

Welcome to **UKI Express Transport**  
Limited.



## **Code of Conduct**

Inc:-Sub Contractor information,

Driver safety information,

Instructions & training manual

#### About this instruction:

The following information is provided for your own health & safety, well-being and that of everyone else on our customer sites. The aims of this indication training package are to:

- Provide an introduction into the operational procedure that should be adopted if no clear instruction has been forthcoming from the individual customers you find you're self at
- Build a frame work of information on which you can build on
- Provide you with adequate general health and safety information in order for you to operate safely
- Provide you with job/task specific safety information and safety instructions
- You should sign off the receipt of this booklet. Please ensure that you fully understand the contents you do so

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## **1. Introduction-**

**UKI** is a leading company in the transport Industry and demands a high level of professionalism, both from within our organisation and from those organisations it chooses to engage and assist with its undertaking.

**The Driver/Haulage Contractor is required to acknowledge receipt of a copy of this Code of Conduct by completing, signing and returning the form included on the back page.**

UKI reserves the right to terminate the services of any Haulage Contractor that has not agreed to, signed and returned this code of conduct.

## **Scope-**

It is the policy of UKI, that in the pursuance of its activities it will, so far as is reasonably practicable, make every effort to protect the health, safety and welfare of its employees, customers and others who may be affected by these activities.

It is UKI's intention to work to the industries best practice at all times.

It is to the mutual advantage of both parties that our responsibility to each other, to our Client and to our respective employees is clearly recognised and understood. Only by co-operation are we able to achieve the highest possible standard of safety during the course of our joint operating activities.

Professional excellence requires a high level of ability achieved from learning, experience and dedication, but in addition, it requires strict adherence to certain rules of behaviour and nurturing a good Health & Safety culture.

It is not possible to lay down a Code of Conduct which covers every likely occurrence and any effectiveness is dependent on the observance of its provisions in spirit, as well as the letter of any associated laws. Compliance with this Code of Conduct is however a requirement for any Haulage Contractor engaged by ourselves. Any serious or persistent failure to comply with the Code, and in particular its emphasis on safety and quality, will result in further business being terminated.

If there is any doubt regarding matters of Health & Safety, the nominated UKI Health & Safety Manager will be on hand for information and guidance.

## 2. Code of conduct-

As a preferred supplier your co-operation is required to jointly discharge our duty of care under The Health and Safety at Work etc.; Act 1974 (HASAWA).

All work undertaken must meet or exceed minimum statutory requirements, as required by the HASAWA and associated regulations.

### Requirements:-

- An Operator's Licence
- Adequate Goods In Transit insurance to cover full replacement cost of all equipment transported\*
- Employers Liability Insurance
- Public Liability Insurance
- Motor Insurance

\* The value of a load can be in excess of £200,000 e.g. large generators or pumps etc...

**Subcontracting the work to out another haulage contractor is not permitted without express permission from UKI.** If the work cannot be done by your own vehicles, then notify your UKI transport coordinator immediately.

All driver/operators must be fully conversant with the requirements of Driver CPC, as per EU Directive 2003/59 requirements. In addition, all driver/operators must be fully conversant with the requirements of ADR if applicable.

For any international delivery requirements, the haulage contractor must ensure that their insurances and licences cover all operating countries and regions respectively.

**The Haulage Contractor will ensure the following documents are carried by all driver / operators and copies and will be made available upon request from UKI and their customers:**

- Driving Licence
- ADR License (if applicable)
- Competency Card for any Crane and Lifting equipment used (if applicable)
- Certificates of Thorough Examination for Crane (if applicable)
- Certificates of Thorough Examination for lifting accessories (if applicable)
- Crane Duty Chart (if applicable)
- Inspection certificates for all safety equipment e.g. harnesses (if applicable)
- Generic Risk Assessment for the required task(s) (When applicable)
- Generic Method Statement for the required task(s) (When applicable)
- Generic combined Lift Plan/RAMS (When applicable)
- Instructions in Writing (if ADR)

### 3. FIRE ALARMS & EMERGENCY PROCEDURES



\* Emergency exits are located around the perimeter of each of the out base site, when inside the warehouse fire doors are all clearly signed, some have push bars and others are sealed and secure by a break glass unit, in the event of an emergency situation, break glass using the small hammers provided. YOU MUST familiarise yourself with the location of all fire exits at customer premises and any other collection/delivery points you may visit.



\*Fire Alarms are tested on a regular basis; this should be the only time that you ignore the fire alarm.



\*There are “Fire Marshalls” on each shift at contract sites, their role is to preserve life and to assist management in co-ordinating an emergency situation, get to know who they are they may save your life one day ! While fire evacuation instructions may vary slightly from site to site the following key principals should always be adhered to, always familiarise yourself with and obey local procedures:



#### FIRE INSTRUCTIONS

#### IF YOU DISCOVER A FIRE:

Immediately raise the alarm by shouting “FIRE... FIRE... FIRE”

Proceed to the nearest fire break glass point ..... BREAK THE GLASS

(This will **NOT** automatically alert the emergency services) ON HEARING THE ALARM (A continuous Siren/Klaxon)

1. Immediately leave the building by the nearest available exit, alerting other personnel as you go
2. Proceed to fire assembly point (all clearly signed) and report into management, inform them of your name and your departure
3. Remain at the assembly point until you are directed elsewhere

#### **DO NOT:**

- **STOP TO COLLECT PERSONAL BELONGINGS**
- **ATTEMPT TO RE-ENTER THE BUILDING**
- **REMEMBER GET OUT & STAY OUT**



Types of Fire & Fire Triangle - There are numerous types of fire all can kill – GET OUT, STAY OUT!!  
Three elements are required for fire – Fuel, Oxygen, Heat (remove one & No Fire!)



Fire Extinguishers are located strategically around the building to fight small fires; they should only be used by a qualified Fire Marshalls. If you are not fire marshal trained only ever use an extinguisher if in immediate danger where fire is impending your exit

- Get to know where the emergency exits and fire extinguishers are, minutes even seconds can save life in the event of an emergency situation.



