

SSOW WD18 – Safe System of Work: Glass Deliveries to INGS Environmental

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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 & Projects Officer
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1. Activity

This safe system of work describes the activities involved in delivering glass to INGS Environmental, St Andrews House, St Andrews Road, Avonmouth, Bristol, BS11 9DQ and the controls applied to ensure that this activity is safely undertaken.

2. Persons at Risk

B&NES Waste Disposal Drivers
Avonmouth Dock Staff
Other contractors on site

3. Hazards

Vehicle movements
Opening of container doors
Broken Glass

4. Procedures

- Drivers must report to the Bristol Port Company weighbridge (No. 5 Granary Weighbridge) and weigh into site.
- Once weighed proceed to the designated INGS glass tipping bay at 'X Berth'
- Reverse the vehicle towards the pile, allowing room to walk behind the vehicle to unlock the doors without having to step on any glass. Unlock container and push it backwards slightly to clear the lights etc.
- Wearing hard hat, gloves and protective eyewear attach the hook of the rope to the door of the container and the other end around the offside mud wing (as pictured)



- Release the door lock, standing as far as possible away from the rear of the container.
- Walk around the front of the vehicle and use the rope to pull open the door fully and latch it open.
- Return to the cab and tip the load, ensuring all windows are closed to minimise noise exposure. Hearing protection is available if required.
- Pull the vehicle away from the glass pile and re-secure the container doors. Ensure that the rear of the vehicle is clear from any residual debris.
- Report to the weighbridge before leaving site and collect the weighbridge ticket.

5. General Guidance

The rope for opening the rear doors is stored in the weighbridge office and will be issued to vehicles carrying glass.

6. Personal Protective Equipment

The following PPE must be worn at all times whilst on site;

- Hi-Visibility Clothing
- Safety Footwear
- Gloves
- Eye protection
- Hard
- Ear protection

7. Training

In house training on safe systems of work repeated at least every two years

Related Documents	
Safe Systems of Work	
General Requirements – Waste Disposal	WD01
Drivers	WD04
Handbooks	
Waste Disposal Staff Guidance and Information Pocketbook	June 2015
Driver's Handbook	April 2009

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