

**SSOW WD02 – Safe System of Work: Transfer Station Operations**

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**1. Activity**

This safe system of work relates to the day to day operation of the Transfer Station stipulating the operational controls and traffic management arrangements within the facility.

**2. Persons at Risk**

Management, technical and administrative staff  
Operational Staff  
Drivers  
Waste Collection Staff  
Visitors  
Contractors

**3. Hazards**

Contact with Moving Plant  
Contact with Lifting, Tipping and Compaction Equipment  
Falls from Height  
Crush  
Fire  
Dust  
Vermin

**4. Procedures**

**a) General**

- Monthly, Weekly and Daily Checks will be carried out by the Transfer Station Staff and defaults and malfunctions to be communicated to the Site Manager/Supervisor on a daily basis. In the event of a significant failure which compromises the health and safety of customers, visitors and staff, and/or has the potential to cause a significant adverse

environmental effect; the operation is to be suspended until Emergency Maintenance can be undertaken.

- Planned Maintenance will be scheduled to ensure that all fixed and mobile plant, electrical and mechanical equipment and fire alarm and dust suppression devices are in safe working order.
- Within all operational areas of the Waste Transfer Station it is necessary to wear suitable and appropriate PPE.
- Dust Monitoring will take place periodically to ensure that Dust Levels within the control room remains within Workplace Exposure Limits. Air Conditioning Units will be appropriately maintained and serviced to ensure Dust levels are maintained to a minimum level.

#### **b) Weighbridge Operator**

- The weighbridge operator is to ensure that the waste delivery driver/crew are familiar with the site rules and have a duty to understand and comply with them;
  - Observe the 5mph limit.
  - Comply with signals and instructions given by the Control Room Operator and other site staff.
  - Ensure that the correct PPE is worn at all times.
  - Comply with all signage/barriers and be aware of the queuing arrangements.
  - Be aware of other vehicles, mobile plant and pedestrians.
  - Be aware of any unusual activities on site which may affect them.
  - Make sure visiting drivers and loaders know of the consequence of failing to abide by the site rules.
- Outgoing vehicles must not exceed the UK maximum gross weight for their vehicle.
- If the maximum gross weight is exceeded, the vehicle must not travel on the public highway and return to the tipping hall. The Control Room Operator should be made aware of the situation and arrangements made to either tip and reload or have some waste removed by the mobile plant.

#### **c) Control Room Operator**

- It is the responsibility of Site Manager/Supervisor to ensure that all Transfer Station Staff have been inducted and have had the relevant training for the mechanical and electrical elements of plant. The manager/supervisor must also ensure that all staff are familiar with safe operations in all aspects and hold relevant Operator Competence accreditations.
- The Control Room Operator has overall responsibility for the safe reception, separation and discharge of waste within the Waste Reception Hall

- Before allowing any entry to vehicles into Reception Hall you must make sure that:
  - Containers are firmly clamped in position onto the compactor.
  - Unauthorised staff are not within the reception hall.
  - The reception hall is safe for the acceptance of waste.
- The entry of vehicles into the Reception Hall will be controlled by means of the signal lights adjacent to the main access doors.
- Vehicles that wish to discharge directly into the refuse hopper will be controlled by means of traffic lights adjacent to the refuse hoppers, directional signs and safety barriers or verbal instruction.
- No tipping into the refuse hopper shall take place when the Reception Hall or control room is unmanned.
- On tipping within the refuse hopper, the dust suppression device should be engaged on 'dry loads' to control airborne dust.
- Spillages within the tipping area must be cleared as soon as possible after tipping has ceased, under a red signal light when no vehicle movements are taking place and with the compaction operation isolated. When clearing spillages in front of the hopper any large or heavy items must be cleared by the mobile plant as the risk of fall from height into the hopper is significantly increased.
- The control room must be manned during compaction. The Safety Interlock Switch ensures that if the control room operator leaves the Control Room power to the compactor will be cut. Do not tamper or override with the Safety Interlock Switch.
- Before operating the compactor pressing ram, you must ensure that that the safety barrier is down, and it is safe to commence compaction. In the event of someone by-passing the safety barrier the compactor operation must be ceased immediately
- Be responsible for organising and controlling the activities of the mobile plant within the Transfer Station by minimising the use of the mobile plant at times when there are vehicles or personnel within the waste reception hall and ensuring that the traffic signals on site restrict access during these periods.
- Vehicles discharging waste from a vehicle without tipping gear shall do so in the allocated area of the Reception Hall. The handballing of waste directly into the refuse hopper is not permitted.
- Be responsible for coordinating the traffic management and controlling vehicles within the Transfer Station.
- Be responsible for organising and controlling the activities of the Trade Sorting operative within the Transfer Station.

