	SAFE WORKING PROCEDURE	Document Number
		CRUK-SWP-OPS-003-01
	Loading Scrap in a Truck	Review Period: 2 Years
		Review Date Due: 01/06/2025
		Owner: Operations Manager

Revision History

Review Team Date of Review	Name & Position	Name & Position	Name & Position	Name & Position
27/03/2023	Andreu Dorca Scrap Yards Manager	Michael Kethro Safety Officer	Richard Thomas Plant Manager	Chris Griffiths Maintenance Manager

Rev Number	Reason for Revision	Revision Author	Reviewed By	Authorised By	Date
001	Draft for implementation	R Connick	M. Kethro	A. Dorca	27/03/2023

1. Purpose and Scope

The purpose of this SWP is guidance on safe working practices of loading of materials.

The procedure will cover the loading of all materials into bulker, roll on roll off skips and skips

2. Risk Assessment Reference

CRUK-OPS-RA-003-01 Loading of materials

CUK-GRA-007-03 - Loading and Unloading Operations

CUK-GRA-011-03 - Operating Mobile Plant

3. Glossary of Terms

PPE	Personal Protective Equipment
RoRo	Roll on Roll off/hook loader
RA	Risk assessment
SWP	Safe working procedure
MH	Material Handler
WtN	Waste Transfer Note

4. Personal Protective Equipment and Tools required






PPE Required	Tools Required
<ul style="list-style-type: none"> Hi- Vis – Long trousers 	<ul style="list-style-type: none"> Radios





<ul style="list-style-type: none"> • Helmet • Safety Glasses • Chin strap • Gloves • Ear protection (when required) • Mask FP3 (when required) 	<ul style="list-style-type: none"> • PDA/Mobile Phone • Material Handler – Grab and Magnet attachments
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5. Preconditions


Satisfy the Preconditions		
No	Check	Tick
1.	Trained and competent personnel	
2.	Full PPE	
4.	Daily inspections of material handlers	
5.	Radio communication with material handler	
6.	Bulker to be in roadworthy condition	






6. Significant Hazards & Precautions


Hazard	Precautions
	<ul style="list-style-type: none"> • Falling objects from vehicles • Falling objects from material handlers
	<ul style="list-style-type: none"> • Collisions with mobile objects
	<ul style="list-style-type: none"> • Slips, trips and falls
	<ul style="list-style-type: none"> • Noise from machines and movement of scrap • Dust • Vibrations • Road traffic • Rail Traffic
	<ul style="list-style-type: none"> • No pedestrian access to operational areas

	<ul style="list-style-type: none"> Overhead loads
	<ul style="list-style-type: none"> Rotating machinery operate throughout operational area
	<ul style="list-style-type: none"> Ionising Radiation in materials
	<ul style="list-style-type: none"> Compressed gas in materials

7. Step by Step

Step	Description	Done?
1.	<p>Step 1: Visually check the vehicle and driver for correct PPE.</p> <p>1.1 At the weighbridge check that the driver is inducted onto site and they have all required PPE before they enter operational area.</p> <p>1.2 Check that all tires are inflated, in good condition with no visual or audible punctures.</p> <p>Any tyre pressure issues will cause the load to become unstable when tipping.</p> <p>1.3 Check trailer, bulkers, bins, skips and chassis for any defects. These include holes, tears, bulges, door condition and door chains present.</p> <p>1.4 The material of any bulker should be established. Aluminum trailers can only transport processed high density materials, Frag, Tin Can, and Incinerated.</p> <p>Any steel materials can cut into the softer aluminum and cause the material to catch and can cause the load to be unstable when unloading.</p>	
2.	<p>Step 2: Maneuver vehicle into loading area</p> <p>2.1 Establish the material to be loaded.</p> <p>2.2 Ensure route to the loading is clear of scrap and debris</p> <p>2.3 The MH is to be in a position that they can easily access material, once in position the MH is to ensure stabilising legs are fully down, in a stable position with the cab fully in the 'UP' position.</p> <p>2.4 The grab is then to hover is grab to where they want the back of the vehicle.</p> <p>2.5 A banksman is then to direct the vehicle into position, the MH will then sound his horn or communicate with banksman when the vehicle is in position.</p> <p> All banksman operations shall be conducted in a position away from the direction of travel, keeping eye contact with the driver.</p>	

