

SSOW WD17 – Safe System of Work: Bulky Waste Collection

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REVIEW DUE:	July 2017

1. Activity

This Safe System of work provides information on the collection service for items that are too large to be collected as part of the domestic rubbish collection, including fridges and freezers. – ‘Bulky Waste’

2. Persons at Risk

Employees

3. Procedures

- Details of collection addresses and items are issued to the driver at the commencement of the working day.
- The collections have confirmed collection dates but not times, the driver or appropriate person, should organise each days collections in the most efficient order.
- The number of collections are limited on each working day to allow adequate time, including travel, to complete the collections safely avoiding the need to rush or ‘cut corners’
- On arrival the crew must carry out a dynamic risk assessment of the items to be collected taking into account the items, the location (this may be inside of a property) the environment and the route to the vehicle.

In situations where, even with the assistance on mechanical aids, the assessment demonstrates it is unsafe, do not undertake the collection and report this back to the depot.

Crews have the right to refuse to take items if they are unsafe or they are too heavy etc. and this must be documented and communicated to the customer and the weighbridge operator. The weighbridge operator will inform Council Connect of any collection issues.

- Items are required to be left outside the property, preferably at the front. Collections will only be booked from inside a property if householder needs assistance and no-one else can be available to help.
- Where a booking has been made for collection from the inside of a property, and following a positive inspection, the customer must be asked to sign disclaimer prior to the collection. **No disclaimer, no collection.** Completed forms must be handed into the weighbridge operator on return.

Customers will be made aware of the disclaimer when booking the collection. Disclaimer forms are found in a folder in the van

- Customers are informed that items for collection must be disconnected from walls, power supply etc. Loose cables should be tied or taped to the appliance and drawers empty and taped closed.
- Using appropriate equipment provided (e.g. tail lift, sack trucks, ropes & straps) and manual handling techniques the items should be loaded and secured into the back of the collection vehicle in a safe and controlled manor.
- Upon return to the depot items collected must be weighed.

Items for Reuse must be taken to the MOD building at Pixash Lane. Other materials must then be sorted into the appropriate waste and recycling streams

- Work sheets must be handed to the weighbridge operator at the end of each working day.

5. Personal Protective Equipment

- Gloves
- Footwear with Steel midsoles and Toecaps
- Ballistic Trousers
- Hi Visibility clothing

6. Training

Training includes;

- Safe System of Work at Induction
- Manual Handling Training
- In house training on safe systems of work repeated at least 2 yearly

Related Documents	

Overview of Bulky Waste Collection Service	Reviewed 06.08.2013
Safe Systems of Work	
PPE	WD05
Drivers	WD03
Lifting Operations and Lifting Equipment	WD04
Risk Assessment	
Site Traffic Movement	WD5
Waste Reception Operations	WD7
Manual Handling	WD37
Handbooks	
Staff Guidance and Information Pocket Book	June 2015