

SSOW WD01 - Safe System Of Work: General Requirements – Waste Disposal

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1. Activity

This Safe System of Work covers all generic tasks carried out by the Waste Disposal Service. It sets out underlying arrangements for safety and is supplemented by Safe Systems of Work on specific tasks.

2. Persons at Risk

Management, technical and administrative staff
Drivers
Operatives
Contractors
Public (especially children, persons visually / hearing impaired)

3. Hazards

Illness caused by poor hygiene or inadequate welfare facilities
Contact with moving vehicle
Contact with Lifting, Tipping and Compaction Equipment
Falls
Fire
Electric Shock or Electrocutation
Hazardous Substances
Manual Handling
Display Screen Equipment
Inclement weather, ice, snow, rain, fog
Darkness during winter months
Parked vehicles
Other vehicles
Medication, alcohol and drugs
Stress
Cigarette smoke
Vermin

4. Procedures

a) General Operating Requirements:

- All records must be available for inspection by authorised employees of B&NES, an Inspector from the Environment Agency or an officer of the Health and Safety Executive
- B&NES will provide all tools to be used on site. Unauthorised tools may be not be maintained appropriately or be fit for purpose.
- Hours of opening shall only be those permitted by the Site Permit and indicated by the Facility Permit Board situated at the public access of the facility.
- At the end of the working day staff shall fully inspect the waste disposal facilities to ensure that all members of the public, visitors and contractors have left the site and that the site is made secure against unauthorised access.

b) Welfare Facilities

- Employees will have access to toilets, washing, kitchen and rest room facilities at the location at which they are based
- Kitchen facilities will include kettle and microwave oven. Drinking water will be available.
- Rest room facilities will include table & chairs. Rest room and locker room areas are heated to assist the drying of wet clothes and to provide proper storage for PPE.
- The designated Building Officer/Supervisors will ensure that cleaning staff / contractors properly clean the welfare facilities and will also ensure that any necessary repairs / replacement in the facilities are carried out
- Paper towels or hand driers and bins will be provided within the welfare facilities. Soap will be provided in dispensers
- The designated Building Officer will ensure that Portable Appliance Testing is carried out at appropriate frequencies, by the Council's corporate H&S team, on all portable equipment provided in the welfare facilities
- The designated Building Officer will ensure that the water system and showers are inspected and tested monthly, in line with the Council's policy which is designed to minimise the risk of Legionellosis occurring within premises under the Council's control. Records of inspections and tests are kept in a log within the Building Officers section of the Intranet

c) Sites

- There is a speed limit of 5 mph in the HW&RC's and Transfer Stations for customers, and staff vehicles. The speed limit is reinforced by signs and speed bumps.

- Separation of vehicles from pedestrians is achieved wherever reasonably practicable by barriers, road markings and pedestrian walkways.
- Employees and contractors are required to wear hi-viz clothing on site - the only exceptions being when leaving the office to cross the pavement area to enter a parked vehicle, or when employees have finished work and are leaving the depot using a designated walkway
- Lifting operations and lifting equipment are assessed, maintained and inspected in accordance with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Work equipment is provided, maintained and inspected to ensure safe use in accordance with The Provision and Use of Work Equipment Regulation 1998 (PUWER)
- A Fire Risk Assessment for the sites has been carried out. Control measures have been put in place such as signage, fire extinguishers (including annual maintenance), evacuation procedure, and notices.
- Appropriate notices and files are displayed where all employees will see them. These include:
 - Health & Safety law – All you need to know poster
 - Fire Evacuation Procedure, including names of Fire Marshalls
 - Location of First Aid facilities
 - Fire Extinguishers – intended purpose
 - Fire exit signs
 - Smoking information
 - Employers Liability Insurance Certificate
 - COSHH File that details hazardous substances and chemicals on site which are authorised for use.
 - Environmental Permit
 - Working Plan.
- The Council operates an asbestos management process and code of practice relating to asbestos and suspect fibrous materials. The depots have been surveyed and an asbestos register detailing the location, extent and type of asbestos or suspect fibrous materials is maintained on the Council's intranet system - <http://asbestos.bathnes.gov.uk/>
- Where exposed Asbestos Cement Material (ACM) is not considered vulnerable to damage it is monitored annually by Property Services and where accessible, monthly during site inspections
- The Council's Property Services commission and manage works at the depots it will be their responsibility to consult the Council's asbestos register and Code of Practice. Property Services will instruct contractors accordingly
- The only works carried out at the depots by waste disposal service employees, from time to time, is to drill holes in order to fix signs, racks, shelves, etc. Works e.g. drilling, cutting must not be carried out where it disturbs any materials listed in the Asbestos Register. Prior to

commencement of any work the employee shall consult the Designated Building Officer and carry out a careful inspection of the Asbestos Register. If after reading the register, staff are in any doubt as to the location and/or condition of known asbestos or suspected fibrous materials work should not commence until Property Services have been consulted. Always err on the side of caution

d) Vehicles and Plant

- Vehicles and plant will be procured in accordance with procedure set out in **Document P13 "Vehicle Procurement Procedure"**. This procedure includes consultation with Site Managers, Site Staff and Drivers (or their representatives) and the Waste Operational Manager to ensure that vehicles and additional equipment provided should be appropriate for the type and method of operation
- Vehicles are fitted with a number of accessories and safety features including rear view camera systems and reversing beepers
- Specialist repairs e.g. windscreen replacement, installation of radios are carried out by contractors appointed directly by the Council, or as subcontractors of the main contractor
- All contractors and their employees are inducted in accordance with procedures set out in SSOW WD02a to ensure the safety of the contractor and the Council's employees
- The standard of maintenance of hired vehicles and plant is the same as for the Council's own vehicles
- Drivers of vehicles and mobile plant are required to carry out a daily check on their vehicles and/or plant before use and have been provided with training on how to carry out this check and guidance on operating vehicles safely.
- Vehicle and plant defects are reported and managed in accordance with the procedures set out in **Document P10 "Vehicle Defects Process"**
- Vehicles and plant are fitted with a fire extinguisher which is maintained annually
- Site offices are fitted with fire extinguishers which are maintained annually

e) Employees

- Pre-employment: screening is carried out at interview and by the Council's Occupational Health Adviser: Employees must be physically capable to undertake the range of duties required of the post.

- The agencies used by the Council, when agency Drivers and site staff are required, have been informed, in writing, of the above requirements for employees.
- Induction: All new employees, including those from agencies, will be given Induction training before starting work. This training will include the hazards associated with the job and appropriate SSOWs
- Biennial Occupational Health Surveillance will be provided to all permanent staff
- All new employees, including those from agencies, will be given a copy of the 'Waste Disposal Staff Guidance and Information Pocketbook'. The Employee must sign one page which remains in the book and signs another page which is held in personnel files as a record of issue.
- The Council has a number of corporate policies which apply to all employees and these are brought to the attention of new employees as part of induction training. Examples are: Verbal and Physical Abuse, Bullying, Stress. Employees are made aware that the Council has an Employees Confidential Advice Service. The service operated by Heales Medical (based in Keynsham) is a gateway to confidential advice, information and counselling. They can provide guidance and support on a variety of issues that affect the employee and his/her family e.g. Bereavement, Legal Queries.

5. General Guidance

- H&S information is displayed on the Council's website. (Link to site in related documents table) This information includes Risk Assessments, Procedures and Process maps, Safe Systems of Work and Safe Working Practices, Responsibilities and the Employee handbook. Paper copies of this information is provided to employees, or H&S Representative, for consultation and training purposes or on request

<http://www.bathnes.gov.uk/ENVIRONMENTANDPLANNING/RECYCLINGANDWASTE/Pages/Health%20and%20Safety.aspx>

- Depots and welfare facilities are inspected every 3 months by the designated Property Services Building Manager, Supervisor, Senior H&S Adviser and H&S Representative. These inspections consider general housekeeping, state of maintenance, compliance with good H&S practice and compliance with Fire Safety legislation.
- The Waste Operations Manager will ensure that risk assessments for work plant and equipment are carried out and that inspections and statutory tests take place at the legally prescribed intervals e.g. LOLER, PUWER, DSE
- Accidents, and near misses, are investigated to reduce the chance of them happening again. Statistics are monitored on a corporate system and reviewed by the Waste Operations Manager, at monthly Team Briefings, and at the Divisional Union Meeting (Health & Safety)
- Communication:

- a. Daily contact between Site Managers and Staff
- b. Site Managers deals with issues raised or refers to senior management
- c. Team Briefing by the Waste Operations Manager (normally monthly). H&S is a standing item and Toolbox Talks on H&S issues included
- d. Performance Development & Reviews (PDR) - every member of staff receives an annual PDR with their Supervisor or Manager
- e. Training – high quality training is provided using internal and external trainers
- f. Safety Representative(s) – their names are on the noticeboards at depots
- g. Divisional Union Meeting (Health & Safety)

6. Personal Protective Equipment

- All new employees, including those from agencies, will be required to wear Personal Protective Equipment (see SSOW WD05). A record of PPE issued to each employee is maintained on a spreadsheet system.

