

**SSOW 02 - Safe System Of Work: Driving of Waste Collection Vehicles**

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<b>PREVIOUS REVIEWS:</b>	November 2002, April 2010, April 2011, November 2012, June 2013,
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**1. Activity**

This activity includes the safe driving and control of Waste Collection Vehicles whilst operating on the highway, private roads and tipping at waste disposal sites. Also included are daily / weekly vehicle checks, temporary drivers and reversing operations.

This SSOW should be read in conjunction with SSOW 03 'Waste Collection', SSOW 05 'Vehicle Washing' and SSOW 06 'Use of Two Way Radio System'.

**2. Persons at Risk**

Drivers  
Loaders  
Public (especially children, persons visually / hearing impaired)  
Other road users (vehicles, cyclists etc.)

**3. Hazards**

Contact with moving vehicle  
Contact with Lifting, Tipping and Compaction Equipment  
Fire on vehicle  
Inclement weather, ice, snow, rain, fog  
Darkness during winter months  
Parked vehicles  
Other vehicles  
Medication, alcohol and drugs  
Distraction by radio, mobile telephone or personal music player  
Falls

**4. Procedures**

**a) Drivers**

The driver of any waste vehicle, including those hired in, will;

- Have overall responsibility for their vehicle whilst on duty and under their control.
- Be responsible for organising and controlling the activities of the Loaders.
- Not consume alcohol, or any substance that may impair capability or judgement, during the working day. Note: excessive alcohol consumption outside of work may also influence a driver's performance.
- Check that the vehicle is roadworthy. Carry out daily vehicle check and hand in the report before leaving the depot. During checks, unless essential for inspection and maintenance requirements, the engine is switched off, the ignition key removed. If it is necessary to start the engine do not release the parking (hand) brake before the air pressure has built up.
- Ensure safe access and egress from the cab using 3 points of contact at all times.
- Ensure the general cleanliness of the vehicle including weekly cleaning of the inside of the cab, the under-frame of the vehicle and the inside of the hopper and vehicle body. Unauthorised items must not be allowed to accrue in the cab. Debris must also be removed from the vicinity of all rams and behind the ejection plate weekly.
- Ensure that an audible reversing warning is working properly and that it has not been isolated for antisocial hours. Report any defects to the Supervisor immediately.
- Ensure that each crew member's Personal Protective Equipment (PPE) is checked each morning before leaving the depot. The crew should not leave the depot to commence their duties until they have the correct PPE.
- Not allow stickers, soft toys or the like to be attached to vehicles (especially radiator grill or windscreen or in a position that may obscure vision).
- Ensure no alterations or adjustments of any kind are made by them to the refuse vehicle, or its controls (except by engineers authorised by the Collections Manager).
- Not operate radio communications or mobile phones whilst driving. If a call is required the driver should stop in a safe position, or get a passenger / Loader to make the necessary call.
- Ensure that No Smoking rules are complied with by the crew. This applies to all council premises (except for designated smoking areas), and includes vehicles.
- Ensure that Loaders do not use mobile phones, or personal music players, while out of the vehicle working.

**b) Agency Drivers or Loaders**

- Agency drivers or loaders must provide their own safety footwear. If they fail to arrive for work wearing suitable footwear they will be sent back to the agency by the Supervisor or Collections Manager.
- Other appropriate PPE will be issued to agency drivers or loaders, by the Supervisor and collected by the Supervisor at the end of the temporary contract.
- Drivers must ensure that Agency Loaders are wearing the correct PPE.

**c) Operating on the Highway**

- Drivers must always operate within the Highway Code and Statutory regulations, including speed limits, loading weights, and driver's hours at all times and this Safe System Of Work.
- Only authorised personnel are allowed to be carried in the vehicle, and all passengers will be seated. No animals are allowed in the cab of the vehicle.
- Seat belts must be worn when travelling more than 50 metres and especially to/from tip and depot.
- Additional care must be taken in situations when driving on roads and streets with high density parking, where the general public or children may come out from behind parked vehicles.
- Ensure the method of work does not endanger the public or themselves, to carry out single side collection where instructed and wherever possible driving on the collection route is to be arranged so that collection takes place on the near side of busy roads to prevent the crossing which is a hazard.
- Whilst collecting double sided, the driver must ensure where possible that the collection vehicle is positioned in such a way as to 'close down' the road to other users in order to safeguard the loaders.
- Whilst travelling on the highway the Driver must be aware of the height of the vehicle, and the importance and danger from overhead cables, trees and bridges.
- When the vehicle is in motion the doors must be closed and no crew member is allowed to ride on the cab steps, rear, or other outside part of the vehicle, no matter how short the distance. Anyone observed doing so will be subject to disciplinary action. The vehicle must be stationary before anyone alights from the vehicle cab.
- Exercise caution at all times when entering and leaving the cab, allow crew to alight at near side kerb, if this is not practicable ensure the road is clear before allowing the crew to leave the cab.
- Hazard beacons and warning lights must be in operation whilst the vehicle is being loaded, and switched off when collections are complete and the vehicle is travelling to the next collection point or depot.

- The driver must ensure that waste is collected only when the vehicle is heading in a forward direction, ensuring that the vehicle is stationary whilst being loaded.
- When the bin lifts are in operation the driver shall ensure that the vehicle is stationary, in neutral gear and that the parking (hand) brake has been applied.
- All operatives must ensure, where reasonably practicable, no unauthorised persons operate the bin lifts or throw anything into the hopper of the vehicle.
- In the event of a container falling off the lift and into the hopper, it is the driver's duty to contact the Supervisor for further instruction. Do not retrieve containers on site.
- In the event of a container or other object becoming stuck in / on the lifting mechanism operatives must not attempt to recover the object but must contact the Supervisor immediately and return to depot if safe to do so.
- Drivers shall report all cases of bins falling or being thrown from the bin lift to their supervisor.
- Mechanical failure of the compactor, lifting and tipping equipment should be reported direct to the Supervisor. Under no circumstances should the Driver or Loaders attempt to carry out a repair.
- Drivers must never stand or allow others to stand or work under an un-propped hopper.
- Drivers are responsible for ensuring that their vehicles carry no more than the maximum permitted load and that loads are secure and correctly loaded at all times. The Collection Manager and Supervisors will monitor weighbridge tickets on a regular basis and instruct Drivers if they need to adjust their tip runs to prevent overloading. The primary responsibility though remains with the Driver.
- The vehicle shall normally be emptied of its load prior to the completion of each working day. Waste must not be left within the vehicle body overnight without consent from the Collections Manager or Supervisor.
- When discharging loads at authorised sites the crew must be controlled by the driver who will follow site rules in force at that time.
- Whilst on site at the transfer station only one member of the crew is permitted to alight from the vehicle to operate controls.
- The Team Leader will nominate one person who is permitted to operate the tipping equipment on the vehicle.
- Drivers must ensure after tipping the load they do not travel with the hopper in the raised position.
- Under no circumstances must the vehicle be left unattended without the keys being removed, and the vehicle locked. This does not preclude Drivers from assisting loaders emptying bins should the need arise, provided they always stay next to the vehicle and are able to observe the cab at all times.

- Extreme care should be taken in poor weather conditions such as fog, ice or snow. Should the conditions reach a point where the Driver considers that the crew and/or the vehicle could be at risk, he/she must stop in a safe manner and contact the Supervisor immediately by radio to seek further advice
- In case of vehicle breakdown, park at the side of the road if possible, use hazard warning lights and amber beacons, contact the Supervisor / Depot by radio and on trunk roads or high risk areas stand clear of the vehicle

#### d) Reversing Operations

Vehicles used for waste collection may have restricted vision particularly when reversing in awkward streets, cul-de-sacs or other pick up sites.

Wherever possible the risks associated with reversing are avoided by:

- Eliminating reversing
- Reducing distances reversed
- Planning collection times to avoid high risk areas such as schools during busy times

Where reversing cannot be avoided this SSOW applies:

- Reversing aids alone (such as mirrors, rear view cameras, loading cameras, etc) are insufficient on their own to adequately control all risks while reversing. Therefore when reversing is unavoidable, reversing assistant(s) must be used unless it is unsafe to do so.
- In the vast majority of cases reversing will be undertaken using Reversing Assistant(s) where the driver remains in control of the manoeuvre. However under exceptional circumstances the driver may decide to use a trained Banksman who takes control of the manoeuvre.
- All collection operatives should remain vigilant and observant while the vehicle is reversing.
- When working in cul-de-sacs where it is not possible to turn around at the bottom, the agreed practice is to **reverse safely to the end of the road and then load the vehicle whilst driving back out**. Vehicles must not be loaded while reversing. This practice allows loading operatives to look out for other dangers not obvious to the driver whilst reversing and then allows the loaders to concentrate on loading the vehicle on the way out.
- All reversing must be carried out at slow speed.
- The primary role of the Reversing Assistant when operating on the highway will be to ensure that members of the public or other persons do not enter the danger zone behind the vehicle whilst it is moving. Particular attention must be paid to the elderly, disabled and children and under no circumstance should the Reversing Assistant assume that they have (a) seen or heard the vehicle or (b) will necessarily stay out of its way.

- The Reversing Assistant must position themselves at the rear off-side of the vehicle 5-10 metres back and 1 metre out from the vehicle, using the pavement wherever possible and remaining in the vision of the driver. The Reversing Assistant must warn any person of the vehicle reversing and if necessary instruct the driver to stop by delivering a clear hand stop signal.
- Where the rear positioning by the Reversing Assistant is not possible or unsafe then the Assistant must stand in a position at the front so that they can provide additional warning to the driver of any persons or vehicles encroaching the reversing area.
- Reversing Assistants must remain visible to the driver throughout the whole reversing procedure and if sight is lost then the driver must stop immediately. **At no time must a Reversing Assistant be directly behind a reversing vehicle.** If the Driver is in any doubt he/she must stop.
- Whenever possible reverse into a parking space at the depot. (Refer to P24 Midland Road Depot Site Rules)

#### e) Reversing Assistants

- Reversing Assistants are trained employees who play an active part in reversing manoeuvres by giving prearranged hand signals to the driver as required. Their role is primarily look out for hazards and to signal the driver to stop when necessary, warn approaching vehicles or pedestrians, and assist trained competent drivers to safely manoeuvre the vehicle. The Reversing Assistants are not responsible for directing traffic other than to warn other road users. They do not take responsibility for the manoeuvre.
- Managers and Supervisors should ensure that each collection route has at least one trained reversing assistant on board when the vehicle leaves the depot.
- All Managers, Supervisors and drivers must be suitably trained to recognise the agreed manoeuvring signals. In the case of an agency driver then they must be briefed and fully understand the signals before they are allowed to leave the depot.
- Continual monitoring and spot checks are carried out whilst the vehicles and crew are carrying out their daily duties to ensure that the Safe System of Work is being followed. Records of such monitoring are kept.

#### f) Agreed Manoeuvring Signals - Reversing Assistant

- **Move towards me**



- **Stop**



**g) Agreed Manoeuvring Signals - Banksman**

- **Move towards me**



- **Move away from me**



- **Move in direction indicated**



- **Closing gap**

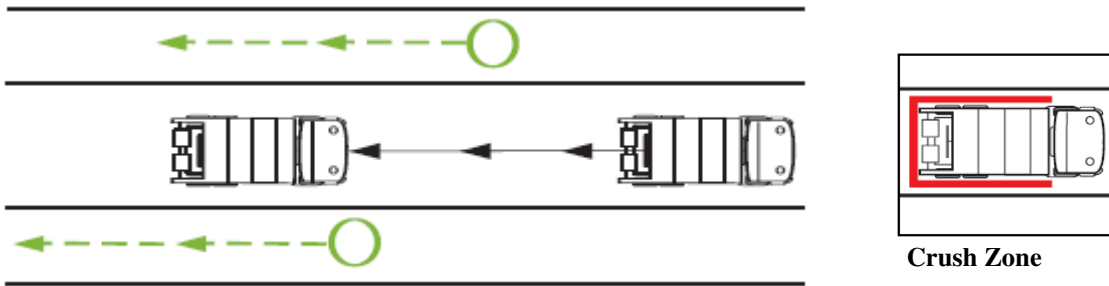


- **Stop**



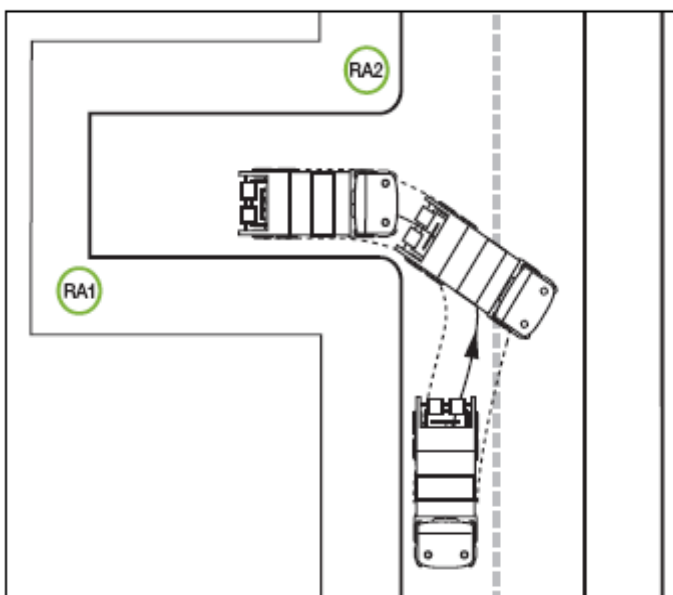
**h) Examples of Good Practice**

- **Reversing in a straight line.**



When the vehicle has to make a straight line reverse the reversing assistants should be positioned in a staggered position to make sure no one enters the crush zone. The reversing assistant may need to progressively move as the vehicle reverses, but should remember to do so with extreme care, and **do not walk backwards while signalling**.

● **Reversing into a tight lane (Option 1)**



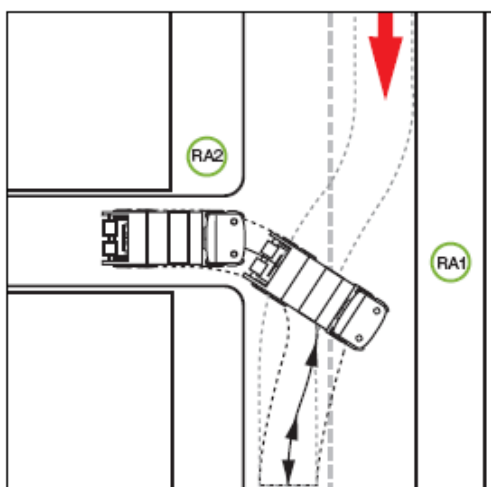
If the reverse is into a short cul-de-sac with a pavement the following should be used.

The first reversing assistant is positioned in the cul-de-sac (on the pavement wherever possible)

The second reversing assistant can assist with the initial manoeuvre and stays in position until the vehicle has reversed.

The reversing assistant(s) should have sight of the crush zones at all times

● **Reversing into a tight lane (Option 2)**

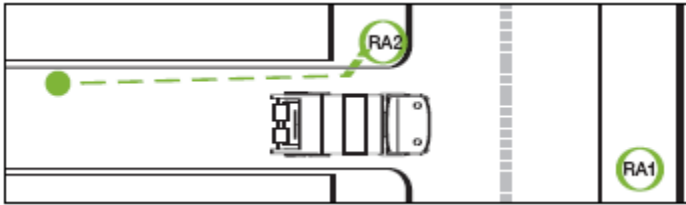


The first reversing assistant (RA1) is positioned to observe the vehicle from the front.

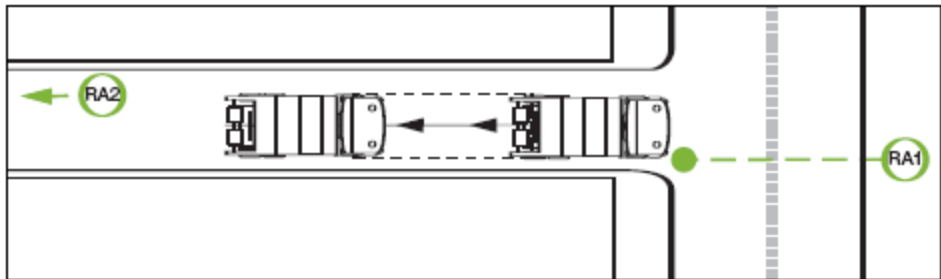
The second reversing assistant (RA2) is positioned to warn traffic and pedestrians and observe the "lane"

When the vehicle is lined up ready to reverse (straight) down the lane it stops. If it is safe to do so, RA2 moves down the lane to observe from behind.





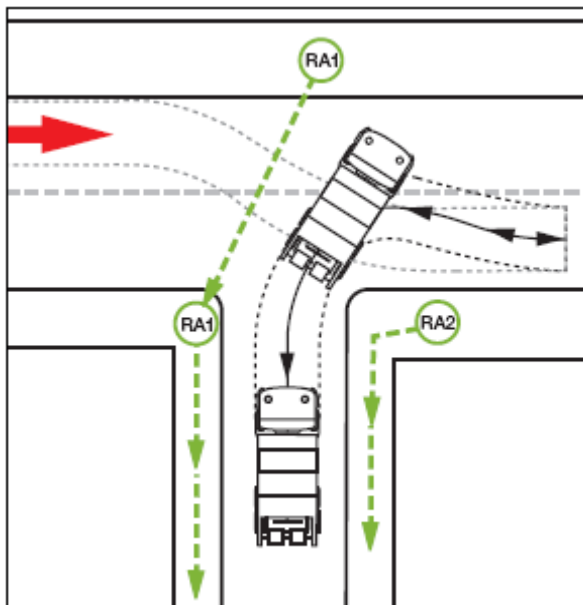
When the reversing area is clear RA2 signals to the driver that it is okay to reverse, keeping a safe distance and remaining in view of the driver at all times.



As the vehicle reverses straight down the lane RA1 may follow the vehicle, aiding the driver by observing the tight side of the vehicle from its front offside.

### ● Reversing at a standard junction

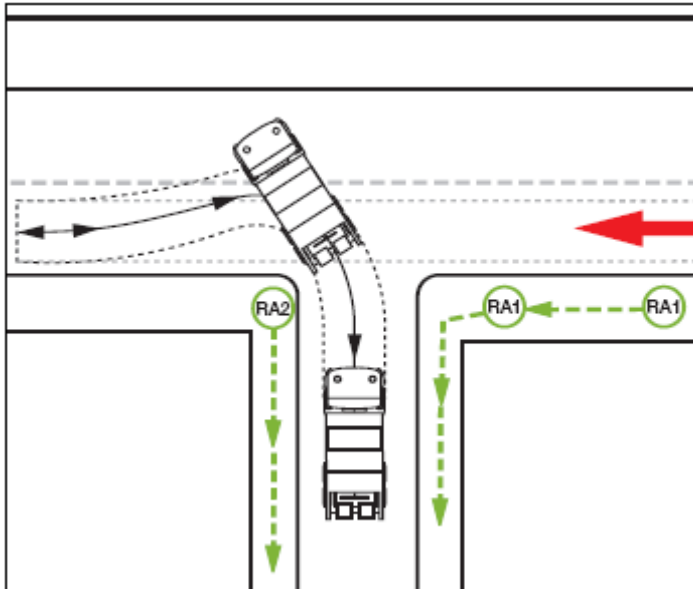
This reversing procedure may vary depending on whether the side road is on the left or right.



In the right hand option, the first reversing assistant (RA1) may need to position themselves on the pavement opposite the turning, to warn traffic travelling behind the collection vehicle on its nearside (see large arrow)

Once the traffic has stopped and the manoeuvre has begun, RA1 can move to the corner opposite RA2, remaining at a safe distance on the vehicles nearside, and then down the side road in preparation for reversing in a straight line as described above (Reverse in a straight line)

The second reversing assistant (RA2) should stand on the corner being reversed around to watch for pedestrians approaching the junction. Once the vehicle is in position to reverse down the side road (position shown above) RA2 can move into a staggered position with RA1 and the straight reversing procedure can be adopted.



In the left hand option, RA1 is usually better positioned on the corner opposite RA2. In this position RA1 can warn traffic coming up behind the collection vehicle (see large arrow). The driver can see oncoming traffic and time his swing out across the other lane when it is clear to do so. Once the manoeuvre has began, both reversing assistants can move into their staggered positions to help with the straight line part of the reverse.

#### i) Fire in Load

- If a load is found to be on fire contact the Fire Service immediately. Turn off the PTO. Stop the vehicle in a safe position, if possible off the road. Inform the Manager or Supervisor.
- The Fire Officer attending will advise on tipping the load.
- The fire extinguisher on the vehicle is intended for use on the vehicle and is not suitable for use on burning refuse. It is the Drivers responsibility to inform the Supervisor if the Fire Extinguisher is missing or discharged

### 5. Accidents

- All accidents, near misses, hazardous conditions and incidents of violence or abuse are to be reported to the Supervisor or Manager as soon as possible.
- The Driver or Loaders should never indulge in horse-play, as this causes accidents.
- In the event of a serious injury, an ambulance must be called immediately and the Supervisor informed by radio.
- Drivers involved in Road Traffic Accidents must follow the instructions in the Driver's Handbook.

### 6. Other

- Any hazard on private or public property (e.g. deep potholes, jagged or damaged dustbins) should be reported to the Supervisor as soon as practicable.
- Beware of animals both on site or loose in the street. Do not put yourself at risk in order to do your job. Leave the collection and report the incident.

- When operational needs are such that the driver undertakes loading activities the driver must also follow the safe working practices as identified for loaders.
- As employees are collecting waste good hygiene is essential. This involves washing hands, covering cuts with a clean, waterproof dressing, not smoking or eating until hands have been washed, and wearing protective clothing to minimise direct contact with waste.

## **7. Personal Protective Equipment**

The following is PPE must be worn as should any issued uniform:

- Protective footwear
- Ballistic trousers
- High Visibility Top (Shirts, Sweatshirts, Coats)
- Gloves

Additional clothing is provided for protection in wet weather and sunny weather.

## **8. Medical Requirements / Vaccinations**

- Medical examination for LGV drivers at 45 years of age, then every 5 years
- Visual acuity test (using Occupational Health) every 2 years
- Post incident vaccinations for Tetanus vaccinations & Hepatitis B
- A first aid box will be kept on each vehicle. The Driver is responsible to ensure that the box is always fully stocked. Items of stock are available from the supervisor.

## **9. Training**

- Current LGV Category C or C1 driving licence and Driver CPC
- Drivers must only operate vehicles for which they have received the appropriate training and instruction
- Safe Systems of Work at Induction
- Driver assessment
- Vehicle Reversing
- Daily Defect check and report
- In house training on safe working practices repeated at least 2 yearly.
- All employees, including those from agencies, have been given a copy of the 'Waste Collections Staff Guidance and Information Pocketbook'.

<b>Related Documents</b>	
	<b>Reference:</b>
<b>Risk Assessments</b>	
Waste Collection	WC1
Vehicle Washing	WC2
Two Way Radio	WC5
Reversing	WC6
Extremes of Weather	WC8
<b>COSHH Assessment</b>	
Fleetsafe	November 2012
<b>Procedures</b>	
Traffic Management Plan	P04
Issue of PPE	P18
Agency Staff: PPE issue	P07
Field of Vision Check	P16
Midland Road Depot Site Rules	P24
<b>Process Maps</b>	
Overload process	P02
Vehicle Defect Process (Faun / B&NES – Driver daily vehicle check system)	P10
<b>Safe Systems Of Work</b>	
Waste Collection	SSOW 03
Personal Protective Equipment	SSOW 04
Vehicle Washing	SSOW 05
Use of Two Way Radio System	SSOW 06
Manual Handling	SSOW 10
Air Compressor	SSOW 16
<b>Handbooks</b>	
Staff Guidance and Information Pocketbook	April 2011
Driver's Handbook	January 2012