celsa recycling UK	**SAFE WORKING PROCEDURE**	**Document Number**
		CRUK-SWP-002-01
	Scrap Inspection	**Review Period: 2 Years**
		Review Date Due: 01/06/2025
		Owner: Operations Manager

Revision History

Review Team Date of Review	Name & Position	Name & Position	Name & Position	Name & Position
27/03/2023	Andreu Dorca Scrap Yards Manager	Michael Kethro Safety Officer	Richard Thomas Plant Manager	Chris Griffiths Maintenance Manager

Rev Number	**Reason for Revision**	**Revision Author**	**Reviewed By**	**Authorised By**	**Date**
001	Draft for implementation	R Connick	M. Kethro	A. Dorca	27/03/2023

1. Purpose and Scope

The purpose of this SWP is to give guidance on the safe working practices expected when inspecting materials being delivered to Celsa Sites. This procedure includes how to clean loads, hazardous materials, and how to gather evidence of the inspection process.

This procedure applies to all CRUK sites receiving materials to site.

2. Risk Assessment Reference

CRUK-OPS-RA-002-01 Scrap inspection

CUK-GRA-004-004 General lifting operations

CUK-GRA-011-003 Operating mobile plant

CUK-GRA-013-03 Traffic movement

3. Glossary of Terms

PPE	Personal Protective Equipment
RoRo	Roll on Roll off/hook loader
RA	Risk assessment
SWP	Safe working procedure
PDA	Personnel digital assistant or phone
WtN	Waste Transfer Note

4. Personal Protective Equipment and Tools required

PPE Required	Tools Required
• Hi- Vis – Long trousers • Helmet • Safety Glasses • Chin strap • Gloves • Ear protection (when required) • Mask FP3 (when required)	• Radios • PDA/Mobile Phone • Material Handler – Grab and Magnet attachments

5. Preconditions

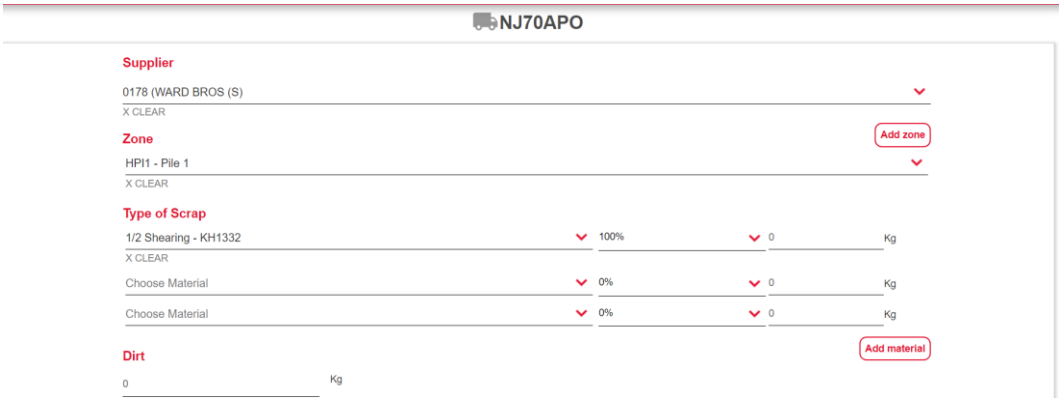
Satisfy the Preconditions		
No	**Check**	**Tick**
1.	Trained and competent personnel	
2.	Full PPE	
3.	Followed SWP 001 and SW017	
4.	Daily inspections of material handlers	
5.	Radio communication with material handler	

6. Significant Hazards & Precautions

Hazard	Precautions
	• Falling objects from vehicles
	• Collisions with mobile objects • Collisions with heavy goods vehicles • Collision with scrap metal piles
	• Slips, trips and falls
	• Noise from machines and movement of scrap • Dust • Vibrations • Road Traffic • Rail Traffic

	• No pedestrian access to operational areas
	• Overhead loads
	• Rotating machinery operate throughout operational area
	• Ionising Radiation in materials
	• Compressed gas in materials

7. Step by Step

Step	Description	Done?
1.	**Step 1:** Selecting the load and gathering basic evidence at the weighbridge or before unload. 1.1 Select the correct load from the list of vehicle registrations in Instascrap. 1.2 Once selected, ensure the Supplier is correct. 1.3 Select correct pile for tipping location. 1.4 Select from dropdown list the type of material stated on the Waste transfer note. See CRUK-SWP-OPS-017-01 Weighbridge and radiation.  1.5 Gather evidence of the waste transfer note by taking picture on instascrap. The evidence needs to clearly show the type of materials, deductions applied and hazardous materials.	

