



HEAVY HAULAGE

*THE LODGE, CARRUTHERSTOWN, DUMFRIES, DG1 4JX
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Health, Safety & Environment Policy

To All Drivers & Personnel

All attached pages to be kept in the correct order and periodically there will be memos issued that will need to be added as addendum to this document and kept in your possession at all times during the execution of a project.

Please read the enclosed carefully and ensure that all agreed upon procedures are followed by yourself and your colleagues.

In case of an Accident

All personnel should have accident forms in their unit for ANY incident. However small, all drivers must fill out a complete report and submit as soon as reasonably practicable, either back at the depot or directly to the nominated on site foreman. All details, including photos, should be included in your report, which must be signed.

Safety Equipment

All drivers shall be issued with the following safety equipment, which must be worn at the appropriate times on site or as soon as the driver has disembarked from the cab.

- Boiler suits
- Safety hard hats
- Gloves
- Protective boots
- Waterproofs/Outerwear
- Hi visibility vests

Should any driver deem this company issued equipment as faulty, it shall be notified immediately to the office and arrangements made for replacement.

Stock Tools

All drivers shall be issued with the following tools, a stock of which must be monitored and kept up to date.

- Folder for documentation, reports to be kept clean, dry and tidy
- Wheel keys
- Selection of spare bulbs & fuses
- Spare tape
- Full set of spanners – 1 x shifting spanner, 1 x hammer, 1 x measuring tape, 1 x Stanley knife, 1 x set screw drivers, 1 tin de-icer

Equipment for Load Securing & Marking

- Marker plates
- 2 x sets of rotor lamps, increased if necessary according to dimensions of the load
- Chains, ratchet straps, ratchet belts, various shackles if necessary

Please note the above is detailed as a guideline only. Should there be additional lashing or securing equipment required due to weight or load dimension, this will be pre-determined and all necessary to be provided, without exception.

Further, equipment may not be in regular use therefore, regular checking is mandatory and is the drivers responsibility. Any equipment deemed faulty or insufficient should be reported and dealt with appropriately.

General Procedures & Responsibilities

1. When a driver leaves the depot, they are completely responsible and in charge of the equipment at all times; all equipment must be driven and operated in a safe manner at all times.
2. When there is an attendant present, such as a steersman, the driver is responsible for this employee and must obey instructions at all times, giving safety the highest priority
3. It is the driver's responsibility to check all tyres, wheel studs, lights, oil & water levels ad to ensure that the working vehicle is sufficiently equipped.
4. Any repairs must be notified as soon as possible and an assessment shall be made to determine the nature of the problem and the effect on the safe operating capacity of the vehicle. If at any time it is deemed to be unsafe, the driver or operator is to cease all work immediately.
5. All repairs or defect to be logged in the Defect book and presented to the office.
6. All vehicles and trailers to be kept clean and tidy at all times.

Exceptional Loads

All exceptional loads, where special route has been determined by the Scottish Office, shall be checked independently by Jon Smail prior to final movement and any bridge, overpass or physical obstruction shall be drawn to the attention of the driver prior to delivery. This shall be marked on the drivers route sheet and marked for special care in the appropriate areas. Upon approach to any area deemed critical, the driver shall bring the load to a stop, whereupon the accompanying attendant (present for all Exceptional loads) shall position themselves in order to get a clear perspective of the configuration of the load in comparison to the critical areas, as detailed on the route sheet.

UNDER NO CIRCUMSTANCES shall any driver divert from the authorised, pre-determined route. If in doubt, stop the truck immediately and contact the office.

Steering of Trailers

All steersmen must pay particular attention to the rear of the load at all times, particularly, but not limited to A, B & C class roads when the load is approaching/navigating bends in the road. The rear of the load shall, at all times, follow in line with the path of the tractor unit and speed must always be kept to a minimum. Radio contact/protocol are to be strictly adhered to at all times. If at any time, radio contact is lost, the operation is to be suspended immediately and re-assessed.

The same principle is applied when navigating along a verge – the attendant must keep close watch on the line of the rear of the trailer. If at any time the load enters onto the soft verge, there is the very real chance that the load could be lost.

REMEMBER - steering a trailer can be lethal if not operated or maintained properly - **FULL CAUTION AT ALL TIMES.**

All steered, heavy loads must adjust the loaded speed according to STGO regulations, under no circumstances shall a load over 80 tonnes exceed 40mph. In some cases, where gross weight is less but the neck of the trailer is heavily laden, speed is not to exceed 40mph, owing to the additional potential shock loading (added stress on necks and hydraulic cylinders)

Damage to necks/hydraulic cylinders can be lethal and above must be assessed and complied with at all times by the responsible driver on site.

Customer Relations

Under no circumstances should any driver or attendant display any aggression, foul language or poor behaviour in any way, either to the customer, their colleagues or any personnel on site.

All approaches to the customer regarding the operation ie. loading, off-loading, positioning of the trailer, should be done in a forthright, professional manner.

It is important that all drivers keep their cool at all times, any negative or aggressive reaction against perceived unreasonable treatment by the customer shall only worsen the situation. If any driver encounters a situation wherein there is a disputer on site, they are to phone the office or contact the responsible foreman immediately and step out of the discussion until further instruction. Drivers/attendants are to pay keen attention towards maintaining a professional and good attitude at all times.

At no time shall the customer dictate to the driver the technical method of operation. The driver maintains complete independence at all times and shall not under any circumstances make agreements that would in any way jeopardize the safety standards of the operation. If there is a dispute on this, then they are to cease the operation immediately and either contact the office or the responsible foreman on site.

There will be 2 in house meetings every year in order to discuss the contents of this document.

Signed: