

Waste Transfer Operations

Introduction

The purpose of this procedure is to ensure that all deliveries are authorised and all waste arriving at Egan Waste Site match those authorised by the pre-acceptance procedure.

The purpose of this procedure is to ensure that waste arriving at the waste transfer station match those authorised by the pre-acceptance procedure and duty of care paperwork.

Procedure

- Weekly and daily checks will be carried out by the transfer station staff and defaults and malfunctions to be communicated to the responsible person. In the event of a significant failure which compromises the health and safety of customers, visitors and staff, and/or has the potential to cause a significant adverse environmental effect; the operation is to be suspended until emergency maintenance can be undertaken.
- Planned maintenance will be scheduled to ensure that all fixed and mobile plant, electrical and mechanical equipment and fire alarm and dust suppression devices are in safe working order.
- Within all operational areas of the Waste Transfer Station, it is necessary to wear suitable and appropriate PPE.
- Dust monitoring will take place periodically to ensure that dust levels within the control room remains within Workplace Exposure Limits.

Waste Transfer Station Responsibility

- It is the responsibility of the Directors to ensure that all transfer station staff have been inducted and have had the relevant training for the mechanical and electrical elements of plant. The Directors must also ensure that all staff are familiar with safe operations in all aspects, and must hold relevant Technical Operator Competence accreditations.
- The Director has overall responsibility for the safe reception, separation and discharge of waste within the waste transfer station.
- Before allowing any entry to vehicles into waste transfer station the supervising person must make sure that:
 - All loads are un-sheeted
 - No mobile plant is operating
 - Unauthorised staff are not within the waste transfer station
 - The waste transfer station is safe for the acceptance of waste
- The entry of vehicles into the site will be controlled by means of a reversing assistant.
- No tipping into the waste transfer station shall take place when the waste transfer station is unmanned.
- Spillages within the tipping area must be cleared as soon as possible after tipping has ceased and only when no vehicle movements are taking place. When clearing spillages any large or heavy items must be cleared by the mobile plant.
- The waste transfer station must be manned during waste sorting by means of the MRF Plant.
- Before operating the MRF Plant you must ensure that there are no unauthorised persons in the waste transfer station and it is safe to commence the activity.

- In the event of someone unauthorised entering the waste transfer station the operation must be ceased immediately.
- The Supervising person will be responsible for organising and controlling the activities of the mobile plant within the waste transfer station by restricting the use of the mobile plant to times when there are no vehicles or unauthorised personnel within the waste reception hall.
- Vehicles discharging waste from a vehicle without tipping gear shall do so in the allocated area of the waste transfer station.
- The Supervising person will be responsible for coordinating the traffic management and controlling vehicles within the waste transfer station.
- The Supervising person will be responsible for organising and controlling the activities of the waste sorting operative within the waste transfer station.
- The operation of the baler is to be carried out to the standards required and to the Operations and Maintenance manuals. Only personnel who have had specific training and instructions and are familiar and competent in the operation and safe use of the equipment may operate that equipment.
- The supervising person is to ensure that the waste delivery driver is familiar with the site rules and understand that the driver and loaders have a duty to comply with them:
 - Observe the 5mph limit.
 - Comply with signals and instructions given by the management.
 - To ensure that the correct PPE is worn at all times when not in the vehicle.
 - Be aware of other vehicles, mobile plant and pedestrians.
 - Be made aware of any unusual activities on site which may affect them.
 - Make sure visiting drivers and loaders know of the consequence of failing to abide by the site rules.
- Outgoing vehicles must not exceed the UK maximum gross weight for their vehicle.
- If the maximum gross weight is exceeded, the vehicle must not travel on the public highway and return to the waste transfer station. The supervising person should be made aware of the situation and arrangements made to either tip and reload or have some waste removed by the mobile plant. Any instances of vehicles being over-weight must be recorded and reported to the office staff.

Responsibility of Waste Collection Vehicle Drivers

- At all times within the site ensure that you
 - Comply with the site rules.
 - Comply with signals and instructions given by the site supervisor and other site staff.
 - Comply with no entry signs and barriers.
 - If needed, to alight from the vehicle ensuring the correct PPE is worn.
 - Be aware of other vehicles, mobile plant and pedestrians.
- When given the go-ahead to tip from the supervising person, proceed to the waste transfer station area on the site.
- Wait in order and when the reversing assistant signals it is safe to do so, reverse into the waste transfer station. **IF THE REVERSING ASSISTANT GOES OUT OF SIGHT, STOP! DO NOT CONTINUE UNTIL THE REVERSING ASSISTANT IS BACK IN SIGHT AND HAS SIGNALLED YOU TO CONTINUE.**
- Should you require to manually unlatch the back section of the vehicle do so at least 3m from any person, fixed or mobile plant.
- Reverse slowly to the waste transfer station.

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- Only one person is allowed to leave the cab to operate the vehicle and never walk under the raised body of a vehicle or the unloading bin / skip.
- Any persons not in the cab are required to stand outside the waste transfer station whilst reversing and tipping is in operation.
- Do not shunt your vehicle to aid the discharge of your load and do not climb into the container/vehicle body to remove material by hand. Instead, you should request assistance from the supervising person who will contact the mobile plant operative to enable the load to be removed in accordance with Safe Working Practices.
- On completion of load discharge lower the body hopper, or raise the bin / skip before pulling away from the waste transfer station and carry out any re-latching as necessary.
- Proceed with due care and attention to the weighbridge at all times obeying the signalling of the reversing assistant.

Waste Transfer Station Recycling Operatives

- The waste transfer station recycling attendants are responsible for sorting waste into different waste streams and to coordinate the deposit of waste from all deliveries.
- Problematic waste is to be stored in the appropriate area. Whilst tipping, the recycling attendants must remain at least 10m to the side of the tipping vehicle. Never stand behind a tipping vehicle.
- Do not stand on the tipped pile of waste. Use your hands and/or tools provided such as long handled rakes to pull waste from the pile. Ensure that manual handling training is adhered to when separating the material.
- To ensure the waste transfer station floor is free from debris, waste and other obstacles which may impede the tipping process and/or contribute to increasing the risk of slips, trips and falls.
- Use the mobile plant to assist in the removal of particularly heavy items. Do not overstrain yourself.

Mobile Plant Operator

- All mobile plant operators should have valid Operator Competence authorisation and be competent and familiar with the plant.
- Planned and regular maintenance to manufacturer's recommendations will be undertaken and carried out by recognised and competent maintenance personnel.
- It is the plant operator's responsibility to ensure that the plant is in working order, that the daily check sheet is completed at the start of the working day and that any malfunctions are reported immediately to the supervising person or maintenance personnel.
- Ensure that any applicable reversing aids and warning lights / beacons are functional, working correctly and provision of a clear view at all times.
- Ensure that the mobile plant is only operated within the waste transfer station when there are no waste collection vehicles and/or unauthorised contractors and staff are in the area.
- You must remain aware of unauthorised access at all times within the reception hall when operating plant.
- Prior to transferring recyclable goods from the waste reception hall to the outside storage areas ensure that the supervising person is informed so that access to the area, whilst the mobile plant is in operation, is restricted.
- If a warning siren (horn etc) sounds, stop the activity at once – it means that either you or someone else could be acting in an unsafe manner.

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