	Hold camera steady, press button to capture, hold the position for 2 second. Failure will result in poor quality pictures and unusable as evidence.	
2.	**Step 2:** Inspection of all material 2.1 Follow procedure CRUK-SWP-OPS-001-01 Unloading of materials to safely tip and unload vehicles.  The inspection of the load will only start once safety preconditions have been met, vehicle to be clear of the area, staff and visitors are at a safe distance from working machinery. 2.2 Load is too be opened with use of material handler, and spread over the unloading area. 2.3 Celsa staff and material handler are to work together inspecting the load for quality, deductions and hazardous materials.  Hazardous materials are to be handled by Celsa staff on the ground, ensuring no cut gloves are worn. Celsa and material handlers should be looking for material upgrades while inspecting the loads. 2.4 Material handler is to separate the dirt and from the material. 2.5 This is done by grabbing a full grab, raise 1m from the ground, slowly opening the tines (fingers of grab) and letting the material fall to the ground. Videos are to be taken of step 2.5 when contamination is high.  Celsa staff on the ground are to be at a safe distance and be aware of flying objects. For every 1meter the load is suspended a distance of 2m is to be given. 2.6 The material handler is to repeat this, creating a pile of material. This process is then to repeat with newly formed pile until all dirt has filtered to the bottom. This is called fluffing/filtering. 2.7 The top of this pile should now be free from dirt. This material can be added to the main pile. 2.8 This should be repeated until the entire load has been cleaned and inspected. 2.9 Celsa ground staff to make grab aware when the inspection has finished. 2.9 Instascrap pictures are to be to be taken of the contamination left on the ground. Higher contamination, the more pictures are to be taken. A minimum of 6 on low deduction materials and unlimited when deductions are high.  During all these steps, Celsa staff must be present to inspect for hazardous materials and to ensure material handlers are following the process.	
3.	**Step 3:** Types of hazardous material.	

3.1 Hazardous materials commonly found in scrap material

- Radioactive materials - detectors on entrances of yards should alert staff to the presence of radioactivity.
- Hazardous liquids and gases – all materials shall be de-polluted before entrance of site. This means emptied and cleaned of contaminants. This includes oils, lubes, paints, fuels, glues and gasses.
- Lithium-ion Batteries – Found on electric scooters/bikes, mobile phones, cordless tools and small electrical items.
- Medical waste
- Asbestos
- Sealed enclosed/pressurised containers – Gas bottles, oxygen tanks and fire extinguishers.
- Explosives – any brass casings shall be stored separately and purchased with correct due diligence.
- Polychlorinated Biphenyls (PCBs) - transformers and capacitors, electrical equipment, fluorescent lights, thermal insulation (foam, fibre glass, foam and cork) and Oil based paint etc
- Refrigerant liquids and gases – fridges, freezers and some air conditioning units.

If any hazardous materials are found, contact your line manage, EH&S and Environmental department for guidance.

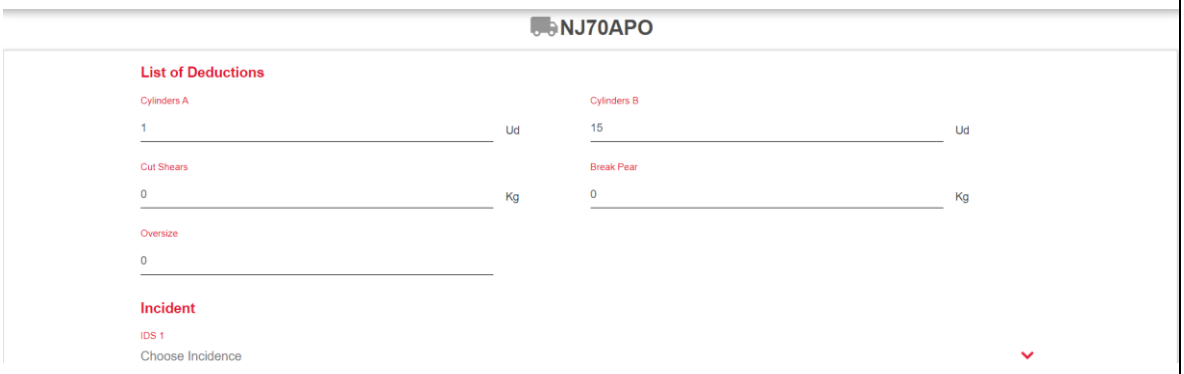
4.

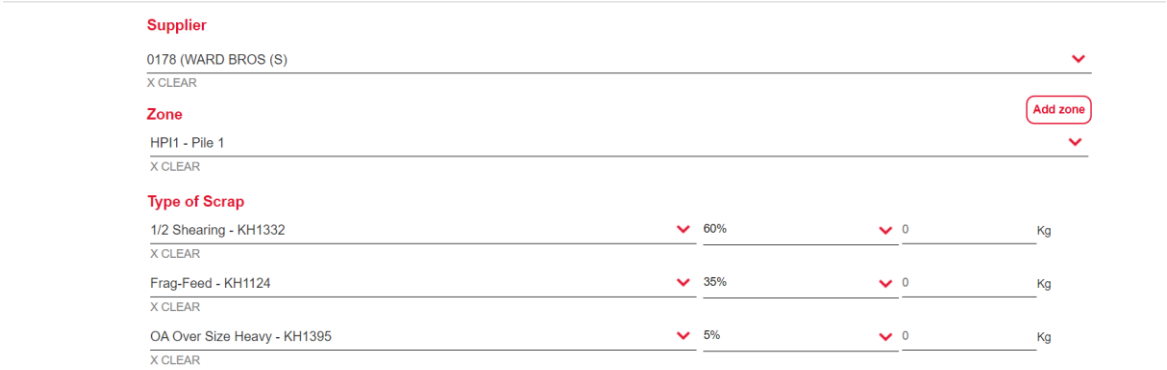
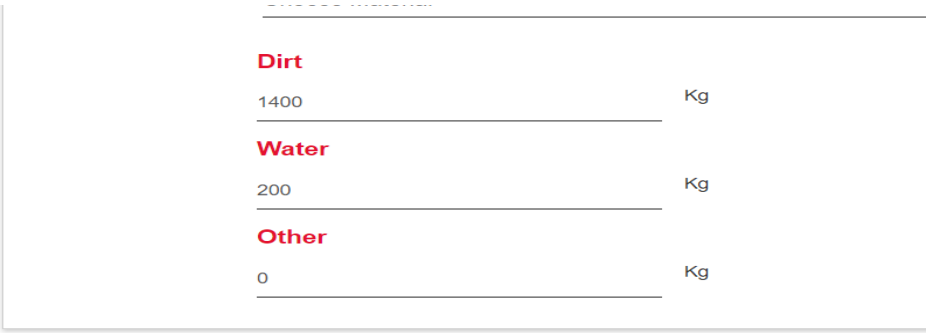
Step 4: Documenting of hazardous materials

4.1 Hazardous material shall be separated from loads.
4.2 Quantify each type and gather evidence via instascrap pictures
4.3 Load quantities of cylinders into instascrap. If batteries are found, document in notes and inform the Scrap Purchaser

Follow enclosed cylinders SWP for identifying, handling and storage of cylinders.

Hazardous materials that are hazardous to life or has the potential to be hazardous to life, quarantine the area and contact Health and safety and the Environmental department for guidance.



5.	**Step 5:** Classifying the material 5.1 Once the load has been inspected, the material may need amending due to this not matching the WtN or downgrading for materials that are sub-par. 5.2 Materials are classified on percentage of weight not by visual. Percentages must be 100% or this will not complete the classification.  	
6.	**Step 6:** Applying deductions. 6.1 Apply deduction in accordance to the reception criteria of the material. 6.2 In wet weather is also important to remember to deduct for water contamination. This should also be looked for on inspecting the lorry for safety tipping standards. Water will be seen dripping from back doors. Videos of the water should be taken No one is to influence deductions in any way. If this does happen report to the line manager or direct to Celsa Corporate Security. speakup@gcelsa.com.  	
	End of Procedure	

1 Appendices

EHS-GS-23 Grab Crane Safe Handling_2

https://www.gov.uk/guidance/hazardous-waste-consignment-note-supplementary-guidance