



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">• Verbal abuse from third party drivers• Injury due to poor workstation layout | <ul style="list-style-type: none">• Fraudulent/non-compliant waste and transactions• Language barrier causing Driver misunderstanding of site rules |
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Step	At all times
1	<ul style="list-style-type: none">• Wear PPE - high vis, safety footwear if moving around site or when in operational areas• Use the handrail and marked walkways• Stay in radio contact with operatives and tipping hall• Be aware of moving vehicles in the yard• Report incident/accident/close calls to Supervisor• Ensure that you are aware of the Ethics Guide, the Anti Corruption Code of Conduct and the Facilitation of Tax Evasion Policy



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



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





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



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



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