- Access is restricted to the Compactor Hopper and can only be granted under a Permit to Work.
- The operation of the compactor is to be carried out to the standards defined in induction and to the departments Operations and Maintenance Manuals. Only personnel who have had specific training and instructions and are familiar and competent in the operation and safe use of the equipment may operate the equipment.
- The below table indicates the status of safeguards and controls under normal working and plant shutdown conditions:

	<b>Normal Working Conditions</b>	<b>Plant Shutdown Conditions</b>
Compactor Control Panel	<ul style="list-style-type: none"> <li>• The hinged top panel to be bolted shut</li> </ul>	<ul style="list-style-type: none"> <li>• Key switch turned to 'off' position</li> </ul>
Compactor Start/ Isolator Panel	<ul style="list-style-type: none"> <li>• The panel door to be padlocked shut</li> <li>• The maintenance selector switch to be kept in the normal position</li> </ul>	<ul style="list-style-type: none"> <li>• Isolator to be padlocked to off position</li> </ul>
Main Isolator Switch Panel	<ul style="list-style-type: none"> <li>• The switch box door to be padlocked shut</li> </ul>	<ul style="list-style-type: none"> <li>• Isolator switch to be left in 'on' position</li> <li>• Switch box door to be locked shut.</li> </ul>
Access Gate Compactor Guard	<ul style="list-style-type: none"> <li>• Padlocked Shut</li> </ul>	

#### d) Responsibility of site users

- At all times within the site drivers of tipping vehicles are expected to:
  - Comply with the site rules.
  - Comply with signals and instructions given by the Control Room Operator and other site staff.
  - Comply with all signage and barriers.
  - Remain in the vehicle unless operating external controls.
  - Wear the correct PPE.
  - Be aware of other vehicles, mobile plant and pedestrians.
- When given the go-ahead to tip from the weighbridge operator, proceed to the upper level manoeuvring area on the site.
- There are high volumes of vehicle movements in the upper level in a fairly confined space. Personnel are not permitted to be outside of their vehicles in this area unless specifically directed to do so by control room staff.

- Wait in order and when the green traffic light is shown at the entrance of the transfer station bay, manoeuvre your vehicle outside of the reception hall and reverse into the bay when safe to do so.
- Should you require to manually unlatch the back section of the vehicle do so at least 3m from the tipping beam. Ensure that the operator unlatching the mechanism remains in line of sight when reversing to the tipping beam.
- Reverse slowly to the tipping beam when the hopper barrier is raised, ensuring that the rear wheels of the vehicle do not ride over the beam.
- Only one person is allowed to leave the cab to operate the discharge mechanism.
- Never walk under the raised hopper of a vehicle.
- Any persons not in the cab are required to stand on the walkway adjacent to the hopper or behind the three safety bollards whilst reversing and tipping is in operation.
- Vehicles discharging waste from a vehicle without a tipping gear shall do so in the allocated area of the Reception Hall and not in the Refuse Hopper.
- Do not shunt your vehicle against the tipping beam to aid the discharge of your load and do not stand on the tipping beam to remove material by hand. Instead you should proceed to the refuse storage area, away from the hopper to enable the load to be removed by hand in accordance with Safe Working Practices.
- On completion of load, discharge lower the body hopper before pulling away from the tipping beam. Move at least 3 m away from the tipping beam and carry out any re-latching, closing of tailboards as necessary.
- Vehicles must not leave the reception hall unless tailboards have been secured
- Leave the reception hall and proceed with due care and attention to the weighbridge at all times obeying the signalling.

#### **e) Reception Hall Recycling Attendant**

- The reception hall recycling attendant is responsible for sorting waste into different waste streams and to coordinate the deposit of waste from Commercial Operators.
- Commercial Waste and Problematic waste is to be tipped in the appropriate area. Whilst tipping the Recycling Attendant must remain at least 2.5m to the side of the tipping vehicle. Never stand behind a tipping vehicle.

- Do not stand on the tipped pile. Use long handled rakes to pull waste from the pile. Ensure that manual handling training is adhered to when separating the material.
- To ensure the Reception Hall Floor is free from debris, waste and other obstacles which may impede the tipping process and/or contribute to increasing the risk of slips, trips and falls.
- Use the mobile plant operated by a competent and suitably trained employee to assist in the removal of particularly heavy items. Do not overstrain yourself.

