

SSOW 03 - Safe System of Work: Waste Collection

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1. Activity

This Safe System of Work provides information on the collection of waste from domestic and trade premises in sacks or wheeled containers.

2. Persons at Risk

Loaders
Drivers
Members of the public
Other road users

3. Hazards

Weight of bins
Bin contents – unknown
Movement of bins on uneven ground, down steps
Uneven surfaces, raised paving slabs
Violence from members of the public
Dogs
Glass
Hypodermic needles
Tetanus
Contact with moving vehicle
Contact with Lifting, Tipping and Compaction Equipment
Fire on vehicle
Inclement weather, ice, snow, rain, fog
Exposure to sun
Darkness during winter months
Materials ejected from back of hopper as plate crushes contents
Presence of bees and wasps and risk of stings

4. Procedures

a. Sacks

General

- Handle bags with care as they may contain sharp objects
- Do not carry too many bags at once
- Be aware that bags may suddenly split and spill the contents

How to handle bags:

- Get close to the load, do not over reach
- Check the weight and condition of bag
- Have one foot forward
- Unlock the knees
- Get a firm grip of the load from the top
- Lift with the legs (big engines)
- Move your feet to turn – do not twist your body
- Carry a similar weight in each hand
- Only carry what you can comfortably manage
- Watch out for obstacles whilst walking with the bags
- Do not carry bags so that they obscure your vision
- Never throw a bag into hopper by holding the base of the bag

b. Wheeled bins

- Waste should not routinely be removed by manual lifting from wheeled bins
- When wheeling a bin from its storage place across public highways or thoroughfares, care must be taken not to put the public at risk
- After emptying a bin return it to the collection point. Never leave it where someone is likely to fall over it. Apply wheel brakes where fitted.
- Where applicable doors and gates must be closed after use
- Do not attempt to tip containers with defects that will affect the safe disposal operation. Report any such defect to the office.
- Do not tip a bin of the wrong size for the lifting mechanism

c. Loading

- Only trained employees and agency staff must use the bin lift equipment. Drivers and Loaders must understand the operation of the bin lift / compaction controls including the location of the emergency stop buttons
- Incorrect use of the bin lifting equipment could cause serious injury and must be treated with care. Always adhere to the operating instructions
- Do not wear loose clothing, which could catch in the mechanism
- Ensure that the barrier arms are fully extended where fitted
- Never enter the area between the barrier arms whilst the vehicle is running and the lift mechanism is energised and able to function. Before operation commences make sure no other operatives or members of the public are in the immediate area of the lifting device
- Ensure the bin handles are held with both hands. The crew member must stand behind the bin and move the bin towards the lift so the bin is always between the crew member and the moving parts of the lifting mechanism. Always approach the lifting mechanism with the bin between you and the lifting equipment. Never approach the mechanism from the side
- Before tipping the bin the crew member must always ensure the lifting device is properly attached to the bin. Ensure that the bin is not overloaded and the lid is shut
- The crew member must release his/her hands from the bin as soon as the lift cycle starts and step backwards away from the bin lifts to a safe position
- The crew member must wait until the emptying cycle has completely finished and the lifter has deposited the bin back on the ground before attempting to remove the bin, again putting both hands on the bin handles
- Do not tip bins or load waste in any vehicle whilst it is in motion
- Crew members must not attempt to remove spilled waste from the lifting mechanism unless the emergency stops are activated.
- In the event of a container or other object becoming stuck in or on the lifting mechanism, crew members must not attempt to recover the object but must contact a Supervisor immediately or return to the depot if safe to do so.
- Wherever possible do not allow other persons to throw anything into the rear of the vehicle
- Do not put hot items of refuse or lighted matches into the hopper
- Do not tip bins if the compactor mechanism is faulty

- In the event of mechanical failure of the lifting and tipping equipment report to a supervisor. Under no circumstances should crew members attempt to affect a repair or make any mechanical adjustments to the mechanism.
- Spillage must be cleaned up immediately. Any spillage which cannot be adequately cleared must be reported.

d. Travelling

- Crew members may only ride within the cab of the vehicle.
- Seat belts must be worn when travelling any distance of more than 50 metres
- Riding on the back, or on any other outside part of a collection vehicle is strictly forbidden as this could endanger the operative, motorists and members of the public
- Crew members must not exit the vehicle whilst it is in motion

e. Reversing

- reversing – trained crew members are required to act as Reversing Assistants – see SSOW 02 Section 4 d, e, f, g & h

f. Other

- where any damage is caused in the course of your duties, full details must be reported to a Supervisor immediately
- If any member of staff is threatened or injured during the course of their work, full details must be reported to a Supervisor immediately

5. General Guidance

- the driver is the Team Leader and loaders must carry out any reasonable instruction given by the Team Leader.

6. Personal Protective Equipment

- The following PPE must be worn at all times:
 - Protective footwear (with steel cap toes and midsole)
 - Ballistic trousers
 - Hi-Viz top
 - Gloves
 Additional clothing is provided for protection in adverse weather.

7. Medical Requirements

- A first aid box will be kept on each vehicle
- An employee must always go to hospital as soon as possible after a needle stick injury. Refer to SSOW 015

8. Training

Training includes:

- Safe Systems of Work at Induction
- Manual Handling

- Reversing Assistant
- Controls and use of bin lifts

Related Documents	
	Reference:
Risk Assessments	
Waste Collection	WC1
Vehicle Washing	WC2
Two Way Radio	WC5
Reversing	WC6
Extremes of Weather	WC8
Procedures	
Procedure for Managing Fly Tipped Waste	P03
Issue of PPE	P18
Agency Staff: PPE issue	P07
Staff Induction – Waste Collections	P08
Agency Induction	P09
Locker Agreement	P12
Safe Systems Of Work	
Driving of Waste Collection Vehicles	SSOW 02
Personal Protective Equipment	SSOW 04
Use of Two Way Radio System	SSOW 06
Manual Handling	SSOW 10
Avoidance of Needle stick Injuries	SSOW 15
Handbooks	
Waste Collections Staff Guidance and Information Pocketbook	Being reviewed for re-print August 2017.