



JWS Recycling Services Site User Instructions

Customers

1. INTRODUCTION

- 1.1. These instructions apply to ALL drivers delivering or removing waste or containers from site.
- 1.2. Whilst on site all operations are under the strict control of the Site Manager and his staff. All reasonable requests must be followed.

2. ARRIVAL AT SITE

- 2.1. A speed limit of 5 mph applies.
- 2.2. All vehicles must stop at the weighbridge.
- 2.3. Everywhere beyond the weighbridge is a PPE controlled area. Drivers shall ONLY alight from their vehicle if they are wearing full PPE [HARD HAT, HIGH VIS AND BOOTS].
- 2.4. Drivers shall ONLY proceed to the place designated by the weighbridge operator.
- 2.5. Passengers in vehicle cabs are prohibited from leaving the vehicle.
- 2.6. The removal of nets or sheets must be undertaken in areas dedicated and assigned for taking off nets. Where automatic desheeting is not fitted or working, roll-on-off boxes and skips must be set down on the ground prior to nets or sheets being removed.
- 2.7. Vehicle drivers must give way to pedestrians.

3. DISPOSAL IN THE TRANSFER BUILDING

- 3.1. Only one vehicle is permitted to discharge at any time.
- 3.2. Vehicles are not permitted to enter the shed until the banksman has given the signal to proceed.
- 3.3. Discharge is supervised by the banksman; all drivers must follow the instructions of the banksman.
- 3.4. Container doors must be secured open prior to tipping, then closed and resecured immediately after the load is discharged.
- 3.5. Care must be taken when releasing jammed loads.
- 3.6. During the period within the tipping area keep constant lookout for other vehicles and plant movements within the area and all vehicles should have operating reversing beepers.
- 3.7. Clean all residues from the vehicles tailgate and clear any obstructions in the wheels, before leaving the disposal area.
- 3.8. Sorting/totting of waste by drivers is strictly forbidden.
- 3.9. Smoking in the transfer building is strictly prohibited.
- 3.10. Children and dogs are not allowed onto the site.

4. LEAVING SITE

- 4.1. All vehicles, requested to tare in and out, must stop at the weighbridge and report to the weighbridge operator.
- 4.2. Extreme care must be taken when emerging onto the highway from site (and pedestrians crossing gateway).
- 4.3. Vehicles leaving must give way to vehicles entering the site.

5. SAFETY EQUIPMENT

- 5.1. Ensure that you wear the following protective clothing whilst on site:
 - high visibility jacket
 - hard hat (not bump caps)
 - safety footwear
 - gloves as necessary
 - ear protection where necessary

6. DUTY OF CARE

- 6.1. Drivers should ensure they have:
 - Properly contained loads which cannot spill waste whilst in transit
 - Proof of being registered carriers
 - Adequate waste transfer documentation

Failure to comply with any of these Site Instructions or Safety Rules could result in the Company taking necessary action to prohibit drivers using the site.