SIBELCO

Work Instruction

Driver HS Rules

Subject: Driver HS Rules

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Approved by: HS

Owner: An Buttiens, VP HS

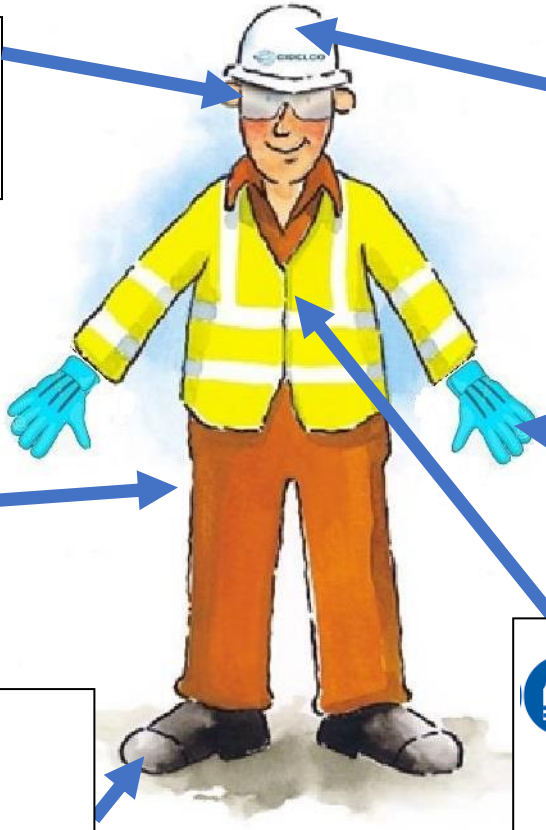
Minimum PPE Requirements

SAFETY GLASSES OR GOGGLES

HARD HAT

NOTE:

- **NO BUMP CAPS**
- **NO SOFT CAP UNDERNEATH THE HELMET**



FULL LENGTH TROUSERS

NOTE: NO SHORTS

GLOVES

HIGH VISIBILITY CLOTHING





SAFETY SHOES/ BOOTS







HAULIERS WORKING AT HEIGHT ON TOP OF THEIR VEHICLES MUST BE PROTECTED, TRAINED, EQUIPPED AND USE A SAFETY HARNESS WHEN IT IS REQUIRED BY LOCAL LEGISLATION OR LOCAL SITES RULES



Other PPE may be required , e.g. hearing protection and dust masks, this will be indicated with signage.

HAULIER COMPANIES ARE EXPECTED TO SUPPLY THEIR DRIVERS WITH THE REQUIRED PERSONAL PROTECTIVE EQUIPMENT AND RELATED TRAINING



Main Risks and Controls

Below you will find a non-exhaustive list of hazards that could be present in the Sibelco working environment. Beware that other/different risks could be indicated at local / site level.

	RISKS AT SIBELCO SITES	DO	DON'T
	***TRAFFIC*** ***High number of vehicles: lorries, silo trucks, forklifts, heavy mobile equipment. Presence of personnel on foot. Hazard of vehicles toppling over during the process of loading and unloading***	▪ Stop and look when crossing roads ▪ Wear a high visibility jacket ▪ Use pedestrian walkways ▪ Respect speed limits ▪ Reverse parking in designated areas ▪ Two-way contact when entering NO GO zones and wait until all mobile equipment stops before entering	▪ Don't walk alone as a visitor ▪ Don't walk outside agreed areas ▪ Don't use a cell phone while driving or walking ▪ Don't walk into NO GO zones where mobile equipment is operating !!! ▪ Don't walk or stand near trucks loading or unloading
	***FALL AT SAME LEVEL*** ***Walking surfaces can present trip, slip or fall risks (quarry road, plant roads, plant floors, product spills, wet and icy weather…)***	▪ Use the pedestrian ways ▪ Hold handrails ▪ Wear safety footwear ▪ Walk carefully when slippery	▪ No use of mobile phones during walking : STOP and take the call ▪ Don't run
	***FALL AT DIFFERENT LEVEL*** ***Special attention to: walking on stairs, accessing or egressing truck cabs and trailers, entering in quarry, working at height***	▪ Use the handrails ▪ Ensure 3-point contact when egressing or accessing truck cabs, trailers or ladders ▪ Respect distance from the edge of a quarry or water body ▪ Use collective fall protection equipment e.g. stepladder/sheeting platforms/equipment to attach safety harness,…) ▪ Use a safety harness when performing activities on heights	▪ Don't be afraid to speak up if you feel unsafe/uncomfortable when working at heights
	***FALLING OBJECTS*** ***Special attention to areas where people or machines are working on higher floor levels***	▪ Maintain a safe distance from stacked goods e.g. pallets, packaged products, stockpiles ▪ Barricade zones where lifting activities will be performed or objects can fall down from works above ▪ Pay attention not to run into a ladder or scaffold ▪ Wear a safety helmet	▪ Don't enter or walk through zones which are physically barricaded

	***RELEASE OF ENERGY*** ***Risks induced by unintentional touching working machines, equipment.***	▪ Make sure your safety vest is closed ▪ Tie back long hair ▪ Avoid loose parts of clothes	▪ Do not stand close or touch installations (conveyor belts, mills, …) as these can be started automatically and from another location ▪ Never touch electrical switches to avoid starting an installation unintentionally
	***DUST*** ***Dust could be present across the site in several areas.*** ***Loading/unloading bulk materials could generate dust***	▪ Look for the signage on areas with presence of dust ▪ Use Respiratory Protection where signage indicates to do so, because the inhalation of dust can damage your health ▪ Wear respiratory protection with the protection factor needed for your specific activity	▪ Don't ignore airborne dust : it may harm your health
	***NOISE*** ***Installations (washing plant, dryer, crusher, …) and moving equipment produce noise***	▪ Look for the signage of areas with high noise levels ▪ Be aware of presence of loud noise due to specific activities (e.g. hammering/mills/…) ▪ Use hearing protection in the areas with high level of noise	▪ Don't ignore noise : even short term exposure can harm you.
	***MAGNETIC FIELD*** ***Magnetic fields may be present e.g. magnetic separation installation***	▪ Persons with a pacemaker should take precautions not to enter these areas ▪ Respect the signage ▪ Respect the distance ▪ Inform us when you have a pacemaker and need to enter our buildings, so we can protect you.	
	***HIGH TEMPERATURE*** ***High temperature surfaces are present (dryer, kiln, …)***	▪ Look for signage ▪ Use safety gloves ▪ Make sure guards are in place	▪ Don't check temperature by touching: surfaces can be extremely hot and will burn you ▪ Don't touch hot surfaces

Minimum Safety Requirements for the Hauliers

Access to the Site	Hauliers must enter the site at a walking pace. Whenever exiting the vehicle, turn off the engine and remove the keys. Only one person per truck is allowed to enter the site. Stay in the working area for the minimum amount of time needed to complete loading / unloading operations. A second driver could attend the operation for training purposes, only if approved by the Sibelco site management. Family or friends in the cabin are not allowed on site.
Loading / Unloading	After positioning the vehicle for loading or unloading, the driver must either stay inside the vehicle or in a designated safe area. The driver must always keep away from loading and unloading operations. When attention by the truckdriver is needed during loading (e.g. sheeting/strapping): this activity should preferably be done when there are no other vehicles (e.g. forklift) around. A safe temporary barricaded area for the truck driver to stay in, should be assigned. Unless required for specific reasons related to the discharge systems of raw materials, the engine should always be switched off when the vehicle is stopped.

Use of Wheel chocks	Chocks are placed by the driver for safety in addition to setting the brakes. Once the vehicle is parked for loading, unloading or when the driver leaves the cab, it is mandatory to place wheel chocks to secure the position of the truck. Wheel chocks should be used in pairs and equipped with a handle that allows them to be removed without having to put a foot or hand under the truck wheel.	
Safe tipping	Loads must only be tipped within the area specified. On tipper trailers, the tailgate must be released prior to tipping. Loads must be evenly distributed across the body and front to rear. The ground conditions must always be checked before tipping. The vehicle must be on firm, level ground and not facing downhill. Articulated vehicles should always be tipped with the tractor and trailer in line. Tipping must not be attempted if the conditions suggest it is not safe to do so. Consider weather conditions: loads may freeze or compact in transit. If the load sticks at the front, the center of gravity will be raised. If the load does not discharge smoothly, the body must be lowered and the driver must investigate why it is sticking. Where equipped, stabilizer legs must be deployed. If an exclusion zone is required, it is the driver's responsibility to ensure that this is in place. If the design of the truck allows it (controls located inside the cab), the driver should remain in the cab, with the door closed at all times and with the seatbelt attached, whilst the body is raised. If it is necessary to drive forward to clear the tipped load, the body should be partially lowered and the truck moved only the minimum distance necessary before stopping and fully lowering the body. Tipping must not be attempted where there is a possibility that any part of the body may come into contact with overhead structures or cables. Remember, the safety of the driver, the vehicle and others around is the driver's responsibility. If there is any danger of the vehicle overturning, the body must be lowered immediately and the cause investigated.	 
Sheeting	All sheeting must be done either from ground level, or using sheeting platforms when requested. All loads must be sheeted before leaving site.	

