



Biffa Group Integrated Management System Index



List of Group SHEQ Policies, Group Standards, Management Operational Guidance, Biffa Work Instructions and supporting documents, forms and templates that together form the Group IMS



The system aims to meet the standards for ISO 9001, 14001 and 45001

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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Group Policies

Occupational Health, Safety and Wellbeing Policy Statement	19 th November 2019
Corporate Responsibility Policy Statement	19 th November 2019
Quality Policy Statement	19 th November 2019
Environment and Carbon Management Policy Statement	19 th November 2019

Group Standards

GS01	Group Integrated Management System
GS02	Legal Register and Statutory Inspections
GS03	Environmental Management
GS04	Health and Safety Responsibilities and Coordination
GS05	Construction, Design and Management
GS06	Pedestrian Segregation and Mobile Plant
GS07	Asbestos in Premises
GS08	Control of Legionella
GS09	Management of Fire and DSEAR
GS10	Plant, Machinery and Equipment Safety
GS11	High Risk Site and Field Activities
GS12	Waste Handling, Processing and Storage
GS13	Waste Collection and Road Risk
GS14	Fleet and Workshop Operations
GS15	Incident Reporting and Investigation
GS16	Electrical Safety
GS17	Emergency Procedures and Business Continuity
GS18	Occupational Hygiene
GS19	Office Working
GS20	Control of Contractors

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS01 Integrated Management System

Management Operational Guidance (MOG's)

MOG01-01	IMS: Group IMS Plan
MOG01-02	IMS: Management of risk
MOG01-03	IMS: SHEQ communications and document control
MOG01-04	IMS: Management of change
MOG01-05	IMS: Auditing and site visit reports
MOG01-06	IMS: Non-conformance, evaluation and improvement
MOG01-Appendix A	IMS: Context of the organisation and context review matrix
MOG01-Appendix B	IMS: Needs and expectations of interested parties
MOG01-Appendix C	IMS: Guide to completion of local risk assessments
MOG01-Appendix D	IMS: Compliance matrix

Biffa Work Instructions

BWI01-01	Desktop or remote audit
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Forms and Templates

GF01-01	IMS Management Review Form
GF01-02	SHEQ internal audit
GF01-03	Site visit report form
GF01-05	Compliance database change request form
GF01-06	SIT meeting template
GF01-07	SHEQ alert
GF01-08	Management system document change request
GF01-10	Desk top remote audit form

Supportive Documents

<u>BS EN ISO 14001-2015.pdf</u>
<u>BS EN ISO 9000-2015.pdf</u>
<u>BS EN ISO 9001-2015.pdf</u>
<u>BS ISO 45001_201.pdf</u>
<u>BS OHSAS 18001-2007.pdf</u>
<u>Difference between process and procedures - BSI.pdf</u>
<u>Importance of Leadership and ISO - BSI.pdf</u>
<u>IRCA Briefing note - Annex SL (previously ISO Guide 83).pdf</u>
<u>ISO19011 2018 EN INGLES.pdf</u>
<u>What is Annex SL- BSI.pdf</u>

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS02 Legal Register and Statutory Inspections	
Management Operational Guidance (MOG's)	
MOG02-01	Legal register and compliance
MOG02-02	Statutory Inspections and Facilities Management
MOG02-01 App A	Appendix A - Legal Register
Biffa Work Instructions	
Forms and Templates	
GF02-01	Statutory Inspection Wall Chart
Supportive Documents	
	Biffa Contractor Rules and Code of Conduct.pdf
	COSHH L5.pdf
	Examination of lifting equipment INDG422.pdf
	PPE a brief guide INDG174.pdf
	PUWER ACOP L22.pdf
	Safe use of lifting equipment L113.pdf
	Workplace health safety and welfare regulations L24.pdf

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS03 Environmental Management	
Management Operational Guidance (MOG's)	
MOG03	Environmental Management
MOG03 App A	App A Group Aspects and Impacts Assessment
Biffa Work Instructions	
BWI03-01	Environmental Nuisance and Pollution
Forms and Templates	
GF03-01	Aspects and impacts register
GF03-02	Duty of care audit form
GF03-03	Calibration record sheet
GF03-04	Landfill waste reception forms
Supportive Documents	
Asbestos at transfer stations HSE checklist.pdf	
CDG - Packaging and documentation requirements related to the carriage of asbestos and asbestos waste.doc	
Environment Training I&C September 2019.pdf	
Environment Training I&C September 2019.pptx	
Example Waste transfer notes 2020.pdf	
Safe handling of gas cylinders on waste sites.pdf	
Sector Guidance S5.06 for the Recovery and Disposal of Hazardous and Non-Hazardous Waste.pdf	
Sustainability Strategy Resourceful Responsible Manager's Toolkit March Final.pdf	
Sustainable Procurement Policy 2019-20.pdf	
WASTE-22- Offensive - hygiene waste.pdf	
WASTE-27- Health and hazardous substances.pdf	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
------------------------	---------------------------------	-------------------------	---------------------	-----------------------------

GS04 Health and safety management and coordination	
Management Operational Guidance (MOG's)	
MOG04-01	H&S Responsibilities and Coordination.pdf
MOG04-02	Permit to work Final.pdf
MOG04-03	PPE and Welfare.pdf
Biffa Work Instructions	
BWI04-01	Personal Protective Equipment PPE
Forms and Templates	
GF04-01	Location Health and safety responsibility matrix
GF04-02	Quarterly review form
GF04-03	Perimeter boundary assessment form
GF04-04	Vulnerable worker assessment form
GF04-05	Monthly compliance check sheet
GF04-06	Expectant mother risk assessment form
GF04-07	Lighting assessment form
GF04-08	Behaviour observation form
GF04-09	Record of issue for PPE
GF04-10	3 rd Party access onto closed or unmanned Biffa locations
Supportive Documents	
	Depot Filing spines v1.3 Feb 2020.pdf
	Filing system cover page Feb 2020.pdf
	MPA_guidelines_for_management_of_public_safety_March_2015.pdf
	operationalhandbook2016.pdf
	Safety briefing HS Management and Coordination Awareness Training v1.pptx

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS05 Construction, Design and Management	
Management Operational Guidance (MOG's)	
MOG05-01	Construction, design and management
Biffa Work Instructions	
BWI05-01	Inspection of containment walls
Forms and Templates	
GF05-01	CDM Project log
GF05-12	Client scope for containment walls
GF05-13	Containment wall monitoring record form
Supportive Documents	
CDM and contractor control safety briefing	
CDM Regulations L153	
CITB interactive guidance for clients	
HSE guidance – Construction phase plans	
Safe use of vehicles on construction sites HSG144	
Health and safety in construction HSG150	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS06 Pedestrian Segregation and Safe Operation of Mobile Plant	
Management Operational Guidance (MOG's)	
MOG06-01	Pedestrian segregation at waste and recycling sites
MOG06-02	Safe use of vehicles and mobile plant at waste and recycling sites
Biffa Work Instructions	
BWI06	Mobile plant and pedestrian segregation manual
Forms and Templates	
GF06-01	Vehicle and pedestrian interface risk assessment form
GF06-02	Vehicle and pedestrian interface process map
GF06-03	Traffic management plan template
GF06-04	Traffic planning concept design assessment form
GF06-05	Mobile plant delivery check sheet
GF06-06	Daily mobile plant checks
GF06-07	Landfill daily briefing record sheet
GF06-08	MRF and Transfer daily briefing record form
GF06-09	New operative assessment form
GF06-10	Operative quarterly declaration form
GF06-11	Mobile plant and pedestrian observation form
GF06-12	Mobile plant wheel nut torque calendar
Supportive Documents	
	CITB Guidance for mobile plant operations.pdf
	Employers guide to workplace transport HSG136.pdf
	Fork Lift Trucks in DSEAR zones(hsg113).pdf
	PAS 13 2017 safety barriers presentation.pdf
	pas-132017-code-of-practice-for-safety-barriers-within-workplace-environments.pdf
	Rider operated lift trucks training and safe use L117.pdf
	Safe transport at waste facilities WISH guidance WASTE 09.pdf
	Safe use of skip loaders INDG378.pdf
	Safe use of vehicles on construction sites HSG144.pdf
	SFPSG-Guidance-on-Ground-Conditions-for-Construction-Plant.pdf
	Traffic and Pedestrian Management Standard Familiarisation Briefing v1.pptx
	traffic-signs-manual-chapter-08-part-01.pdf
	traffic-signs-manual-chapter-08-part-02.pdf
	traffic-signs-manual-chapter-08-part-03.pdf
	Use lift trucks safely a guide for operatives INDG457.pdf
	Workplace transport a brief guide INDG199.pdf

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS07 Asbestos in premises	
Management Operational Guidance (MOG's)	
MOG07-01	Asbestos in premises
Biffa Work Instructions	
BWI07-01	Discovery of asbestos
Forms and Templates	
GF07-01	Asbestos management plan template
GF07-02	Annual asbestos management plan review form
Supportive Documents	
	Asbestos - The licenced contractors guide HSG247.pdf
	Asbestos - The survey guide HSG264.pdf
	Asbestos at transfer stations HSE checklist.pdf
	Control of Asbestos Regulations 20120 ACOP.pdf
	Managing and working with asbestos HSE L143.pdf
	Managing asbestos in buildings - a brief guide INDG223.pdf

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS08 Control of Legionella	
Management Operational Guidance (MOG's)	
MOG08-01	Control of legionella
Biffa Work Instructions	
Forms and Templates	
GF08-01	Annual water risk assessment review form
GF08-02	Location weekly showerhead flush record
Supportive Documents	
	Control of legionella - audit checklist.pdf
	Legionnaires disease part 1 HSG274.pdf
	Legionnaires disease part 2 HSG274.pdf
	Legionnaires disease part 3 HSG274.pdf
	Legionella brief guide indg458.pdf
	Legionella report BIFFA Leeds Depot 18.09.18 reviewed.pdf
	The control of legionella bacteria in water systems ACOP L8.pdf

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
------------------------	---------------------------------	-------------------------	---------------------	----------------------

GS09 Management of Fire and DSEAR

Management Operational Guidance (MOG's)

MOG09-01	Fire prevention
MOG09-02	DSEAR
MOG09-01 App A	Appendix A Fire escape
MOG09-01 App B	Appendix B Fire signage
MOG09-01 App C	Appendix C Fire Training
MOG09-01 App D	Appendix D Portable Extinguishers
MOG09-01 App E	Appendix E Fire Alarm Categories
MOG09-01 App F	Appendix F Personal Emergency Evacuation Plan
MOG09-01 App G	Appendix G Emergency Lighting
MOG09-01 App H	Appendix H Fire Authority Inspections

Biffa Work Instructions

BWI09	Fire prevention manual
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Forms and Templates

GF09-01	Fire risk assessment – high risk
GF09-02	Fire risk assessment form – low risk
GF09-03	DSEAR risk assessment form
GF09-04	PEEP
GF09-05	Fire logbook
GF09-06	DSEAR explosion protection document template
GF09-07	Emergency services information pack
GF09-08	Fire prevention plan template

Supportive Documents

	A Guide to Choosing a Competent Fire Risk Assessor - Version 2 published 29th April 2014.pdf
	Chief Fire Officers Enforcers Guidance 2015.pdf
	Chief Fire Officers Guide to making your premises safe from fire.pdf
	Chief Fire Officers Guidance on Waste Fires and technical advisors.pdf
	Controlling Fire and Explosion Risk INDG370.pdf
	DSEAR ACOP L138.pdf
	DSEAR ICoP 1 waste management.pdf
	DSEAR ICoP 2 Gas extraction.pdf
	DSEAR ICoP 3 leachate.pdf
	DSEAR ICoP 4 Drilling.pdf
	DSEAR ICoP 5 Landfill.pdf
	Fire Regulatory Reform Order 2005 ukxi_20051541_en.pdf
	Fire risk assessment factories and warehouses.pdf
	Fire risk assessment Means of Escape.pdf
	Fire risk assessment Offices and Shops.pdf
	Fire Risk Assessment shortchecklist.pdf
	Fire risk management systems BS 9997 2019.pdf

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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	Hampshire FRS - Fire Risk Assessment training.pptx
	Primary Authority Biffa and Hampshire FRS Direct Partnership Agreement 2019.pdf
	Primary Authority Fire Presentation.pptx
	Primary Authority Hampshire FRS guidance.pdf
	Primary Authority Statutory Guidance 2017.pdf
	REA DSEAR ICoP August 2019.pdf
	TUV - e-learning Biffa DSEAR master.ppt
	WASTE 28 Reducing fire risk at waste management sites issue 2 2017.pdf
	WISH fire testing technical note IFS.pdf
	WISH INFO 05 Waste fire burn trials summary report April 2017.pdf
	WISH INFO 08 Rogue lithium batteries and fire risk September 2019.pdf

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS10 Plant, Machinery and Equipment Safety

Management Operational Guidance (MOG's)

MOG10	Plant, machinery and equipment
Appendix A	Conveyors and other continuous handling systems
Appendix B	Infeed floor conveyors to balers and shredders
Appendix C	Fixed and interlocked guards
Appendix D	Machines for compacting waste or recyclable fraction
Appendix E	Common standards applicable to fixed and transportable equipment
Appendix F	Manual sorting line safety requirements
Appendix G	Repairs and fabrication of guards
Appendix H	Minimum contents of a machinery safety file
Appendix I	Management of fixed plant and equipment
Appendix J	Procurement of fixed plant and equipment

Biffa Work Instructions

Forms and Templates

GF10-01	General PUWER assessment form
GF10-02	PUWER assessment form - balers
GF10-03	PUWER assessment form - compactors
GF10-04	Guarding register
GF10-05	Fixed plant installation project log
GF10-06	Daily Fixed plant checks
GF10-07	Isolation and lock-out register
GF10-08	Lock off audit sheet
GF10-09	PUWER Inspection form
GF10-11	Padlock register
GF10-12	Padlock removal authorisation
GF10-13	Isolation point register
GF10-14	Machinery CE checklist

Supportive Documents

	Written Scheme of examination.pdf
	BWS Written Scheme of Examination - Fleet January 2019.pdf
	MPA Energy LOTOTO Handbook V8.pdf

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS11 High Risk Site and Field Activities

Management Operational Guidance (MOG's)

MOG11-01	Working at height
MOG11-02	Confined spaces
MOG11-03	Working on or near water
MOG11-04	Lifting operations
MOG11-05	Excavations
MOG11-06	Hot works
MOG11-07	Lone working

Biffa Work Instructions

BWI11-01	Working at height
BWI11-05	Use of Ladders
BWI11-06	Use of safety harness
BWI11-07	Falling objects

Forms and Templates

GF11-01	Excavation inspection record form
GF11-02	Confined space risk assessment form
GF11-03	Confined space rescue plan
GF11-04	Ladder inspection form
GF11-06	Lone worker risk assessment
GF11-07	Lone worker roll call record form
GF11-08	Inventory of lifting equipment and lifting accessories
GF11-10	Confined space pre entry checklist

Supportive Documents

	Confined Space Generic Health Questionnaire.doc
	CPA-CIG0801-Excavators-Used-as-Cranes-Rev2-090301.pdf
	crane lifting plan template.doc
	Example Safe System for Confined Space Working.doc
	Fall Arrest Equipment INDG 367 HSE.pdf
	FRS technical guidance for gas cylinders.pdf
	Hot Work on Small Tanks and Drums INDG 314 HSE.pdf
	HSE GN ladders.pdf
	indg73 lone working HSE GN.pdf
	Know your Acetylene 2018.pdf
	Ladders EN_131_Guide.pdf
	Lone worker BS8484.pdf
	Safe Operation of MEWPS 2015.pdf
	Suzi Lamplugh safe working booklet.pdf
	Suzi Lamplugh Trust guidance.pdf
	The Classification and Management of Confined Space Entries Guidance.pdf
	welding-fume-guidance 3M.pdf

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS12 Waste Handling, Processing and Storage

Management Operational Guidance (MOG's)

MOG12-01	Waste handling, processing and storage

Biffa Work Instructions

BWI12	Manual
BWI12-03	Use of ramps
BWI12-04	Discovering hazardous waste
BWI12-05	Safe stacking of baled products
BWI12-06	Fixed plant - balers
BWI12-07	Load security
BWI12-08	Sort line activities
BWI12-09	Inspection of safety devices

Forms and Templates

Supportive Documents



Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS13 Waste Collection and Road Risk

Management Operational Guidance (MOG's)

MOG13-01	Waste collection and road risk
MOG13-02	Municipal reversing guidance
MOG13-03	Municipal street cleansing
MOG13-04	Municipal route risk assessment
MOG13-05	Driving Recklessly on Pavements
Appendix A	Municipal reversing procedure
Appendix B	Contract specific instructions
Appendix C	Municipal route risk assessment procedure

Biffa Work Instructions

BWI13-01	People in Bins
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Forms and Templates

GF13-01	Customer premise assessment form
GF13-02	Route risk assessment record form
GF13-03	Reversing Procedure Knowledge Assessment
GF13-04	Daily debrief
GF13-05	Vehicle gate checks
GF13-06	Crew monitoring compliance register
GF13-07	Crew monitoring form for glass collection
GF13-08	Crew monitoring form for refuse and recycling
GF13-09	Crew monitoring period summary
GF13-10	Vehicle list
GF13-11	Driver assessment form
GF13-12	ADR bag check sheet
GF13-13	Vehicle cctv monitoring form
GF13-14	Contract information planner
GF13-15	Street cleansing monitoring form
GF13-16	Street cleansing inspection

Supportive Documents

	Biffa Report - People sleeping in waste containers.pdf
	INFO 10 Safe use of refuse collection vehicle bin lifters and bins September 2019.pdf
	INFO 11 Safety in driver only commercial waste and recycling collections September 2019 (1).pdf
	INFO 12 Reversing in waste recycling collections (1).pdf
	modebookarticulatedejector.pdf
	modebookbulkcarrier2013.pdf
	modebookfel2013.pdf
	modebookskip2013.pdf
	modebooktradewaste2013.pdf
	Reversing FAQ Final.pdf
	Street Cleansing FAQ Final.pdf

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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	WASTE INFO 06 Noise in glass collections hearing protection September 2019 (1).pdf
	WASTE INFO 07 Noise in glass collections noise assessment September 2019 (1).pdf

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS14 Fleet and Workshop Operations

Management Operational Guidance (MOG's)

MOG14-01	Fleet and workshop operations
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Biffa Work Instructions

BWI14	Manual
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BWI14-01	Abrasive Wheels or grinders
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BWI14-02	Air compressor or pneumatic equipment
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BWI14-03	Bodywork repairs incl spray cans
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BWI14-04	Brake and clutch lining
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BWI14-05	Brake tester and rolling road
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BWI14-06	Exhaust gases
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BWI14-07	Gas cylinders
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BWI14-08	Lifting equipment incl LOLER
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BWI14-09	Pillar drills and hand drills
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BWI14-10	Repairs and breakdowns
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BWI14-11	Shunting Operations incl coupling and uncoupling
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BWI14-12	Solvent cleaning baths or use of solvents
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BWI14-13	Welding or cutting
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BWI14-14	Steam cleaner or high-pressure washer
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BWI14-15	Used oil
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BWI14-16	Vehicle batteries and charging
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BWI14-17	Vehicle inspection pits
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Forms and Templates

GF14-01	MOT final quality check sheet
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GF14-02	Vehicle hire check list
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GF14-03	Abrasive wheels check list
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GF14-04	CHTR monthly vehicle check sheet
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GF14-05	ADR monthly vehicle check list
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GF14-06	Contractors register
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GF14-07	Fleet disposal form
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GF14-08	New vehicles requirements
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GF14-09	New equipment evaluation form
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GF14-10	New vehicle PDI data check sheet
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GF14-11	Notifiable component form
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GF14-12	Nominated CPC holder new starter or leaver
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GF14-13	Vehicle removal request form
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GF14-14	VOR notice form
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GF14-15	Wheel removal form
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GF14-16	Authorisation to weld
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GF14-17	Third party workshop maintenance agreement
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GF14-18	New vehicle technical update training acknowledgement
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GF14-19	Drivers licence declaration form
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GF14-20	Monthly workshop checklist
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Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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Supportive Documents	
	Fleet day 1 induction.pdf
	Fleetwave Manual 2018.pdf
	Fleetwave Quick Guides.pdf
	Goods Vehicle Operator Licensing Guide GV74 09-08 (1).pdf
	Mode Book - Rear End Loader.pdf
	modebookarticulatedejector.pdf
	modebookbulkcarrier2013.pdf
	modebookfel2013.pdf
	modebookskip2013.pdf
	modebooktradewaste2013.pdf
	VOI 10t Cage Tipper TL-compressed.pdf
	WORKING AT HEIGHTS_V3.pdf

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS15 Incident Reporting and Investigations	
Management Operational Guidance (MOG's)	
MOG15-01	Incident reporting and Investigations
MOG15 App A	Root cause analysis of incidents
MOG15 App B	Guidance for completion of investigation reports
MOG15 App C	Major Incident flowchart
Biffa Work Instructions	
Forms and Templates	
GF15-01	Investigation form
GF15-02	Witness statement form
GF15-03	Near miss reporting form
Supportive Documents	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
------------------------	---------------------------------------	----------------------------	------------------------	-------------------------

GS16 Electrical Safety	
Management Operational Guidance (MOG's)	
MOG16-01	Electrical Safety
Biffa Work Instructions	
BWI16-01	Checking electrical cables
Forms and Templates	
Supportive Documents	
	Biffa General Electrical Requirements
	Managers Health and Safety briefing on electrical safety
	HSG107 portable electrics

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS17 Emergency procedures and business continuity
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Management Operational Guidance (MOG's)	
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MOG17-01	Emergency planning and Business continuity plans
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Biffa Work Instructions	
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Forms and Templates	
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GF17-01	Emergency plan
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GF17-02	Business continuity plan
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GF17-03	First aid assessment form
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GF17-04	First aid kit inspection form
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Supportive Documents	
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	Business continuity plan guidance
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	Business continuity strategy
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	Media enquiries poster
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Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
------------------------	---------------------------------	-------------------------	---------------------	----------------------

GS18 Occupational Hygiene

Management Operational Guidance (MOG's)

MOG18-01	General requirements and health surveillance
MOG18-02	Manual handling
MOG18-03	HAVs
MOG18-04	Noise
MOG18-05	COSHH
MOG18-06	Outside working
MOG18 App A	Group Health Surveillance Matrix
MOG18 App B	Group Inoculation Matrix
MOG18 App C	Bio aerosols
MOG18 App D	Biological hazards
MOG18 App E	Dust

Biffa Work Instructions

BWI18-01	Outside working incl bites and stings
BWI18-03	Hand Arm Vibration HAVs
BWI18-04	Noise Use of ear defenders
BWI18-05	Control of substances hazardous to health COSHH
BWI18-06	Use of face masks incl face fit
BWI18-07	Hydrogen Sulphide Release – H2S and use of gas monitors

Forms and Templates

GF18-01	HAV's monitoring form
GF18-02	Noise monitoring form
GF18-03	Face fit test form

Supportive Documents

	A3 Site HAVS Guidance Poster.pub
	EH40 exposure limits.pdf
	Example of completed havs calculator.xls
	Example of Hand Vibration Tools register.xlsx
	HAVs readyreckoner.gif
	HAVS Tool Box Talk PowerPoint Jan 2019.pptx
	HAVS Workshop Equipment Cornwall.doc
	HSE HAVs calculator.xlsm

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS19 Office Working	
Management Operational Guidance (MOG's)	
MOG19-01	Office working
Biffa Work Instructions	
BWI19-01	Display Screen Equipment
Forms and Templates	
GF19-01	Home working assessment form
GF19-02	DSE assessment form
GF19-03	Equipment inventory
Supportive Documents	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
------------------------	---------------------------------	-------------------------	---------------------	----------------------

GS20 Control of contractors	
Management Operational Guidance (MOG's)	
MOG20-01	Management of contractors
MOG20-02	Managed service contractors
MOG20 Appendix A	Subcontracted Services standards
MOG20 Appendix B	Managed service contractor safety plan
Biffa Work Instructions	
Forms and Templates	
GF20-01	Contractor competency record form
GF20-02	Scope of works form
GF20-03	RAMs form
GF20-04	Contractor performance review form
GF20-05	Contractor induction form
Supportive Documents	
	Biffa Contractors Rules Handbook
	Subcontracted Services pre-audit questionnaire
	Subcontracted Services supplier qualification questionnaire