

SSOW WD14 – Safe System of Work: Greenery Loading Midland Road Depot

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1. Activity

This safe working practice describes the activities involved in the loading of greenery within the Depot at the Midland Road Depot. This activity occurs within the Waste Collection depot at Midland Road and specific controls applied to ensure that these activities are safely undertaken.

2. Persons at Risk

B&NES Employees
Members of the Public
Faun Staff

3. Hazards

Contact with moving plant
Vehicle Collision
Bio-aerosols

4. Procedures

- You must ensure before any operation commences that the entrance to the bay is 'closed' by use of the mobile barriers and the rear shutter door of the baling shed is 'closed', so that the area is isolated. You should also ensure the area is clear of all non-essential personnel and their vehicles
- Staff in the vehicle workshop must be made aware of your intended activity to ensure they remain within the confines of the workshop.
- Staff not involved in the clearing of the bay should not enter the area when the closure barriers have been erected.
- Only suitably competent and trained personnel are permitted to operate the mobile plant. Details of competent staff are displayed in the office.
- Before loading Greenery into the container you are to ensure the container is placed on the ground

- Whilst driving the loading shovel remain vigilant to the possible presence of other vehicles and pedestrians entering the area
- Wear high visibility clothing, as it may be necessary for you to leave your machine
- Be aware when ‘picking up’, ‘carrying’ and ‘discharging’ material with your bucket of potential dangers and damage to plant and equipment which could result from reckless and careless actions whilst in control of the loading shovel.
- When digging into the waste avoid wheel spinning where possible
- The on board reversing camera should be used at all times.
- Dust masks capable of filtering out organic matter and ear defenders are available from the site office if required
- The area around the container must be kept clear of debris.

5. General Guidance

- Liaison to be maintained with Waste Collections staff to ensure disruption to the services is limited.
- In the event of serious injury, an ambulance must be called immediately and your site manager/supervisor informed.
- Qualified first aiders will deal with minor injuries.
- Do not indulge in horseplay, as this causes accidents.

6. Personal Protective Equipment

Hi-Visibility clothing

Steel toe cap and midsole footwear

7. Medical Requirements / Vaccinations

Not applicable.

8. Training

Plant competence training and reassessments every 2 years.

In house training on safe working practices repeated at least two yearly

Related Documents	
	Reference:
Safe Systems of Work	
Transfer Station Operations	SSOW WD02
PPE	SSOW WD05

Risk Assessments	
Wheeled Loading Shovel	WD11
Pedestrian Access	WD12
Rubble and Greenery Bay	WD38