	  	
4.	<p>Step 4: Loading of materials</p> <p>4.1 The trailer or bins material covers/nets shall be removed before entrance to the site as per CRUK-SWP-OPS-017-01 Weighbridge and Radiation systems.</p> <p>4.2 The driver of the vehicle is to be out of the vehicle and in a safe location at least 25m from loading area. If available, the driver should be in a sheltered area while waiting.</p> <p>4.3 Celsa staff are to be clear of the immediate area, ensuring all staff, contractors, visitors and other operational plant are outside the safety area.</p> <p> If the area is not clear, Celsa staff are to halt all operations and clear the area any persons that are inside the safety area.</p> <p>4.4 When the area is confirmed as clear, Celsa staff are to vacate to a safe area remaining in eye contact with plant driver loading the vehicle.</p> <p>4.5 Celsa staff are then to communicate with the plant driver to commence loading of the material. This can be done verbally or by hand signals.</p> <p>4.6 Celsa staff are to control access to the area until the loading has completed.</p> <p> Celsa Staff are to stay in the operational area while any visitors or contractors are on site to ensure the safety standards and control measures are upheld in line with Celsa standards and management systems.</p>	
5.	<p>Step 5: Standards of loading.</p> <p>5.1 Depending of the type of materials that are loaded, there may be instances that require pressure to be applied to the material.</p> <p>5.2 If pressure is needed, it should be done in stages. Quarter full, half full, 3 quarters full and full.</p> <p>5.3 Pressure shall be slight only to compress the material to ensure compact and evenly distributed materials.</p> <p>5.4 All material shall be below the top of trailer, no material hanging over the side and the covers or nets are able to cover the material.</p> <p>5.5 Once plant driver informs Celsa staff the load has been complete, Celsa staff are to instruct the vehicle driver to check the condition of the load.</p> <p>5.6 The vehicle driver is to check</p> <ul style="list-style-type: none"> ○ Vehicle weight – Ensuring it is under legal weight, taking into account any fuel additions (Gov.uk link in Appendices) ○ Condition of the loading including balance of materials. ○ Any damages occurred during the load. ○ Any potential loss of materials under the vehicle while being loaded. 	

	<p>Utmost care shall be taken to ensure vehicles are not overloaded, no overhanging material and no damage has been made to the vehicle. Any if these could mean the vehicle will be unsafe for road use. We have a duty of care for all materials leaving our sites.</p> <p>5.7 If any of the above cannot be met, Celsa are to resolve the hazard/s before leaving Celsa.</p>	
<p>6.</p> 	<p>Step 6. Vehicle exit from Celsa site.</p> <p>6.1 The vehicle driver and Celsa are then to ensure that the material cover or net are placed over the trailer body before leaving site.</p> <p>Failure to complete this step will put the general public at risk of Celsa material becoming an airborne projectile.</p>	
	End of SWP.	

1 Appendices

<https://webarchive.nationalarchives.gov.uk/ukgwa/20120214192454/http://www.dft.gov.uk/pgr/roads/vehicles/vssafety/safetyloadsonvehicles.pdf>

[https://www.gov.uk/government/publications/hgv-maximum-weights/hgv-maximum-weights#:~:text=Vehicles%20are%20permitted%20to%20operate,\)%20\(General\)%20Order%202003.](https://www.gov.uk/government/publications/hgv-maximum-weights/hgv-maximum-weights#:~:text=Vehicles%20are%20permitted%20to%20operate,)%20(General)%20Order%202003.)