children often misjudge the speed and intentions of drivers and are easily distracted
- Nearly half of all pedestrians killed are aged over 60
- Older people may have difficulties in seeing or hearing approaching traffic and may have decreased mobility.

Cyclists

- Around 75% of fatal or serious cyclist accidents occur in urban areas
- Around half of cyclist fatalities occur on rural roads
- 75% happen at/near road junctions or roundabouts
- 80% occur in daylight – but night time incidents are more likely to be fatal
- Almost one quarter of the cyclists killed or injured are children.

Cyclists and large goods vehicles (LGVs)

- LGVs (Large goods vehicles) present a particular danger for cyclists, especially in urban areas where around 20% of cyclist fatalities involve an LGV
- These often occur when an LGV is turning left at a junction
- About one quarter of incidents resulting in serious injury to a cyclist involves an LGV, bus or coach passing too close to the rider.

Motorcyclists

- Motorcyclists represent 1% of traffic yet account for up to 20% of the deaths and serious injuries on our roads
- Motorcyclists are 40 times more likely to be killed than car drivers
- Recent European research reveals that nearly 70% of motorcycle accidents involved a car, lorry or bus and that approximately 55% of accidents occur at junctions
- It is unlikely that in all these cases the motorist failed to look but rather failed to see the motorcyclist.



CLOCS

Clients: Take ownership of road safety in your supply chains

The CLOCS Standard enables a fair and consistent approach to managing safety beyond the site gate, aiming for zero harm across all construction operations.

- CLOCS is a fair national standard for operators to adhere to.
- Work together to raise safety standard and ensure compliance
- Become an integral part of raising road safety standards and protecting vulnerable road users

Ensure your fleet operators meet the CLOCS Standard

For CLOCS visit www.clocs.org.uk

FORS

Operators: Demonstrate compliance to CLOCS through FORS

FORS is an accreditation scheme delivering safety, environment and efficiency benefits for the fleet operators by encouraging the adoption of best practice industry standards.

- Demonstrate compliance with the CLOCS Standard through FORS
- Show your commitment to being a safe and compliant operator
- Become an integral part of

Discover how your operation can benefit from FORS - register now!

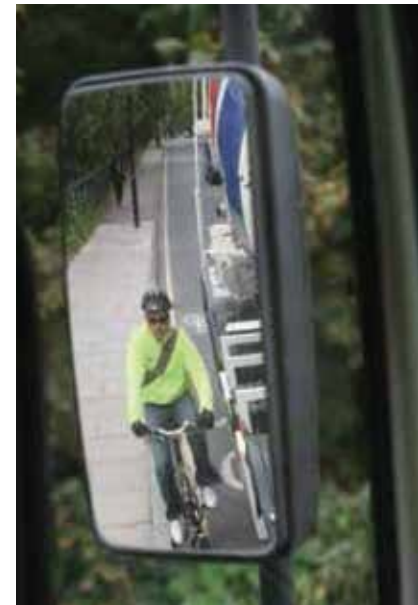
To register with FORS visit www.fors-online.org.uk

FORS and CLOCS are examples of current standards that enable a vehicle operator to meet the requirements of delivering to our industry.

FORS (or equivalent)

Fleet Operator Recognition Scheme

An accreditation scheme covering safety, fuel efficiency, emissions and improved road transport operating standards.



CLOCS (or equivalent)

Construction Logistics & Community Safety

An initiative to improve vulnerable road user safety related to the delivery of construction materials.



Driver's Section



In-Cab Safety

Seatbelts, Loose Items, Unauthorised Passengers and Animals

Whilst driving on Heidelberg Materials site or on our customer delivery sites, drivers are required to wear a seatbelt AT ALL TIMES to minimise the risk of injury in the event of a collision or rollover.

It is also good practice to wear your seatbelt on low speed reversing manoeuvres and many companies enforce this however, check with your supervisor for the local rules.

In rollover crashes, injury outcomes to the driver and/or occupants of a truck can be more severe.

Failure to wear the seatbelt increases the risk of being ejected from the vehicle or being thrown around the interior of the cab.

- ✓ **Do** - Secure all loose items in the cab to prevent being injured in the event of a collision
- ✓ **Do** - Wear your seatbelt
- ✓ **Do** - Keep any authorised passenger inside the cab
- ✗ **Don't** - Allow dogs or any other animal in cabs (or on site)
- ✗ **Don't** - Allow children in cabs (or on site)
- ✗ **Don't** - Place objects in main field view of windscreen.



In-Cab Safety

Mobile Phones and other Electronic Devices

Use of any hand held devices whilst in control of a vehicle is illegal.

Using a mobile phone even on hands free or bluetooth, increases the risk of having an accident. Ideally avoid their use entirely whilst driving (some members or sites prohibit their use - please check). If this is not the company policy, consider the following:

- ✓ **Do** - Only use a phone when vehicle is stationary
- ✓ **Do** - Use hands-free phones to receive calls when travelling on the public highway where permitted and safe to do so
- ✓ **Do** - Keep any necessary conversations to a minimum and only continue them as long as it remains safe
- ✓ **Do** - Check that you are in an appropriate safe and secure area when using mobile phones when out of the vehicle
- ✓ **Do** - Do keep devices out of reach to remove the temptation of handling them whilst driving.

- ✗ **Don't** - Use hand-held phones or other electronic devices whilst driving
- ✗ **Don't** - Use phones on customer sites unless the vehicle is stationary
- ✗ **Don't** - Use mobile phones or two way radios in Heidelberg Materials production and loading areas.



In-Cab Safety

In Cab Technology

Satellite Navigation Systems

- ✓ **Do -** Program these before the journey begins
- ✓ **Do -** Position them out of reach as they should not be physically adjusted during the journey
- ✗ **Don't -** Mute them as this might encourage you to take your eyes off the road ahead
- ✗ **Don't -** Allow the device to obscure your main line of sight.

Other Electronic Devices

- ✓ **Do -** Set up any entertainment system to the vehicles radio system before you begin your journey
- ✓ **Do -** Position them out of reach as they should not be adjusted during the journey
- ✗ **Don't -** Use ear pieces under any circumstances
- ✗ **Don't -** Allow the device to obscure your main line of sight.



Driver's Behaviour

Driving Conduct

You are our Ambassador

Your conduct on the road is important. It has a direct impact on public attitudes towards Heidelberg Materials and the Industry. As a professional driver it is important to maintain the standards and codes of conduct that go above and beyond those of non-professional drivers. Always drive within the road traffic regulations and the Highway Code.

Watch Your Speed

- ✓ **Do -** Always drive within the speed limits and take care in villages and built up areas.

particularly in villages and built up areas and especially in the early morning and late at night.

- ✓ **Do -** When unladen further reduce speed over speed bumps or on rough terrain

No Aggressive Driving

- ✗ **Don't -** Intimidate other road users by driving too close or at excessive speed
- ✗ **Don't -** Tailgate.

Lane Discipline

- ✓ **Do -** Always keep to the left-hand lane unless overtaking slower vehicles
- ✓ **Do -** Remember to use the mirror, signal and manoeuvre routine before changing lanes
- ✓ **Do -** Remember when driving on the motorway, watch out for any vehicle in the right hand lane moving back into the left, as most vehicles will be travelling faster than you

No Convoying

- ✓ **Do -** Leave room for lighter vehicles to overtake without having to pass more than one LGV at once
- ✗ **Don't -** Run in convoy.

Reduce Noise

- ✓ **Do -** Drive in a manner which minimises noise from engines, bodies and suspensions,

- ✗ **Don't -** Use the extreme right-hand lane on a three-lane or four-lane motorway unless permitted.

Driver's Behaviour

Planning Ahead

Use a planned system of driving:

The road around you is made up of different zones of visibility. In some areas your view will be good and in others you will only be able to see what is immediately in front of you. Where your view is restricted, use alternate sources of information making the most of any glimpses of 'wider views' that you can get.

On the approach to a hazard where the view is restricted, use every opportunity to get more information about the road ahead. Look far ahead as possible to identify the risks and hazards.

For example:

- ✓ **Do** - Consider the curvature of a row of trees, power lines or lamp posts
- ✓ **Do** - Look for reflections in shop windows
- ✓ **Do** - Check the angle of approaching headlights
- ✓ **Do** - Check the angle of shadows cast by headlights and other lights
- ✓ **Do** - Look for open spaces and breaks in hedges, fences and walls in the approach to a blind junction.

Next time you drive along a familiar route, make a mental note of the opportunities to use additional sources of information.

Driver's Behaviour

Planning Ahead

Acting appropriately

POSITION

- ✓ **Do** - After giving a signal, take up the correct position on the road. You must check mirrors again before changing course.

SPEED

- ✓ **Do** - Adjust your speed to the correct level for the hazard by using the brakes or engine braking system.

GEAR

- ✓ **Do** - Once travelling at the appropriate speed, select the correct gear to negotiate and accelerate away from the hazard.

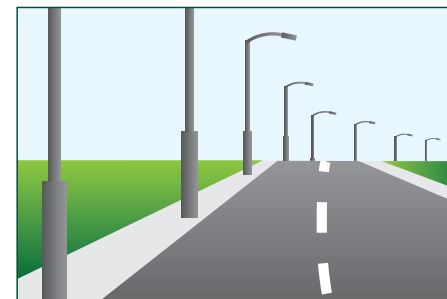
Safer driving means:

- Less injuries and fatalities on our roads
- Less accidental damage to vehicles
- Less unproductive downtime for vehicle repair
- Reduced insurance premiums.

Using fuel more efficiently means:

- Lower costs
- Improved profit margins
- Reduced emissions
- Improved environmental performance.
- Low emission zones are becoming commonplace – low emission vehicles provide the best option for these.

The curvature of a row of trees or lamp posts



Reflections in shop windows



Driver's Behaviour

Bridge Strike



What is a bridge strike?

- A bridge strike is an incident in which a vehicle, its load or equipment collides with a bridge.
- Most bridge strikes occur where roads pass under railway bridges.

Prevention of bridge strikes

Your responsibilities are to:

- Know your vehicle height and width
- Know your route
- Obey traffic signs

Before commencing a journey check:

- The security and safety of the load
- The height of the cab
- The height of the trailer, its load and equipment
- That the correct maximum height is displayed in the cab
- The maximum vehicle width

Do not rely on the information on the headboard as coupler heights can vary. Report any discrepancy between the measured height and that shown on the headboard to your Transport Manager



What action should be taken if a bridge strike occurs?

On the approaches to bridges with a vehicle height restriction, signs might be provided to give you advance warning of the restriction.

This is to help you take an alternative route avoiding the low bridge. You should be aware, however, that advance warning signs are not provided at all low bridges.

At a railway bridge

Step 1: - Report the bridge strike to the Rail Authority immediately so that trains may be stopped from crossing the bridge.

- Telephone the number shown on the identification plate on the bridge.
- Do not wait until you return to your depot before reporting the bridge strike.

Step 2: - Advise the police using the 999 system.

- Any road traffic collision that causes damage to a 3rd party must be reported. Each bridge strike causes damage to a bridge, and must therefore be reported.

Step 3: - Report the bridge strike to your employer.

Step 4: - Keep the public away and do not move your vehicle.

At any other bridge

Report the bridge strike to the Police using the 999 system and then your employer.

Keep the public away and do not move your vehicle.



Example identification plate at rail bridge

Driver's Behaviour

Reporting of debris and issues on high-speed roads.

Driving on motorways and trunk roads across England is a daily occurrence for millions of people. They are relied upon to be safe and free flowing for all journeys.

They are important to Hanson and other companies who transport large volumes of perishable products like asphalt and concrete around the country.

Delays because of debris on the road, or road traffic accidents can prevent perishable material getting to site while still workable or more commonly causes disruption, delay and diversions to deliveries.

National Highways is the organisation who is responsible for keeping the motorways and trunk roads in England free flowing - this includes clearing debris, responding to traffic accidents, and cleaning of spills. As Hanson have many drivers, workers and staff who routinely drive on these motorways and trunk roads, we can assist National Highways keeping them free flowing with prompt reporting of incidents and any issues we observe.

Add the National Highways 24-hour Customer Contact Centre number 0300 123 5000 into your phone contacts,

and where and when you are in a suitably safe position to do so, report any issues or observations you make to National Highways to enable them to respond quickly.

Providing accurate location for an issue or observation is important. On most National Highways's roads marker posts are installed at



100 metre intervals - in the verge, mounted on safety barrier, bridge parapets. Some roads also have marker signs installed at 500 metre intervals.

Marker posts and marker signs show:

- **Road Number** you are travelling on - e.g. M6
- **Direction of Travel** - e.g. A, B or others for slips, links, etc. 'A' track typically on side of carriageway where junction numbers increase during travel. 'B' track typically on side where junction numbers decrease during travel.
- **Distance** (kilometres) from start point of the road, e.g. 235.5km.

- **Pointer** showing the direction of the nearest emergency phone, provided on the road network.

Please also consider talking with your family and friends about what they would do if they had a vehicle breakdown on a high-speed road, particularly on smart motorways where the hard shoulder has been replaced by permanent/temporary traffic lane. To help keep both you and them safe, guidance on what to do in the event of a breakdown is provided in the Highway Code and on the gov.uk website.



Driver's Behaviour

Weight Restrictions

There are two types of weight restriction:

Environmental

- to prevent damage to the highway infrastructure (carriageway, footways, street furniture) and buildings
- protect the character and environment of rural areas, villages and residential estates
- manage congestion on our roads
- reduce risks to vulnerable road users, including pedestrians and cyclists.

Structural

- The route contains a road or bridge that cannot physically sustain the weight of heavier vehicles.

In many cases, areas that are covered by an environmental weight limit can be accessed (except for access), but only under the following conditions:

- vehicles making deliveries or collections at premises within the restriction

- vehicles working on or near the roads in question
- emergency service and military vehicles
- buses, coaches and other public service vehicles.

A structural restriction has no exceptions and any overweight vehicle using this route, for any reason, will be breaking the law.

Vehicles using environmentally restricted routes without any genuine reason (rat runs, diversions etc) are subject to prosecution by the Police or Local Authority. LGV operators can also be reported to the Traffic Commissioner, who can take action against, both, the operator and the driver responsible.

Drivers MUST:

- Be aware of their route before leaving depot
- Be vigilant of road signage and obey instruction at all times
- NOT proceed into a restricted area unless they are delivering within its bounds (only when marked as 'Except for Access').

Whilst SatNavs are a useful aid to getting around, they do not account for weight limits and other restrictions, unless specifically programmed to.

Routes marked as 'Unsuitable for Large Vehicles' (blue signs) are not subject to any legislative restrictions, but are clearly marked to highlight routes that may pose a significant hazard to large vehicles and should be avoided, where possible.

Some roads may be restricted by characteristics other than weight. This could include width, height or vehicle type. The penalties for breaches and the routes to enforcement are the same for these restrictions.

Driver's Behaviour

Defensive Driving

Defensive Driving is a combination of:

- Knowledge
- Attitudes
- Skills and techniques
- The way you put those skills into practice.

All four elements must be in place if you are going to drive effectively and safely.

Defensive Driving is a set of fundamental principles which, with the correct attitude and sufficient skill, will guide your actions.

A defensive driver learns to:

- Control their vehicle with precision
- Drive with concentration and awareness
- Anticipate the actions of others
- Act appropriately at all times
- Leave a comfortable safety margin all around their vehicle – especially to the front.

Use a planned system of driving

GET INFORMATION

✓ **Do** - Look, Assess, Decide.

Observe all around you, using your mirrors to assess the situation behind.

GIVE INFORMATION

✓ **Do** - Mirror, Signal.

Give a signal to other road users. Use of indicators will be the normal method, but consider arm signals, horn and lights. Flashed headlights are often used incorrectly; only flash your lights/sound your horn to let other road users know that you are there.

✗ **Don't** - Flash your lights to convey any other message or to intimidate other road users.

Driver's Behaviour

Whatever the Weather

Who knows what's round the corner when bad weather strikes.

Before you make your journey . . .

✓ **Do** - Make sure the screen wash contains sufficient water and winter additive

✓ **Do** - Check that all the lights are in full working order and clean

✓ **Do** - Ensure screen and windows are all clear INSIDE and OUT.

Winter watch

Always be prepared in case you get stuck.

✓ **Do** - Keep a fully charged mobile phone

✓ **Do** - Keep warm clothing and a blanket

✓ **Do** - Carry a Hi-vis jacket

✓ **Do** - Carry a working torch

✓ **Do** - Carry a spade or shovel

✓ **Do** - Know your route and ensure your mobile phone is working, although do not use it whilst driving

✓ **Do** - In severe weather always check with your supervisor before attending to your vehicle and prior to making any delivery.

REMEMBER braking distances can be 10 times longer in bad weather – **Keep your distance.**

Summer sense

✓ **Do** - Drink plenty of fluids on a long journey

✓ **Do** - Reduce speed if the sun is directly in front of you reducing your vision

✓ **Do** - Wear sunglasses to reduce glare

✓ **Do** - Be aware of increased agricultural traffic

✓ **Do** - On open roads, ensure you have plenty of fresh air by opening a window

✗ **DON'T**- Forget that excess heat can induce drowsiness.



Driver's Behaviour

How MYSPACE Works

- M**ind where you park
- Y**ou are in charge
- S**ee and be seen
- P**rotect others
- A**ccess all around
- C**lean your environment
- E**scape route

Consider how you as an individual can manage the risk, and if the risk is too high and it is unsafe for you to deliver, inform your immediate supervisor / contact and await further instruction

Report any issues via your Near Hit/Near Miss/Hazard reporting

Never put yourself or anyone around you at risk.

As a driver, imagine a safety zone around your vehicle which you can control – this is your MYSPACE. Then consider:-

- What do I do inside MYSPACE?
- What or who can intrude into MYSPACE?
- How can I get hurt?
- What do I do about it?
- What happens when I leave MYSPACE?
- How can I control low risk areas?



Driver's Behaviour

Driver's Hours

Driving hours are limited in order to keep you and other motorists safe on the road as tiredness and fatigue can reduce your reaction time and impair your judgement.

	Current Rules
Daily driving	9 hours, which can be extended to 10 hours twice a week.
Weekly driving	A maximum of 56 hours.
Fortnightly driving	A maximum of 90 hours in any two consecutive weeks.
Breaks from driving	Total of 45 minutes break to be taken at or before the end of 4.5 hours continuous or cumulative driving. The 45 minute break may be split into two breaks, the first at least 15 minutes long, the second at least 30 minutes long.
Daily rest	11 hours rest in the 24 hours period which begins at the end of the last daily/weekly rest period. May be reduced to a minimum of 9 hours no more than three times between any two weekly rests periods. Reductions do not require compensation.
Split daily rest	Split daily rest can be taken in two periods, the first period being at least 3 hours long and second at least 9 hours long.
Weekly rest	45 hours can be reduced to 24 hours at base or away from base. Reductions must be compensated by the end of the third week following the week of reduction. In any two consecutive weeks a driver must take at least two regular weekly rest periods (of 45 hours each) or one regular weekly rest period and one reduced weekly rest period of at least 24 hours.

Road Transport Directive (WTD) No mobile worker can work actively for more than 6 hours without a break. A break is at least 15 mins in duration. If a duty consists of between 6 and 9 hours of active work then a break/breaks totalling 30 minutes must be taken. If a duty consists of more than 9 hours of active work then breaks totalling 45 minutes must be taken.

Drugs and Alcohol at Work



Heidelberg Materials require employees and contractors to be able to properly perform their duties unimpaired by the effects of drinking alcohol or taking drugs.

Heidelberg Materials aim to eliminate alcohol and drug misuse in the workplace by increasing employees' and contractors' awareness of its dangers. Heidelberg Materials UK encourage employees & contractors to come forward for help and support.

- ✓ **Do** - Promote a culture in which alcohol and drug misuse is discouraged
- ✓ **Do** - Ensure that employees' or contractors' use of either alcohol or drugs does not impair the safe and efficient running of the organisation, or result in risks to the health and safety of themselves, colleagues, customers and the general public
- ✓ **Do** - Be aware that in the event of an individual failing an alcohol or drugs test, or refusing to take a test, the individual will be permanently excluded from site. The contractor could be deemed in breach of their contract

- ✓ **Do** - Be aware that Heidelberg Materials managers have the right to prohibit any person or activity on site should they suspect alcohol or drug misuse even if they are unable to instigate testing.



Alcohol

- ✗ **Don't** - Drink alcohol or be under the influence of alcohol at work.
- Remember that drinks the night before can still be in your system putting you over the limit (note that limits vary in different parts of the UK). Where there are local rules in force governing the limit of alcohol that are stricter than those contained in the Policy, the local rules shall take precedence.
- Some delivery sites may have local limits that are below the drink drive limit.

Drugs

- ✓ **Do** - Be aware that, as a driver, prescribed or over the counter medicines may affect your ability to drive. As an employee, that may mean that you need to inform your manager or supervisor
- A list of common drugs which can affect your driving can be found via the reference section of this document
- ✓ **Do** - Complete a drug test if you are asked by Heidelberg Materials to do so
 - ✓ **Do** - Ask for the Company Policy if you wish to learn more about the Heidelberg Materials stance on Drugs and Alcohol
 - ✗ **Don't** - Consume substance of any kind (including legal highs or prescription drugs) that may impair your ability to drive either on site, in company vehicles or before coming onto site
 - ✗ **Don't** - Offer drugs or medication to colleagues.

Smoking and Vaping at Work

Heidelberg Materials operate in compliance with the Health Act 2006, which requires no smoking in enclosed public places. Smoking is also prohibited in all commercial workplaces which includes the cabs of lorries.

We have a legal and moral duty to protect the health of our employees and others and where we can, to encourage those smokers who wish to do so to kick the habit.

- ✓ **Do** - Smoke in authorised zones only.
If you are visiting a site, make yourself aware of the designated smoking zones as soon as you arrive
- ✓ **Do** - Try to give up. The NHS Smoking Helpline is free on 0800 169 0169 or visit www.gosmokefree.co.uk, or ask your local GP
- ✓ **Do** - Ensure you put the residues into a proper container once you have finished
- ✓ **Do** - Remember that Heidelberg Materials regard e-cigarettes in the same way as normal cigarettes so the same rules apply but try and separate yourself from tobacco users
- ✓ **Do** - Ensure that your cab has a no smoking sticker displayed.
- ✗ **Don't** - Smoke in work places. Work places includes the cab of your vehicle, mobile plant, vans, company cars and pool cars even if you are the only occupant. Breaking this rule may result in disciplinary action or exclusion from site for a visitor or contractor, as it is our responsibility to ensure the health of all of our employees
- ✗ **Don't** - Smoke in vehicles including company cars, pool cars, mobile plant, lorries, vans, even if you are the only driver. This is on the basis that other employees may use the vehicle from time to time
- ✗ **Don't** - Smoke next to fuels, flammable gases or vehicles unloading such materials.



Eligibility to Drive

Eyesight Checks

You MUST be able to read a vehicle number plate, in good daylight, from a distance of 20 metres (or 20.5 metres where the old style number plate is used).

If you need to wear glasses (or contact lenses) to do this, you MUST wear them at all times while driving. The police have the power to require a driver to undertake an eyesight test.

It is recommended that you get your eyesight checked at least annually (six monthly if a member of FORS or equivalent scheme) to ensure capability to drive legally.



Fitness and Health

Staying fit and healthy is important to maintain a good quality of life as well as ensuring that you are fit to drive and carry out your job.

If you have any health conditions that affect your driving you must advise your employer and inform the DVLA immediately. Failure to do so may lead to your licence being revoked by the Traffic Commissioner.

- ✓ **Do -** Schedule set times for food
- ✓ **Do -** Schedule in a daily exercise plan
- ✓ **Do -** Opt for healthier food options and maintain healthy meal sizes
- ✓ **Do -** Snack to a schedule on healthy options such as fruit, nuts or protein bars
- ✓ **Do -** Consume plenty of water and ensure it is always available in your cab
- ✓ **Do -** Regularly wash your hands, especially before eating
- ✓ **Do -** Get plenty of rest. The amount of rest is mandated by your Working Time Directives but ensure you are using this time to recuperate

- ✓ **Do -** Replace lost vitamins, preferably by eating fruit and vegetables but alternatively through a course of vitamin supplements
- ✓ **Do -** Keep your mind active. Listen to audio books, learn a new language or try different music genres in order to stimulate your mind and alleviate boredom
- ✓ **Do -** Stay connected with home by catching up with family on your breaks or sharing experiences with family
- ✓ **Do -** Be aware that some sites may require a fitness to work certificate to demonstrate compliance with specific local site procedures.
- ✗ **Don't -** Eat or drink whilst driving.

Your Mental Health and Wellbeing

Work and personal issues can have a detrimental impact on many people's lives. This may be experienced as feelings of isolation, anxiety, financial insecurity, emotional issues within your family, concerns about the future or changes in one's ability to enjoy the company of friends and other forms of relaxation.

These pressures can impact on your mental health and wellbeing and may be experienced by anybody; males and females, young and old, staff at all levels within an organisation.

It is important that you are able to recognise the symptoms in yourself or colleagues that are often indicators of mental health issues, understand some simple coping strategies and, most importantly, understand that there are many ways in which individuals can be provided with support.

Signs to be aware of in yourself and others:

Emotional signs

- overwhelmed
- irritable and "wound up"
- anxious or fearful
- lacking in self-esteem

Mental signs

- racing thoughts
- constant worrying
- difficulty concentrating
- difficulty making decisions

Physical signs

- headaches
- muscle tension or pain
- dizziness
- sleep problems
- feeling tired all the time
- eating too much or too little

Behavioural signs

- drinking or smoking more
- snapping at people
- avoiding things or people you are having problems with.



Confidential Free Helpline for all Heidelberg Materials UK Employees.

About your Employee Assistance Programme (EAP)

Sometimes it can be difficult to balance the pressures of work and home life. Health Assured provide caring support to both you and your immediate family so you can give your best in life.*

What can I use this service for?

Family issues	Financial information	Legal information
Medical information	Relationship advice	Housing concerns
Alcohol or drug issues	Childcare support	Stress & anxiety
Gambling issues	Domestic abuse	Retirement
Consumer issues	Tax information	Bereavement

24/7 Confidential Support

Your call will be handled by an experienced therapist or advisor, who will offer support in a friendly, non-judgmental manner.

Online Health Portal: healthassuredeap.com

Webinars	Health e-Hub app	Four-week programmes
Nutritional advice	Health checks	Fitness advice
Financial wellbeing	Medical factsheets	Budgeting

Employee Assistance Programme

- Stress & anxiety
- Debt
- Work
- Lifestyle addictions
- Relationships
- Legal

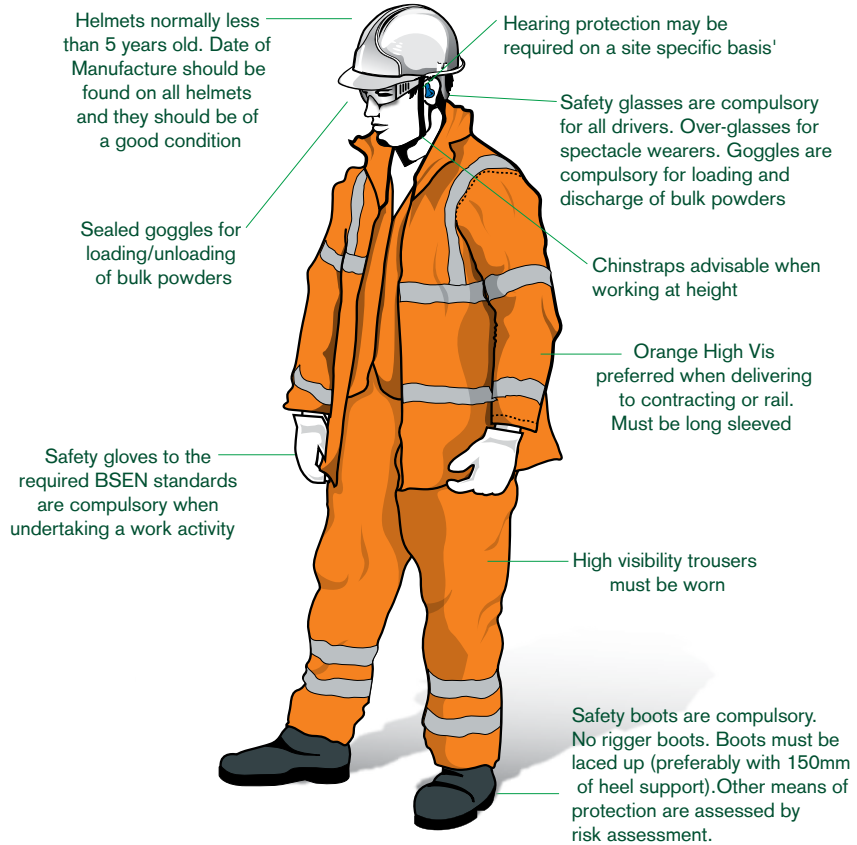
FREE 24 HOUR Confidential Helpline
0800 716 017
healthassuredeap.com

Download the Health e-Hub now

*Dependents must be in full time education, aged 16 to 24, living in the same household.

