

## Health and safety

### Code of practice

# Large goods vehicle parking

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## 1 Scope and application

This Code or Practice specifies the minimum standard that shall be applied to all designated areas on Tata Steel Europe sites where large good vehicles (LGVs) are parked and the driver exits the cab. Such areas include:

- trailer parks;
- truck parks;
- loading bays.

The purpose of this Code of Practice is to minimise the risk of vehicle rollaway.

## 2 Roles and responsibilities

Tata Steel Europe sites must establish ownership of all areas designated for the purpose of parking large goods vehicles. The owners of the designated areas must undertake risk assessments of the areas with due consideration for the operations that are undertaken in those areas. The risk assessments should consider, but not be limited to:

- ground conditions (suitability for parking LGVs and trailers), and the provision of safe access for pedestrians;
- gradients of slopes;
- lighting levels.

Owners shall be responsible for ensuring that the large goods vehicle parking areas meet, and are maintained to, the standards specified in this Code of Practice.

## 3 General requirements

- Where ground conditions allow, parking areas must have safe pedestrian access clearly marked between vehicle parking bays.
- Gradients of LGV parking areas must be determined. Parking bays with gradients steeper than 1 in 100 must be fitted with ground chocks to prevent the vehicle rolling if the driver fails to apply the park brakes.
- Signage must be erected to instruct drivers to apply cab handbrakes when the vehicle is stationary, and to apply trailer park brakes if the trailer is uncoupled from the tractor unit.
- LGVs shall have handbrake alarms fitted in the cab (see Section 7).
- All uncoupled trailers must have their park brakes applied.
- Spot checks and audits must be undertaken to ensure compliance with the above points.

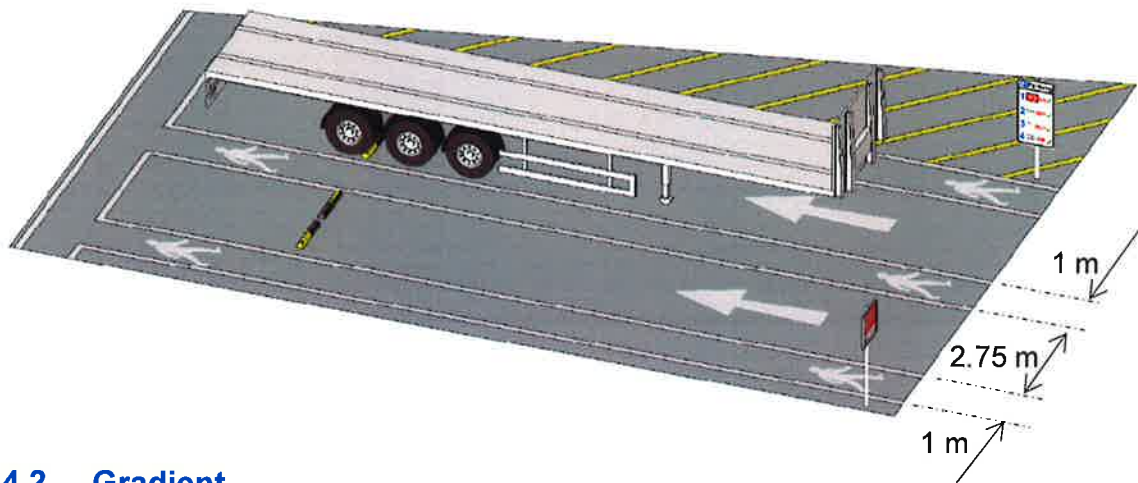
## 4 Parking bay layout

Parking bays shall, ideally, be laid out to permit drive-in drive-out to avoid reversing. If this is not possible there must be a safe area at the rear of the bay to avoid trapping.

### 4.1 Safe access

Parking bays must be a minimum of 2.75 metres in width, bounded both sides by walkways no less than 1 metre in width.

Where ground conditions allow, walkways must be clearly marked.

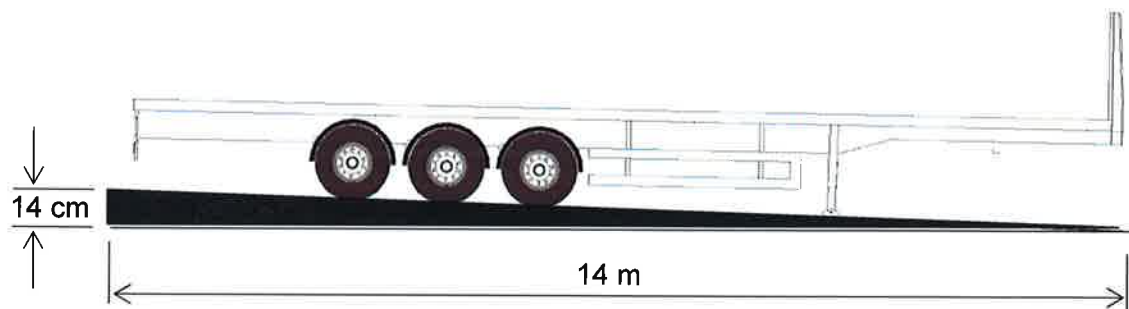


### 4.2 Gradient

The maximum recommended gradient for an LGV parking bay is 1 in 100 (1%), as illustrated below.

Ground chocks must be fitted if the gradient of the parking bays exceeds 1 in 100.

Parking bays should be arranged across gradients where possible to reduce the gradient in the direction of travel to less than 1 in 100.

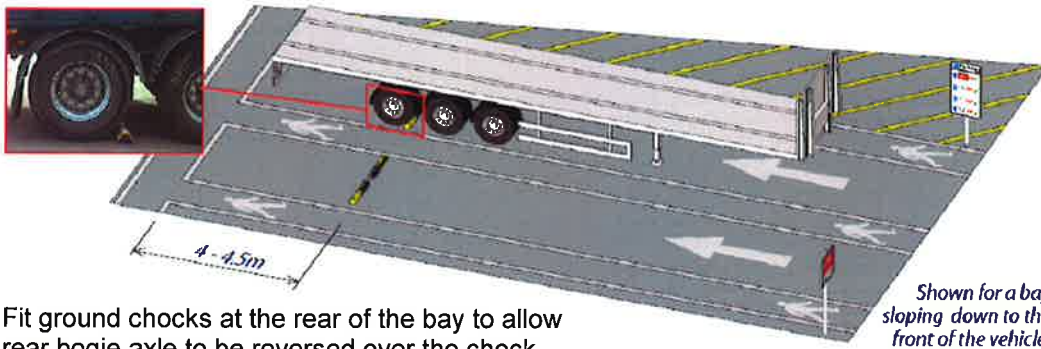


Gradients of parking bays must be determined. Surveys should be conducted by theodolite or by checking using self levelling lasers and tape measures.

## 5 Ground chocks (to be fitted if gradient is steeper than 1:100)

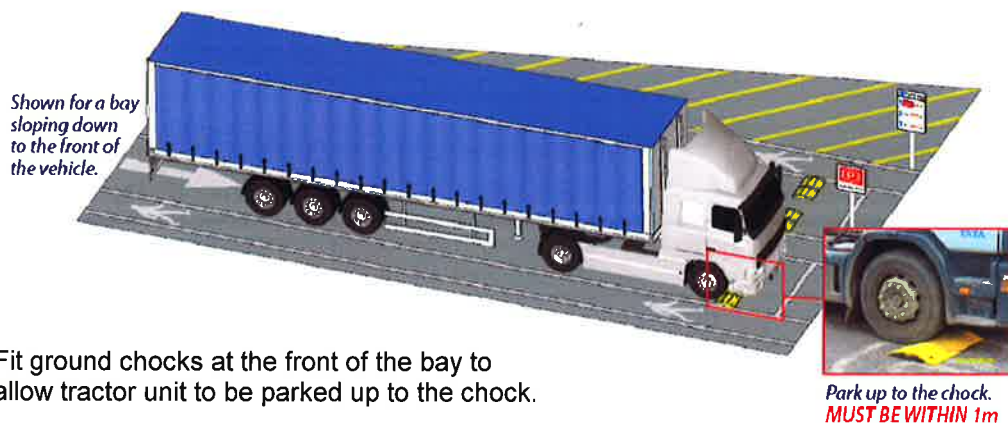
Where the gradient of a parking bay exceeds 1:100 i.e. there is a risk of the vehicle rolling if the park brake is not applied, ground chocks must be fitted. The type and position of the chocks will vary depending on the parking area. Some suggestions are shown below.

### 5.1 Trailer parks (locations where trailers are uncoupled from the tractor unit)



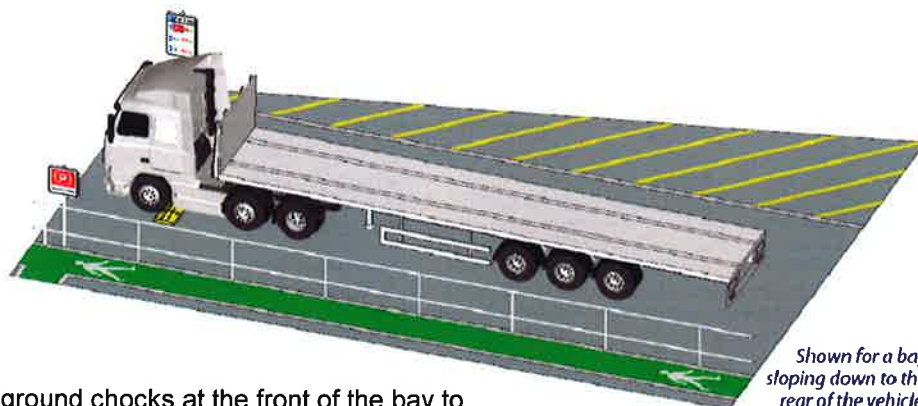
Fit ground chocks at the rear of the bay to allow rear bogie axle to be reversed over the chock.

### 5.2 Truck parks (locations where trailers are NOT uncoupled from the tractor unit)



Fit ground chocks at the front of the bay to allow tractor unit to be parked up to the chock.

### 5.3 Loading bays



Fit ground chocks at the front of the bay to allow tractor unit to be parked over the chock.



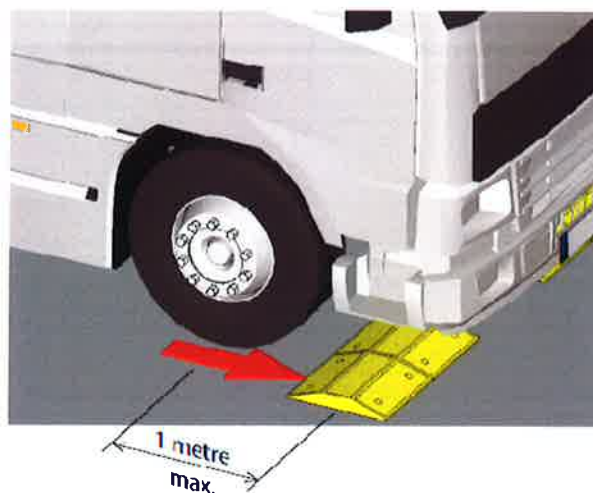
## 5.4 Chock position and size

### 5.4.1 1 metre rule

Where ground chocks are fitted to parking bays, the vehicle's wheels should be parked up to the chock.

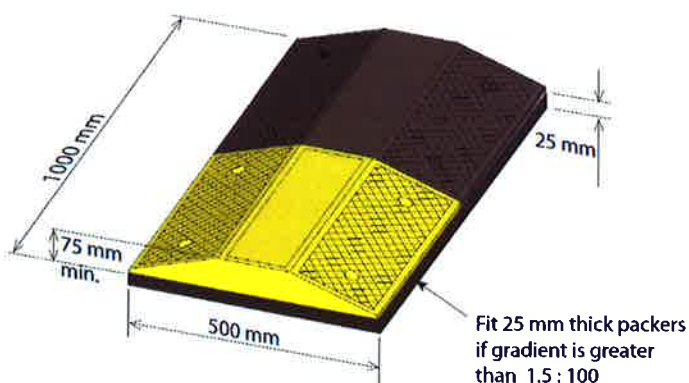
A fully laden rollaway LGV will be stopped by a 75 mm high ground chock if the wheels are within 1 metre of the chock centre line.

Drivers must therefore never park more than 1 metre from the chocks. Spot checks should be undertaken to ensure this rule is complied with.

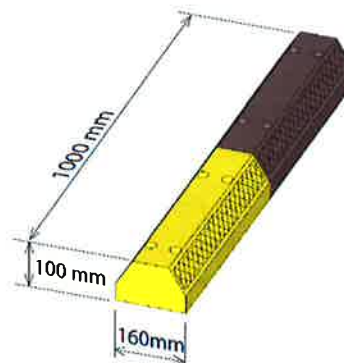


### 5.4.2 Minimum sizes

Wheel stops / ground chocks should be a minimum height of 75 mm and 1000 mm wide per side. Different types can be used depending on the location and required use:



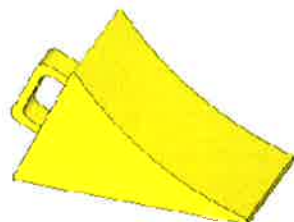
*Driver-over ground chocks / humps. Suitable for either forward parking or reverse-over trailer chocks.*



*Only suitable for reverse-over trailer wheel stops.*

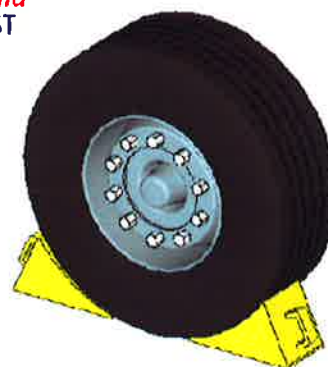


Where it is impossible to fix permanent ground chocks, **and the gradient is above 1:100**, individual wheel chocks **MUST** be used:



*Individual wheel chocks*

**Note:**  
*Individual wheel chocks are required on both sides of the vehicle.*



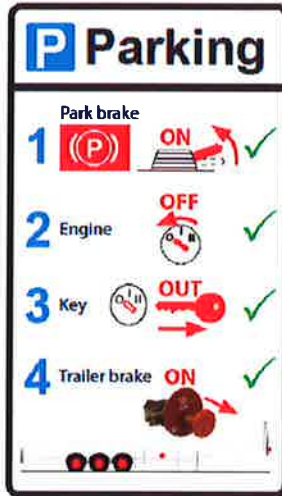
## 6 Signage

Signs must be posted in appropriate areas to remind / instruct drivers to apply the tractor unit park brake, turn the engine off and remove the key before exiting the cab; and, to apply the trailer park brake before uncoupling the tractor unit from the trailer.

Use the appropriate signs from the selection below:



*Truck park or loading bay sign  
800 x 1000 mm*



*Trailer park sign  
800 x 1400 mm*



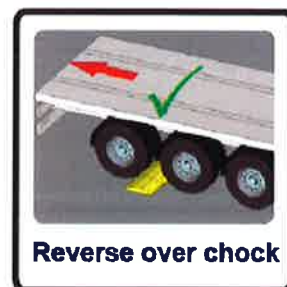
*Gradient > 1:100  
800 mm wide*



*General parking sign  
800 x 800 mm*



*Apply park brake sign  
800 x 800 mm*



*Trailer park fitted with ground chocks  
800 x 800 mm*



*Truck park or loading bay  
sloping down at front of bay  
fitted with ground chocks  
800 x 800 mm*



*Truck park or loading bay  
sloping down at rear of bay  
fitted with ground chocks  
800 x 800 mm*



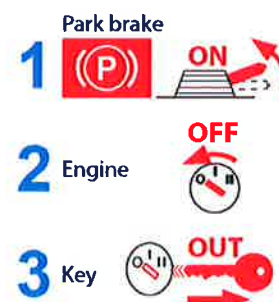
*Parking areas with slope exceeding  
1:100, with no fixed ground chocks  
800 x 800 mm*

## 7 Park brakes

### 7.1 Tractor unit handbrake and warning alarms

Before exiting the vehicle cab, the driver must always:

1. apply the tractor unit handbrake;
2. switch off the engine;
3. remove the ignition keys.



#### 7.1.1 Tractor unit handbrake alarms

All LGV tractor units used on TSE sites must be fitted with handbrake alarms to warn the driver if the tractor unit park brake has not been applied before exiting the cab (irrespective of ignition status). The only exception is if the vehicle is fitted with an automatic handbrake that is applied irrespective of ignition status. The date for compliance with the handbrake alarm requirement is to be determined by each site but will not extend beyond the end of 2017.

The minimum requirement for transient vehicles is the manufacturers' fitted handbrake alarm. Vehicles permanently on Tata Steel sites shall be fitted with handbrake alarms to the specification shown below.

#### 7.1.2 Tata Steel specification for cab handbrake alarms

- The alarm must operate regardless of ignition key state.
- The alarm must sound if the handbrake is OFF and the driver door is opened. Activation if the passenger door is opened recommended but not mandatory.
- The internal alarm sounder must be a minimum 90dB.
- The alarm must be clearly audible outside the vehicle. In practice this will normally require an external sounder.
- It is recommended that the alarm is easily distinguishable from other alarms e.g. a voice command to apply the handbrake rather than a bleep or a buzzer.
- The only action to stop the alarm sounding must be to put the handbrake ON.

### 7.2 Trailer park brakes

Trailer park brakes must be applied on all uncoupled trailers. Disconnecting the red air line does not automatically engage the trailer park brake. The trailer park brake must be activated separately. The trailer park brake is a simple push / pull button, typically located at the trailer headboard or on the trailer chassis.







### 7.3 Monitoring compliance of park brake application

Tata Steel and managing contractors must conduct regular checks to ensure compliance with handbrake alarms and the application of tractor / trailer park brakes.

## 8 Trailer coupling and uncoupling procedures



To eliminate the risk of vehicle rollaway, and to ensure the safe coupling and uncoupling of LGV trailers from tractor units, the following procedures must be adopted.

### 8.1 Coupling procedure

1. Slowly reverse the tractor unit towards the trailer in a straight line. STOP when the 5th wheel is level with the front of the trailer.
2. Apply tractor unit parking brake , turn off the ignition and remove the key.
3. Check the trailer park brake is applied.  **ON**
4. Check height of trailer coupling relative to 5th wheel. Adjust unit suspension height or trailer leg height as necessary.
5. Slowly reverse tractor unit under the trailer until the 5th wheel jaws engage.
6. Carry out 2 good 'pull tests' to ensure jaws are properly engaged.
7. Apply tractor unit parking brake , turn off ignition and remove the key.
8. Visually check that the 5th wheel jaws have engaged the king pin correctly and that the release handle is in the 'locked' position. Fit the security dog clip.
9. Connect the service airline (yellow) and electrical connections.
10. Connect the emergency airline (red) and watch for any unexpected movement.  
*Note: If the trailer moves, immediately disconnect the emergency airline (red) and check that the tractor unit handbrake has been applied.*
11. Wind up the trailer legs and stow the handle.
12. Finally, release the trailer park brake.  **OFF**

*Note: On releasing the trailer park brake, wait a few seconds, if the vehicle moves, immediately pull trailer park brake back on and check that the tractor unit handbrake has been applied.*

### 8.2 Uncoupling procedure

1. Apply tractor unit parking brake , turn off the ignition and remove the key.
2. Apply the trailer park brake.  **ON**
3. Lower the landing legs until they are in contact with the ground.
4. Disconnect air and electrical lines and stow them so that water and dirt cannot enter the connections.
5. Remove the security dog clip then pull the release handle to disengage the 5th wheel jaws.
6. Slowly pull out from under the trailer, checking in vehicle mirrors that the trailer settles safely on its landing legs.