

Section 1: Introduction

The success of Aggregate Industries is entirely dependent upon being able to meet the demands of its customers in providing the right material, at the right place, at the right time and in the required condition.

It is an absolute condition of your engagement that you adhere in detail to the following procedures and practices which are aimed at achieving the highest standards of personal safety & business efficiencies. If you are in any doubt, or have any concerns, please contact your TDG Regional Manager.

By way of confirming your agreement to comply with these Haulier Rules, you are required to sign, date and return the Acknowledgement of Receipt and Compliance Form located at the end of these Rules to your TDG Regional Manager.

Legal Obligations

As a haulage contractor you are obliged to maintain the following, where appropriate:

1. All Goods Vehicles availed to Aggregates Industries for the delivery of its products, howsoever engaged, are to be in a roadworthy & safe condition, in full compliance with Road Transport Legislation. The Department for Transport's Guide for Maintaining Roadworthiness Commercial Goods & Passenger Carrying Vehicles sets out the minimum standards required.
 2. A Goods Vehicle Operators Licence – Standard National.
 3. Valid Vehicle Excise Duty.
 4. A valid vocational driving licence, relevant to the vehicle type being operated.
 5. Motor vehicle insurance, adequate levels of Employers and Public liability insurance and Goods in Transit insurance as prescribed by Aggregate Industries and contained in your agreement with TDG.
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6. Any other legal requirement that may be required from time to time.

It is a condition of hire that these requirements are satisfied in full and the Company reserves the right at any time to refuse the engagement of a vehicle or driver if it is considered these conditions are not being met. In order to satisfy itself and to preserve your safety, Aggregate Industries and/or TDG reserve the right to audit haulier's compliance. In accepting a load, the Company assumes your agreement to abide with all aspects of the Hauliers Rules.

Provisions of Haulage Service

In the interests of customer service and efficiency of the business, all drivers are required to notify their respective despatch office/weighbridge/in-gate staff when a required mandatory driver's hour's break or planned interruption to a delivery will result in an allocated delivery being delayed.

The Conveyance Ticket is a legal document certifying, where appropriate, the nature and weight of the material carried and is also a receipt from the customer accepting the load. It is absolutely essential that the customer enters their appropriate details and signs the appropriate copy of the Conveyance Tickets, thereby transferring the information to the remaining self carbon copies. Haulier's are required to retain a copy of all Conveyance Tickets for the period of 24 months and to make these copies available to the Company upon request.

Under no circumstances is any vehicle carrying material of any nature permitted to leave site without obtaining the required Conveyance Ticket. All haulage operators and drivers are warned that alterations to any Aggregate Industries Conveyance Tickets, or any other act with the intent to defraud, perpetrated by the haulier, his agent, or any third party, will be treated with utmost seriousness and, if proven, will result in the Company immediately dispensing with the haulier's services and in certain circumstances, referring the matter to the civil authorities.

In respect of Conveyance Tickets, the haulier is responsible for:

- (a) Checking the completeness and the correctness of information at the time of issue, to include full delivery address, details of the product loaded, correct vehicle registration number and the time the load is to be delivered on site, if specified. The Haulier/Driver once satisfied then should sign the conveyance to acknowledge receipt of the load for delivery and that the details are correct
- (b) Punctual completion of the delivery in accordance with instructions given.
- (c) Obtaining the customer's printed name & signature **in the appropriate boxes** with regard to the acceptance of the load and agreement, where appropriate, in respect of Waiting Time. (To reduce the possibility of queries, the customer is to be respectfully requested to write his/her name in the appropriate space, or alternatively, the Haulier is to ask the name and enter the same in capitals). From time to time specific customers may also require the ticket to be stamped to ensure that only authorised staff sign for deliveries. **Ensure that nothing is written across barcode, and that ticket is kept clean and not folded.**
- (e) **The return of a copy of the ticket to the Batch Scan unit at Bardon Hill for processing, as required.**

The haulier is warned that any failure to comply with the above procedures, resulting in a customer's denial of receipt, or challenge of entries for Waiting Time, including signatures, might have the consequences of the Haulier being required to meet the costs incurred by the Company in respect of the subject load. For verification of miscellaneous charges incurred, the Company may request copies of tachograph discs, or when appropriate, copies of print outs from digital tachograph systems.

