



# TS & RDF Weighbridge Instruction

## SITES & SERVICES

This instruction is for Weighbridge Operatives who have been inducted and trained

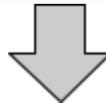
### Key Risks

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|--|---|
| <ul style="list-style-type: none"> <li>• Verbal abuse from third party drivers</li> <li>• Injury due to poor workstation layout</li> </ul> | <ul style="list-style-type: none"> <li>• Fraudulent/non-compliant waste and transactions</li> <li>• Language barrier causing Driver misunderstanding of site rules</li> </ul> |
|--|---|

Step	At all times
1	<ul style="list-style-type: none"> <li>• Wear PPE - high vis, safety footwear if moving around site or when in operational areas</li> <li>• Use the handrail and marked walkways</li> <li>• Stay in radio contact with operatives and tipping hall</li> <li>• Be aware of moving vehicles in the yard</li> <li>• Report incident/accident/close calls to Supervisor</li> <li>• Ensure that you are aware of the Ethics Guide, the Anti Corruption Code of Conduct and the Facilitation of Tax Evasion Policy</li> </ul>



Step	Start of shift
2	<ul style="list-style-type: none"> <li>• Open gates, turn on system (if required)</li> <li>• Check weighbridge system and ANPR systems (where applicable) are working</li> <li>• Weighbridge scale is reading the correct weight, this should be a reading of zero</li> <li>• Complete daily inspection of immediate work area, report issues to Supervisor</li> <li>• Test radio contact with site operatives</li> <li>• File tickets from the previous day</li> </ul>



Step	Incoming vehicles
3	<ul style="list-style-type: none"> <li>• Only authorised vehicles enter the site, report unauthorised entry to Supervisor</li> <li>• Confirm Driver has had induction and site rules in the last 6 months. Issue site rules and induct new drivers</li> <li>• Ensure Drivers have correct PPE, drivers without PPE are refused entry</li> </ul>

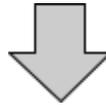




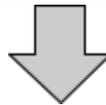
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Step	Weighing vehicles
4	<ul style="list-style-type: none"><li>● Weigh all incoming vehicles, 1 vehicle at a time with all wheels on weighbridge</li><li>● Ensure all information relating to the vehicle and the waste is recorded accurately in the system</li><li>● Confirm waste stream</li><li>● Check waste carriers license and EWC codes</li><li>● Take waste transfer note from driver (commercial and collecting drivers only)</li><li>● Radio tipping hall operative to arrange tipping/loading</li><li>● Authorise entry to site / raise barrier</li><li>● Provide details of any manually entered or amended weights to the site manager and record accurately in the system</li></ul>



Step	Outgoing Vehicles
5	<ul style="list-style-type: none"><li>● Weigh all vehicles leaving site, 1 vehicle at a time with all wheels on weighbridge</li><li>● Enter outgoing weight into weighbridge system</li><li>● Return overweight vehicles to tipping hall</li><li>● Complete ticket in weighbridge system</li><li>● Driver to sign waste transfer note, white copy attached to paperwork</li><li>● Allow driver to exit the site</li><li>● <b>Export only</b> - Complete Annex 7 / Transfrontier shipment documents</li></ul>



Step	End of shift
6	<ul style="list-style-type: none"><li>● Any tickets requiring deletion are approved by the site manager before being deleted</li><li>● Close down all systems</li><li>● Lock weighbridge cabin (if applicable)</li><li>● Leave work area clean and tidy</li></ul>