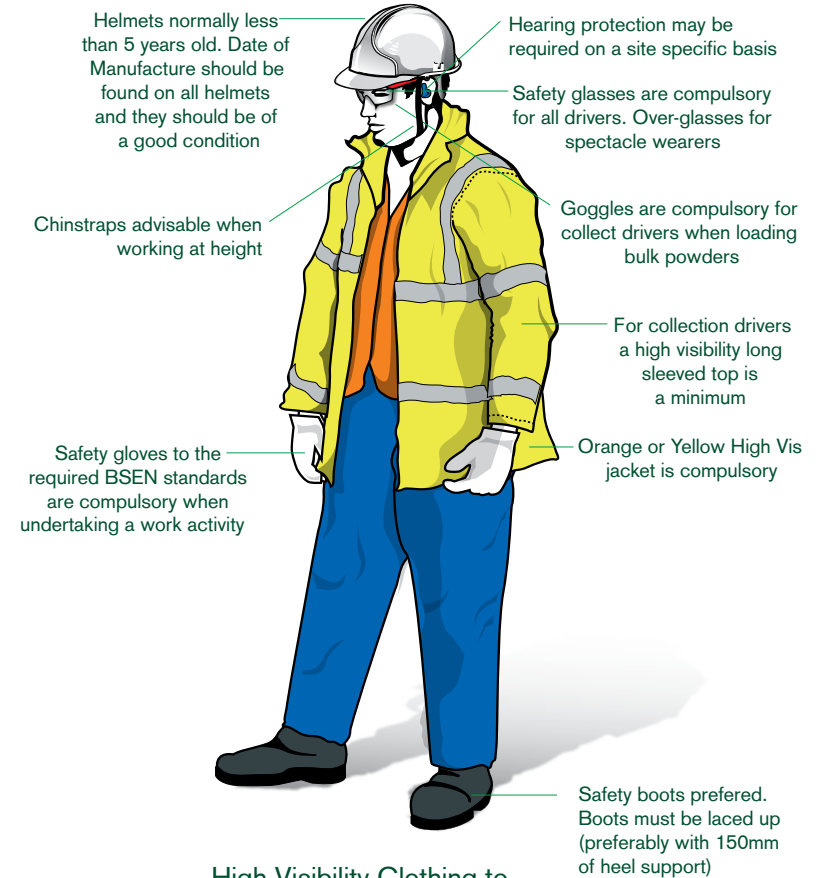
PPE for all Drivers

Delivery Drivers



High Visibility Clothing to EN20471 Class 3 - High Speed Roads

Collect Drivers



High Visibility Clothing to EN20471 Class 2 MINIMUM Class 3 preferred

FOR DELIVERY OR COLLECT DRIVERS WITHOUT APPROPRIATE PPE REFER TO LOCAL SITE RULES

Speed Campaigns

Speeding Facts

- Every year, almost 3,500 people are killed or seriously injured in crashes on UK roads where speed was a factor
- The risk of death is approximately four times higher when a pedestrian is hit at 40mph than at 30mph
- Speed is one of the main factors in fatal road accidents
- More than half of UK drivers admit to driving too close to the vehicle in front on motorways and not maintaining the minimum braking distance
- We ask everyone who regularly see drivers on sites to help reinforce the site rules, such as speed limits and challenge drivers where necessary. This is not just lorry drivers, but also includes forklift trucks, loading shovels and other mobile plant. Please react appropriately if you are challenged. It is only because people care for your safety.



Speed Limits



All Heidelberg Materials sites have standard speed limit rules, which are always indicated at the entrance, and are also briefed to drivers during the Site Induction Process.

Heidelberg Materials also expect drivers to comply with public highway and UK regulations, and for drivers to adhere to site specific rules when on customer sites

It is the responsibility of the driver to understand the speed limit which applies to the class of vehicle on the road type you are driving.

Know your limits.

	Built up area (street lit)	Single Carriageways	Dual Carriageways	Motorways
Type of vehicle	mph	mph	mph	mph
Cars and motorcycles (including car-derived vans up to 2 tonnes maximum laden weight)	30	60	70	70
Cars towing caravans or trailers (inc. car-derived vans and motorcycles)	30	50	60	60
Buses, coaches (not exceeding 12 metres in length)	30	50	60	70
Goods vehicles/vans not exceeding 7.5 tonnes maximum laden weight	30	50	60	70*
Goods vehicles (exceeding 7.5 tonnes maximum laden weight) in England and Wales	30	50	60	60
Goods Vehicles (exceeding 7.5 tonnes maximum laden weight in Scotland)	30	40	50	60

*60mph if articulated or towing a trailer

Smart Motorways

Smart motorways use innovative technology to actively control traffic flows and improve your journey.

By varying speed limits and using the hard shoulder as an extra lane during busy times, we can help you to avoid having to brake or be at a standstill so that you get to where you need to be on time.

- ✓ **Do** - Obey the mandatory speed limits displayed in the red circles
- ✓ **Do** - Stay out of lanes which show a red X as these indicate lane closures
- ✓ **Do** - Plan your journeys making yourself aware of what type of motorway you will be travelling on

- ✓ **Do** - Respect roadside workers who are working to improve the motorways
- ✓ **Do** - use emergency refuge areas, motorway service station or leave the motorway if you experience a breakdown
- ✗ **Don't** - break the speed limits
- ✗ **Don't** - use the refuge areas unless in the case of an emergency
- ✗ **Don't** - Use the hard shoulder unless overhead signs indicate that you may do so.

Smart Motorways

Controlled motorway – these use variable speed limits.



Controlled motorways have three or more lanes with variable speed limits. The hard shoulder is separated from live lanes by a solid white line and should only be used in a genuine emergency.

Hard shoulder running – hard shoulder is open to traffic at busy times.



The hard shoulder will be opened at busy times and the speed limit will be reduced. **Do not** use the hard shoulder unless overhead signs show that you can do so.

Smart Motorways

All lane running – there is no hard shoulder.



There is no hard shoulder on these sections of motorway. Obey variable speed limits and if you need to stop in an emergency, use an emergency refuge area, motorway service area or leave at the next junction.

Red

A red symbol on a gantry sign over the motorway.

or

A red sign on an gantry sign at the side of the motorway.



We use a red symbol to show that a lane is closed because of an incident or people working on the road. It is illegal to drive in a lane marked with a Red X, unless directed to do so by the police or a traffic officer.

Terrorism

Stolen vehicles are being used as a weapon in acts of terror.

It is the MPA's commitment to ensure that all drivers and members of the public are kept safe from these acts by adhering to the following advice:

General Advice to ALL Drivers.

✓ **Do** - Be vigilant when leaving a vehicle unattended; ensuring that it is parked with the hand brake secured and doors locked.

✓ **Do** - Ensure the doors to the vehicle are locked, stay in the vehicle and secure the parking brake of the vehicle

✓ **Do** - Keep in telephone contact with your managers– ensure they have the full details of location and the reason for the stop

✓ **Do** - Dial 999 (the officer will also contact the force control room to inform them of the stop)

✓ **Do** - Inform the police control room that you are carrying high consequence dangerous goods, your location and the identity of the stopping officer

Advice if the driver is stopped by a police officer:

✓ **Do** - Carry photographic identification at all times

✓ **Do** - Carry a Dangerous Load card if your vehicle contains high risk substances such as gas cylinders or explosives

✓ **Do** - Follow the Security of Dangerous Goods by Road code of practise scheme and ask for the police officers identification before opening your vehicle

✓ **Do** - If it is a legitimate stop, comply with the instructions of the stopping officer.

✗ **Don't** - Assume a person in uniform is legitimate. Confirm their identity before opening your vehicle

✗ **Don't** - Open the window until identification has been confirmed. Talk through a closed window.

Terrorism

Advice if the driver is threatened with violence:

- ✓ **Do** - Always put your personal safety first
- ✓ **Do** - Remember the government advice of "Run, Hide, Tell"
- ✓ **Do** - Attempt to immobilise the vehicle if it is safe to do
- ✓ **Do** - Contact the police and your manager
- ✓ **Do** - Report any suspicious activities by third parties to their manager or supervisor, with as many details as possible.
- ✗ **Don't** - Attempt to fight the assailant
- ✗ **Don't** - Try to deal with a violent person by yourself when the violence has escalated – always seek help
- ✗ **Don't** - Attempt to disarm an armed person. If they claim to have a concealed weapon or you suspect they do put your own safety first and inform the police as soon as it is safe to do so.

Protestors

Dealing with Protesters.

If you encounter protesters, do not provide them or the press covering such incidents with social media footage, photo opportunities or sound bites with negative propaganda potential. This is especially the case when employees are in branded PPE, clothing or vehicles. Everyone with a mobile phone is a potential cameraperson, who could be tweeting/blogging to a potential online audience of thousands or millions.

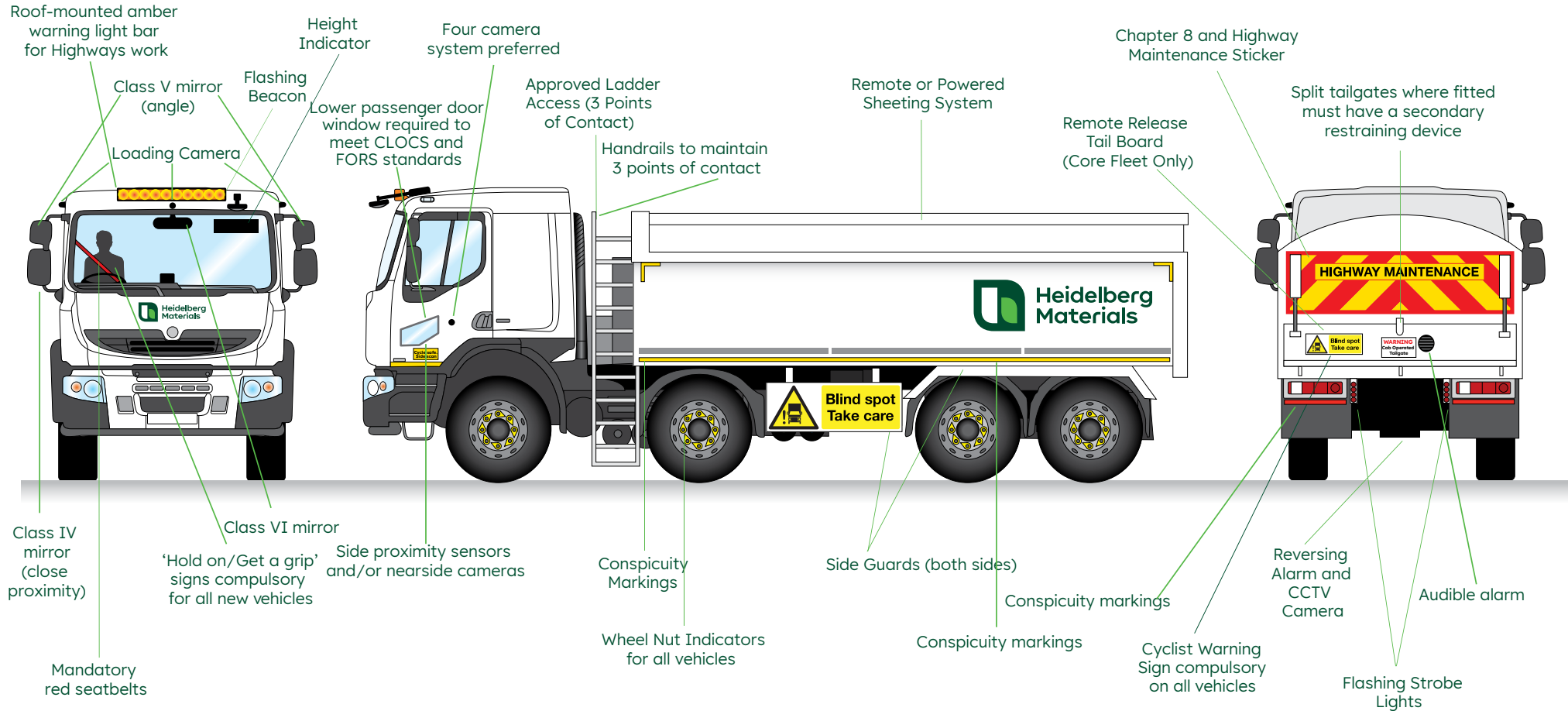
To this end, when dealing protesters all staff should be reminded:

- Always be polite and respectful
- Never be drawn or provoked into confrontational situations
- Never become involved in situations that would put health, safety or lives at risk
- Adopt a slow, deliberate, calm but firm approach to all eventualities
- Display the highest standards of behaviour when dealing with protesters
- Do not attempt to physically remove protesters
- Do not attempt to by-pass the protesters or drive your vehicle towards them.

Vehicle Section

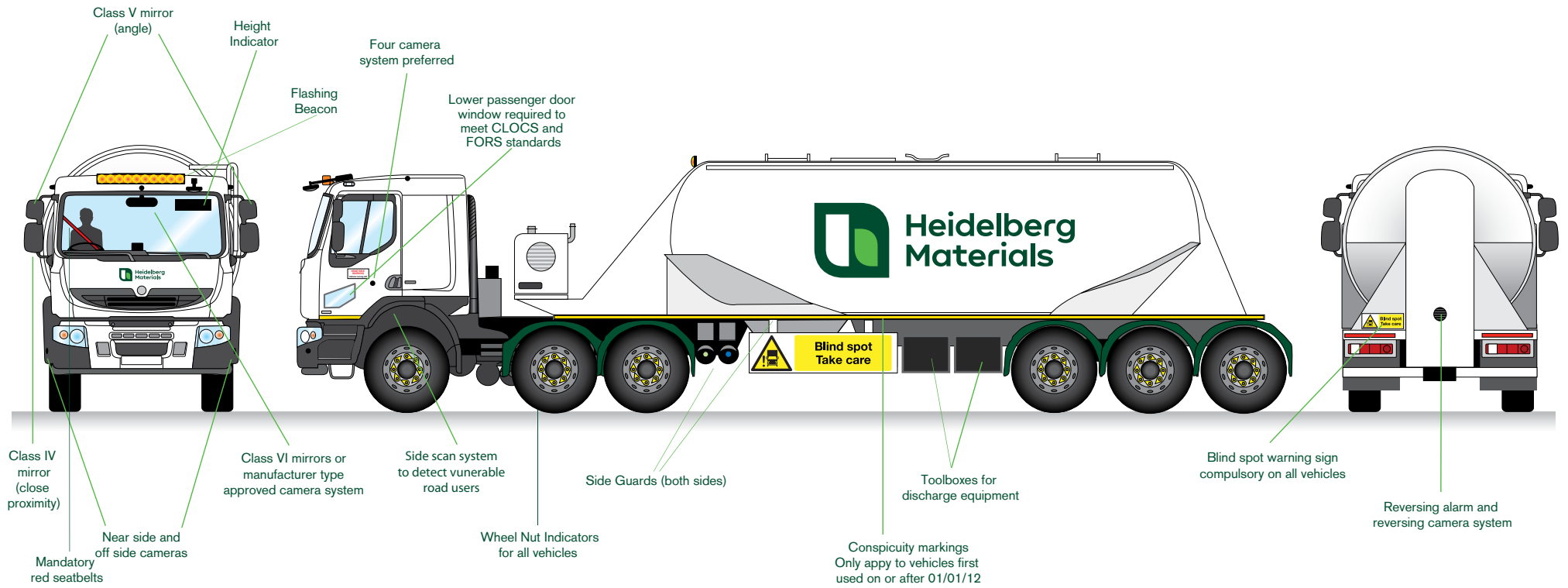


Common Standard for Aggregate and Asphalt Tipper Vehicles



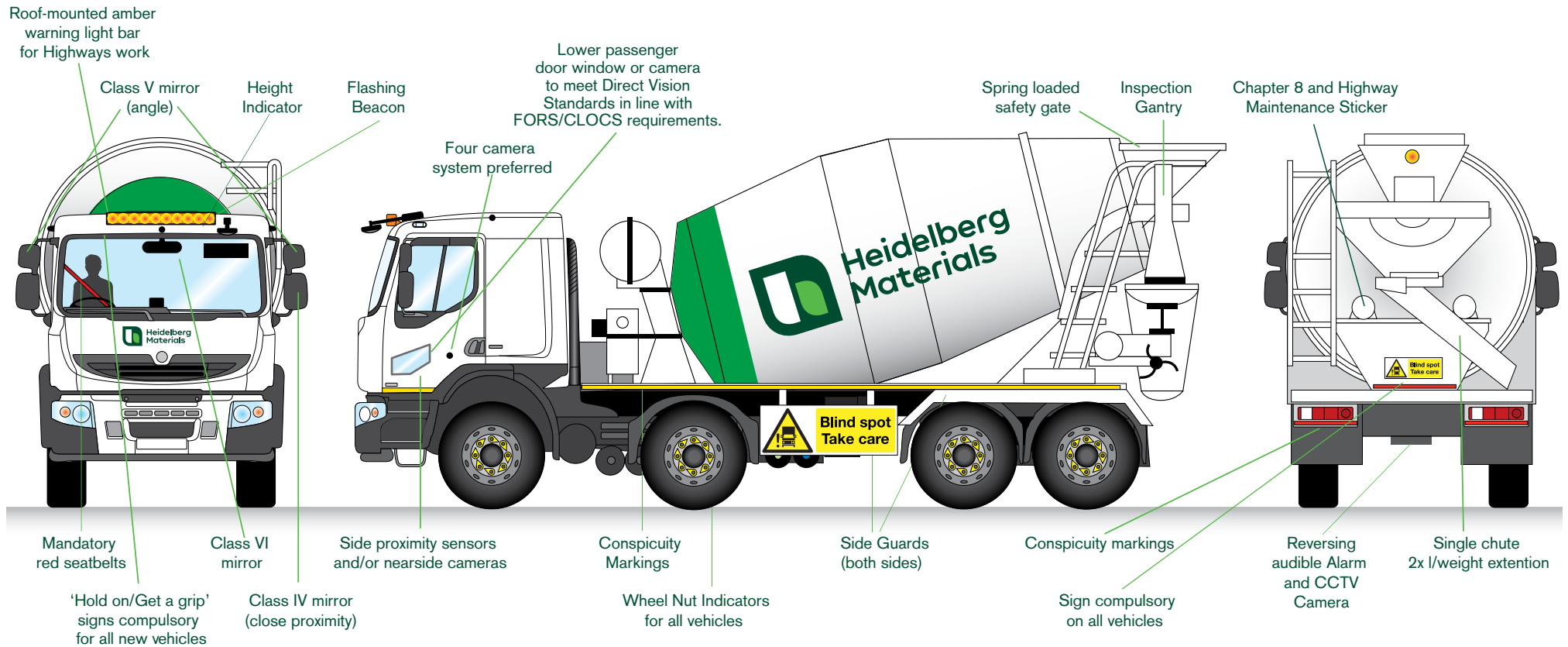
ALL DELIVERY VEHICLES MUST BE CLOCS COMPLIANT OR EQUIVALENT

Common Standard for Bulk Powder Vehicles



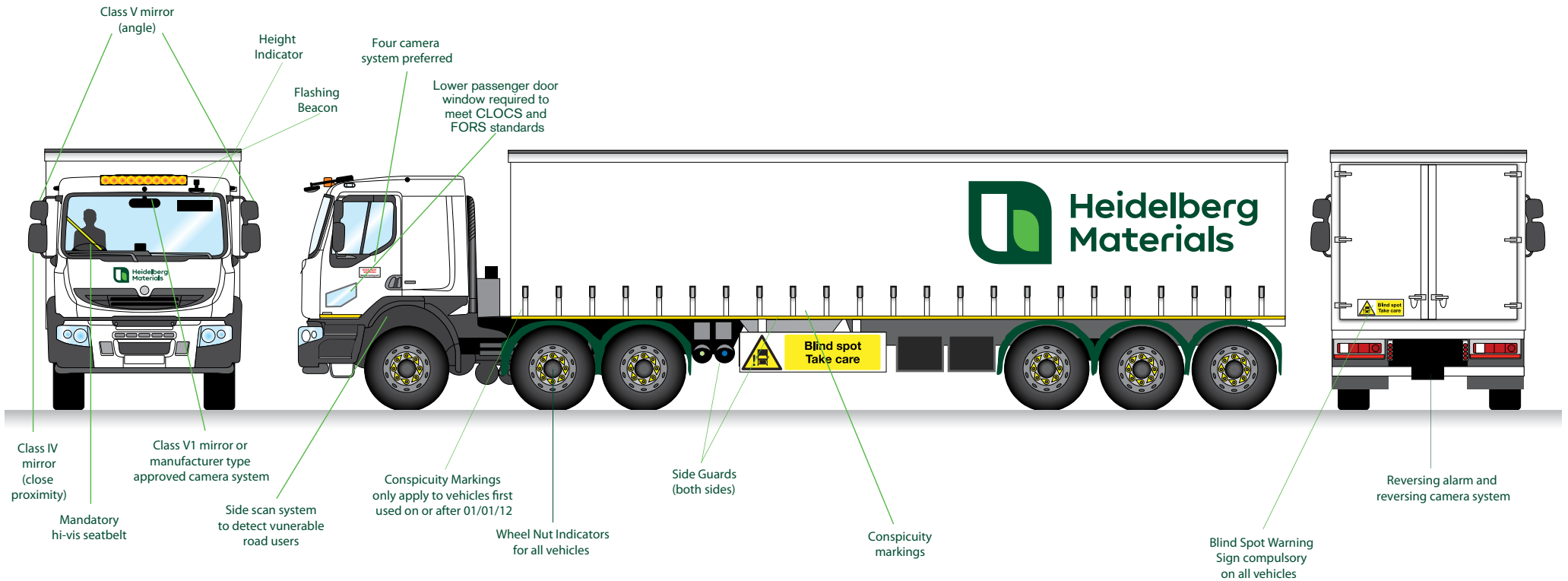
ALL DELIVERY VEHICLES MUST BE CLOCS COMPLIANT OR EQUIVALENT

Common Standard for Mixers



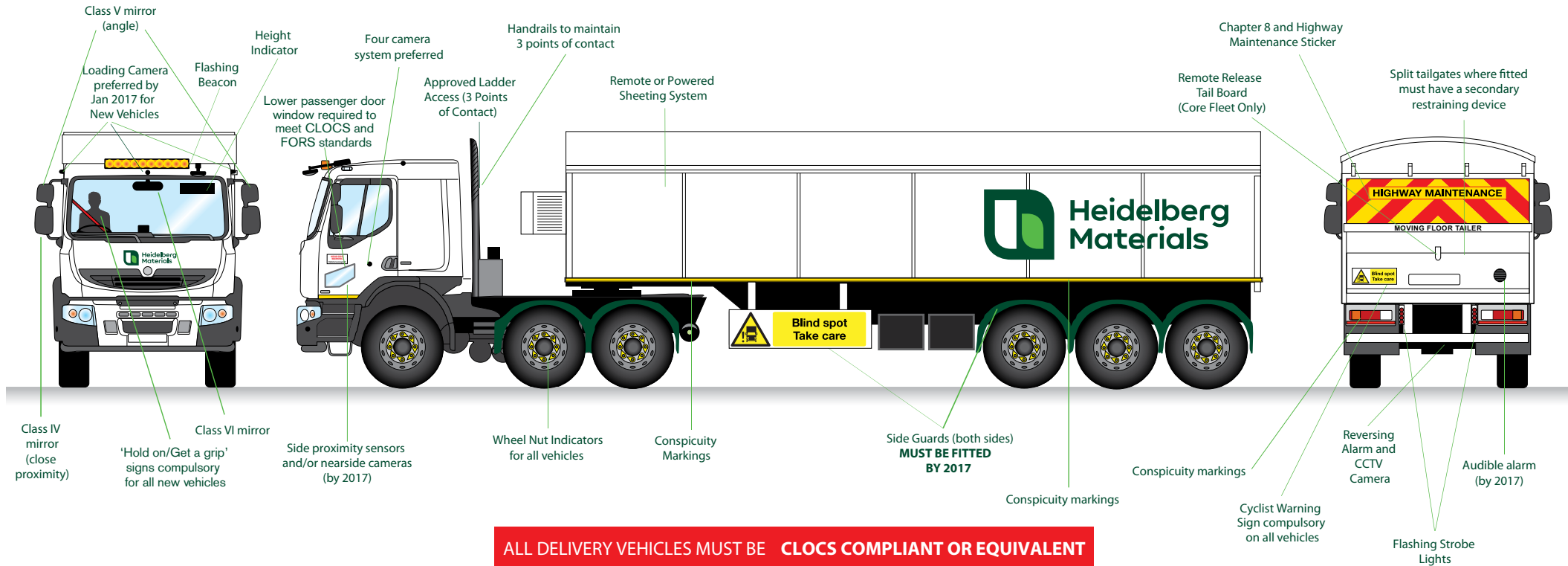
ALL DELIVERY VEHICLES MUST BE CLOCS COMPLIANT OR EQUIVALENT

Common Standards for Curtain Sided Vehicles



ALL DELIVERY VEHICLES MUST BE CLOCS COMPLIANT OR EQUIVALENT

Common Standard for Non Tipping Vehicles Bulk Aggregate / Asphalt

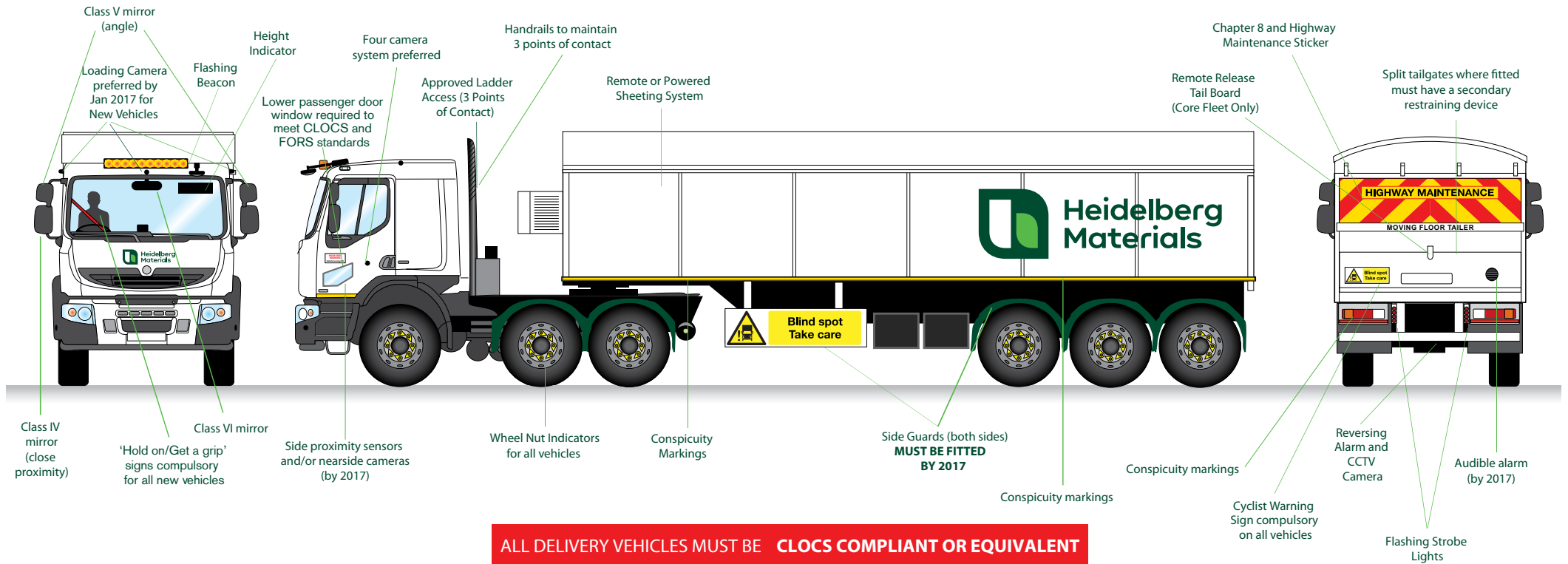


Common Standard for Walking Floors

A walking floor trailer offers a number of benefits compared to standard truck bodies. It can prove to be an efficient solution for loading and unloading loose quarried materials without requiring any additional equipment. Walking floor trailers, a type of ejector trailer, hydraulically operated are also well suited to accommodating loads and enabling them to be removed from the load space without requiring the body to be raised avoiding all the hazards associated with overhead cables and also reducing

any likelihood of the vehicle overturning whilst tipping. Finally the vehicle can access areas where normal tipper vehicles cannot, such as tunnel resurfacing projects.

The vehicle conforms to exactly the same standards as a conventional tipper and a number of operators in Heidelberg Materials have been moving across to this type of vehicle.



Vehicle Standards

Vehicle Equipment

Minimum requirements:

- ✓ **Do** - For Highways work ensure your vehicle is fitted with a roof-mounted amber warning light bar (comprising at least two independent light sources) or two independent roof-mounted amber warning beacons visible through 360°
- ✓ **Do** - Ensure your vehicle is fitted with blindspot mirrors – Class V (passenger) and Class VI (front)
- ✓ **Do** - Check your rear facing signs for cyclists are present and clean
- ✓ **Do** - Check your reversing hazard lights are functioning before starting any journey
- ✓ **Do** - Check your reversing alarm is functioning before starting any journey
- ✓ **Do** - Ensure your vehicle is fitted with rear CCTV on vehicles exceeding 3.5 tonnes
- ✓ **Do** - Ensure your vehicle is equipped with a highway maintenance sign (Chapter 8) with 100mm lettering (Aggregate/ Asphalt/ Readymix vehicles).



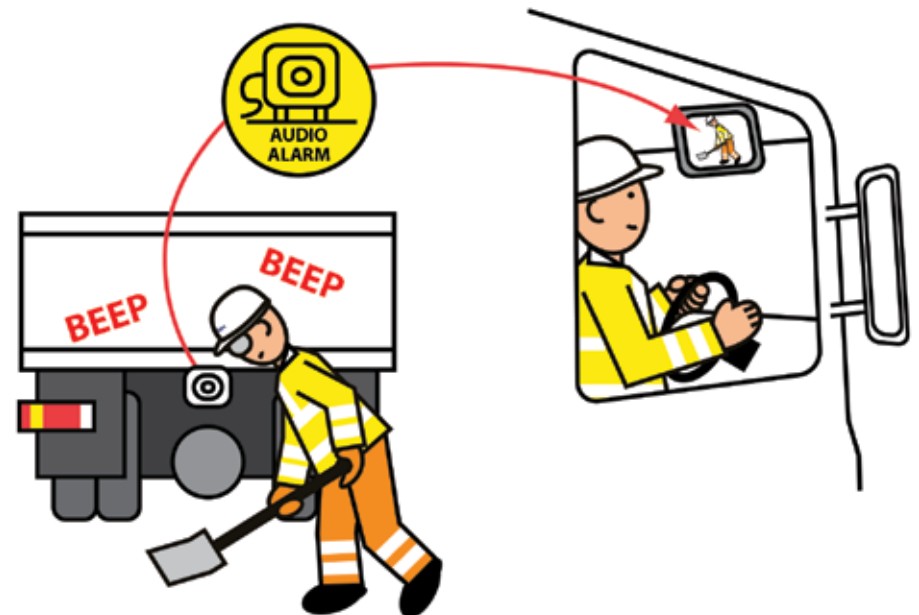
Vehicle Standards

Audible Alarms

Includes reversing, side turning and handbrake alarms.

- ✓ **Do** - Ensure audible alarms are fitted to all haulage vehicles
- ✓ **Do** - Check that they come on automatically when reverse gear is selected

- ✓ **Do** - Be aware that handbrake alarms alert the driver if the handbrake is not engaged if they are leaving the cab, and are a safety measure to ensure that vehicles do not roll away unattended.
- ✗ **Don't** - Interfere with, override or muffle alarms. (there should not be facility to do so)

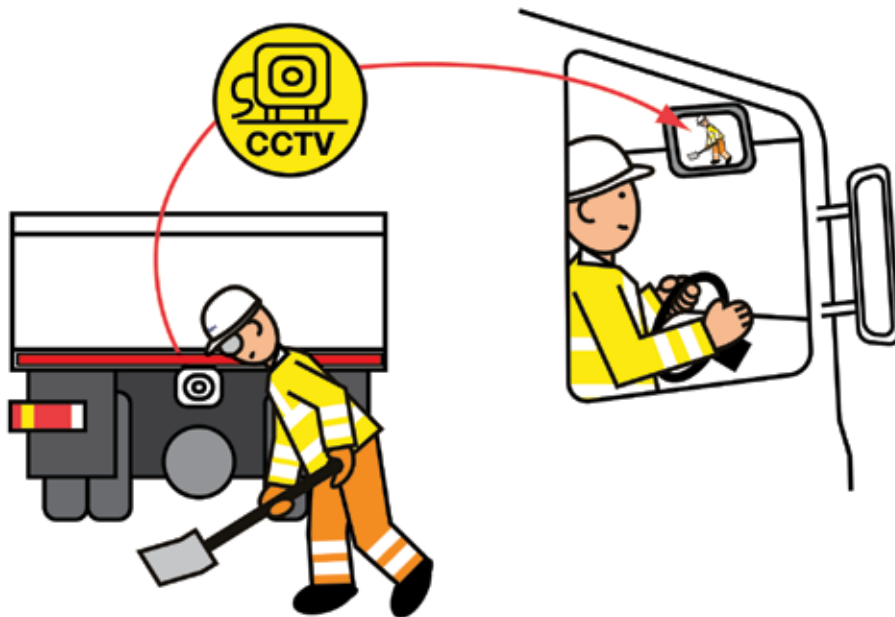


Vehicle Standards

Rear Facing CCTV

- ✓ **Do** - Ensure that the rear facing CCTV is fitted and operational
- ✓ **Do** - Use the reversing camera only as an aid in conjunction with your mirrors. If you are not sure that the area that you are going to reverse into is clear.
- ✓ **Do** - Ensure that equipment/lenses are kept clean on a daily basis as part of your daily checks.

‘STOP AND CHECK’



Vehicle Standards

Flashing Beacons

Minimum requirements for highways works:

- ✓ **Do** - Ensure you have a roof-mounted amber warning light bar (comprising at least two independent light sources)
- ✓ **Do** - Ensure you have one or two independent roof-mounted amber warning beacons, visible through 360° if you do not have a single warning light bar
- ✓ **Do** - Fit additional beacons to the rear of the vehicle if the main beacon is likely to be obscured.

Reversing Lights

- ✓ **Do** - Keep your reversing lights clean and operational at all times
- ✗ **Don't** - Allow your reversing lights to be obscured by folded back mud flaps etc.

Rear Strobe Lights

- ✓ **Do** - Ensure that you have rear strobe lights when access and egress of vehicles in live lanes is required
- ✓ **Do** - Ensure that you use them for any hazardous situation where a vehicle needs to stand out
- ✗ **Don't** - Allow your rear strobe lights to be obscured by folded back mud flaps etc.



Vehicle Breakdowns

In the event of a breakdown on a motorway, emergency areas are located along motorways with no hard shoulder or where the hard shoulder can be used as an extra lane and must only be used in an emergency.

They are marked by blue signs with an orange SOS telephone symbol and may have orange surfacing.

If you need to stop your vehicle in the event of a breakdown or incident, try to stop in a place of relative safety; where you, your passengers and your vehicle are less likely to be at risk from moving traffic. The safest place to stop is a location which is designed for parking. On motorways and other high-speed roads, the safest place to stop is a service area. Other suitable places of safety in an emergency include lay-bys; emergency areas and hard shoulders. Be aware that hard shoulders provide less protection than other places of relative safety because they are so close to high-speed traffic. You and your passengers should, where possible, keep well away from your vehicle and moving traffic. Otherwise moving traffic could collide with your vehicle, forcing it into you and your passengers.

- ✓ **Do** - Exit vehicle cab on the non traffic side
- ✓ **Do** - Get your vehicle safely off the road if possible
- ✓ **Do** - Stay in a safe location away from the vehicle if it is safe to do so

- ✓ **Do** - Warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction
- ✓ **Do** - Help other road users see you by ensuring you, and any passengers, wear high visibility reflective clothing/work wear
- ✓ **Do** - If not on a motorway, put a warning triangle on the road at least 45 metres (147 feet) behind your broken-down vehicle on the same side of the road, or use other permitted warning devices if you have them, if it is safe to do so. Always take great care when placing or retrieving them
- ✓ **Do** - Keep your lights on if it is dark or visibility is poor
- ✓ **Do** - Arrange recovery for vehicle specialists
- ✗ **Don't** - Attempt to use a warning triangle on a motorway or other high speed road
- ✗ **Don't** - Put yourself or your passengers in danger
- ✗ **Don't** - Stand (or let anybody else stand) between your vehicle and oncoming traffic
- ✗ **Don't** - Stand where you will prevent other road users seeing your lights at night or in poor visibility.

Vehicle Inspection

Pre-use checks

Vehicle checks are essential before using any vehicle.

Vehicle checks are essential before using any vehicle. If, during your pre-use vehicle checks, a defect is found, it is a legal requirement that the vehicle not be used by yourself or anyone else until the defect has been resolved.

It is not enough to rely on a maintenance system alone, because this cannot ensure that vehicles are legal and are roadworthy at all times.

It is a driver's responsibility to ensure their vehicle is fit for purpose before carrying out any work.

Before each use of a vehicle or trailer, drivers must carry out a vehicle check. A record of these checks must be maintained.

Any defects that pose a significant safety risk must be reported to the relevant supervisor immediately so that appropriate action can be taken, including removal from use where necessary.

New laws on tyres came into force on the 1st Feb 2021. The Government announced that tyres aged over 10 years, will be banned on the front axles of lorries, buses, coaches and all single wheels of minibuses (9 to 16 passenger seats).

- ✓ **Do** - Check Tyres/ 1mm minimum tread depth over three quarters of the tyre and 360 degrees around the circumference.

The image shows a 'DEFECT REPORT' form with a grid for checking various vehicle components. The form is overlaid with a large 'SPECIMEN' watermark. The grid includes categories like FUEL, LIGHTS, BRAKES, and TYRES, with checkboxes for 'CHECKED' and 'NOT CHECKED'. The form also has fields for 'DRIVER'S NAME', 'DATE', 'VEHICLE REG.', and 'VEHICLE MAKE'. At the bottom, there are fields for 'Driver's Signature', 'Reported to', 'Checked/Verified By', 'Signature', and 'Date'.

RHA vehicle inspection form

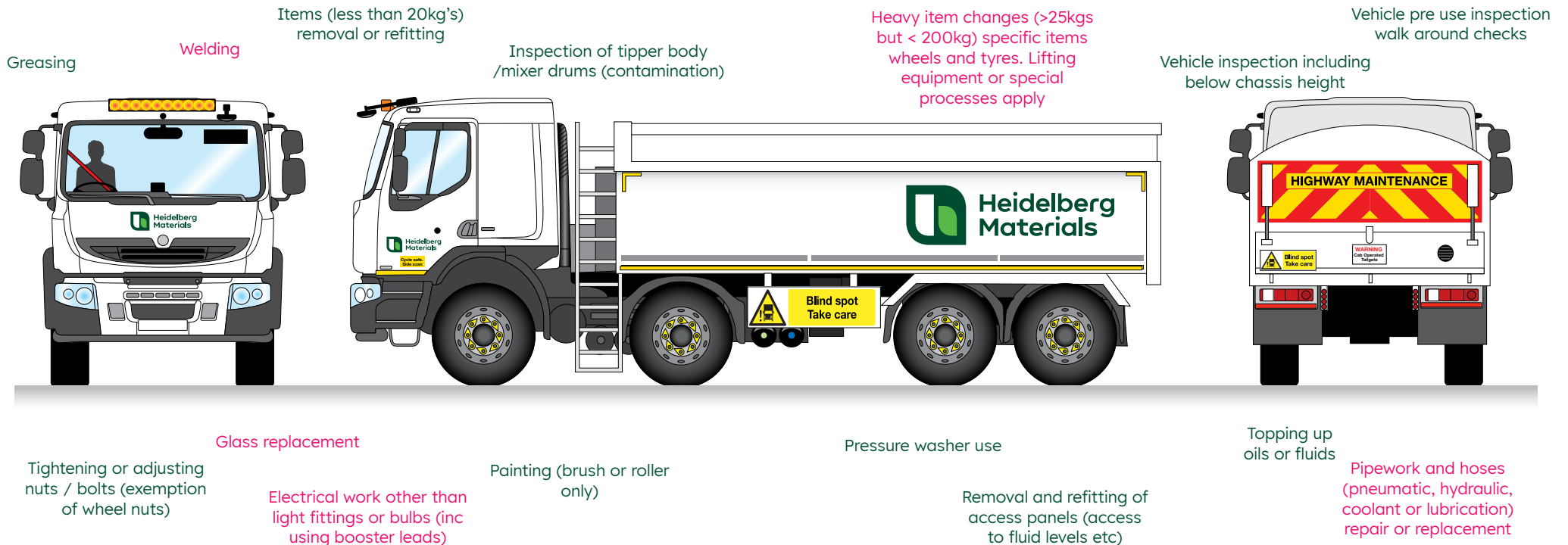
Vehicle Repairs

Avoid carrying out vehicle maintenance on sites unless the vehicle is not safe to move.

Formal authorisation is required from the local manager before anyone attends any emergency or maintenance repair on site – which must be done by a competent person.

All vehicle fitters/Service staff should report to the local manager on arrival. In nearly all cases they will require a permit to work.

Ensure your vehicle is parked in an appropriate safe area and that safe systems of work and vehicle isolation are in place, keys removed from ignition whilst vehicle fitters are working on vehicle, wheel chocks in place etc.



KEY
Authority Level A - Allowed on the understanding that the driver is fully trained and competent has carried out a risk assessment wears correct PPE in accordance with site rules.
Authority Level B - Allowed on the understanding that the site manager/supervisor has approved the work subject to the contractor being competent and trained and that all documentation has been completed (over 25kgs, welding, pipe and electrical work other than bulbs).

The frequency of such maintenance is defined by the operator’s licence and manufacturer’s recommendations.

All tyres must be replaced in a safe area by an authorised tyre provider.

Vehicles - Tailgates

Manual and Automatic Systems

Remote release tailgates reduce risk to operators (drivers) with reduced manual handling and risks with material discharge (tip) areas.

However they do come with different risks to drivers and other personnel working at the rear.

Never try and release a jammed open or closed tailgate without releasing stored energy beforehand.

✓ **Do** - Keep fingers, thumbs and upper body well clear of back doors and tailgates – they can open suddenly.

✓ **Do** - Always report any defects with the tailgate, operation of the retaining devices and chutes

✓ **Do** - ALWAYS keep unauthorised personnel at a safe distance.

✗ **Don't** - Compromise your safety by allowing defects to go unreported

✗ **Don't** - Allow any unauthorised personnel to operate or access the back door mechanism.



Vehicle - Chutes

✓ **Do** - Check that finger guards work as they are intended (40mm gap)

✓ **Do** - Keep chutes clean, buildup reduces the gap

✓ **Do** - Always wear the correct PPE

✓ **Do** - Keep your fingers and thumbs well clear of chute intersections

✓ **Do** - Use chute carry handles where fitted

✓ **Do** - Keep unauthorised personnel at a safe distance

✓ **Do** - Report problems with chutes and chute attachments.



Site Operations



Arrival on Site

Site Induction

Inductions are intended to make people aware of the potential hazards on sites.

- ✓ **Do** - Complete a Site Induction before operating on any of our sites
- ✓ **Do** - Report to site office or weighbridge on arrival to a site
- ✓ **Do** - Wear the appropriate PPE. Details of PPE can be found in this guide
- ✓ **Do** - Observe all traffic management routes including one way systems and speed limits
- ✓ **Do** - Wear seat belts at all times (including when tipping)
- ✓ **Do** - Comply with site rules on staying in the cab/getting out of the cab
- ✓ **Do** - Be aware of overhead structures
- ✓ **Do** - Lock your vehicle doors, keeping the keys on your person
- ✓ **Do** - Report back to site office or weighbridge once product has been offloaded
- ✓ **Do** - Use headlights and flashing beacon in poor visibility.
- ✗ **Don't** - Breach any rules or carry out any unsafe acts as this may result in your exclusion from site and could lead to disciplinary action or permanent exclusion from all Heidelberg Materials operations
- ✗ **Don't** - Use mobile phones or 2 way radios whilst the vehicle is in motion
- ✗ **Don't** - Tip or unload anywhere other than designated areas
- ✗ **Don't** - Tip or unload if there are personnel or other vehicles in the area
- ✗ **Don't** - Move a HIAB Vehicle with them in the raised position
- ✗ **Don't** - Sheet or unsheet anywhere other than designated areas
- ✗ **Don't** - Enter the vehicle body unless it is absolutely necessary and permission to do so has been sought and granted.
- ✗ **Don't** - Leave your vehicle unattended with the engine running - the cab will be locked if the blower is in use.

Arrival on Site (illustrative example) - Site Facilities



A place to inspect your vehicle



A place to induct you into our site



Autoloading facilities



Shovels matched to your vehicles



Toilet facilities



Welfare facilities



A place to clean your vehicle



Encouragement to report near misses/hits/hazard observations



First Aid should you need it



Feedback on customer sites

Accident Reporting and Management

All incidents, road traffic or personal injuries, that occur whilst employed by Heidelberg Materials must be reported immediately to the local management team and Logistics Manager.

A copy of all local points of contact are displayed on ALL Heidelberg Materials site noticeboards.

On Sites

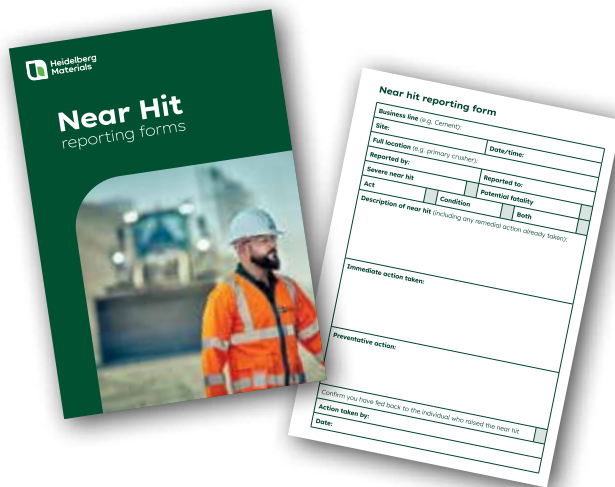
Near Hit/Unsafe Conditions

An Accident is an unplanned event that results in injury to people, damage to property or the environment.

ALL accidents on Heidelberg Materials sites MUST be reported immediately to the site supervisor. On other customer sites they should be reported to the site management, with Heidelberg Materials form also completed on return to the plant.

A Near Hit is an incident that has not resulted in any injury or damage but had the potential to do so.

You should also report incidents directly to your line manager.



Benefits

Near Hit and Hazard Alert reporting is an early warning system for Heidelberg Materials to identify that there is a potential for an incident which could result in injury or damage.

Sometimes a fresh pair of eyes can identify a problem which site staff have not noticed because they work with it every day.

ALL drivers who work on behalf of Heidelberg Materials should use the NMHA system and submit cards where there is a potential risk.

Customer Sites

Site Risk Assessment

There are various types of processes and forms that encourage drivers to assess site conditions prior to discharging their load.

Drivers are responsible for identifying hazards and reporting to the site managers any issues that could lead to injury either to themselves or the customer's employees.



High speed/Road Networks

Journey to site - approaching site.

- **Ensure** Chapter 8 markings are clean and visible.
- **Look out** for advance signs to access
- **Get into the correct lane** making sure you indicate in plenty of time
- **Active Beacons** 200m in advance of the access point
- **Slowing down** gradually to enter the works access, this should be identified by green cones
- **Indicate** to pull into the access and decrease speed to site speed limit, once you are inside
- **Check** your mirrors for members of the public who may have followed you into site. If anyone has report this to your site contact.



Always pull into the lane furthest from the cones. Never stop within a works access. Proceed to the works location at the site speed limit.

Pull into the Works Access. Note - gate has two green cones besides each other to indicate the access point.

At this point indicate the gate access point. Slow to 15MPH maximum

Flashing Beacon ON. Reduce speed to below 25mph from this point NOT before.

Get in lane.

Approach site at speed limit indicated.

High speed/Road Networks

Journey to site - approaching site.

- **ABORT** manoeuvre
- **CONTINUE** to the next road exit and either turn and retry or find a SAFE place to stop and phone the shipping team or plant
- **NEVER** move cones, barriers, or signs
- **NEVER** stop or reverse in a live traffic lane
- **NEVER** go into the next works access and attempt to REVERSE
- **TAKE** extra precautions when exiting from a central reservation into live lane 3 as we have had numerous issues with this.



High speed/ Road Networks

Arrival at site

Proceed to holding area as per instructions or on map, remain in cab until approached by site personnel.

- **ALWAYS** adhere to site speed limits
- **ALWAYS** observe overhead obstructions which should be indicated by blue cones with white sleeves, but still remember to look up before tipping
- **ALWAYS** confirm the reversing rules and only reverse under the guidance of a banksman
- **ALWAYS** use site allocated clean off area – if one not provided raise near hit
- **NEVER** move cones, barriers, or signs
- **NEVER** stop or reverse in a site traffic lane, unless under instruction by site personnel and only if safe to do so
- **ALWAYS** obtain positive confirmation (thumbs up) with ground based operatives before passing work activities.



ALWAYS use all mirrors, reversing camera and alarm and reverse at a slow controlled speed.



ALWAYS pause or stop if anyone/ thing enters your working area. Move only when safe to do so.



ALWAYS obey the site speed limit.

High speed/Road Networks

Journey to site - approaching site



Green cones with white sleeves (cones located within the works)

Produced to indicate an opening to access lanes, they are often observed on motorways amid roadworks.



Blue cones with white sleeves

These cones are used to make road users aware of overhead structures such as bridges and power lines. As standard they are fitted with the reflective sleeves, but you may also find them with yellow "Danger overhead cable" sleeves.



Red cones with white sleeves

Traffic congregation.



Orange cones with yellow sleeves

Overhead electricity power lines.

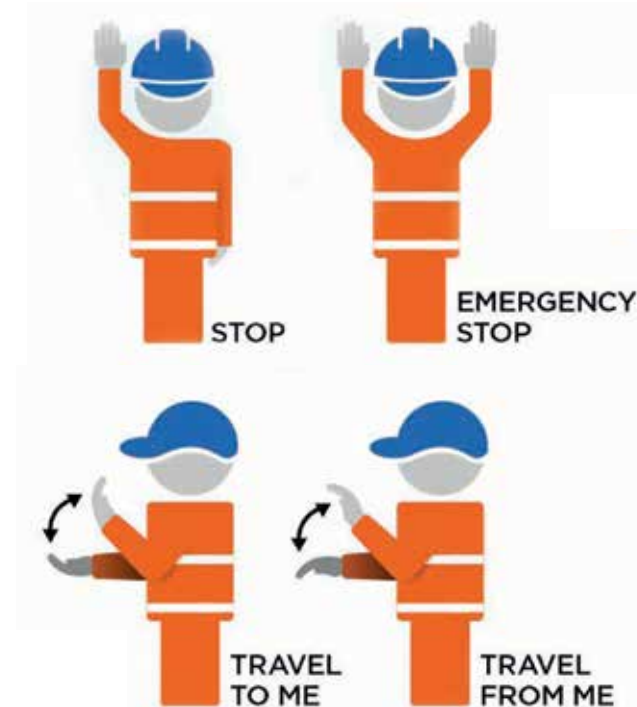


Yellow cones with white sleeves

These cones show that no stopping is allowed, essentially in regions with a substantial volume of traffic moving at high speed.

High speed/Road Networks

Liaison with Banksman



High speed/Road Networks

Loading RAP/waste on HSN site.

- **ALWAYS** carry out a TAKE ONE before commencing any task
- **ALWAYS** liaise with Banksman or Site Supervisor for instructions
- **ALWAYS** be aware of the exclusion zone
- **ALWAYS** ensure the customer has a copy of the conveyance note and a copy is given to the weighbridge
- **ALWAYS** ensure the vehicle is sheeted before leaving site
- **ALWAYS** ensure the load is evenly distributed in body to avoid axle overloads
- **NEVER** pull away until planer has stopped, and you have been given instruction to move off from the Bankman
- **ALWAYS** remain the cab with your seat belt on when being loaded
- **NEVER** allow your vehicle to be overloaded; if overloaded do not leave the site until you are within legal limits (raise near hit if overloaded)
- **ALWAYS** be professional, do not argue with the customer, phone out of hours contact or weighbridge if there are any issues.

High speed/Road Networks

Wash off/ clean out HSN site.

- **ALWAYS** look up before rasing body
- **ALWAYS** use designated clean off area (no clean off area provided, raise near hit)
- **ALWAYS** ensure there is no loose material before leaving site
- **ALWAYS** ensure the body is lowered before moving off
- **ALWAYS** ensure the vehicle is prepared ready to enter the public highway
 - Lights clean
 - Mud flaps down
 - Chapter 8 clean

High speed/Road Networks

When working on high speed network sites at night extra care must be given and you may be directed by the Banks using green and red lights. (Please advise site if you are colour blind)

Green = Reverse
Red = Stop



High speed/Road Networks

Exiting site

Locate the exit point and ensure beacons are on, check ahead to make sure there are no obstructions to a clean run into the traffic flow.

- **NEVER** move cones, barriers, or signs
- **NEVER** stop or reverse in a live traffic lane
- **ALWAYS** use designated egress point
- **ALWAYS** beware of other works and obstructions
- **ALWAYS** wait for a suitable gap in the traffic, indicate to show you will be moving into the traffic from the works and slowly accelerate and build up speed as you exit
- **ALWAYS** make sure beacons and strobes are turned off once you are back in live traffic
- **ALWAYS** make sure when entering the traffic flow you adjust your speed accordingly.



Deliveries to Highways/ Roadwork Sites

Driver behaviours impact on safety at customer sites and the public highways used to get to them.

Driver behaviours also impact on the quality of finish and durability of asphalt materials delivered to customer sites.

How you can help make safe deliveries to highways/roadwork sites and help to provide well-constructed pavement for asphalt deliveries is detailed below.

Prior and After Loading:

Asphalt specific delivery requirements:

Take rest breaks prior to loading to minimise delays and cooling of asphalt during transport and discharge on site.

Positioning your delivery vehicle under hopper to achieve even loading and minimise the amount of asphalt subject to cooling from being up against body and tailboard. Check that the tailboard is secured before driving on public highways.

Check delivery information on ticket as well as any supplementary information provided, such as Driver Information Cards used by Heidelberg Materials Contracting and other roadwork contractors. This is particularly important for deliveries to highways and roadwork sites as temporary traffic management may change how and where you can access site, that won't be known by your satnav or other route planning tools. Knowing this before making your journey is of particular importance for deliveries on roads such as motorways where you are not permitted to stop and ask roadworkers. You may also be provided with other site rules such as maximum speed limits, PPE requirements, etc.

Asphalt specific delivery requirements:

Newly laid asphalt needs to remain free from trafficking for as long as possible to allow it to cool and avoid deformation under loading. Where you have not been instructed what lane on site to travel down inside roadworks for lane closures on dual carriageways and motorways, live traffic lanes tends to be furthest away from the paving operation. This can help you avoid driving over newly laid asphalt, but care is needed to be taken to also avoid encroaching into safety zone with live traffic.

Signs, barrier or vans and site vehicles may sometimes be used to block use of the lane being laid and prohibit you driving over newly laid asphalt.

Bond coat which is a mixture of bitumen is applied prior to surfacing to help new asphalt to adhere to existing pavement surfaces. Bond coat is sticky when first applied and needs time to avoid it being stripped off the surface and being picked up by asphalt delivery vehicle wheels.

In situations where the paving operation get too close to areas where bond coat has just been applied then you may be asked to hold position behind the paver rather than pull in front of the paver or other delivery vehicles. In such situations hold position until you are instructed to proceed.

In preparation of discharging your load of asphalt adjust mud flaps and release the tailboard to avoid delay immediately during being picked up by the paver. Do not fully open the tailboard too early and let the asphalt at the back of the load to cool.

How the paver picks up your delivery vehicle matters as stops and bumps have a negative impact on the asphalt laid. The paver needs to pick up the tipper and receive the load as smoothly and with least resistance as possible.

The road falling away from the paver may require you to apply braking to stop the delivery vehicle rolling off the paver and dropping asphalt on the ground.

After discharge tippers should fully drop the body before travelling down site. Some customers such as Heidelberg Materials Contracting adopt a 'flat before sign' approach so the delivery ticket might not be signed without it.

Traffic Marshall

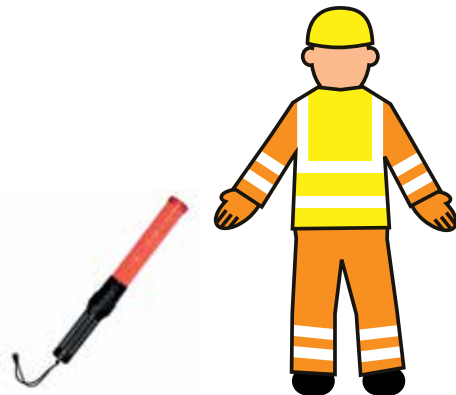
Positioning your vehicle to discharge may require reversing with supervision from a site reversing observer.

Ensure whoever is supervising exchanges and agrees what signals will be used before you proceed. Drivers must recognise they are always responsible for all activity or actions they take when controlling their vehicle, whether the reversing observer is supporting or not. Traffic Marshalls should be easily identifiable, by for example labelled hi-vis or different coloured hi-vis/hard hats. When a traffic marshal is provided, do not reverse until told.

- ✗ **Don't** - Reverse unless supervised by a traffic marshal
- ✗ **Don't** - take any orders from any other person other than the dedicated traffic marshal.

In the event of a designated traffic marshal NOT being present, drivers should minimise, where possible, the need for reverse manoeuvres and take the necessary precautions to minimise risk, including full use of on board camera systems and mirrors.

- ✓ **Do** - Remember that it is always the driver's responsibility to make sure that the delivery can be made safely
- ✓ **Do** - Proceed to the signed designated 'Holding Area' and await instruction
- ✓ **Do** - Identify the traffic marshal
- ✓ **Do** - Always keep the traffic marshal in view
- ✓ **Do** - STOP if you lose sight of the traffic marshal
- ✓ **Do** - Ensure clear two way communication is maintained at all times.



IF IN DOUBT, STOP!



Access and Egress - Vehicle Cabs

Exit Cab Hold on with both hands until both feet are safely on the ground.

Enter Cab Hold on with both hands until safely in the cab.

All drivers please:

- ✓ **Do** - Keep safety footwear clean and in good condition at all times
- ✓ **Do** - Always exit your cab backwards
- ✓ **Do** - Ensure the ground onto which you are exiting is safe and clear of debris.
- ✗ **Don't** - Jump from the vehicle
- ✗ **Don't** - Carry objects such as mobile phones or other hand-held devices
- ✗ **Don't** - Obstruct vehicle steps.

Don't jump from a vehicle when it rolls over or makes contact with overhead electric cables. Acceptable instances of when to jump would include when a vehicle catches fire or risk of electrocution is imminent.



Access and Egress - Tipper Bodies

Working in Confined Spaces

DO NOT ENTER the tipper body until the following conditions have been met:

- ✓ **Do** - Rule out all other options
- ✓ **Do** - Seek permission by the site management
- ✓ **Do** - Ensure that you fully understand the Safe Systems of Work for Access and Egress
- ✓ **Do** - Remove keys from the vehicle so that nothing can move without the driver's knowledge
- ✓ **Do** - Only use authorised ladders and gantries to access the body of the vehicle (tyres, mudguards and fuel tanks are prohibited from being used as foot holds)
- ✓ **Do** - Ensure that the tipper body is fully lowered when gaining access via the tailgate and the tailgate should be suitably secured.

Note: Hauliers should provide safe systems of work for their employees with regards to all activities on our sites.



Sheeting and Un-sheeting

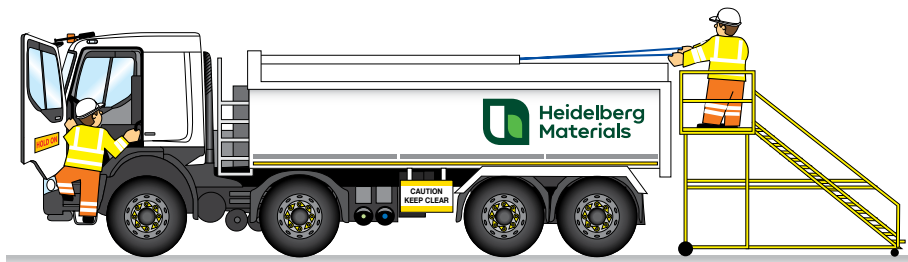
All delivery vehicles must have automated or mechanical sheeting systems capable of being operated from ground level or preferably from inside the cab.

This must be done whilst the vehicle is stationary and away from obstacles.

For collect vehicles requiring access please ensure you use appropriate site platforms.

Remember:

- ✓ **Do -** Always have one foot behind the other to avoid overbalancing
- ✓ **Do -** Shelter your vehicle as much as possible in strong winds
- ✓ **Do -** Avoid skin contact with hot surfaces, e.g. vertical exhausts
- ✓ **Do -** **STOP and THINK** to avoid slips and trips in wet or icy conditions
- ✓ **Do -** Ensure your sheets, strap hooks and rings are in good condition.
- ✗ **Don't -** Lean backwards as ropes and straps can break
- ✗ **Don't -** Wrap ropes or straps around your hands when pulling the sheet tight.



Access and Egress onto the Back of Vehicles

For Edge Protection Systems

Sites should make adequate provision to ensure that vehicles have facilities available to prevent incidents.

- ✓ **Do -** Undertake a risk assessment considering all vehicle types that visit the site and the reasons that people may wish to access the vehicle
- ✓ **Do -** Consider measures to prevent falls might include changes to loading practices, provision of split level gantries, overhead fall restraint systems or other temporary access arrangements as required.
- ✗ **Don't -** Access a vehicle unless there is protection from falls at heights.



Cleaning Out



Driver and Site Supervisor must agree, communicate and ensure the following:

- ✓ **Do** - Notify relevant staff who may be working in the area
- ✓ **Do** - Only park the vehicle in the designated working area
- ✓ **Do** - Ensure the vehicle is safely isolated and cannot be loaded
- ✓ **Do** - Wear full PPE
- ✓ **Do** - Ensure the correct procedure is followed when climbing in and out of the vehicle
- ✓ **Do** - Check that the purpose built secured ladders are in a good condition
- ✓ **Do** - Use manual handling techniques
- ✓ **Do** - Move cleaning tools safely in or out of the vehicle
- ✓ **Do** - Dispose of waste material appropriately.
- ✓ **Do** - Ensure vehicle is parked with handbrake applied
- ✓ **Do** - Remove keys from cab, doors locked, beacons on
- ✓ **Do** - Ensure the vehicle body is in the fully lowered position
- ✓ **Do** - Secure the rear door, if opened for access, with a purpose made prop.

Washing truck mixers before leaving sites ready for the public highway

Drum entry is not to take place on any Heidelberg Materials site.

- ✓ **Do** - Park in the designated area to clean down the truck mixer. Ensure the area is flat ground with no slips, trips or fall hazards.
- ✓ **Do** - Wear correct full PPE complete with protective eyewear and gloves.
- ✓ **Do** - Seek permission from the site before commencing the task.
- ✓ **Do** - Carryout a 'Drivers take one' before commencing the task.
- ✓ **Do** - Maintain three points of contact/ Hold on with both hands whilst accessing and egressing from the vehicle.
- ✓ **Do** - Make sure all areas of the rear of the trucks are thoroughly cleaned removing any residual material. Any material should run off the chute into the allocated waste area at the site.
- ✓ **Do** - When washing the chute extensions make sure the residual material is in the waste area at site.
- ✓ **Do** - Stow away all chutes and lock them in before leaving site. Place the pan chute over the washout box to capture any potential spilled wastewater or material.
- ✓ **Do** - When delivering to sites with no wash out facilities – make certain chute scrapers are in place to scrape off residual material and the chutes are cleaned into the washout boxes. When returning to the plant please complete a full clean off process.
- ✗ **Don't** - Wash any vehicle in an unauthorised area and without permission.
- ✗ **Don't** - Wash trucks in a location with pedestrians where others could encounter the task.



Chute Work

Chute work Procedure

- ✓ **Do -** Ensure the tailboard of the vehicle has secondary restraint mechanisms such as twistlocks or swordpins fitted
- ✓ **Do -** Demonstrate the operation of chutes to site personnel
- ✓ **Do -** Agree with the Banks person that it is safe to commence tipping
- ✓ **Do -** Ensure the Banks person has taken responsibility for the activity of personnel working at the rear of the vehicle
- ✓ **Do -** Allow the Banks person to instruct you when to begin raising the vehicle body
- ✓ **Do -** Raise the body until the product starts to flow, and then lower slightly
- ✓ **Do -** Use the handlay procedure to clear the remainder of the product behind the chutes at the end of the delivery
- ✓ **Do -** Remain in the cab where this is possible.



- ✗ **Don't -** Raise the vehicle body without instruction
- ✗ **Don't -** Allow anyone to be within 5m of the rear of the vehicle when the vehicle body is first raised
- ✗ **Don't -** Continue if the product fails to flow or if there is an issue with the chutes. The body MUST be lowered prior to any investigation being carried out
- ✗ **Don't -** Allow any person to access the vehicle body
- ✗ **Don't -** Stand directly behind the vehicle.

Chute Work

Handlay Procedure

- ✓ **Do -** Secure open the tailgate of the vehicle using a secondary securing device
- ✓ **Do -** Agree with the Banks person that it is safe to commence tipping
- ✓ **Do -** Where there is a requirement to move product towards the tailboard, all personnel will observe the 5m exclusion zone to the rear of the vehicle, prior to the body being raised. It is the responsibility of the site receiving the delivery to ensure that the exclusion zone is adhered to
- ✓ **Do -** Raise the vehicle body under the direction of the nominated Banks person – only of the sufficient height to move the product. Once the product has moved to the rear of the vehicle body, the body must be lowered, prior to any personnel accessing the material. The tipper body must NOT be raised any higher than necessary to get the product to move

- ✓ **Do -** Any requests to deliver outside of these procedures must be risk assessed and approved by the company, the customer, and the driver, prior to delivery taking place.
- ✗ **Don't -** Allow any person access to the vehicle body.

Delivering into a mobile plant Bucket/ Bobcat Type Vehicle

If delivering through chutes or a handlay, the driver of the mobile plant/bobcat receiving the product should observe the required exclusion zones in the same way as any personnel on foot.

Safe Loading and Unloading

- ✓ **Do -** Adhere to any specific loading instructions displayed at any site
- ✓ **Do -** Ensure that loads are restrained and distributed safely, as well as being within weight limits
- ✓ **Do -** Be aware of product type and free flowing properties (eg dust or clay)
- ✗ **Don't -** Overload your vehicle even if it is not travelling on the public highway. If a vehicle is found to be overloaded the driver, company and weighbridge clerk operator could be prosecuted or cautioned. Legislation imposes fines of up to £5,000 for each offence. That means a fine for each overloaded axle plus any overloading on the total weight.

What can I do to prevent your vehicle from being overloaded?

- ✓ **Do -** Know the weights of your vehicle
- ✓ **Do -** Know what you are carrying and weight of the load
- ✓ **Do -** Distribute your load appropriately to avoid overloading axles
- ✓ **Do -** Check the Gross Vehicle Weight before setting out.

If overloaded?

- ✓ **Do -** If you suspect that you may be overloaded, discuss with site personnel immediately to assess using site aids available (CCTV, Gantries etc).

Bulk Powders

- ✓ **Do -** Carry a Valid Pressure System Certificate for Bulk Tankers at all times
- ✓ **Do -** Secure tanker lids by hand – kicking is not acceptable practice
- ✗ **Don't -** Access to the top of the tanker unless a safe access gantry is available.

Discharging

- ✓ **Do -** Ensure you follow the YourSPACE principle before, during and after the delivery
- ✓ **Do -** Ensure that all ancillary equipment to be used is clean and serviceable
- ✓ **Do -** Always remain in the immediate vicinity of the vehicle's controls whilst discharging
- ✓ **Do -** use discharge pipe whip arrestors.

- ✗ **Don't -** Engage the Power Take-Off (PTO) whilst the vehicle is in gear
- ✗ **Don't -** Continue discharging upon silo alarms activation or excessive dusting and seek advice from the site personnel or your Heidelberg Materials contact.

N.B. STORZ coupling - check that the locking catch has locked the coupling. Use a coupling alignment device.



Example of a Storz Coupling

Loading and Tipping Operations

Loading Aggregate / Asphalt

- ✓ **Do** - Ensure that the vehicle body is clean to prevent material contamination prior to loading
- ✓ **Do** - Always remain in the cab with your seatbelt on.



Tipping Aggregate / Asphalt

- ✓ **Do** - Always ensure that the tailgate is released prior to commencing tipping
- ✓ **Do** - Ensure the load is trimmed and that no material can fall from the vehicle
- ✓ **Do** - Ensure the load is evenly distributed both across and along the body
- ✓ **Do** - Keep hands clear of tailgate trap areas
- ✓ **Do** - Remain in the cab with the door closed and seat belt on whilst the body is being raised and lowered
- ✓ **Do** - Be aware of any overhead obstructions, particularly power cables when tipping
- ✓ **Do** - Refer to the Institute of Road Transport Engineers (IRTE) Guide to Safe Tipping Vehicles, a link to which can be found in the reference section of this document.
- ✓ **Do** - Use onboard inclinometers if fitted (MPA Charter requires inclinometers to be fitted by 2024)
- ✓ **Do** - Use on board weighers fitted with Inclinometers
- ✗ **Don't** - Begin to tip before checking the ground conditions
- ✗ **Don't** - Tip the vehicle unless it is on firm level ground
- ✗ **Don't** - Tip anywhere you consider unsafe
- ✗ **Don't** - Tip over sheer edges of faces, pits or stockpiles
- ✗ **Don't** - Travel with the body raised
- ✗ **Don't** - Tandem tip.

Safe Practices for Drivers

Safe Loading of Bulk Powder Tankers

Loading of Bulk Vehicle

- ✓ **DO -** Make yourself totally familiar with vehicle/trailer layout and method of loading before proceeding
- ✓ **DO -** Ensure appropriate safety items are worn
- ✓ **DO -** Check that the information on the loading instruction corresponds to that stated on the silo
- ✓ **DO -** Use the stairway and drop down steps to gain access to the top of the tank
- ✓ **DO -** Use the handrail and take one step at a time when using stairs
- ✓ **DO -** Make yourself familiar with the silo operation, loading procedures and safety requirements before work begins. If in doubt speak to your site contact
- ✓ **DO -** Follow all written instructions and procedures contained within your drivers folder
- ✓ **DO -** Aim to load from the middle hatch covers where possible
- ✓ **DO -** Ensure that the loading controls are manned at all times
- ✓ **DO -** Clean excess materials from tank using appropriate equipment available upon completion of loading
- ✓ **DO -** Ensure hatch covers and seals are clean and correctly fitted before closing
- ✓ **DO -** Exercise extreme caution when ascending and working on the catwalk or descending from walkways.
- ✗ **DON'T -** Load with the engine running or keys in the ignition
- ✗ **DON'T -** Open the hatch cover before the tank is fully depressurised
- ✗ **DON'T -** Open the hatch cover without undoing the clamps on the hinge side of the hatch cover first.



Safe Practices for Drivers

Safe Unloading of Bulk Powder Tankers

Loading and Unloading Bulk Powders

Site Assessment Scheme

Bulk Discharge - Arrival at Site

1. On arrival at site, report to the customer, making sure that they are aware of the brand and quantity of material being delivered.
2. Obtain precise instructions as to the delivery inlet pipe and any keys required.
3. Ask for details of all silo level warning devices fitted, and verify that they work and ask for confirmation that there is sufficient room to safely take the quantity being delivered.
4. Ensure that silo product discs on inlet pipes correspond to product being delivered, if not check. Obtain a signature for authority to discharge into the silo before commencement of discharge.

All drivers should satisfy themselves that site conditions are suitable for discharge and make themselves familiar with Health/Safety, environmental requirements etc. Drivers are not allowed to control traffic and/or pedestrians whilst discharging.

- ✔ **Do -** Park your vehicle in a safe manner for discharging on level ground, ensuring tractor/trailer are in line (if tip tank)
- ✔ **Do -** Seek instructions if you feel that conditions for access or discharge are dangerous
- ✔ **Do -** Be aware of overhead electric cables and pylons or other overhead obstructions
- ✔ **Do -** Comply with the health, safety and environmental instructions of the customer site
- ✔ **Do -** Be observant and conduct a dynamic risk assessment to identify any issues you may encounter on site.
- ✘ **Don't -** Connect your vehicle directly onto a customer hose as the condition of the hose is unknown. A hose belonging to the delivery vehicle shall be fitted between the delivery vehicle and the customer hose
- ✘ **Don't -** Discharge the tanker if the prevailing wind/weather conditions are not suitable
- ✘ **Don't -** Continue to work if there are any issues of concern, without seeking clarification or further information.



Load Security

(Curtain Sider, Low Loader, Crane Lorry, Flatbed)

The Road Traffic Act 1991 states:

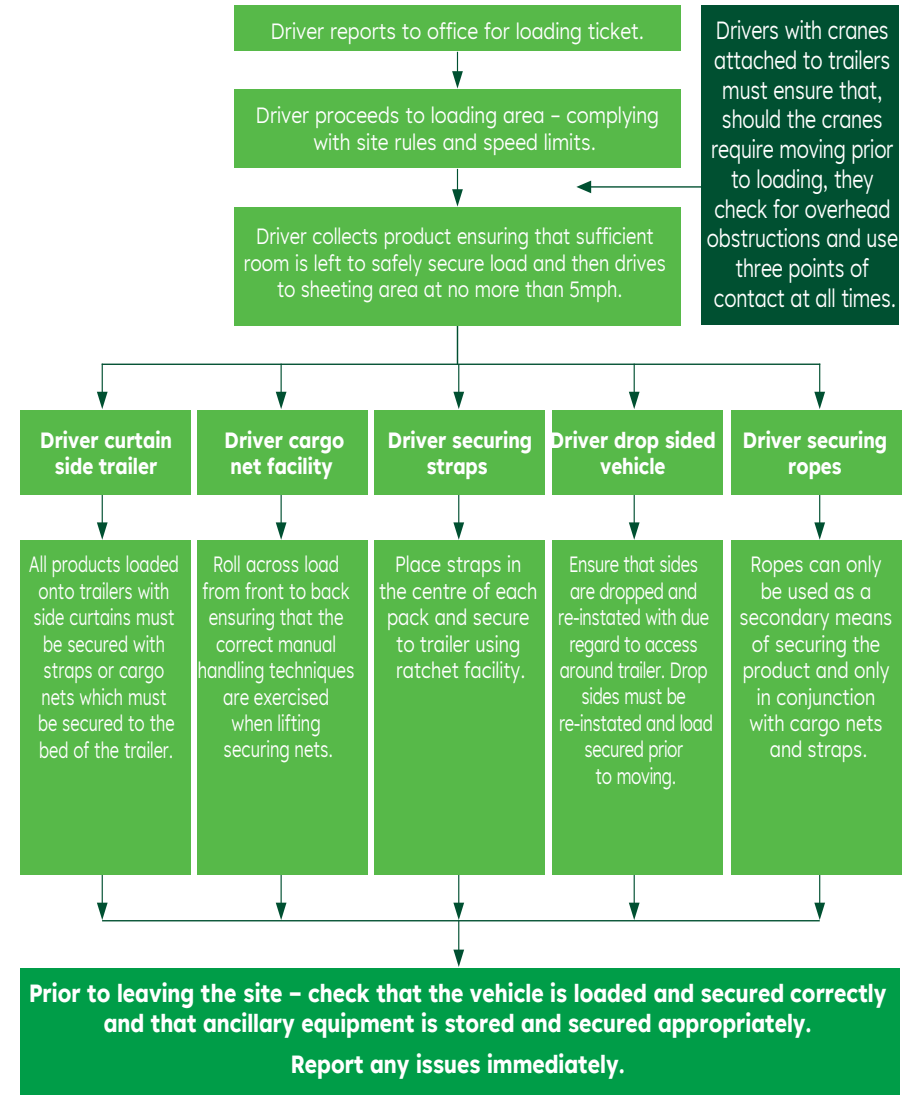
'A person is guilty of using a vehicle in a dangerous condition if they use, or causes or permits another to use, a motor vehicle or trailer on a road when the purpose for which it is used or the weight position or distribution of its loads, or the manner in which it is secured is such that the use of the motor vehicle or trailer involves a danger of injury to any person.'

- ✓ **Do -** Inspect all equipment used for securing loads for wear or damage
- ✓ **Do -** Pay attention to ensure that there is no visible deterioration due to constant use
- ✓ **Do -** Ensure all loading is in line with DVSA best practice.
- ✗ **Don't -** Rely on the curtains and the weather-protection structure of a curtain-sided vehicle for load securing
- ✗ **Don't -** Rely on friction alone as a method of load securing.

- ✓ **Do -** Secure loads so that they do not move relative to the trailer bed during transport and follow site rules for security of loads
- ✓ **Do -** Be aware that load restraint is not the same as load containment. Some loads may require a combination of both
- ✓ **Do -** Place loads against the trailer headboard if possible. If this is not possible for reasons of weight distribution, the gap to the headboard should be filled or an intermediate bulkhead could be used



Loading Procedures on Building Products Sites



DVSA - Load Security Enforcement Matrix

		Defect Category		
		1	2	3
Load Type	A	PROHIBIT	PROHIBIT	ADVISE
	B	PROHIBIT	PROHIBIT	ADVISE
	C	PROHIBIT	ADVISE	ADVISE

Defect Category		
Category 1	Category 2	Category 3
No load securing	>30cm gap between load and vehicle headboard	Lashings on ropehooks
>1m gap between front of load and vehicle headboard	Unsheeted load in bulk tipper or skip	Minor damage to headboard not affecting structural integrity
Unstable load affecting vehicle stability or likely to topple from vehicle	Inadequate load securing leading to likely risk of harm	Unsuitable load securing
Severe structural damage to headboard or gaps in headboard that would allow load penetration	Unsuitable stacking of load items likely to lead to risk of harm	Poor condition of securing equipment
Items loaded over height of headboard	Height of load likely to affect vehicle stability	Unsuitable vehicle for load

Load Type		
Type A	Type B	Type C
Metal pipes, sheet or bar	Timber	Clothing
Reinforced concrete	FIBCs/bulk powder	Wood chip
Bricks, stone or concrete	Roll cages	Waste paper
Vehicles (including scrap)	Bagged aggregate	Coal bags
Plant machinery	Empty skips stacked 3 high	Bulk material (in tipper)
Reels (steel, wire or paper)	Heavy palletised goods	Packaging material
Kegs and barrels		Single loaded skips
Stacked loaded skips		Empty skips < 3 high
Empty skips stacked > 3 high		Light palletised goods
Metal castings		
Glass		
Containers/work cabins		

Fork Lift Trucks/Mobile Plant



Fork Lift Trucks (FLT) are particularly dangerous in the workplace.

- ✓ **DO** - Be aware of other activities/ people in the immediate area at all times
- ✓ **DO** - Always follow site rules and stay well clear of FLT's and mobile plant equipment, remain in your vehicle cab or a physically segregated area
- ✓ **DO** - Always ensure that two way communication is regularly maintained with FLT/Plant operators
- ✓ **DO** - Operate the forklift with the mast in a safe position with the load at a safe height.

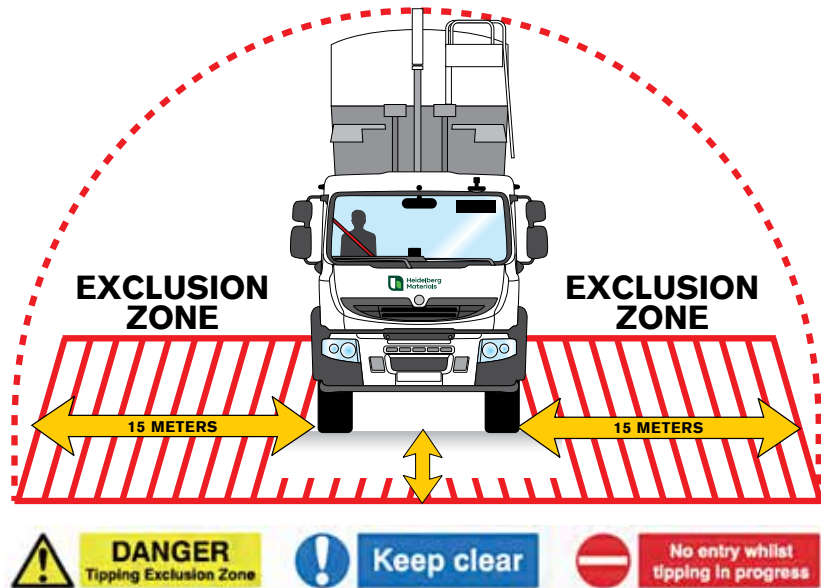
Overturns - Vehicle Exclusion Zone Guidance

Tragically, a contractor artic tipper driver delivering on behalf of an MPA member sustained fatal injuries when the cab of his vehicle was crushed by a tipper that overturned.

If you are delivering and have any safety concerns, please advise the site staff and also your Heidelberg Materials contact, and complete a Near Miss/Hit/Hazard Observation Form.

When making deliveries all drivers should be managing the space around them and maintain an exclusion zone to avoid anyone entering this area. Ensure exclusion zones are maintained where reasonable and practicable for all product types.

- ✓ **Do** - Keep vehicles and people apart
- ✓ **Do** - Ensure people are kept a safe distance from discharging vehicles
- ✓ **Do** - Apply MYSAPCE principles



Overturns - All Vehicles

- ✓ **Do -** Stay in the vehicle wherever possible and wear a seat belt at all times
- ✓ **Do -** Travel at an appropriate speed
- ✓ **Do -** Check and maintain your exclusion zone
- ✓ **Do -** Check your axles are all level and not wedged on ledges or material
- ✓ **Do -** Wear your seatbelt when tipping
- ✓ **Do -** Report all near hits and incidents before you leave
- ✓ **Do -** Check your tyres daily
- ✓ **Do -** Obey site tipping procedures
- ✓ **Do -** Check the vehicle is loaded evenly
- ✓ **Do -** Ensure articulated vehicles and trailers are in line
- ✓ **Do -** Check axle weights are compliant before leaving site.
- ✓ **Do -** Drive, especially in rural areas, mindful of soft verges and the heightened risks for vehicle overturns.
- ✓ **Do -** Use appropriate speed round corners when loaded

- ✗ **Don't -** Tip in high winds
- ✗ **Don't -** Drive off with the vehicle body raised after discharging your load
- ✗ **Don't -** Walk around your vehicle when the body is raised
- ✗ **Don't -** Tip if the ground is not firm and level
- ✗ **Don't -** Tandem tip
- ✗ **Don't -** Jolt your vehicle forwards to try and move a sticking load. If the load sticks lower your body and seek help
- ✗ **Don't -** Raise vehicle body near overhead cables
- ✗ **Don't -** Drive too close to open trenches and open excavations
- ✗ **Don't -** Leave the cab until it is safe to do so.



Truck Mixer on Highway Stability

- ✓ **Do -** Adjust speed of mixer drum to reflect the slump of the load (stationary for slumps between 20 and 50mm unless on straight road sections).
- ✓ **Do -** Always wear your seatbelt, just in case you are involved in an overturn incident – it could save your life.
- ✗ **Don't -** Drive too fast going through bends
- ✗ **Don't -** Drive too fast on roundabouts or corners
- ✗ **Don't -** Hit or ride up kerbs
- ✗ **Don't -** Make sudden or harsh steering inputs
- ✗ **Don't -** Brake suddenly or harshly
- ✗ **Don't -** Ignore the camber of the road in relation to stability.

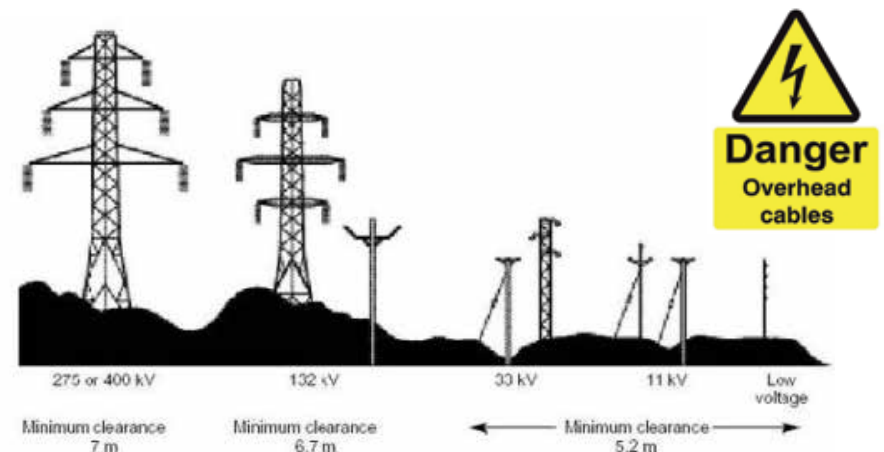
To reduce the risk of overturn:

- **SAFE SPEED** - Always adopt a cautious speed, and go slow when approaching, entering, driving through or exiting a bend, roundabout or corner. An increase in speed around a corner as little as 3 miles per hour can increase the chance of an overturn by as much as 20%
- **SAFE LOAD** - When transporting sticky' concrete, with a slump of 20-50mm, **avoid rotating the drum during travel.**

Overhead Obstructions

- ✓ **Do -** Always look up before tipping
- ✓ **Do -** Lower your truck body prior to moving off after tipping
- ✓ **Do -** Apply MYSAPCE principles
- ✓ **Do -** Always apply Exclusion Zone Rules.
- ✗ **Don't -** Park beneath overhead electricity lines within the limits defined by goalposts or signs.

If the vehicle is in contact with an overhead powerline and there is a risk of electrocution, jumping from the vehicle is an option to preserve life. Likewise, if your vehicle catches fire, you may need to jump. Jump well clear of the cab and ensure you do not contact the ground whilst still in contact with the vehicle, then bunny hop to maximise distance away from hazard.



Use of Release Agents

COSHH (Control of Substances Hazardous to Health)

Every year, thousands of workers are made ill by hazardous substances, contracting lung disease such as asthma, cancer and skin disease such as dermatitis.

Myth: 'Of course it's safe - we've always done it this way.'

Reality: Some diseases take years to develop. If exposure is high because the task has always been done that way, maybe it's time for a change.

Safety data sheets

Products you use may be 'dangerous for supply'. If so, they will have a label that has one or more hazard symbols. Some examples are given here.

These products include common substances in everyday use such as paint, bleach, solvent or fillers. When a product is 'dangerous for supply', by law, the supplier must provide you with a safety data sheet.

Since 2009, new international symbols have been gradually replacing the European symbols. Some of them are similar to the European symbols, but there is no single word describing the hazard.

Always make the site aware of hazards and always use the right control measures including wearing necessary Personal Protective Equipment (PPE).

Myth: 'It's natural so it can't be harmful.'

Reality: Natural materials can be harmful. For example, stone or concrete dust can cause lung disease such as silicosis.

Physical Hazards



CORROSIVE



OXIDISING



EXPLOSIVES

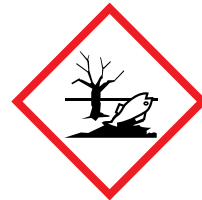
Env. Hazards



FLAMMABLE



GAS UNDER PRESSURE



DANGEROUS TO THE ENVIRONMENT

Health Hazards



CAUTION
- used for less serious health hazards like skin irritation



CORROSIVE



LONGER TERM HEALTH HAZARDS SUCH AS CARCINOGENICITY



TOXIC

Release Agents

Asphalt Products

You MUST:

- ✓ **Do -** Ensure that only approved release agents are used – diesel, sand and lorry grit are STRICTLY forbidden
- ✓ **Do -** Contact your technical department on products that can be used.
- ✗ **Don't -** Use unauthorised release agents which may lead to quality problems with products that require rectification at a later date.



Safe Addition of Fibres and Additives

- ✓ **Do** - Add all additives that have to be added by hand to truck mixers via the inclined conveyor
- ✓ **Do** - Wear the correct PPE i.e. safety helmet, gloves, and safety glasses, if adding powders use a respirator with FFP3 rating
- ✓ **Do** - Observe manual handling guidance
- ✓ **Do** - Use two persons to ferry additives up steps of inclined conveyor, loading head area or pass material up ladder of truck, where practical, to reduce fatigue. Take extra care with liquids
- ✓ **Do** - Take extra care in adverse weather conditions, i.e. strong winds etc, especially when adding powders
- ✓ **Do** - Dispose of all used bags, containers etc, in the correct designated area to avoid any environmental issues
- ✓ **Do** - Ensure any spillages are to be cleared up immediately, refer to COSHH Manual and assess the hazards of the chemical/ substance, and follow emergency procedures.
- ✗ **Don't** - Carry buckets or bags of materials whilst climbing rear inspection ladder of mixer
- ✗ **Don't** - Stand on top of inclined conveyor, when vehicle is reversing up to tower
- ✗ **Don't** - Move the vehicle from inclined conveyor on completion until all personnel are clear of the area.



Safe Vehicle Cleaning Using Diluted Acid

This guidance describes the procedures to be taken when using, handling or storing acids.

Major Hazards

- Splashes into eyes or onto skin causing chemical burns
- Exposure to fumes which may cause a feeling of nausea
- Spillages which may cause danger to others or damage to the environment.

Hydrochloric acid can be used to remove hardened concrete residues. It is a highly corrosive acid. Acid should be no more than 14% but beware concentrated hydrochloric acid may be labeled '30%'.

Safe working practices

- ✓ **Do** - I will only use substances supplied and approved by your company, and in accordance with the risk/ COSHH assessment
- ✓ **Do** - Wear the correct PPE when using hydrochloric acid. This must include acid resistant clothing, wellington boots, impervious gloves and a

visor for face/eye protection

- ✓ **Do** - Wash all PPE and equipment once the task has been completed. Return it all to the acid store once cleaned
- ✓ **Do** - Wash all ancillary equipment used, rubber buckets, brushes etc. and place them in the acid store or the safety cabinet
- ✓ **Do** - Only use acid to clean mixers in a designated area, which must be clearly defined on the site plans. In establishing the designated area take the prevailing wind and weather into account so that you can be sure that other people and property are not endangered
- ✓ **Do** - Dilute the acid before use. This should be carried out by adding the acid to the water
- ✓ **Do** - Ensure that other persons on site are aware of your activities, that they understand the hazards and that they are clear of the working area

- ✓ **Do** - Wash any acid splashed into the eyes or spilled onto the skin with large amounts of water. Seek immediate medical attention
- ✓ **Do** - Keep all containers of hydrochloric acid in a secure, well-ventilated compound under lock and key well away from other stored materials, substances or gases. The store must be clearly labeled as to the contents.
- ✗ **Don't** - Use hydrochloric acid inside any building. Use is strictly limited to outside only
- ✗ **Don't** - Add water to the acid
- ✗ **Don't** - Transport acid in vehicles.



Reference

BRITISH PRECAST (BP)

A Guide to Load Security (Building Products)

CONCRETE FEDERATION (BPCF)

DRIVER VEHICLE STANDARDS AGENCY (DVSA)

Load Security Enforcement Matrix

MINERAL PRODUCTS ASSOCIATION (MPA)

Driver Safety at Customer Sites – 6th Edition 25 July 2018

Load Security Bulk Bag Driver's Handbook January 2015

QUARRIES NATIONAL JOINT ADVISORY COMMITTEE (QNJAC)

Road Haulage Information Sheet 1 : Point of Delivery Checklist v1

June 2015

ROAD HAULAGE ASSOCIATION (RHA)

RHA Vehicle Inspection Form.

Heidelberg Materials DOCUMENTS

Control of Contractors UKCP01

Risk Assessment UKCP02

COSHH UKCP16

Website Links

Mineral Products Association

www.mineralproducts.org

Mineral Product Association Safequarry Site Web

www.mpconnect.co.uk

www.safequarry.com

Road Haulage Association

www.rha.uk.net

Logistics UK

www.logistics.org.uk

Institute of Road Transport Engineers -

www.soe.org.uk/about-soe/represented-sectors/irte

Listing and Guidance on Drug use whilst driving

www.gov.uk/drug-driving-law

LOGISTICS UK



Driver Details

Date of issue:

Driver's name:

Contact tel mobile:

Contact tel landline:

Company/Employer:

Company tel number:

Next of kin 1

Name:

Address:

Emergency contact number:

Next of kin 2

Name:

Address:

Emergency contact number:

Notes

Notes



**If you see anything on our sites
or customer sites that you think
is unsafe, it is okay to Stop and
Report it to us as a Near Hit or
Take One Risk Assessment.**

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Arena Court
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[heidelbergmaterials.com](https://www.heidelbergmaterials.com)