

# PACKED DRIVER INDUCTION

**Tarmac Building Products**  
**January 2017**



## Packed Driver Induction

### What is going to happen today?

- Driver Induction Presentation
- Driver Induction Questionnaire
- Driver Handbook
- Driver Induction Completion Form
- Temporary Driver Induction Certificate  
(Valid for 3 months)
- Driver Induction Card
- Driver Licence & Eye Sight Check
- Fit for work declaration
- Site Induction & Site Familiarisation



## Why are we doing this?



Raise the standard of safety and health awareness and compliance across all our drivers



Ensure you have been fully informed and understand the company requirements

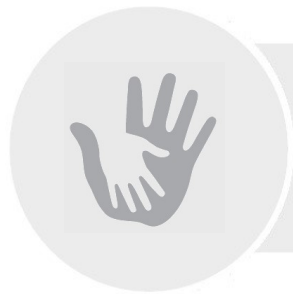


Understand all aspects of the Companies Policies and Site Rules  
*(Tarmac & Customer Sites)*



Understand all the rules when you carry out all work on behalf of Tarmac Ltd

## We always put Health & Safety first



Nothing is so important that **anyone** should get hurt doing it



Ensure the highest standards of housekeeping



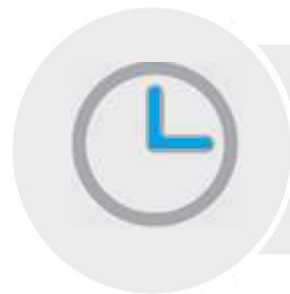
Stop when something is unsafe



# DRIVING SAFETY



Challenge and be open to challenge on safety and health



Assess risks each time before doing

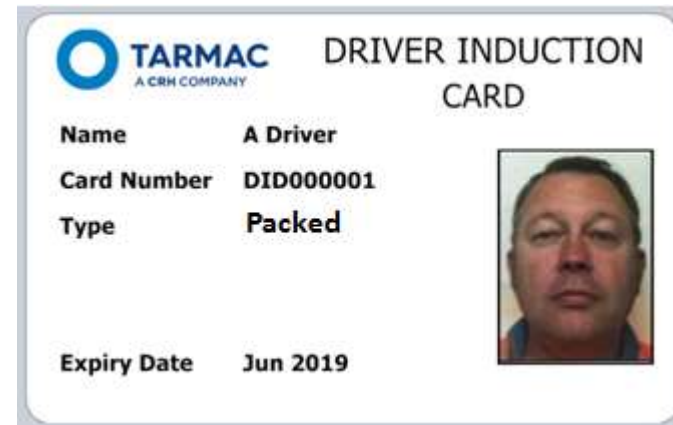


## Driver Cards

All Drivers delivering for **Tarmac** require:

- Valid Driving Licence for the specific vehicle type
- Tarmac** Induction Card

Drivers should carry their **Tarmac** Induction card with them at all times



# ULTIMATE DRIVING SAFETY

## TARMAC BUILDING PRODUCTS PPE

# PPE Requirements

### MANDATORY ITEMS

To be worn at all times unless in a designated area



#### GLASSES ARE MANDATORY

Drivers should expect to wear them at all times on site unless they are in a designated area where glasses are not required. Any such area **MUST** be clearly marked on site.

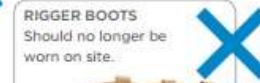
### ITEMS TO BE CARRIED & AVAILABLE

Must be worn when specified



#### HEARING PROTECTION

#### RESPIRATORY PROTECTION



# Prior to starting work, **Vehicle Checks** must be completed



*DO*

ensure you complete and record your daily checks & rectifications



**ALWAYS**

Check all items on your daily check sheet



**ALWAYS**

Check all safety equipment is in working order

This includes:

- Working audible reversing alarm
- Working white reverse lights
- Working CCTV rear view camera (where fitted)
- Reflective rear marker boards



