

Green Clean

The Professional Wheelie Bin Washers



Health and Safety Manual

7th April 2020 (Amendment No 6)

This manual constitutes part of an employee's contract of employment and must always be adhered to



THE RISK

EMPLOYERS RESPONSIBILITY

THE EMPLOYEES RESPONSIBILITY

THE VEHICLE

- | THE RISK | EMPLOYERS RESPONSIBILITY | THE EMPLOYEES RESPONSIBILITY |
|---|---|---|
| 1. Vehicle rolling forward during cleaning. | Keep vehicle well maintained. | Always point the vehicle downhill where possible whilst washing.
Switch engine off and remove ignition key, apply handbrake and ensure first gear is engaged. |
| 2. Falling from vehicle. | Keep vehicle well maintained | DO NOT get in or out of vehicle whilst it is in motion. |
| 3. Falling off vehicle. | Advise employees of risks. | DO NOT sit on the rear or sides of the vehicle when stationery or moving. |
| 4. Injury to pedestrians and motorists. | Advise employees of risks. | Be careful when opening vehicle doors. Always look for pedestrians and motorists before opening doors.
When reversing into a working area, always use the assistant to guide you and check that the area is clear. |
| 5. Injury from vehicle. | Advise employees of risks. | DO NOT go under the vehicle at any time.
DO NOT attempt to repair Bin Washer or vehicle.

When disconnecting batteries turn off and remove isolator key from bonnet compartment. |
| 6. Injury/damage by fire. | Advise employees of risks. | DO NOT smoke in or around the vehicle because of the engine's fuels. |
| 7. Injury from the bin. | Advise employees of risks.
Provide correct training. | DO NOT stand under or behind the bin whilst on the bin lift. Ensure the bin is correctly placed on the bin lift BEFORE lifting the bin.
Always ensure the area is clear before lowering bin.
DO NOT wash bins with holes in as this will lead to the illegal discharge of polluted water onto the highway which could cause a health hazard. |

When washing commercial bins the working area behind the bin must be clear to avoid injury/damage should the bin fall.

Ensure all bins washed are moved and placed safely and do not cause inconvenience or danger to the public.

DO NOT allow bins to obstruct path ways or roads whilst being washed or waiting to be washed.

DO NOT LIFT WHEELIE BINS MANUALLY.

8.	Security of water tank lids. correctly	Provide training.	Operatives must ensure that water tank lids are secure prior to moving from site to site as well as at the beginning of the day.
9.	Contaminated water spillage from bins.	Provide training.	Liquid that has been in contact with the inside of any wheeled bin must not be deposited anywhere except within the recycling tray at the rear of the Bin Washer. You must not turn wheeled bins upside down on the road/pavement to dry and thus run the risk of depositing contaminated liquid waste on the surface.
10.	Injury from shutter doors (where fitted).	Provide correct training.	Where fitted, shutter doors must always be closed after use each time to avoid their slamming shut and causing injury.
11.	Injury from wash nozzle	Provide correct training.	Never use the wash nozzle unless a bin is in the raised position. Always ensure that the bin is securely on and no one is behind the bin when using the wash nozzle.
12.	Injury from loose/falling items.	Provide correct training.	Never drive off or leave an area until you are sure that all items of equipment are securely attached to the vehicle and that the working area being left is clear of equipment and waste items.

OTHER VEHICLES

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| 13. | Injury from other vehicles. | Keep vehicle well maintained and supply High visibility clothing. | Whilst working at the kerbside ensure that the flashing light is working.
Issued high visibility protective clothing is to be worn always. Rear “working” lights are to be used. Staff are to ensure that the vehicle is facing the on-coming traffic and are therefore working away from it. |
| 14. | Accidents with other vehicles | Keep vehicle well maintained and advise staff. | In poor visibility or dull conditions use headlights if on the correct side of the road otherwise switch off and when stationary use your vehicle hazard. |

CHEMICALS

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| 15. | Injury from chemicals. | Supply protective clothing and training. | Always adhere to the training procedures.

Always use the supplied clothing.
Always wear the supplied gloves.
Always wear the supplied protective eye goggles.
DO NOT allow any water containing chemicals or water that has been in contact with the inside of any wheeled bin to fall onto the road or pathway. THIS IS ILLEGAL.
Never spray the deodoriser at anyone.
Always use protective gloves and goggles when washing the bins or spraying the deodoriser. |
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HAND LANCE

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| 16. | Injury from the water jet. | Supply correct training and advice. | Never point the water jet at another person, whether the lance is in use or not.
Always have both hands on the hand lance.
Always ensure there are no pedestrians nearby.
Whenever possible direct the water jet in the direction of the rear of the vehicle |
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| 17. | Injury from the hand lance. | Supply correct training and advice. | Always keep the hand lance under control.
Always ensure the area is clear of people before moving the lance. |
| 18. | Injury from hand lance hose. | Supply correct training and advice. | Always ensure that the hose does not obstruct people's passage.
Always ensure when moving the hose that it does not interfere with pedestrians or cars and does not cause an obstruction.
Always return the Lance to the vehicle when not in use. Always ensure that the Lance hose is stowed away when not in use. |

