



INTEGRATED MANAGEMENT SYSTEMS MANUAL

Issued by:

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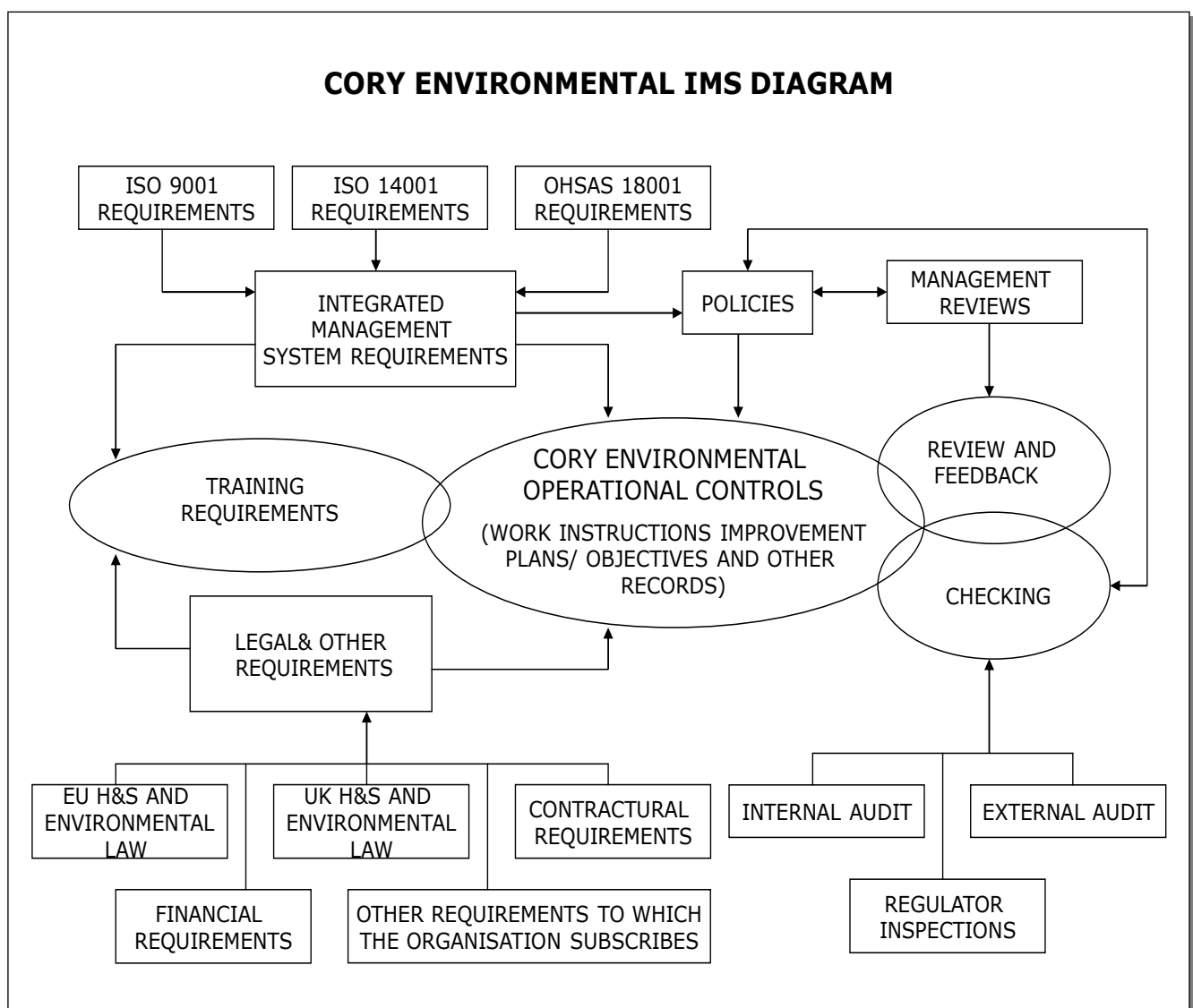
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1.0 INTRODUCTION

Cory Environmental operates an Integrated Management System (IMS) at all operating locations, which is certified to the following recognised standards:

- ISO 14001 for Environmental Management;
- OHSAS 18001 for Occupational Health and Safety Management; and
- Cory Environmental Resource Logistics sites are also certified to the Quality Standard ISO 9001.

Cory Environmental's IMS is the internal framework of documentation used to record how the organisation conducts its operations legally. Cory uses the IMS to demonstrate continual improvement whilst minimising adverse effects on people and the environment.



The IMS is based on a set of system procedures, known as the "Core Management Procedures". These define how the requirements of the External Standards are met by Cory Environmental. There are currently 13 procedures and these will be referred to and explained throughout this Manual.

In summary:

PROCEDURE	OBJECTIVE
IMS-MP-01 Legal Requirements, Other Requirements and Evaluation of Compliance	Describes how to identify and provide access to relevant legislation and other requirements to which the organisation subscribes, relevant to its Environmental aspects and Health and Safety hazards, and to evaluate compliance with said documentation.
IMS-MP-02a Hazard ID RA & determining controls	Explains how to identify and assess the H&S hazards associated with the organisations operations so as to ensure adequate controls are in place to minimise risk before an activity is undertaken. To ensure that all involved understand that risk assessments are a preventative measure, undertaken prior to an activity, change of working practice etc.
IMS-MP-02b Environmental Aspects	Explains how to identify and assess the environmental aspects of site activities which could have a significant impact on the environment to ensure that adequate controls are in place to minimise risk before an activity is undertaken. To ensure that all involved understand that risk assessments are a preventative measure, undertaken prior to an activity, change of working practice etc.
IMS-MP-03 Improvement Plans	Describes how to establish, maintain, monitor and review improvement plans containing defined targets at relevant function and level within the organisation.
IMS-MP-04 Responsibility, Training & Competence	Describes how to assign roles responsibilities and authorities for all tasks in the Integrated Management System (IMS) and how to ensure the competence and awareness of persons working for or on behalf of the organisation on the basis of education, training or experience.
IMS-MP-05 Integrated Management System Review	Describes how to review the Integrated Management System (IMS) to ensure its continuing suitability, adequacy and effectiveness and how to communicate the performance of the IMS to Senior Management.
IMS-MP-06 Monitoring & Measurement	Describes how to monitor and report compliance performance as a basis for continual improvement and how to ensure calibration/ verification and maintenance of monitoring and measuring equipment.
IMS-MP-07 Communication	Describes how to communicate with employees and external interested parties on the companies Policies and the Integrated Management System.
IMS-MP-08 Operational Control	Describes how to manage operational processes and activities in relevant departments and functions in order to achieve the points set out in the Policies, improvement plans, objectives and targets.
IMS-MP-09 Emergency Preparedness & Response	Describes how to identify the potential for, and respond to, accidents, incidents and emergency situations and how to prevent and mitigate the environmental and Health and Safety impacts associated with them



IMS-MP-10 Internal Audit	Describes how to verify the implementation and effectiveness of the Integrated Management System (IMS) including conformance with Compliance requirements (legal, other and internal procedures) using systematic auditing and reporting.
IMS-MP-11 Nonconformity, Corrective and Preventive Action	Describes how to deal with actual and potential non-conformities and for taking corrective and preventive actions.
IMS-MP-12 Document Issue, Records and Control	Describes how to maintain and control IMS documentation and ensure all records issued within the scope of the IMS are maintained in a consistent fashion.

The person with overall responsibility for the IMS at the site/depot/office will be referred to as the 'Site Manager', this person must be the most senior person on site as they need the authority to implement the changes and improvements required. The Site Manager may delegate aspects of the IMS, however they retain overall responsibility for ensuring the system is implemented and kept up to date.

Please take time to familiarise yourself with "*IMS.RC.04 - Responsibilities & Authorities Summary*". This document summarises the health, safety and environmental responsibilities for everyone within Cory Environmental. Everybody has duties under employees and then additional responsibilities depending on specific roles.

Note: With respect to offices/buildings that accommodate various departments or are not part of an operational site with one Senior Manager, (e.g. Coldbath Square, The Old Rectory, Charlton) a "Manager" must be elected to take overall responsibility for the implementation of the IMS.

The most up to date documentation issued by the Compliance Department will be located on the Quickr - IMS, this includes the core IMS procedures, policies, site operating procedures/work instructions, improvement plans, risk assessments and emergency procedures. It is the Site Managers responsibility to ensure that the requirements of the policies and procedures are communicated to all employees.

This manual acts as a guide to inform Site Managers about their responsibilities under the health and safety and environmental aspects of the IMS. The quality aspects are controlled at site level and are facilitated with business/site work instructions. The IMS is also supported by documentation produced by the Finance, HR and IT Departments.

Please refrain from saving documents from Quickr - IMS to local drives as this infringes the document control procedure, and managers/employees could inadvertently use out of date documents/information.



2.0 COMPLIANCE WITH HEALTH, SAFETY AND ENVIRONMENTAL LEGISLATION

As part of the IMS Cory Environmental are committed to complying with, and where appropriate exceeding, all relevant health, safety and environmental legislation as well as any other documents to which we subscribe. This can include but is not limited to:

- Permits;
- Contracts;
- Approved Codes Of Practice (ACOPS); and
- Industry guidance.

IMS management procedure "*IMS-MP-01 Legal Requirements, Other Requirements and Evaluation of Compliance*" explains your responsibilities as the Site Manager to comply with such documentation.

This manual and the associated documentation explain some of the legal requirements which Cory Environmental are required to comply with. In *addition* "*IMS.RC.01 Register of Legal and Other Requirements*" gives a breakdown of the key requirements within the relevant legislation (or other requirements) that the Management Team need to be aware of. Some of the key legislation covered includes:

Legislation	Area	Brief Overview
The Health and Safety at Work Act	H&S	Sets out Employees and Employers duties for H&S. Including the need for a H&S policy so all employees will know how health and safety is dealt with. The law also imposes duties on contractors, designers, suppliers, importers and manufacturers of articles and substances used at work.
Management of Health and Safety at Work Regulations	H&S	Requirement to undertake an assessment of risk and minimise it where practicable. Provide training, and suitable arrangements for H&S.
Workplace Health Safety and Welfare Regulations	H&S	Details facilities and requirements to be incorporated in a working environment.
Personal Protective Equipment Regulations 1992	H&S	Covers provision of PPE to employees who may be exposed to a risk to their health or safety where it is not adequately controlled by other means.
Manual Handling Operations Regulations	H&S	Undertake risk assessments and follow defined hierarchy to minimise manual handling.
PUWER	H&S	All work equipment needs to be suitable and sufficient.
COSHH	H&S	Risk assess products used for work that are hazardous to human health
Environmental Protection Act Part II	ENV	Defines waste and controlled waste. Covers requirements for duty of care on importers, producers, carriers, keepers, treaters and disposers of waste.
Environmental Permitting Regulations	ENV	Combine previous PPC Regulation & Waste Management Licensing (WML) Regimes, so PPC permits and WML's became environmental permits.



3.0 IMS POLICIES

The 3 Corporate systems policies are the basis of the IMS, they show that the company is serious about "Health and Safety", the "Environment" and "Quality" business management. The Policies communicate Cory's commitments to:

- Legal compliance;
- Continual improvement;
- Prevention of personal injuries;
- Minimising risk to health;
- Reducing the potential for dangerous occurrences; and
- Preventing pollution.

It is the responsibility of the manager to ensure copies of the current corporate policies are displayed on the official notice board (Section 4.1) and communicated to all employees. Electronic copies of the current policies can be found on Quickr - IMS (Policies).

3.1 Smoking Policy

Cory Environmental will NOT provide facilities for smoking indoors as required in the "Smoke Free (General Provisions) Regulations" 2007.

It is the decision of the Site Manager if an outside smoking facility will be adopted locally. Outside smoking facilities can only be provided in accordance with the 'Smoking Policy Guidance'.

The Site Manager must ensure the Smoking Policy Template is completed with the site/premises specific procedures to comply with the Smoking Policy Guidance and displayed on the official notice board.

Examples:

The smoking of tobacco or any other substance by employees working at Cory Environmental (site name) will NOT be permitted on site, other than within the DESIGNATED AREA, during OFFICIAL breaks.

Users of, contractors and visitors to Cory Environmental ([site name](#)) will NOT be permitted to smoke on site other than within the designated area.

This requirement will extend to:

- all enclosed and substantially enclosed premises,
- vehicles, offices and mobile plant (including own vehicles whilst on site)
- PUBLIC ENTRANCES TO & EXITS FROM the sites.

The smoking of tobacco or any other substance by employees working at, users of, contractors and visitors to Cory Environmental (site name) will NOT be permitted to smoke on site.

This requirement will extend to:

- all enclosed and substantially enclosed premises,
- vehicles, offices and mobile plant (including own vehicles whilst on site)
- PUBLIC ENTRANCES TO & EXITS FROM the sites.



3.2 Confidential Reporting Policy

People may act inappropriately in the workplace in such a way that breaches legislation, company policy or puts the health and safety and welfare of others and the environment at risk. Front line and junior employees may be first to realise that something may be wrong within an organisation, however, there may be times when employees are not comfortable raising concerns with their line manager because they feel that speaking out would be disloyal to their colleagues or their employer. There may also be a fear of harassment or victimisation. In such cases, employees may be tempted to ignore the concern rather than report what they suspect. Cory Environmental is committed to the highest standards of openness, probity and accountability. We therefore encourage employees with serious concerns to come forward and voice those concerns.