**ALWAYS**

Resolve all actions raised from the walk around check



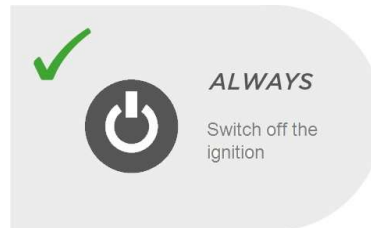
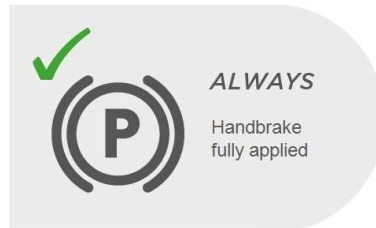
**DON'T**

Breach the Rules

# Mobile Phone Policy



If you need to make or take a call please make sure :



**Note – in the UK it is illegal for anyone to drive on the public highway whilst using hand-held communication equipment.**

All satellite navigation systems must be programmed prior to driving and must **NOT** be reprogrammed whilst driving.

Text messages must only be read when the vehicle is stationary, parked in a safe place and handbrake applied.

**Tarmac** strongly recommends drivers of their own vehicles do not use hands-free mobile phones for personal calls whilst driving on personal journeys.



# Drugs & Alcohol Policy



**In order to ensure the safety of yourself, your colleagues and members of the public**



**Failure to observe any of the above rules may result in suspension and/or termination of your contract haulier account with Tarmac.**



Advise your Transport Manager or Site Management of any drug or alcohol related problem that may impair your performance.





Inform your Transport Manager or Site Management immediately if suffering from any medical condition, or taking any medication, which might affect your ability to carry out your role or your safety or the safety of others at work.

**While on Tarmac or Customer sites you may be subject to random and intervention testing at any time**

## Safety on Tarmac Sites & Customer Sites

  **ALWAYS**  
Guidance will be given by the dispatch office or your delivery ticket

  **OBEY**  
Site traffic rules at all times

  **ALWAYS**  
Ask before commencing any manoeuvre

  **OBEY**  
all signs as directed

 **DON'T**  
 bring children or pets on to site

  **OBEY**  
the site speed limit at all times

## Incident Reporting and STOP Assessments



Under the Health and Safety at Work Act, you are required to inform your Manger of any Health and Safety issues you may have that would affect or endanger yourself or others whilst carrying out your contracted duties



All incidents are to be reported immediately to a line manager or member of the site management team

### **Near Hit:**

- *an event or occurrence which could have resulted in harm/loss but did not. e.g. a stone falling from an overhead conveyor narrowly missing a pedestrian below.*

### **Unsafe Act:**

- *Any action by a person that could lead to an injury or incident, for instance, an operator not wearing safety glasses in an area where they are required*

### **Unsafe Condition:**

- *Anything that could lead to an injury or incident, for instance, a pot hole on a walk way*



The STOP assessment is designed to help you make decisions about whether it is safe to carry out the activity or whether you need to contact your line manager for further advice.



Always ensure that  
**3 points of contact**  
are maintained by facing the  
vehicle cab on entry and  
exit



## Seat Belts

Must be worn at all times  
by all occupants whilst the  
vehicle is moving

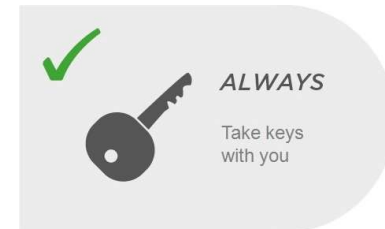
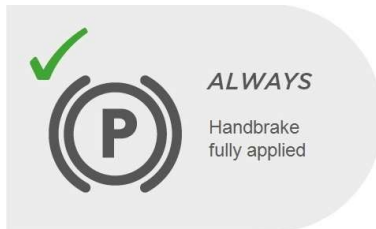


**ALWAYS**

stay in vehicle  
wherever  
possible &  
always wear  
a seat belt

## NEVER leave your vehicle unattended with the engine running

All vehicles that need to be left unattended must have: -



To be 'in attendance' the driver must be able to clearly see their cab and be able to take action to prevent another person moving away with the vehicle

ALWAYS switch off the vehicle ignition (and remove the key) before investigating any issues.

