

## Visitor Rules – Timberpak WASHINGTON

DB – HSTIM011 – EN

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- Compliance with the following instructions is vital to ensure your safety and the safety of other people.
- A copy of the Waste Management License and Working Plan is available in the site office, for inspection if required.
- After entering the site following external site signage and instructions, the following will apply:
  1. For your safety, the operational yard area of all our sites is a pedestrian free area; access is only permitted for Contractors carrying out work, and or visitors under direct supervision of Timberpak staff.
  2. All Visitors/ Contractors whether arriving by foot or vehicle are required to report to the Weighbridge Office/ Reception area where they will be required to sign in. (highlighted in red circle in Fig 1.below).
  3. Initial contact can be made with the Weighbridge Office/ Reception for visiting vehicle drivers via the intercom (Pictured in red rectangle in Fig 2) at the main gate situated before the barrier (highlighted by long red rectangle Fig 3) to the site.



**Fig 1** Intercom and Washington Pedestrian Protected Walkway Entrance



**Fig 2** Visitor Parking Bay



**Fig 3** Washington Site Entrance – Barrier (rectangle) Intercom (circle)

4. Visitors in vehicles after accessing the intercom, will be directed to the visitor parking area by Weighbridge staff and signage, (shown in figure 4), next to the Reception/ Weighbridge office, where they should reverse park. (See figure 5).



**Fig 4** Signage Directing Vehicle Visitors to Parking Area



**Fig 5** Signage indicating Visitor Parking (reverse parking only)



- Pedestrians will access a protected walkway (see Fig 6 and 7 below) via a single gate that leads visitors to the Weighbridge Office/ Reception via a clearly marked in yellow protected walkway.



**Fig 6** Pedestrian Gate Route to Pedestrian Walkway



**Fig7** Pedestrian Walkway Route to Reception

5. For Wagon Drivers or Hauliers visiting site to tip material into the yard you must stop at the stop line (red rectangle fig 8) and before the barrier (blue rectangle Fig 8 below) regardless of whether the barrier is raised or not.
6. You must then exit your vehicle when safe to do so and follow the yellow painted markings on the ground towards the pedestrian walkway (Red arrows show route from exiting vehicle Fig 8) this will lead to Reception/ Weighbridge office.



**Fig 8** Stop line for "Tipping Wagons", Barrier and Route to Pedestrian Walkway

7. For Wagon Drivers or Hauliers visiting site to tip material into the yard once you have been issued and signed for your RFID tag and Radio from the Reception/ Weighbridge team you will return to your vehicle and when instructed proceed onto the weighbridge to be weighed.



Fig 9 Weighbridge with Access/Egress Steps

8. Should you need to exit the vehicle there are Access and Egress steps to help you get out of and back in to your vehicle safely when on the weighbridge (Steps circled above in Fig 9)
9. Once past the site entrance Barrier (blue rectangle Fig 8), a high visibility vest must be worn on all our sites.
10. To access any operational area of our site, whether a driver or pedestrian all personal protective equipment (PPE) listed in point 19 below must be worn, any one not wearing appropriate PPE will not be granted access to the yard, there will be no exceptions
11. All visitors to site must comply with site notices, instructions and traffic routing.
12. DO NOT Smoke or Vape except in designated smoking areas.
13. For Visitors/ Contractors/ Wagon Drivers/ Hauliers requiring access to the Wood Recycling Yard during their visit, they will be issued with from Reception/ Weighbridge, and sign for, an RFID tag on a lanyard. Once they receive their RFID tag the office staff will make the Yard Traffic Controller (YTC) aware of the pedestrian access required.
14. All Wagon Drivers/ Hauliers will be classed as pedestrians once outside of their vehicle when on the Wood Yard regardless of whether they are sheeting/ un sheeting their vehicle or sweeping down.
15. Timberpak personnel will escort any pedestrian visitor requiring access to the Wood Recycling Yard to the designated walkway opposite the Reception/ Weighbridge office (red arrows showing route to Wood Yard Fig. 10) and wait by the gate by the side of the Weighbridge (indicated by the Blue Triangle Fig. 10 and Fig. 11) and await further instruction from the YTC. Who will be situated at the "Safe Zone" cabin (Red Square fig 10).





Fig 10 Pedestrian access to Weighbridge and Wood Yard



Fig 11. Gate to go through to enter Wood Yard at end of Weighbridge

16. All Pedestrians whether Visitors/ Contractors/ Wagon Drivers/ Hauliers wishing to gain access to the Wood Recycling Yard, which is an operational area, should ensure they receive communication/ signal from the YTC that all vehicle movement has stopped and it is safe to access the yard before entering.