7. Medical Requirements / Vaccinations

- As there is a risk of a needlestick injury, even though an employee is wearing gloves, new employees will be advised to consult their Doctor regarding a course of vaccines for Hepatitis B. As the risk of a needlestick injury is not high the need to have vaccines is advisory and not mandatory. Employees are sent for post incident vaccinations for Tetanus vaccinations
- The Site Managers are responsible for maintaining the stock from which First Aid boxes are replenished in accordance with Safe System of Work WD10
- The Council has an Alcohol and Drugs Policy. Employees are informed that they must not consume alcohol during the working day and that excessive consumption outside of work may influence performance at work on the following day. Drug misuse can also adversely affect judgement, behaviour, capability, productivity and affect the health and safety of the employee, colleagues and the public. The Council aims to help employees affected by alcohol or substance abuse to acknowledge their problem and encourages them to seek advice and help. Further information is available on the Council's intranet

8. Training

- The Operations Manager will ensure that employees have the necessary competencies to enable them to carry out their jobs safely. The training requirement for each post has been determined. Details of training and experience will be maintained for each employee on a database and copies of certificates will be retained. The Database also includes the dates when refresher training is due

- If the employee is expected to drive, a driving licence check will be made as part of the interview process. A copy of the licence will be retained on the individual's file. The Waste Operations Manager will also ascertain from the applicant whether they hold a Driver Certificate of Professional Competence (CPC), or what stage their training has reached.
- If the employee is expected to operate mobile plant, checks will be made as to the individuals qualifications and experience. Only staff deemed competent are permitted to use mobile plant.
- Drivers are required to report any convictions, including fixed penalty notices, even if gained outside of work, to their Manager as soon as they occur. A copy of the driving licence will be taken every four months. Should an individual be unable to produce his/her licence, he/she will not be permitted to drive until able to prove they are legally able to do so
- Drivers have their driving skills assessed as a minimum every 12 months
- Drivers have a Visual Acuity test (using Occupational Health) every 2 years
- Drivers are informed that they have responsibilities for the vehicle SSOW WD04
- All staff are trained in Manual Handling, Reversing procedures and hand signals
- All Drivers are issued with a 'Driver's Handbook'.

Related Documents	
	Reference:
Waste Services H&S Arrangements	
Intranet Site	http://www.bathnes.gov.uk:80/BathNES/environmentandplanning/recyclingandwaste/Health+and+Safety.htm
Asbestos Register	http://asbestos.bathnes.gov.uk/
Procedures	
Issue of PPE	P18
Agency Staff: PPE issue	P07
Staff Induction – Waste Collections	P08
Agency Induction	P09
Vehicle Procurement Procedure	P13
Field of Vision Check	P16
Process Maps	
Vehicle Hire process	P01
Vehicle Defect Process (Faun / B&NES – Driver daily vehicle check system)	P10

Proforma	
Assessment of Equipment	D6
Work Equipment Risk Assessment	D7
Permit to Work Form	unreferenced
Safe Systems Of Work	
Transfer Station Operations	SSOW WD02
HW&RC Operations	SSOW WD03
Drivers	SSOW WD04
PPE	SSOW WD05
Household Hazardous Waste	SSOW WD06
Asbestos	SSOW WD07
Explosives	SSOW WD08
Greenery Loading	SSOW WD09
First Aid Arrangements	SSOW WD10
Dealing with Confrontational Situations	SSOW WD11
Electrical Equipment	SSOW WD12
Lifting Operations and Lifting Equipment	
Asbestos Policy	http://intranet/need_to_know/healthsafety/Policy/Pages/Asbestos_Policy.aspx
Handbooks	
Waste Disposal Staff Guidance and Information Pocketbook	June 2015.
Driver's Handbook	April 2009
Risk Assessments	
Reversing	WD1
Compactor Start Up	WD2
Waste Delivery	WD3
General Weighbridge	WD4
Site Traffic Movement	WD5
Control Room Operations	WD6
Waste Reception Operations	WD7
Compactor Operations	WD8
Compactor Containers	WD9
Hopper Blockages	WD10
Wheeled Loading Shovel	WD11
Pedestrian Access	WD12
Agency Staff	WD13
Compactor Maintenance	WD14
Container Inspection	WD15
Weighbridge Testing	WD16
Building Maintenance	WD17
Fuel Deliveries	WD18
Site Drainage	WD19
Plant Shutdown	WD20
Site Closure	WD21
Waste Deliveries	WD22
Storage of Fridges and Freezers	WD23
Waste in front of compactor	WD24
Asbestos	WD25
Hazardous Waste	WD26

Collection from Hazardous Waste Cage	WD27
Acceptance of Batteries	WD28
Cleaning Container Bays	WD29
Moving Container from Recycling Centres	WD30
Emptying Paper Containers	WD31
Changing Containers	WD32
Recycling Centres	WD33
Check for suspect trade waste	WD34
Forklift movements	WD35
dumping of waste	WD36
Manual Handling	WD37
Rubble and Greenery Bay	WD38
Oil Spills or Fire	WD39
Spills by Hopper	WD40
Litter Picking	WD41
Control Room safety cut out	WD42
Closing Container Doors	WD43
COSHH	WD44
First Aid	WD45
Sorting Recyclables	WD46
Staff Working in Sun	WD47