



Waste Recovery Park  
ITD Plant  
Off Huntsman Drive  
Port Clarence  
TS2 1UE

Site Tel: 01642 546 836  
Site Fax: 01642 546835

# SITE RULES

Opening Hours for Reception of Waste









Monday-Friday 0800 to 1730  
(excluding Bank Holidays)

Vehicles arriving after 1630 will not be unloaded/loaded without prior agreement





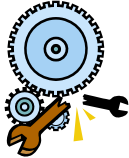









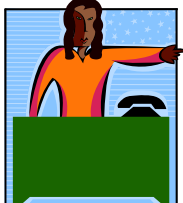
INDUCTEE NAME: .....	SIGNATURE:.....
COMPANY: .....	

## **THESE SITE RULES APPLY TO ALL**

- Augean personnel based at/working at the site
- Drivers delivering waste to or collecting waste from the site including Augean and third party drivers
- Drivers delivering products/supplies to the site
- No Petrol Vehicles allowed into ITD building.
- Visitors to the site including Augean personnel, customers, regulators, members of the public and sales representatives
- Contractors working at the site
- Personnel associated with service supply companies working at the site (electric, water, gas, telecommunications).
- Every individual entering the site for the first time must read and understand the site rules. In the majority of cases this will take place as part of a formal induction. You will be asked to sign to confirm that you have received and understood the site rules/received a site induction.
- If the emergency alarm sounds you must make your way to the assembly point located in the car park on left hand side of main entrance.
- If you require first aid, you should proceed to the weighbridge where you will be met by the first aider, or inform nearest Augean personnel.
- The facility is a NON-COMAH site
- Flammable material with Flashpoint less than 55 deg is not permitted in the ITD building.
- Fuel deliveries will be directed to correct off-loading points by Augean Personnel.

<p>Drugs which impair the faculties must not be brought onto or taken on the premises except with the approval of a medical practitioner and site management</p>		<p>Access to tank and/or roof tops is not permitted unless specifically authorised via a permit to work and/or a safe system of work in the form of a method statement and risk assessment or standard operating procedure</p>	
<p>Plant and equipment on site must not be operated by contractors, visitors or any other personnel not specifically trained to do so unless written authorisation from site management is given</p>		<p>Passengers, including animals, are not permitted in vehicles delivering or collecting waste unless the passenger is involved in the collection or delivery activity</p>	
<p>Passengers are not permitted to ride on mobile plant</p>		<p>Drivers, contractors and visitors are not permitted access to plant control rooms, site laboratory or workshops unless authorised by site management in writing or accompanied</p>	
<p>Jewellery should not be worn if working on site.</p>		<p>Drivers are not permitted to enter tankers whilst on site.</p>	

## THINGS WHICH YOU MUST DO

<p>Record your presence at the weighbridge or site office by signing in:</p> <ul style="list-style-type: none"> <li>Waste delivery or collection drivers – sign in at the weighbridge office</li> <li>All others - sign in visitors book at front office</li> </ul>		<p>Wear personal protective equipment (PPE) in operational areas. Minimum PPE for all on site includes hard hat, eye protection and high visibility tabard/ coat and safety footwear. All limbs must be covered (no skirts, shortsleeves or shorts). Additional PPE will be specified in appropriate cases</p>	
<p>All visitors to site (i.e., all non-site based personnel except drivers delivering or collecting waste) must report to the front office</p>		<p>Observe the site speed limit</p>	<p><b>15m.p.h</b></p>
<p>Park vehicles only in the designated parking areas . Do not park vehicles on pedestrian walkways.</p>		<p>Use only equipment which is suitable and fit for purpose according to the task in hand. Report faulty or damaged equipment to your supervisor/ manager without delay</p>	
<p>Ensure visitors to site are accompanied by a member of site staff unless written authorisation to the contrary is given</p>		<p>Drivers must remain with their vehicle when loading/off-loading</p>	
<p>Pedestrians follow designated walkways as indicated by site staff</p>		<p>Report all near misses/accidents/ incidents to the SHEQ Coordinator or Operations Manager</p>	
<p>All drivers delivering waste to site must park vehicles in designated areas and report to site office compound and with delivery documents. Follow instructions issued by the Augean personnel for off-loading the delivery</p>		<p>Be aware of the location of emergency drench showers, eye wash stations, first aid kits, in case of contact with waste or other harmful materials (equipment locations are shown on the site plan)</p>	
<p>Observe instructions given by the traffic control signs on site and give way to site vehicles</p>		<p>Place litter in the receptacles provided</p>	
<p>All personnel wearing contact lenses <b>MUST</b> identify themselves to the person in charge</p>		<p>Follow instructions given by site personnel</p>	

## THINGS WHICH YOU MUST **NOT** DO

<p>Smoking is prohibited on site premises except in the designated area.</p>		<p>Waste or any other materials or equipment may not be removed from site without written authorisation from site management</p>	
<p>Ignition sources, e.g. matches, lighters, cameras, mobile phones, pagers, torches, are not permitted in the ITD building or in the vicinity of storage tank, or perimeter of the site</p>		<p>Waste or any other materials or equipment may not be deposited on site, including in any containers on site, unless to a designated location as authorised in by a member of site staff</p>	
<p>Consumption of food and/or drink is not permitted in site except in the site canteens and site offices. Wash hands and remove contaminated clothing before eating or drinking</p>		<p>Loading/unloading of vehicles must not be carried out without permission from a site personnel, or a member of the site management team.</p>	
<p>Intoxicating liquor must not be brought onto or consumed on the premises</p>		<p>Maintenance, hot work and entry into confined spaces must not be carried out without a permit to work and/or a safe system of work in the form of a method statement and risk assessment</p>	

## Site Induction Record

<b>TOPICS</b>	<b>✓ TOPICS COVERED</b>
Site Emergency Procedure including call points	
Location of assembly points	
Restricted areas including zoning	
Emergency eye wash & showers	
Reporting of accidents, incidents & near misses	
Permit to work system	
COSHH	
Key personnel on site	
Smoking, alcohol and drugs policy	
Signing in/log of attendance	
First aid arrangements	
Welfare facilities/food and drink	
Mobile phone	
Working at Height	
Compressed air	
PPE	
Site housekeeping	
Reporting of Spillages	
Disposal of waste generated	
Copy of site rules issued	
Site tour	
Transport & pedestrian routes	
Vehicle passengers	
Vehicle parking areas/procedure	
Area Classification	
COMAH	

## WASTE RECOVERY SITE

### ITD BUILDING LAYOUT

