

METHOD STATEMENT

DELIVERIES INTO VASTRE WASTE TRANSFER STATION BY P.C.C. ROMAQUIP KERBSIDE SORT VEHICLE

(5.0M WHEELBASE VARIANT ONLY)

ALL ACTIVITIES MUST BE UNDERTAKEN CAREFULLY WITH DUE REGARD TO ALL OTHER SITE USERS AND IN ACCORDANCE WITH THE SITE RULES AND INSTRUCTIONS GIVEN BY THE SITE OPERATIVE, NO OTHER VEHICLES WILL BE ALLOWED ON SITE DURING LOADING OR UNLOADING OPERATIONS

1. ON ARRIVAL AT THE SITE VEHICLE TO STOP AT ENTRANCE GATES AND DRIVER MUST REPORT TO THE SITE OPERATIVE TO FILL IN THE VEHICLE MOVEMENTS LOG AND RECEIVE INSTRUCTIONS REGARDING THE VEHICLE MOVEMENTS REQUIRED AND LOADER/S TO REMAIN INSIDE VEHICLE UNTIL INSTRUCTED OTHERWISE. **SITE OPERATIVE TO TURN STOP AND GO SIGN AT ENTRANCE TO "STOP" TO INDICATE THAT THE SITE HAS AN UNLOADING/LOADING OPERATION TAKING PLACE.**
2. ONCE INSTRUCTED THE DRIVER WILL RETURN TO HIS VEHICLE AND COMMENCE **STEP 1** - AND DRIVE FORWARD TO THE REAR OF THE OFFICE BLOCK AND A LOADER WILL BE REQUIRED TO STEP OUT OF THE VEHICLE AND ACT AS BANKSMAN FOR **STEP 2** - AND REVERSE THE DRIVER ONTO THE FOOD WASTE PAD, STOP THE VEHICLE AND THE DRIVER AND LOADER WILL THE PROCEED TO DROP THE FOOD WASTE PODS ONTO THE PAD AND MOVE THEM AWAY FROM THE VEHICLE.
3. DRIVER WILL RE-ENTER VEHICLE FOR **STEP 3** - AND THE LOADER WILL ACT AS BANKSMAN AND REVERSE DRIVER STRAIGHT BACK INTO THE GLASS BAY WHERE THE GLASS WILL BE EJECTED, LOADER TO ENSURE HE/SHE IS WEARING EAR/EYE PROTECTION AND STANDS WELL CLEAR OF THE EJECTION PROCESS.
4. **WHEN THE VEHICLE HAS MOVED INTO THE GLASS BAY THE SITE OPERATIVE WILL OPEN THE LID OF THE SEALED WASTE CONTAINER LOCATED ON THE FOOD WASTE PAD AND ENSURING THE AREA IS SAFE TO WORK IN COMMENCE THE UNLOADING OF THE FOOD WASTE PODS INTO THE SEALED CONTAINER. (UTILISING THE TELEHANDLER WITH SWIVEL FORK ATTACHMENT EACH POD WILL BE POSITIONED FULLY BACK ON THE FORK TINES AS THE WEIGHT OF THE ATTACHMENT HAS DERATED THE LIFTING CAPACITY OF THE TELEHANDLER WHICH WAS MADE CLEAR TO THE OPERATIVES WHO HAVE RECEIVED THE RELEVANT TRAINING, SO EXTRA CARE WILL NEED TO BE MAINTAINED THROUGHOUT THE LIFTING AND EMPTYING OPERATION) THE POD WILL BE LIFTED AND POSITIONED OVER THE CONTAINER AND ROTATED TO EMPTY, ONCE EMPTIED THE PODS WILL BE WASHED OUT AND THEN PLACED BACK ON THE PAD READY FOR RE-LOADING ONTO THE KERBSIDE SORT VEHICLE. (ANY MINOR SPILLAGE WILL BE CLEARED IMMEDIATELY BY THE SITE OPERATIVE AND IN THE EVENT OF A MAJOR SPILLAGE THE SITE OPERATIVE WILL IMMEDIATELY INFORM THE TECHNICALLY COMPETENT MANAGER –TCM- WHO WILL IMPLEMENT THE DEPOT'S POLLUTION INCIDENT RESPONSE PLAN).**
5. **STEP 4** - THE VEHICLE WILL DRIVE FORWARD AND THE DRIVER TO POSITION IN FRONT OF THE PLASTICS BAY, **STEP 5** - THE LOADER WILL ACT AS BANKSMAN TO REVERSE THE DRIVER INTO THE PLASTICS BAY WHEREBY THE PLASTICS WILL BE EJECTED, WHILST UNLOADING THE LOADER WILL ENSURE HE/SHE IS CLEAR OF THE UNLOADING PROCESS.
6. **STEP 6** - THE DRIVER WILL THEN PULL OUT OF THE PLASTICS BAY AND POSITION THE VEHICLE IN FRONT OF THE PAPER BAY **STEP 7** THE LOADER WILL ACT AS BANKSMAN TO REVERSE THE DRIVER INTO THE PAPER BAY WHEREBY, FIRSTLY THE CARD COMPARTMENT WILL BE EJECTED, FOLLOWED BY THE PAPER COMPARTMENT. THE LOADER WILL ENSURE HE/SHE IS CLEAR OF BOTH UNLOADING OPERATIONS.
7. **STEP 8** - THE DRIVER WILL PULL FORWARD TOWARDS THE ENTRANCE GATES **STEP 9** - WITH THE AID OF HIS BANKSMAN THE DRIVER WILL THEN REVERSE BACK ONTO THE FOOD WASTE PAD WHEREBY THE EMPTY FOOD PODS WILL BE LOADED BACK ONTO THE VEHICLE, ONCE COMPLETE THE LOADER AND DRIVER WILL RE-ENTER THE VEHICLE.
8. **STEP 10** - THE VEHICLE WILL PROCEED TO EXIT THE SITE.