All haulier's are reminded that deliveries of Company products reflect a business arrangement solely between the Company and the customer. Unless authorised by the Company, hauliers are not to enter into private arrangements with the customer for personal reward or benefit of any kind. This particularly relates to the returning of surplus or rejected material to its originating source, as the product remains the property of the Company at all times.

Section 2: Hauliers' Cardinal Rules

All hauliers must note that failure to comply with any of the following Cardinal Rules may lead to sanctions being taken against an individual or company. Without liability, this could result in an individual or company being prohibited from entering a Company site. This could also lead to reconsideration of any contractual agreements that may exist.

1. No person shall undertake any unsafe act or work in unsafe conditions, regardless of the circumstances. Any injuries, unsafe acts or incidents occurring on our or customers sites must be reported to the site representative immediately.
2. The Company reserves the right to refuse the use of any vehicle or driver should the subject vehicle or driver fail in any way to comply with the requirements of Road Transport Legislation and Health & Safety.
3. For your personal safety, remain in the vehicle's cab as much as possible. If it is necessary to alight from the vehicle's cab, the following PPE shall be worn at all times:
 - High visibility clothing, to a minimum of Class 2 standard and from 1st Jan 2010 high visibility trousers.
 - Lace up ankle support safety footwear complying with BS EN 345 (**not rigger boots**)
 - A safety helmet complying with BS EN 397, fitted with chin straps.
 - From 1st Jan 2010 Safety eyewear/glasses
 - Suitable gloves
 - Site/business specific PPE may also be required
4. The travelling of vehicles on Company operations or on customer's sites with raised bodies or elevated fitted cranes is strictly forbidden, unless under the strict direction of a

banksman, or unless authorised by appropriate site management.

5. Any person driving a lorry within the site must be the holder of a valid licence to drive that particular class of vehicle.
6. All site signs and instructions (e.g. speed limits, traffic demarcation, one way systems and blasting warnings) must be strictly adhered to.
7. In the interests of personal safety, the conveyance of all passengers not related to any work function and pets are forbidden at all times when engaged in support of the Company's business. The approval of work related passengers must be granted by the Company.
8. All loads must be adequately secured by means other than by physical weight using the facilities provided **before** the vehicle travels onto a public highway. Section 100 of The Road Vehicles (Construction & Use) Regulations 1986, refer.
9. Whilst on Company business, drivers must wear full length trousers.
10. Mobile Telephones and CB Radios will only be used in accordance with British Law and Local site safety rules.
11. Seat belts and lap belts where fitted will be worn at all times.
12. When leaving your cab always take the keys out of the ignition, (except where necessary for discharging the load) and keep in your possession.
13. Where an Induction/EPIC Passport has been awarded please ensure that this is kept on your person at all times whilst on Company business.

Section 3: General Rules for Hauliers

Conduct

1. When engaged on behalf of Aggregate Industries, you act as an ambassador for the Company. Please, at all times, conduct yourself in a civil and courteous manner. In addition, you are requested to minimise noise, particularly when travelling empty, in built up areas, early morning or late at night. Avoid unnecessary running of the engine.
2. When travelling on the public highway, all drivers must observe the Highway Code and drive in a safe and courteous manner. Lorries must avoid travelling in convoys and must always give consideration to vehicles wishing to overtake. Vehicle mounted cranes should always be strapped to the lorry bed or secured to product.
3. Where possible, vehicles shall not queue on the public highway outside Company or customer site entrances prior to the site being open. Entry onto sites outside of approved planning hours and violation of local LGV routing restrictions and planning obligations is strictly forbidden.
4. Wherever possible the Company will only use drivers who have received an AI induction (or have an EPIC or similar passport) to make deliveries on their behalf. The Company reserves the right to check the drivers understanding of site/loading/unloading procedures.

