

APPENDIX J : Site Safety & Induction

This booklet will help explain the policy and practices carried out on this site to help safeguard your Health and Safety.

It is the policy of Dyfed Recycling Services to provide and maintain as far as is practicable, a workplace which is safe and without risks to health, adequate facilities and arrangements for the welfare of all employees, contractors and visitors.

We are working to raise standards through the implementation of a Health & Safety management system which seeks to identify risks in order to control or eliminate potential harm to people, property and our environment.

This can only be achieved through the commitment of management and the co-operation of every single person on site.

The speed limit for the site is **5 M.P.H.** at all times. Be vigilant for pedestrians, moving plant and other vehicles whilst driving on site.



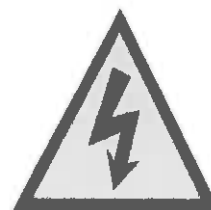
NO SMOKING on site.



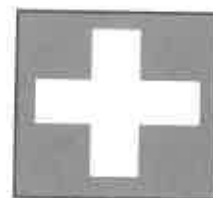
HIGH VISIBILITY JACKET/VESTS AND SAFETY FOOTWEAR must be worn on site at all times by all personnel, contractors and visitors.



All machines & equipment **MUST** be switched off before carrying out ANY repairs or adjustments and keys removed from ignition. **ONLY AUTHORISED, COMPETENT PERSONS** enter control cabinets or carry out such electrical repairs.



All accidents must be reported immediately to the first aider on duty and recorded in the accident book. The first aid station is at the site weighbridge office.



Upon hearing the fire signal (personnel shouting FIRE), personnel, contractors and visitors. Must evacuate the building by the nearest fire exit.



Proceed to the fire assembly point (at front gate) to await roll call. Do not re-enter the building or site until told to do so by the fire officer.



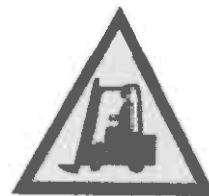
If you discover a fire, raise the alarm by shouting FIRE repeatedly. Then evacuate the area and proceed to the fire assembly point, Continue to shout FIRE as you proceed to the fire assembly point.

When walking or driving on site, always be vigilant for moving plant and other vehicles (e.g. telehandler, lorries, excavators etc.) Always give way to these vehicles and remember they may be reversing and find it difficult to see you.



Always give vehicles and mobile plant a wide berth as they may turn suddenly. Never enter the operating radius of mobile plant or stand beneath a suspended load. Do not distract the driver/operator at any time.

Mobile plant must only be driven by trained personnel.
Drivers must warn pedestrians by sounding their horn when approaching “blind” corners and when entering or exiting buildings.
Always stick to designated routes and never drive at excessive speed.



Always use the demarcated walkways on site and in the Recycling Building.

STOP before crossing, entering or exiting roller shutter doors.
Look and listen for mobile plant and other vehicles. Only proceed when safe to do so. Vehicle may be reversing into building and have poor visibility.



Only trained and authorised personnel may operate plant and equipment to include:

Wheeled Excavator



Telehandler



Tracked Excavator



Only trained and authorised personnel may enter the operating area of plant and equipment to include those detailed above.

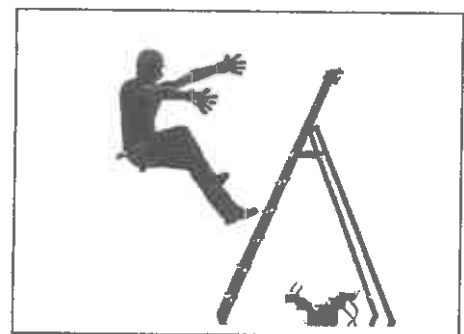
You must take extra care when working in the recycling building as there are mobile plant and vehicles operating in this area.



Take extreme care when picking up/handling waste and during any part of the production process. There may be sharp objects (e.g. glass, needles, cans etc.) ALWAYS wear protective gloves.



Care must be taken at any height on site. Do not climb on vehicles, loads, trailers, mobile plant or on top of waste. Only use dedicated walkways, ladders etc., and always Have three points of contact with ladders.



