



Standard Operating Procedure

Personal safety, responsibilities and record keeping

Aim: To identify key roles, responsibilities and records required with the Hazardous Waste Division

Reference	SOP 14
Inception date	February 2015
Version	2
Last Reviewed	Oct 2017
Author	J Mannheim
Approved by	BPG

Risk Assessment

- The top divisional SHE risks are identified, reviewed annually and recorded on QF08/05. The current version is stored in the SHEQ team room 131
- The SM consults with work teams and produces risk assessments for all hazardous site activities and records these on the Biffa compliance database system. Assessments are reviewed and updated annually or if there are significant changes
- The SM ensures that key site risks are assessed and documented including: noise, lighting, legionella, security, fire, first aid, pedestrian segregation, work at height, lone working, confined spaces, expectant mothers and young workers all in accordance with GNHW 17

Review and feedback

- The SMT reviews audits, surveys and outstanding actions during routine visits
- The SMT are informed by the SM if there are any significant SHE issues and these are discussed at site meetings
- Key learning points are circulated to all SM's by the Regional SHE coach within weekly reports and ABC notices

Safety Plans and Emergency Preparedness

- Initiatives and campaigns are approved by the Senior Management team and records maintained by the SHEQ coach and stored on team room 131
- A location level KPI poster is provided by the Safety Committee and posted on notice boards. The SM updates the tracker each month.
- The SM prepares an incident management and evacuation plan and provides instruction for all site users
- Emergency drills are carried out every 6 months
- Key SHEQ plans and assessments are uploaded onto the location database. The SM ensures that the current version of each document is uploaded.

Auditing

- The SM ensures that a housekeeping audit is completed and recorded on a monthly basis
- All managers complete behaviour audits on a monthly basis. Records of these are recorded on the B-Safe Behavioural Observation form and discussed at SIT meetings
- The Regional SHE coach prepares an audit programme and arranges for the completion of internal audits. Records are maintained on the SHEQ team room 131
- The SM ensures that audits are completed for notified CDM projects and results discussed at progress meetings

Instruction, training and competence

- The SM prepares documented Safe Systems of Work for all activities with significant risk and ensures that all employees and site users are competent to carry out their work safely
- The SM maintains an employee training and competence assessment record.
- All employees sign to acknowledge their understanding of site rules, TBTs and training
- All contractor activities are documented with work permits in accordance SOPs 07 and 10.

Personal safety

- The SM ensures that PPE is provided and worn correctly in accordance with the Divisional PPE matrix
- The SM ensures that all employees are consulted and that SIT meetings and TBTs are held monthly
- The SM ensures that lone working activities are identified and that workers comply with the guidance in GNHW 17

Operational responsibilities and records

- Operational SHE responsibilities and record keeping requirements are shown in GNHW 17
- The SM ensures that a safety responsibility matrix (SF19/01) is completed to appoint individual responsibilities