1. **Activity**
   This Safe System of Work provides information on Manual Handling. It should be read in conjunction with:
   - SSOW 03 ‘Waste Collection’ - section 4 a - c
   - The ‘Staff Guidance and Information Pocketbook’

2. **Persons at Risk**
   Drivers
   Loaders
   Public
   Other road users

3. **Hazards**
   Weight of bins
   Bin contents
   Movement of bins on uneven ground, down steps
   Sharp objects e.g. glass
   Hypodermic needles
   Tetanus
   Uneven surfaces, raised paving slabs
   Darkness during winter months
4. **Pictorial SSOW**

**Bag collections**

Place one foot forward  
Unlock knees  
Lift using legs

Turn by moving the feet  
Only take what you can manage

**Bins**

Place one foot forward  
Unlock knees  
Lift using legs
Take a firm grip with both hands
Place one foot forward
Unlock knees
‘Dip and Drive’® to start the pull

1100ltr Bins pulling

Take a firm grip with both hands
Place one foot forward
Unlock knees
‘Dip and Drive’® to start the pull
1100ltr Bins pushing

Take a firm grip with both hands
Place one foot forward
Unlock knees
‘Dip and Drive’® to start the push

If heavy seek assistance
Only take what you can safely manage

Bulky Objects

Place one foot forward to the side of the item
Ensure good footing
Unlock knees and take a firm grip
Drive with the legs to stand the item upright
Place the sack truck underneath
5. Procedures
   a) Assessment
      • The aim in all cases is to reduce the risks associated with manual handling tasks by assessing the load, the task, the individual and the environment. Action can then be taken to minimise the risks by the use of sensible methods of control. Manual handling will be avoided by using mechanisation where reasonably practicable.

      • The manual handling tasks associated with normal waste collection have been assessed and appropriate training is given to all drivers and loaders. Training is also provided to agency staff at induction and they are included with employees on the 2 year refresher course.

      • If employees are required to carry out a manual handling task which is different from that encountered in normal waste collection e.g. fly tipped material, moving an item in a depot, the lifting task will be assessed by the Supervisor and controls implemented.

   b) Locations
      • Loaders must check that the ground is even, non-slip and maintained in a good condition and that there is good lighting to all areas. If the Loader decides it is not safe to handle the load he should communicate this to the Supervisor / Depot, using the radio, as soon as practicable.

   c) Loading vehicles
      • When manual handling cannot be avoided, Loaders are trained to make the job easier and safer by using the correct lifting techniques.

5. General Guidance
   • The ‘Staff Guidance and Information Pocketbook’ which is issued to every employee and to agency staff contains information on assessment (Task, Individual, Load and Environment) and on how to carry out manual handling safely.

   • The Collection Service has implemented TRACA (Training, Risk Assessment, Corrective Action) programme which enables Supervisors to monitor and assess individual’s manual handling techniques whilst out on the job. Employees adopting poor techniques can then be identified and provided with on-the-spot instruction and training until good techniques can be demonstrated.

   • The Supervisors are Manual Handling Champions and can inform employees and agency staff of best practice.

6. Personal Protective Equipment
   • The following PPE must be worn:
      - Protective footwear (with steel cap toes and steel midsoles)
      - Ballistic trousers
      - Hi-Viz top (as provided)
      - Gloves
      Additional clothing is provided for protection in wet weather and sunny weather.
7. **Medical Requirements / Vaccinations**
   - Post incident vaccinations for Tetanus & Hepatitis B
   - A first aid box will be kept on each vehicle.

8. **Training**
   - Training in Manual Handling is provided and refresher training will be provided at intervals of not more than every 2 years.

### Related Documents

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