

OP13 – Loading Vehicles

What is this?

The purpose of this document is to outline the operational requirements for loading vehicles that are collecting material.

What does the responsible manager need to do?

The responsible manager must ensure that:

- All plant and equipment is suitably inspected and maintained as per Regulation 12(1)(a)(iii) Quarries Regulations 1999
- Site hazard plan is on display
- Trucks leaving site are not overloaded and use the designated traffic route from the quarry
- The site is compliant with all conditions within the planning consent
- All trucks are sheeted in compliance with the site permit
- Daily inspections are undertaken by a competent person
- Any measures outlined within the site permit are complied with
- Mobile/static plant operators have undertaken, or are in the process of undertaking, an NVQ level 2 in the appropriate discipline
- Mobile loading equipment should employ 'weighloading' technology and should be calibrated according to manufacturer's guidelines
- Any static loading system is subject to a scheme of inspection and maintenance to include calibration (calibration periods will be specified within the QA Scheme)
- A procedure is in place to ensure correct materials are loaded
- 'Tip off' materials are recycled
- All areas where material is loaded into vehicles are suitable and maintained to allow safe operations
- Measures are in place to prevent overloading of vehicles on the public highway
- Records are kept of any complaint or incidents that occur in relation to loading vehicles. This must be done by completing the appropriate forms
- Wheel wash facilities are serviceable
- Weighbridge/s are within the scheme of inspection and maintenance (annual calibration)
- If a dust suppression system is in operation it must be in a scheme of inspection and maintenance. In addition a suitable stock of suppressant chemical and adequate supply of water must be available
- All internal/external personnel are aware of times of loading



- Minimise light pollution by the use of appropriate lighting/downlighting and timers during the night
- Regular environmental incident drills are undertaken and the results are recorded
- Environmental incidents and complaints are recorded
- The site is compliant with permit conditions
- Site emergency procedures are clearly displayed and understood by the workforce
- Correct signage is in place to warn the workforce and visitors of any danger.

What does the mobile plant operator need to do?

The loading shovel driver must ensure that:

- Vehicle to be loaded:
 - Is suitably parked on level ground
 - Has it's engine switched off
 - And that the driver remains inside the cab
- Material is evenly distributed on the bed of the vehicle and that the vehicle's axle weights are not exceeded
- Any contamination of materials is reported to site management immediately
- Any significant case of fugitive dust is reported to site management immediately
- Any signs of wildlife using stockpiles as habitats are reported to site management immediately
- Loading areas are firm, flat and clear from obstructions
- A daily inspection sheet is completed
- Items of plant not in use are switched off
- Any litter is reported to a superior
- Operate plant in an environmentally friendly manner
- Be conversant with site rules, ie speed limits, traffic flows, loading times, parking areas, etc
- Undertake basic maintenance
- Operate plant and equipment in a manner to minimise environmental impact.

What does the weighbridge employee need to do?

The weighbridge employee must ensure that:

- A visual check is carried out using the CCTV cameras to confirm the correct material has been loaded and that it is evenly distributed on the vehicle



- All vehicles leaving site use the appropriate wheel cleaning facilities
 - They direct the driver to the sheeting area after the material has been weighed and appropriate documentation (eg weighbridge ticket) has been issued
 - The correct material has been loaded and scheduled
 - Report any incidents or issues to the responsible manager immediately.
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Associated documentation

EMS Sections

- Structure, Responsibilities and Resources
- Training, Awareness and Competence
- Operational Control
- Records and Record Management

Environmental Procedure

- EP08 – Complaint Handling

Forms

- EF03 – Internal Communication
- EF14b – Daily Mobile Plant Inspection Checklist
- EF15 – Incident Investigation
- EF16 – Load Rejection Record

