

 CITY OF WHITE ROCK		HEALTH AND SAFETY PROGRAM	
Section:	2. Programs & Procedures	Last Revised: New	R1
Title:	Residential Recycling Collection	Prepared by: Public Works and Human Resources	

RESIDENTIAL RECYCLING COLLECTION Safe Work Procedure

OVERVIEW AND TASK DESCRIPTION

This procedure is intended to direct workers in the safe collection of residential 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 lifting/carrying of awkward materials of light to moderate weight.

There are **7** 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 When Full**
- F. Departing From Designated Stop**
- G. 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 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 headphones are not allowed)
Uneven terrain	<ul style="list-style-type: none"> • Wear Steel-Toe Boots
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
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
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HAZARD	CONTROL
<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 Use safe lifting techniques Maintain physical fitness Attend and follow MSI/RSI training/ education Avoid awkward postures/ positioning Keep body in neutral joint positions Plan routes and get truck as close to pick up as possible Ensure footwear is lightweight, steel-toed and provides adequate stability. Ensure gloves are well fitting and do not increase grip forces unnecessarily
Repetitive lifting	
Repetitive motions	
Static positioning	
Awkward postures/sizes 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 	

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



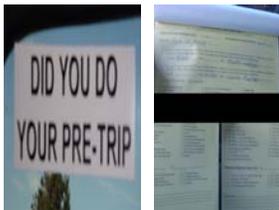
EQUIPMENT AND SUPPLIES
<input checked="" type="checkbox"/> Residential Recycling truck with side load bins <input checked="" type="checkbox"/> Pre-trip inspection log book <input checked="" type="checkbox"/> Yellow stickers (Recycling Notice) <input checked="" type="checkbox"/> Pick up schedule <input checked="" type="checkbox"/> Extra Yellow bags <input checked="" type="checkbox"/> Extra Blue bags

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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. Flip up the right side seat to stand. 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
2. Come to a full stop and apply the dynamic brake, look both ways prior to exiting truck
3. Dismount truck maintaining 3-point contact

D. Emptying Recycling Container



1. Approach blue box/recycling container
2. Lift and carry blue box and blue and yellow bags (Use safe lifting techniques)
3. Empty blue box and blue and yellow bags into appropriate section
4. Replace blue and yellow bags in blue box. Place extra or replacement bags as necessary in blue box
5. Return blue box container to residence, face down
6. Walk back to truck

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7. Climb back into truck while maintaining 3-point contact
8. Repeat steps for duration of route (total time per cycle-average 30 sec)
9. Frequently dump side hopper into top of truck
 - * Mark and place yellow tag on blue box if contains materials not included in city recycle program

E. Dump Hopper When Full



1. Stay in safe operating zone (in front of the control lever)
2. Observe hopper as you raise it and watch to ensure that none of the materials fall down (as they could potentially hit you)
3. Raise Hopper by lifting the control lever up
4. Lower Hopper by pushing the control lever down

F. 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. Follow the *Recycling Truck Emptying at Recycle Depot Safe Work Procedure*

G. 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 top heavy or is overloaded.
4. Always use the dynamic break (service break) 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:

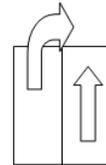
1. Continually check and assess road conditions and road hazards.
2. Look well ahead down the street and assess:
 - a. The ability to safely maneuver around other obstacles such as parked cars, and other trucks or equipment.
 - b. The potential for truck to become blocked/stuck by other vehicles and 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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