

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009

Transport of Radioactive Materials - 'Excepted' & 'Type A' Packages

UNIVERSITY OF CAMBRIDGE - DRIVERS DUTIES

Check that the package(s) are labelled, secure and undamaged, and check that a completed consignor's certificate/transport document is supplied and that the information on it agrees with the labelling of the packages.

Stowage of Goods

Load the vehicle and stow the packages securely. Within the University our policy is that we do not normally carry mixed loads of radioactive and non-radioactive item, unless this has previously been agreed with your manager for a specific journey.

Placards and Notices

For 'Type A' packages ensure that the correct placards are displayed on both sides and the rear of the vehicle and that the fireproof sign is securely displayed internally in the vehicle. Placards and a fireproof sign are not required when transporting excepted packages only. If unsure of these requirements do not transport the packages until you have resolved this matter with the consignor or your manager.

Safety Equipment

Check that the vehicle has the required safety equipment as specified by your manager. This would normally be:

2 x 2 kg dry powder fire extinguishers (tested and certificated annually)

One suitably sized wheel chock

Two self-standing warning triangles

Eye wash solution

Each member of the crew should be provided with:

A high visibility jacket (to standard EN 471)

A torch (in working order)

Protective gloves as specified by your manager

Protective goggles as specified by your manager

A copy of the driver training (radioactive substances) course certificate.

Carry out and record the required vehicle safety checks, at the specified intervals, as set out in the vehicle log sheet.

Operating the Vehicle

Do not carry passengers unless specifically authorised by your manager. Passengers should travel next to the driver. Operate the vehicle in a correct manner. Always take the most direct route unless otherwise directed by your manager. Do not leave the vehicle unattended without good cause. Lock the vehicle (including the goods stowage compartment) when unattended. As far as practicable, always keep the unattended vehicle within your sight.

Delivery

If it is impossible to deliver the package for any reason, inform the consignor and seek advice. It may be necessary to return the package. On delivery, obtain signature and name of the named consignee or other authorised person – if you have doubts regarding this contact the consignor or your manager.

Minor incidents or breakdowns

A minor accident is one in which no one is injured, and the radioactive packages are clearly undamaged. Inform your manager, and should delivery be delayed inform the consignor as soon as possible.

Telephone numbers:

Consigning Department: 01223... (see transport document)

University Safety Office: 01223 333301

University Security Control Centre emergency number: 01223 767444 (or 101 on network)

For Emergencies, see the reverse of this card (this is the Safety Office driver instructions so please check applicable to your department)

ACCIDENT OR BREAKDOWN ON THE ROAD – VEHICLE RECOVERY

If the vehicle needs to be recovered to a repair facility, and radioactive material is contained in the vehicle, the recovery should first be to the High Cross Site, to allow unloading, and then to the repair facility. In case of difficulty contact RPS or RPA for further assistance at the earliest opportunity.

Advice from Zurich Insurance

If your vehicle is involved in an accident:
Remain calm and when / where safe stop
Do not admit liability
Call the appropriate emergency services if required
Obtain details of the third party involved and their insurer
Obtain names and addresses of any witnesses
Take photos where appropriate and safe to do so
Provide below telephone number to the third party
Report the incident to 0800 916 8872
Contact your fleet manager/supervisor/insurance department if appropriate

After the incident

Early notification reduces claims costs, please let us know about the claim as soon as possible.

If you are clearly at fault for an incident we will make early contact with the third party and offer to arrange repair of their vehicle and assess whether they require a hire car. In this way, claims costs are reduced and the effects of the incident minimised.

Breakdown and Recovery

The Safety Office has an account with Manchetts breakdown and recovery that has been set up to cover the van in the event of breakdown.

The 24 hour control room contact number is 01638 744 528

Manchetts Rescue & Recovery

Burwell Cambs , Waterbeach Cambs & Ingham Suffolk.

Head Office: Broads Road Burwell Cambs CB25 0BQ