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 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  
Members of the public  
Other road users

3. **Hazards**

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

4. **Procedures**

a) **Drivers**
The driver of any waste vehicle, including hire vehicles, 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.

- 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 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 unless ‘hands free’. 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 crew comply with No Smoking rule. This applies to all council premises (except for designated smoking areas) and includes vehicles.

- Ensure that Loaders do not distract the driver with use of mobile phones or personal music players. Ensure that mobile phones or personal music players are not used 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, driver’s hours 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.

• All drivers and loaders must ensure that the method of work does not endanger the public or themselves.

• All drivers and loaders must carry out single side collection where instructed or where indicated on the round map. Whilst collecting double sided, the driver must ensure where possible that the collection vehicle is positioned in such a way as to block 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.

• 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 stationery 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 that 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.

• 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 Driver 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 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 to adequately control all risks while reversing. Therefore when reversing is unavoidable, reversing assistant(s) must be used.

- In the vast majority of cases reversing will be undertaken using Reversing Assistant(s) however, where the driver deems it unsafe to use a reversing assistant the driver should contact a supervisor to inform.

- 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 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 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 the 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) Fire in Load

- If a load is found to be on fire, stop the vehicle in a safe position. Turn off the Engine and PTO. Contact the Fire Service immediately and 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 Driver's 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 Manager or Supervisor informed.
- Drivers involved in Road Traffic Accidents must follow the instructions in the Staff Guidance and Information Pocket Book. They must also fill out details on the form provided in the round folder for the third party and for the accident report.
- **All accidents must be reported immediately** and an accident report/insurance document filled out on return to the yard.

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. Do not put yourself at risk in order to do your job. If necessary, 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 PPE must be worn at all times:
- Protective footwear
• Ballistic trousers
• High Visibility Top (Shirts, Sweatshirts, Coats)
• Gloves

Additional clothing is provided for protection in wet 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
• A first aid box will be kept on each vehicle. The Driver is responsible for ensuring that the box is always fully stocked. Items of stock are available from the Supervisor.

9. Training/Qualifications

• 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 training
• All employees, including those from agencies, have been given a copy of the ‘Waste Collections Staff Guidance and Information Pocketbook’.

### Related Documents

<table>
<thead>
<tr>
<th>Related Documents</th>
<th>Reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Assessments</td>
<td></td>
</tr>
<tr>
<td>Waste Collection</td>
<td>WC1</td>
</tr>
<tr>
<td>Vehicle Washing</td>
<td>WC2</td>
</tr>
<tr>
<td>Two Way Radio</td>
<td>WC5</td>
</tr>
<tr>
<td>Reversing</td>
<td>WC6</td>
</tr>
<tr>
<td>Extremes of Weather</td>
<td>WC8</td>
</tr>
<tr>
<td>COSHHH Assessment</td>
<td></td>
</tr>
<tr>
<td>Fleetsafe (jet wash fluid)</td>
<td>Last reviewed November 2012</td>
</tr>
<tr>
<td>Procedures</td>
<td></td>
</tr>
<tr>
<td>Traffic Management Plan</td>
<td>P04</td>
</tr>
<tr>
<td>Issue of PPE</td>
<td>P18</td>
</tr>
<tr>
<td>Section</td>
<td>Document Code</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Agency Staff: PPE issue</td>
<td>P07</td>
</tr>
<tr>
<td>Midland Road Depot Site Rules</td>
<td>P24</td>
</tr>
<tr>
<td><strong>Process Maps</strong></td>
<td></td>
</tr>
<tr>
<td>Overload process</td>
<td>P02</td>
</tr>
<tr>
<td>Vehicle Defect Process (Faun / B&amp;NES – Driver daily vehicle check system)</td>
<td>P10</td>
</tr>
<tr>
<td><strong>Safe Systems Of Work</strong></td>
<td></td>
</tr>
<tr>
<td>Waste Collection</td>
<td>SSOW 03</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>SSOW 04</td>
</tr>
<tr>
<td>Vehicle Washing</td>
<td>SSOW 05</td>
</tr>
<tr>
<td>Use of Two Way Radio System</td>
<td>SSOW 06</td>
</tr>
<tr>
<td>Manual Handling</td>
<td>SSOW 10</td>
</tr>
<tr>
<td>Air Compressor</td>
<td>SSOW 16</td>
</tr>
<tr>
<td><strong>Handbooks</strong></td>
<td></td>
</tr>
<tr>
<td>Staff Guidance and Information Pocketbook</td>
<td>Being reviewed for re-print August 2017.</td>
</tr>
</tbody>
</table>