

Quarries National Joint Advisory Committee (QNJAC)

Road Haulage Information Sheet 1 (Version 2: Feb 2016)

Point of Delivery Checklist



This information sheet has been developed by the Quarries National Joint Advisory Committee (QNJAC) to help quarry operators, contractors, managers and others make health and safety improvements in the quarry industry. This guidance may go further than the minimum you need to do to comply with the law.

POINT OF DELIVERY CHECKLIST

HIGH RISK

RED – STOP

Details of designated tipping location are not clear;
 Access to the site is restricted with limited gap for the vehicle to enter;
 The ground conditions are poor and are likely the vehicle will become stuck;
 There are overhead obstructions
 No natural or artificial lighting is present and visibility is poor;
 The delivery area is on an incline. It is likely that the vehicle may overturn when unloading;
 The site is congested with many vehicle and pedestrian movements;
 Due to level of hazards a banksman is required - but not present to guide me into a safe tipping location.

STOP

IF ANY OF THE ITEMS LISTED IN RED ARE PRESENT, DISCUSS WITH CUSTOMER TO ENABLE SAFE DELIVERY – IF THIS IS NOT POSSIBLE YOU SHOULD NOT PROCEED WITH THE DELIVERY. WHERE APPROPRIATE, REPORT IT IMMEDIATELY FOR FURTHER INSTRUCTION. RECORD FINDINGS ON THE 'CHECK SHEET'

AMBER – TALK

The delivery address has been provided although I am not familiar with the area;
 Access to the site is satisfactory and would need a banksman to guide me into position;
 The ground conditions are satisfactory although there are areas that need to be avoided as they could be potentially unstable;
 Some lighting is available but is isn't enough to ensure good visibility;
 There are overhead obstructions or cables but the vehicle will be positioned to avoid them
 The delivery area is flat although spillage is present in the area I will be tipping;
 Some vehicles and pedestrians are present which need to be controlled by the banksman before moving to the delivery area.

TALK

BEFORE PROCEEDING DISCUSS YOUR CONCERNS WITH THE RESPONSIBLE MANAGER AND DECIDE IF ENOUGH CONTROLS ARE IN PLACE TO CONTINUE. RECORD FINDINGS ON THE 'CHECK SHEET'

GREEN – GO (BUT MONITOR)

The delivery location is provided and clear instructions have been provided;
 Adequate space is provided for the vehicle to access and egress safely;
 Concrete or asphalt ground allows safe movement into delivery position;
 There are no overhead obstructions
 Good visibility is present to the delivery location;
 Delivery area is flat with no incline present;
 Minimal vehicles and pedestrians present and a trained banksman is provided.

GO (BUT MONITOR)

PLEASE CONTINUE WITH YOUR DELIVERY BUT ENSURE THAT YOU ARE MONITORING ANY CHANGES THAT HAPPEN WHEN YOU ARE ON-SITE.

LOW RISK

DO NOT REVERSE WITHOUT THE AID OF A BANKSMAN /TRAFFIC MARSHALL - IF THE SITE REQUIRES ONE

QNJAC Guidance

Essential Health & Safety Guidance for Quarries



POINT OF DELIVERY – CHECK SHEET	
SITE NAME & LOCATION:	
VEHICLE REGISTRATION:	
TICKET No:	
DATE:	

FEEDBACK	STOP	TALK	GO
DELIVERY ADDRESS DETAILS			
ACCESS AND EGRESS TO DELIVERY AREA			
GROUND CONDITIONS TO DELIVERY AREA			
OVERHEAD OBSTRUCTIONS			
LIGHTING (NATURAL OR ARTIFICIAL)			
INCLINE/GRADIENT TO DELIVERY AREA			
VEHICLE AND PEDESTRIAN CONGESTION			
VEHICLE BANKSMAN AVAILABLE			

<u>ACTIONS/COMMENTS:</u>
