

## **PROCEDURAL DOCUMENT – S011**

### **HALESFIELD SITE 2**

#### **DELIVERY OF BULK CEMENT TO SITE - DUTIES OF BANKS-MAN / SUPERVISOR**

- 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-S011) and COSHHE Risk Assessment (CRA – 003 – Ordinary Portland cement. These being Safety boots and Hi-viz Tabard or jacket, gloves and suitable eye protection.**
- 3). **Only Authorised Personnel are to carry out the duties as Banks-man / Supervisor for the delivery of Bulk Cement**
- 4). The Banks-man's duties are to ensure the safe transfer of bulk cement from delivery lorry to cement storage silos on this site.
- 5). When a vehicle containing cement arrives on site, the banks-man will check the delivery note and identify to the driver which storage silo(s) the product is to be transferred into.
- 6). Using hand signals the banks-man is to guide the delivery driver along the course of the route to the relative storage silo.
- 7). The banks-man / supervisor is to ensure that the delivery driver is also wearing the appropriate PPE for the transfer operation.
- 8). The delivery driver shall be responsible for the supply of all delivery hoses and clamps necessary for the transfer. It is the delivery driver's duty to ensure that this equipment is in working order and fit for the purpose intended. The banks-man is to halt any transfer of cement and report to the site supervisor if the equipment to be used by the driver is faulty or in poor condition.

#### **Transfer of Cement to the Grey & Green Silos**

- 9a). Ensure that the compressed air system is operational and that the appropriate valves are open / closed on the silo.
- 9b). Remove silo filter key from the fitters' key safe and turn on the silo filter system. Carry out lamp test, and start filter system.
- 9c). Close the silo outlet valve to the feed screw. Remove the lock and cap from the cement in-fill pipe.
- 9d). The delivery driver is to connect the tanker to the silo in-fill pipe, ensuring all clamp locking pins are in position. Delivery of Cement can now commence. If any obvious leaks are apparent from the hose or connections, cease transfer immediately and replace leaking component.
- 9e). The maximum delivery air pressure allowed on the site is 1.0 Bar. The banks-man is to ensure that the driver does not exceed this pressure.
- 9f). The banks-man is to be present during the transfer operation, periodically checking that

there are no visible releases of cement into the atmosphere from the filter system.

9g). When the high level probe alarm sounds, the driver is to cease transfer operations and turn off the transfer air supply. Air remaining in the tanker is to be vented through the tanker outlet system. Under **no** circumstances, allow the tanker to be vented through the silo and filter system.

9h). The diver is to dis-connect the delivery hose from the silo in-fill pipe. The banks-man is to replace the in-fill pipe stop and lock.

9i). Turn the filter system to the off position. The filter will continue to run for approximately twenty minutes after it has been turned off at the switch.

9j). The driver shall then move onto another silo if there is any more cement in the tanker.

### **Transfer of Cement to the Blue Silo**

10a). Ensure that the compressed air system is operational and that the appropriate valves are open / closed on the silo.

10b). Turn on the silo filter system. Open air supply valve to the filters

10c). Close the silo outlet valve to the feed screw. Remove the lock and cap from the cement in-fill pipe.

10d). The delivery driver is to connect the tanker to the silo in-fill pipe, ensuring all clamp locking pins are in position. Delivery of Cement can now commence. If any obvious leaks are apparent from the hose or connections, cease transfer immediately and replace leaking component.

10e). The maximum delivery air pressure allowed on the site is 1.0 Bar. The banks-man is to ensure that the driver does not exceed this pressure.

10f). The banks-man is to be present during the transfer operation, periodically checking that there are no visible releases of cement into the atmosphere from the filter system.

10g). When the high level probe alarm sounds, the driver is to cease transfer operations and turn off the transfer air supply. Air remaining in the tanker is to be vented through the tanker outlet system. Under **no** circumstances, allow the tanker to be vented through the silo and filter system.

10h). The diver is to dis-connect the delivery hose from the silo in-fill pipe. The banks-man is to replace the in-fill pipe stop and lock.

10i). Turn the filter system to the off position. The filter will continue to run for approximately twenty minutes after it has been turned off at the switch.

10j). The driver shall then move onto another silo if there is any more cement in the tanker.

11). On completion of delivery of cement, the Banks-man is to sign off all delivery tickets and return all keys back to the Fitters' key safe.

12). All cement deliveries are to be recorded on the relevant sheets in the Cement Delivery file located in the Fitters' office.