

SSOW WD04 – Safe System of Work: Disposal Drivers

DATE ISSUED:	July 2012
REVIEWS:	September 2013, December 2012, December 2014, July 2016
ISSUED BY:	Pete Wakenshaw, Team Manager Waste & Fleet Operations
IN CONSULTATION WITH:	Martin Hellyer, Technical Officer Geoff Dicker, H&S Advisor Mick Wallis, Operations Manager Glyn Jones, Paul Gard, Tom Dunscombe, Site Managers, Kate Meopham, Technical & Project Officer
REVIEW DUE:	July 2017

1. Activity

This activity includes the safe driving and control of Waste Transfer Vehicles whilst operating on the Highway and tipping or transfer of containers at Waste Disposal Sites.

It also includes daily vehicle checks, temporary drivers and reversing operations.

2. Persons at Risk

Drivers
Public
Operatives
Other Road Users

3. Hazards

Contact with Moving vehicle
Contact with lifting, tipping and compaction equipment.
Fire on Vehicle
Inclement Weather
Medication, alcohol and drugs
Distraction by radio, mobile telephone or personal music player.
Falls

4. Procedures

a) General Requirements:

The Driver of any waste disposal vehicle, including those hired in will:

- Have overall responsibility for the vehicle whilst away from the Depot and under their control

- Not consume alcohol, or any substance that may impair capability or judgement during the working day. Note. Excessive alcohol consumption out of the working day may also influence a driver's performance
- Check that the vehicle or plant and the load being carried (eg container) are roadworthy. Carry out daily vehicle checks and hand in report before leaving the depot.
- Ensure the use of appropriate access equipment to climb in and out of the cab (3 points of contact)
- Ensure the general cleanliness of the vehicle including weekly cleaning of the cab interior, the under frame of the vehicle and the inside of the vehicle body.
- Ensure that an audible reversing beacon is working effectively and has not been isolated. Report any defects to the supervisor immediately.
- 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 vehicle, or its controls (except by engineers authorised by the Waste Operations Manager).
- Not operate radio communications or mobile phones whilst driving. If a call is required the driver should stop in a safe position to make the necessary call.
- Ensure that 'No Smoking' rules are complied with, they apply to all council premises and vehicles.
- Drivers are permitted to wear blue uniform whilst driving to and from site, however you must put on a high visibility tabard or jacket before alighting from the vehicle.

b) Agency Drivers

- Agency drivers 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 Manager/Supervisor.
- Other appropriate PPE will be issued to agency drivers, by the Supervisor and collected by the Supervisor at the end of the temporary contract.

c) Operating on the Highway

- Drivers must always operate within the Highway Code and Statutory regulations, including speed limits, weight limits, loading weights and driver's hours.

- 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 .
- Additional care must be taken in situations when driving in areas where there is high density parking and the general public or children may come out from behind parked vehicles.
- 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.
- Mechanical failure of the lifting, sheeting and tipping equipment should be reported direct to the Supervisor. Under no circumstances should the Driver attempt to carry out a repair.
- 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 Driver shall be the only person permitted to operate the lifting equipment on their vehicle.
- Drivers must ensure that after tipping the container it is secure and fixed on the vehicle.
- Under no circumstances must the vehicle be left unattended without the keys being removed, and the vehicle locked.
- 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 they or the vehicle could be at risk, he/she must stop in a safe manner and contact the Supervisor immediately 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. On trunk roads or high risk areas stand clear of the vehicle

d) Container Changing and Transfer at Recycling Centres.

When transferring and changing containers at Household Waste and Recycling Centres it is necessary to ensure that the public and reversing vehicles do not come in to contact. The public need to be segregated from any areas of risk including the lower yard area and the public access areas on the upper yard. You will need to closely coordinate the removal and changing of containers from site to ensure that adequate separation is achieved.

- On arrival at site notify the site attendant of your presence and your intention to remove a container from site. The site attendant will ensure

that any members of public are a safe distance away from the reversing operation and area isolated. You will then be provided with the go-ahead to commence container removal by the site attendant. The site attendant will ensure that no individuals transgress into the safety zone.

- The operation must be carried out at low speed ensuring that the container is within guide rails.
- Always be aware that recycling centres are a dynamic environment and members of the public can and do disregard instructions and signage. If at any time you see a member of the public in the near vicinity of the transfer operation **stop**.

e) Tipping a container:

- On arrival at the Waste Disposal facility ensure that you are fully aware with the site rules and comply with them. Be aware of environmental factors on site such as high wind, water-logging and ice.
- Whilst transferring to the tipping face remain vigilant to protruding obstacles, pot holes and other vehicles and take reasonable precautions to avoid them
- When on the tipping face obey instructions provided to you by the authorised site personnel.
- It is your responsibility for safeguarding your vehicle by taking reasonable precautions to avoid getting stuck. If you do get stuck await assistance and affix the tow-cable when safe to do so and ensure your vehicle is in neutral before towing commences.
- Safe distances between tipping vehicles should be maintained.
- **Before Tipping commences ensure that the ground is firm and level.**
 - **Open Top Container:** before opening the container rear door ensure both the central and side locking mechanisms are fully engaged; Open the central lock first and then, standing at the side of the container proceed to carefully release the final side locking lever.
 - **ISO/Standard Container:** when opening the container rear door ensure both doors are locked together before releasing the locking handle; when releasing the locking handle stand to one side outside the arc of the door.
- Caution should be used when opening container doors – compacted waste can cause the door to spring open – always stand to the side.
- Secure the door in the open position
- Apply handbrake and commence tipping the load.

- When the load has been discharged move the vehicle forward sufficiently to clear any remaining refuse.
- Lower the body and secure the container in the closed position
- If the load is stuck avoid jogging the container. This can cause uncontrolled release of the bin and cause undue wear and tear on the hydraulic cylinders, bale bar and load hook. Do not attempt other methods of releasing the load such as moving and breaking suddenly as this can cause the container to destabilise the vehicle.
- If the load cannot be freed contact your supervisor and the landfill attendant.

f) **Sheeting & Un-sheeting Vehicles**

- All B&NES hook loading vehicles are fitted with automatic sheeting systems. It is also a requirement when hiring additional vehicles that they are equipped to the same standard.
- All open topped containers must be 'sheeted' before leaving site.
- The sheeting systems are operated from a control station mounted on the vehicle or on a 'wander' lead. Ensure that you are familiar with the operating instructions for the system being used. If unsure request further instruction and training from your manager.
- If for any reason the sheeting system malfunctions or jams **DO NOT** climb on to the vehicle or container to try and remedy. Report the problem to your manager/supervisor and await assistance.
- The manager will contact the appropriate repair agent for your vehicle / location to arrange rectification.

g) **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 to look out for hazards - They do not take responsibility for the manoeuvre. Always use a reversing assistant when persons or vehicles are in your immediate area of work.
- 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.
- Monitoring and spot checks are carried out whilst the vehicles and operatives are carrying out their daily duties to ensure that the Safe System of Work is being followed.

f) Agreed Manoeuvring Signals

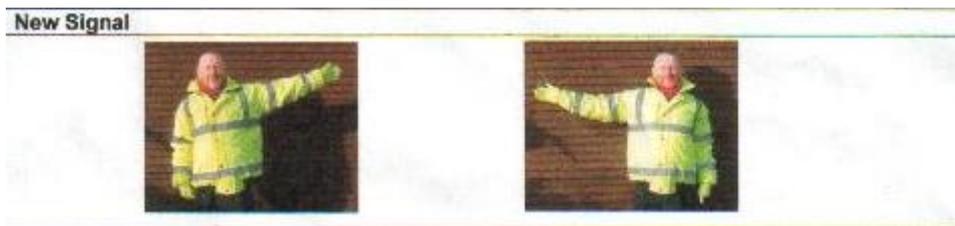
- **Move towards Me**



- **Move away from me**



- **Move in direction indicated**



- **Closing gap**



- **Stop**



5. General Guidance

a) Accidents

- All accidents, near misses, hazardous conditions are to be reported to the Supervisor or Manager as soon as possible.
- The Driver or Operators 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 Supervisor informed.
- Drivers involved in Road Traffic Accidents must follow the instructions given by their manager/supervisor.

b) Other

- As employees are handling waste good hygiene is essential. This involves washing hands (hand sanitising wipes are provided in the vehicles for when there is no access to clean washing water), 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.

6. Personal Protective Equipment

- Some clothing is issued as uniform however the following is PPE and must be worn:
 - Protective footwear (with steel cap toes and midsoles)
 - Ballistic trousers
 - Hi-Viz top
 - Gloves

7. 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 is kept on each vehicle. The Driver is responsible to ensure that the box is always fully stocked. Items of stock are available from the supervisor.

8. Training

- Current LGV Category C driving licence, Driver CPC and Digital Tachograph Card
- 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
- In house training on safe working practices repeated at least biennially.
- All employees, including those from agencies, have been given a copy of the 'Waste Disposal Staff Guidance and Information Pocketbook'.

Related Documents	
	Reference:
Risk Assessments	
Changing Containers	WD32
Recycling Centres	WD33
Closing Container Doors	WD43
Waste Deliveries	WD22
Procedures	
Issue of PPE	P18
Agency Staff: PPE issue	P07
Vehicle Defect Process	P10
Safe Systems Of Work	
HW&RC Operations	SSOW WD 03
PPE	SSOW WD 05
Lifting Operations and Lifting Equipment	SSOW WD 013
Handbooks	
Staff Guidance and Information Pocketbook	June 2015
Driver's Handbook	April 2009