The Compliance Department administer the Companies Confidential Reporting Policy, also known as the Whistle Blowing Policy. The policy details how individuals can raise serious confidential concerns regarding wrong doing at work, where they feel uncomfortable doing so with their line manager. The policy and associated procedure can be found on Quickr - IMS (Policies).

3.3 Mobile Phone Policy

The Companies Mobile Phone Policy is located on Quickr – Knowledgebase. Hand held mobile phones are not to be used whilst driving or operating plant or machinery. The Company does not expect employees to answer their phones whilst driving, and actively discourages employees from calling colleagues who may be driving. Failure to comply with this policy can lead to disciplinary action being taken against the employee and legal prosecutions may be brought against the employee and the company for using mobile phones whilst driving.

3.4 HR Policies

The HR department administer the following policies, which can be found on Quickr- Cory Knowledgebase (Corporate policies & HR Information & Policies).

Summary of Policies:

- Alcohol & Drug Misuse
- Anti-Bullying
- Disciplinary
- Diversity & Inclusion
- IT
- Flexible Working
- Grievance
- Maternity
- Mobile Phone
- Parental & Paternity Leave
- Capability
- Time Off For Dependents
- Absence Reporting
- Corporate Travel
- Mobile Comms
- Expenses



4.0 COMMUNICATION

Communications with regulators, clients, members of the public, relevant to the IMS, are dealt with in line with procedure "*IMS-MP-07 Communication*", records are kept either electronically or in writing.

4.1 Official Notice Boards

Each site must have at least one official notice board displaying all the legal documentation and information that must be made available to all employees, which shall be checked by the Site Manager.

To ensure that staff are kept aware of health, safety and environmental information, changes to site procedures and other relevant information, it is important that the notice boards are checked to ensure that the most current and relevant information is being displayed at LEAST once every three months.

Information should be displayed so that it can be seen and read directly from the board. Out of date/ superseded documents and irrelevant information must be removed, and if applicable replaced with the most current issue.

Information to be displayed:

DOCUMENT	LOCATION
H&S Executive Poster	Compliance Department
Corporate Health & Safety Policy	Quickr – IMS (Polices)
Corporate Environmental Policy	Quickr – IMS (Polices)
Corporate Quality Policy	Quickr – IMS (Polices)
Smoking Policy	Quickr – IMS (Polices)
Carbon Management Policy	Quickr – IMS (Polices)
Crisis Communication Summary	Quickr – IMS (Emergencies)
Emergency Response Plan (RC.09)	Quickr – IMS (Emergencies)
Diversity & Inclusion Policy	Quickr – Knowledgebase (Corporate Policies)
Drugs & Alcohol Policy	Quickr – Knowledgebase (Corporate Policies)
Confidential Reporting Policy	Quickr – IMS (Polices)
Fire Safety Policy	Quickr – IMS (Polices)
Insurance Certificate Employers Liability	Quickr – IMS (Certificates)
H & S Committee Meeting Dates & Minutes of meeting	Produced on Site
Local &/or CEL Organisational Chart	Quickr – IMS (Organisational Information)
IMS Certificates (External Auditors)	Quickr – IMS (Certificates)
First Aider(s) names	Produced on Site
Health & Safety Representative(s)	Produced on Site
RIDDOR Notification Poster (additional copies can be displayed in offices)	Quickr - IMS



5.0 TRAINING, RESPONSIBILITY AND COMPETENCE

It is the responsibility of all Cory employees to ensure that operations are performed in the correct manner, as detailed in training and operating instructions, to minimise risk to human health and the environment whilst providing a high quality service.

The relevant procedure within the IMS is "*IMS-MP-04 Responsibility, Training and Competence*". Responsibilities within the IMS are summarised on the "*IMS.RC.04 Responsibilities & Authorities Summary*". More detailed job specific responsibilities will be detailed in your role profile/ job description.

Cory Environmental have documented and implemented a Competency Management System (CMS) in accordance with the ESA (Environment Services Association) and the Energy and Utilities Skills Council scheme. This has been achieved with the development of role profiles, defining relevant competencies for all levels of employees whose work can impact on the compliant operation of the company's facilities. Members of staff will be required to undertake regular competency reviews with their line manager as part of this process. The CMS compliments the IMS.

Further guidance on the CMS scheme, training and training courses can be obtained from the Learning and Development Manager.

5.1 Induction Training

Cory Environmental have an Induction & Training site on Quickr. The core induction process must be completed in full for ALL employees. There is a video on the site to accompany the General Awareness booklet issued at induction. Specific job role induction videos are available for certain operations within the business, these include:

- Commercial Drivers
- Waste Operatives (CEMS)
- Contractors (CERM)

However full and up to date information is available on Quickr.

5.2 Training & Refresher Training

Cory Environmental is committed to providing a high level of health and safety training to its Management Team. As of 2013 Cory Environmental will require all Site Managers to attend an IOSH Managing Safety Course. This will be supplemented with a series of internal courses covering the Compliance Department procedures that Supervisors will also be required to attend.

To ensure that the standard of mandatory health and safety training is consistent throughout Cory Environmental, a guide is available on the Quickr - Training. For each type of equipment the guide details the minimum training requirement (including any statutory requirements) and the frequency of refresher training. Site Managers are responsible for ensuring that only competent people are allowed to operate any machinery, equipment or plant.



5.3 Learning & Development

The Learning and Development Brochure is issued annually and outlines courses which are scheduled/can be scheduled for that year. The Learning & Development Brochure and the associated Forms can be found on the Quickr Induction & Training Site. For guidance and bespoke training please contact the Learning & Development Manager.

5.4 Toolbox Talks for Health, Safety & Environmental Training

To ensure health, safety and environmental concerns are dealt with efficiently "Toolbox Talks" have been produced by the Compliance Department. The toolbox talks brochures act as a guide and ensure consistency when carrying out supervisor lead training.

The topics chosen will be determined on reported incidents, hazards and near hits, site safety infringement notices issued, new or updated work instructions, works being undertaken, site concerns etc. All Toolbox Talks are located on Quickr - IMS (Toolbox Talk).

Toolbox Talks shall be carried out using the guidance provided in "How to conduct a Toolbox Talk" (CMP-TBT-21).

5.5 Safety Bulletins

Safety bulletins covering a various range of subjects are available on Quickr – IMS (Safety Bulletins). Safety bulletins are helpful in delivering refresher training and for updating employees on issues identified elsewhere in the industry.

Safety bulletins can be communicated to the workforce in the same way as conducting a toolbox talk, and displayed on the notice boards as a reminder.



6.0 REVIEW MEETINGS

The IMS is reviewed periodically in line with "*IMS-MP-05 Integrated Management System Review*" to ensure its continuing suitability. The review considers health, safety & environmental performance, opportunities for continual improvement and the need for changes to the IMS, including the policies and procedures. A record of the IMS Reviews will be retained, in the form of minutes.

The date of the review meeting will be recorded on the Compliance Calander (which can be found on Quickr - IMS).

There are other reporting systems where health, safety, environmental and quality/business issues will be discussed, these include, but are not limited to:

- Operations meetings;
- Joint Consultative Committee (J.C.C) meetings;
- Safety Committee meetings;
- Monthly reporting by the Site/ Departmental Management to the CE Board.

6.1 Health and Safety (and Environment) Committee

Each site is responsible for setting up a Health and Safety Committee. It is advised that this committee's remit also include environment, so as to meet the needs of the IMS and reduce the need for separate meetings. Guidance and assistance on setting up these committees is available from the Compliance Department.

A committee meeting gives you the opportunity to discuss with your employee representatives the general matters about which you must consult your workforce. Talking to your employees about health, safety, environmental and quality issues can result in:

- Healthier and safer workplaces – because employee input is valuable in identifying hazards, assessing risks and developing ways to control or remove risks.
- Better decisions because decisions are based on the input and experience of a range of people in the organisation, including employees who have extensive knowledge of their own job and the business.
- Stronger commitment to implementing decisions or actions – because employees have been actively involved in reaching these decisions.
- Greater cooperation and trust – because you and your employees talk to each other, listen to each other and gain a better understanding of each other's views.
- Joint problem solving.



The Health, Safety and Environment Committee:

- Should meet as often as necessary - the frequency of meetings will depend on the volume of business, as well as local conditions such as the size of the site operations, the numbers employed, and the degree of inherent risks, but the minimum is for each of the agenda items to be covered quarterly.
- Should be manageable for the aims you want to achieve but it will depend on your business.
- Must include at least one Senior Manager who is able to speak authoritatively on behalf of the business.
- Should be planned well in advance and should not be cancelled. Suitable notices, regarding the dates and locations for meetings, should be pinned to the notice board(s).
- Do not need to be held in a formal setting, e.g. a conference room, but it may be easier to hold out on site, in the canteen etc.
- Must follow a formal process including the agenda items listed below and a record kept of the points discussed and any outcomes agreed.
- The minutes/record of the meetings must be circulated and made available for all employees to see.

The agenda and the minutes taken must contain the following subjects as a minimum:

Agenda Items

- Any H&S issues identified by the workforce.
- Statistics on accident records, ill health, sickness absence.
- Accident and incident investigations and subsequent action - remember the aim is to stop them happening again, not to place blame. Committees should look at the facts in an impartial way, consider what precautions might be taken and recommend appropriate actions.
- Risk Assessments.
- Planning and organising health and safety training.
- Any new measures which may substantially affect employees health and safety at work, for example new equipment, new ways of working and new procedures.
- Review and update of Improvement Plans.
- Quality Procedures – if the site has obtained ISO 9001 certification.
- Previous Action – update on the action from the previous meeting.

Smaller sites / Non-Unionised Sites

You will need to advertise for volunteers or arrange elections for your employees so they can choose their representatives.



Larger sites / Trade Union recognised sites

A "Health & Safety Committee Terms of Reference" may be required if the committee is formally recognised, typically by a Trade Union or the client; this would include:

- Purpose.
- Membership.
- Meetings.
- Responsibilities of the Chairperson.
- Responsibilities of the Minute Taker.
- Responsibilities of all Members.

Guidance for producing a terms of reference is available.



7.0 AUDITS

7.1 Internal Audit

It is a requirement of IMS that internal audits are conducted at planned intervals by an independent (impartial) person to ensure the IMS requirements and procedures have been implemented and are being followed. Internal audits are scheduled and undertaken by the Compliance Department in line with procedure IMS-MP-10 Internal Audit. Internal audits check that the documentation required of the IMS is produced and that records are available to confirm this. The internal audit process is supported by Site Visits, also undertaken by the Compliance Department, which check that the controls stipulated in the IMS are adequate to manage the risks, implemented and being followed.

The internal audit process may be split into a number of 'packs' so that the whole system can be reviewed at each site over a 2 year period. Audit dates are summarised on the Compliance Calander (on Quickr - IMS). Following an audit a written report summarising the visit is sent to the Site Manager and a copy saved to Quickr – IMS (Audits & Inspections). Any non-conformances raised are put onto an Improvement Plan. The Site Manager is responsible for ensuring that the improvement plans are updated with the corrective and preventive actions to address the individual non-conformances, and that these actions are then signed off as having been implemented.

7.2 Certification Audits (External Audits of IMS)

An external certification body is employed to undertake third party Certification audits of the Cory Environmental IMS, across the businesses.

The sample audits check compliance against the requirements of the individual management standards OHSAS 18001(H&S), ISO 14001(Environment) and ISO 9001(Quality). The auditors are checking for legal compliance and that the policies and procedures implemented through the IMS are being followed and the documents kept up to date. The Site Manager must ensure that adequate resources are made available to host these audit days.

7.3 Directors Compliance Review (DCR)

DCR visits are intended to provide Directors with the opportunity to adopt a hands-on approach to health, safety, environmental and technical compliance so as to give visible top-down leadership and help foster a strong compliance culture. DCRs also provide a mechanism for personnel at all levels within the company to speak to Directors directly on matters affecting health, safety, welfare and the environment.

Reviews are undertaken by a group consisting of at least one director, an independent manager from a business other than the business to be visited and the Director of Risk Management and Compliance. From time to time operational issues may affect the make-up of the team; however a Director will always be present.

The Compliance Department will prepare an agenda and question set and plan dates for sites to be visited, these will be notified to the sites and the list kept up to date on the Compliance Calander, on Quickr - IMS.



7.4 Inspectors of Enforcing Authorities & Other Agencies.

There are a number of persons working for government agencies with the power to enter a site and carry out an inspection, sometimes without notice. In all cases the representative must:

- Have identification (a warrant card),
- Sign the visitors' book; &
- Be inducted into the site rules.

The Manager (or designated deputy) shall accompany the representative on site.

The Environment Agency carry out regular routine visits on sites which have an environmental permit to receive, transfer and dispose of waste and recyclable materials. Usually a record of their visit will be left at site, or sent in the post/email. Please contact the Technical Department on how routine visits from the EA must be reported to them.

For ALL non-routine visits from enforcing authorities/agencies the respective departments must be notified and provided with copies of any correspondence relating to the visit.

All correspondence must be filed in accordance with "*IMS-MP-12 Document Issue, Records and Control*". Improvements advised by the inspecting authorities should be documented on an improvement plan, along with any corrective measures implemented (see Section 11 IMS-MP-03 Improvement Plans).

<u>AGENCY</u>	<u>CEL DEPARTMENT</u>
Health & Safety Executive (HSE)	Compliance Department
Environmental Agency (not routine site inspections)	Technical Department
Local Authority Environmental Health	Compliance Department
Maritime and Coastguard Agency	Lighterage
Marine Accident Investigation Branch (MAIB)	Lighterage
Customs and Excise	Finance & Senior Management
Fire & Rescue Service	Compliance Department
Police	Senior Management
VOSA (other than road side pull-overs)	Compliance Department
Trading Standards	Finance & Senior Management
Immigration accompanied by Police	HR & Senior Management

Note: If you are unsure as to the level of access and information requested from an Inspector then contact the Senior Management &/or relevant department IMMEDIATELY.



8.0 NON-CONFORMANCE, CORRECTIVE AND PREVENTIVE ACTIONS

Non-conformances, corrective and preventative actions are dealt with in line with the "IMS-MP-11 Nonconformity, Corrective and Preventive Action" procedure.

A non-conformance is the failure of procedures and controls within the IMS, including:

- Actual and potential legal non-compliance.
- System failure discovered at internal audit.
- Over loading of vehicles.
- Contractors/subcontractors breaking agreed operating rules.
- Incidents, accidents and emergencies.
- Complaints.
- Other operational system failure.

It the event of a non-conformance being identified the Site Manager will be responsible for taking immediate action (corrective action) to control the effects of the actual non-conformance, and initiating further action (preventive action) to reduce/eliminate the risk and harm of future non-conformances.

Within the IMS non-conformances are managed using improvement plans, or alternative operational records, these include but are not limited to:

- Non-conforming load forms.
- Rejected load forms.
- Site diaries.
- Schedule 6 breach reports.

To ensure compliance with the requirements of the Management Systems it is imperative that both **corrective** and **preventive** actions are recorded against any non-conformances identified.



9.0 DOCUMENT CONTROL

All documents within the IMS must be maintained and controlled in line with the "IMS-MP-12 Document Issue, Records and Control" procedure.

The most up to date documents are kept on Quickr - IMS. A list of documentation associated with the IMS is recorded on the "IMS Document Status Summary RC.08A". If site management identify a requirement to modify any controlled document, this can be raised at the management review meeting or via an email request to IMS/Cory Environmental. Key controlled documents within the IMS include:

- Manuals, e.g. the Compliance and HR Manuals.
- Procedures; this includes Management and operating procedures, work instructions, safe systems of work etc.
- Blank records e.g. the Accident Report Form.



10.0 RISK ASSESSMENTS

All activities within Cory are subject to risk assessment. In its basic form a risk assessment is a careful examination of what, in the workplace, could cause harm to people or the environment, so as to weigh up whether there are enough controls in place or more are required to prevent harm.

Site management are responsible for ensuring that all significant hazards associated with the operational activities under their control/influence are assessed and the findings recorded. Risk assessments are to be undertaken by a competent person who must ensure that those familiar with the tasks and risk have been consulted. The law requires Cory Environmental to do everything 'reasonably practicable' to protect people from harm. Employees and others, such as contractors, members of the public, visitors and the environment have a right to be protected from harm.

On completion of any risk assessments it must be sent to the Compliance Department for administrative review and recording. The review will identify any obvious omissions, anomalies or errors in document completion and where similar activities are undertaken throughout Cory to compare the controls and standards being set for consistency. For similar activities the Compliance Department will work with Managers involved to produce a single jointly used risk assessment. The Compliance Advisers will undertake a review of the accuracy of the assessments in line with the operations undertaken as part of the 'Site Visit' program.

Site Management are responsible for ensuring that risk assessments are reviewed at least annually. They should also be reviewed following the implementation of any additional controls identified, any updates to the control measures they rely on (training/ work instructions/other assessments), following a relevant accident/ significant incident or in advance to a significant change to the operating practices, including the purchase of new equipment/plant.

The procedures and records for completing a risk assessment are:

- IMS-MP-02a Hazard ID RA & determining controls.
- IMS-MP-02b Environmental aspects.
- F.02 Risk Assessment Form.

All the above documents are located on Quickr – IMS (IMS Management Procedures). A tool box talk (CMP-TBT-02) is also available on Quickr – IMS (Toolbox Talks) to assist with undertaking risk assessments.



11.0 IMPROVEMENT PLANS

Within Cory Environmental's IMS there is a single document for recording any targets/actions/plans for the site. The improvement plans are used to manage the implementation of improvements in quality, health, safety and environmental performance, be they identified at a corporate level, by management or employees, through legislative requirements, risk assessment or arising from audits.

Management will specify the timescales, responsibilities and resources required to reach the specified improvements. Ongoing progress is to be recorded to demonstrate continual improvement and also allow for explanations of issues arising or justifications on delays. The more detail included in the plans/targets the easier to demonstrate continual improvement.

The procedures and records for completing an Improvement Plan are:

- IMS-MP-03 IMS Improvement Plans.
- IMS-RC-03 Improvement Plan Template.

These documents are located on Quickr – IMS (IMS Management Procedures). Each site has its own folder for Improvement plans in Quickr –IMS (Improvement Plans).



12.0 MONITORING AND MEASUREMENT

Progress against improvement objectives is recorded on the relevant improvement plan. Site management are responsible for ensuring these documents are kept up to date, they should be reviewed and updated at least monthly, depending on the targets, and not left to the last minute to update. Improvement plans are used to demonstrate that Cory Environmental are continually improving. If it cannot be demonstrated that continual improvement is ongoing, then there will be issues raised at audit and this could affect the company's third party certifications.

The procedure for Monitoring and Measurement within the IMS is "*IMS-MP-06 Monitoring & Measurement*".

The Compliance Department undertake periodic monitoring of Cory Environmental's operations/activities to ensure compliance with, legislation, environmental permits, planning and contract requirements. Monitoring may be proactive or reactive.

12.1 Noise Monitoring

Noise monitoring is undertaken by the Compliance Department or third party contractors. The frequency is determined through risk assessment or as a result of legal requirements, e.g. permit or contract.

12.2 Dust monitoring

Occupational dust monitoring is undertaken by the Compliance Department or third parties. Reports are reviewed by Site Management and Compliance, and kept on site for reference.

12.3 Environmental Monitoring

The Manager is to liaise with the Technical Department to ensure that monitoring is carried out in line with permit and planning requirements.

The Technical Department undertake periodic monitoring of emission, this includes gas, leachate, dust, surface and ground water. Samples obtained may be subject to simple in house assessment or sent to an accredited laboratory for analysis. The monitoring data is reviewed in house and reports are sent to the regulator as required.

Third party consultants may be employed to undertake specific monitoring if required, this could include specialist monitoring such as flow rates in extraction systems.

The Planning Department must be notified immediately of any issues in relation to the Planning requirements.

12.4 Sustainability Reporting

The Manager is to ensure that the "*Sustainability Reporting Template*" is completed monthly. The template is stored on Quickr – IMS. Contact the Technical Department for advice on completing the report until the work instruction is complete.



12.5 Asbestos

Asbestos is a naturally occurring mineral. There are three types of asbestos which are crocidolite (blue), amosite (brown) and chrysotile (white). Exposure to blue and brown asbestos poses a greater health hazard than exposure to white asbestos, but all types can cause asbestos related diseases.

Asbestos containing products have been widely used in buildings as construction materials, fireproofing, thermal, electrical and sound insulations, decorative plasters, roofing products etc. Blue and Brown asbestos was banned from use in 1985 and by 1999, white asbestos was banned from any new building materials. This means that there are many thousands of tonnes of asbestos still in buildings, where, so long as it is in good condition and remains undisturbed, it does not present a risk. The training for asbestos recognition can be found on Quickr-IMS (Asbestos).

Under the Control of Asbestos Regulations 2006 – Regulation 4, the following must be undertaken by the owner or tenant of a building (depending on the contractual obligations) to determine the presence of asbestos and control measures that may need to be put in place:

- a. Carry out an assessment as to whether asbestos is present and determine its condition;
- b. Record the results of the assessment and ensure that they are passed on to the occupier of the premises;
- c. Collaborating with the occupier and others in the preparation and implementation of the management plan to control the risk from asbestos containing materials; and
- d. Ensuring that anyone potentially at risk receives information on the location and condition of the material, so far it is within their control.

All Cory sites have had the assessment and where asbestos has been found, periodic monitoring should be undertaken. Information on how this is undertaken by Cory Environmental can be found in CMP-MP-159 Management of Asbestos in Premises (Quickr-IMS-Asbestos).



13.0 OPERATIONAL CONTROL

The IMS procedure for Operational Control is "*IMS-MP-08 Operational Control*". Documented operational controls (work instructions) are implemented to ensure activities are correctly performed e.g. in line with contract requirements or legislation and to ensure consistency across the operating units.

The following instructions and guidance apply to all businesses within Cory Environmental.

13.1 Work Instructions, Operating Procedures & Safety Rule Instructions

Procedures and instructions are used to document operational activities on site. All operatives require training on their relevant procedures/instructions, this should be prioritised to ensure a realistic timetable and provide phased training for new starters/refreshers training for existing staff. The procedures/instructions should be reviewed periodically to ensure that they still reflect the operations undertaken and operational personnel involved.

Procedures/instructions for the different operating units are stored on Quickr – IMS (CERL/CERM/CEML/Cory Riverside Documentation).

13.2 General Awareness Booklet

All employees must be given a copy of the General Awareness Booklet during their induction. The booklet provides an overview of their responsibilities for complying with the Company Health, Safety & Environmental Policies.

From time to time the booklet will be updated, and re-issued to all employees.

Copies can be obtained from the Compliance Department or on Quickr – IMS (Training).

13.3 Site Rules

All operating locations must have rules which ensure that proper control measures are in place to reduce risks to health, safety, the environment and welfare.

Each site must have:

1. Visitors' Site Rules
2. Employee Rules
3. And **if applicable** "Drivers Rules" (for vehicles delivering/removing, recyclables, waste & other material).

New sites/offices will need to contact the Compliance Department to obtain a template for completing the rules. Completed rules will be kept in PDF format on Quickr – IMS (Site Rules). The rules must be reviewed with changes to the operations and any amendments must be notified to the Compliance Department for the respective rules to be updated.



Visitors

All sites must display signs directing visitors safely to a reception point. A Visitors' Book must be in place preferably at the reception area. A laminated copy of the "Visitors Site Rules" must be on display with the visitors' book.

Employee Rules

The rules are an overview of the more important "do's and don'ts" of the actual site/operations for the workforce and are backed up by more detailed work instructions for specific operations and tasks (see Quickr - IMS (Procedures, Work Instructions & Records folder)).

Employee rules must be explained and issued to staff during the induction process and a copy signed by the employee with the date must be kept in their training records. If the rules are updated, refresher training will need to be undertaken and recorded.

Drivers

Drivers entering the site should be made aware of the site rules either before, or at the time of their entry onto site. The rules include the "do's and don'ts" plus the safe procedures for loading/unloading their vehicle.

For vehicles delivering waste to landfills a presentation on "Driver Site Induction" (in electronic format) is available on Quickr - IMS.

Anyone failing to observe the relevant site rules or whose actions impact on health, safety and the environment should be cautioned and where necessary a safety infringement notice issued. Repeat failures should be treated as a disciplinary issue or brought to the attention of the offenders' employer, and if necessary the individuals/company bared from entering the site.

Contractors

Site rules to be issued to contractors during their induction are available on the Quickr - IMS (Site Rules).

13.4 Safety Signs and Signals

Safety signs and signals provide warning of hazards and the precautions to be taken to provide protection. Compliance is required with the Health and Safety (Safety Signs and Signals) Regulations 1996, in terms of colour and shape of signs and the type of signals used. They should be specified if identified in a risk assessment. Specialist signs are provided for the Carriage of Dangerous Goods and other specific activities.

The use of signs alone cannot be regarded as an effective control of risk, they should only be used to supplement or to re-enforce controls already in place.

Type of Signs



Prohibition


Emergency Escape
or First Aid


Warning



Fire Sign



Mandatory

Safety signs may be supplemented by text giving additional information; although the signs are designed to be self explanatory and to span any language divide, employees must be given sufficient information, instruction and training to ensure they are fully aware of the meaning of the signs and of the actions required of them.

Signs must contain simple pictograms, these are designed to avoid misunderstanding, there may be small differences in the symbol used as long as the background colour occupies at least 50% of the sign and the message remains clear.

Signs may be permanent or be displayed only when a hazard exists, for example in the event of a spill or a temporary work situation, such as the use of radiography.

A yellow/black or red/white diagonal stripe can be used to highlight a hazard such as an overhead obstacle.



Effective Signage

Signs should only be displayed where required and then used sparingly, the use of too many signs can result in confusion resulting in the message being ignored and persons placed at risk as a result - **use signs sparingly and if possible keep separated.**

Signs are to be placed where they will be easily visible and large enough to be easily seen, the sight distance will dictate the size of sign required.

Maintenance & Cleaning of Signs

Signs can become dirty, worn and faded as they age and weather. Signs can be hit by vehicles and damaged if they are located too close to vehicle routes and loading equipment. Therefore ensure signs are included within the sites daily checks and cleaned on a regular basis.



Traffic Signs

If significant hazards are present from traffic movements, safety signs and signals must comply with the Traffic Signs Regulations and General Directions 2002, this will ensure drivers are familiar with signs displayed.

Safety Signals

Signals can be acoustic or given by hand, such as that used to direct reversing vehicles or crane operation. Hand signals follow an established format and persons using such signals must be trained and competent. Acoustic signals are used to provide warning of unsafe conditions such as a fire alarm or possible threat of crane overloading.

Toolbox talk CMP-TBT-05 will assist with training employees on signage.

13.5 Workplace Inspections

Daily/Weekly

The Manager is responsible for producing a system for inspecting, recording and actioning any irregularities with health, safety, and environmental issues on site on a frequent basis. Additional items from Environmental Permits, Planning Permissions, Working Plans, and Authority Contracts etc. may also need to be included to demonstrate adherence to such conditions.

Annual

Each year the Manager is responsible for ensuring the "Annual Workplace Assessment Form CMP-RC-209" is completed. Actions from the Annual Self Audit should be added to the Improvement Plan.

The record can be found on the Quickr – IMS (Workplace Assessment).

13.6 Display Screen Equipment (DSE) Workstations

It is a requirement of the (DSE) Regulations that a suitable and sufficient assessment is made of all DSE workstations. It is the responsibility of the Site Manager to ensure assessments take place in accordance with management procedure "CMP-MP-115 DSE Workstation Assessment" and any action required as a result of the assessment is completed.

In line with the regulations, an assessment will need to be undertaken for the following reasons:

- Major changes to the DSE, furniture or hardware.
- New users start.
- Workstations are re-sited. (A workstation moved within an organisation does not count as new, but the environmental factors will need reassessing when it is repositioned).
- A considerable change to the nature of the work.
- Every two years, if none of the above applies.



Eye Test

All employees that are designated 'users' are entitled to a free eyesight test at regular intervals. This applies where changes in work routines mean a previous 'non-user' becomes a 'user'.

Where special corrective glasses are supplied specifically for work with DSE then the company will pay towards the basic cost of the glasses in accordance with the Company Eye Test Policy.

13.7 Control of Substances Hazardous to Health (COSHH)

The Manager is responsible for ensuring all staff that purchase, use and store chemicals and hazardous materials fully understand the requirements of management procedures "CMP-MP-014 Management of Substances Hazardous to Health" which is located on Quickr – IMS (IMS Management Procedures).

The Manager is responsible for ensuring their "Site Inventory CMP-MP-014b" is kept up to date and reviewed annually. Any substance that is not on the "Master Cory Substance Register – CMP-RC-014c" for the intended use, must be assessed by the Compliance Department in advance of ordering using form "CMP-RC-14a Assessment Request".

13.8 Hazardous Substance Storage

Hazardous Substances must be stored in appropriate locations around the site and in accordance with any recommendations within the Fire Safety Manual (See Section 14.2 Emergency Preparedness & Response) and/or any specific legislation relating to the substance. If unsure on the requirements of the storage facilities seek guidance from the Compliance Department.

Hazardous substances must be stored in suitable containers, including secondary containment where necessary and be appropriately identified. Employees should be trained in the safe use of such substances and what to do in the event of a spillage or fire.

13.9 Managing Waste on Site

Waste brought on to the licenced or permitted sites should be managed in accordance with the relevant permit and or working plan documentation.

Waste produced on site should be kept suitably contained prior to disposal to prevent it escaping from the site.

The Technical Department have registered all Cory Environmental sites with the Environmental Agency as "Hazardous Waste Producers". New sites must liaise with the Technical Department to ensure the site is registered.

Hazardous waste leaving the site should be consigned off site using a consignment note that is signed off by a suitably qualified employee. Consignment notes must be kept for a minimum of 3 years.



Where a third party is used to collect waste, the manager needs to ensure that they have the appropriate waste carriers licence and that they will be disposing of the waste at a suitably licensed facility.

Training is available from the Technical Department for completing consignment notes.

13.10 System Infringement Notice (SIN)

The aim of SINs is to ensure that everyone is involved in maintaining a positive safety culture, and that it is not used as a means of punishment but rather to modify behaviour towards positive improvement.

The SINs should be issued for **every** site & safety infringement witnessed by the supervisory/management team, in accordance with work instruction CMP-MP-194 System Infringement Notices. Employees should be encouraged to report infringements to supervisors so that notices may be issued, after investigation. A copy of the Sin notice issued to an employee must be filed in their personal folder/file.

Any SINs issued must be recorded on the Monthly Accident Stats Returns.

13.11 Personal Protective Equipment (PPE)

The requirement to use PPE is determined by a risk assessment and only after all control measures have been implemented. The standard and quantity of PPE issued is defined in the "PPE Management Procedure CMP-MP-175" located on the Quickr - IMS. PPE issued must be signed for by the individual, using the respective record CMP-RC-175.

It is the Manager's responsibility to ensure staff that purchase and issue such clothing and equipment, understand and adhere to the Work Instruction.

Persons issued with PPE have a legal duty to take care of the equipment, to use it as intended, not to abuse it and to report any defect to the Manager.

Managers should carry out regular checks to ensure employees are wearing the issued PPE and in the correct manner. Employees not wearing the correct PPE or in the correct manner should be issued a SIN (see 13.10).

Toolbox Talk CMP-TBT-09 will assist management in refreshing staff on the correct use of PPE.



13.12 Occupational Health

Employees must be physically capable of undertaking tasks expected of their role and Cory have a responsibility to ensure the health of employees does not suffer whilst at work.

In the waste and recycling industry there are identified health hazards, Site Management need to be aware of these hazards in order to carry out effective risk assessments.

Ill health from substances potentially hazardous to human health can occur via four routes:

- Absorption via skin contact especially through existing cuts and abrasions or through contact with the eye's mucus membrane;
- Injection through sharps injuries;
- Ingestion through hand to mouth contact (commonly experienced when eating, drinking or smoking); and
- Inhalation through the lungs.

Health Hazards

The health hazards that may be encountered in the collection and sorting of waste and recyclables include:

- Animal faeces and waste (including straw and hay) from litter trays, hutches, pens etc of normal domestic pets;
- Faeces present in nappies, incontinence pads and stoma bags;
- Animal carcasses;
- Rodent infestations;
- Hazardous liquids such as paint, used oils, varnishes and cleaning products;
- Car batteries;
- Rusty cans, nails, fencing and other metal
- Used needles/syringes and drug/sex litter; and
- Broken glass and other sharp items.

Potential Illnesses

The following is a non-exhaustive list of possible illnesses, and their effects, that could be contracted from the health hazards listed above:

DERMATITIS & SKIN DISEASES: The skin becomes dry and irritated, followed by rash and infection, cumulative damage to the skin can make it more susceptible to harm. Causes of dermatitis include wet work and contact with chemicals or dust. (Tool box Talk CMP-TBT-14 Dermatitis).

LEPTOSPIROSIS (WEIL'S DISEASE): Is a form of jaundice. The disease arises from the urine of rats. The infection can enter through breaks in the skin, through the mucus membrane of



the mouth, nose and eyes and through consuming contaminated food or water. The early stages of the disease may be rather like influenza with fever, headache, vomiting and muscle pain. Jaundice may occur at a later stage. (Tool box Talk CMP-TBT-11)

TOXOCARIASIS: Is a roundworm parasite that can enter the body by hand-to-mouth contact with cat and dog faeces or contaminated material. Following ingestion, the eggs hatch and the tiny larvae will travel around the body usually causing no problems; but can settle in particularly sensitive tissue such as the retina of the eye, where they can cause damage or even blindness.

TETANUS: This disease (commonly called lockjaw) can occur following injuries in which the skin is broken and comes into contact with organisms in soils and decomposing matter. Symptoms include exaggerated reflexes, muscle rigidity and uncontrolled spasms.

FARMERS LUNG: Inhalation of organic substances such as spores and mould from damp, warm vegetation can result in an allergic response in the lungs. Symptoms can include a dry cough, weakness, fever a shortness of breath during exertion and joint pains.

HEPATITIS B: This disease is carried in infected blood and other body fluids. In the waste industry the most common way to contract the virus would be via a needle stick or sharp injury. It can cause acute inflammation of the liver.

SCROTAL CANCER: This can be linked to waste engine oil coming into contact with the scrotum via soiled hands and/or impregnated clothing and/or oil saturated rags in pockets.

SUNBURN: Sunburn damages skin, and can be a contributing factor in skin cancer. Employees should be encouraged to cover up and wear sun protection.

FUNGI & MOULDS: Inhalation of bio-aerosols from the collection and handling of green waste. This can lead to lung infection and allergies.

Physical Hazards

Physical hazards capable of affecting a person's health could include:

- High noise levels from machinery.
- Excessive levels of vibration in hand tools or vehicle operation.
- Heat stress, caused by a combination of dehydration, physical work and high temperatures, can lead to fatigue, loss of concentration and exhaustion.
- Cold stress, working in cold environments, for prolonged periods, can lead to temporary loss of feeling in extremities, loss of concentration and fatigue.
- Ionising Radiation when carrying out non-destructive testing (NDT).

In all cases a risk assessment for such hazards must be carried out. COSHH assessments for chemical and biological hazards are undertaken by sites and reviewed by the Compliance Department. These will need to be reference on the relevant site risk assessment.



Preventing or Controlling the Risk

Exposure to hazardous substances should be prevented or eliminated, where this is not reasonably practicable, exposure should be adequately controlled.

Remember that although a useful additional measure, vaccination/inoculation does not guarantee that infection will not occur. A minority of people gain no protection, as the vaccine does not trigger an immune response. It is the last line of defence for collection workers, loaders and pickers. (If the risk assessment of the tasks identifies a need for inoculation contact the Compliance Department for advice).

When carrying out risk assessments, consultation with employees carrying out the task is essential. Ask if they have come across any hazards you haven't identified. They know what actually goes on and the locations where the risk is highest (e.g. areas where dirty or used needles might be encountered), and can help develop practical solutions to problems.

Control Measures

Managers can do a number of things to manage the risk of ill health in their own workplaces.

- Reduce the Hazard: Work with client/agencies to reduce the risk at source, e.g. needle return schemes, guidance for householders on how to present waste and recyclables, dog faeces bins, hazardous waste return schemes etc.
- Training: Make sure workers understand the risks involved through proper information, instruction, training and supervision – check they understand key messages. Ensure that any training is documented.
- Promote Good Personal Hygiene: This will significantly reduce the risk of ill health. It is essential that workers wash or clean their hands before: eating; drinking; smoking; using the phone; taking medication; inserting contact lenses; wearing gloves; before and after using the toilet; or after becoming contaminated with infected material/waste.
- Provide Appropriate Equipment for the Task: e.g. litter picking tongs, shovels, ventilation equipment, sharps boxes, containers and lighting and carry out regular checks to ensure the equipment is being used.
- Provide Appropriate Protective Clothing: e.g. gloves, safety boots and cut resistant trousers, and carry out regular checks to ensure the equipment is being worn.
- Spillages: Make sure workers know what to do if there is a spillage, if they become contaminated or if they handle contaminated material.

Personal Hygiene

Good personal hygiene is essential to prevent ill health. Ensure:

- Regular awareness/refresher training personal hygiene (using the HSE leaflet "Stay clean stay healthy" on Quickr - IMS - Toolbox Talk) is carried out on promoting the washing of hands.
- Adequate hand washing facilities are available, including mild soap and towels.



- Antibacterial cleansing wipes are available on collection vehicles/handcarts, strong or abrasive cleansers are avoided as these can cause irritant dermatitis.
- Barrier' creams are provided as these can make it easier to remove contamination. However, they should not be used as a substitute for suitable gloves.

13.13 Health Surveillance

Health surveillance is an assessment of the state of the health of an employee, and is related to exposure to substances hazardous to health, including biological monitoring. The need for health surveillance will be determined through risk assessment or as a result of a legal requirement.

If a worker is exposed to noise or hand-arm vibrations, health surveillance may be needed under these regulations. If the worker is exposed to hazardous substances such as chemicals, solvents, fumes, dusts, gases and vapours, aerosols, biological agents (micro-organisms), health surveillance may be needed under COSHH. If the worker is exposed to asbestos, lead, work in compressed air, medical examinations may be needed under specific regulations.

The objective and primary benefit of health surveillance is to detect adverse health effects at an early stage, thereby preventing further harm. The results of health surveillance can provide a means of:

- Checking the effectiveness of control measures;
- Providing feedback on the accuracy of the risk assessment; and
- Identifying and protecting individuals at increased risk because of the nature of their work.

Health surveillance should be introduced where the risk assessment shows all the following criteria are met:

- There is an identifiable disease or adverse health condition related to the work concerned;
- Valid techniques are available to detect the disease or condition;
- There is a reasonable likelihood that the disease or condition may occur under the particular conditions of work; and
- Surveillance is likely to further protect the health and safety of the employees to be covered.

Where appropriate, health surveillance may also involve one or more health surveillance procedures depending on suitability in the circumstances. Such procedures can include:

- Inspection of readily detectable conditions by a responsible person acting within the limits of their training and experience;
- Enquiries about symptoms, inspection and examination by a qualified person such as an Occupational Health Nurse;



- Medical surveillance, which may include clinical examination and measurement of physiological or psychological effects by an appropriately qualified person;
- Biological effect monitoring, i.e. the measurement and assessment of early biological effects such as diminished lung function in exposed workers; and
- Biological monitoring, i.e. the measurement and assessment of workplace agents or their metabolites either in tissues, secreta, excreta, expired air or any combination of these in exposed workers.

13.14 Lone Working

A lone worker is someone who works without close supervision or contact with others, such as: maintenance staff, landfill personnel, environmental monitoring personnel, street cleansing operatives, drivers of single manned vehicles, security staff or weighbridge clerks. Local managers need to determine if additional health and safety precautions are needed to protect lone workers, this is done by asking two questions:

- 1 What hazards are increased by lone working?
- 2 What hazards occur only due to lone working?

If the hazards faced by a lone worker are greater than those faced by a person who is working alongside a colleague, then additional precautions may need to be introduced to reduce risk.

The additional precautions required will depend on the hazard involved, the type of activity and circumstances of the work being undertaken and will be determined by risk assessment.

Examples of possible additional measures include:

- Making and receiving regular booked phone calls or radio checks.
- Signing out when leaving an area to carry out inspection/maintenance tasks.
- Making site personnel aware when working on site.
- Providing CCTV or panic alarms in offices.
- Providing a lone worker alarm linked to GPS.

Where regular contact is required, a log may need to be kept to ensure the contacts are made, and to alert local management to any missed contacts.

Missed contacts must be followed up, as these may be the only method a lone worker has of summoning help in an emergency.

If the precautions introduce new equipment, or new requirements, then staff must be trained, to ensure compliance with the new measures.

The risk assessment for a lone worker risk must be reviewed annually.



13.15 Aggression & Conflict in the Workplace

An in-house workshop on "How to Manage Conflict in the Workplace" can be organised via the Learning and Development Manager.

Toolbox Talk CMP-TBT-22 will assist managers in reminding employees on the key points learnt from the workshop.

13.16 Noise at Work

Prolonged exposure to high noise levels can cause serious and irreversible hearing damage. The Noise at Work Regulations 2005 provides a legislative framework for controlling occupational noise exposure.

The exposure action levels for an 8 hour shift, not taking account of hearing protection are:

- A lower level of 80db(A), (peak sound level of 135db(C)) above which a hearing protection programme should be initiated and suitable protection made available.
- An upper level of 85db(A), (peak sound level of 137db(C)) above which employees must not be exposed and a programme initiated to reduce the noise levels to as low as is reasonably practicable.

In addition there is an exposure limit value of 87 db(A) (peak sound level of 140db(C)) above which a person cannot be exposed, this level does take into account the use of hearing protection, the effectiveness of which in reducing exposure is based on information provided by the manufacturer.

Details of the hearing protection programme will depend upon prevailing circumstances and the severity of the noise problem, this may include:

- Selecting plant and machinery with low noise levels.
- Engineering controls to reduce noise at source.
- Effective enclosure of machinery.
- Provision of hearing protectors.

Requirements:

- Managers must identify workplaces or situations where persons may be exposure to high noise levels, a good indication of which is if speech is difficult to understand from less than 6 feet (2 metres) away. When identified arrangements should be made for a noise assessment to be carried out by the Compliance Department.
- Vulnerable employees must receive information, instruction and training about risks to hearing, and the measures necessary to minimise the risk.
- Employees required to use hearing protection have a duty upon them to make full and proper use of the hearing protection, and to promptly report any defects.
- Defects with noise enclosures must be promptly reported to management.



- All noise control measures and personal protective equipment must be properly maintained and tested, and repaired or replaced when necessary.

13.17 Provision and Use of Work Equipment (PUWER)

Work Equipment must be suitable for the intended task, maintained in good order, regularly inspected and checked by the user before use. "Work Equipment" applies to anything provided for work and includes that provided by employees in the course of daily operations at all locations. The definition of "use" is wide and includes all activities involving the work equipment such as stopping and starting the equipment, repair, modification, maintenance and servicing.

It is essential that equipment is maintained so that its performance does not deteriorate to the extent that it puts employees or others at risk. The extent and complexity of maintenance will vary greatly from operation to operation within the company.

Some equipment may require frequent inspection, maintenance or repair, Location Managers should be aware of the requirements for maintenance and the necessity of keeping records of defects in equipment. Maintenance can be either Routine – based on manufacturer's recommendations or Planned Preventative – determined by the site maintenance staff based on recommendations and previous experience.

Apart from the general maintenance of equipment, other areas which should be inspected and the results recorded include, lighting, kitchen equipment, heating appliances and ventilation, perimeter fencing and security arrangements, floors and ground conditions, buildings and structures, vehicles, trailers and associated equipment. The inspection programme can also form a vital and integral part of site safety meetings, with the final stage of the meeting being used to carry out an inspection of the site.

Inspections of all equipment must be carried out by suitably competent persons.

Employers are strictly liable for injuries to employees caused by defective equipment where the defect is wholly or partly the result of manufacture or the failure to effect a repair.

13.18 Machinery Safety

The Supply of Machinery (Safety) Regulations 2008 require all UK manufacturers and suppliers of new machinery to make sure that the machinery which they supply is safe. They will do this by:

1. Finding out about the health and safety hazards (trapping, noise, crushing, electrical shock, dust, vibration etc) that are likely to be present when the machine is used:
 - a. Assessing the likely risks;
 - b. Designing out the hazards that result in risks; or, if that is not possible,
 - c. Providing safeguards (e.g. guarding dangerous parts of the machine, providing noise enclosures for noisy parts); or, if that is not possible,



- d. Using warning signs on the machine to warn of hazards that cannot be designed out or safeguarded (e.g. 'noisy machine' signs).
 - e. Keep information, explaining what they have done and why, in a technical file.
2. Fix CE marking to the machine where necessary, to show that they have complied with all the relevant supply laws.
3. Issue a 'Declaration of Conformity' for the machine (or in some cases a 'Declaration of Incorporation').
4. Provide the buyer with instructions to explain how to install, use and maintain the machinery safely.

A machine is normally regarded as being a piece of equipment which has moving parts and, usually, some kind of drive unit. Examples include:

- Forklift truck;
- Metal working drill;
- Paper making machine;
- Circular saw;
- Lifting equipment (and even lifting tackle); &
- Baling machine.

A CE marking is NOT a guarantee that the machinery is safe to use, but that the manufacturer is claiming that the machinery complies with the law. You still need to check the machine is safe before it is used.

Before buying a new machine, you need to think about:

- Where and how it will be used;
- What and for how long it will be used for;
- Who will use it (skilled employees, trainees);
- What risks to health and safety might result; &
- Comparing how well health and safety risks are controlled by different manufacturers.

Guidance and approval must be sought from the Compliance Department before purchasing any new equipment, in accordance with "CERL-WI-064 Purchasing of Vehicles & Plant".

Machinery Posing Special Hazards

Guidance can be obtained from the Compliance Department on hazards such as vibration, blind spots, and dangerous exposed parts with existing machinery and equipment.



13.19 Lifting Operations

All lifting operations whether carried out using mechanical assistance or manually must be assessed prior to carrying out the task, those involved must be trained and competent. Wherever possible mechanical assistance should be considered, the final decision whether to use mechanical means being dependant on the load, frequency of lift, distance to be travelled, and persons involved.

Manual Handling

Manual handling should only be considered if there is no practical alternative and if the person has received adequate training.

Prior to lifting consider:

- The size and shape of the load.
- The weight and its distribution of the load.
- Distance to be travelled.
- Any obstruction on route.
- Frequency of the task.

Mechanical Handling

Mechanical handling can take many forms, from the use of a simple sack truck to assist with light or repetitive tasks, to complex lifting involving mobile cranes or fixed container cranes, such as those at the Transfer Stations and Riverside. It also includes the loading and movement of waste and recyclables.

The selection of lifting plant must take fully into account many factors, including the weight, shape and size of the load, the distance of the load from the plant (the radius of lift), required operational requirements and the nature of the terrain over which the plant will travel.

Prior to procurement, the operational requirement must identify all factors that the plant will be required to perform to ensure the chosen item is fully fit for purpose and conforms with the provisions of the Supply of Machinery (Safety) Regulations 2008 (see section 13.18).

Operators of lifting plant must be competent and trained in the use of the equipment. When a load requires attaching using tackle, this must be properly slung by persons trained and competent to deal with the type of load involved, they must also be capable of giving appropriate signals to the plant driver to assist with the lifting.

Vehicle mounted Lifting Equipment

Small (domestic) container lifts mounted on an RCV and tail lifts must be examined under LOLER (see section 13.20). Skip vehicles and vehicles designed to transport large Roll-on type containers fall outside these regulations. Regardless, all vehicle mounted lifting equipment must be maintained in accordance with the manufacturer's requirements and details recorded in the vehicle record file.



13.20 Statutory Inspections – Lifting and Pressure Equipment

There are specific regulations dealing with statutory inspection required for equipment used for lifting – Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), and pressure systems – Pressure Systems Safety Regulations 2000 (PSSR).

a. Lifting Equipment

Equipment used for lifting can be divided into two categories:

- a. Lifting Accessories that secure the load to the lifting equipment, for example; shackles, strops, chains and eye bolts.
- b. Lifting Equipment, work equipment used for lifting or lowering a load, for example; lifting equipment on an RCV, tail lifts, cranes, vehicle hoists, scissor lifts and passenger lifts used at work.

Thorough Examination

All lifting equipment must be thoroughly examined by a competent person, usually employed by the company. The frequency of examination can be determined by the competent person but usually follows:

- a. Lifting Accessories: 6 monthly.
- b. Lifting Equipment; annually, except for equipment used for lifting persons when 6 months shall be the frequency.

It is advisable to add the dates to the site maintenance planner or "*Site Compliance Planner*" (see Section 15).

A report containing details of the examination and any faults found will be sent either electronically or by hard copy to the site. The Compliance Department will also receive a copy of the examination. The Site Manager must inform the Compliance Department of any actions taken to close out the report.

A procedure on the action taken to rectify defects within the required time scale is CMP-MP-155 located on Quickr – IMS (Lifting, Pressure & LEV Equipment Insurance Exams).

b. Pressure Systems

Pressure systems comprise of storage vessels and any associated safety devices such as pressure relief valves where the stored pressure of a relevant fluid exceeds 0.5 bar above atmospheric pressure. Pipework is usually excluded as there is insufficient stored pressure to be a hazard, large diameter pipework could be included if there is a sufficient risk present. A competent person, usually an insurance surveyor, is responsible for compiling a written scheme of examination; this scheme determines the hazards involved, assesses risk and determines the examination frequency.

Thorough Examination

The thorough examination of pressure systems follows closely the regime for lifting equipment, and is often carried out by the same organisation, although by a different engineer. The reporting requirements are similar with the report being sent either



electronically or by hard copy, with Compliance receiving a copy and following-up on required actions.

13.21 Managing Contractors

Contractors used on site for maintenance, repairs, installation of any new equipment etc. must be selected and managed on site in accordance with Contractor Management Procedure (CMP-MP-113) located on the Quickr – IMS (Contractor Management).

It is the Manager's responsibility to ensure so far as is reasonably practicable, that contractors are competent and have been issued with all relevant work instructions and procedures relating to the works being undertaken.

13.22 Permit to Work

Permits to work are required for work activities that are undertaken when, after all other controls are implemented, and the residual risk level remains unacceptably high. These activities would have been identified as a result of a Risk Assessment.

In addition to the high risk activities identified, "Permits to Work" are also required for the following activities.

- Entry into confined spaces.
- Isolation and work on live electrical circuits & equipment (>110 volt).
- Hot work.

Work Instructions providing further guidance on completing Permits to Work for hot works can be found on Quickr – IMS (Permits to Work).

13.23 Electrical Safety

It is the Manager's responsibility to ensure electrical testing is carried out at the required frequency. For sites that do not have a Maintenance Planner, testing dates can be added onto the Site Compliance Planner (see Section 15) or the Site Diary.

Fixed Systems

All wiring and equipment fixed to the structure of the building must be tested in accordance with recommendations made by a competent electrician and in accordance with BS 7671 - Requirements for Electrical installations.

To comply with the IEE Wiring Regulations all offices and domestic buildings will be tested every 5 years (as a maximum), depending on the findings of the previous inspection.

Portable Electrical Equipment (240 Volts and above)

Portable equipment is defined as any item of electrical current using equipment that is plugged into a socket outlet. Portable electrical equipment are subject to regular testing, the frequency should be based on risk assessment and depends on the use of the equipment and



its intended working environment. Low voltage equipment (110 volt or less) is exempt from PAT testing.

As a guide, testing should be conducted as a minimum:

- Every 5 years for appliances that do not involve heating or water e.g. computers, radios, VDU monitors.
- Annually for appliances involving heating or water e.g. microwaves, fan heaters, kettles.
- Every 6 months for items that are used outside, and/or in wet and damp conditions and/or are doubly insulated.

However the user of electrical equipment should check the condition of the equipment prior to its use. It is relatively easy for people to spot and report signs of damage, overheating and misuse.

High Voltage (410 Volts and above)

Electrical systems rated at 410 volts ac or above can only be worked on by persons having received specialist training and who have been assessed and authorised as being competent to work on such voltages. This work includes isolations and switching of feed supplies. Advice on the frequency of testing such equipment should be obtained from a qualified engineer. If Contractors are employed to undertake this work checks on their competency are required.

13.24 Work at Height

Fall from height is a major cause of injury, to ensure work at height is carried out safely an assessment of the risks involved should be undertaken. This may be a formal assessment or a "dynamic risk assessment", details of which can be recorded and used to revise or form the basis of a formal risk assessment.

This section applies to work where a person could fall ANY distance, this could include work being carried out at an elevated position, from access equipment or if a fall into a pit is possible. Where possible a means of carrying out the task should be selected where the person can work from ground level.

Selection of Equipment

Access equipment should be selected taking into consideration the height, likely duration and nature of the task, tools to be used and any possible obstructions. Platforms, either mobile or fixed, should be used in preference to other forms of equipment; ladders should not be used unless there is no suitable alternative and only then if a risk assessment confirms it is safe to do so.

If work is required from a permanent structure, such as a flat roof or gantry this should be provided with suitable edge protection. If no permanent provision has been made, then a temporary means of protection, or as a last resort, a personal restrain system should be installed.



Training

Only staff who have received relevant training may work at height, this applies regardless of the type of equipment selected. Training must be carried out by a competent person and recorded on the person's training record.

Use of Equipment

Prior to use, and every day during use (if used for more than one day) access equipment must be given a pre-use inspection, and recorded. The inspections must be completed by a person who has been trained in the safe use of the equipment.

Inspection records should be retained for a minimum of 1 year, to provide evidence in the event of an accident to defend against legal action.

Access equipment which has failed a pre-use check should be removed from service and labelled to show it cannot be used; it can only be re-used following a suitable repair and inspection by a competent person.

Roof Work

If a roof contains fragile material that could fail if a person's weight is applied, it must be identified by a sign clearly visible from ground level at possible access points.

Glazing panels, asbestos cement and similar roofing materials are fragile, and a risk assessment must be carried out before work is considered; contractors must be advised of the presence of the material before commencing work.

The most significant risk of a person falling through a fragile roof is when undertaking maintenance or cleaning tasks. Employees are not to undertake any roof work; this is a specialist field and will only be undertaken by competent contractors.

Where frequent access is needed to roofs (including internal roofs, e.g. an office within a workshop) suitable permanent walkways must be provided, where appropriate these must include suitable edge protection.

If only occasional access is required temporary safeguards such as crawling boards, roof ladders or temporary access equipment must be provided.

13.25 Confined Spaces

A confined space may be defined as any place, such as a pit, chamber, pipe, sewer, tank etc, that is substantially enclosed, and there is a risk to persons due to:

- A fire or explosion;
- Loss of consciousness;
- Drowning in liquid; or
- Asphyxiation in a free flowing solid or the inability to reach a place of safety.



Entry

Work should not be undertaken in a confined space if there is an alternative means of undertaking the task that avoids entry. If entry is unavoidable, a risk assessment must be undertaken on every occasion; following the assessment, a method statement and permit to work are required.

Local managers must identify places that are confined spaces or may potentially become a confined space if circumstances change. The Compliance Department must be consulted to assist in developing safe systems of work and confirming suitable control measures.

A safe system of work will always include the requirement for the issue of a Permit to Work. The permit will accurately document the conditions of entry that must be followed in order to ensure the health and safety of persons involved, and will by signature of competent persons, authorise the work to be undertaken.

Confined spaces **MUST NEVER** be entered if someone is in trouble.

Access to confined spaces must be controlled with the same level of authority regardless of the frequency and nature of the task; a "One-Off" entry will have the same level of control as a confined space frequently accessed.



14.0 EMERGENCY PREPAREDNESS AND RESPONSE

The IMS procedure for Emergency's is "*IMS-MP-09 Emergency Preparedness and Response*", and is located on the Quickr – IMS (IMS Management Procedures).

The procedure defines the key terms:

Incident - an unplanned, potentially harmful or damaging situation or event, not resulting in personal injury, environmental damage or other loss.

Accident - an unplanned, harmful or damaging situation or event, resulting in actual personal injury, environmental damage or other loss.

Emergency - an unplanned situation or event resulting in involvement of the public emergency services, police, fire, paramedic or the environmental regulatory authorities. If the concern is the environment, it normally involves actual major pollution.

Within the procedure is the requirement to have 'Emergency Plans' summarising the key information required in the event of an accident. Emergency plans are displayed throughout the sites on notice boards. Site Managers are responsible for notifying Compliance if the information displayed goes out of date.

14.1 Fire Risk Assessment

All sites undergo a Fire Risk Assessment. The issued report details and includes a list of improvements and a Fire Emergency Plan. The frequency at which the fire emergency plan is to be practiced will be dependent on the findings of the fire risk assessment. Copies of the site fire risk assessments are kept on the Quickr – IMS (Fire Safety & Fire Risk Assessments). The assessments are periodically reviewed and progress against the corrective actions is checked.

14.2 Fire Safety Manual

Each site will have a Fire Safety Manual (FSM) which is produced by the Compliance Department. This manual contains the Fire Risk Assessment, supporting documentation, the action required by sites and a means of recording those actions.

It is the Manager's responsibility to ensure:

- The Emergency Plan is implemented.
- The "Close out Sheet for recommendations" from the fire risk assessment are completed on time.
- Emergency drills and checks are carried out throughout the year.
- Relevant staff are aware of the FSM and are trained to undertake their specific responsibilities.
- The "Fire Precautions Logbook" is kept up to date.



- The FSM is available on site at all times.

Any additional fire precautions work or inspections not included in the log must be filed with the Fire Risk Assessment.

14.3 Emergency Procedures

Each site will have a specific Emergency Response Plan (RC-09), which will reference the relevant emergency work instruction from the core set on the Quickr - IMS. If there is a need to personalise these for specific site operations, the Compliance Department should be consulted.

All employees must be trained so that they understand the actions to be taken in the event of an emergency. Regular drills must be carried out and the details recorded, with any improvements to be noted on the improvement plans.

14.4 Crisis Communication Summary Sheet and Emergency Response Plan

The Compliance Department will produce for each site a "Crisis Communication Summary Sheet" and an "Emergency Response Plan". It is the responsibility of the Manager to ensure the details on the sheets are current. Amendments to the sheet must be notified to the Compliance Department A.S.A.P. Copies of the sheets must be displayed at relevant points at each site. An electronic version of these documents can be found on the Quickr – IMS (Emergencies):

- Crisis Communication Summary.
- Emergency Response Plan RC-09.

The Manager is responsible for ensuring all staff are trained and understand their specific duties and responsibilities to comply with the Crisis Communication Summary and Emergency Response Plan.

14.5 Personal Emergency Contact Details Record (RC-ind07)

To ensure contact details for all staff are available and current on site, a "Personal Emergency Contact Detail Record" must be completed by all staff. The initial form would be completed as part of the induction process (Induction & Training Quickr).

It is the responsibility of the Manager to ensure the Personal Emergency Contact Details record for all staff are checked each year to ensure the details are current. If the details remain the same then the sheet must be dated to indicate it has been checked. A new sheet must be completed for changes to the details. The forms must be completed in clear and legible writing.

The sheet is to be filed in the front of the respective Personal Folders.

Note: For Monthly Paid staff where personal folders are not kept on site the forms must be filed in a folder clearly labelled "Emergency Contact Forms" folder and kept in a secure place on site.



14.6 Emergency Equipment

To minimise the potential for environmental pollution, emergency equipment should be made available on site. This includes fire fighting equipment that should be located at relevant locations around the site, in accordance with the Fire Risk Assessment and maintained and checked as detailed in the Fire Safety Manual.

Emergency spillage kits should be positioned at relevant locations around the site and contain absorbent granules and, where appropriate, drain covers and absorbent booms.

The Manager should ensure that there is a process in place to ensure that fire fighting equipment and spill kits are checked regularly and replenished after use.

14.7 Accident/Incident Reporting and Investigation

All accidents, incidents, dangerous occurrences, near hits (near miss) and thefts must be reported using the Cory Environmental Accident & Incident Record and Accident & Incident Investigation Record, as detailed in the Management Procedure - Reporting and Recording of Accidents & Incidents CMP-MP-100 located on the Quickr – IMS (Accidents).

Accidents and incidents must be reported using the correct form "Accident & Incident Record – CMP-RC-0100a" and if necessary using the Continuation Sheet CMP-RC-100c. This must be emailed directly to the Compliance Department within 48 hours of the accident/incident occurring.

The appropriate manager must then investigate the accident/incident and complete the "Accident & Incident Investigation Record – CMP-RC-100b" within 14 days. The completed Accident and Incident Investigation Record should then be sent electronically to the Compliance Department and a copy retained on site.

A toolbox talk (CMP-TBT-001) is available to assist training of employees with regard to completing an accident & incident report. This is located on Quickr – IMS (Toolbox Talks).

14.8 Vehicle Accident Reporting

For vehicle accidents involving company cars and commercial vehicles, refer to the following work instructions and associated records:

- Company Cars Road Traffic Accident Reporting Procedure CMP-WI-023A.
- Commercial Vehicle Road Traffic Accident Reporting Procedure CMP-WI-023B.
- RTA Information for 3rd Party Vehicles CMP-RC-023A.
- RTA Drivers Record CMP-RC-023B.
- RTA Reporting Form CMP-RC-023C.
- RTA Investigation Form CMP-RC-023D.

These can be located on the Quickr – IMS (Accidents).



14.9 Environmental Incident Reporting

Environmental Incidents must be managed in accordance with the relevant work instruction, as identified in the Emergency Response Plan. Incidents must be raised as non-conformances and put on the site Improvement Plan. The Compliance Department and Environment Agency must be notified of any significant Environmental incidents.

14.10 Monthly Accident and Major Incident Report Summary

For each calendar month an "Accident Report Summary Record - CMP-RC-101" must be completed in accordance with "Completion of Monthly Accident Report Summary - CMP-WI-101" work instruction. This shall be sent electronically by the manager to the Compliance Department by the 7th of each month. The original copy is to be held on site.

14.11 First Aid

First aid is the treatment of minor injuries that do not require medical attention to preserve life or minimise injury until medical assistance can be obtained.

It is the Site Manager's responsibility to provide and maintain adequate first aid provisions so as to ensure the health & safety at work of all employees, users and visitors in accordance with CMP.MP.127 Determination of Provision of First Aid.

A First Aid Notice CMP.RC.127A must be displayed on site identifying the names and contact details of trained personnel.

First Aiders

The number of persons required at each site to provide first aid assistance is determined using the First Aid Needs Assessment Form (CMP.RC.127) located on the Quickr - IMS. It is the responsibility of the Manager to ensure an adequate number of staff are trained to meet the required standard. If unsure as to whether an Approved First Aider is deemed necessary then seek guidance from the Compliance Department.

If a person trained in First Aid is not required, the Manager must appoint a person (the appointed person) to take charge of first aid arrangements and to look after first aid equipment and facilities.

Additional first aid training is necessary for certain specified risks. Specific training is needed for First Aiders who will work in places where strong acids or alkalis are used, or where extremes of heat are encountered. If you believe you may have special circumstances, you must contact the Compliance Department for advice.

First Aid Notice

Every mess room, weighbridge, office complex and workshop must display a poster detailing the names of all Approved First Aid Staff. The notice (CMP-RC-127A) can be found on the Quickr - IMS. Every section of the poster must be completed.

First Aid Treatment



Employees administering first aid may be more at risk when treating minor injuries than others, and as such should wear disposable nitrile gloves when treating patients and use a mouth guard when performing resuscitation.

No First Aider (either approved or appointed person) should provide any form of medication (by which is meant drugs, ointments, creams etc.), nor should they advise that any such medications are used.

Whenever first aid is rendered an "Accident & Incident Record" is to be completed. By referring to these records of first aid rendered, it will be possible to further define the necessary contents of First Aid boxes.

Inspection of Kits and Equipment

In addition to the required number of First Aid Staff, each operating site must appoint a person to take charge of first aid arrangements, look after first aid equipment and facilities, and call emergency services if requested to. There is no reason why a First Aid Person cannot undertake this role.

All first aid kits will be identified by a white cross on a green background. Under no circumstances are ointments, creams, or medications (such as: Savlon, Burneze, Paracetamol, Day Nurse) permitted to be in any First Aid Kit. No First Aider should provide any form of medication (by which is meant drugs, ointments, creams etc), nor should they advise that any such medications are used.

Monthly Inspections

Each month the appointed person(s) must carry out a visual check against the inventory for the first aid kit (either supplied with the box or created by the site) to ensure the first aid kits are in place and have not become contaminated or vandalised. Missing/used items must be replaced ASAP. The "Monthly First Aid Box/Kit Inspection Record CMP-RC-127B" must be completed each month and filed.

As First Aid Kits have to be kept fully stocked, it is recommended that a sufficient supply of replacement items is kept on site and that the appointed person for the site is made responsible for ensuring sufficient supplies are available.

First Aid Equipment

Each site needs to assess what equipment and facilities are appropriate. There is no requirement for the assessment of first-aid equipment to be formal but the results must be recorded. As the Site Manager you need to justify the level of first-aid provision. In assessing the needs the following must be considered:

- The nature of the work and workplace hazards and risks - Review the first-aid needs, particularly after any operating changes to ensure provision remains appropriate.
- The number of employees and possibly non-employees - Generally, the larger the workforce, the greater the first-aid provision. However a greater level of provision



may be required when fewer people are at work but are undertaking tasks such as maintenance work.

- The nature of the workforce - Young workers, trainees, pregnant workers and employees with disabilities or particular health problems should be addressed.
- The site's history of accidents - Information collected when investigating previous accidents/incidents should be used when assessing future first-aid provision.
- The needs of travelling, remote and lone workers - Employees who travel long distances or are continuously mobile (e.g. in a commercial, company car or van) should carry a personal first-aid kit. Employees who work alone must be able to call for assistance in an emergency e.g. a mobile phone, two way radios.
- Work patterns - Sufficient provision must be always available for employees and separate arrangements may have to be made for each shift.
- The distribution of the workforce - Consider the size /layout of the depot to ensure quick access to first-aid facilities. Consideration should also be given to employees who work in self-contained areas e.g. weighbridge office.

There is no mandatory list of items to be included in a first-aid container. First aid kits are sold for the number of people and type of work environment. Once an assessment has been made you will be able to determine the number of, size and type of kits required.

First-aid containers should be easily accessible and preferably placed near to hand washing facilities. They should only be stocked with items useful for giving first aid and should be protected from dust and damp.

Due to the nature of the business, it is recommended that an additional supply of plasters is available for employees needing to cover existing cuts and grazes (already reported). Such plasters should be kept separately from the first aid kits.

Site Specific First Aid Equipment

Additional items may be included in, or with, each type of First Aid Kit, provided all similar kits at the site have the same additional items. Items you may wish to include are: scissors, adhesive tape, disposable aprons, resuscitation face shields, splints, blankets (to protect casualties from the elements).

If mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, containers should not be kept for reuse. Containers should not be used beyond their expiry date.

Before items are added to First Aid Kits you must ensure your staff are aware of how the items are to be used. The best way of ensuring this is to consult with your Approved Persons prior to any amendments to the First Aid Kit contents. Such items should be stored securely near the first-aid container or in the first-aid room. Access to them should be restricted to people trained in their use.



14.12 Incident & Hazard Reporting

All employees must be trained and encouraged to report incidents, near hits (near miss) and hazards using the Cory Environmental Incident Reporting Booklet (or other document as agreed with the Compliance Department & the Manager) as detailed in Work Instruction - Reporting and Recording of Incidents & Hazards CMP-WI-101 located on the Quickr - IMS.

The Site Manager is responsible for ensuring incidents and hazards are collated, logged (onto the Incident & Hazard Log Record CMP-RC-100g) and investigated. It is important that feedback is given to all reported incidents. This information should also be provided on the "Monthly Accident Report Summary".

A Toolbox Talk is available to assist in training of employees with regard to identifying and reporting incidents and hazards – "Incident & Hazard Reporting (CMP-TBT-24)".

15.0 SITE COMPLIANCE PLANNER

To aid compliance with IMS and its associated work instructions and procedures, it may be helpful to use a "planner" detailing the actions required and timescales for completion.

Below is a list of requirements and their frequency.

Table to follow.

Items can be ADDED to the Planner to meet the requirements of the site.



BUSINESS/ ACTIVITIES SPECIFIC GUIDANCE AND WORK INSTRUCTIONS

16.0 QUARRIES AND LANDFILL

The Quarries Regulations 1999 are highly detailed and complex and it is not possible to go into detail within this manual. This guidance is included due to the common feature of haul roads on both quarries and landfill sites.

Managers of quarrying operations on landfill sites should study the Approved Code of Practice "Health and Safety at Quarries – The Quarrying Regulations 1999", from HSE books, PDF copies are available from the Compliance Department. Cory Environmental bases landfill operations on guidance contained within this ACOP, areas such as haul roads, tip/stock piles etc. should be controlled following the guidance as "Best Practice".

16.1 Haul Roads (Regulation 13)

To ensure vehicles can move safely and not suffer from any instability of the face, the design of the bench and haul road must take into account the;

- Type, width and weight of machinery.
- Loads being carried.

- Volume of traffic flow.
- Layout of traffic systems.

Haul roads need to be designed to eliminate dangerous sharp bends and gradients, and must be maintained to remove bumps, ruts or potholes which make control of vehicles difficult.

Adequate edge protection (bunds) must be provided where there is a drop, lagoon or other hazard which would put the driver at significant risk if the vehicle left the road. Edge protection should be able to stop the largest, fully loaded vehicle travelling at the maximum foreseeable speed, they may be purpose-made or made from quarried material, for example scalpings. On roads used by heavy vehicles, the minimum acceptable height is 1.5m or the radius of the largest wheel/tyre - whichever is greater. Additional protection is needed in high-risk areas, such as sharp bends or steep gradients, where sand traps should also be considered.

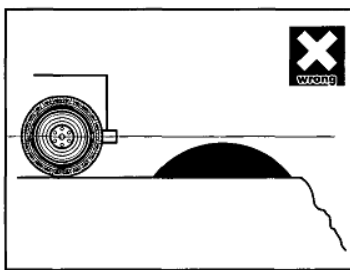


Figure 1

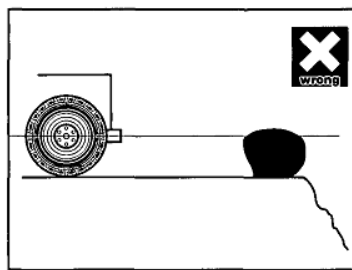


Figure 2

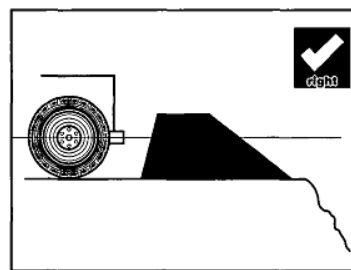


Figure 3

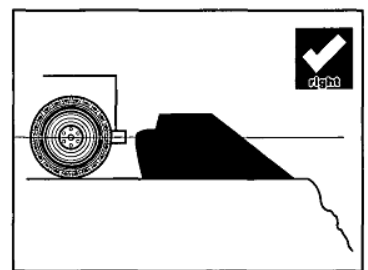


Figure 4

Bunds can deteriorate due to weathering and must be inspected as part of the site's daily checks. Gaps left in bunds to provide drainage of surface water, must not be wide enough for a vehicle to pass through. Edge protection less than 1.5m/radius of the largest vehicle wheel, or with sloping sides are totally ineffective (see Figure 1); so too are blocks of stone that can easily be pushed out of the way by a vehicle (see Figure 2).

A bank of unconsolidated material like scalpings is suitable if it will allow the vehicle's momentum to be absorbed, the impact face should be a vertical as possible (see Figure 3). Rocks can be used if they can safely absorb the impact, for example if supplemented by scalpings to provide an adequate barrier. Remember a violent stop due to impact with large rocks could increase the risk of injury to the driver and should be avoided (see Figure 4).

16.2 Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

DSEAR applies where any substances classified as a "Dangerous Substance", see below, is present in a workplace and is likely to present a risk to the safety of persons from fire, explosion or similar energetic release of energy.

- Explosive.
- Oxidising.
- Extremely flammable.
- Highly flammable or flammable.
- Any dust that can form an explosive mixture.

Risk Assessment



A risk assessment must be carried out to identify and carefully examine the physical and chemical properties of the dangerous substance and the work processes to identify the potential for fire, explosion or other release of energy involving those substances. Consideration must be given to circumstances where a situation could arise due to a failure of the work process or plant.

The design of plant and processes is critical to ensure risks are controlled, consideration must be given to eliminate sources of ignition and prevent the forming of a flammable atmosphere; this may require ventilation of critical areas. Maintenance requirements must be taken into account in the design.

The assessment of risk from a Dangerous Substance should consider:

- Hazardous properties of the substance.
- Volumes involved.
- Work processes.
- Design of plant and equipment.
- Likelihood that a source of ignition may exist.
- Arrangements for storage, handling and carriage.
- Maintenance activities.
- Access to areas where potentially explosive atmospheres exist.
- The scale of the effects of a fire or explosion.

Places where explosive atmospheres may occur

Subject to certain exceptions, DSEAR requires any workplace where an explosive atmosphere may occur to be:

- Classified into hazardous zones;
- Protected from sources of ignition by selecting equipment and protective systems as set out in the Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations (EPS) 1996; and
- Where necessary marked with a specified 'EX' sign and confirmation of the zone.

Classification of hazardous places

Hazardous places are classified in terms of zones on the basis of the frequency and duration of the occurrence of an explosive atmosphere.

Zone 0: Where an explosive atmosphere consisting of a mixture with air of dangerous substances in the form of gas, vapour or mist is present continuously or for long periods or frequently.

Zone 1: Where an explosive atmosphere consisting of a mixture with air of dangerous substances in the form of gas, vapour or mist is likely to occur in normal operation occasionally.



- Zone 2:** Where an explosive atmosphere consisting of a mixture with air of dangerous substances in the form of gas, vapour or mist is not likely to occur in normal operation but, if it does occur, will persist for a short period only.
- Zone 20:** Where an explosive atmosphere in the form of a cloud of combustible dust in air is present continuously, or for long periods or frequently.
- Zone 21:** Where an explosive atmosphere in the form of a cloud of combustible dust in air is likely to occur in normal operation occasionally.
- Zone 22:** Where an explosive atmosphere in the form of a cloud of combustible dust in air is not likely to occur in normal operation but, if it does occur, will persist for a short period only.

Control Measures

Control measures for zoned areas may include:

- Prohibition of smoking.
- Restriction of access to spark suppressed diesel engines only.
- Wearing of anti-static clothing and safety footwear.
- Use of certified intrinsically safe electrical equipment.
- Prohibition on the use of mobile phones, personal stereos, cameras etc.
- Use of non-sparking tools.
- Use of Permits to work if work presents a risk of fire or explosion.

Codes of Practice

In addition to the Codes of Practice (ACoP) published by the HSE, there are approved Waste Management Industry Codes of Practice (ICoP):

- ICoP 1. DSEAR Implementation for the waste management industry.
ICoP 2. Area classification for landfill gas extraction, utilisation & combustion.
ICoP 3. Area classification for leachate extraction, treatment & disposal.
ICoP 4. Drilling into landfill.
ICoP 5. Landfill operations involving potentially explosive atmospheres.

16.3 Towage

A Procedure for towing vehicles on a landfill site is "CERM-OP-010" which can be located on Quickr – IMS (CERM Documentation).

16.4 Brake Testing

A Procedure for brake testing on vehicles is [\(to follow\)](#).



17.0 WORKSHOPS & DEPOTS

17.1 Depot and Yard Safety

There are many potential hazards at locations, particularly where vehicles and pedestrians are present. A risk assessment should be undertaken to identify these hazards and record suitable measures planned to minimise risk. Potential hazards areas may include:

- Movement of commercial vehicles, mobile plant and cars.
- Uneven or slippery surfaces.
- Container storage.
- Inadequate lighting.
- Blind spots.
- Depot/workshop entrances and exits.
- Refuelling and vehicle washing areas.
- Waste discharge.
- Construction/building maintenance.

Pedestrian Access

A significant hazard is the interface area between pedestrians and manoeuvring vehicles, particularly when vehicles are reversing. Pedestrian movements in these areas must be



minimised and strictly controlled; where regular access is required, barriers or clearly defined walkways should be provided. If no walkway exists, drivers must be made aware of impending pedestrian movements by appropriate signage, and to avoid conflict with reversing vehicles, pedestrians must wear high visibility clothing. Pedestrians must be advised to remain within the confines of any defined route and to remain alert to vehicular traffic.

Vehicle Movements

Reversing of vehicles is a potentially hazardous operation and can result in serious and fatal accidents, to minimise the risk to pedestrians Cory commercial vehicles are fitted with a reversing alarm and may also be equipped with a reversing camera. Vehicles and plant without such provisions must only be guided rearwards by a reversing assistant.

Working on Vehicles

Outside of a workshop environment, tasks may be required in order to maintain vehicles in a road-worthy condition, this can include;

- Wheel changing.
- Daily vehicle checks.
- Topping-up of vehicle fluid levels.
- Re-fuelling.
- Vehicle pressure washing.

General Requirements

Depot safety can be significantly improved by ensuring these, and other simple measures are implemented:

- Store/park operational equipment in a safe place remotely from pedestrian or vehicle traffic routes.
- Place waste material in appropriate containers and ensure these are emptied regularly.
- Prevent diesel or oil spills and if spilt clear up the substance promptly.
- Provide high visibility clothing for visitors.
- Maintain suitable and glare-free lighting levels.
- Mark access areas, such as in front of offices and workshop roller-shutter doors, and kept these areas free from obstruction.
- Display suitable warning signs, but only where there are no other means to control hazards.
- Provide pedestrian walkways and/or barriers where required where pedestrian and vehicle routes cross.

17.2 Battery Charging

Battery charging produces hydrogen gas which is flammable, and therefore should be carried out in well-ventilated areas away from electrical switchgear and sources of ignition. The



surrounding area should be kept free of any item that could create a short circuit if coming into contact with a battery being charged.

All charging equipment should be properly maintained and serviced and records kept. A visual check should be made on the condition of the equipment and the battery before charging commences.

It should not be required to add acid to a battery, if required distilled water should be added after the charge is complete. Eye protection (chemical splash goggles or face shield) should be made available and used if required.

Eye wash bottles or mains water must be readily available adjacent to the charging area to administer first aid in case of an acid splash.

17.3 Pressure Washing Equipment

Electrically powered washers MUST be provided with a Residual Current Device (RCD), or Earth Monitoring Device (EMD), this must be tested before each use. Sockets located externally must be waterproof and positioned remote from direct spray. Diesel powered steam cleaners/pressure washers must have externally venting exhausts if located in a container or building.

The equipment must be checked visually before use, and inspected more thoroughly each week for any signs of wear or tear. Earthing and insulation tests should be also completed at the same time.

Pressure washing equipment can only be used by persons who have received training, generally provided by the machine supplier, where this is unavailable training should be carried out by a reputable training company. In-house training should only be provided when the person has a certificate of competence for the pressure washer involved, and the certificate is less than three years old.

When using the pressure washing equipment operatives are required to wear suitable Personal Protective Equipment (PPE), this will be recorded in the relevant risk assessments and will be dependent on the duration of the task, its nature and take into account any chemicals e.g. Traffic Film Remover, that have been added.

17.4 Industrial Gases

Compressed Gases not in use must be stored upright and secured in external cages; it is good practice, if space allows, to store empties separate from full cylinders. Keep the minimum number of cylinders that work requires. LPG must be segregated from all other gases and occupied buildings by at least 3 meters; this applies to both full and empty cylinders.



When in use cylinders must be secured in a vertical position, usually on a welding trolley and remote from any source of ignition or possible contamination from oil or grease. The storage of flammable gas cylinders must be reflected by the Fire Risk Assessment.

17.5 Welding/Cutting

Welding/cutting equipment must be examined annually and inspected on every occasion prior to use, this is especially true of hoses that can degrade and show signs of cracking. The maintenance programme should include weekly leak testing and the replacement of components, e.g. flash-back arrestors that have reached the end of their life.

17.6 Vehicle Lifts/Support

Equipment designed to lift rather than support are included under LOLER, this includes post hoists and hydraulic lifting equipment. Other equipment such as trolley and bottle jacks and axle stands are considered to be support equipment. Regardless of the classification, all equipment must be properly maintained and inspected annually by the appointed Insurance Surveyor.

17.7 Work at Height

Vehicle maintenance often requires access to parts that cannot be reached from ground level. Prior to undertaking any work where a person could fall regardless of the distance, an assessment of the risks involved should be undertaken, this may be a review of an existing assessment or a "dynamic risk assessment" to determine the risks involved and the required control measures. Details of the dynamic assessment can be recorded and used to revise or form the basis of a formal risk assessment. Fall arrest/restraint or specialist access equipment may be required to access difficult to reach parts of vehicles, such as above the hopper of an RCV.

17.8 Workshop Machinery

Machinery should be properly maintained and used only by competent persons; the level of training required being dependant on the complexity of the equipment. To prevent access to moving parts and energy sources adequate guarding must be provided and maintained in good order this is critical in the case of rotating machinery such as pillar drills and lathes.

Grinders in particular can be hazardous if not maintained or used correctly; wheels must not be used for non-ferrous metal, the gap between the wheel and the rest kept as small as practical and the wheel mounted and balanced by a trained person.



18.0 TRANSPORT

18.1 Operator Licensing

Introduction

A licence must be held by the operator of goods vehicles used to carry goods in connection with a trade or business on the public road. The Operator Licence (O Licence) must be held by the person (individual/company) who uses the vehicle. The vehicles which are authorised to be used under a licence are those in the lawful possession of the licence holder. This covers vehicles which may be owned, leased, hired etc. The driver of the vehicle is the user of the O Licence. All matters relating to the operation of vehicles must be controlled by the Transport Manager, who must have the relevant qualifications to undertake this role and hold the appropriate training certificate.

Type of Licence: The Standard Licence allows the carriage of goods for hire or reward in Great Britain.

Vehicles Affected: Any vehicle or vehicle/trailer combination with a gross plated weight greater than 3.5 tonnes.

Exemptions: Road sweepers (vehicles fitted with machine, appliance, apparatus or other contrivance which is permanent, provided that the only goods carried on the vehicles are mud



or other matter swept up from the surface of a road by the use of the machine, appliance, apparatus or other contrivance).

Operating Centre

Only one licence may be held in each traffic area (8 traffic areas covering Great Britain), although this licence can specify a number of operating centres in that area. The operating centre is defined as the base or centre at which a vehicle is normally kept (where the vehicle is normally parked when not in use). Operating centres must be specified on the licence before they can be used.

Obtaining a Licence

New Licence

An application for a new licence must be made at least nine weeks before it is needed to allow the Traffic Commissioner time to make the necessary enquiries. It should be noted that there is no upper time frame for the processing/granting of a licence by the Traffic Commissioner. A GV79 must be completed which requires the following information:

- Basic information regarding the company.
- Details of previous experience and relevant convictions.
- Information on maintenance arrangements and financial standing.
- Details of nominated Transport Managers.
- Details and copy of the Newspaper advertisement.
- List of operating centres and number of vehicles at each.
- Undertakings committing the applicant to fulfil the criteria upon which the licensing system is based.

Interim Licence

Temporary permission to operate may be granted whilst the Traffic Commissioner considers a full application. This is known as an interim licence. Interim authority must be requested using an INT1 form and may be granted at the discretion of the Traffic Commissioner or VOSA staff. However, it should be noted that proving there are grounds for genuine need are more likely to succeed than the fault of the operator. The granting of an interim licence does not guarantee that the full application will be approved. It should be noted that there is no set time frame in which the interim has to be processed/granted by the Traffic Commissioner and historically this has taken as long as obtaining a full application.

Major Change

There are a number of reasons to apply for a major change, these are:

- To increase the overall number of authorised vehicles.
- To increase the number of vehicles authorised at an individual operating centre.
- To change or delete any condition which applies to the licence.
- To use a new operating centre.



The procedures involved are similar to those which apply to a new application. Currently, form GV81 is used and must be sent to the Traffic Commissioners Office at **least nine weeks in advance**. Again, it should be noted that there is no upper frame for the processing/granting of a licence by the Traffic Commissioner and it is possible to apply for an interim licence using the INT1 form.

Changes to a Licence

Online operator licensing provides general information about operator licensing and allows transactions to be carried out electronically. This allows the administrator to add, remove and transfer vehicles, pay fees and notify changes.

Licensing Additional Vehicles

Extra vehicles **within the margin** can be brought into use at any time but the Traffic Commissioner must be informed within **one month** of the time when they came into the operators lawful possession. (If the licence does not provide for any extra vehicles, an application for a major change has to be made using form GV81).

Substitution of Vehicles

When a vehicle is replaced, the operator has **one month** to inform the Traffic Commissioner. A temporary substitution for less than one month requires no notification provided the **licence has a margin**. If the operator is running the total number of vehicles authorised, they can only temporarily substitute a vehicle for one off the road provided written notice is given to the Traffic Commissioner. The Traffic Commissioner must be told **within 21 days** if a vehicle ceases to be used.

Transfer of Vehicles

A vehicle can be transferred from one operating centre to another in the same traffic area without informing the Traffic Commissioner, provided the new centre is nominated on the licence. However, if the transfer affects conditions placed on the new centre covering the number of vehicles, a major change application will need to be undertaken. Transfers for an operating centre in one traffic area to an operating centre in another traffic area does not have to be specified in the new area for the first three months, provided the number of vehicles allowed on the new areas licence is not increased. After three months, these vehicles must be covered by the new areas licence.

Transport Manager

The Traffic Commissioner requires a TM1 Form to be completed, providing full details of the proposed competent person and their relationship with the licence holder. The proposed Transport Manager has to provide their original CPC certificate with the application.

All the procedures and work instructions to comply with the O licence and Company procedures are on the Quickr – IMS (CERL Documentation/CEMS Commercial Vehicle Management).



18.2 Vehicle Management

Fleet Changes

In order to provide an efficient form of communication regarding the purchasing, hiring, leasing, transferring and sorting of vehicles between the Depots and the Transport Office, a Fleet Change Form must be completed. This ensures that all legal requirements concerning the commercial vehicle fleet are complied with. The Work Instruction relating to the completion of the Fleet Change Form and the form itself can be found on the Quickr – IMS (CERL Documentation/CEMS Commercial Vehicle Management).

Vehicle Taxing

The Transport Department receives the tax reminders for the vehicles, who then inform each depot or individual drivers which vehicles are due to be taxed and request whether 6 or 12 months tax is required. Once the Transport Department receives confirmation, the vehicles are taxed and the tax discs are sent to the appropriate locations. It should be noted that an in date MOT certificate is required to tax a vehicle and it is preferred that the MOT expiry date is different to the tax due date, in order to simplify the taxing process. If it is found that a vehicle has not been included on the tax due list and the tax is about to expire, the Transport Department must be informed immediately so arrangements can be made to obtain a new tax disc.

Vehicle Disposal

When a vehicle is declared non-operational at a depot, the Storage and Disposal of Non-Operational Vehicles work instruction must be followed, which can be found on the Quickr – IMS (CERL Documentation/CEMS Commercial Vehicle Management). It should be noted that if there are financial rewards/costs from the disposing of a vehicle, quotes must be obtained prior to approval being given.

19.0 REFUSE, RECYCLING & COLLECTION

19.1 Commercial Vehicle Drivers Handbook

The Commercial Vehicle Drivers Handbook aims to facilitate drivers in the understanding of their legal responsibilities, provides an introduction to the commercial vehicle safety management procedures and aims to safeguard both the drivers licence and the companies Operator Licence. The content of the manual is as follows: (those sections highlighted in blue to can be found as a work instruction/policy on Quickr – IMS (CERL Documentation & Policies)).

- Drivers Legal Requirements ([Driver Licence](#), [Operator Licence](#), [Overloading](#), [Drivers Hours](#), Fixed Penalties, [Vehicle Checks](#) etc.).
- Refuse Collection Safe Working Practices (Round Risk Assessments, Seat Belts, Entering/Exiting Vehicles, Riding on Outside of Vehicles, [Reversing](#) etc.).
- When Things Go Wrong (Breakdowns, [Road Traffic Accidents](#), Hazards & Incidents, Vehicle Fires).
- Housekeeping (Personal Hygiene, Vehicle Cleanliness, First Aid Equipment, Smoking).
- Personal Welfare (Driver Fatigue, [Drink](#), [Illegal Drugs](#)).
- Cory Good Driver Code (Defensive Driving, Fuel Efficiency).



In addition to this information, there are a number of Work Instructions relating to vehicle maintenance/safety checks which can also be found on the electronic Quickr – IMS (CERL Documentation/CEMS Commercial Vehicle Management).

19.2 Waste Operatives Handbook

The Waste Operatives Handbook contains general information relating to refuse and recycling collection operations, giving regards to health, safety and welfare of which operatives must be aware. The content of the manual is as follows: (those sections highlighted in blue to can be found as a Work Instruction/Policy on the electronic Quickr – IMS (CERL Documentation & Policies)).

- Waste Operatives Legal Requirements (Health & Safety at Work Act).
- Waste Operatives Safe Working Practices (Risk Assessments, PPE, Entering/Exiting Vehicle, Seat Belts, Riding on Outside of Vehicles, Operating Equipment).
- Manual Handling.
- General Operational Considerations (Waste Types, Traffic & Crossing the Road, Discharging the Load).
- Operational Considerations for Bag, Box & Bin Collection.
- Operational Considerations for Bulky Waste Collection.
- Operational Considerations for Street Cleansing (Mechanical Brooms, Barrows, Mini Sweepers, Litter/Animal Faeces Bins).
- When Things Go Wrong ([Accident & Incident](#), [Road Traffic Accidents](#), Vehicle Fires, Acts of Violence, Sharps & Needles).
- Personal Welfare (Personal Hygiene, Vehicle Cleanliness, First Aid, [Alcohol](#), [Illegal Drugs](#), [Smoking](#)).

In addition to the handbook, there are a number of work instructions relating to specific waste collection and grounds maintenance activities which can also be found on the electronic Quickr – IMS (CERL Documentation/CERL Work Instructions).

19.3 Clinical Waste

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (as amended) require the proper classification of clinical waste according to its main hazard. Most clinical waste is transported under UN 3291 which applies where the nature of the pathogens contaminating the waste cannot be specified.

These regulations refer to ADR, which outlines the specific requirements to carry wastes of class 6.2 (UN 3291). ADR permits the carriage of bulk clinical waste in specially equipped vehicles in a manner which avoids risks to humans, animals and the environment. ADR stipulates:

ADR Section	ADR Requirement
Vehicle	• Closed bulk containers (specifically designed vehicles) and their openings shall be leakproof by design.
Packaging	• Wastes shall be contained within closed bulk containers in UN type tested and approved sealed leakproof plastic sacks. • Sharp objects shall only be carried in UN type tested and approved rigid packaging.



Fire Extinguisher	• One cab mounted 2 kg dry powder
Other equipment	• 1 wheel chock • High vis jacket for each crew member • Torch for each crew member • At least 2 warning signs (triangles/cones) • Eye rinsing liquid
Driver Training	• General training ADR 1.3 • Carry ADR training certificate at least for class 6.2 "other than tanks"
Vehicle orange plates & placards Note: 1. No telephone number needed 2. Placard and plate may be together as a "hazard warning panel" 3. Placard may contain the wording "INFECTIOUS SUBSTANCE" AND "In case of damage or leakage immediately notify Public Health Authority"	• Class 6.2 placard (Hazard diamond) rear and both sides • Orange plate displaying "2X" & "3291" rear and both sides • Plain orange plate at front
Documentation	• Transport document (ADR 5.4.1.1). • May be contained in the waste documentation
Instructions in writing	• Required
Loading	• ADR rules for the carriage of clinical waste apply (see above) • Ridged packaging and plastic sacks must not be mixed • Sacks closed properly • No split sacks or leakage
Packages – marking and labelling	• All plastic sacks to be marked with UN approval code and UN3291 and labelled with class 6.2 label
Dangerous Goods Safety Adviser (DGSA)	• Required

No other goods can be carried with the clinical waste, as this may become contaminated.

Work instruction on "The Collection and Transporting of Clinical and Offensive Hygiene Waste" is available on Quickr – IMS (CERL Documentation).

A Toolbox Talk (CMP-TBT-15) is available for training employees in handling and transportation of clinical and offensive hygiene waste.

20.0 TRANSFER STATIONS & M.R.F.s

Information and guidance to follow

21.0 LIGHTERAGE & BARGE YARD

Information and guidance