#### **f) Mobile Plant Operator**

- All mobile plant operators must have valid Operator Competence authorisation and be familiar with the plant.
- Planned and regular maintenance to manufacturer's recommendations will be undertaken and carried out by recognised and competent contractors.
- It is the plant operator's responsibility to ensure that the plant is in working order, that the daily defect sheet is completed at the start of the working day and that any malfunctions are reported immediately to the Supervisor.
- Ensure that the use of Mobile plant is minimised within the Reception Area when vehicles and/or personnel staff are in the area. You must remain aware of unauthorised access at all times within the reception hall when operating plant. Extreme caution must be exercised at all times.
- When transferring recyclable goods from the waste reception hall to the outside storage areas ensure that extreme care is taken. Vision may need to adjust for the change from a dark to a light environment.
- If verbal warning is given from the control room, stop the activity at once – it means that either you or someone else could be acting in an unsafe manner.

#### **g) Hopper Blockages**

- Blockages from the refuse hopper are to be freed using the loading shovel fitted with the tilt bucket and clamp. Before the blockage is freed the packer must be turned off and isolated. When the blockage is being freed the red signal light must be illuminated preventing unauthorised access into the reception hall. The Control Room operator is to supervise the freeing of the blockage.

#### **h) Changing Containers**

- Should you notice that any containers are damaged or unsuitable for use, report these to the Site Manager using the defect form provided.
- Before changing the containers the safety barrier on the respective refuse hopper must be down.
- The Control Room Operator will instruct the Driver via the loud speaker or two-way radio that the compaction has ceased and which container to remove.
- A nominated banks man will ensure the clamps that hold the container into place are fully retracted once they have been operated. The banks man will then signal to the driver to commence removal of the container and assist the Driver reversing onto the guide rails remaining in his line of sight and a safe distance from the operation.
- The driver will hitch to the container and move the container forward.
- When unlatched from the compactor, the operative shall push the door closed using both hands and stood in an upright position. If the door will not close easily, the driver will assist in closing and securing the door.
- The driver will then load the container once the operative has retired to a safe distance.
- Never walk behind a reversing vehicle
- Never walk behind a container that is being lowered or raised.
- Once the container has been removed any spillages can be cleared using the mobile plant. Remain a safe distance away from the mobile plant and assist the plant by using a shovel to load the bucket on the machine where safe to do so.

## **5. General Guidance**

### **a) Accidents**

- All Accidents, near misses and hazardous conditions are to be reported to the Site Manager/Supervisor..
- Staff should never indulge in horse-play, as this causes accidents.
- In the event of a serious injury, an ambulance must be called immediately and Site Manager/Supervisor as soon as possible.

### **b) Other**

- Contractors working within the Transfer Station may be working at height, working on the compactors, carrying out 'hot works', working with electricity or within confined spaces. They require a permit-to-work issued by the Site Manager/Supervisor/Weighbridge Operator.
- As employees are handling waste, good hygiene is essential. This involves washing hands, covering cuts with a clean, waterproof dressing and not smoking or eating until hands have been washed. Protective clothing should be worn to minimise contact with waste.

## 6. **Personal Protective Equipment**

The following PPE must be worn:

- Protective Footwear (with steel cap toes and midsoles)
- Ballistic Trousers
- Hi-Vis Top
- Gloves

## 7. **Medical Requirements / Vaccinations**

- A list of Fully qualified First Aiders is displayed in the main office at each site. All other staff will have received basic First Aid awareness training.
- Health Screening for all employees.
- First Aid box will be stored within the control room. It is the responsibility of the control room operator to ensure that the first aid box is always fully stocked.

## 8. **Training**

- Biennial Manual Handling Training is provided.
- Staff must only use mechanical and electrical equipment for which they have received the appropriate training and instruction
- Safe Systems of Work on induction
- Defect Reporting
- In house training on Safe Systems of Work repeated biennially
- All employees, including those from agencies, have been given a copy of the Waste Disposal and Recycling Operations – Staff Guidance and Information Pocket Book.

<b>Related Documents</b>	
	<b>Reference:</b>
<b>Safe Systems of Work</b>	
PPE	WD05
Drivers	WD03
Lifting Operations and Lifting Equipment	WD04
Routine Breakdown and Maintenance Procedures	WD02A
<b>Risk Assessment</b>	
Compactor Start Up	WD2
Waste Delivery	WD3
General Weighbridge	WD4
Site Traffic Movement	WD5
Control Room Operations	WD6
Waste Reception Operations	WD7
Compactor Operations	WD8
Compactor Containers	WD9
Hopper Blockages	WD10
Wheeled Loading Shovel	WD11
Agency Staff	WD13
Compactor Maintenance	WD14
Container Inspection	WD15
Weighbridge Testing	WD16
Plant Shutdown	WD20
Site Closure	WD21
Waste in front of compactor	WD24
Cleaning Container Bays	WD29
Manual Handling	WD37
Spills by Hopper	WD40
Control Room safety cut out	WD42
Closing Container Doors	WD43
Sorting Recyclables	WD46
<b>Handbooks</b>	
Staff Guidance and Information Pocket Book	June 2015