

Driver Site Rules

DB - HSTIM003 - EN

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Driver site rules must be displayed with pictogram side facing out and clearly visible in the window of all vehicles while on every Timberpak site.



Site Safety Instructions for Visiting Drivers

These safety instructions have been implemented for the safety of yourself and others. Any breach of these rules may lead to exclusion from site. You and any passengers must follow these Safety Instructions whilst on site.

- **RFID Tags** - "All visiting drivers entering the yard will be given a lanyard with a RFID vibrating tag; there will be no exceptions and this will be checked.

While on site, all visitors must follow the instructions given by the Yard Traffic Controller (YTC) or any other Timberpak Staff member. When you enter the defined working area of any mobile plant, the tag will alert you by vibrating (and at the same time alert the machine driver via an audible alarm). This means that you are too close. If this occurs, you must **immediately** move away from any mobile plant back to the **safety** of your vehicle.

The Fire Assembly Point is situated as follows:

- **Leeds:**
 - **Fire Muster 1.** To the left of the Main Entrance
 - **Fire Muster 2.** To the rear of the Main Carpark
 - **Fire Muster 3.** To the left of the EXIT Gate
- **Washington:** Main Gate
- **Bellshill:** Smoking area in Car Park

The Fire Alarm test is carried out every Friday between 14:30 and 15:00.

STAR cards (Stop Think Act Report) are available to report any concerns.

Timberpak operate a points system where points are issued to anyone who breaks any site rules. The severity of the rule break determines the number of points issued. Once a driver has collected 12 points, they will be automatically banned, the length of ban will depend on the severity and frequency.

Valid until 30th November 2025

While on site you **MUST**:



- ✓ Wear Personal Protective Equipment (PPE) at all times. Ensure it is worn correctly.
- ✓ This includes as a minimum:
 - **High visibility vest (EN471:2003 min Class1)**
 - **Safety boots (S3 with steel or composite mid-soles and toe caps (ENISO 20345)**
 - **Hard hat (EN397) with chin strap**
 - **Hearing protection (mandatory in Log Yard / Production areas)**
 - **Eye Protection (EN166) at all times when on site**
 - **Additional items, e.g. dust masks, etc. (where applicable)**
 - **RFID Tag and Radio to be carried at all times (will be issued to you)**
- ✓ Report to Weighbridge Office (Via Intercom at Bellshill).
- ✓ Follow the Yard Traffic Controller's Instructions or Timberpak personnel instructions on where you must tip, and you must continue to follow any instructions given while maneuvering on the yard. If you have not received clear communication, you must await further instructions.
- ✓ Conduct yourself in a courteous manner, aggression and abusive behaviour towards our staff in any way, will not be tolerated.
- ✓ Comply with all site rules, signage and speed limit **(10MPH)**
- ✓ Keep clear of other vehicles or machines, especially when reversing.
- ✓ Remove nets/sheets at ground level (ask for help if required). Where applicable use the designated trailer ladder or site access stairs to remove net or sheet if it cannot be accessed from the ground.
- ✓ Loading – Access to the top of the vehicle is only allowed using our fall arrest system and a harness. We do not provide a harness this must be provided by you, and covered by your training documents and Risk Assessment and externally inspected/tested every 6 months.
- ✓ Loading - You may use fall restraint lanyards (both must be used) only if your trailer is equipped with safety guide rails.
- ✓ Loading – Stay in your cab while being loaded with windows and doors closed, or stay in the Safe Zone wearing full PPE/RPE.
- ✓ Take care when walking on the site especially exiting your vehicle, extra care should be taken when it is icy, especially out of normal hours, when the site will not have been gritted.
- ✓ Use beacons if fitted to vehicle.
- ✓ Report any accidents or incidents before leaving site to the office.
- ✓ Ensure moveable bulk head is secured to prevent it moving, before entering the loading pit.
- ✓ Leave enough space to walk around your trailer unobstructed. If there is little space you must ask for assistance.
- ✓ If tipping a chipliner, you must read and follow the toolbox talk provided.

While on site you **MUST NOT**:



- ✗ Smoke or vape. (including inside your vehicle)
- ✗ Use a mobile phone.
- ✗ Consume alcohol or use any illegal substance – Attendance under the influence of alcohol or illegal substances is not permitted (Timberpak operate a substance misuse policy – copy available on request).
- ✗ Take photographs or videos, as these are forbidden without prior permission from management.
- ✗ Use bungee ropes or any other device to tie back tipping controls.
- ✗ Allow any unauthorised persons to drive or operate any part of the vehicle.
- ✗ Park the vehicle in a position that will obstruct site operations.
- ✗ Walk behind or among vehicles or machinery when they are in operation.
- ✗ Carry out work under any un-propped vehicle body.
- ✗ Ride on any part of the vehicle not designed for that purpose.
- ✗ Leave the vehicle while tipping without permission from the YTC.
- ✗ Allow passengers to get out the vehicle to perform any tasks related to unloading, unless agreed by the YTC.
- ✗ Sort through or remove any waste material from the site.
- ✗ Leave the engine running unnecessarily.
- ✗ Reverse onto the Weighbridge unless told to do so by Timberpak personnel. (If reversing aids are not installed, a Timberpak member of staff may aid you from behind the protected walkway).
- ✗ Go into the back of the Trailer while in the loading pit unless authorised to do so and supervised by Timberpak personnel.
- ✗ Wear Shorts or a Bump Cap.
- ✗ Leave the cab without YTC approval.
- ✗ Enter the trailer without prior approval from Timberpak Staff.
- ✗ Walk past the door side of a bin whilst it is in the air.
- ✗ Travel with the bin in the air.