**NO SMOKING**

- \* NO SMOKING except in designated areas (if in doubt ask!)
- \* Keep the workplace clean and tidy at all times; do not allow rubbish to build up
- \* Report any potential fire risks to management immediately

#### **4. GENERAL PROCEDURES**

##### **SICKNESS & ABSENCE PROCEDURE**

- You MUST inform UKI of any absence before the start your shift
- You MUST inform UKI the day prior to your return to work
- EQUAL OPPORTUNITIES
- UKI and its clients are committed to equal opportunities
- Policy UKI has an equal opportunities policy
- Representatives the majority of our clients sites have an equal opportunities representative
- Equality – Everyone is equal and offensive behaviour will NOT be tolerated

##### **SECURITY / SEARCH**

- The UKI site and the majority of its clients sites are operated by a 24hr manned security cover & CCTV
- It is a condition of entry to the various depots that you are eligible to be searched on exit (on a random basis) – both personal & vehicle search
- Remember, always report suspicious behaviour activity to management

##### **ELECTRICAL EQUIPMENT**

- No personal electrical equipment is permitted on any of our clients sites
- Never use a mobile phone whilst driving, it is ILLEGAL and could result in the prosecution of the drivers involved

## GRIEVANCE PROCEDURE

- All grievances or concerns that you may have must be reported to your immediate supervisor/manager in the first instance

## 5. HEALTH & SAFETY AWARENESS (OVERVIEW)

### HEALTH & SAFETY AT WORK ACT 1974

- Act meaning “act of parliament” i.e. it is LAW! Applies to all place of work and all people at work. We ALL have duties and responsibility for Health & Safety at work imposed on us by this act
- EMPLOYERS DUTIES: (section 2) to provide and maintain a safe and healthy workplace
- EMPLOYEES DUTIES: (section 7) to look after your own health and safety and that of others affected by your acts or omissions i.e. you have a duty of care to yourself, your employer, your colleagues and other people at work
- (Section 8) Not to interfere with or recklessly misuse anything provided by your employer in the interest of health and safety and to co-operate with your employer in matters of Health & Safety (so the employer can comply with the above act) **Breach of Health & Safety at work is considered as gross misconduct and can result in summary dismissal ! In serious cases individuals have been prosecuted by the enforcing authorities!**

### HEALTH & SAFETY REGULATIONS:

A regulation is an amendment or extension to the law; it can also be an update or cover a provision for a new situation. There are numerous different Health & Safety regulations, some of the main ones are:

- The Manual Handling Operations Regulations
- The Provision and use of work equipment regulations
- The Lifting operations and lifting equipment regulations
- The Workplace (Health, Safety & Welfare) regulations
- The health & Safety (Display screen equipment) regulations
- The management of health & Safety at work regulations
- The Personal protective equipment at work regulations

### **EXAMPLE: Management of Health & Safety at work regulations**

#### **Employers Duties:**

- Consider the hazards and the associated risks that employees and others affected are exposed to at work to decide on what control measures to implement to protect them, this is done by a technique known as : **“risk assessment” (a careful examination of what in your work could cause harm)**
- Implement emergency procedures
- Competent persons are to be appointed to assist the employer in legal compliance
- Provide any necessary information to employees
- Co-operate with other employers in the shared work place

#### **Employees Duties:** As employees we all must

- Operate in accordance with any information, instruction and training provided by our employer
- Inform our employer of dangerous situations and safety shortfalls

## Codes of Practice:

A code of practice is a suggested best way of operating to comply with the law.

- Example of a code of practice is the highway code

**Enforcement:** Like all aspects of the law Health & Safety law is enforced:

- The enforcing authority with authority for our industry is the environmental health (EHO) the ministry of transport/health safety executive
- Courts criminal & civil law and prosecution can be made against companies and or individuals for breach of the law

### Machinery/Equipment safety

- Always adhere to the safe working practices, never take short cuts
- Do not operate equipment for which you have not received and necessary information, instruction or training
- NEVER disable safety features or use equipment with safety features/devices that are damaged or defected
- Do not use equipment without authority to do so, always adhere to the signing out/in procedure for equipment, and always conduct a visual check on equipment.
- Prior to use, if there are any defects ensure that they are reported immediately to management. **DO NOT USE DEFECTIVE EQUIPMENT**
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**\*Pedestrians:** As a pedestrian always be constantly aware of the operation of vehicles. Whilst driving be constantly aware of the presence of pedestrians both on site and at the delivery point (including members of the general public)



**\*Always adhere to any designated walkways which have been provided for your own safety,** if your job necessitates that you have to stray from the walkway or at the locations where they do not exist then stay close to the building or the side of the aisles in warehouses – proceed with extra caution



**\*vehicles in operation on site:** Be constantly aware of the operation of other goods vehicles, fork trucks and private cars

## Personal Protective Equipment (PPE):





**Hi Visibility vests** are Mandatory and **MUST** be worn at all times when driving.

- **Gloves** - Must be worn as necessary e.g. For handling wooden pallets gloves are issued on request by your supervisor
- **Any additional task specific PPE** (must be supplied by your agency) **MUST** also be worn as necessary e.g. safety footwear **MUST** be worn whilst at work. If in doubt check with your supervisor)
- **It is your duty to wear PPE and to report loss / defect to management**

**Safety is a partnership! Always operate safely and always report any breaches of health & safety rules immediately, if at any time you have any comments or suggestions for improvement then please consult your manager. Remember... it is your own Health & Safety**

# **MANDATORY**



WE ALL HAVE A DUTY OF CARE TO OURSELVES, OUR COLLEAGUES AND OTHERS WORKING AT OUR SITE.

IF YOU SEE ANYTHING WHICH COULD CAUSE HARM OR INJURY, DO NOT IGNORE IT.

IF YOU ARE QUALIFIED, AUTHORISED AND ABLE TO DO SO SAFELY RECTIFY IT.

ALWAYS REPORT SAFETY CONCERNS TO MANAGEMENT BEFORE THEY BECOME A CLEAR PROBLEM.

## General Safety:

- Never throw anything at anyone or at anything
- Never jump on/off equipment
- Always take care when walking around site as well as vehicles and MHE (Manual Handling Equipment) beware of stock and other objects in the workplace
- Always use the correct means of access and egress
- Do not park any vehicles obstructively and always leave fire exits clear
- Do not bring your own equipment into work, your agency will provide you with the correct work equipment as required
- Never use unauthorised bars, levers or brute force on equipment

## **6. Accident Procedure, housekeeping & defect reporting**

### **Accident Procedures:**

By fulfilling your own duty of care for you and others by operating safely at all times and reporting any safety concerns immediately to management the aim is to **STOP** the accidents occurring in the first place.



\* The recording of all personal injury accidents is a legal requirement; all accidents are thoroughly investigated by management in order to prevent re-occurrence. ALL accidents, near misses, (where no one was injured but potential for harm/injury existed) and incidents of damage must be reported **immediately** to management.



\* Each site locations have an accident book; a manager or supervisor will enter accident details. In addition to the accident book the company has specific forms to be completed for accidents/incidents/ near miss. First aid treatment must be sought for all personal injury accidents; there are qualified first aiders on each site. It is your own responsibility to ensure that all accidents / incidents are correctly reported.

### **HOUSEKEEPING:**

Although the site employs housekeeper/hygiene operatives, ensuring that the workplace remains clean & tidy is part of everyone's job! This includes cleaning as you go, tidying up after yourself to ensure that no rubbish is left lying around to cause an accident and if you see rubbish which could cause you or someone else to slip/trip or fall move it before an accident happens! This includes constantly ensuring that your route including the trailer floor is free from any debris at ALL times whilst loading and unloading **it is your own responsibility to ensure that you have a safe working environment.**

### **DEFECT REPORTING:**

DO NOT use defected equipment, it could be unsafe

- Where a signing out/in procedure is in place ensure that this is fully adhered to, including any specific defect reporting procedures e.g. vehicle defect
- For general equipment, always ensure that you check it over prior to use, report any defects to your supervisor/manager for rectification. There is also a general defect book held in security for reporting any general site/equipment defects, this is regularly reviewed by the maintenance department, please ensure that this is used as such.

## **7. Safety Signage/Rules and Instructions**

Safety signage is erected around the sites to identify any specific hazards, conditions or safety precautions, it is your own responsibility to observe and adhere to the instructions on the signage, in addition to these specific safety rules may be displayed, these **MUST** also be complied with. There are numerous different types of safety signage; a summary of the main categories is as follows:



RED – STOP/PROHIBITION E.G NO UNAUTHORISED ACCESS



FIRE FIGHTING EG: FIRE HOSE



YELLOW - CAUTION, RISK OF DANGER, WARNING SIGNS EG: ELECTRICAL



BLUE - MANDATORY ACTION, OBLIGATION TO WEAR PPE, MANDATORY SIGNS (EG. EAR DEFENDERS) WEAR EAR DEFENDERS



GREEN - SAFE CONDITION, E.G EMERGENCY EXITS

#### Load Assessment:

- You should NOT manually handle a load unless you know it is safe to do so, if you are unfamiliar with the load then “assess” it :
- If you can move an object with your foot you should be able to lift it safely, if an object is on a platform/shelf you can tilt it to one side to get a feel for its weight
- **Never attempt a lift that you cannot do safely** – get help or use MHE if you are qualified and authorised to do so !



**Single or Base Lift :** To manually handle objects safely manageable by one person :

- Take a secure grip
- Keep your back straight & knees bent
- Keep arms close to body
- Keep chin tucked in & head up
- Avoid jolts and jerky movement remember look where you are going!

In a “live” situation if it is not possible to do all of the above you **MUST** ensure that you do whatever you can to ensure that you conduct the task safely, if you cannot conduct the task safely **STOP** and ask for advice or assistance.



- **Dual lift** : To manually handle objects which require 2 people in addition to the above make sure that :
  - One person acts in charge as the “caller”
  - Work & Move together to get the job done safely and easily
- **REMEMBER LIFTING WHITE GOODS IS A TWO MAN/WOMEN OPERATION**

## **8. Manual Handling**

What is Manual Handling?

It is the movement of any load requiring physical effort; this includes lifting, carrying, pushing and pulling.



**Injuries:** It is very important that we utilise the correct techniques for manual handling, if you do not then you are greatly increasing the possibility that you may sustain injury:

- 1/3 of all accidents reported to the HSE are caused Manual Handling
- Almost a quarter of all sickness forms from doctors refer to back pain
- Back pain is very painful and can be permanent
- Injuries can be acute (Immediate) e.g. from attempting to lift something too heavy or cumulative (after a period of time) e.g. from the use of poor techniques

**Regulations, an outline of the manual handling operations regulations 1992 is:**

- Avoidance of handling where possible
- Automation or mechanisation e.g. We have forklift trucks, pump trucks and sack barrows on site
- Risk Assessment of manual handling tasks – the site holds manual handling ‘risk’ assessments

- Reduction of risk 'safe system of work' (**which you MUST use**) e.g. two operative lift for items that cannot be safely handled by one person
- Information to employees (e.g this induction)

**Task Assessment: If you are unsure, then STOP and think about it for a second If you are still unsure, ask for help**

**Assessment of any manual handling task takes into account four factors**



Foot position in relation to a load is key to good lifting, place your feet apart to form a balanced and stable base for lifting. Have the leading leg as far forward as is comfortable.

NEVER attempt to STOP items from falling; you may become injured by doing so.

Wear suitable gloves for handling stock items, wooden pallets and at any other time as necessary

### **9. Stress at work ? what can you do ?**

Stress is an adverse reaction that can result from demands placed upon people. AT WORK

- If you feel stressed at work, then you need to talk to your supervisor/manager, if they don't know there is a problem then they cannot help you !
- If you don't want to talk to them directly ask a union representative or another colleague to do so on your behalf
- Support other colleagues at work
- Speak to your GP if you are worried about your health
- Try to channel your energy into solving the problem rather than just worrying about it, think about what make you happier at work and talk to your manager about it

### **10. Safe Working Practices & working safely**

**A safe working practice is a safe way of doing the job! It is in place to protect you from injury/harm (risk assessment identifies if a safe working practice is required)**

- Please ensure that you are familiar with the safe working practices for the tasks that you conduct. If at any time you are unsure or if you are requested to conduct a new task or process then please ask your supervisor or manager so that they can arrange the appropriate additional training for you.
- Not all tasks require safe working practices, however you MUST remember to always ensure that you take responsible care for your own health and safety and that of others at all times.



**IF IN DOUBT DON'T PROCEED ASK YOUR SUPERVISOR OR  
MANAGER FOR ADVICE**

#### 11. Hazards and Associated control measures

**HAZARDS:** A hazard is anything with the potential to cause harm.

**CONTROL MEASURES:** Are systems and procedures put into place to protect YOURS SAFETY and that of YOUR colleagues. If control measures are not adhered to then the possibility of an accident or incident occurring is greatly increased.



Hazards, involved in the job of being a driver include:

- Close proximity of HGV, other vehicles and pedestrians - \*Collision\*
- Movement of pedestrians within the yard area and at collection/delivery points
- Manoeuvring of vehicles and trailers in the yard in particular reversing
- Connecting up trailers and airlines, MOVEMENT of trailers whilst loading or unloading is taking place.
- Congestion – collision with other vehicles
- Unloading operations
- Skips or compactors including collections
- Bulk fuel deliveries , contractors vehicles
- Falls from a height from cab/trailer/tail-lift
- Manual Handling
- Equipment failure - use of vehicle/trailer – tail lift, use of pump trucks





Control Measures in place to protect your safety include:

- All drivers hold licences for the vehicles they drive, a site safe speed limit is in place, whilst reversing hazards and alarm (if fitted must be used) obtain marshalling assistance if required
  - All pedestrians on site MUST wear high visibility vests, any walkways must be adhered to (or stay close to the building) – be constantly aware at delivery/collection points that there may be members of the public and/or other retailers staff who we have no control over
- 
- Goods in drivers having their vehicles either loaded or unloaded are to hand in their keys to prevent the vehicle being driven away, DHL drivers are to switch the engine off and remove the keys
  - All drivers receive information, instruction and training including safe working practices
  - Tail-lifts have intrinsic safety features which MUST be used and are marked with safe working loads which MUST NOT be exceeded
  - Drivers are briefed on correct manual handling techniques
  - ALL equipment MUST be checked over prior to use, defective equipment MUST NOT be used
  - Vehicles are regularly inspected/serviced
  - PPE is issued by your agency/supervisor and MUST be worn at ALL times as necessary (as per information and instruction)

## **12. Specific Safety notices, pre-use checks**

Specific Safety Notices:



- Never jump onto or off any part of a vehicle or trailer
- Never hold the steering wheel or door arm rest when mounting / dismounting
- Never use securing straps to mount or dismount
- Never use equipment that you have not been fully trained to use (as per the relevant safe working practice)
- Always report any safety concerns immediately to management
- Report any incident /accidents and near misses as they occur (both at delivery point and at base) remember, your near miss could be someone else's accident!
- Only authorised – trained personnel are permitted to drive vehicles, operate tailgates and equipment



### **ARRIVAL ON SITE:**

- If travelling by car, park your vehicle in the car park. Motorbikes or cycles must be parked in the designated areas. Vehicles and contents are left entirely at eh owners risk, management cannot accept responsibility for loss or damage please remember to park your vehicle sensibly so as not to cause damage or obstruction
- You must have with you, your original valid licence for the category of vehicle that you are to drive; this must be produced on your first working day of each working period
- Safety footwear and high visibility vest to be worn

### **Vehicles**

Vehicles are to be well maintained, roadworthy and licenced as per VOSA requirements.

All vehicles and trailers must be within their current vehicle safety inspection, which must have included an inspection of the hiab mountings. Copies of MOT certificates must be made upon request.

Any equipment provided for the purpose of lifting and/or winching are to be in sound condition and in full working order, be inspected and tested in accordance with The Lifting Operations and Lifting Equipment Regulations 1998, and any other applicable legislation.

Vehicles must be operated and driven safely at all times in accordance with any relevant road transport legislation.

## **Load security**

Vehicles provided are to be equipped with a sufficient number of chains and/or webbing straps for safely securing the load being transported. All load restraints and straps must be fit for purpose and in good condition.

The vehicle's securing anchor points are to be of such construction and design as to be fit for the purpose. They must be in good condition and of sufficient strength to secure the load.

Twist locks must be used to secure ISO container type units.

Operators must be competent to secure their loads for transporting safely. They are responsible for ensuring their load is safe before moving the vehicle and whilst on the public highway.

The Department for transport 'Safety of Loads on Vehicles' can be freely downloaded from the HSE website:

It is strongly advised that all haulage contractors download the guidance note for reference.

## **ADR**

The haulage contractor shall ensure that they are fully compliant when transporting loads which fall under ADR. The driver must hold the appropriate classes on their ADR license and copies of appropriate documentation must be transported with the load (transport / consignment documentation and Instructions In Writing).

The haulage contractor must ensure that all safety equipment detailed in the Instructions in Writing are carried on the vehicle in accordance with section 8.1.5. of ADR.

In addition, suitable fire-fighting equipment must be carried on the vehicle as per 8.1.4 of ADR.

For transportation of equipment in scope of ADR, the Haulage Contractor must appoint a Dangerous Good Safety Advisor (DGSA) in accordance with 1.8.3 of ADR.

## **Personal protective equipment**

The Haulage Contractor shall provide his operators with all necessary Personal Protective Equipment and ensure that it is maintained in good order. It must be worn when required.

Hi vis clothing, hard hat and safety footwear must be worn at all times whilst loading and unloading.

Task specific PPE must be worn as necessary, e.g. gloves, safety glasses.

Any vehicle provided to transport cabins or containerised units must carry suitable fall protection equipment (FPE) eg harness and inertia reel system. This must be utilised when access to the top of the unit is required.

Individual customer PPE requirements may differ; always check with site responsible person on arrival.

## **Lorry Loader Operations**

UKI highly recommend that haulage contractors utilising lorry loader cranes consider membership of The Association of Lorry Loader Manufacturer Importers (ALLMI). They are the recognised trade association for the lorry loader industry. They are advisors to the Health and Safety Executive (HSE) and Contractors Plant Association (CPA) to name but a few. Further details regarding membership can be found on their website: [www.allmi.com](http://www.allmi.com)

All lorry loader operations should be in accordance

with; CPA/ALLMI Best Practice Guide 'Safe Use of

Lorry Loaders'.

The guidance note is free to download from the ALLMI and CPA websites.

## **Lifting practice**

All lifting equipment must be used in accordance with:

- The manufacturer's instructions
- The Lifting operations and Lifting Equipment Regulations (LOLER)
- BS7121 Part Four – Lorry Loaders
- ALLMI Best Practice Guide

Spreader pads of sufficient size must be used underneath the stabilisers for all Hiab operations.

All 4 point loads (e.g. cabins, containerised generators) must only be lifted using a correctly rated 4 leg chain sling. Using multiples of 2 leg slings is not permitted.

Under no circumstances should a load be short-chained. Any operator found 'short chaining' will be immediately and permanently excluded from working for UKI.

Under no circumstances should any lifting points be bent or modified in any way. Any damaged lifting points should be reported immediately to UKI management.

Under no circumstances must an operator accept 'safety critical' (eg slinging of unit) assistance from unknown or unauthorised persons. Any unauthorised 'help' must be reported to the site responsible person. Any works undertaken by this person must be re-done or checked as appropriate.

## **Working at height**

Working at height should be avoided, as far as is reasonably practicable. All work, where possible must be done from the ground.

Operators should avoid unnecessary accessing of the vehicle bed. Always check customer/depot policy, as this may vary.

Where working at height is necessary a Safe System of Work must be employed to reduce risk of injury. Any ladders or safety equipment used must be provided by the haulier and fit for purpose and in good condition.

Operators should be adequately trained and competent to use any access or safety equipment. Ladders should be tied in or stabilised during use, where practicable to avoid the need for 'footing'. Where access to the roof of the load is required, the use of a harness and inertia reel must be employed.

The preferred method of loading/offloading single cabins and containerised units is by the '4-corner' method. Operators who fail to adhere to good working at height practices will be dismissed off site immediately and reported to the company Health & Safety Representative.

## **Environmental Precautions**

The nature of hydraulic systems, such as those utilised for lorry loader cranes have the potential for a hydraulic hose to fail unexpectedly. This failure will usually spill and/or spray hydraulic oil to into the surrounding environment.

Some items of plant have internal bunds, which if full could spill whilst transporting and/or loading. UKI empty the bunds as part of the pre-hire checks. Although it is the customer's responsibility to ensure that this is empty for collections, the driver/operator must ensure that appropriate checks are carried out on bunds before loading. If bunds contain fluids, inform the customer and contact your issuing UKI depot. The equipment must not be loaded until the bund is confirmed empty.

The haulage contractor will be responsible for any spillages occurring as a result of failure check bunds. This may necessitate deployment of an environmental clean-up contractor. The costs of which will be passed on to the haulage contractor.

It is a requirement that all vehicles carry an appropriate oil spill kit and the driver/operator is conversant with emergency spill arrangements.

## **Bacteriological Hazards**

Due to the nature of our industry, our equipment is sometimes used in conditions that cause it to be contaminated.

