



ENVIRONMENTAL HEALTH AND SAFETY STATEMENT

Tuam Business Park,

Tuam, Co Galway

Phone: +353-(93) 24027

Fax: +353-(93) 25618

Letterkenny, Co. Donegal

Phone +353 (0) 74 916 4718

Revised by: Mick Whelan, March 2019

Wheeley Environmental Refuse Services Ltd March 2019

Document Location	<p>Main Office: Tuam Business Park Tuam, Co Galway.</p> <p>Phone: +353-(93) 24027 Fax: +353-(93) 25618</p> <p>Letterkenny, Co. Donegal</p> <p>Phone +353 (0) 74 916 4718</p>
Associated Documentation	Risk Assessments

REVISION LOG

Rev No:	Date	Section Revised	Amendment Description	Revised by	Approved By
1	08/09/2016	All	First Draft	Mick Whelan	Paul Gleeson
2	15/06/2017	All	Amended Reg's 2007-16 Change in Personnel	Mick Whelan	Paul Gleeson
3	15/06/2018	All	Full Revision	Mick Whelan	Paul Gleeson
4	14/03/2019	All	Revision/change in personnel	Mick Whelan	Paul Gleeson

THIS DOCUMENT IS A WORKING DOCUMENT AND AS SUCH, IS SUBJECT TO PERIODIC REVISION TO REFLECT CHANGES IN CURRENT PRATICES AND PROCEDURES AND TO REFLECT LEGISLATIVE CHANGES. ENGLISH IS THE CHOSEN LANGUAGE OF THIS SAFETY STATEMENT FOR WORK AND LEGAL PURPOSES.A TRANSLATION WILL BE PROVIDED FOR FOREIGN NATIONAL EMPLOYEES WHERE IT IS DEEMED NECESSARY.

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Wheeley Environmental Refuse Services Ltd March 2019

TUAM EMERGENCY NUMBERS

ESB Emergency 1850 372 999	Gas Networks Ireland 1850 20 50 50	Eircom 1850 – 671 – 444
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Health & Safety Authority (After hours contact Dublin and leave a voice mail)							
Dublin	Cork	Limerick	Galway	Waterford	Drogheda	Athlone	Drogheda
01 6147000	021 4251212	061 419900	091 563985	051 875892	041 9838536	090 6492608	041 9838536

Poisons Information Centre (Beaumont)	(01) 8379964 / (01) 8092568
Environmental Protection Agency EPA	1890 335599
Department of Environment, Heritage & Local Government	1890 - 202 – 021
National Parks and Wildlife Service	01 – 888 2000

Add the necessary numbers to the following contacts	
Local Garda Station	112 / 999
Assembly Point	Weighbridge
Local Doctor 1	Dr Cahill 093 26188
Local Hospital 1	Galway UH 091 524222
First Aiders	
1. Ann Greally	Office.
2. Sheena Forde	Office.
Location of First Aid Kits	1. Main Office Reception
	2. Weighbridge
	3. Canteen
	4. Work Vehicles

Wheley Environmental Refuse Services Ltd March 2019

WERS WASTE DONEGAL - EMERGENCY NUMBERS

ESB Emergency 1850 372 999	Board Gais 1850 20 50 50	Eircom 1850 – 671 – 444
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Dublin 01 6147000	Cork 021 4251212	Limerick 061 419900	Galway 091 563985	Waterford 051 875892	Drogheda 041 9838536	Athlone 090 6492608
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Environmental Protection Agency EPA	1890 335599
Department of Environment, Heritage & Local Government	1890 - 202 – 021
National Parks and Wildlife Service	01 – 888 2000

Add the necessary numbers to the following contacts	
Local Garda Station	112 / 999
Assembly Point	Main Gate
Local Doctor 1	Scally McDaid Medical Practice (074) 916 4111
Local Hospital 1	Letterkenny University Hospital (074) 912 5888
First Aiders	Position in the Company
1.	
2.	
Location of First Aid Kits	1. Main Office Reception
	2. Work Vehicles

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Introduction

This Safety Statement details Wheeley Environmental Refuse Services Ltd EHS Policy.

The Safety Statement specifies how the company plans to minimise the risk of injury and ill health at work.

The company is confident it has the full support of all employees in achieving its aims of ensuring Health, Safety & Welfare.

It is therefore very important that you read the following document carefully and understand your role and the overall arrangements for health and safety throughout the organisation.

Company Description:

Wheeley Environmental Refuse Services Ltd was established in 1989 by the Gleeson brothers, Pat, Martin and Paul. Wheeley Environmental Refuse Services Ltd was amongst the first to provide a wheelie bin service, which today is available throughout Ireland. WERS offer a range of domestic and commercial waste services, ranging from the household Wheeley bin to the large commercial skip.

Wheeley Environmental Refuse Services Ltd also operate a recycling facility at their Tuam premises. WERS recycling sorts and bales recyclable waste into individual components such as cardboard, glass, plastic, wood, construction rubble, cans and organic waste.

At Wheeley Environmental Refuse Services Ltd we have invested in state-of-the-art technology and machinery to turn polyethylene and polypropylene in all its post-consumer forms into a fully high-density pellet form.

Wheeley Environmental Refuse Services Ltd also offer a drain/sceptic tank cleaning service.

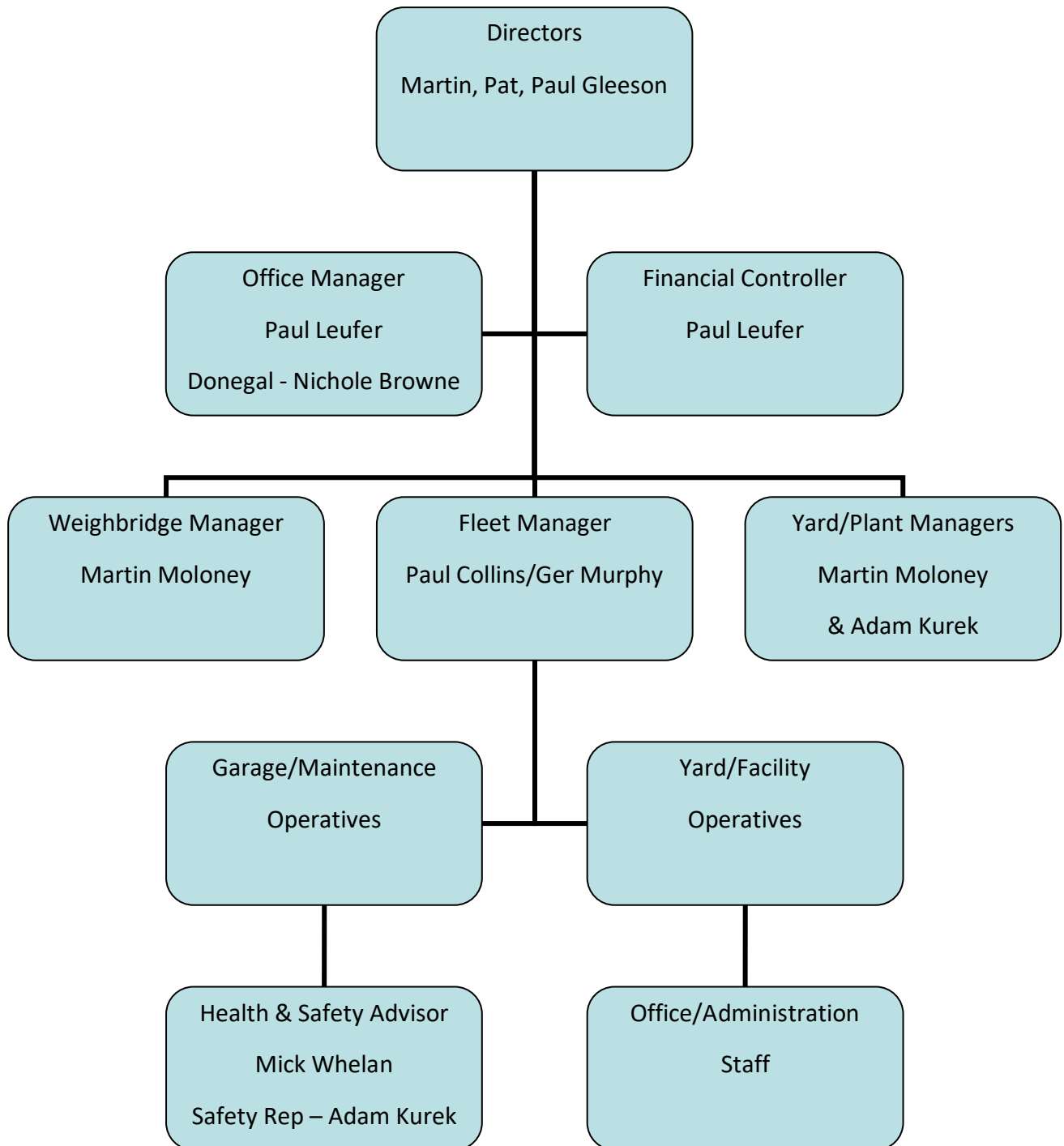
The company has

- 10 Refuse Collection Vehicles.
- 2 Skip Trucks.
- 2 Hook Loaders.
- 1 Teleporter.
- 2 Loading shovels.
- 1 360 Mini Digger.
- 2 Skid steers.
- 1 Sludge Tanker.
- 4 Company Vans.