## Eye Contact

When very large vehicles with limited vision and manoeuvrability are in use:



Make eye contact  
with mobile plant  
equipment  
operator before  
proceeding



Remember  
mobile plant can  
be much larger  
and their visibility  
may be reduced



The mobile plant  
could cause  
serious damage  
to you and your  
vehicle



## Reversing Vehicles on Site



**ALWAYS**

Confirm the site reversing rules and request a banksman to control reversing



**BEST PRACTICE**

Reverse under the guidance of a Banksman



**ALWAYS**

Identify the Banksman



**ALWAYS**

Use all mirrors, reversing camera and alarm and reverse at a slow controlled speed



**ALWAYS**

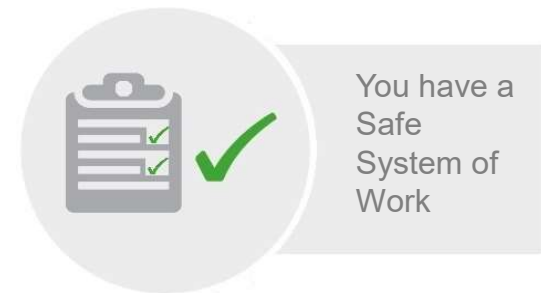
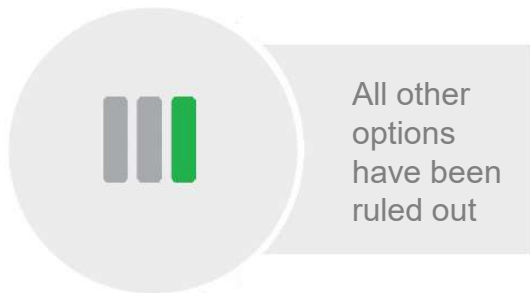
Pause or Stop if anyone/thing enters your working area. Move only when safe to do so



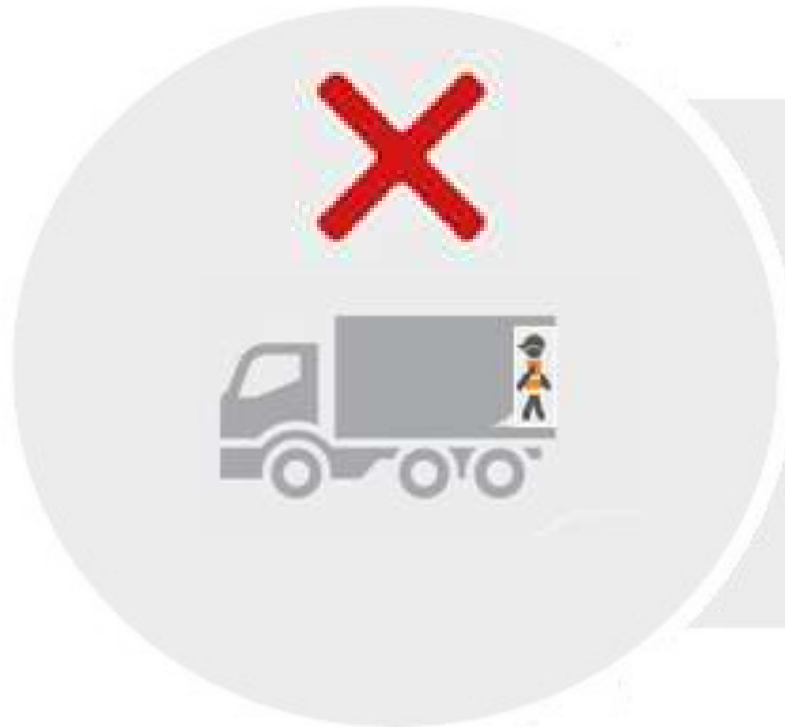
## Working at Height



UNLESS:



## Working at Height



**Working on the back of a trailer is not allowed under normal circumstances.**

**Please seek approval from site manager to access trailer bed and always use correct equipment as advised by site rules.**

**ALWAYS**

Use the designated safe access & exit routes onto vehicle or equipment

**ENSURE**

Fall prevention systems are in place

**DON'T**

Take unnecessary risks

 **If you have any concerns please inform site management**

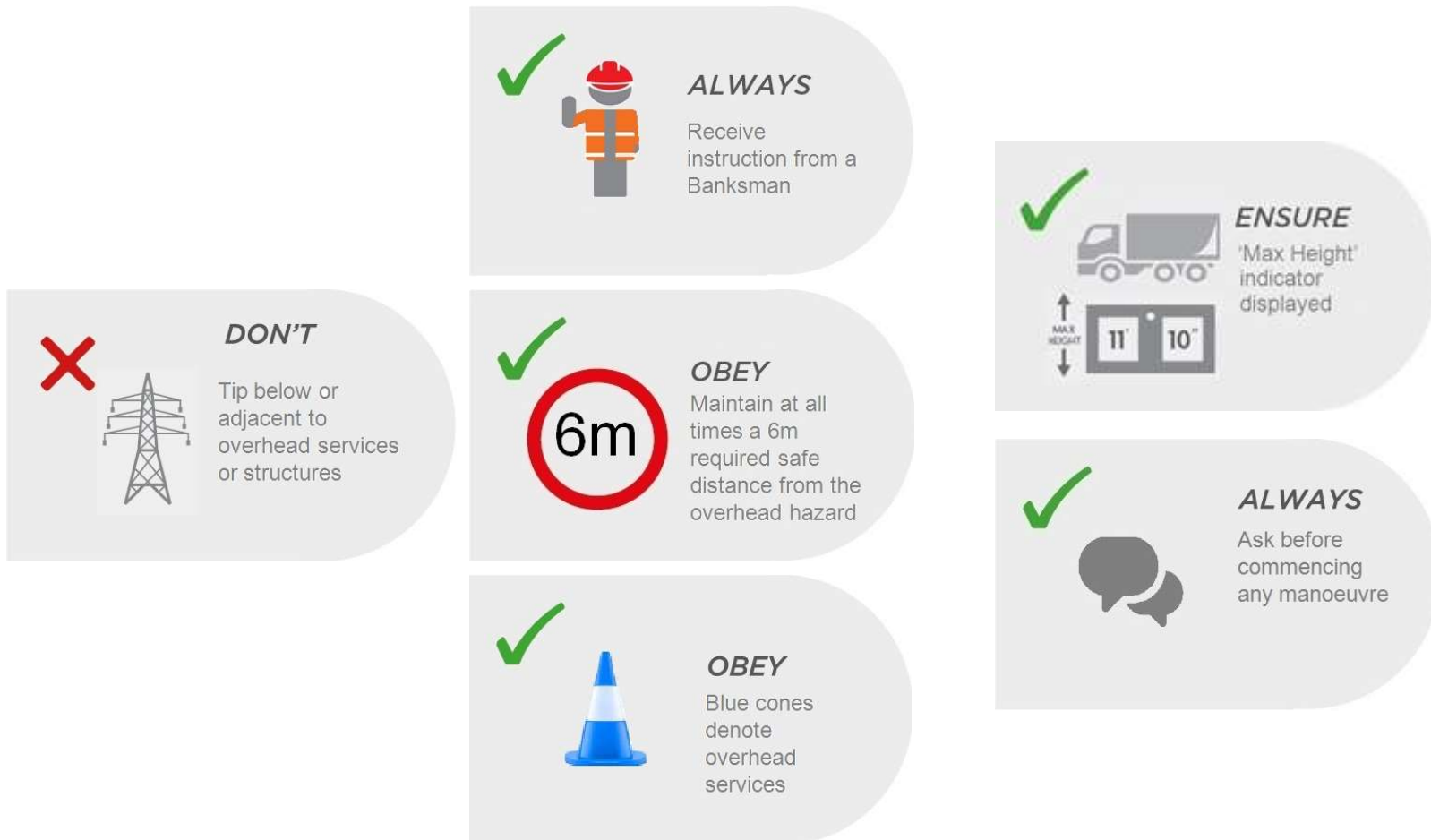



## Manual Handling





- Always identify and assess the weight of the load before attempting to lift any items.
- Make sure you use the muscles in your legs when lifting, they are stronger than your back muscles
- Ensure your posture is good and you are not over stretching, twisting or reaching
- Keep the load close to your body
- Always ask for help when needed

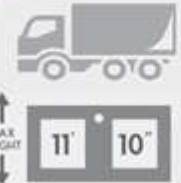
## Vehicle Height and Overhead Services





**✓**  **ALWAYS**  
Receive instruction from a Banksman

**✗**  **DON'T**  
Tip below or adjacent to overhead services or structures

**✓**  **OBEY**  
Maintain at all times a 6m required safe distance from the overhead hazard

**✓**  **ENSURE**  
'Max Height' indicator displayed

**✓**  **ALWAYS**  
Ask before commencing any manoeuvre

**✓**  **OBEY**  
Blue cones denote overhead services

## No Smoking



Smoking is **ONLY** permitted in designated external smoking areas

Smoking is **NOT** permitted in any workplace or any shared work vehicle

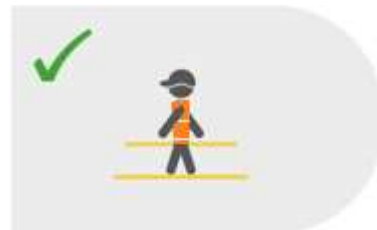
Ensure that you comply with the regulations relating to smoking in the workplace

The use of E-Cigarettes is **NOT** permitted in any workplace or any shared work vehicle

## Traffic Management



- No person or equipment should be outside of the established working zone



- Always use the dedicated crossing point when crossing live traffic



- Never change traffic management arrangements



If you have any concerns please inform site management immediately

# Banksman



## Parking

**Parking** is only allowed with permission from the Tarmac responsible person on site

All service staff must report to the site office on arrival for instructions, directions and all relevant documentation to be completed before repair work takes place



Emergency Repairs – Authorisation must be approved by Tarmac responsible person on site and relevant documentation completed

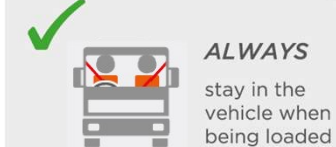


# Loading



Report to site office on arrival before loading.

You will be issued with a loading card with instructions on the site procedures.



# Load Security



- All loads must be secured correctly
- Use all load securing equipment as per guidelines
- All loads must be contained correctly
- All load restraint equipment must be adequate for load carried
- All loading and securing procedures must be followed  
(see Driver Handbook)
- Do not travel with an unsecured load





# Offloading



  
  
**ALWAYS**  
Carry out a STOP assessment

  
  
**ALWAYS**  
Consider Ground and Pallet conditions before offloading

  
  
**ALWAYS**  
Ask before commencing any manoeuvre

  
  
**OBEY**  
all signs as directed

  
  
**OBEY**  
Site delivery procedures

  
  
**ENSURE**  
Vehicle unit and trailer are in line and stabilised

  
  
**ENSURE**  
Offload area is clear and free of pedestrians

  
  
**ALWAYS**  
Make sure delivery ticket is completed correctly prior to leaving site



## Safe Use of Packed Vehicles

Be aware of additional risks when offloading

### Ground Conditions



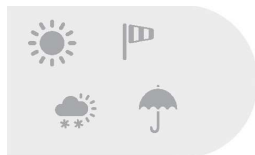
- Check the camber or gradient of the road before offloading
- Check the area where offloading is solid and can hold the weight of the vehicle

### Overhead Services and Structures



- Check above the vehicle to ensure no overhead cables or structures
- Know the height of your vehicle

### Weather Conditions

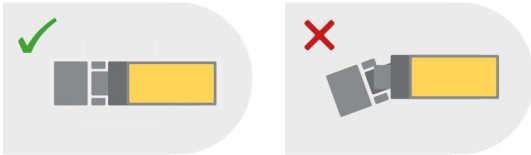


- Sun, Rain, Wind and Ice can cause serious issues on sites

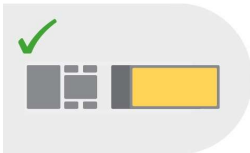
## Safe Use of Packed Vehicles

Be aware of additional risks when offloading

Always offload with Vehicle Body and Unit aligned



Always follow the Coupling & Uncoupling Procedure



- Report to site office for permission prior to uncoupling
- Ensure you are aware of and follow the risk assessment and safe system of work



# Delivery Ticket Completion



Delivery Ticket should be completed correctly

Completion Guidelines in Driver Handbook

Delivery Ticket Template

If there are any issues contact:

- Fulfilment Team
- Logistics Admin

|  <b>Tarmac Building Products Limited</b><br><small>Registered Office: Swinbury House<br/>         25, Telford Road, Wolverhampton, WV1 4SA<br/>         Tel: 0345 600 2400<br/>         Registered in England and Wales No 04026069<br/>         VAT Reg No GB 184974063</small>   |  | <b>Recipient:</b><br><b>POD</b>  | <b>B009-0000281</b><br><br><small>B009-0000281</small> |            |            |        |              |  |        |    |       |       |              |  |       |    |      |      |  |  |  |
|---|--|--|---|------------|------------|--------|--------------|--|--------|----|-------|-------|--------------|--|-------|----|------|------|--|--|--|
| <b>Ship to:</b>   | <b>AX Ticket No</b><br><b>Quote:</b><br><b>Haulier:</b><br><b>Reg No:</b><br><b>Vehicle Type</b><br><b>Page</b><br><b>Printed at:</b><br><b>Site Contact:</b>  | <b>SO No:</b><br><b>TO No:</b><br><b>Plant:</b><br><b>Del Date:</b><br><b>Payment Miles:</b><br><b>Drop No:</b><br><b>Silo No:</b> |   |            |            |        |              |  |        |    |       |       |              |  |       |    |      |      |  |  |  |
| <table border="1"> <thead> <tr> <th>Item ID</th> <th>Material Description</th> <th>Quantity</th> <th>UOM</th> <th>Packs/Tubs</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>BH100SSB000X</td> <td>100mm Hemelite Solid Standard 3.6N/mm<sup>2</sup> 1360kg/M<sup>3</sup> 440mm X 215mm 7.2 M2/Pack<br/><small>For CE Mark and Declaration of Performance (DOP No. 0010) go to - www.tarmacbp.co.uk/ce</small></td> <td>122.40</td> <td>M2</td> <td>17.00</td> <td>19.55</td> </tr> <tr> <td>BH140SSF000X</td> <td>140mm Hemelite Solid Standard 7.3N/mm<sup>2</sup> 1450kg/M<sup>3</sup> 440mm X 215mm 4.8 M2/Pack<br/><small>For CE Mark and Declaration of Performance (DOP No. 0010) go to - www.tarmacbp.co.uk/ce</small></td> <td>24.00</td> <td>M2</td> <td>5.00</td> <td>5.50</td> </tr> </tbody> </table> | Item ID  | Material Description   | Quantity  | UOM        | Packs/Tubs | Weight | BH100SSB000X | 100mm Hemelite Solid Standard 3.6N/mm <sup>2</sup> 1360kg/M <sup>3</sup> 440mm X 215mm 7.2 M2/Pack<br><small>For CE Mark and Declaration of Performance (DOP No. 0010) go to - www.tarmacbp.co.uk/ce</small> | 122.40 | M2 | 17.00 | 19.55 | BH140SSF000X | 140mm Hemelite Solid Standard 7.3N/mm <sup>2</sup> 1450kg/M <sup>3</sup> 440mm X 215mm 4.8 M2/Pack<br><small>For CE Mark and Declaration of Performance (DOP No. 0010) go to - www.tarmacbp.co.uk/ce</small> | 24.00 | M2 | 5.00 | 5.50 |  |  |  |
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| <b>Special Instructions:</b>  |  |  |   |            |            |        |              |  |        |    |       |       |              |  |       |    |      |      |  |  |  |
| <b>Inspected By:</b>  |  | <b>Total Quantity:</b>   |   |            |            |        |              |  |        |    |       |       |              |  |       |    |      |      |  |  |  |
| <b>Time On Site:</b>  |  | <b>Total Weight:</b>   |   |            |            |        |              |  |        |    |       |       |              |  |       |    |      |      |  |  |  |
| <b>Time Off Site:</b>   |  | <b>Waiting Time Ref:</b>   |   |            |            |        |              |  |        |    |       |       |              |  |       |    |      |      |  |  |  |
| <b>Driver Name &amp; Signature:</b>   |  | <b>Waiting Time Signature:</b>   |   |            |            |        |              |  |        |    |       |       |              |  |       |    |      |      |  |  |  |
| <b>Received by Signature &amp; Date:</b>  |  | <b>Received by (Print Name):</b>   |   |            |            |        |              |  |        |    |       |       |              |  |       |    |      |      |  |  |  |
| <small>IMPORTANT: Please check goods immediately for condition. Please note that this delivery is subject to our terms and conditions as published on <a href="http://www.tarmacbuildingproducts.co.uk/system_pages/user_info/terms_and_conditions.asp">http://www.tarmacbuildingproducts.co.uk/system_pages/user_info/terms_and_conditions.asp</a></small>   |  |  |   |            |            |        |              |  |        |    |       |       |              |  |       |    |      |      |  |  |  |
| <small>CAUTION: There is a real danger of contact dermatitis or serious burns if skin comes into contact with wet cement mixes such as fresh concrete, mortar or screed. Wear suitable protective clothing &amp; eye protection. Where skin contact occurs either directly or through saturated clothing wash immediately with soap and water. For eye contact, immediately wash out the eyes thoroughly with clean water. If swallowed wash out mouth and drink plenty of water.</small>   |  |  |   |            |            |        |              |  |        |    |       |       |              |  |       |    |      |      |  |  |  |