We as a company request that all our customers decontaminate our equipment this cannot be guaranteed and we are not necessarily advised of the material/liquid being pumped or of any associated dangers. Our welfare units may contain untreated sewage.

It is UKI's belief that Drivers, Service Engineers and other staff may be exposed to risks to their health during delivery, collection, installation, repair, service or other contact with Pumping or Welfare equipment that may have been contaminated during use while on hire.

This becomes a particular concern when the pumps are operated in environments such as sewers, effluent plants, rivers or other water environments where the presence of rats is likely and can raise the risk of exposure to hazards such as Leptospirosis (Weill's disease).

In order to ensure that all subcontractors are aware of the potential risks and precautions to be taken we recommend that you follow the instructions provided in the HSE Guidance INDG197 titled "Working with Sewage – The Health Hazards, an employee's guide". It is available as a free download from the HSE website:

## **WORKING AT HEIGHT POLICY STATEMENT**

The company is committed to following all relevant Health & Safety legislation with regard to its own and its sub-contractor work activities.

The company will fully comply with the Working at Height Regulations 2005.

The Working At Height Regulations state that if working at height cannot be avoided and collective fall prevention measures cannot reasonably be implemented, then the consequences of the fall must be minimised.

The company will ensure that where reasonably practicable, all work at height will be

avoided. When working at height cannot be avoided, the company will ensure that:

- Collective fall prevention measures are adopted, where reasonably practicable.
- Access equipment provided will be of suitable construction, fit for purpose and in good condition.

- Operatives will be competent in the use of any access equipment required for the task.
- All relevant Personal Protective Equipment will be provided and worn.

Where collective prevention measures cannot reasonably be implemented then the company will ensure that;

- The appropriate Fall Protection Equipment (FPE), eg safety harness is provided and worn.
- FPE provided will be of suitable construction, fit for purpose and in good condition.
- Operatives will be trained and competent in the use of the respective FPE.
- Operatives will be supervised whilst working at height.

It is for the benefit of all staff that a safe system of work is followed and all appropriate safety measures are implemented when working at height.

The company reserves the right to take disciplinary action on any individual, whether employee or subcontractor who fails to follow a safe system of work when working at height.

## METHOD STATEMENT - FALL ARREST RESCUE PLAN

### Scope

Rescue of an individual in the event of a fall from height, where fall arrest equipment has been utilised.

### General

Any person who needs to access the roof of a unit during the lifting/sliding operation must wear suitable fall protection equipment. In general, this equipment will consist of a full body safety harness which is attached to a fall arrest block (inertia reel), which is in turn attached to the lorry-loader jib.

Prior to the start of any work at height which requires safety harnesses to be worn, all parties involved must be briefed on this method statement

Where the use of a harness is required to access a unit roof, supervision must be provided.

### Method of rescue

- In the event of a fall the person supervising must immediately notify:

**Firstly** - The nearest first aid appointed person. Where no first aid appointed person is available, then the emergency services should be called.

**Secondly** – The depot/site responsible person.

- No attempt should be made to pull the person back on to the roof of the unit as the weight of the person being rescued is extremely likely to cause injury.
- The first aid person should find out if and to what extent any injury has been sustained, whilst reassuring the person.
- The ladder which was used for access to the roof should be placed in such a position so that the weight of the person can be supported.
- If the person has not sustained significant injury and where the person is able to get onto the ladder, the fall arrest system can be released by taking the weight off it. This must only be attempted where the person can safely support their own weight on the ladder and safely maintain

3 points of contact. Once released they may descend the ladder to the ground and await arrival of the emergency services.

- f. Where descent down the ladder is not possible or safe to do, the person should remain suspended, but supported until the Emergency Services arrive.
- g. Once the emergency services have arrived, all persons must follow and adhere to any instructions given.

**At all times the priority is for the safe handling of the person who has sustained the fall and those who are attempting the rescue. If any doubt exists, rescue operations should not commence until the arrival of the Emergency Services.**

### **13. Pre-start checks & defect reporting**

**Pre-start checks: always ensure that all necessary pre-use checks are correctly conducted**

**The following checks MUST be conducted on vehicles for correct operation/serviceable condition as applicable:**

- Lamps - Indicators, stop lamps
- Reflectors/markings
- Horn & warning devices
- Mirrors, security and condition
- Brakes – pressure/operation – air leaks, warning devices
- Driving controls wear/operation
- Tyres – inflation/wear/damage
- Wheels – condition/security
- General damage to vehicle/trailer
- Load – is it secure and adequately protected
- Number plates – fitted and readable
- Windscreen wipers and washers (including water)
- Engine oil level
- Water level
- Fuel level
- Exhaust – condition / emissions
- Height indicator (in cab for trailer)
- Tachograph – operational
- Speedometer – operational
- Speed limiter - operational - this cannot be checked until you are on the motorway
- Ancillary equipment
- The ministry plate is displayed in the cab and on the drag
- The tax, MOT and operator's licence are in date

### **Defect Reporting:**

Conduct all the checks and the "vehicle checklist sheet"

- Defects must be reported immediately
- If no defects are found then complete the NIL defect report

- As soon as you are aware of any defects on your vehicle whether you are on the road or in the yard you must notify UKI of the defect
- If you notify UKI while on the road do not assume that the person you notified by phone has entered the defect for you in the defect log. You must enter the defect in the defect log on your return

**NO MATTER HOW SMALL THE DEFECT, REPORT IT TO THE MANAGEMENT,  
DO NOT USE DEFECTIVE EQUIPMENT**

**14. HSE guidance and safety information – on parking large good vehicles**

- Wherever possible, vehicles should be parked on level ground
- Preferably is designated parking areas
- Vehicle should always have parking brakes applied
- Engine must be stopped and keys removed

**15. Safety Driving Principles**

- Site speed limits and any other safety signage/instruction is to be adhered to at all times
- Road signage is to be adhered to at all times
- All airlines and brake hoses are to be connected whenever a vehicle is being driven
- Whenever you leave your cab or trailer you are to ensure your vehicle and trailer parking brake is ON at all times
- Prior to uncoupling any trailer, the legs are too be lowered
- In times of poor visibility vehicle lights are too be switched ON
- When leaving our vehicle you are to ensure it is not causing an obstruction or blocking any emergency escape routes
- Under no conditions are unauthorised passengers allowed

<b>BE AWARE OF VEHICLES, PEDESTRIANS AND POSSIBLE OBSTRUCTIONS</b>
--

Hazard warning lights MUST be activated at ALL times whilst driving on site and at all delivery/collection points, reversing alarms must be used for reversing (except for the hours of 2300 hrs and 0700 hrs) obtain marshalling assistance if required



Reversing:



- Reversing of vehicle's is a hazardous operation, which accounts for the majority of road vehicle accidents
- Prior to reversing, stop your vehicle and apply handbrake
- Check the area into which you are about to reverse (remember at delivery point there may be open pedestrian access to members of the general public)
- If necessary obtain marshalling assistance (from a safe distance) although never solely rely on this assistance
- Switch on hazard warning lights
- Select reverse gear & begin reversing
- Check Mirrors & blind spots frequently
- Do not forget to check forward view particularly as cab swings from side to side
- If in doubt at any time, stop and walk to rear of vehicle to check position
- You are a professional driver and aware of the size of your vehicle and the way in which it moves.
- Be especially careful of overhead obstructions – canopies etc.
- During reversing lower window in order to hear audible reversing alarm
- Do not lean out of the cab with the door open and the vehicle in motion
- Use mirrors to reverse and apply handbrake securely before leaving vehicle
- Whilst manoeuvring onto doors/bays controlled by a traffic light system, never move your vehicle on a red light. If in doubt seek clarification prior to moving
- Once reversing is completed, hazard lights can be turned off and the handbrake securely applied and placed in neutral.
- 

Safe marshalling of reversing vehicles:




**Wherever necessary,  
reversing vehicles  
must be marshalled. Reversing accidents can be fatal.**

General safety - the following procedure **MUST** be adhered to at all times to ensure that vehicle reversing is safely marshalled at all times:

- Marshall must never stand directly behind a reversing vehicle
- Never put yourself or others at risk
- Marshall **MUST** stand a safe area from which the reversing can be seen
- **YOU** the driver, are responsible for the **SAFE** operation of the vehicle at all times and must never solely rely on the marshalling assistance
- Reversing alarm and hazards **MUST** be used at all times
- If in doubt **STOP** and check
- Wear high visibility vest at all times

## **16. Vehicle entering & exiting, and local safety rules and procedures**

### **Vehicle Entering & exiting:**

- Ensure that your footwear is as clean as possible
- Special care will need to be taken when walking around an unfamiliar yard area or after refuelling; these instances may cause your footwear to be slippery.
- If at all possible avoid exiting units or trailers onto uneven surfaces
  
- Check before use that there is no build-up of oil or grease on the steps / tailgate as this will make them slippery

### **Access to/from a trailer:**

- if a tail lift is fitted then this must be used to gain access to/from the trailer (relevant safe working practice MUST be adhered to and all safety devices correctly utilised)
- If no tail lift is fitted (single deck trailers only)
- Ensure that you use all steps / handles / ladders provided (do not miss out steps as this may cause you to fall / lose your balance) if these are not provided then –
- Where possible always reverse onto a bay if this is not possible :
- Obtain step ladders or assistance to enter the trailer
- As a last resort if none of the above are feasible then careful mount/dismount the trailer proceed with caution (only do this if it can be done safely)

### **Trailer shutters / Doors:**

- Always use the handle/s provided
- Check for any obvious defects
- Avoid using brute force
- Pin doors back security before loading/unloading, always be aware of passing vehicles or pedestrians
- Proceed with caution beware of trapping your fingers

### **Access to/from a vehicle**

- Always use the steps and handles provided
- Before mounting the catwalk ensure that it is secure, be constantly aware of the gap between the vehicle and the trailer proceed with caution

### **Leaving site, delivery & collection points**

- All drivers are to make themselves aware of all site local procedures especially emergency procedures
- Do not park obstructively
- Ensure the load is secure and the destination is correct and the weight limit is not exceeded
- Ensure there is a pump truck on board if required
- Prior to using any piece of equipment they must ensure they are aware of the safe working practices for that equipment, examples of which would be :
- Site re-fuelling procedures, vehicle wash procedures, tail-lift procedures etc.
- Copies are available upon request from the transport office

**Leaving all Customer/Delivery points, the following actions must be observed**

- Obtain delivery / collection notes from the traffic / transport office
- Once security checks are complete ensure barrier / roller shutter doors & dock levellers are raised fully and clear of trailer before proceeding to leave the site

**17. Tail-lift safety (summary of main items)**



**Mechanical Hazard**



**Tail Lift Safety**

- Only operate equipment that you are familiar with and can operate safely
- NO unauthorised or misuse!
- Conduct a basic visual check prior to use
- Never use defective equipment
- Always operate in accordance with the manufacturer's instructions and safe working practices
- Familiarise yourself with all safety features/devices and operating controls
- Never disable any safety equipment
- Never exceed safe working load
- Ensure work area is clear prior to raising or lowering if in doubt **DOUBLE CHECK**
- Keep body and clothing well clear of working parts at all times
- Never jump off or onto any tail lift, trailer or vehicle
- Never manoeuvre with the tail lift in the horizontal position
- If in doubt refer to safe working practice (all tail lifts) or contact your supervisor or manager for advice



**18. General Loading and unloading**

Operate the tailgate in accordance with manufacturer's instructions and safe working practice:

- Operate controls correctly
- Use all safety devices
- Ensure that no one is within the operating area of the tail gate
- Stand to the side never in front
- Never drive around the tailgate in the horizontal position
- Use the pump truck safely i.e.
- Check your route before use, removing any debris from the trailer floor
- Pull the handle to ensure that the truck is fully lowered before use
- Push the pallet
- Pump up clear of the floor
- Push pallet onto tail lift
- Lower and release truck and move back onto the trailer
- Don't drop pallets overlapping the edge of the tail lift
- Ensure your feet are clear before lowering
- Proceed with caution when using the tail lift – do not put yourself in danger by standing too close to the edge to get the first couple of pallets off
- NEVER use brute force, obtain assistance if necessary!
- 

#### ENSURE

- Tail lift is NOT overloaded
- The pallets do not overhang from the tail lift



#### Safe Use of a Magliner

PUSH - DON'T PULL, the only time a Magliner should be pulled is when using it to take stock upstairs, take a two handled grip, check your route, and always use the Magliner straps to secure products to the Magliner.

#### **Safe Handling of Cages:**

- Wherever possible push, do not pull
- Grip the stanchions with two hands
- Apply the brakes or turn the wheels sideways when pulling the cages on a tail lift
- Check your route first
- Don't stoop, keep your back straight

#### **Loading / Securing straps & bars:**

- **Familiarise yourself with correct operation of, check before use**
- **Ensure they are correctly secured and tensioned, if in doubt, check**

### General Safety Notice:

- Present the pallets to ground level. The delivery points personnel are responsible for the load thereafter
- No one is to attempt to take a trailer off the loading bay without ensuring that no personnel are on board / can gain access, if in doubt ask and double check! Ensure local procedures are followed

### 19. Specific Procedures, safety summary and trailer height awareness

All drivers prior to taking a load off site must:

- Ensure all safety equipment is present and in working order (including a pump truck for deliveries). Report any unstable or insecure loads for immediate rectification before the delivery leaves site
- Carry out normal daily vehicle checks
- Ensure they understand fully all operations on the unit and trailer, e.g. the tail lift
- Ensure that they are aware of and have adjusted the in cab **TRAILER HEIGHT METER**



### TRAILER HEIGHT AWARENESS

Due to the nature of the products we transport there is a need to maximise trailer carrying capacity. Therefore we operate vehicles with varying heights, a number of which are over 12 ft.

We have recently experienced cases of vehicles hitting bridges or low branches, this represents a serious threat to public and personal safety incurring massive repair costs and it is a prosecutable offence

You must ALWAYS ensure that you're in cab height indicator is set to the height of the trailer you are pulling before setting off; this is a requirement by law under the Road vehicle's (C&U) regulations 1986.

Be aware of potential overhead hazards on the road if you are pulling an over height trailer (over height is above 9.6 ft) if in any doubt STOP

Drive professionally and stay safe

Did you know?

**Offences**

- Contravention of the drivers hours regulations render the driver and his employer liable to a penalty of up to £1000 and can also jeopardise the employers operator's licence.

### **Drivers Operators:-**

The Haulage Contractor is responsible for ensuring that all operators provided are aware of industry best practice and have been suitably trained in all aspects of the Safe Systems of Work employed.

Haulage Contractors must only provide only those lorry mounted crane operators who have undergone suitable and sufficient training, are experienced and have been assessed as competent. They must hold a Competency certificate issued by either CPCS or ALLMI;

- CPCS - Construction Plant Competence Scheme
- ALLMI – Association of Lorry Loader Manufacturers Importers

No other operator cards will be recognised by UKI after 31<sup>st</sup> March

2012. All training cards must be within expiry/refresher training date.

Where the competency is not Construction Skills affiliated (CSCS or CPCS) the operator will need to hold a CSCS card in addition.

For deliveries to specialist installations, e.g. refinery's, petro-chemical, quarries, etc... specialist cards may be required to gain access to site (eg safety passport, quarry passport).

If any doubt exists on the above, confirm with the relevant UKI Health & Safety Representative. The operator must be fully conversant with any lorry mounted crane and/or winch employed.

Operators must be capable of carrying out a risk assessment prior to completing any lifting operation. They must be capable of taking the final decision as to whether they can perform a safe loading/unloading operation with respect to prevailing conditions.

Operators must have a positive attitude towards Health & Safety.

Operators must abide by the Driver/Operator depot and/or any site specific safety rules at all times. Drivers may be required to attend a site specific induction dependant on customer site requirements.

Operators must be trained in the use of any necessary safety equipment, e.g. harness/inertia reel. Aggressive, argumentative and other unsuitable behaviour towards our depot staff or customers will not be tolerated.

The Haulage contractor will be fully responsible for the actions of their employees. This includes any employees on notice.

Any operator found under the influence of alcohol or drugs will be immediately and permanently prohibited from acting on our behalf.

Operators and vehicles will be subject to periodic spot checks and auditing by appointed UKI representatives.

### **20. Daily Driving Period**

- This is a maximum of 9 hours, which may be extended to 10 hours not more than twice a week

- The daily driving period is referred to as being the period spent at the wheel of the vehicle between any two daily rest periods or between a daily and weekly rest period, except when off the road
- The driver must use the tachograph chart every day on which he drives starting from the moment he takes over the vehicle. The chart should not be withdrawn before the end of the daily working period unless its withdrawal is authorised
- No chart may be used to cover a period longer than that of which it is intended

#### **The driver must:**

##### **1. Complete the centre field of each chart as follows :**

Surname

First name

Date

Place of commencement

Finish of chart

Registration number of each vehicle used

Odometer reading at

- The start of each journey
- The end of the last journey
- If more than 1 vehicle is used during the working day, the respective readings on each vehicle and, the time of any change of the vehicle must be recorded
- Keeps the instrument running continuously whilst he is responsible for the vehicle and ensures that the trace is recording the various activities? Any time spent away from the vehicle must also be recorded either automatically or manually
- Ensure that the time recorded on the chart agrees with the official time in the country of registration of the vehicle
- Be able to produce charts for the whole of the current fixed week and the previous 15 calendar days. This becomes law on May 1<sup>st</sup> 2006
- Return complete charts to his employer within 21 days (failure to return complete charts without a reasonable excuse within the time limit can incur a fine of up to £2,500 on summary conviction)

#### **Digital Driver Tachograph card**

If you have a digital tachograph card you must carry it with you at all times, even if you are driving a vehicle with an analogue tachograph fitted. You cannot drive a vehicle fitted with a digital tachograph if you **DO NOT HAVE A DRIVER DIGITAL CARD.**

#### **Maximum Driving Before Break**

After 4 ½ hours of driving, whether continuous or aggregated, a break must be taken. Once the 4 ½ limit is reached the driver may not do any further work, even non-driving work. The only circumstances when a break may be ignored is where the driver completes a 4 ½ driving period and then immediately begins a daily rest.

#### **Breaks from Driving**

After a maximum of 4 ½ hours driving, a break of at least 45 minutes must be taken. The driver must not carry out any work during the break period.

The break can be split into two smaller breaks, the first one of at least 15 minutes and the second one of at least 30 minutes. When taking a split break drivers must make sure the second portion is begun no later than when the 4 ½ hours driving limit is reached.

The correct use of the split break provision has been the subject of much conflicting advice and, indeed, many conflicting court decisions over the years. The question was finally decided by the European court which ruled that, once a driver had taken a total of 45 minutes legitimate break, the calculation of driving time would begin afresh. Below is an example of how the split break provision works in practice.

**EXAMPLE:**

*Drive 0700 - 0800*

*Break 0800 – 0815*

*Drive 0815 – 1145*

*Break 1145 – 1215*

*Drive 1215 – 1645*

In this example the two breaks total 45 minutes and are taken correctly during and immediately following the 4 ½ hour driving period. After the taking of the second portion (30 minutes) of the 45 minute break, the calculation of the driving time begins again and the driver is legally entitled to drive for a further 4 ½ hours.

Where drivers spend part of their day driving on public roads and part on private sites, all time spent behind the wheel must be counted as driving

**Maximum Daily Driving Time**

The maximum daily driving time is 9 hours. However, this may be extended to 10 hours on not more than two occasions per week. The working day begins at any time of the day or night, and continues until there is a daily rest period.

**Maximum Weekly Driving Time**

EU regulations 561/2006 defines the working week as the period between 00.00 hours on Monday and 24.00 hours on Sunday. The maximum number of driving hours permitted in any one week is 56.

**Maximum Fortnightly Driving Time**

In any two constitutive working weeks, the maximum driving time is 90 hours. So, for example, a driver who drives for 48 hours in Week one would be limited to 42 driving hours in Week two. Furthermore, to be able to drive for more than 42 hours in the preceding week – remember the 90 hour limit applies to any two consecutive weeks.

**Daily Rest**



In any period of 24 hours, the driver must take a daily rest of at least 11 consecutive hours. However, the driver may reduce his daily rest to a minimum of 9 hours on up to three occasions in any one week. Reductions in daily rest no longer have to be compensated by taking additional rest at a later time.

On days when the daily rest is not reduced, it may be split into two separate periods, provided that:

- The first period is not less than 3 hours, and
- The second period is at least 9 hours

Daily rest periods may be taken in the vehicle if the driver chooses to do this provided it is fitted with a bunk and the vehicle is stationary.

### **Multi-manned vehicles**

Where a vehicle has two or more drivers, the daily rest requirements are different from those described in the paragraph above. Essentially, each driver must take a rest period of at least 9 hours in a 30 hour period. Again, daily rest may only be taken provided a vehicle is stationary and that there are bunks available for the crew members.

When the vehicle is moving, the crew member not driving is permitted to take the first 45 minutes of his or her non-driving period as a break. The remainder of the time spent sitting in the cab as the non-driver must be recorded as a "period of availability" (periods of availability are explained in more detail below)

Given that the vehicle has to be stationary for 9 hours in a 30 hour period, then up to 21 potential working hours are available to the crew to complete driving and other work. It is up to the operator and the crew members to schedule the work to ensure that all the legal requirements are observed.

### **Weekly Rest**

Two types of weekly rest are defined in the regulations. One is a "regular" weekly rest period and the other is a "reduced" weekly rest period. A weekly rest must be taken no more than 6 days after the last weekly rest. A "regular" weekly rest period must total at least 45 consecutive hours.

It is possible for drivers to reduce their weekly rest period from 45 to a minimum 24 hours and this is called a "reduced" weekly rest. This will apply equally whether the driver is at his normal base or away from it. However, a regular 45 hour weekly rest must be taken at least every two weeks. This obviously prevents a driver from reducing his weekly rest in successive weeks.

If a reduction of weekly rest is taken, it must be compensated by equivalent rest taken "en bloc" and attached to another rest period of at least 9 hours. This must take place before the end of the third week following the week in question. As an example, let us assume that a driver takes a reduced weekly rest of 34 hours. This means that within three weeks, as well as taking the regular weekly rest, he must add 11 hours (45-34) to a minimum of 9 hours and therefore take a continuous 20 hour rest period.

A reduced (but not a regular) weekly rest taken away from the driver's normal base can be taken in the vehicle provided that it is fitted with a suitable sleeping facilities and is stationary.

A weekly rest period which begins in one working week and continues into the next week (e.g. a rest stretching from, say, 0600 hrs Saturday to 0600 hrs on Monday) can be attached to either the first or second week.

### **Periods of availability**

We have said in previous paragraphs that period of availability does not count towards a drivers total working time. So, what is a period of availability?

A period of availability is defined as a period of time which is known in advance by the driver and during which he is able to spend his time with a reasonable degree of freedom. A good example would be where a vehicle is double manned. The crew member who is not currently driving will either be taking a break or will record this time as a period of availability – i.e. he is available to drive if required, but in the meantime is free to read his newspaper etc.

The difficulties come when trying to apply the rules to waiting for a loading or unloading. If, for example, a driver is in a queue at a delivery point and is required to keep moving his vehicle in the queue, this is clearly working time. Contrast this with the possible situation where a driver arrives at a delivery point and is told that unloading will not begin for two hour. As the driver now knows the duration of the wait and is able to dispose of his time with reasonable freedom, this is considered to be a period of availability and not working time. The two hours would not count towards any working time limits.

#### **21. The Company Policy on working outside of this contract is that:**

1. You must in the first instance apply in writing to your manager for permission to work elsewhere.
2. Any work undertaken for reward outside of this contract must be declared
3. As a professional driver your working week is governed by the laws currently on the statute books for drivers. Once you drive a vehicle requiring a tachograph your whole week is subject to **Driving Hours Laws**
4. Those employees classed as non-mobile e.g. Office and Warehouse staff are covered by the European Working Time Regulations, which dictate a maximum working week of 48 hours. Therefore anyone who may be working elsewhere must declare this so that relevant records can be kept of their working time to ensure there are no breaches. Please note that opt out arrangements are in place should an employee wish to use them.
5. Working elsewhere without permission (moonlighting) puts everyone's job at risk, the operator's licence could be suspended/reduced or even withdrawn, for such selfish action of an individual. With that in mind **anyone found to be working elsewhere without permission will face disciplinary measures.**
6. It is the policy to ensure all consignments are carried in accordance to specific safety of Loads on vehicles as per the Department for transport - CODE OF PRACTICE.

UKI takes Health and Safety very seriously and as such expects all employees and sub-contractors to carry out all work in a safe manner within our depots and when acting as UKI representatives on customer's sites.

Failure to adhere to our Code of conduct or minimum statutory requirements will not be tolerated and

UKI have a duty to take appropriate action.

Reports of breaches in our Code of Conduct may come from;

- Our own routine audits
- Our own depot staff
- Our customers

All reported Health & Safety Failures will be investigated fairly and a report will be compiled and held on record. A copy of the report will be submitted to UKI senior management.

The following actions will be taken where the subcontractor has been deemed negligent or at fault; HSF1 – First Failure - A letter will be written to the subcontractor detailing the incident

and why it was in breach of Health & Safety regulations. It may also contain advice on corrective measures to implement.

HSF2 – Second Failure – A second letter will be issued, as per HSF1. A meeting will then be called by the UKI Health & Safety Manager with the subcontractor responsible person. The nature and cause of the incident will be discussed and corrective measures will be agreed upon at this meeting.

HSF3 – Third Failure – If a third failure of Health & Safety occurs, this will result in the operative / haulier involved being suspended from all UKI activities for a period as deemed appropriate. All reported Health & Safety Failures will stay on record for a period of one year.

It is UKI policy to assist and give guidance on Health & Safety to all subcontractors. However UKI reserves the right to permanently withdraw the services of any subcontractor where persistent offences occur.



## Supplier Form

Company Registration Number:

VAT Registration Number:

Full Postal Address:

Main Contact Name:

Telephone Number:

Mobile Number:

Fax Number:

Email Address

**Please Attach Copies**

RHA / FTA

Operators Licence Number:

Lorry Mounted Forklift:

Goods in Transit:

Licensed Drivers:

Motor Insurance:

Crane & Lifting Certified Drivers:

Employers Liability:

ADR Licensed Driver:

Public Liability:

Other Qualifications:

We hope that you will agree that ensuring the safety of our employees, other persons and property are of paramount importance and will strive to ensure strict compliance with this Code of Conduct. Please read below and sign for your acceptance to these procedures:

I declare that the below named company has discussed the relevant points with their employees and will ensure it meets the requirements of the UKI Code of Conduct, UKI General T&Cs & UKI Fleet Policy. Should you require any further information; please do not hesitate to contact us.

**Please complete, sign and return the form along with:**

- ../ Employee and Public Liability Insurances
- ../ Goods In Transit Liability Insurance
- ../ DGSA Certificate
- ../ Operators License

**We agree to abide by the Code of Conduct for Hauliers**

Signature .....

Print Name .....

Position ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

Date .....