

**SSOW 20 - Safe System of Work: Collection of evidence from Domestic Waste**

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<b>ISSUED BY:</b>	Mick Wallis, Collections Manager
<b>IN CONSULTATION WITH:</b>	Laura Gibb, Operations Manager Kate Meopham, Technical Projects Officer
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**1. Activity**

Collection of evidence of residency from residual waste presented in domestic rubbish sacks.

**2. Persons at Risk**

Supervisors  
Campaigns Officers  
Enforcement Officers  
Any Enforcement trained member of staff

**3. Hazards**

Weight of black sacks  
Black sack contents – unknown  
Movement of sacks on uneven ground, down steps  
Violence from members of the public  
Dogs  
Glass, Hypodermic needles  
Tetanus  
Uneven surfaces, raised paving slabs  
Contact with moving vehicle  
Fire on vehicle  
Inclement weather, ice, snow, rain, fog  
Darkness during winter months  
Presence of bees and wasps and risk of stings  
Vehicles and cycles

**4. Procedures**

## General

- Visually check any waste before it is handled or collected.
- Handle bags with care as they may contain sharp objects
- Only handle one bag at a time
- Be aware that the bags may suddenly split and spill the contents
- Empty contents of bag into box on van by tearing bag fully open
- Carefully look through contents for evidence of residency ensuring that sharp resistant/cut 5 gloves are worn
- Tip contents of box in to new black bag and tie.
- Spillage must be cleaned up immediately

### How to handle bags:

- Get close to the load, don't over reach
- Check the weight, condition
- 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 – don't twist your body
- Only carry what you can comfortably manage
- Watch out for obstacles whilst walking with the bags

### **Other**

- If a member of staff is threatened or injured during the course of their work, full details must be reported on the same day

## **5. Personal Protective Equipment**

- Some clothing is issued as uniform however the following is PPE and must be worn:
  - Protective footwear (with steel cap toes)
  - Hi-Viz top/Jacket.
  - Cut 5/needle proof gloves

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

## **6. Medical Requirements / Vaccinations**

- Post incident vaccinations for Tetanus & Hepatitis B
- A first aid box will be kept on each vehicle
- If an employee receives an injury from a hypodermic needle and the needle breaks leaving part of the needle in the skin, he / she should go immediately to hospital A&E. If the needle causes an injury, but does not stay in the skin, encourage the wound to bleed but do not suck the blood out. Clean the area with soap and water or if this is not available with an antiseptic wipe from the First Aid kit. An employee must always go to hospital as soon as possible after a needle stick injury. Refer to SSOW 015

## **7. Training**

Training includes:

- Safe Systems of Work prior to carrying out task
- Manual Handling
- Vehicle Reversing
- First Aid
- In house training on safe working practices repeated at least 2 yearly

<b>Related Documents</b>	
	<b>Reference:</b>
<b>Risk Assessments</b>	
Waste Collection	WC1
Extremes of Weather	WC8
<b>Procedures</b>	
Issue of PPE	P18
Staff Induction – Waste Collections	P08
<b>Safe Systems Of Work</b>	
Personal Protective Equipment	SSOW 04
Manual Handling	SSOW 10
Avoidance of Needlestick Injuries	SSOW 15
<b>Handbooks</b>	
Waste Collections & Recycling Staff Guidance and Information Pocketbook	August 2017