

## Site Induction: Customers/Drivers

### Waste Disposal Services (WDS) Whitford Landfill Induction & Health, Safety and Environmental rules

#### 1. Health and Safety

- Driver must not approach plant
- **No children allowed on site, even in cabs**
- No use of cell phone
- **No smoking anywhere including in vehicles**
- Driver to stop at designated area before entering tip face and wait for spotters directions
- Driver **Must** not walk under suspended load/open tailgate
- Drivers only exit the vehicle if required and stay within arm's length of the vehicle
- Seat belt must be worn where fitted
- **Driver out of truck must have handbrake on**
- WDS reserve the right to refuse further access should an individual fail to follow basic requests by WDS staff

#### 2. Operating Hours:

- Monday to Friday: 7:30 am - 4:30 pm
- Saturdays: 7:30 am - 12:00 pm

#### 3. Drivers responsibilities

- **Do not smoke/ use electrical smoking** devices on site , or in vehicles
- All cleaning and securing of vehicle are drivers responsibility
- Threatening or abusive behaviour will not be tolerated and person will be asked to leave site
- Driver responsible for all occupants (occupants must stay in vehicle)
- Driver to comply with reasonable instructions from WDS staff
- When truck is stuck driver is to signal to spotter for assistance
- Drivers responsibility to attach towing strop to truck for recovery

#### 4. Person Protective Equipment

- **Minimum** PPE required when exiting vehicle (**hard hat, hi-vis vest and safety boots**)

#### 5. Restricted Areas

- Active tip face, flare site, leachate pond and pump shed and irrigation fields are restricted areas and only authorised persons have access to.

#### 6. Road Rules

- Standard road rules apply everywhere on site. Obey all road signs. If in doubt, give way. The maximum allowable speed on site is 30km/hr unless otherwise stated.
- Maximum 15km speed limit over weighbridge.



7. **Entry to the Landfill from Whitford-Maraetai Rd:** This area has been subject of truck roll overs, due to speed; please follow the following procedures when entering the landfill from the road
  - Signal early
  - Slow to at most 10kph - be prepared to stop
  - Ensure you have good visibility of on coming traffic
  - Do not try to beat oncoming traffic; be aware traffic from Clifton road.
8. **All Waste** is to go to the tip face, no littering.
9. **Wheel Wash:** The wheel wash must be used at any time when there is a possibility of tracking mud out onto the main road. Drive through at a very slow speed in order to maximise cleaning.
10. **Drinking Water:** Drinking water is only available outside smoko room (water fountain)

IF YOU SEE ANYTHING OF CONCERN OR A SAFETY RELATED HAZARD PLEASE INFORM  
SITE STAFF IMMEDIATELY

IF IT CAN'T BE DONE SAFELY – WE DON'T DO IT  
ALWAYS ASK IF UNSURE

**Thank you for following the site rules. Any violation to these rules may result in instant removal from site at Management's discretion.**

**Contacts: Whitford Weighbridge**

**Tel: 09 530 8774**



## **SITE EVACUATION PLAN**

### **Assembly areas:**

**Primary: Emergency Evacuation Point A : in front of the office**

**Alternate : Emergency Evacuation Point B : Fulton Hogan Quarry Car Park**

**The locations are marked by signage.**

### **SITE ALARMS**

Air Horn, Office Alarm, Shouted warnings, Site RT system. And by a vehicle driving around the site sounding the horn continuously, with headlights flashing. On the roof of the vehicle will be a flashing red light.

### **PROCEDURE**

- 1 Any person discovering a fire or incident must warn others nearby and contact management asap
- 2 On hearing or sighting any alarm, everyone must move to the assembly area as quickly and safely as possible. Make sure all equipment and suspended loads are made safe before leaving the work area.
- 3 Assist visitors, disabled persons to the evacuation point and warn all persons you pass.
- 4 Refer to the Evacuation Task List for responsibilities to perform, if required.
- 5 Move to Assembly Area A unless directed otherwise, If upon arrival at the assembly area it appears unsafe, advise the Emergency Controller Or Warden and move to Assembly Area B. On arrival at the Assembly Area, await further instructions.
- 6 Obey All instructions given by your Warden or Emergency Controller..

### **ALL CLEAR**

When it is safe to resume work, the All Clear will be given by The Emergency Controller or Emergency Services Staff. REMEMBER YOUR ALARM, KNOW YOUR ASSEMBY AREA, ALWAYS OBEY YOUR WARDEN

THE EMERGENCY CONTROLLER IS **JASON MONSON**



**Whitford Landfill Site Rules**

**Confirmation of Driver Induction to Site**

**NAME:** .....

**REGISTRATION NUMBER:** .....

**EMPLOYER:** .....

**I have read & understood the Whitford Landfill Induction and Site Rules For Customers and contractors of the Whitford Landfill and agree to comply with them.**

**SIGNED:** ..... **DATE:** .....

**Induction sticker issued: Yes / No**

**PPE Check List**

**All Tasks:**

<b>Required:</b>		<b>provided</b>	<b>By</b>
Hard Hat	<input type="checkbox"/>	<b>Customer</b>	
Safety Glasses	<input type="checkbox"/>	<b>Customer</b>	
Hi Viz clothing	<input type="checkbox"/>	<b>Customer</b>	
Safety Boots	<input type="checkbox"/>	<b>Customer</b>	

**Task dependant**

Gloves  **Customer**

(litter picking, manual tasks)

Wet weather gear  **Customer**

(if rain is threatening)

Contractors are expected to provide their own PPE. While WDS does stock a small number of spare PPE items, anyone who turns up without the correct PPE should expect that they will not be permitted to start work until they have the correct PPE, any such delays will not be at the expense of WDS.