# Site Safety Rules

## SITE SAFETY RULES Tarmac Building Products

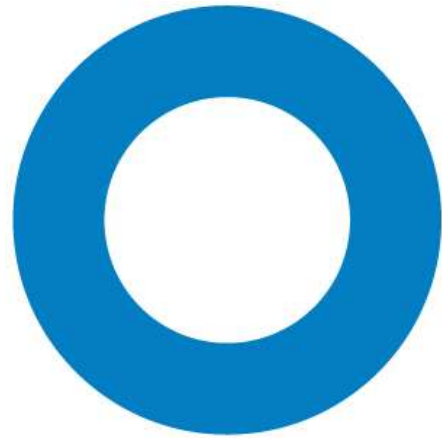
|   |   |  |  |
|---|---|--|--|
|  <p><b>OBEY</b><br/>the site speed limit at all times</p>                                  |  <p><b>ALWAYS</b><br/>stay in the vehicle when being loaded</p>                                      |  <p><b>OBEY</b><br/>site PPE rules at all times</p>                               |  <p><b>DON'T</b><br/>use mobile phones on site or whilst driving (Includes handsfree)</p> |
|  <p><b>ALWAYS</b><br/>stay in vehicle wherever possible &amp; always wear a seat belt</p> |  <p><b>ALWAYS</b><br/>Use the designated safe access &amp; exit routes onto vehicle or equipment</p> |  <p><b>ALWAYS</b><br/>Secure your load in designated area before leaving site</p> |  <p><b>DON'T</b><br/>come on site under the influence of drugs or alcohol</p>             |
|  <p><b>ALWAYS</b><br/>stay within pedestrian zones &amp; walkways</p>                    |  <p><b>OBEY</b><br/>site traffic rules at all times</p>   |  <p><b>DON'T</b><br/>litter or leave rubbish on site</p>                         |  <p><b>DON'T</b><br/>bring children or pets on to site</p>                               |
|   |  <p><b>OBEY</b><br/>site offloading procedures at all times</p>                                    |  <p><b>DON'T</b><br/>ride/climb on the back of any moving vehicle</p>           |  <p><b>DON'T</b><br/>do unauthorised vehicle maintenance on site</p>                    |

## What Happens Next?

- Driver Induction Questionnaire
- Driver Handbook
- Driver Induction Completion Form
- Temporary Driver Induction Certificate  
(Valid for 3 months)
- Driver Induction Card
- Driver Licence & Eye Sight Check
- Fit for work declaration
- Site Induction & Site Familiarisation







**TARMAC**

**A CRH COMPANY**