Always wash hands:

- Before, during and after preparing food;
- Before eating;
- Before and after treating a cut or wound;
- After blowing your nose, coughing or sneezing;
- Before and after using the toilet;
- After touching waste;
- After finishing your shift



There is always a danger of slips, trips and falls. Extra care must be taken, when moving around the site as there is uneven surfaces. Never run, and always clean up your work area. If you spot something which is a trip hazard, remove if possible.

If you spot liquid on the floor, warn others and try to identify the source & report it to your supervisor. Floors should be kept in good condition and be kept free from clutter.

It is a legal obligation to take reasonable care for your own safety and that of others who may be affected by what you do or do not do.

RISK ASSESSMENT AND COSHH COMPLIANCE REGISTER

I confirm that I have read, understood and will comply with the Risk Assessments and COSHH Assessments listed below.

RISK / COSHH ASSESSMENT	NAME	SIGNATURE	DATE
Site Transport			
Waste Receipt			
Sorting of Waste			
Pressure Washer			
Use of Waste Skips & Bins on Site			
Use of Plant & Equipment on Site			
Use of Waste Skips & Bins off Site			
C01 Transport 4000 TFR COSHH Assessment			
C02 Shell Gas Oil CI COSHH Assessment			
C03 Ultramax 46 Hydraulic Fluid COSHH Assessment			
C04 Lithoshield EP2 COSHH Assessment			
C05 Titan Truck Plus 15W-40 COSHH Assessment			
C06 Titan Gear Syn. 75W-90 COSHH Assessment			
C07 Petroleum Fuel COSHH Assessment			

I confirm that I have received and read the Induction Booklet and understand that I must comply with all instructions contained therein.

NAME	SIGNATURE	DATE

DYFED RECYCLING

TOOLBOX TALK 8 – SMOKE FREE POLICY

NAME	SIGNATURE
1. Gareth Davies	
2. Henry Rogers	
3. Alun Thomas	
4. Alan Armstrong	
5. Nathan Crathern	
6. Alex Williams	
7. Boguslaw Pisarek	
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- Explain the reason for Smoke Free Policy is to meet the Smoke Free Premises (Wales) Regulation 2007
- The Policy was read to all employees and employees asked if they had any questions or comments
- Employees were informed of sources of support are available for smokers who want to stop smoking.
- Employees were informed that vehicle cabs are classed as a place of work and as such employees are not allowed to smoke in the vehicles.
- Employees were informed that disciplinary procedures will be followed if a member of staff does not comply with the policy
- Smoking is not allowed near any storage areas for waste, recycling materials or flammable/combustible materials as this may start a fire

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Talk Provider:

Signature:

Date:

DYFED RECYCLING

TOOLBOX TALK 9 – SLIPS, TRIPS AND FALLS

NAME	SIGNATURE
1. Gareth Davies	
2. Henry Rogers	
3. Alun Thomas	
4. Phillip Powell	
5. Nathan Crathern	
6. Alex Williams	
7. Boguslaw Pisarek	
8. Sean Page	
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- Read through Hazards which could cause slips, trips and falls

- Read through Legal requirements of Company

- Read through Do's and Don'ts

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Talk Provider:

Signature:

Date:

DYFED RECYCLING

TOOLBOX TALK 7 – MANUAL HANDLING

NAME	SIGNATURE
1. Gareth Davies	
2. Henry Rogers	
3. Alun Thomas	
4. Phillip Powell	
5. Nathan Crathern	
6. Alex Williams	
7. Boguslaw Pisarek	
8. Sean Page	
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- The Manual Handling Training Pack was issued to the employees
- A pre training test was undertaken to identify wrong practice
- The Safe Manual Handling Procedures were explained in detail from the training pack
- All employees were asked if they had any questions or comments
- A post training test was undertaken to demonstrate the training was successful

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Talk Provider:

Signature:

Date:

APPENDIX K : Operational Procedures

DYFED RECYCLING SERVICES	ENVIRONMENTAL CONTROL PROCEDURE		No / Level: ECPI
	Date: 20/05/13	Issue: 1	Page: 1 of 1

FUEL HANDLING PROCEDURE

Purpose and Scope

This procedure describes the managing activities for ensuring fuel is handled safely and to minimise potential environmental emergencies.

Responsibilities

Directors/Managers

Fitters

Drivers/Operatives

Process

The delivery of fuel must be supervised at all times by authorised personnel and the amount of fuel delivered must be recorded on the fuel management log.

There is a spill kit and fire extinguisher available adjacent to the fuel storage tank. In the event of a spillage, the site manager must be informed immediately and OP5 Emergency Environmental Procedure enacted.

The amount of fuel drawn must be recorded on the fuel management log.

The fuel nozzle must be returned to its holder, within the storage area upon completion of fuelling activity.

Documents

Fuel Management Log

Additional Control Documents

OP5 Emergency Environmental Procedure

DYFED RECYCLING SERVICES	ENVIRONMENTAL CONTROL PROCEDURE		No / Level: ECP2
	Date: 20/05/13	Issue: 1	Page: 1 of 1

MATERIAL STORAGE PROCEDURE

Purpose and Scope

This procedure describes the safe storage of materials to include oils and chemicals to minimise potential environmental emergencies.

Responsibilities

Directors/Managers

Fitters

Drivers/Operatives

Process

The MRF building has a contained drainage system and all co-mingled/mixed materials arriving to site to be discharged inside the MRF building under supervision.

Only single material loads may be discharged in the outside storage areas under supervision and in accordance with Environmental Permit.

OP3 describes the Waste Handling and Treatment process.

No hazardous material (except Asbestos) may be brought to or stored on site as per Environmental Permit. Rejection and or quarantine of waste are detailed in OP2 Waste Acceptance Procedure.

Once material is segregated, it is stored loosed in outside storage areas or containers, awaiting onward transportation to re-processing mill.

Bulk oils on site are limited to fuel/gas oil, hydraulic oil, gear oil and engine oil. These are stored either in double walled bulk storage tanks or in drums upon sump pallets.

Small containers of oils and chemicals are stored within lockable storage container, which have appropriate warning signage.

COSHH assessments are undertaken on substances and are made available in the immediate area of the substance and also in the COSHH manual.

Spillage kits are located adjacent to the fuel storage tank. In the event of a spillage, the site manager must be informed immediately and OP5 Emergency Environmental Procedure enacted.

Documents

COSHH Assessment Form

COSHH Schedule

Additional Control Documents

Waste Management Licence

OP2 Waste Acceptance Procedure

OP3 Waste Handling and Treatment Procedure

OP5 Emergency Environmental Procedure

DYFED RECYCLING SERVICES	ENVIRONMENTAL CONTROL PROCEDURE		No / Level: ECP3
	Date: 20/05/13	Issue: 1	Page 1 of 1

WASTE WATER HANDLING PROCEDURE

Purpose and Scope

This procedure identifies the waste water points on site and describes how they should be monitored, emptied and the recording of these activities.

Responsibilities

Directors/Managers

Process

The waste water points on site are identified in the register of waste water points.

The key waste water points on site are identified as:

Leachate Storage Tank
Fuel/Oil Storage Tanks

The locations of these points are detailed on site drawing number DSS01

The leachate tank stores all waste water from the drainage of the MRF building. The leachate tank is checked daily and this is recorded on the Site Inspection Sheet. The waste water will be sent to a suitably licenced waste disposal facility and using necessary Waste Transfer Note documentation. The movement of the waste is recorded on the Site Inspection Sheet.

The Fuel Storage Tank is double walled and stored within a weatherproof container. The Hydraulic, Engine and Gear Oils are stored upon a sump pallet, within a weatherproof container. The sump is monitored by daily observation and this is recorded on the Site Inspection Sheet. When the sump is half full, the site manager will arrange for the sump to be emptied. The waste water will be sent to a suitable licensed waste disposal facility and under necessary documentation (e.g. Waste Transfer Note and/or Hazardous Waste Note). The movement of the waste water is recorded Site Inspection Sheet.