Company and customer sites

1. Unless authorised in advance, when entering a Company or customer's site all drivers must report to the weighbridge, in-gate office or site representative for instructions.
2. All drivers must remain vigilant at all times and give priority to laden vehicles as well as being aware of other vehicle/machine movements around the site. Driving over areas restricted for pedestrians or areas of demarcation is forbidden and local traffic management systems must be followed at all times.
3. Designated parking areas must be used where provided and parking should be undertaken in a manner that minimises reversing and maximises use of the space available.
4. Semi trailers being deposited for overnight or advance loading under local shunt arrangements are to be parked only in authorised parking areas and in such a fashion as to cause no disruption or inconvenience to other passing traffic or the loading of vehicles.
5. Before leaving a vehicle, ensure it is parked safely and the parking brake is correctly applied and, if appropriate, the engine turned off. Except where specific site rules state, the ignition keys must be removed and retained at all times.
6. Never leave a lorry unattended in an area that may be trafficked by mobile plant or other vehicles, unless specifically designed for that purpose
7. Never walk within the operating area of any mobile plant.
8. Never drive or park within the operating area of any item of mobile plant for any reason other than being loaded. Only approach the loader once your presence has been physically acknowledged. Drivers must minimise time out of the vehicle's cab whilst being loaded.
9. The use of Company locations by Hauliers, as approved Goods Vehicles Operating Centres, with overnight parking, is only permitted with the written approval of the Company.
10. With the exception of routine vehicle safety checks, no planned maintenance is to be carried out on vehicles whilst within the site boundary. Only in the event of an emergency may repairs be effected but only with the explicit permission from the local management. The use of outside agencies must be covered by a method statement.
11. If authorised repairs are to be effected, safe working practices by qualified individuals must be employed. On no account is any work be carried out on a

vehicle whilst the body is raised above its rest position, unless the body is propped using a suitable prop.

12. Any waste produced as a result of maintenance activities must be disposed of in accordance with the Company procedures, having first obtained authorisation from the site representative. All litter must be consigned to appropriate receptacles.
13. Vehicles leaking oil or diesel will not be allowed on site. Any occasion of oil spillage must be reported to site personnel immediately and if possible, prevent further spillage from spreading.
14. The washing off of vehicles without permission or in non-designated areas is forbidden.
15. Whenever requested, the driver is required to provide evidence of having received these AI Rules, and being inducted.

Loading / Unloading

1. Loading of vehicles will not commence until evidence of having read the relevant Site Safety Rules is produced. Copies are available at all sites.
2. Whilst your vehicle is being loaded, instructions from the loaders are to be followed in every respect.
3. Self-loading (and Self-unloading) is permissible only when instructed by Company personnel to do so and only by suitably qualified crane operators working within a clearly designated area, restricted to cranes fitted with elevated platforms/chairs or remote control and **not** floor-mounted controls. All vehicle mounted cranes must have current certification, with all operations complying fully with HSE current lifting operations and lifting equipment regulations.
4. When unloading products on a customer's site, it must be discharged and stacked safely and must only be deposited onto surfaces that are capable of bearing the load, where no risk of contamination exists and at ground level.
5. No persons should put themselves or others at risk by standing in the vicinity of the vehicle, behind the cab or on the deck of a trailer when any form of loading is taking place.
6. Instructions received from loaders regarding the use and placement of load bearers and pallets are to be adhered to.
7. Whilst loading is occurring, the driver must place himself away from the loading equipment in a safe position (this may be in a designated safe area or in the cab of the vehicle dependent on the site)

REMEMBER

- The vehicle driver retains full responsibility for load safety and security. Loader will rearrange any load as required.
- Take extra care in wet or icy conditions.
- Loading of semi trailers has inherent risks of injury from slipping, tripping and falling. Take care at all times.
- Shelter the vehicle as much as possible in strong winds.
- Straps can break – do not lean back when pulling.
- Mudguards and wheels are not steps.
- Never climb over the tailboard or sides – always use the ladder and handles if available.
- Never return to ground level by jumping from the vehicle.
- Working at height should be kept to a minimum. Where it is necessary access and egress to the body of ancillary equipment must be via an approved route using three points of contact.
- Avoid walking on the load but if it is necessary ensure that the load will take your weight, stay away from the edges and be aware of slip and trip hazards. Never jump down; leave using the approved route and always keep three points of contact.
- Take care in adverse weather conditions and poor lighting.

Equipment and vehicles

1. The Company reserves the right to check the tare weight of a vehicle at any time.
2. Curtain-sided vehicles must have the curtains secured or tied back when travelling on all sites with the curtains open.
3. The load compartments of vehicles must be of sound condition and capable of securely retaining any load consigned.
4. Where fitted, ladders are to be used when ascending or descending from the vehicle's load compartment maintaining 3 points of contact at all times.
5. The drivers of all vehicles must ensure that the bed of the vehicle is checked and cleaned as necessary to obviate the risk of contamination when loading. All cleaning must be undertaken in accordance with local unit and Company policies.
6. Where fitted, all crane equipment must be lowered and secured to the rest position before moving off (including for movements on site). Whilst discharging, vehicle stabilisation systems, such as hydraulic legs, are to be used, unless advised to the contrary.
7. All vehicle-mounted cranes and operators must have current certification, with all operations complying fully with HSE current lifting operations and lifting equipment regulations. Drivers of crane equipped vehicles must retain their respective licences with them at all times, to be produced whenever requested. A check that these stabiliser legs have been stowed away correctly and locked should be made prior to driving off.
8. Appropriate audible reversing alarms shall be fitted to all vehicles in excess of 3.5 tonnes engaged by the Company.
9. Regularly check the condition and serviceability of straps, sheets and nets. Replace worn, frayed or ripped items without delay.
10. All vehicles that carry out highway deliveries must have a working mounted flashing orange beacon.

Securing Loads

- 1) All loads must be adequately secured by means other than by physical weight using the facilities provided **before** the vehicle travels onto a public highway. Section 100 of The Road Vehicles (Construction & Use) Regulations 1986, refer.
 - 2) The driver must be fully conversant with all aspects relating to the safe loading of the vehicle, in particular with the following:
 - a) Safe movement of curtains including during inclement weather.
 - b) Parking of tautliner centre posts.
 - c) Safe operation of tautliner straps.
 - d) The safe strapping, netting and sheeting of loads, including during inclement weather.
 - 3) The use of ropes for securing products is expressly forbidden.
 - 4) When securing the vehicle's load, the vehicle is to be parked on level ground, within the designated sheeting/netting area if available, and safe from passing traffic and pedestrians, observing, where appropriate, the following:
 - a) Stop engine, remove ignition keys and retain at all times. Ensure parking brake is on.
 - b) Driver to remain aware of the risks of falls and trips from the deck of vehicle.
 - c) Wear PPE and suitable gloves.
 - d) Check condition of securing equipment straps, nets and sheets, etc.
 - e) Visually check load for irregularities that could cause a trip.
 - f) Always ensure that all straps are free from frays and risk of snapping whilst in use.
 - g) Look out for pedestrians or vehicles when throwing straps over loads.
 - h) Make sure there are sufficient straps, sheets, nets, etc. to secure the load fully.
 - i) Fasten any excess strap to the load to avoid trailing rope.
 - j) Consider whether or not the method of securing load is sufficient.
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- k) Check tension of the method used for securing the load at intervals during transit to maintain tension.
- l) Be aware that loads may become unstable or move during transit.
- m) Hauliers/Drivers should have carried out appropriate risk assessments and safe systems of work for vehicles, crane operation, netting, sheeting etc.. These must be available on request and show that the driver has received training on good practice and safe systems, understanding all inherent risks.

Coupling and uncoupling

1. This activity will only be allowed, with the written approval of site management, and upon receipt of a current and specific Risk Assessment and Method Statement. These must be strictly adhered to and must ensure;-
 - a. that everyone involved in coupling or uncoupling is aware of safety procedures applicable to their type of vehicle
 - b. that everyone involved has been trained for coupling and uncoupling operations
 - c. That the working area being used to undertake this work is sufficiently firm, level illuminated and drained for the operations intended , and free from obstructions and risks of slips, trips and falls
 - d. sufficient wheel stops and chocks are available and are utilised if required
 - e. vehicle keys are removed and kept and controlled within a secure system
 - f. safe access to fifth wheel and areas where other connections require to be made

DRUGS AND ALCOHOL POLICY
For HIRED HAULIERS and NON AGGREGATE INDUSTRIES
EMPLOYED DRIVERS.

1.0 Policy Statement

- 1.1 Aggregate Industries UK Limited is concerned with the general welfare and health of all its hauliers and contractors and is committed to ensuring the highest possible safety standards in all of its operations.
- 1.2 As a responsible business we have a specific statutory responsibility towards Employees, contractors, visitors and members of the public working on the Company's premises, or working on behalf of the Company off or on Company premises.

2.0 Definitions

- 2.1 Substances – Includes but is not limited to alcohol, drugs and solvents.
 - 2.2 Alcohol – includes, but is not limited to distilled spirits, liquor, beer, wine, malt liquor, or any other intoxicants used for beverage purposes.
 - 2.3 Drugs – any psychoactive substance (those drugs that affect mood, thought process or perception), available both legally and illegally. A non-exhaustive list would include all those drugs covered by the Misuse of Drugs Act (1971) and The Medicines Act (1968).
 - 2.4 Illegal Drugs – all those drugs covered by the Misuse of Drugs Act (1971).
 - 2.5 Dependency/Addiction- where the user has adapted physically and/or psychologically to the
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- presence of a substance and would suffer if it were withdrawn abruptly.
- 2.6 Company Premises – to include all premises the Company has responsibility for.
- 2.7 Impaired/Intoxicated – (Alcohol) In terms of this policy, any person who has Breath Alcohol Concentration that exceeds 13microgrammes per 100 millilitres of breath or equivalent in Blood Alcohol Concentration, (to be confirmed by an appropriate test) is deemed to be intoxicated and therefore impaired.
- 2.8 Impaired - (Drugs) In terms of this policy, any person found to have consumed illegal drugs or used drugs in an unsanctioned or unreported way (to be confirmed by an appropriate test) is deemed to be impaired through drugs.
- 2.9 Misuse (of substances) – this applies to using substances in an unsanctioned way. For example any illegal drug use, or using drugs for non-medical purposes without proper direction to do so from an appropriately qualified person such as a medical doctor or pharmacist. It also applies to substances that are harmful or hazardous to the individual or to others and is likely to distort perception and response to the users' environment and can impair normal functioning and development.

3.0 Aim of the Policy

The aim of this Policy is to create a safe working environment for all and one that is conducive to efficiency and high standards of excellence which reduces the risk of drug and alcohol misuse and abuse in so far as it impairs an LGV Drivers performance and judgment in the workplace.

4.0 Objectives of the Policy

4.1 The objectives of this Policy are as follows:-

- To communicate that the Company views excessive alcohol consumption or drug misuse/abuse as unacceptable.
- To clarify the responsibilities of all Haulage Contractors with regard to preventing alcohol or drug misuse/abuse.
- To clarify and advise haulage companies in how to effectively address alcohol and drugs issues at work.
- To raise everyone's awareness of the problems of alcohol and drug misuse/abuse.
- To communicate the circumstances in which the Company will require Haulage Contractors to be tested for drugs and alcohol consumption.

5.0 Scope

- 5.1 The Policy is designed to prevent the inappropriate use and presence, of alcohol in excess 13mcg/100ml Breath Alcohol Concentration and to prevent the use of illegal drugs and their presence, as defined in the current Misuse of Drugs Act 1971.
- 5.2 For the purposes of this Policy, alcohol/drug misuse/abuse is defined as any situation in which a person's consumption of alcohol/drugs or other intoxicants, whether continuously or in isolation, is in excess of legal limits, contravenes legislation or in any way detrimentally affects the work performance or health and safety of any persons.
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- 5.3 Inappropriate use - Such misuse may affect the mental dexterity and/or physical abilities of any driver, e.g. co-ordination, reaction time, judgment, etc and become a cause for concern when this affects performance, health and safety, and/or the Company's image to its customers.
- 5.4 The Policy does not apply to the taking of drugs prescribed by a registered medical practitioner, except where this can affect a drivers abilities/judgments.
- 5.5 Because of the serious nature of the problems connected with the misuse/abuse of alcohol and illegal drugs and the impact which the misuse of such substances has on health, work performance and safety, the Company initiates work place screening for alcohol and drugs.
- 5.6 Aggregate Industries will review these rules from time to time (including the acceptable limit for alcohol in the bloodstream regardless of any prevailing legal limit in place under any current legal legislation) and may extend them, if necessary.

6.0 Hauliers responsibilities and Rules

Hauliers/Drivers must:-

- 6.1 Never bring to work, consume, possess or sell illegal drugs or other intoxicants on Company premises or during working hours (this includes the possession of cigarettes for sale).
- 6.2 Not operate for the Company, with alcohol in their body in excess of 13mcg/100ml Breath Alcohol Concentration even if that alcohol was consumed the previous day.
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- 6.3 Not enter Company or the Companies Customers premises, with illegal drugs present in their body (as defined in the current Misuse of Drugs legislation).
- 6.4 Notify a Company representative before starting work, if they are taking medication which may affect their ability to drive/perform their work.
- 6.5 Render themselves and their property on Company premises liable to search at any time, if there are reasonable grounds to believe that the prohibition of substances is being, or has been infringed. If they refuse, they are liable for expulsion from our sites and the termination of any contract to supply services.
- 6.6 Participate in individual screening for intoxicating substances, adulterants and/or alcohol (this would involve providing a breath, urine sample or other appropriate means for laboratory analysis, to measure consumption of alcohol or drugs).
- 6.7 Participate in individual screening for intoxicating substances and/or alcohol following any involvement in or association with a lost time incident or other Riddor reportable incident eg a reportable dangerous occurrence as soon as practicable after the incident.

Hauliers and Drivers must also understand and observe the following:-

- 6.8 Screening will be undertaken by trained Collectors and to the standards of screening known as the "Chain of Custody". This ensures that samples travel in a secure manner from Contractors to a laboratory and, all the way through the analysis process, including the reporting of results. In
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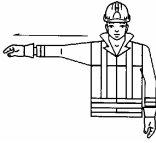
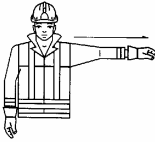


addition, the screening process checks for additions or substitutions in the samples given by Hauliers and Drivers, which, if detected, will result in gross sanctions.

- 6.9 If a haulier/driver refuses to undertake a screening test, they will be given a short period of time i.e. ten minutes to re-consider and advised that continued refusal may lead to expulsion and the Company will be forced to make any decision to whether a contractor is in breach of his contract without the evidence of test results.

For the purposes of this Policy a 'positive' result will be:-

1. Consumption of alcohol – where breath, urine or other reading is in excess of the limit set out by the Company.
2. Evidence of the presence of prohibited illegal drugs.
3. The Company may inform the Police of any suspicions it may have with regard to the use of controlled drugs by any Employee on our premises.
4. If the laboratory results prove 'negative', the relevant Manager will be informed, who will in turn inform the Driver/Haulier. However, the Company may still use the procedure to address the performance or conduct issue that was initially suspected of being related to the use of alcohol, illegal drugs or other intoxicants.
5. All must co-operate fully in any investigation involving alcohol, drugs or other substance issues in the Company's workplace and understand that any breach of these rules and responsibilities will normally be treated as Breach of contract.

BANKSMAN'S SIGNALS

 <p>MOVE TOWARDS (the signalman)</p> <p>Both arms are bent with the palms facing upwards, and the forearms make slow movements towards the body</p>	 <p>HORIZONTAL DISTANCE</p> <p>The hands indicate the relevant distance.</p>	 <p>MOVE AWAY (from the signalman)</p> <p>Both arms are bent with the palms facing downwards, and the forearms make slow movements away from the body.</p>
 <p>RIGHT (to the signalman's)</p> <p>The right arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the right.</p>	 <p>LEFT (to the signalman's)</p> <p>The left arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the left.</p>	 <p>STOP (Interruption End of movement)</p> <p>The right arm points upwards with the palm facing forwards.</p>
 <p>DANGER (Emergency Stop)</p> <p>Both palms point upwards with the palms facing forwards.</p>		