17. Whilst on site all Visitors/ Contractors/ Wagon Drivers/ Hauliers must follow the instructions of Timberpak Staff. If you enter the exclusion zone of any mobile plant, the RFID tag on your person will alert you by vibrating and at the same time alert the machine driver that you are too close, with an audible and visual alarm. If this occurs, you should immediately move away from any piece of plant to a safe distance, which will be indicated, as the tag will cease vibrating.
18. Pedestrians when entering the yard, even with authorisation, should obey all signage (exampled in Fig 4)
19. Any passengers of vehicles authorised to be on site must remain within the vehicle unless prior permission has been given by the appropriate person.
20. No children or animals are allowed in the Yard/ Warehouse.
21. The use of mobile phones is strictly prohibited on Timberpak sites; this includes the taking of any photographs or videos. If video or photographs need to be taken for insurance or damage reports then this must be first approved by Timberpak Management.
22. Whilst on site the following protective clothing must be worn:
  - High Visibility clothing (EN471:20min Class1)
  - Hard Hat (EN397)
  - Safety Footwear (ENISO 20345 mid steel toe and mid sole)
  - Gloves as appropriate (EN388)
  - Safety Glasses/ Goggles/ Visor as appropriate (EN166)
  - Suitable hearing protection must be worn (available from the dispenser at the Weighbridge office)
23. Do not exceed speed limit of 10 mph.
24. No Materials or Items should be removed from or deposited on the Site without the express permission of the Site Management.
25. Fire Assembly point is located by the Main Gate and is clearly signposted
26. The Fire Alarm is tested on Friday afternoon between 2.30-3.00pm
27. All vehicles on site must display HSTIM003 Driver Site Rules clearly in their windscreen.
28. DO NOT 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).
29. We will not tolerate any physical or verbal abuse towards our staff.
30. Timberpak operate a points system where points are issued to anyone who breaks or abuses any site rules this will be used to issue points to drivers who flout or ignore our site rules and procedures. We will notify you by email and hand a copy to the driver concerned when points are issued. We will keep a record of points issued to individuals, and a build-up of 12 points over a 12-month period will incur a one-week ban from all our sites.
31. For major infringements such as not wearing a harness or incorrectly wearing a harness, leaving the safe area without permission, or aggressive or abusive behaviour to site staff will incur an immediate one-month ban.

- Below is a list of situations where points, may be issued.
- **Entering the Site without Permission:** Access to the site is controlled by a barrier, entry through this barrier without it being lifted and therefore permission given by a Timberpak employee. This is to control unauthorised access to the site. **3 penalty points.**
- **Unauthorised Persons in the Wood Yard:** Pedestrians, are prohibited on the wood yard areas of our sites. Drivers must follow the instructions given to them by the Yard Traffic Controller (YTC), and stay within the designated safe zone while unloading. If assistance is required, the driver must remain within the vehicle cab or sanctuary bay and use the Timberpak issued two-way radio to contact the YTC. In case of radio, failure return to the vehicle cab and attract attention using headlights or horn. **12 points instant ban.**
- **Site Requirements for PPE - Minimum PPE requirements are:**
  - Hard hat
  - Long trousers
  - Hi Visibility vest or jacket (Class 2 in Orange or Yellow)
  - Safety Boots
  - Suitable eye protection

Failure to wear the correct PPE will result in **3 penalty points**. Repeat offenders may be subject to longer-term bans.

- **Timberpak Communication Equipment:** Failure to use, misuse or failure to return the Timberpak issued 2-way radio to communicate with YTC will result in **3 penalty points**. Repeat offenders may be subject to longer-term bans.
- **Timberpak RFID Devices:** When entering the site all drivers are required to have a RFID tag. Failure to collect a tag on arrival, or return the tag when leaving will result in **3 penalty points**.
- **Unsecure Vehicles:** Leaving the area of the Wood Yard without securing curtains on chip liners, closing rear doors on ejector, or walking floor trailers, or with the bin still in the air for Container vehicles will result in **3 penalty points**.
- **Instructions given by Staff:** Timberpak plant operators and the Yard Traffic Controller are on site to provide vehicle drivers with a safe and efficient service. Instructions from Timberpak personnel, must be followed whilst on site. Failure to follow staff instructions will result in **3-12 penalty points**, being issued.
- **Respect:** Timberpak will not tolerate aggressive or abusive behaviour towards staff, instances like this will result in **12 penalty points and an instant one-month ban**.
- **Loading Out:** People on top of loads without the correct use of a harness and fall arrestor on site will result in instant **12 penalty points and a 1-month ban**, repeat instances within 6 months will result in a 3-month ban.