Emptying of all tanks is by best practice. Tanker to pull as close as possible to tank. Attach suction hose to tanker and then place opposite end of hose into required tank. Build up vacuum on tanker and open valve to start uplift of waste water. Once the tank is empty, continue with suction to ensure hoses are clear. Then turn off suction valve and remove hose from tank and stow on tanker safely. Waste Transfer Note to be completed and waste water then transported to licenced waste disposal facility.

Spillage kit to be on hand during emptying process in case of spillage. In the event of spillage, the site manager must be informed immediately and OP5 Emergency Environmental Procedure enacted.

Documents

Site Inspection Sheet

Additional Control Documents

Site Drawing No. DSS01

Environmental Permit

OP5 Emergency Environmental Procedure

DYFED RECYCLING SERVICES	ENVIRONMENTAL CONTROL PROCEDURE		No / Level: ECP4
	Date: 20/05/13	Issue: 1	Page 1 of 1

SITE CLEANSING PROCEDURE

Purpose and Scope

This procedure describes the managing activities for site cleaning to control significant aspects of the business on the environment.

Responsibilities

Directors/Managers
Operatives

Process

Most of the materials stored outside will not easily be moved by wind.

Three litter picks are undertaken each day and these are recorded on the Site Diary. Litter picks are increased to as and when required on exceptionally windy days.

The yard is swept at least once daily and this is recorded on the site diary. If necessary, the yard is swept as and when required.

Documents

Site Diary

DYFED RECYCLING

TOOLBOX TALK 2 – SORTING WASTE

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Talk Provider: _____

Signature: _____

Date: _____

- The MRF operates a simple manual sorting system using heavy machinery to effect initial separation of bulky items and the on-facility loading, bulking and movement of recyclates.

- The processing of mixed waste materials is done within the building to minimise amenity impact and to ensure that any fluids generated by the waste mass are contained and captured by our sealed drainage system.

- Mixed waste materials are placed onto the concrete floor of the building, bulk separation occurs with the excavator and then the remainder is sorted through by hand by experienced operatives.

- The segregated materials are then containerised and bulked up pending off site transfer to re-processors etc. using the tele-handler or excavator.

- Source segregated clean materials may be directly bulked up in external storage areas.

- If suspect materials are found after tipping, then they should be isolated and placed in the quarantine area, until a suitable disposal point can be found

- All loads in and out must be weighed and have a weight ticket

- Suspect/Quarantined materials must be recorded in the site diary

- An Inappropriate / Rejection of Waste report must be completed for rejected loads and loads which have suspect materials in them.

- Inform management of any rejected or inappropriate loads and loads which contain suspect materials

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DYFED RECYCLING

TOOLBOX TALK 5 – DUTY OF CARE

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- What are the responsibilities of the waste carrier and waste transfer station
- In depth review of preventing waste from escaping
- In depth review of the description of waste
- In depth review of only transferring waste to an authorised person
- In depth review of preventing waste in your keeping from causing harm
- Copies of The Duty of Care A Code of Practice guide issued to staff.
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Talk Provider: _____

Signature: _____

Date: _____

DYFED RECYCLING

TOOLBOX TALK 6 – DRIVERS RESPONSIBILITIES

NAME	SIGNATURE
1. Gareth Davies	
2. Henry Rogers	
3. Alun Thomas	
4. Alan Armstrong	
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- Run through Tachograph Analysis with all drivers, explaining repeat offences will lead to disciplinary action
- Defect and damage reporting
- All drivers to wear uniform that has been provided
- All drivers to wear seatbelts whilst operating vehicles
- Vehicle cleanliness – all vehicles to be washed at least once a week
- Holiday request procedure
- Spread the mixed waste disposal between the three disposal sites (CWM, Pendragon and FCC), so we are not reliant on any one.
- All paperwork MUST be completed fully and legibly

Talk Provider:

Signature:

Date: