

All work carried out will be as per this document.

1. Driver of vehicle are to check all equipment prior to leaving their yard.
2. Must report to reception/site manager on arrival.
3. All drivers must read, understand and sign any method statement and risk assessment before starting work on site.
4. Site contact to run through site induction detailing any other unrelated activities on site that needs to be considered. Site manager must authorise works to start.
5. Drivers must check surrounding working area for overhead cables and any hazards on the ground before moving vehicle.
6. Any other hazards must be considered that are on our Risk Assessment document such as weather conditions.
7. Assess the hazards and the likelihood of it causing a risk to you or any others, if any hazards will cause harm then the job must not be completed. Call the office immediately on 01933 448133.
8. Drivers are to seek alternative ways on site if there is a risk to their vehicle. Ask a site contact or reception.
9. If there is no alternative way for the job to be completed without causing a risk to yourself and others then a second man must occupy the driver to see the movements around site.
10. All drivers must ensure they activate Hand brake locking device before leaving their cab to work or use auto run if fitted.
11. Vehicles are fitted with hand brake locking devices and some have keyless running which must be used. This means the vehicle cannot be moved or stolen.
12. If there are any faults with these devices, they must be reported to your transport manager immediately.
13. When vehicle is parked in a safe location and not obstructing any access or pathways, start removing hoses off the side trays and laying them out across the floor to the cover. Do not lay these in an obstructing way (see risk assessment)
14. Connect hoses together to reach the location that needs waste/water removing.
15. Before lifting any manhole cover, make sure the area around is safe and corner open area off with cones
16. Once cover has been taken off, place hoses into pit and activate vacuum.
17. Once vacuum pump is activated and suction gauge initiates 20, open inlet value and pump out pit.
18. Do not smoke or create flame.
19. Do not attempt to tug or pull hoses whilst emptying a pit. Do not hold hose whilst vacuum tanker is sucking. The vibration could harm you.
20. Tanker should be monitored from the rear checking vacuum pressure gauges, emergency cut off should be close.
21. Drivers should monitor hydraulic oil drip bowls for the pump. Roughly a drip per second is normal. Any less and the pump will seize. You should stop the pump immediately if you notice interruption in the dripping.
22. Always make sure pedestrians or any other persons are not near the work area.
If a blockage occurs, do not wrestle with hoses. Turn off the inlet valve, this will allow any waste in the hose to fall back into the pit. Turn off vacuum pump and pull hose out of the pit. Unblock hose and once cleared, put hose back into pit and reactivate the pump and open inlet valve.
23. Regularly check the rear of the tanker making sure no persons are close to working area and the gauges are working correctly.
24. When pit is empty, open water inlet on tanker and pull out water hose from rear of tanker. Pull this out to reach the pit and wash down inside if needed and in reach.
25. Once hoses are out of the pit, whilst the vacuum pump is still running, purge hoses with water to ensure no mess and repeat this process several times if needed. Turn off vacuum pump once finished.

26. Disconnect the hoses from each other and pace back inside trays.
27. Place manhole cover back over pit, making sure it fits securely.
28. Get transfer note from inside cab to be signed by site manager or representative.

If the work cannot be carried out safely then the job must be completed, and you will need to ring the office.

Tanker driver needs to perform post job risk assessment starting with a visual inspection of the site and working area. If any new risks are identified, then the driver must not complete the job and contact the office.

Drivers must wear all suitable PPE. It is the responsibility of Extraction Services to make sure everyone obeys this procedure and to take care for safety of others.

Vehicles must be positioned with exhaust fumes and weather conditions in mind.

Cones or barriers to be put in place before work is carried out.

Make sure you can move your vehicle in case of an emergency.

Once all work has been completed, the customer/ representative will be asked to inspect the works carried out. The driver will show the quantity of waste removed instead of showing them the pit due to risks attached to this. The driver will show the gauge or side vessel and will have written the amount of water removed on the waste transfer note.

If additional works are required, then it must be reported to the office.

All accidents or injuries are to be reported straight away.

In case of accident or emergency contact 01933 448133

This document is instructions of completing the job required. You are required to read all this document along with our Risk Assessment and agree to all the areas and understand the content. If you do not understand or agree to any of these documents, you must not complete the task.

Signing this document confirms you understand and accept all the guidelines

Name of driver:

Signature:

Date: