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COMMERCIAL RECYCLING COLLECTION

Safe Work Procedure

OVERVIEW AND TASK DESCRIPTION

This procedure is intended to direct workers in the safe collection of commercial recycling. This task consists of both; driving the recycling truck and swamping and is typically completed by one worker.

This job features significant climbing in and out of the truck, walking and pushing/pulling of large commercial recycling containers and materials of light to heavy weight.

There are **8** main components to the General Safe Work Procedure:

- A. Before Leaving The Operations Yard**
- B. Drive Truck To Start Of Route**
- C. Approaching Designated Stop**
- D. Emptying Recycling Containers**
- E. Dump Hopper**
- F. Returning Containers**
- G. Departing From Designated Stop**
- H. Drive Truck Back To Operation Yard**

TRAINING AND VERIFICATION

All workers assigned to complete recycling collection work will be trained on the safe operation of the recycling truck and the procedure for the safe collection of residential recycling.


Managers are responsible for ensuring Supervisors are completing assessment and verification of all training, assessments are being completed for each operator monthly by the Supervisors, and monthly spot checks for compliance of safe work practices and procedures are completed.

Supervisors are responsible for assessment and verification of all new workers after receiving training prior to assigning them to this task. Supervisors are expected to assess worker capabilities and look for opportunities to upgrade skills on an on-going basis. Spot checks for compliance of safe work practices and procedures will be completed by Supervisors and Managers on a regular basis, at a minimum of once a month.

Workers are responsible for being aware of hazards around themselves (and others in the area) and take action to eliminate or reduce them. They must also attend applicable training, follow all safe work practices and procedures and request additional instructions and training when needed.

Joint Occupational Health and Safety Committee members are responsible for following up with managers that monthly assessments are being completed on a quarterly or semi-annual basis.

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PLEASE NOTE

All employees must follow Human Resources Directive # 20 “*Use of Electronic Devices While Operating Mobile Equipment.*” While Driving City Vehicles, operating mobile equipment and driving personal vehicles for city business.

When working alone, workers must also follow the Working Alone Safe Work Procedure for that activity/area.


HAZARD	CONTROL
<input checked="" type="checkbox"/> Physical	
Overhead power lines	<ul style="list-style-type: none"> Assess hazards and comply with “7 steps to electrical safety” Look up and check truck proximity to power lines prior to raising the hopper
Working Alone	<ul style="list-style-type: none"> Follow Working Alone Safe Work Procedures
Steep grades, narrow streets	<ul style="list-style-type: none"> Turn slowly (especially on steep grades) Assess road conditions for special hazards Back-in to narrow streets where turning around is extremely hazardous
Moving machinery/ Equipment	<ul style="list-style-type: none"> Lock-out and de-energize all moving parts and equipment prior to entering, fixing, checking or maintaining parts and equipment
Moderate to Heavy loads	<ul style="list-style-type: none"> Use safe lifting, pushing/pulling techniques Test the load prior to attempting to picking up See Ergonomic Controls
Moving vehicles	<ul style="list-style-type: none"> Wear Hi-Vis vest Ensure you have adequate visibility of surroundings Ensure back up alarm is functioning and sound horn when backing up (every 50-75ft)
Temperature extremes (Hot/Cold)	<ul style="list-style-type: none"> Wear appropriate clothing for the weather Take rest breaks to warm/cool as necessary
Noise/Vibration	<ul style="list-style-type: none"> Wear Ear plugs (music earphones are not allowed)
Uneven terrain	<ul style="list-style-type: none"> Wear Steel-Toed Boots Be aware of terrain conditions
Pedestrians/by-standers	<ul style="list-style-type: none"> Be aware of pedestrians/ bystanders Ensure back up alarm is functioning and sound horn when backing up (every 50-75ft)
Sharps/abrasive materials, broken glass	<ul style="list-style-type: none"> Wear Rubber/puncture proof/resistant gloves Do not reach into recycle containers
Live Animals	<ul style="list-style-type: none"> Avoid contact with animals

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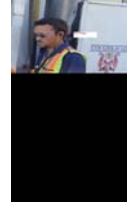
HAZARD		CONTROL
<input checked="" type="checkbox"/> Physical- Continued		
Commercial Recycle bins falling from raised hopper		<ul style="list-style-type: none"> • Visually inspect bins to ensure the lip is in good condition and attached to hopper correctly • Ensure you remain in the safe operating zone (in front of control shift) and maintain visual with bins for the duration of the lift and decent.
Commercial Recycle bins falling into truck		<ul style="list-style-type: none"> • Visually inspect bins to ensure the bars are in good condition and correctly latched before raising hopper • <i>See Special Instructions</i> section for procedure to retrieve bins that have fallen into truck
Accidentally raising the box while driving		<ul style="list-style-type: none"> • Ensure that box control shift remains in the hold position, check periodically to ensure box has not been raised accidentally • Keep items and materials clear from all controls
Other		<ul style="list-style-type: none"> • Wear all required P.P.E.
<input checked="" type="checkbox"/> Chemical		
A range of chemical exposures possible		<ul style="list-style-type: none"> • Wear Rubber/puncture proof/resistant gloves • Do not reach into recycle containers
<input checked="" type="checkbox"/> Biological		
A range of biological exposures possible		<ul style="list-style-type: none"> • Follow universal/ standard precautions • Follow all applicable Bio-hazard Safe Work Procedures • Wear Rubber/puncture proof/resistant gloves • Do not reach into recycle containers
Sharps		<ul style="list-style-type: none"> • Follow Bio-hazard Safe Work Procedure for collecting and disposing of sharps
<input checked="" type="checkbox"/> Ergonomic		
Pushing/pulling force		<ul style="list-style-type: none"> • Have additional swamper(s) available for higher volume times of year (e.g. after a stat holiday) • Stretch prior to/after work • Maintain physical fitness • Attend and follow MSI/RSI training/ education • Avoid awkward postures/ positioning • Keep body in neutral joint positions • Plan routes and position truck close to pick • Ensure footwear is lightweight, steel-toed and provides adequate stability. • Ensure gloves are well fitting and do not increase grip forces unnecessarily
Repetitive motions		
Static positioning		
Awkward postures of loads		
Asymmetrical Posture/Lifts		
Grip forces		
Metabolic Stresses -Aerobic energy		
Structural Stresses include:		
<ul style="list-style-type: none"> • Spine • Shoulders and Neck • Arms and Hands 		

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PERSONAL PROTECTIVE EQUIPMENT


- | | |
|--|--|
| <input checked="" type="checkbox"/> Steel-Toed Boots | <input checked="" type="checkbox"/> Rubber/puncture proof resistant gloves |
| <input checked="" type="checkbox"/> Reflective Safety vest | <input checked="" type="checkbox"/> Safety Glasses (recommended) |
| <input checked="" type="checkbox"/> Hearing Protection | <input type="checkbox"/> Hard Hat |
| <input checked="" type="checkbox"/> Coveralls or long pants/shirts | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Safety Belt (curbside driving station) | |



EQUIPMENT AND SUPPLIES

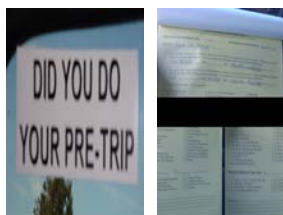
- | | |
|--|--|
| <input checked="" type="checkbox"/> Commercial Recycling truck | <input checked="" type="checkbox"/> Pick up schedule |
| <input checked="" type="checkbox"/> Pre-trip inspection log book | |

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GENERAL SAFE WORK PROCEDURE

A. Before Leaving The Operations Yard



1. Ensure pre-trip inspection of the truck is completed
CAUTION: If deficiencies are found, you must communicate them to the Garage Manager for evaluation and sign-off
2. Put on P.P.E.

B. Drive Truck To Start Of Route



1. Climb into driver's side (left) while maintaining 3-point contact
2. Put on seatbelt
3. Drive to start of route using left drivers side
4. Leave drivers side and walk to curbside driving station (right side)
5. Stand with weight on left leg and operate pedals with right

C. Approaching Designated Stop



1. Drive to first stop, pull over as far to the right as possible to reduce amount truck is blocking the road, -ensure you are not under power lines
2. Come to a full stop and apply the dynamic break, look both ways prior to exiting truck
3. Dismount truck maintaining 3-point contact


D. Emptying Recycling Container



1. Approach commercial recycling container
2. Push down on handle of container and push bin towards hopper
3. Attach bin lip onto hopper
4. Repeat until all bins are attached (max 5)

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E. Dump Hopper



1. Stay in safe operating zone (in front of the control shift)
2. Raise Hopper slightly above the ground by pushing the control shift to the right (labeled “up”)
3. Check that all bars are latched before continuing
4. Continue to raise Hopper and observe to ensure that none of the containers fall down or fall into the truck
5. Lower Hopper by pushing the control shift left (labeled “down”)

F. Returning Containers



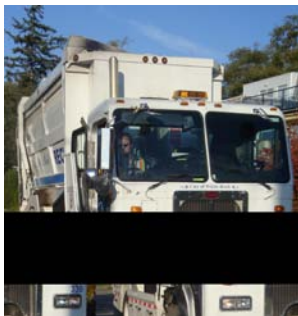
1. Remove container from Hopper, push down on handle of container and push bin back to original position
2. Walk back to truck
3. Climb back into truck while maintaining 3-point contact
4. Repeat steps for duration of route

G. Departing From Designated Stop




1. Observe traffic and determine when it is safe to continue driving down road or pull away from curb
2. Drive away/Pull out from previous stop
3. When completed route or truck is at capacity, drive to Recycling Depot to empty. *See the Special Hazard Instructions section*

H. Drive Truck Back To Operation Yard



1. Climb into driver’s side of truck (left) while maintaining 3-point contact
2. Put on seat belt and safely drive to Operations Yard
3. Park truck and chalk wheels
4. Clean out truck and complete post-trip inspection report any issues to the Garage Manager
5. Remove P.P.E. and wash hands thoroughly

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SPECIAL HAZARD INSTRUCTIONS

This section is intended to provide special instructions for hazards of this job that are outside the scope of the **General Operating Procedure**.

These include:

1. Snow/ice
2. Wet and slippery
3. Maneuvering on extreme steep hills (e.g. Oxford, Everall)
4. Narrow roads
5. Lane is blocked/crowded (e.g. Cars parked on both sides of narrow street)
6. Turning from outside lane
7. Emptying the Recycling Truck at the Depot

Operating/Swamping in Snow or Icy Conditions


The following processes and instructions are provided to mitigate the hazards associated with driving the recycling truck in Snow or Icy Conditions.

The Operations Manager/Forman will:

1. Monitor and make an assessment of the snow and ice conditions throughout the season.
2. Discuss with the crew, at their morning meeting, issues, hazard controls (barricades, road closures, stoppage of work etc) with the crew before assigning work for the day.
3. Reinforce importance of hazard assessments and monitoring changing weather conditions, and to report new hazards to their supervisor
4. Order snow and ice clearing operations as required
5. Identify and barricade hazardous roads based the direction provided by the *"Municipal Operations Department Snow and Ice Control Plan"*
6. Advise operators with the status of clearing Priority 1 and 2 roads as indicated in the above mentioned Snow and Ice Control Plan,
7. Advise operators that clearing of non-priority roads will be cleared consistent with the garbage and recycling collection routes
8. Determine the need to place an extra swamper on the route to aid in the safe collection of the City's recycling



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The Recycle Truck Operator(s) will:

1. Check with their supervisors for any updates on information, hazards, road closures etc prior to operating the recycling trucks
2. Continually check and assess road conditions and road hazards. Watch for black ice
3. Plan their route according to information provided by their supervisor regarding road closures and any pick-up areas that will be postponed due to weather conditions
4. Leave extra time to get to their routes/recycling depot
5. Maintain a safe following distance (min 4 sec)
6. Drop speed to match road conditions- slow down,
7. Accelerate and brake slowly, avoid sudden moves
8. If you get stuck, Don't panic, Stay in the truck and call your supervisor and the garage for help



Wet or Slippery Conditions

The following processes and instructions are provided to mitigate the hazards associated with driving the recycling truck in Wet or Slippery Conditions.

The Operations Manager/Forman will:

1. Discuss with the crew, at their morning meeting, road issues and hazard controls with the crew before assigning work for the day.
2. Reinforce importance of hazard assessments and monitoring changing weather conditions, and to report new hazards to their supervisor
3. Determine the need to place an extra swamper on the route to aid in the safe collection of the City's recycling




The Recycle Truck Operator(s) will:

1. Check with their supervisors for any updates on information, hazards, road closures etc prior to operating the recycling trucks
2. Continually check and assess road conditions and road hazards.
3. Plan their route according to information provided by their supervisor regarding road hazards
4. Leave extra time to get to their routes/recycling depot
5. Maintain a safe following distance (min 4 sec)
6. Drop speed to match road conditions- slow down,
7. Accelerate and brake slowly, avoid sudden moves

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Maneuvering on Extreme Steep Hills (e.g. Oxford, Everall)

The following instructions are provided to mitigate the hazards associated with driving the recycling truck on extremely steep hills

The Recycle Truck Operator(s) will:

1. Continually check and assess road conditions and road hazards.
2. Plan their route to avoid making sharp turns onto steep hills
3. Continually monitor to ensure that the weight and load of the truck is not posing an increased risk by being too heavy or is overloaded.
4. Always use the dynamic brake (service brake) as well as the maxi brake, and chock as necessary, when parking on hillsides. If vehicle still moves, load is either too heavy or brake chamber spring may be failing. If so report to the garage for repair.
5. Exercise extreme caution when cornering or breaking




Narrow roads

The following instructions are provided to mitigate the hazards associated with driving the recycling truck on narrow roads.

The Recycle Truck Operator(s) will:

1. Continually check and assess road conditions and road hazards.
2. Plan their route to approach narrow streets safely
3. Exercise extreme caution when driving on narrow streets that have an edge
4. Ensure vehicle is centered in the road
5. When there is not enough room to turn around at the end of an enclosed street or doing so would pose an increased risk, **back** into the lane and **drive** out. Ensure you use the reverse cameras and rear back up beepers.

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Lane is Crowded/ Blocked

The following instructions are provided to mitigate the hazards associated with driving the recycling truck on a crowded or blocked road.

The Recycle Truck Operator(s) will:

1. Continually check and assess road conditions and road hazards.
2. Look well ahead down the street and assess:
 - a. The ability to safely maneuver around other obstacles such as parked cars, and other trucks or equipment.
 - b. The potential for truck to become blocked/stuck by other vehicles and obstacles
3. Move on to the next stop/area if the ability to safely maneuver or if there is the potential to become stuck. Return later to attempt the pick up again

Turning from outside lane

The following instructions are provided to mitigate the hazards associated with turning the recycle truck from the outside lane.

The Recycle Truck Operator(s) will:

1. Continually check and assess road conditions and road hazards.
2. Plan their route to turn left into road/alley where coming from the other direction would force them to turn right from the outside lane



Emptying the Recycling Truck at the Depot


The following procedure is provided to mitigate the hazards associated with Emptying the Truck at the Recycling Depot

The Recycling Trucks are emptied at the Emterra Environmental Depot located @ 6362 148th St., Surrey

1. Driving To The Depot

1. Climb into driver's side (left) while maintaining 3-point contact
2. Put on seatbelt
3. Drive to Emterra

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2. At Depot

1. Back into Depot Lot according to Depot procedures
2. Back up into dumping area and park
3. Open tailgate, ensure it is in the fully open position (it will bend and twist if not)
4. Unlock bulkheads
5. Raise box all the way up
6. If necessary, slowly drive up to allow for recycling to have room to empty
7. When Truck is empty, lower box all the way down
8. Stop truck and exit while maintaining 3-point contact
9. Commercial only: Check truck for any recycling bins that may have fallen into the hopper and put them in the back of the truck
10. Secure bulkheads and man doors
11. Close Tailgate



3. Leaving Depot

1. Climb into driver's side (left) while maintaining 3-point contact
2. Put on seatbelt
3. Drive to main reception area of Depot
4. Exit truck while maintaining 3-point contact
5. Enter Depot office and obtain receipt
6. Climb into driver's side (left) while maintaining 3-point contact
7. Put on seatbelt
8. Drive to Operations Yard or remaining area of route

Approved by:

Director/Manager

Date Approved

Supervisor

Date Approved

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