Access to Top of Tankers	This is acceptable providing all safety procedures are adhered to i.e. three points of contact whilst climbing access ladders, a suitable and sufficient safety rail erected on top of the tanker along the walkway, and a safety harness if required by local legislation or local Site rules.	 
Access inside vehicle bodies and vehicle cleanliness	Entering a bulk tipping trailer, silo tanker, intermodal wagon, container or flatbed trailer is NOT PERMITTED on Sibelco sites. It is the haulier and driver's responsibility to ensure that the vehicle body has been thoroughly cleaned before arriving on site to load material. Only under exceptional circumstances when access or cleaning is required at site premises, permission MUST be obtained from Sibelco Operations BEFORE commencing. Sibelco will agree a safe Way Of Working, including: Being supervised through CCTV & subject to inspections and process confirmations regularly Use of a dedicated area for access and/or cleaning Use of temporary barricading to avoid collision of persons with surrounding traffic. Following the Site Operating Processes regarding Work at Height, Confined Space entry, etc. … Use of proper tools, ladders, tailgate supports, etc. … Site can provide a mobile stair on request.	
Coupling and Uncoupling a Trailer	Coupling and uncoupling a trailer is NOT PERMITTED on Sibelco sites. Only under exceptional circumstances when coupling and uncoupling is required at site premises, permission MUST be obtained from Sibelco BEFORE commencing. A safe Way of Working needs to be followed, including a dedicated area, the trailer needs to be safely immobilized using suitable wheel chocks, implementing a documented safe working procedure performed by the transportation company and only be undertaken by qualified personnel.	
Maintenance and Breakdowns	Maintenance activities of the vehicle are NOT PERMITTED on Sibelco sites. All Breakdowns must be reported to the Sibelco staff. No breakdown / Recovery Companies will be allowed on site without prior management consent and a safe working procedure being in place.	
Reporting policy	In case of an incident while on a Sibelco site, it is essential to promptly inform the Sibelco personnel to ensure immediate assistance and proper incident management. At Sibelco we have policies in place for everyone to speak up and report any near misses or hazards that they identify and we promote a no blame culture. Your support will allow us to ensure a proactive approach to all hazards. In case of incident while on a Sibelco site, 3rd party Warehouse, or while transporting Sibelco products, there is a requirement that you carry out a thorough Incident Investigation and inform Sibelco about the action plan you will undertake to prevent this incident from happening again. Incident investigations should be an in-depth Root-cause investigation identifying all contributing factors (e.g. Swiss Cheese model, Fishbone, 5-Whys,…) and result in actions to provide control or mitigation of the root cause(s).	

Emergency response	In case of an emergency, which can be signalled through audible alarms or staff communication, the vehicle must be safely positioned, avoiding any hindrance to emergency vehicles. In the case of an evacuation, drivers should follow the guidance of designated emergency personnel and gather at the assigned "assembly or meeting point" until further instructions are provided. Taking any unauthorized actions during such situations is strictly prohibited.	
Speed limits	Site speed limits must be followed and are site or location specific.	
Site traffic rules	Site traffic rules must be followed at all times.	
Reversing	Reversing must be kept to a minimum and assistance requested if necessary. It is strictly prohibited to drive or maneuver with the doors of the truck open.	
Mobile Phones	Use of mobile phones whilst driving around site is strictly prohibited.	
Rings	Wearing rings not covered by protective gloves is not permitted.	
Drugs and Alcohol	Being under the influence of drugs and alcohol on Sibelco site is strictly forbidden. Local regulation on testing applies.	

NOTE: this is a common non-exhaustive list. Further specific PPE / requirements could be requested in accordance with the local legislation and local site rules.
IN THE SIBELCO STANDARD TERMS AND CONDITIONS REFERENCE TO THIS DOCUMENT IS MADE

Pictograms which may be displayed at the loading/unloading stations of Sibelco:

