

# JWS WASTE & RECYCLING SERVICES LIMITED

## Site User Instructions Customers and Contractors



### 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 exit their vehicle if they are wearing a HARD HAT, HIGH VISIBILITY VEST and SAFETY BOOTS.
- 2.4. Safety glasses and ear protection must be worn in designated areas, indicated by signage.
- 2.5. Drivers shall ONLY proceed to the place indicated by the weighbridge operator.
- 2.6. Passengers in vehicle cabs are prohibited from leaving the vehicle.
- 2.7. The removal of sheets must be undertaken in areas dedicated and assigned for such. Where automatic de-sheeting is not fitted or working, roll-on-off containers and skips must be set down on the ground prior to sheets being removed.
- 2.8. Vehicle drivers must give way to pedestrians.
- 2.9. Pedestrians must follow the pedestrian walkways at all times.

### 3. DISPOSAL IN THE TRANSFER BUILDING

- 3.1. Only one vehicle is permitted to discharge its load 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 re-secured immediately after the load is discharged.
- 3.5. All drivers and other third party users must wear safety glasses throughout tipping operations when outside their vehicle cab.
- 3.6. Care must be taken when releasing jammed loads.
- 3.7. When in the tipping area keep a constant lookout for other vehicles and plant movements within the area.
- 3.8. All vehicles should have operating reversing beepers.
- 3.9. Clean all residues from the vehicles tailgate and clear any obstructions in the wheels, before leaving the disposal area.
- 3.10. Climbing on vehicles to sheet/de-sheet or trim loads is strictly forbidden.
- 3.11. Totting of any item from the waste is strictly forbidden and will be considered as theft.
- 3.12. Smoking on site or in vehicle/plant cabs is strictly prohibited.
- 3.13. 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, be aware of pedestrians crossing the site entrance and on-coming vehicles.
- 4.3. Vehicles leaving must give way to vehicles entering the site.

### 5. SAFETY EQUIPMENT

- 5.1. The following PPE must be worn on site:
  - High visibility vest
  - Hard hat (not bump caps)
  - Safety footwear
  - Safety glasses in designated areas
  - Ear protection in designated areas
  - Gloves as 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 User Instructions or Safety Rules could result in the Company taking necessary action to prohibit drivers using the site.**