

PROCEDURAL DOCUMENT – S002

HALESFIELD SITE 2

LOADING OF AGGREGATE BINS

- 1). **Observe the rules laid down in the Site Traffic Safety Plan**
- 2). **All personnel are to wear the correct PPE as outlined in the Risk Assessment for the operation (EPC-OPS-S002). These being Safety boots and Hi-viz Tabard or jacket.**
- 3). **Only Authorised Personnel are to operate the Loading Shovel / Tele-handler**
- 4). Select correct type of sand / stone from the Bulk storage bays
- 5). Fill loading shovel with sand / stone. Do not overfill to reduce the chance of spillage in transit.
- 6). Drive loading shovel to aggregate bins with the shovel at a safe minimum distance from the ground
- 7). Ensure no operatives are working in the immediate area of the bins
- 8). Raise shovel into position over the relative bin opening and empty contents of shovel into the bin.
- 9). Repeat operation until bins are full. Do not overfill bins
- 10). Ensure any sand / stone which may have been moved outside of the storage bay is swept up
- 11). Park loading shovel with shovel on the ground, engine off, out of gear and park brake engaged.