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| **Operational Procedure: Site Rules – Customers and staff** |

1. **PROCEDURE: General Rules**
	1. On arrival at site all must sign in at the site office
	2. Do not leave your engine running unless you need to move your vehicle
	3. Protective clothing - hard hat, reflective vest/coat and steel toe cap and mid sole boots - must be worn on the site for all the time you are out of your vehicle. Entry to site will be refused otherwise.
	4. No work is to be started until instructions have been received from the site manager
	5. No Smoking is permitted anywhere on site
	6. Nobody is allowed in the transfer station unless accompanied by site staff
	7. Machinery and wagons have ‘blind spots - stay at least 25ft away.
	8. Keep away from doorways and be prepared for vehicles coming out of the transfer station whilst in the yard.
	9. Keep away from hinged tail boards, doors on skips and lever arms on the rear doors.
	10. Nobody is allowed to look through the rubbish unless permitted by the Site Manager.
	11. Children under the age of 16 must remain in the vehicle, at all times.
	12. Any damage to property on the site must be reported to the office immediately.
	13. You must sign out in the office when you leave
2. **PROCEDURE: Site Traffic**
	1. The speed limit for the site is 5 miles per hour.
	2. The loading shovel has right of way in the transfer station.
3. **PROCEDURE: Waste Transfer**
	1. You must get eye contact with the loading shovel drivers so they are aware of your presence
	2. You must wait for the loading shovel driver to beckon you into the building.
	3. Your destination should be communicated with hand signals.
	4. Do not go into the tyre, inert, wood or main rubbish bay if the packer machine is being loaded.
	5. Inform the loading shovel driver you are waiting so they will stop and you can then gain safe entry.
	6. All vehicles must unsheet outside the t/f station on the ground, no working at height is permitted.
	7. Skips must be lifted off before they are unsheeted to reduce chance of falling waste.
	8. All wagons must have an automatic sheeter.
	9. The waste being tipped must be off loaded into the most appropriate bay
	10. The loading shovel driver’s decision is final.
	11. No driver is allowed on the load or on the back of their wagon, if there is a problem you must get permission off a company director.
4. **PROCEDURE: ASBESTOS**
	1. Wear gloves and masks when tipping or loading skips of asbestos.
	2. A member of Wheeldon’s staff must supervise the tipping of asbestos.
5. **PROCEDURE: Emergencies**
	1. If you notice any emergency – fire/flood – whilst on site contact the nearest company employee who will contact the Site Manager who will implement the site emergency procedure if appropriate
	2. If you identify any leaks or spills from containers, machinery or vehicles contact the nearest company employee who will contact the Site Manager to implement the site spill procedure

**SIGN AND PRINT BELOW TO SAY YOU WILL COMPLY & ACCEPT ALL THE ABOVE RULES BEFORE TIPPING CAN COMMENCE.**

**SIGN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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