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VAT Reg. No. 941 3922 27 . Company Reg. 6726163

Environmental Policy 2017



Welcome and Introduction To Gill Waste Recycling Ltd.

INDUCTION

Health, Safety and Environmental Policy

- We are committed to protecting the health and safety of all people working at or visiting our site
- We plan, manage, conduct and supervise all our work in compliance with legislation and best practice
- We want to ensure that all workers have a clear understanding of their responsibilities along with that of the company

Site Inductions

- You have probably gone through hundreds of site inductions and will probably go through hundreds more
- The induction is important as all sites are different and have a wide range of hazards which will change as the site develops
- This site induction is specific to this site and provides you with information on the current hazards of the site and tells you about the site rules

Please pay attention for the next few minutes

Emergency Evacuation & Fire

- The Alarm
- Exit Routes
- Assembly points
- Fire points
- Fire Prevention
 - No smoking and be aware of other possible ignition sources
 - Keep the site tidy - less material to burn





Can you provide evidence of your skills?

A current registration card

e.g. CSCS, CSCS Affiliated Schemes (or equivalent)

If not – why not?



Your site staff are:

- Site Contracts Manager: Dean Gill
 - Engineers:
 - Supervisor: Nicky Morgan
 - Safety Representative: Dean Gill
 - Safety Officer: Dean Gill
 - First Aiders: Dean Gill / Jake Gill
 - Fire Marshall: Jake Gill
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- Your site contact telephone number
is: **07527 967390**

Who's on site



Please ensure you sign in and out of the site - if you do not, we will not know you are here for security and emergency purposes

Welfare on site



TOILETS



CANTEEN



FIRST AID

Find out where these facilities are located

Always clear up your own rubbish



“A Clean site is a safe site”

Environmental & Waste Disposal

All waste should be disposed of in the correct skips

- Under no circumstances shall liquid waste, such as paints or solvents, be allowed to soak into the ground or be poured down drains. This is “hazardous waste” and should be disposed of in line with current legislation.
- Bonfires shall not be conducted on site



Standard site rules



No food or drink to be taken on site –
you must consume these in your canteen

Site Inductions

Ensure that inductees are made aware of the different types of signage, their colour codings and meanings.
Give examples where appropriate:

Red Prohibitive **(Must not do)**

No Smoking, No unauthorised entry, Do not touch, No vehicles, etc.

Blue Mandatory **(Must do)**

Wear hard hat, Wear eye protection, Wear hearing protection, Sound horn, etc.

Yellow Caution **(Hazard warning)**

Fragile roof, High voltage, Asbestos, Fork lift trucks, Low headroom, etc.

Green Safe Condition **(The Safe Way)**

First aid, Escape route, Assembly Point, Eye wash, Emergency phone, etc.

Explain to inductees that all signs will have a pictogram as well as text indicating the condition required.

Explain that some signs may contain a combination of two or more conditions for example;

Danger LPG (yellow) No smoking (Red).

Please note that fire precautions equipment may also be depicted by a red sign.



Signs on Site

- Always comply with safety signage
- Read the labels on containers before using any substances
- Use any safety precautions required

Drugs and Alcohol



- Any persons caught in possession of or under the influence of drugs or alcohol will be removed from site



- If you are on drugs for any medical reason, please inform your supervisor at once

Hazzard



These may be a hazard if someone is trying to shout for your attention



No Horseplay

Someone could get hurt!

Personal Protective Equipment



- Look after your P.P.E. and always wear it when required
- Please ask your supervisor to supply these items as and when required

Plant and Equipment



You are required to work safely and use plant and equipment correctly...they are **YOUR** responsibility

Working at height



- Use secure platforms with proper edge protection
- Protect holes, leading edges and fragile materials
- Consider weather conditions
- If in doubt - speak to your supervisor

Working at height



- Use the safest access equipment for the job, (not the most convenient)
- Ladders and stepladders must be located on a firm level base and only used for short duration light duty

Keep your knees below the top tread
when working on a stepladder

Manual Handling

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- **DO NOT** attempt to carry or lift anything that is too big or too heavy
- Inform your supervisor and ask for assistance

Plant Operation



Only trained and authorised
personnel can operate driver
operated plant
e.g. dump trucks

Vehicles on site



- Only use identified walkways
- Be aware of plant operating near you
- A Traffic Management Plan is displayed in the site office
- Parking is only allowed in designated areas



Asbestos

- Asbestos **IS NOT** present on this site

If you are in any doubt - consult your supervisor

Vibration

- Hand Arm Vibration Syndrome (HAVS) and Vibration White Finger (VWF) are very debilitating
- You need to protect yourself from excessive use of vibrating tools such as breakers and drills

HSE - High Five

- Tidy sites and decent welfare
 - Falls from height
 - Manual Handling
 - Transport
 - Asbestos
-
- ✓ Plan and organise what you do
 - ✓ Make sure that you are trained and competent and know the special risks of your trade
 - ✓ Raise problems with your supervisor or safety rep

Accident Reporting



Please report any on-site accidents or dangerous occurrence to your supervisor or first aider. It is for your benefit as well as others.

For any accident you will need to make an entry in the accident book.

If you require time off work due to any injury, you must inform your site supervisor.

Safe use of skip loaders

Advice for workers

This information is aimed at workers who move skips and containers. Every year, activities involving the movement of skips and containers cause death and serious injury. You, your workmates and bystanders are at risk.

Dangers include:

- being struck by vehicles;
- falling and slipping;
- failures of lifting equipment;
- striking overhead cables/obstructions;
- vehicle overturns;
- runaway vehicles.



The information contains a brief checklist of some important things you can do to protect yourself and others.

This is not a full list. You may need to make other checks depending on the vehicle you drive and the places you work in.

If in doubt, you may need to refer to the skip loader manual, or you may need to ask your employer for extra advice.

Safe vehicle

Before you start work

Each day, check your vehicle and lifting equipment and report any faults. Check the following work properly and are not damaged:

- brakes;
- tyres;
- lights;
- steering;
- seatbelts;
- wheel chocks (if needed);
- lifting equipment – controls, hooks, chains, hoses etc;
- audible reversing alarm (where fitted);
- vision aids – mirrors and CCTV cameras (where fitted).

Safe use of skip loaders

Advice for workers

- *Before setting off*
- Check your in-cab information about any special precautions for the drop/pick-up. Sites should tell the skip company about these beforehand, and agree precautions.
- Prevent contact with overhead cables/obstructions. Know your clearance height. Ensure lifting arms are fully lowered.
- Ensure any load/skip is secure and chains are correctly stowed.
- Check you have your safety gear (PPE), especially high-visibility clothing and boots.
- **Safe worker**
- *Entering the site*
- Know exactly where to go, and what needs to be done – you will probably need to talk to someone on site.
- Obey all rules – signs, one-way systems etc.
- Be aware of pedestrians at all times.
- Wear your safety gear (PPE). High-visibility clothing is essential. You are likely to need safety boots and may need other gear such as a hard hat or safety glasses, depending on site rules.
- **Safe working**
- *Reversing*
- Minimise reversing – both the amount you do and the distances you travel.
- Make sure your reversing area is clear.
- Use your reversing aids – cameras, mirrors and alarms.
- Where banksmen (signallers) are used, you must be clear about what their signals mean and obey them.
- Look out for banksmen, as they are at great risk from your reversing vehicle. If you can't see your banksman at any time when moving – stop!
- Some sites have made arrangements to eliminate the need for banksmen because of the risks they face. You should make sure you know what these arrangements are.
- *Exit your cab properly*
- Jumping out can cause broken limbs and twisted ankles: it could also put you into the path of another vehicle.
- Boots with good ankle support help prevent twisted ankles.
- *Keep close to your vehicle*
- Don't risk being run over by other vehicles. (Note: at some sites you may be instructed to keep away from the entire area during the loading of your container).
- Ensure no pedestrians are nearby during reversing and loading/unloading operations.

Safe use of skip loaders

Advice for workers

- **Dropping off and picking up**

- Prevent 'runaway' skip loader incidents:
- Park on good ground – avoid sloping, uneven or soft ground.
- Apply the handbrake.
- Use chocks where necessary on slopes.
- Use stabilisers – keep braked rear wheels on the ground when on slopes. If the vehicle does not have all-wheel braking, flat plates should be fitted to the stabiliser legs.
- Avoid trapping between the skip and vehicles/walls. Keep a good, clear space all round.
- Sheet/unsheet safely – do it from ground level wherever possible.
Use autosheeters or gantries/harnesses where provided. Avoid climbing on the vehicle.
- Check before moving the skip to make sure that:
- hooks, chains, lugs, bars etc are fully engaged;
- chains are not twisted or knotted. They should not snag during load movement;
- skip floors/panels/hinges/chains/lugs, tipping bar etc are in good condition;
- doors (where fitted) are in good condition with proper locks;
- the load is not overweight.
-

- **Doors can spring open!**

- Stand outside the door arc and load discharge path when opening to avoid pressurised doors or contents striking you.

- **Remember ...**

- Skip movements can kill!
- Protect yourself, your workmates and the public.
- Monitor the work area at all times!
- If the drop/pick-up seems unsafe, don't do it!

Sheeting and unsheeting

- **What's the problem?**

Every year, about 70 people are killed and 2,500 seriously injured as a result of accidents involving vehicles in and around workplaces. 44% of falls from tipper lorries occur during sheeting and unsheeting.

Many tipper sheeting accidents could be prevented if automated sheeting devices were used and there was better co-operation between the parties involved.

Sheeting is used for a variety of reasons:

*to keep materials dry;
to prevent loss of load during transit as required by Road Traffic Act 1991;
to keep materials hot;
to comply with authorisations issued under the Environmental Act 1990.*

Falling may occur due to:

*slipping or tripping on the material or strappings and ropes when climbing on the load
trimming the load when the level is uneven or too high;
spreading or unfolding the sheet over the load;
pulling the sheet tight;
inadequate access to the body of the tipper resulting in poor positioning of the worker;
high winds creating a sail-effect of the sheeting.*

What the law requires

Companies operating tipper vehicles should take all reasonably practicable steps to prevent falls during the vehicles' operation. People in control of sites where tippers operate should make sure adequate steps have been taken to prevent falls during tipper sheeting and unsheeting.

Under the Management of Health and Safety at Work Regulations, you need to assess risks and reduce them 'so far as is reasonably practicable'. What is considered reasonably practicable will vary depending upon the circumstances but if an accident occurs at a particular site then it will be for all parties to show that all reasonable steps were taken to prevent the accident. In addition to the use of sheeting aids etc. you may have to show you took reasonable steps to co-operate with other companies or people to prevent falls. This is particularly important with respect to tipper lorries where a tipper operator picks up a load from one site and delivers and unloads at a second site.

Sheeting and unsheeting

- There are also legal duties placed on employers by the Workplace (Health, Safety and Welfare) Regulations; these are more specific for reducing risks from **falls**.

A risk assessment should:

*identify the hazards;
give the likelihood or risk of these hazards causing an injury;
propose ways for removing or reducing these risks.*

Identifying the sheeting hazards

*Does the driver need to access the top of the vehicle?
Does the driver need to use a ladder or steps to access the top of the vehicle?
Does the driver need to get onto the load?
Has the material been loaded unevenly requiring trimming?
Has too much material been loaded that will have to be removed manually?
What is the condition of the ground when sheeting is carried out?
Where are the operations carried out in relation to other traffic and pedestrians?
All of these hazards can present the risk of a fall from either the side of the vehicle or the top edge leading to serious injury or death.*

What are the solutions ?

There are a selection of solutions but some options are better than others. It is sometimes useful to think of the solutions as being in a hierarchy with a method of sheeting and unsheeting that does not involve getting onto the vehicle or even touching the sheet as the first choice.

A hierarchy of solutions would look something like this:

*Leave the load unsheeted (if road traffic and environmental law allows it);
Use automated or mechanical sheeting systems, which don't require people to go up on the vehicle;
Use manual sheeting systems which don't require people to go up on the vehicle;
Use work platforms to provide safe access to carry out sheeting from the platform without having to access the load (Figure 9);
Use gantry/harness systems to prevent or arrest a fall.*

Leave the load unsheeted

This may be possible if the load will not blow off in transit and does not produce dust and the load does not need to stay dry.

Sheeting and unsheeting

- **Automated or mechanical sheeting**

- This is at the top of the hierarchy because these systems can allow the driver to sheet the load from ground level. These systems also remove or reduce the risks from manual handling. They are readily available from many manufacturers. They may vary in design but can be adapted to fit most vehicle body types.

There can also be financial savings from automated sheeting systems, because they reduce vehicle turn-around times. It is important to remember that automated sheeting systems do not only protect the driver while sheeting up at the pick-up point but also when unsheeting at other sites.

Automated systems are generally purpose-built assemblies attached to the vehicle body. They can be electrically, pneumatically or hydraulically powered and can work by:

unrolling sheeting from front to back of the vehicle body

unrolling sheets from side to side

sliding the sheet along runners or wires from front to back or side

sliding the sheet along runners or wires from front to back or side

levering or 'flipping' sheets from centre to side or from front to back

Powered systems are preferable to manually operated mechanical systems. Because the driver does not need to use any physical strength to operate powered systems, manual handling risks are reduced. Power systems also allow the driver to operate away from the vehicle.

Spray' sheeting

The load is sprayed with a solution of a synthetic polymer in water. This forms an instant skin across the load surface preventing material from being blown off during transit. Spraying can be done at the weighbridge after weighing. The solution is delivered via lateral bars; the number of these depends on vehicle length (Figure 7).

Although this method avoids the driver needing to access the vehicle load and is as effective as conventional sheeting in preventing damage to the environment, it can not be used for certain loads, e.g. coated stone or quick lime. The polymer sheet can not be reused so load must be sprayed each time.

Sheeting and unsheeting

- **Manual sheeting systems**

- Manual sheeting from the vehicle is to be discouraged unless it is not practicable to use automated sheeting systems or sheet from the ground. Loads can be sheeted from platforms removing the need to climb onto the vehicle or the load.

In a limited number of situations automatic sheeting systems will not be fitted and suitable gantry arrangements may not be available. In these circumstances containers must be placed on the ground for sheeting and un-sheeting. The driver must perform these tasks from the ground.

In order to minimise the risk of manual handling injuries, the task of sheeting and unsheeting is best performed by two operatives. However, on driver-only collections this will not be possible and the operative may have to use a long pole with a hook. This is likely to result in a change in the operative's centre of gravity and a resultant increase in the load on certain parts of their body. For this reason it is important to choose the correct size of container and ensure operatives have received appropriate training in manual handling techniques.

The training in manual handling should take account of the various tasks undertaken during the sheeting operation. This will typically involve the following actions:

roll out sheet;

attach rope to sheet and throw rope over front end of container and secure (this step may not be required for skips and other smaller containers);

pull sheet across the length of container;

pull sheet over from opposite side of container;

pull sheet over front end of container; and

even up the sheet and secure ropes to container

For large containers, where full access from ground level may not be possible, or where excessive stretching or twisting by the operator is required, platforms or secure steps with handrails should be provided.

Under no circumstances should anyone be allowed to stand or walk on the load and operatives should be aware of the procedure in the event of automatic sheeting systems not working.

Sheeting and unsheeting

- **Work platforms**

- Most sheeting platforms are simple drive-through systems providing a guardrailed platform on each side of the vehicle

drive through sheeting system

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These platforms should be fully enclosed by guardrails on all sides to reduce the risk of a worker falling between the platform and the side of the vehicle or stepping off the end of the platform. If the worker needs to leave the platform to carry out further tasks associated with sheeting, then overhead gantries and harness systems should be used.

If platforms are provided there should be enough of them for the throughput of vehicles; they should be easily accessed and management systems, e.g. supervision, should be in place to ensure that the platforms are used properly. There are disadvantages to using platforms: it is not possible to match the variations in size, height and length of all vehicle bodies. In such circumstances the use of overhead gantries and harnesses may be necessary.

Sheeting and unsheeting

- **Overhead gantries and harness systems**

This system of sheeting involves the use of a specially designed access platform and overhead beam or gantry.

PPE to protect against fall
Overhead gantry harness

An integral full-body safety harness and inertia reel is used in conjunction with the overhead beam and will protect the driver whilst he is on the vehicle sheeting (Figure 10).

So, if manual sheeting is the only option then a suitable fall arrest system must be provided and used. These do not prevent a fall from occurring, but should reduce the risk of serious injury from the effects of a fall. If harnesses and lanyards are to be used, drivers must be trained in pre-use checks and how to use the personal protective equipment. (Refer to PPE guidance 5)

For manual sheeting with a harness system the sheet should already be suitably folded in a position to the front of the vehicle body on a sheet rack or purpose-built shelf or on carrier hooks. Sheets will need to be long enough to be tied to the base of the vehicle body and be of sufficient weight to resist being blown in the wind.

The driver should walk down the centre of the load rolling out the folded top sheet while facing the rear of the vehicle body. When half way along the load, but not closer than two metres from the rear of the vehicle, the driver should turn round and pull the sheet tight. It is important that the sheet is not pulled at any other time.

The driver should turn round and while facing the rear of the vehicle throw the remainder of the sheet and ties over the tail-gate. While standing in the centre of the load the driver should open out the sheet, throwing the sheet and ties over the sides of the body. The driver should then return to the front of the body walking forwards along the centre of the load and return to the ground using the ladder and handles provided.

If there are no fall precautions in place at the site then the material should not be loaded and the driver should turn back. This also applies for delivery of loads where there are no precautions available for unsheeting.

Sheeting and unsheeting

- **General points to consider**

- Whichever system is used there will be considerations common to each:
- Safe systems of work:

To remove the need for trimming do not overload and try to load evenly. The loading shovel could be used to load evenly along the length of the body, not in peaks; or used to pat down the load to flatten peaks;

Loading should take place in a designated area of the workplace which has adequate lighting and is preferably enclosed or sheltered from mud and rain;

The tipper should be parked on level ground with the parking brakes on and the ignition key removed;

Passing traffic and pedestrians should be excluded from the area.

Sheet before leaving the site

The sheeting area should be the last area the driver uses on site. This is particularly important where the load may need adjustment after weighing but prior to leaving the site.

Training, Instruction, Information

Train and instruct staff on the safe systems of work (and provide refresher training where necessary) for using the automated sheeting, manual sheeting, platforms and PPE.

Supervise and monitor tipper sheeting and unsheeting.

Equipment

Gloves, safety boots, and where necessary eye and head protection, provided and used; Regular checks that the sheets are in good condition, and replaced when necessary. Visual checks of straps and ropes used for pulling and securing the sheet;

Maintenance of the sheeting mechanism and platforms/gantries;

Maintenance of fall arrest equipment, e.g. harnesses, lanyards;

Repair of equipment. Provision should be made for those who carry out repairs. They may HAVE to get onto the tipper body to carry out maintenance/repair work.

General access to vehicles

Wherever possible, the need for people to climb on top of vehicles should be avoided. Regardless of the type of sheeting equipment fitted or used, safe access should always be provided into and out of the body of the lorry. Using well designed and sited fixed ladders and handholds can improve access. Do not jump down from the vehicle as landing awkwardly can lead to broken ankles. Access on to vehicles should be restricted to those people permitted to do so, e.g. a well supervised and monitored safe system of work for maintenance workers. Nobody should attempt to gain access whilst a vehicle is in motion; this is a significant cause of accidents each year.

Sheeting and unsheeting

- **Further information**

- *Workplace Transport Safety HSG 136. HSE Books. 1995, ISBN 0 7176 0935 9*
- *Managing vehicle safety at the workplace - leaflet for employers Leaflet INDG199 HSE Books 1995/2002 (single copy free or priced packs of 10 ISBN 07176 0982 0)*
- *Safety of loads on vehicles code of practice - Department of Transport. The Stationery Office Limited. 2002, ISBN 011 552547 5*
- *Management of Health and Safety at Work Regulations 1999, Approved Code of Practice L21 (Second edition) HSE Books. 2000, ISBN 0 7176 2488 9*
- *Personal Protective Equipment at Work 1992, Approved Code of Practice L25 HSE Books. 2000, ISBN 0 7176 0415 2*
- While every effort has been made to ensure the accuracy of the references listed here, their future availability can not be guaranteed.



Please feel free to ask any
questions you may have,
before you sign your induction form

***Thank you for your time
and co-operation***