





Site Rules (for all drivers and vehicle passengers)

Whilst on a Hills Group site the company are bound by law to protect you and ensure your safety. These site rules have been implemented for your safety and the safety of others whilst on ALL Hills sites. You and your passengers must follow these rules and any breach of these rules may lead to your exclusion from ALL Hills Group sites. In addition to following our site rules you must also follow your own company safety instructions, especially when cleaning the back of your vehicle and handling doors and tailgates.

Whilst on site you must:

- Wear personal protective equipment (PPE) clothing at all times, including high visibility clothing and safety boots with steel midsoles and toe caps. Additional PPE such as hard hats, dust mask and safety glasses may be required in certain areas of the site as dictated by site signage or instructed by Hills staff
- Report to the site batch cabin on arrival
- Vehicle engines must be switched off when stationary and only started again when instructed to do so by the operations assistant
- Follow all instructions given by Hills staff and directions to tipping or collections areas on site given by the plant manager
- Report any injury, incident or near miss immediately to Hills staff
- Observe all site signs including one way and the site speed limits
- Activate amber safety beacons, where fitted to vehicles
- On entering controlled tipping or collection/loading areas, as signposted, await instructions from the operations assistant before tipping or un-sheeting your vehicle
- Make sure tipping and loading is carried out on level ground to prevent overturning
- Ensure only one person gets out of your vehicle at any time and that they maintain three points of contact when doing so
- Keep your movements outside of your vehicle to an absolute minimum
- Keep a minimum distance of 3 metres clear of all other vehicles or machines on site especially when reversing and tipping
- Lower your vehicle container body as soon as possible once your load is discharged
- In the interests of hygiene, ensure that you wash your hands in the site welfare facilities before eating or drinking
- In the event of a vehicle breakdown or tyre puncture inform the plant manager before arranging assistance
- Sound your vehicle horn and await instructions if you have a problem and need to attract the attention of the plant manager
- Only park your vehicle in designated areas and use marked walkways to walk from your vehicle to site offices or facilities
- Ensure that all loaded vehicles are sheeted before leaving the site
- Ensure vehicle is cleaned off before exiting site

Whilst on site you must not:

- Smoke in your vehicle or in any area on site unless it is a designated smoking area
- Consume alcohol or use drugs or substances or be under the influence of either alcohol, drugs or substances
- Be accompanied in the cab of the vehicle by any child under the age of 16 or by pet animals
- Discharge your vehicle load, if you consider it unsafe to do so or until instructed to do so by a supervising Hills member of staff
- Stop or park your vehicle outside of designated areas or in any position that may obstruct operations or access to the site
- Walk behind or among vehicles or plant when they are moving or their engines are running
- Approach plant or machinery unless directed by Hills staff to do so – operators of mobile plant will give you a thumbs up when safe to approach or pass
- Ride on any part of your vehicle not designed for that purpose
- Leave your vehicle while unloading, discharging or loading
- Use bungee ropes or any device to tie back tipping controls
- Carry out maintenance or repair work anywhere on site without first notifying the plant manager
- Leave your vehicle engine running while it is unattended
- Use a mobile phone or tablet computer whilst driving or operating plant or machinery
- Wear shorts whilst on site

If you are unsure ask.

Driving with the local community in mind:

- Please be considerate to other road users in and around the site and observe statutory road speed limits
- No aggressive driving
- Please do not intimidate other road users by driving too close vehicles in front or at excessive speed
- Take care turning when entering and leaving site and when leaving the site wait until the road is clear in both directions
- Take extra care when approaching road junctions and avoid sudden braking
- When passing cyclists or horse riders please give them, as safe to do so, plenty of room
- The Hills vehicle fleet is a member of the How's My Driving scheme. For more information about the scheme visit the How's My Driving website: **howsmy.co.uk**

About the Hills Group

The Hills Group, a significant regional provider of products and services within the waste management, quarry products and house building sectors.

We are a family owned company that takes its responsibilities to our staff, customers, suppliers, local communities as well as the wider environment very seriously.

We recognise that our activities impact on the environment and we are committed to managing his impact and to continually improve our environmental performance.

For more information about The Hills Group visit **hills-group.co.uk**

For more information about Hills Quarry Products visit **hills-quarry.co.uk**

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