

Daywork & Hand Lay of Asphalt
**Safe Operating Procedure
for Hauliers**

Edition 1 1 June 2008

Transport Safety Series

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The trade association for all
aggregates, asphalt, ready-mixed
concrete, mortar, silica sand and lime

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Hand Lay is the manual process by which asphalt, which may be at a high temperature, but sometimes cold, is removed from the back of a laden tipper vehicle via the open tailgate by the use of shovels or rakes, either into a wheelbarrow/JCB bucket or directly onto the ground, prior to spreading and rolling.

Due to the close proximity of the vehicle to the customer's employees or agents, a serious risk to health exists in the form of potentially serious burns to any exposed areas of skin or crush injury in the event of the tailgate not being properly secured in the open position. Movement of the vehicle is also a potential risk if it is not securely parked.

Therefore you, the driver, must observe the following procedures to minimise any risk:

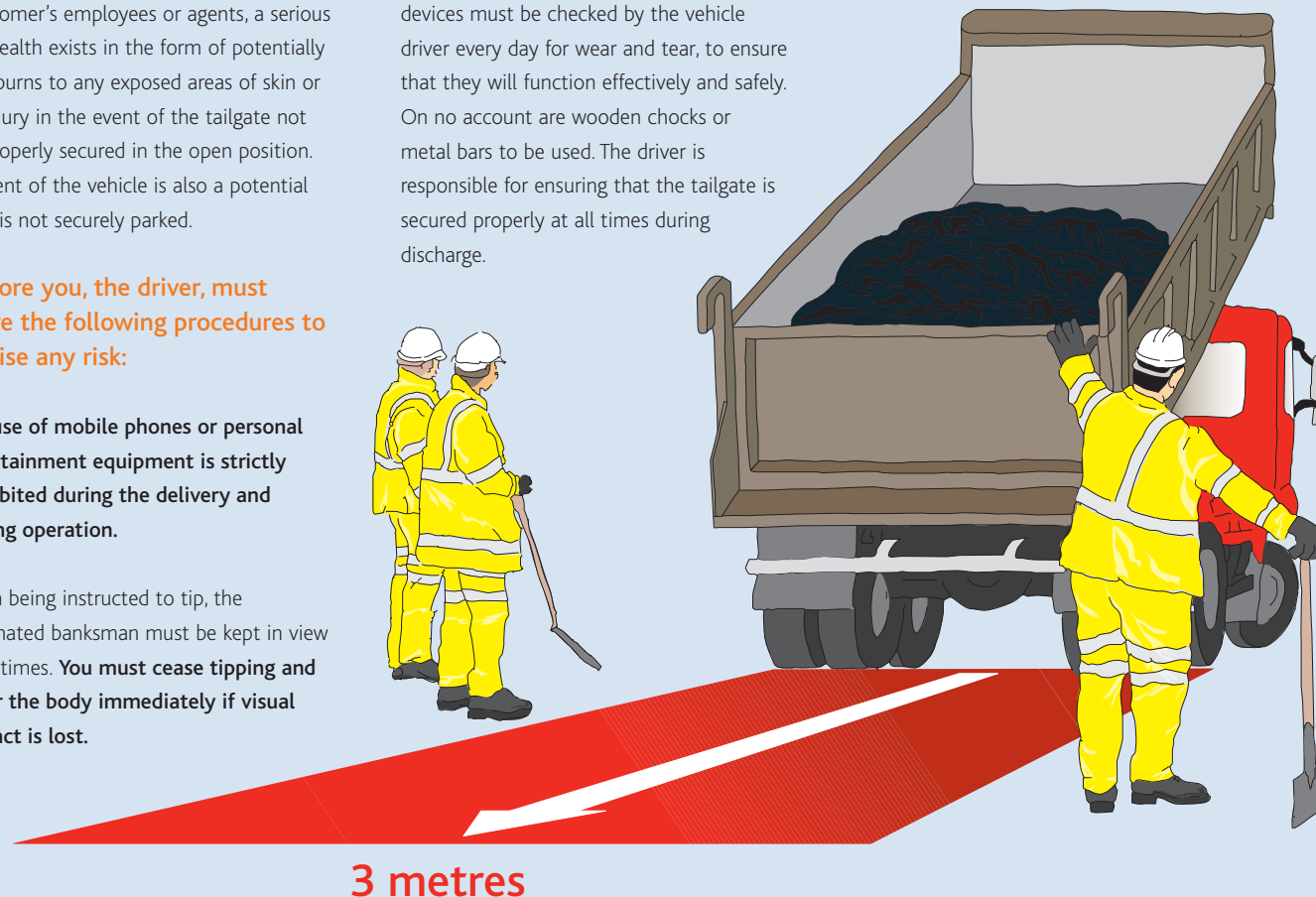
- The use of mobile phones or personal entertainment equipment is strictly prohibited during the delivery and tipping operation.
- When being instructed to tip, the designated banksman must be kept in view at all times. **You must cease tipping and lower the body immediately if visual contact is lost.**

- An exclusion zone must always be maintained around the vehicle whilst the tipping operation takes place.
- Tipper vehicles must be equipped with two independent means of securing the tailgate in the open position and both must be used at all times, to facilitate safe access to the material during discharge. The securing devices must be checked by the vehicle driver every day for wear and tear, to ensure that they will function effectively and safely. On no account are wooden chocks or metal bars to be used. The driver is responsible for ensuring that the tailgate is secured properly at all times during discharge.

- The customer/contractor has control of the discharge operation and is responsible for the safety of all personnel working close to the vehicle, whilst asphalt is being discharged.
- Only when the tipping operation has halted and the body lowered to a safe angle as determined by the designated banksman to prevent a sudden surge of material, and the

vehicle engine is switched off, can anyone then approach the rear of the vehicle to remove material.

- Whenever material is required to be moved down the body towards the tailgate, then all personnel must stand well clear of the tailgate. The driver will raise the body under the control of the customer until instructed to stop. The driver will then drop the body by 1-2 metres.
- If discharge is via tailgate chutes, then the body must not be raised too high if the material refuses to flow. Tailgate chutes must be positively fastened. This will be at the control of the driver.
- The tailgate must be fitted with secondary securing devices such as ramp fasteners or locking pins to ensure that it remains closed when chutes are in use.
- A 3-metre exclusion zone at the rear of the vehicle should be maintained whilst tipping occurs.
- If the driver has any concerns with any safety aspect of the off-loading operation, he has the authority to stop discharging until adequate control measures are in place.
- Banksman and drivers must be aware of any overhead cables/obstructions.



3 metres



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I have received, read, understand & agree to these procedures:

Name

Haulier

Signature

Date