



# Hazardous Waste Acceptance: Incoming and Outgoing Vehicles Instruction

## SITES & SERVICES

This instruction is for roles involved in managing incoming & outgoing vehicles who have been inducted and trained

Key Risks	
<ul style="list-style-type: none"> <li>• Verbal abuse from third party drivers</li> <li>• Injury due to poor workstation layout</li> <li>• Struck by moving vehicles</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>• Be aware of the Ethics Guide, the Anti Corruption Code of Conduct and the Facilitation of Tax Evasion Policy as well as GDPR / Data protection requirements</li> <li>• With the exception of waste deliveries arising from emergency situations, all waste must be assessed prior to acceptance to confirm its suitability for acceptance onto site (Waste Pre Acceptance Instruction)</li> <li>• Flag any unsafe unsecured loads and any spills/leaks to supervisor / line management</li> <li>• Ensure that records and paperwork required for regulatory or customer compliance are maintained correctly and accessible when requested</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 is reading zero and ANPR systems are working (where applicable)</li> <li>• Consult Waste Management System and / or local log to confirm each scheduled delivery</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 / paperwork from the previous day</li> <li>• Ensure that site systems are correctly updated</li> </ul>



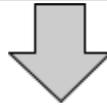
Step	Incoming vehicles
3	<ul style="list-style-type: none"> <li>• Only authorised vehicles to enter the site</li> <li>• On arrival to site check the system to see that the material has been booked on to site, the job ticket has been raised on the correct day and has the correct applied costs added</li> <li>• STOP any vehicle carrying an unbooked load and direct them to park in a safe area - escalate to Site Management Team</li> <li>• Confirm the driver has had their site induction and site rules in the last 6 months</li> <li>• Issue site rules and induct new drivers where required</li> <li>• Ensure drivers have the correct PPE, drivers without PPE must be refused entry to site</li> <li>• Check driving licence, ADR licence and, if third party driver, the waste carriers licence</li> <li>• Take appropriate paperwork from driver and cross reference the details on the paperwork</li> </ul>



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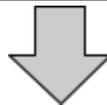
- Check the paperwork to confirm wash out details (where required)
- Contact relevant personnel to advise the vehicle has arrived and acceptance sampling needed
- Authorise entry to the operational area



Step	Weighing Vehicles (where appropriate)
4	<ul style="list-style-type: none"><li>• Weigh all incoming and outgoing vehicles, 1 vehicle at a time with all wheels on weighbridge</li><li>• The weight / quantity of waste delivered must be ascertained and recorded</li><li>• Detail 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>• <b>For sites without a weighbridge</b> - Work out estimated weights or weigh packages individually</li><li>• <b>For sites with a weighbridge:</b><ul style="list-style-type: none"><li>○ Enter outgoing weight into the system</li><li>○ Hand a copy of any weighbridge ticket and the completed incoming paperwork to the driver</li></ul></li><li>• Check that all sections of paperwork i.e the off load ticket (tip ticket / discharge document) are fully completed</li><li>• Complete outgoing load paperwork</li><li>• Ensure the driver signs out before allowing them to exit the site</li><li>• Never allow overweight vehicles to leave 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 cancellation are approved by the site manager before being cancelled</li><li>• Close down all systems</li><li>• Lock weighbridge cabin (if applicable)</li><li>• Leave work area clean and tidy</li><li>• Handover vehicle access control as required</li></ul>