THE BIN WASHER ENGINE

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| 19. | Injury from the engine. | Supply training and advice. | When using the pull start on the engine ensure you have sufficient room and that no one is in the way of "the pull".
Do not smoke around the engine as the fumes from the fuel could easily ignite causing injury.
On completion of work each day, ensure that the fuel is switched OFF and the throttle shut OFF . |
| 20. | Injury from Fire | Supply correct training and advice. | Always fill the Bin Washer engine with fuel ONLY from an approved plastic fuel container. Only do this when the engine is cold.
DO NOT fill the Bin Washer direct from a fuel pump as the metal in the fuel pipe may arc the Bin Washer battery and cause a spark that could create a fire on-board the Bin Washer. |
| 21. | Injury from shocks or fire. | Supply correct training and advice. | DO NOT place anything metal across the battery, even if |

the engine is off as this could cause an arc and a spark that could cause a fire or give the operator a mild electrical shock.

22. Injury from fire.

Supply correct training and advice.

DO NOT smoke whilst filling either the Bin Washer OR the vehicle.

GENERAL INJURIES

23. Injury from bin contents

Supply protective clothing and advice

Staff should always check the contents of all bins prior to washing.

Surplus rubbish should be removed carefully with gloved hands or using the correct rubbish pickers. Any injuries must be reported to the management. Staff are expected to have up to date tetanus

vaccinations.

Full bins should **NOT** be emptied for any reason but left until emptied by the contractors.

DO NOT attempt to clean bins that contain glass, blades or other dangerous items. These must be left until emptied by the contractor or customer.

24. General Injuries

Supply first aid materials and advice

in the event of minor injury the supplied first aid kit and first aid manual should be used. All items used from the first aid kit and the nature of the injury must be entered in the company accident book held in the company office.

25. Major injuries

Supply advice

in the event of a major injury, non-injured staff should administer first aid as best they can and call for emergency services by dialling 999 on the nearest phone. Management must be informed as soon as possible with regard to the injury and will require the following information: Member of staff

injured, nature of injury, when emergency services called and to which hospital taken.

DANGERS FROM “WORKING” TOOLS

26. Injury to public and staff from “working” tools. Supply advice and training.

Ensure that items of equipment are not left on the pavement or road to cause an obstruction to vehicles or pedestrians. When using tools ensure that their use is safe, and that the public are well away from the working area. If not stop working and wait for the public to pass.

27. Injury to the public Supply advice and training

Whilst working ensure you are always aware of people around you and the risks should you continue working as they approach and pass you. **Always put safety first.**

MEDICAL

28. Medical protection Provide advice.

A medical assessment and report undertaken by Green Clean (UK) Ltd recommends that all staff should have up to date Tetanus injections and Hepatitis A inoculations.

CLOTHING

29. Company Dress/Clothing Supplied by Company less Footwear

Full clothing (less footwear) is supplied by the company and should be worn; it has been designed to protect you from the cold and wet. Footwear is not supplied as it is a preference to that worn. The company recommends that boots with reinforced toe caps are worn by all staff.

DOWNLOADING

30. The Man-Hole Supply correct training and advice.

When using a manhole to empty your Bin Washer and remove the cover to expose the hole. **DO NOT** leave it unattended in case a fellow operator or

member of the public should fall down it. **ENSURE** it is correctly fitted when finished.

THE BINS

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| 31. | Bins falling off | Supply correct training and advise | DO NOT put bins with damaged rims onto the bin lift as they may fall off and injure the operator or member of the public. |
| 32. | GENERAL | Supply training and advise | ONLY trained staff may operate Bin Washers. |
| 33. | Injury from the Bin Lift | Supply training and advise | Ensure that the bin lift is clear before operating. Ensure that no member of staff, except the operator or the public is any closer than three (3) metres from it. |

GENERAL POINTS:

1. Any accident or injury either to a member of staff or member of the public must be reported immediately to the office or if unmanned to a Director by mobile phone or public telephone box/kiosk.
2. Details of all injuries must be entered into the company accident book at the earliest possible opportunity. This is held at the company offices.
3. In the event of a serious injury the emergency services must be called as a priority action using a mobile phone or public telephone box/kiosk.
4. Staff must always ensure that safety comes first and is never dismissed or forgotten.
5. No member of staff may drive a company vehicle or operate any company equipment if under the influence of drink or drugs (excepting prescription drugs with a doctor written authority). Doing so will result in immediate dismissal.
6. Staff must be 25 or over and hold a full and clean Driving Licence before they are allowed to drive a company vehicle.

YOU SHOULD BE AWARE THAT AS OF JULY 2007 IT IS ILLEGAL TO SMOKE IN THE WORKPLACE. THIS CAN BE A WORK UNIT, AN OFFICE OR THE CAB OF YOUR VEHICLE.