At Wheeley Environmental Refuse Services Ltd we believe that a customer is the most important visitor to our premises because:

- He is not dependent on us, we are dependent on him.
- He is not an interruption in our work, he is the purpose of it.
- He is not an outsider in our business, he is part of it.
- We are not doing him a favour by serving him but, he is doing us a favour by giving us an opportunity to do so.

ORGANISATIONAL CHART



Section 1

Company Policies

Wheeley Environmental Refuse Services Ltd March 2019

1.1 WHEELLEY ENVIRONMENTAL REFUSE SERVICES LTD HEALTH AND SAFETY POLICY

It is the policy of Wheeley Environmental Refuse Services Ltd to comply with the Safety, Health & Welfare at Work Act 2005, The General Applications Regulations 2007 – 2016

The Construction Regulations 2013 and where applicable the Quarries Regulations 2008 and any other applicable legislation. Wheeley Environmental Refuse Services Ltd will ensure, so far as reasonably practicable, the safety, health and welfare of all employees whilst at work, and to provide information, training and supervision needed for this reason.

Wheeley Environmental Refuse Services Ltd is committed to the following:

- Promoting standards of health, safety and welfare that comply with the provisions and requirements of the relevant Safety, Health and Welfare at Work Legislation and other relevant statutory provisions and codes of practice.
- The development of a Safety Management System that is compliant with the aim for continuous improvement.
- Providing and maintaining a safe and healthy working environment, safe systems of work and to protecting employees and others, from foreseeable work hazards, particularly those which are industry related.
- Ensuring that all Wheeley Environmental Refuse Services Ltd.'s personnel, sub-contractors are informed of the company's EHS Policy through:
 - carrying out safety inductions for all new employee joining the company;
 - providing ongoing safety training; and inducting sub-contractors
 - Promotion of company newsletter and safety bulletins
- Making available the EHS Policy to interested third parties as requested.
- Providing employees with the information, training and supervision that they need to work safely and efficiently and to develop safety awareness among employees and sub-contractors.
- Defining all individual responsibilities joint consultation, with employees and third parties, on all health and safety matters.
- Striving to continually improve health and safety performance, by reducing the risk of accidents and incidents and improving the working environment and ensuring that it is periodically reviewed and remains relevant and appropriate to Wheeley Environmental Refuse Services Ltd
- To ensure that the above objectives are met, the Managing Director and Senior Management are committed to playing an active role in the implementation of the EHS Policy and undertake to review it in the light of experience and developments.

For this system to be effective it requires the commitment of everyone, employees are reminded therefore that compliance to the requirements of the EHS Policy is compulsory.

Paul Gleeson
Director

1.2 ENVIRONMENTAL POLICY

Purpose

The organisation recognises its responsibilities to its staff, customers and the general public and is committed to the continual improvement of the operating environment of its facilities.

To this end it will maintain a documented Environmental Management System and will take into account all regulatory and legislative requirements pertinent to its sector, local operating environment and customer requirements.

Policy Implementation

- Communicating its policies both internally and externally (customers, contractors and main suppliers) as appropriate
- Commitment to continual improvement in environmental & business performance
- Using the input of staff, customers, government, local authorities, interested third parties and the general public
- Awareness and training on environmental issues
- Creating a better environment for all, through the reduction, recycling and reuse of waste, the optimum usage of resources and the elimination of polluting releases to the environment
- Compliance with all pertinent applicable regulations, legislation and licences
- Prevention of pollution

The above policy is supported by the management and directors of Wheeley Environmental Refuse Services Ltd who will commit the necessary resources in ensuring that the objectives and targets can be achieved. Appropriate programmers are set up to achieve our objectives and will be reviewed annually at the management review.

1.3 QUALITY POLICY

The continuing success and growth of Wheeley Environmental Refuse Services Ltd in the competitive contracting market is a direct result of the total commitment to quality in every aspect of our operations.

In practical terms, this commitment to quality means that all contracts are continuously monitored and assessed to ensure that they are completed on time, within client budgets and according to our own and the client's standards and specifications.

As a reflection of this commitment Wheeley Environmental Refuse Services Ltd has established a Quality Management System. The quality assurance programme has the full backing of the director and is administered by management.

To achieve customer satisfaction management has the organisational freedom to establish, develop, and implement Wheeley Environmental Refuse Services Ltd.'s Quality Management System.

Wheeley Environmental Refuse Services Ltd maintains and continuously seeks to improve its Quality Management System.

1.4 ANTI BULLYING & SEXUAL HARASSMENT POLICY

Wheeley Environmental Refuse Services Ltd accepts that all members of staff are entitled to be treated with respect, and their work environment must be such that staff members are free to perform their duties in a climate free from Bullying/Harassment from other staff members, clients, customers or other business contacts.

Bullying/Harassment are repeated aggressions (physical, verbal, or psychological) directed by an individual or against others. It affects the dignity, of people at work and undermines people as human beings.

Wheeley Environmental Refuse Services Ltd by adopting an Anti-Bullying/Harassment Policy is demonstrating the continuing commitment to implement and promote measures to protect the dignity of all our employees and to encourage respect for others at work.

We are continuing to work towards creating an environment free from harassment by dealing effectively with any complaints of such conduct. Wheeley Environmental Refuse Services Ltd will not tolerate intimidation, harassment, bullying or disrespectful behaviour by any one member of staff against another/others for any reason.

This policy, as its objective will endeavour to define workplace bullying, to promote awareness of the issue among employees and to provide an effective procedure for dealing with any allegations raised.

There is also a definition of bullying and some examples are given which are not intended to be either exhaustive or prescriptive. The procedure for progressing complaints is also detailed and is based on the principle of fairness.

I would emphasise again that Wheeley Environmental Refuse Services Ltd is committed to promoting measures to protect the dignity of all members of staff at work. I would ask you to encourage an environment free from all kinds of harassment and to respect the individual dignity of everyone through the company.

1.5 SMOKE FREE WORKPLACE POLICY

Purpose

Second-hand smoke, also known as Environmental Tobacco Smoke (ETS) or passive smoke is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same air space, nor the provision of ventilation, can eliminate exposure to second-hand smoke and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke, to ensure compliance with legal obligations and to ensure a safe working environment.

Policy Implementation

Overall responsibility for the policy implementation rests with the person in charge of the workplace.

Wheeley Environmental Refuse Services Ltd March 2019

All staff has an obligation to adhere to and facilitate the implementation of this policy. It is the policy of Wheeley Environmental Refuse Services Ltd that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the workplace with no exceptions. This includes all company offices, containers, canteen, company vehicles and all enclosed workplaces with no exceptions. This policy applies to all employees, consultants, sub-contractors, customers and visitors.

Policy Regarding Infringement

Infringements by staff will be dealt with, in first instance under employee disciplinary procedures. Employees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

Information on how to obtain help quitting smoking is available from the National Smoker's Quit line on call save 1850 201203.

1.6 WORKPLACE POLICY ON ALCOHOL AND DRUGS

Purpose

The purpose of this document is to outline the accepted policy and practice in relation to the misuse of either alcohol or drugs by employees in the workplace.

Policy

Wheeley Environmental Refuse Services Ltd acknowledges its responsibility to provide, as far as is reasonably practicable, a safe and healthy working environment, and recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct, and safety, or the safety of others whilst in the workplace.

An employee (or employees of subcontractors, or others) must not be under the influence of an intoxicant to the extent that the state he or she is in is likely to endanger his or her own safety, health or welfare at work or that of any other person.

Policy Regarding Infringement

Wheeley Environmental Refuse Services Ltd reserves the right to remove from our workplace and suspend from work any employee suspected to be in breach of this policy through misuse of alcohol or drugs, pending further investigation.

Any employee found to be in breach of legislation and /or either company or client policy or rules may be subject to disciplinary action for gross misconduct, which may lead to summary dismissal.

Wheeley Environmental Refuse Services Ltd would prefer to help staff who might have a problem, not penalise them. Staff who seek help and declare a belief that they have a problem concerning either alcohol or drugs will be dealt with sympathetically by the Company and support will be given where possible.

Anyone taking prescribed or over the counter medication should inform their supervisor on reporting for duty and before actually commencing work. It is important that such information be taken into account when risk assessments are being made. No drugs other than those prescribed by a medical practitioner shall be brought to the workplace.

1.7 WORKPLACE POLICY ON EQUAL OPPORTUNITIES

Purpose

Wheeley Environmental Refuse Services Ltd is committed to equality of opportunity and valuing diversity. We believe that everyone has the right to be treated with dignity and respect. We are committed to the elimination of unfair and unlawful discrimination and prejudice in all our policies, procedures and practices.

Wheeley Environmental Refuse Services Ltd strives to ensure that the principals of the various legislation including Equality Act 1998 – 2004, and equality standards are met and aim to prevent exclusion on grounds such as age, disability, gender, sexuality, ethnicity, religion or any other unjustifiable reason

Policy Implementation

The company believes that a commitment to equal opportunities in recruitment and work practices is essential to its goals of:

- Attracting the best people into our company and providing an atmosphere conducive to development and advancement
- Effectively utilizing all available human resources
- Meeting the company's social responsibility to provide equal opportunities for employment
- Ensuring company compliance with law

Wheeley Environmental Refuse Services Ltd are committed to implementing equal opportunities in all its employment policies, practices and procedures, without discrimination on grounds of gender, race, religious beliefs, sexual orientation, age, disability, marital/ family status or membership of the traveler community. The principles of employment equality are applied to recruitment, pay and benefits, promotion, training and work experience and to all terms and conditions of employment. Management and Supervisors will provide an atmosphere at work which promotes equal opportunities and is free from bullying and sexual harassment.

Policy Regarding Infringement We will take appropriate action to resolve any issues raised where discrimination is alleged.

1.8 STRESS IN THE WORKPLACE POLICY

At Wheeley Environmental Refuse Services Ltd we are committed to providing a work place that allows for reasonable working conditions and a pleasant environment.

If you have any particular concerns and feel that you are suffering from stress, you should make it known to your supervisor in the first instance, where every effort will be made to make an assessment of your working conditions and job description in order to improve the situation. If this is ineffective or inappropriate you should revert to the formal company grievance procedure.

1.9 INFORMATION FOR EMPLOYEES POLICY

It is policy of Wheeley Environmental Refuse Services Ltd to provide employees with information in a form, manner, and language that is reasonably likely to be understood. The Health & Safety Authority's Safe System of Work Plans may be used where applicable to provide information on the hazards, risks and the control measures to be implemented for specific tasks. Also, where possible another member of staff may assist on the translation of inductions and in-house training.

1.10 DIGNITY IN THE WORKPLACE

Wheeley Environmental Refuse Services Ltd commits itself to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work at Wheeley Environmental Refuse Services Ltd are expected to respect the right of each individual to dignity in their working life. All will be treated equally and respected for their individuality and diversity. Bullying in any format is not accepted by Wheeley Environmental Refuse Services Ltd and will not be tolerated.

1.11 WORKPLACE SAFETY CODE

Wheeley Environmental Refuse Services Ltd commits itself to working together to maintain a safe workplace environment that encourages and supports all safety practices. All who work at Wheeley Environmental Refuse Services Ltd are expected to follow company rules and regulations. Any unsafe work practice, accidents, incidents or near miss must be reported so as to ascertain what happened how it happened and how to prevent it happening again. Regular Toolbox talks will be carried out to reinforce a safety culture within the company.

1.12 DRIVING FOR WORK POLICY

Wheeley Environmental Refuse Services Ltd recognises that it has a responsibility for the Health and Safety of staff engaged in driving at work we will comply with all related legislation and adopt best practice where practicable for those driving on company business. Where staff use their own cars for company business, we will ensure that: They hold a current and appropriate licence

The vehicle is in good condition and has appropriate test certificates

They are aware of the company driving for work policy

If personnel must make or take a call, they must ensure they step in to a safe place until the call is finished. The only mobiles that should be in use, are the one operated by the Supervisor/Foreman/ and Safety Personnel. Drivers should not use a mobile phone when the vehicle is in motion.

Drivers should pull over to the side of the road in a safe manner to enable them to make or take a call. Driver should park in a manner which creates no danger for themselves or other road users/ pedestrians. The vehicle must not stop on the hard shoulder of a motorway to answer or make a call. It is recommended that drivers should fully utilise the special features associated with their mobile phone e.g. call divert, playback or messaging services.

1.13 Procedures for Lone & Remote Working.

Remote Working – is where the person is not alone at the facility but is outside the regular view of other persons on the facility.

Lone Working – is where a person is the only person on the facility.

If a person has to work in a location where they would not be seen throughout the working day, the employer/ supervisor must ensure to have a system in place to make contact with that person at regular intervals during the working day

A possible solution could be for Supervisors or the employee to make a call or send a text at a set time each day to an agreed telephone number. Designated contact person to be assigned and contact information to be passed to lone workers

If a person has to work on the facility alone or outside normal working hours alone, man down phones may be considered, so in the event of the person becoming incapacitated the phone will raise the alarm to a designated number.

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High-risk activities not permitted by lone worker (either employee or contractors)

- Lone workers to be medically fit, Lone workers to have firefighting equipment training
- Lone workers to be competent for task that they are carrying out (they must have been trained and deemed to be capable of carrying out the task by their supervisor).
- Young persons are not permitted to carry out lone working (i.e. less than 18 years old)
- Means of communication to be provided to lone workers

Section 2

Responsibilities

For

Environmental,

Health & Safety

RESPONSIBILITIES

2.1 Statement of Personal Responsibilities

It is the duty of the Director, Managers, Supervisors and Individual employees to participate, so far as is reasonably practicable, in the implementation of the Company Safety Statement and to carry out their responsibilities as detailed:

It is the strict duty of all employees, to comply with the Company Safety Statement and to carry out their responsibilities as detailed in this document, in accordance with statutory regulations. Members of this organisation with specific responsibilities for Environmental, Health and Safety must ensure that these responsibilities are properly delegated in their absence. Overall responsibility for Environmental, Health and Safety in this company is that of the Managing Director.

2.2 Responsibilities of Directors

1. The Directors are responsible for ensuring that all operations are carried out in accordance with the requirements of the Safety Management System.
2. Ensure the requirements of the Safety Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 - 2016, the Safety Health and Welfare at Work Construction Regulations 2013, Safety Health and Welfare at Work Quarry Regulations 2008 and all other relevant legislation is complied with.
3. The Directors are responsible for ensuring that all employees under their control operate in accordance with requirements of the Safety Management System.
4. The Directors shall arrange for funds and facilities to meet the requirements of Wheeley Environmental Refuse Services Ltd.
5. The Directors shall set a personal example playing a proactive role in the running of the Safety and Health in the Facility.
6. Ensure Safety Review Meetings are held with all Managers and minutes recorded.
7. Monitor the performance of Planned Inspections and Preventative Maintenance.
8. Monitor the performance of accident investigation and analysis regularly. Review outstanding corrective actions.
9. Ensure there is an Emergency Response Plan in place, ensure adequate drills are carried out and all persons are trained to carry out their duties.
10. Refer to the Employers General Duties as outlined in this section of the Document and ensure they are applied to all activities.
11. Ensure a competent person is appointed to act as Plant Manager within the Facility.
12. The Directors, in conjunction with other managers, shall ensure that suitable positions are given to employees in relation to their physique and basic intelligence and consideration given to the demands of the work in relation to any disability which could affect their work.

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13. Appropriate training in health and safety is carried out in a form manner or language that is likely to be understood by the employee concerned and that such training includes that required by legislation.
14. To ensure that a competent person is available to advise Wheeley Environmental Refuse Services Ltd on safety, Health and Safety matters.
15. Adequate and workable disciplinary procedures exist to deal with breaches of safety rules and regulations and that these are brought to the attention of the person(s) involved.
16. Review progress on the Safety Management System on an annual basis and identify Health and Safety Objectives for the following year.

2.3 Responsibilities/Duties of the Safety Advisor

1. Provides advice, guidance in all matters to employees (including where applicable sub-contractors, suppliers and visitors). Assess Sub-Contractors pre-qualification approval.
2. Prepares and updates regularly the company safety policy and statement with a view to changes in business, regulations and management changes.
3. Reviews facility audit and inspection reports, health and safety suggestions, complaints and requests for information and follows up with action.
4. Carries out accident investigation, establishes cause of accident, incident or dangerous occurrences and recommend methods for future avoidance and reports same to Directors.
5. Provides training and information to the employees using appropriate training aids and media as required. Liaises with the Health and Safety Authority and Clients where required.
6. Monitors PPE requirements.

2.4 Responsibilities/Duties of the Plant Manager.

1. Read and understand Wheeley Environmental Refuse Services Ltd Safety Management System document and ensure relevant sections are brought to the attention of all staff.
2. Comply with the requirements listed in the Manager Responsibility section below.
3. To ensure responsibilities have been assigned and reviewed at all levels within the facility for the implementation and monitoring of the Safety Management System.
4. Attend and chair the safety committee meeting when requested.
5. Ensure Risk Assessments are carried out for each activity associated with the Facility. Monitor the implementation of controls measures to ensure they are adequate.
6. Ensure that adequate resources are made available to individual Managers for the implementation of safety policies and procedures in their department.
7. To ensure that Wheeley Environmental Refuse Services Ltd complies with current health and safety legislation and recommended codes of practice and guidance issued by the Health and Safety Authority.
8. To conduct an annual safety review with the Directors regarding the effectiveness of the Safety Management System and programs implemented during the year.
9. To ensure management in each department are held accountable for their performance in relation to safety management.
10. Monitor the performance of Planned Inspections and Preventative Maintenance on a weekly basis.
11. Monitor the performance of accident investigation and analysis. Review outstanding corrective actions.
12. Deliver Safety induction in the absence of the Safety Advisor inform employees in safe working practices and on the facility safety rules and regulations and ensure that personnel under their control are trained and competent to carry out the work allocated to them, are fully aware of all hazards and take all necessary precautions to safeguard against risks.
13. Delivers toolbox talks in the absence of the Safety Advisor to employees & sub-contractors. Issues PPE insists on its usage in accordance with statutory and Wheeley Environmental Refuse Services Ltd EHS requirements.
14. Cooperate with Management to ensure compliance is met with the Safety Health and Welfare at Work Act 2005, Construction Regulations 2013, Safety Health and Welfare at Work (General Application) Regulations 2007 - 2016 and other relevant legislation.

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Managers including Substitute Plant Manager.

1. Read and understand Wheeley Environmental Refuse Services Ltd Safety Management System Document and ensure it is brought to the attention of all staff.
2. Cooperate with the Facility Manger in implementing Policies and Procedures.
3. Attend Safety Committee Meetings when requested to do so.
4. Review Risk Assessments with the Plant Manager in the event of an accident occurring or a change in process.
5. Ensure all new employees receive Health and Safety Induction and are adequately supervised until they are competent to carry out tasks safely.
6. Carry out Planned Inspections (daily, weekly, monthly) in accordance with the quarries policy. Ensure any non-conformances are brought to the Plant Managers attention and rectified prior to work commencing.
7. Encourage the reporting of hazards and near misses in your area.
8. Carry out accident investigation in conjunction with the Plant Manager. Ensure corrective action is identified and implemented to prevent a reoccurrence.
9. Be familiar with the Emergency Evacuation Plan, ensure there is adequate firefighting equipment in your area and that it is in good working order.
10. Ensure all employees are trained in the safe use of chemicals where they are likely to be exposed.
11. Input into the development of Standard Operating Procedures when requested. Ensure Isolation procedures are followed, ensure working at heights is carried out safely, ensure safety features are working on plant and defects repaired, and ensure housekeeping is maintained.
12. Where a contractor is working in your area of responsibility ensure they are not creating additional hazards as a result of their work.
13. Ensure all employees in your department are wearing correct Personal Protective Equipment for their tasks. Discipline/Commend employees where necessary.
14. Cooperate with Management to ensure compliance is met with the Safety Health and Welfare at Work Act 2005, Construction Regulations 2013, Safety Health and Welfare at Work (General Application) Regulations 2007 - 2016 other relevant legislation.

2.5 Responsibilities/Duties of Employees

It is the responsibility of all employees of Wheeley Environmental Refuse Services Ltd to:

1. To comply with EHS legislation to protect his or her safety, health and welfare and that of others who may be affected by their acts or omissions.
2. Ensure that she/he is not under the influence of an intoxicant and/or prescribed medication to the extent of endangering his or her own or any other person's safety and health. Submit to any appropriate, reasonable and proportionate tests for intoxicants in accordance with Regulations under the 2005 Act.
3. Co-operate with the employer and any other person to enable them to comply with safety and health legislation.
4. Not engage in improper conduct or other behaviour, such as horseplay, that is likely to endanger his or her safety, health and welfare or that of any other persons.
5. Attend any training and undergo assessment of the training required by his employer or that as required by safety and health legislation.
6. Follow training and instructions: make correct use of any article or substance provided for the protection of their safety and health including any personal protective equipment. Safety Equipment/PPE must be worn whilst at work as required by legislation or by this Company Safety Policy Statement and risk assessments.
7. Employees also have a duty not to endanger themselves or others and to be alert to dangerous situations.
8. Employees must not carry out any tasks which they feel they are not competent to carry out or which involved unreasonably high risks.
9. Employees are encouraged to make suggestions or raise concerns and are hereby consulted initially on EHS matters.
10. Where EHS legislation requires certain training in relation to any work activity, then employees must not misrepresent themselves in regard to the level of training they have received when entering into a contract of employment.
11. Employees must not intentionally or recklessly interfere with, misuse or damage anything provided for securing the safety and health of persons at work or in connection with work activities or place the safety and health of any persons at risk.
12. Employees must also report to the employer: -
Any defect in the place or system or work or with any article or substance used which might endanger the safety and health of employees or any other person. Any contravention of safety and health legislation which may endanger the safety and health of employees or any other person.

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2.6 Responsibilities/Duties of Sub-Contractors, Self Employed Persons and Suppliers

1. Sub-contractors, self-employed persons and suppliers shall provide a copy of their Safety Statement and any other safety, health documentation requested.
2. Self-employed persons must conform generally with the duties and responsibilities of the employer.
3. Sub-contractors must complete Wheeley Environmental Refuse Services Ltd Contractor assessment and be approved.
4. Sub-contractors, self-employed and suppliers have a duty to bring to the attention of Wheeley Environmental Refuse Services Ltd and anyone else that might be affected by any process or use of materials which may endanger EHS while at work.
5. Sub-contractors and self-employed persons shall comply with requirements of this safety statement and co-operate with management in providing a safe place of work, a safe system of operation and wearing of protective clothing.
6. Sub-contractors must ensure all their employees and others under their care are provided with and wear Wheeley Environmental Refuse Services Ltd, mandatory protective equipment and any other PPE required for work undertaken.
7. All sub-contractors shall have a duty to report any defect in the plant equipment, place of work, or system of work without unreasonable delay to Wheeley Environmental Refuse Services Ltd
8. Sub-contractors must only use competent and suitable persons.
9. Sub-contractors must get the consent of Wheeley Environmental Refuse Services Ltd to engage persons other than their direct employees.
10. Sub-contractors must ensure that their supervisors and employees are aware of the obligations placed upon them regarding EHS.
11. Adhere to all Wheeley Environmental Refuse Services Ltd Specific Rules and Regulations.
12. Report all accidents, incidents and danger occurrences to the Supervisor immediately.
13. Provide and attend all inductions and "Tool Box" talks as required.

Section 3

**Arrangements
For
Environmental,
Health & Safety**

3.0 Arrangements

3.1 Employee Consultation and Provision of Information

The Safety, Health and Welfare at Work Act, 2005, the (General Application) Regulations 2007 - 2016 and the (Construction Regulations) 2013 provides for consultation between employers and employees to help ensure co-operation in the prevention of accidents and ill health in the workplace. Consult employees for the purpose of making and maintaining arrangements, which will enable the employer, and his or her employees to co-operate effectively for the purposes. Consult employees, the safety representative or both, as appropriate, in advance and in good time with sections set out in section 26 of the Act. Employees have the right to make representations to and consult them on matters of safety, health and welfare in their place of work. All training and provision of information will be provided in such a form, manner and language that are likely to be understood.

3.2 Safety Representative

The Safety, Health and Welfare at Work Act 2005 Section 10 entitles employees to select and appoint safety representatives to represent them in consultations with the employers on matters of EHS at the place of work. Where an employee is appointed as a Safety Representative the process of selection shall be in accordance with the provisions of the legislation. Similarly, the role of the Safety Representative shall be in accordance with the legislation, the facilities and training to be provided will be as discussed and agreed with the project manager.

The safety representative will:

1. Have knowledge and understanding of the Company Safety Statement and EHS Legislation.
2. Be involved in consultation of maintaining EHS standards in the workplace and make representations to management as required.
3. Give time to periodic inspections of the workplace, report immediately any hazardous conditions to those responsible and keep records of all such required.
4. Acquire the information, training and knowledge to fulfil the functions outlined by attending safety talks, seminars training courses etc. as and when required.
5. Investigate complaints, accidents and dangerous occurrences.
6. Accompany an HSA Inspector on any Inspection. Receive advice and information from an Inspector and make representation as required.
7. Foster safety awareness in the workplace, promote safe working practices.

Safety representatives are protected from suspension, lay-off or dismissal or the threat of such action, demotion, transfer or change of duty, place of work, wages or working hours, imposition of any disciplinary action or reprimand or penalty, coercion or intimidation where they exercise their powers under safety and health legislation.

3.3 Induction, Training and Communication

The Company is committed to providing Health Safety and Environment training at all levels in the Company. Every employee will receive a general induction, continuous training in systems of work procedures, how to recognise and avert hazards associated with his/her job, and supervision an access to information to ensure he/she continues to work safely. Training programs should be tailored to meet the requirements of different operations and employees. Training courses, toolbox talks, induction courses and re-training modified to suit the individual operations and employees bring Health Safety and Environment awareness and job skills closer together in the minds of all employees and create a more logical and effect training program.

The following key training rules must guide and determine every induction and training course:

- Induction and training must address the needs of the employee in her/her job and the workplace. The closer the training comes to the real operations, the more effective it will be.
- A continuing program of reinforcement of correct working practices at spaced intervals increases the probability of the employee performing in the prescribed manner.
- Training of small number of employees with common interests and tasks is more effective than training in large unrelated mixes.

For maximum effect, training should therefore be given to small groups of employees, trained as closely as possible to the work place in sessions spaced throughout the year with topics relating directly to the employees tasks.

The Company, its managers and supervisors in order to fulfil their duty must ensure that all employees and sub-contractors under their control receive the correct training necessary for the employee to carry out the duties assigned to him/her in a safe healthy manner. To ensure this duty is fulfilled they should:

- Introduce comprehensive Health Safety and Environmental rules, procedures and induction training program for all new employees.
- Provide repeat training (either on the job or in a classroom or equivalent environment) at regular intervals.
- Ensure that no employee transferred or promoted from one job or activity to another is permitted to start work in his /her new job until and unless he/she has received training and instruction sufficient to enable him/her to perform the job without risk to his/her Health Safety Environment or that of others.
- Provide adequate training for managers at all levels.
- Pay attention to the needs of existing employees.
- Document details of training given and received.

3.3.1 Company Induction

Learning continues for the duration of a lifetime, the length of a lifetime may depend on the attitude to safety given to young and inexperienced workers by managers, supervisors and fellow employees during the initial induction period upon joining the Company. Young and inexperienced workers should be prepared and trained for their working environment.

Induction Training Should Cover the Following Topics:

- An awareness of the Company Health Safety and Environment Policy.
- Outline of the risks involved in their own job and on the facility in general and the precautions necessary to prevent accidents.
- Introduction to fellow workers, supervisors, managers and the EHS advisor and representative.
- Made aware of his/her responsibilities as an employee to ensure his/her own safety and the safety of those affected by his/her activities.
- The specific requirement for personal protective equipment and its use.
- Shown the working area, cautioned on any hazards and all welfare facilities pointed out.
- Made aware of all Company EHS rules and regulations, housekeeping, working attire, breaches of discipline, use of Company property, time keeping, absenteeism, reporting illness, smoking, etc.
- Made aware of first-aid facilities and personnel and made aware of accident and emergency procedures.

All employees attending an induction course must sign the Company register. It is a mistake to assume that induction and training are complete at the end of the first few days. Induction training must be tailored to the needs of the individual by the supervisor, who must ensure that too much is not given too soon. Proper induction will minimise the anxiety of starting a new job, provide confidence and motivation and plays an important part in accident prevention.

3.3.2. Site Inductions

Wheeley Environmental Refuse Services Ltd employees will avail of the induction provided by Wheeley Environmental Refuse Services Ltd Management and when required by customers.

3.4. Toolbox Talks

Safety is the responsibility of every employee on the job. The more employees are educated, interested and encouraged to participate in accident prevention efforts, the better the result will be. Toolbox Talk will be held on a regular basis. Every employee must attend. Each meeting will be documented and a list of attendees kept. The meeting agenda will include the following items:

- Report on the accident and incident records since the last meeting.
- Special consideration of any recent serious accidents or dangerous occurrences to prevent a re-occurrence.
- Employee concerns, suggestions or solutions.
- Any other safety matters.

3.5 Use of Personal Protective Clothing and Equipment

The law requires that in certain circumstances, which are not reasonably practicable for an employer to control or eliminate the identified hazards within the place of work, it is his duty to issue suitable protective clothing and equipment to the workforce to ensure their Health & Safety and to protect the environment. The employer has the duty to ensure that all practicable steps have been taken to eliminate the risks at source before relying on personal protective equipment to protect his workforce

THE RULE OF THUMB IS THAT PPE IS THE LAST LINE OF DEFENCE, NOT THE FIRST.

The following industry agreement is accepted by the Company and covers the provision of Protective Clothing and Equipment.

- Wheley Environmental Refuse Services Ltd will provide employees with Safety Boots free of charge once a year. The boots will be a one off yearly issue. The boots will be only be replaced during the year if the employee can prove the fault lies with the boot or it was damaged beyond repair during the course of his/her employment.
- Safety equipment such as, safety helmets, safety glasses, gloves, ear protection, Hi-Vis vests or coats will be provided free of charge. This equipment will be replaced on a new for old basis.
- Personal Protective Equipment is signed for when issued and must be worn when and where directed as per risk assessment.
- Company Disciplinary Procedures will apply for all employees found to abusing safety equipment. Which could result in suspension without pay or instance dismissal from the Company
- Employees are obliged by law to take reasonable care of the safety equipment issued to him/her this duty of care extends to the wearing of the same when required to do so.

The following rules, regulations and general guidelines will apply to the use of Personal Protective Equipment within the Company.

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- When the need for PPE has been identified for certain work areas or for specific tasks then all Company employees will wear it.
- All visitors, vendors, the general public must wear PPE in the designated areas.
- All employees and the employees of Sub-contractors must wear suitable PPE clothing for the task to be undertaken. **(Loose clothing is not permitted).**
- Safety boots as issued or similar are to be worn on all Company sites; no other form of footwear is permitted.
- Hearing protection is held in the stores and will be issued when as required or upon request.
- Safety Harnesses and lifelines must be used when other safe guards such as nets, planking or scaffolding cannot be used. Safety lines when used must be independent of other rigging.
- Safety gloves must be worn when handling articles or substances that could cause an injury by tearing, cutting, burning, or damage to the hands in any way.
- Respiratory Equipment may be required in certain areas where hazards exist due to the accumulation of dust, fumes, mists, or vapours. Note this equipment cannot be used in oxygen-deprived areas.
- Breathing apparatus may be required in certain areas where the air is stale, enriched, or deprived. ***Note only trained operators may use this equipment.***
- Electricians wearing insulated gloves must test them daily for defects and if any detected replace immediately.
- Prior to using safety equipment ensure that it is the right type for the task to be undertaken.
- The minimum PPE requirement that personnel are required to wear includes Safety Boots, High Visibility vest, and gloves, Safety Glasses and Helmets as per off site rules.
- The wearing of shorts is not permitted

No exemptions will be tolerated for jobs that take “just a few minutes” always use the appropriate equipment and PPE to conduct the task safety first time.

3.6 Company Emergency Preparedness and Procedures

3.6.1 Manning Levels

In order to ensure the Company is properly prepared to deal with emergencies it must maintain a trained professional workforce with sound working knowledge of current Health Safety and Environmental laws.

General

There will be elements of similarity between all accidents and incidents born out through incident investigation, which will help in the formation of emergency procedures, however no one master plan will be fit all document. Adequate pre-planning and emergency planning exercises must be conducted at local level in order for the right mix to occur. Planning at local level provided benefits in several keys areas, it helps eliminate conditions that could lead to an emergency, can reduce injuries, loss of life, property damage and gets those involved in the emergency planning process with a direct input into problems on site.

Advance planning is primarily for employees Health and Safety and secondly for property, plant and equipment. All employees must receive instruction and training on the use of alarm systems, emergency procedures and the actions to be taken in the event of an emergency on site.

Emergencies as the name implies are just that, and require the workforce to be alert and respond with decisiveness and quick action regardless whether it is a simple accident or a major accident and plans must be formulated to deal with such possibilities.

3.6.2 Emergency Planning

Facility Management must ensure that an emergency plan exist for all reasonably foreseeable incidents and consideration must be given to the location of the employees, the risk to general public others who be effected by the incident and the location of the nearness emergency services. Detailed plans should cover accidents, explosions, floods, electrocution, fire, broken bones, chemical spills, and overhead & underground services broken bones.

All personnel must be fully aware of all potential hazards and how to implement the Company/ site emergency plan if required. For example: raising the alarm, calling the emergency services.

All personnel must be trained in the evacuation procedure, the location of the assembly points and the secondary assembly points, the location of the emergency equipment i.e. first aid kit stretcher, fire extinguishers spill kits.

An emergency controller must be appointed and he/she is to be given the time and resources to enable him/her to carry out their appointed duties safety.

Emergency marshals are to be appointed to assist the emergency controller they are to be trained in their responsibilities. They are to assist with the immediate and accurate assessment of the situation its seriousness and the level of response required.

Appoint a person to call the emergency services under direction of the emergency controller;

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(this will be the receptionist if there is one available at the time)

Assist the emergency services by having the facility clearly sign posted, and having an emergency folder in the reception/weighbridge office with site plans, hazardous chemicals list and locations, fire plan and any other relevant information pertaining to your facility contained within it.

Have an emergency roll call system for staff, visitors and sub-contractors to account for staff in the case of an emergency. Have important items clearly marked with international recognised symbols such as fire hydrants, electrical isolators, shut off valves, chemical storage area and pipes. Keep and maintain access ways clear, emergency fire escape, fire doors.

In the immediate follow up to an emergency try and keep the area sterile to prevent damage to evidence that might be required the investigation of the incident to determine the cause.

Off-site Work

The Company must normally conform to the client's emergency plan and where this is the case a copy of their emergency procedures and plans must be available to the site Management supervision and employees. Once the Clients plans have been issued to the Company a comprehensive study must be undertaken to ensure compliance. This will normally be done at the client's site safety induction.

3.7 First – Aid Facilities and First Aid Trained Personnel

Immediate and proper First Aid treatment of injuries is essential to save the life and limbs of certain accidents cases and to reduce the pain the casualty is suffering. Immediate first aid treatment if given by trained personnel with the correct equipment will assist the recovery time whereas neglect or inefficient treatment may lead to infection and ill health.

3.7.1 First Aid Facilities

First aid facilities and the qualified personnel to man and use them are required and must be made available to render treatment and maintain medical records.

A sufficient number of suitable first aid boxes or cases will be provided while the site is manned the location of which must be clearly identified and marked to enable free access.

The first aid boxes provided shall be distinctively marked "First Aid" and placed under the control of the plant manager on site. The first equipment will be readily available for use by any person on site. The name of the first aiders shall be displayed on site and beside all first boxes with their contact details.

3.7.2 Responsibilities of a First Aider

The responsibilities of a first aider are to:

- To assess the situation and to arrive at a diagnosis for each casualty or illness.
- To render immediate treatment, bearing that a casualty may have more than one injury and that some casualties will require more urgent treatment than others.

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- To arrange for the transfer of a casualty to the care of the medical professionals according to the severity of the condition.

3.8 Fire Fighting Training and Procedures

3.8.1 Supervisor Training

These courses are arranged and organised by the EHS Advisor, to ensure that supervisors are familiar with the different types of fires, their causes and how to effectively fight them, as far as is reasonably practicable.

A register must be maintained by the EHS Advisor of all trained fire fighters within the Company and the courses attended.

3.8.2 Employees Training

All employees will receive basic fire-fighting training and training on emergency procedures relating to fire fighting on site they work on via induction training, site-specific training and toolbox talks.

3.8.4 What to do upon discovering a Fire:

A fire will be discovered in one of three ways.

1. The fire alarm will sound &/or
2. A smoke detector will raise the alarm
3. An employee will discover the fire & raise the alarm.

In all cases of above, the person should proceed to do the following:

- Inform management/others who will take certain action.
- Switch off all electrical equipment & close all doors if possible.
- Evacuate the building & go immediately to the assembly point & await Role Call.
- Never re-enter the building unless you are told to do so by management or Fire Brigade.

General

- We will have the right number and type of fire extinguishers and they must be positioned in correct places and suitably sign posted.
- There will be adequate escape routes. They must be kept clear and adequately sign posted.
- Workers will be instructed on emergency procedures at the facility safety induction and emergency drills will be practiced if necessary.

Flammable Liquids

- There will be a proper store area.
- The amount of flammable liquid on site will be kept to a minimum.
- Smoking will be prohibited, and other ignition sources kept away from flammable liquids.
- Properly constructed safety containers will be used.

Compressed Gases (e.g. LPG, Acetylene)

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- Cylinders must be properly and securely stored, preferably in the open air with sufficient shelter to prevent cylinders from being exposed to extremes of temperature.
- Acetylene and LPG cylinders, whether full or empty, must always be stored vertically and secured in a manner to prevent them falling over. Warning notices “Highly Flammable” should be displayed near the storage area together with notices prohibiting smoking.
- The cylinder valve must be fully closed when not in use.
- Cylinders must not be located **INSIDE** buildings such as offices, canteens, drying rooms etc.
- Oxy/Acetylene cylinders in use should be kept and moved on purpose-built trolleys. Flashback arrestors must always be fitted.
- Gas cylinders should never be left unattended on site where there is risk of damage by machinery or vehicles.
- Collection of waste gas cylinders will be organised by the facility manager when necessary.

Other Combustible Material






- There will be proper waste receptacles.
- Waste material will be removed regularly.

All firefighting equipment is inspected regularly & also an annual inspection is carried out.

Fire Points have been designated & sign posted Fire Point. The appropriate class of extinguisher has been located here & should never under any circumstances be moved unless for use in a fire fighting role.

- Employees are to take note that nothing is to be stacked which may obstruct the view or access to fire points.

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COLOUR	TYPE	TYPE OF FIRE	NOT TO BE USED
 Red	Water Extinguisher	For wood, paper, textile, fabric and similar material (anything that turns to ashes)	DO NOT USE ON LIQUID, ELECTRICAL OR METAL FIRES
 Cream	Foam Extinguisher	For use on burning liquid fires	DO NOT USE ON ELECTRICAL OR METAL FIRES
 Blue	Dry Powder Extinguisher	For use on burning liquid and electrical fires	DO NOT USE ON METAL FIRES
 Black	Carbon Dioxide Extinguisher	For use on burning liquid and electrical fires	DO NOT USE ON METAL FIRES
 Red	Fire Blanket	For use in kitchens	

THE CONTENTS OF AN EXTINGUISHER IS INDICATED BY A ZONE OF COLOUR ON THE RED BODY OF THE EXTINGUISHER

Fire / Emergency Equipment and Exits Routes:

- **Must always be kept clear and accessible.**
- **Marked areas must not be obstructed at any time.**
- **Never use Fire Equipment for other uses besides firefighting.**

Never: smoke in the vicinity of gas cylinders, petrol or other flammable substances.

Never: direct water at any electrical installation, machinery or wiring.

Many fire extinguishers of all types come in a red cylinder, so care should be taken to ensure you read the information on the side of the cylinder to ensure you are using the correct type.

3.9 Reporting, Investigating and Registration of Accidents & Incidents

An accident or incident is defined as an unexpected, unforeseen occurrence that interrupts or interferes with the orderly progression of an activity.

This Company sees accidents and incidents as failures. Everything must be done to prevent re-occurrences, as statistics show that 70% of all accidents and incidents could have been predicted, they therefore could have been prevented through accident investigation and identification of causation in the first instance.

Accidents are caused by:

- Unsafe acts - this is the primary cause of most accidents.
- Unsafe Conditions – these should not exist.
- “Acts of God” – very exceptionally.

Most accidents are a combination of unsafe acts and unsafe conditions. This approach to accident reporting and investigation must keep these facts in mind. The multi-causation theory states that accidents have more than one cause and therefore accident investigation must find not only the trigger cause, but the background causes to ensure successful accident prevention.

3.9.1 Reporting, Investigating and Registration

All accidents and dangerous occurrence must be reported to the immediate supervisor, immediately or without unreasonable delay.

An accident report form must be completed for all, medical treatment, restricted work, time loss, and road traffic incidents. A copy of the accident report must be sent to the EHS Advisor .

The reporting of an accident and dangerous occurrence to the relevant authorities and Company management is the responsibility of line management, namely the supervisor and manager with guidance from the facility EHS advisor.

An accident that disables any person for more than three days from performing the normal duties of his/her employment must be reported the EHS Advisor and a copy of the accident report form sent to the financial controller. The accident must be notified to the HSA officially online or on report form IR1.

All serious accidents and incidents must be reported on the phone immediately to the EHS Advisor and the Directors.

The HSA inspector and the local Gardai must be notified on the telephone in the case of a fatality, or where a person is unconscious when removed from the facility due to an accident or dangerous occurrence.

Incidents involving “near misses” that could have resulted in accidents are reported to the immediate supervisor for investigation. (Near misses are incidents that could have resulted in an injury to persons or damage to plant, equipment and property).

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Any plant, tool or equipment that is suspected of being the cause of, or connected with an accident must not be interfered with until released by the immediate supervisor.

Any person who suffers personal injury at this work shall give notice of the accident as soon as possible after the accident to the relevant social authorities. The notice may be given in writing or orally and may be given by some person acting on behalf of the injured person.

3.9.2 Investigation

An accident investigation is of little benefit to the immediate victim, but may help to prevent a future re-occurrence. There is always a reason for an incident, whether the responsibility lies with the operatives, management or is the result of a lack of communication between them. Regardless of what has happened, a review of the supervisor's incident report will reveal the facts that will assist any investigation.

The object of the investigation is to examine the conditions that led to the incident and to decide what follow-up is necessary to prevent a repetition. It is also conducted to provide adequate information for a defence in a civil action for damages against the Company.

Facility Managers must ensure that there are thorough on the spot investigations of all accidents and dangerous occurrences not merely those that are reportable to the authorities.

The investigation should be held immediately and a full report made. The person injured should make a statement as soon as possible after the incident.

The accident report form has been designed to bring out the information and must be fully completed with as much detail as possible.

All reportable accidents locations will be left undisturbed, (if it is safe to do so), until a full investigation has been conducted by the EHS advisor HSA Investigator or Gardai as appropriate.

Accidents and dangerous occurrences where substantial damage to Company property has occurred must also be investigated.

3.9.3 Registration

All injuries received at work, however minor, must be registered in the Site Accident Book. In the event of accident a report must be completed and a copy sent to the EHS Advisor. All investigations will be analysed, causation identified, preventative measures recommended and issued to all managers, supervisors and employees.

3.9.4 System for Reporting Unsafe Acts and Conditions

All unsafe acts and conditions must be reported to your immediate supervisor without unreasonable delay.

The appropriate sections of the Incident/Near Miss and the Dangerous Occurrence Form IR1 should be filled out by the person reporting the occurrence or act and given to his supervisor. The supervisor must accept responsibility for the investigation and elimination of any danger or risk

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associated with the dangerous occurrence or unsafe act condition and must ensure that corrective action is taken within a reasonable time.

In the event of the responsibility for the situation being outside his control or remit then he must take appropriate action to notify the responsible person, authority or company. The supervisor should ensure that emergency precautions are taken if the situation warrants such action.

When the appropriate corrective action has been taken the supervisor should complete the form.

A copy of this dangerous occurrence and unsafe act form must be sent to the EHS Advisor. The object of the follow up investigation is to examine the conditions that led to the dangerous occurrence or unsafe act and to decide what follow –up action is necessary to prevent a repetition.

3.9.5 Analysis and Follow up Procedures

It is very important that all accidents forms, dangerous incidence and unsafe acts condition forms, audit forms, and Environmental, Health and Safety statistics are collected and analysed to identify underlying trends and recurring themes. This information should be used to build proactive rather than reactive induction and training programs and toolbox meetings.

In all instances follow up action and feedback to the employees involved as well as other employees involved in similar activities is essential if we wish to eliminate a similar recurrence at some future date.

The person responsible for investigating the accident or incident should determine what follow up action is appropriate and how this can be accomplished to eliminate the immediate danger.

The EHS Advisor should analyse the individual forms and reports to determine the most appropriate method of informing other managers, supervisors and the at risk on how to eliminate similar risks or dangers from the workplace in general.

This would generally be in the form of an accident report to be read out at the toolbox meeting, revision to the safety policy, new work procedure or specific meeting.

Both the accident report and the dangerous occurrence and unsafe acts/ conditions form have a special section for determining the requirement for and urgency for follow up action and feedback.

3.10 Audits & Inspections

A system will be in place for the Safety Department to carry out inspections at regular intervals. Items requiring attention are rectified immediately where practical, the actions are noted in the report and communicated to supervisors, and managers who are given time to rectify open items. A record of inspections is kept on site.

Reports on Audits and Inspections are issued to all management by hard copy or by email.

3.11 Safety Awareness Campaigns

Health Safety and Environmental awareness campaigns will be used within the Company to raise and highlight the EHS message, which the Company wishes to bring to the Management staff and

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employees. In particular the Company will inform, educate and invoke debate on a series topics relating to:

- Environmental issues.
- General Safety.
- Accidents/incidents and preventative measures required.
- Company training programme.

Employee participation and involvement are an essential part of any Health Safety and Environmental program or campaign; the following items will be used in the promotional campaigns to raise awareness within the Company.

- Posters and signs.
- Wage packet awareness notices.
- Videos, pamphlets. Lectures.

3.12 COSHH or Hazardous Substance Training

The daily work activities conducted by Company normally does not involve the handling substances. There will be however times when staff, supervisors and employees will require special hazardous substance training.

Examples of some of the activities where this will be required are:

- Prolonged use and exposure to chemical agents and certain paints.
- Where there is the possibility of exposure to hazardous substance within a given area or place of work.
- The possibility of Asbestos in waste that comes in from the public or that comes in our Skips/Ro-Ro's. Removal of or working with asbestos dust. If asbestos is found in the waste, then employees will notify the weighbridge office immediately.

No matter how rare these occasions may be all employees involved must receive hazardous substance training prior to commencing work.

The courses will be conducted either on site or at a recognized training establishment. A training record will be maintained of all personnel and the type of hazardous training they have been trained in. Re-training will be required from time to time depending on the nature of the work and the period that has lapsed since the employee had undergone the training.

The courses should highlight the dangers of working with hazardous substance in particular the activities that can lead to short term and long term health risks to themselves and others if the proper working procedures are not adhered to regarding the use, handling, storage and disposal of hazardous substances.

Professional and Medical advice on the dangers of particular hazardous substances must be sought and implemented prior to the use of certain chemicals. Health screening should be considered by top Management and implemented of all employees and the records retained.

3.13 Checklist to Ensure Safe Systems of Work

To ensure that all such work is conducted in a safe and controlled manner the following checks must be observed:

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- Ensure a competent person is placed in charge of the task/job and his/her responsibilities are clearly defined.
- Ensure that the person conducting the work is trained and competent to carry out the task/job, has been briefed and fully understands the hazards and control measures outlined within the risk assessment / SOP / Method Statement.
- Double check to ensure that all potential hazards have been analysed and eliminated.
- Use only established tried and tested methods of carrying out the task/job.
- Consult and use all relevant codes of practice and guidance notes.
- All procedures outlined on the risk assessment / SOP / Method Statement must be adhered to.
- Issue the correct Protective Clothing for the task/job and ensure the work party is instructed in its use and understand its limitations.
- Ensure the work party understand the emergency procedures and escape routes.
- If at the end of the shift the work is incomplete, it must be left in a safe state with clear instructions for the next shift or crew where applicable.

3.13.1 Implementation

The safe system of work becomes the standard practice for all task/jobs undertaken by the Company. The safe of work eliminates the hazards where practicable or provides adequate written controls as safety key points. This standard safe system of work is taught and supervised and in turn becomes an unconscious response to the task/job. Simple instructions are adequate for most tasks/jobs, but some particularly hazardous operations require an extra level of control.

All systems must be periodically reviewed to ensure that changes in staff, materials, equipment, location, work conditions, shift timings do not introduce new hazards to the workplace. Responsibility must only be delegated to trained, authorised personnel with the authority and capability to implement action required. Feedback must always be encouraged in order that unexpected hazards when encountered are dealt with in a positive manner and are planned for in advance.

3.14 Disciplinary Procedures

Wheley Environmental Refuse Services Ltd believes that we can all work together in a safe manner and in accordance with legislation, rules and regulations.

Unfortunately, it is recognized that there may be instances where it will be necessary to invoke disciplinary procedures on individuals for breaches of health and safety legislation, rules and regulations.

- Safety violations will be issued to individuals found to be in breach of their duties.
- Where two violations have been issued to the same individual and/or they will report directly to the Directors.

Depending on the seriousness and frequency of violations individuals will be punished accordingly. Punishment may include suspension and or dismissal.

All individuals accused of breaches of Environmental, health and Safety legislation, rules and regulations will have their rights explained to them before any punishment is carried out.

3.15 Guidelines for Visitors

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All visitors to site must:

Report to the weighbridge office and/or the facility office before proceeding into work areas.

Instructions will be given by the weighbridge operator to the customer i.e. where to put their waste/recycling, site safety rules etc.

A separate policy will be drawn up to deal with on-site traffic management, this will be populated to all casual customers and W.E.R.S personnel.

Wear adequate personal protective equipment suitable for the areas to be visited, for example safety boots, safety helmets, goggles, High Visibility Clothing etc.

Not interfere with Company property, must not remain on site any longer than necessary and must return all safety equipment before leaving.

Not enter any areas they are not authorised to. Observe all warning signs and directions and Company safety rules must be followed at all times.

3.16 Pregnant Employees

Wheeley Environmental Refuse Services Ltd as an equal's opportunity employer will provide a safe place of work for pregnant employees and follow all statutory duties as stated in the General Application Regulations 2007 Part 6.

Wheeley Environmental Refuse Services Ltd will endeavour to:

- To assess any possible effect on the pregnant employees resulting from any activity in the workplace, which may involve a risk of exposure to an agent, process or working condition?

- To determine the nature, degree and duration of the pregnant employee's exposure to such agents, processes or working conditions.

Controls will be put in place to ensure that pregnant employees and their unborn children are not exposed to adverse Health and Safety risks. Risk Assessments will be completed for all relevant work areas.

3.17 Organisation of Working Time Policy

Wheeley Environmental Refuse Services Ltd is highly aware that tired workers are more susceptible to having accident, therefore we will meet with the requirements of the Organisation of Working Time Act, 1997, which sets a maximum average working week of 48 hours and the General Application Regulation, 2007, Part 6. The introduction of the Act and Regulations set out the statutory rights of employees in respect of rest, maximum working time, holidays, and sensitive risks.

3.18 New or Inexperienced Workers

Wheeley Environmental Refuse Services Ltd is very aware of the dangers faced by existing employees, new employees, sub-contractors, non-English speakers, and young people coming to work for the company. New employees, young employees and others who may be affected by our work are unlikely to have been exposed to the type of hazards that they may be exposed to in joining the company. New employees coming to work at Wheeley Environmental Refuse Services Ltd for the first time will need to understand our level of commitment to their safety and of the hazard they are likely to meet.

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The company induction has been developed to bring this Safety Statement to their attention. This is delivered in a form, manner and language likely to be understood. New employees will be issued with a safety starter pack, which includes the employee responsibilities/duties and various other information, which will help them to avoid accidents on site. The safety starter pack is designed to provide new employees with vital basic safety information.

All Wheley Environmental Refuse Services Ltd new starts receive Safety Awareness Training as well as Wheley Environmental Refuse Services Ltd induction to bring to their attention this Safety Statement and the hazards that they may be exposed to.

New starts will be trained in Manual Handling by the Safety Department before they begin work. They are not permitted to work alone for the first 4 weeks on site. Experienced Site personnel are expected to exercise "special duty of care" i.e. ensuring supervision and personal protective equipment is used whenever necessary, especially when working at heights.

3.19 Mobile Phone Policy

It is Wheley Environmental Refuse Services Ltd company policy that the use of mobile phones will be restricted during working time on site. If personnel must make or take a call, they must ensure they step in to a safe place until the call is finished. The only mobiles that should be in use, is the one operated by the Supervisor/Foreman/ and Safety Personnel. Drivers should not use a mobile phone when the vehicle is in motion. This is the case whether the vehicle is fitted with a "Hand Free" facility or not.

Drivers should pull over to the side of the road in a safe manner to enable them to make or take a call. Driver should park in a manner which creates no danger for themselves or other road users/ pedestrians.

The vehicle must not stop on the hard shoulder of a motorway to answer or make a call.

It is recommended that drivers should fully utilise the special features associated with their mobile phone e.g. call divert, playback or messaging services.

3.20 Waste Management Policy

We will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly reused as far as is practicable.

All staff are required to comply with this policy by minimising waste creation and co-operating actively with recycling programs. Where waste is created, it shall be safely placed in appropriate storage receptacles, care being taken not to overload the storage.

Suitable waste receptacles are provided, and arrangements are made for the collection/emptying of receptacles at suitable periods.

Waste shall be kept in a clean, accessible condition with due regard to fire protection and suitable containers.

All waste, for re-cycling or disposal, shall be collected by either local authority employed refuse collectors or by authorised waste carriers.

3.21 Safety Signage

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Adequate Safety Signs shall be displayed prominently, in accordance with General Application Regulations 2007, and other requirements. Requirements shall be determined by a variety of sources, including risk assessments, accident data, SDS's and Legislation.

Wheeley Environmental Refuse Services Ltd are in the process of updating all our safety signs across the site.

All employees must obey the instructions of all safety and warning signs exhibited on site. Remove Safety signs as soon as they are no longer appropriate.

Wheeley Environmental Refuse Services Ltd encourages the re-use of and recycling of all signs as part of the companies' waste management system.

3.22 Health Promotion

Wheeley Environmental Refuse Services Ltd is very aware of the risk of ill health associated with our activities and presented through external environments. A systematic overview of the entire operation shall be carried out to identify all potential causes of occupational illness. This shall be done using risk assessments, technical and non-technical guidance, as appropriate. The results of this analysis shall be made known to persons likely to be affected by the particular conditions.

Where practicable, health hazards shall be eliminated. Where this is not possible controls shall be introduced to reduce the risk to personnel to acceptable levels as required by law. Such controls shall include engineering controls, work practice controls, exposure time controls, administrative controls, PPE controls, and training in occupational health hazards.

Employees shall be informed on the risk posed by the workplace or the process. Risks shall be minimised by the most effective means. Where necessary special first aid facilities for health risks shall be provided. First aid reports shall be analysed with a view to identifying improvements in health-related first aid facilities.

Personnel shall have ready access to medical advice from a doctor or nurse, where identified through the risk assessment, work place injury and workplace ill health.

3.23 Maintenance of Plant and Equipment

Read and understand the Company's Safety Statement and carry out your work in accordance with its requirements.

Do not operate any plant unless you are 18 years or over and have an appropriate relevant in-house training which is current and appropriate.

Know the legal requirements affecting the use of your machine and ensure that the machine is used in accordance with those requirements. Ensure that any defect in the machine is reported immediately to the Plant Manager. Do not continue to operate the machine if the defect affects its safe use.

Ask for and use ear protection to ensure that you do not suffer from gradual loss of hearing due to prolonged exposure to noise. Never try to use the machine for work for which it was not designed. If in doubt, ask the Plant Manager for advice.

Wear suitable safety footwear and protective clothing as you are exposed to the same hazards as others on the site when not in the cab of your machine.

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Suggest ways to eliminate hazards or improve working methods. Ensure when operating your machine that other persons are well clear, especially if reversing.

Ensure, if necessary, that you work with a Banksman/Spotter and, if so, you are both sure before starting work of the meaning of signals which may be used.

Report all accidents or damage, however minor to the site supervisor.

Ensure that if your machine is used for lifting purposes it is sited on firm, level well consolidated base with suitable bearing timbers used under extended outriggers, if applicable. Plant must be certified with a safe working load and this must be displayed on the machine

Ensure first aid facilities are provided and maintained. Ensure all accidents are reported as required by Company Policy. Use and wear any necessary protective equipment, when appropriate.

Ensure regular inspections of the machine are carried out by driver and relevant statutory forms kept up to date.

Ensure all Machines go through the relevant Test of Thorough Examination, as required by Health and Safety Legislation. Read and understand the Operators Manuals and Company's Safety Statement and carry out your work in accordance with its requirements.

Know the legal requirements affecting the use of your machinery and ensure that the machines are used in accordance with those requirements. Ensure that any defect in the machinery whether personally noticed are reported are adequately repaired as soon as practicable.

Before assigning machinery to a project ensure that you are made aware of the full extent of the needs for the machine so that the correct machine can be used. Inform the project manager and operator that the machine can only be used for this purpose

All electrical equipment must be looked after and tested as necessary. This includes regular checks and adequate filling of tests and checks with the aid of the administration staff.

Set a personal example by using and wearing any necessary protective equipment, when appropriate. Ensure that all hired plant and equipment is in good working order and comes with the appropriate test reports

Ensure regular inspections of the machine are carried out by driver and relevant Statutory forms kept up to date. Ensure that all plant should be fitted with a reversing siren, beacon and appropriate camera or convex mirrors. Ensure all machines go through the relevant Test of Thorough Examination, as required by Health and Safety Legislation

Ensure with the help of the administration personnel that records of all testing is kept accurate and up to date. Make sure that records are handed out with each machine for on-site inspection. All plant and equipment must be isolated prior ton maintenance being carried out.

3.24 PLANT ISOLATION PROCEDURE

PLANT ISOLATION PROCEDURE

Isolation Procedures will be developed for all plant/machinery across the site

In the event of work needing to be carried out on any plant, such as the shredding plant or baling plant/conveyors, mobile plant the following procedure must be followed.

When a guard must be removed this requires a risk assessment and a lockout to be carried out. Notify all affected personnel that a lockout is required.

- Identify plant to be worked on and the isolation required.
- Isolate plant at Master Switch on panel with Plant Lock/pad lock if possible. If this is not possible remove the ignition key/key in the e-stop and the master switch itself and place key and master switch in your pocket. (the pocket of the person carrying out the work)
- After locking off the switch the plant must be tested by attempting to start equipment on the control panel, or by whatever method it is usually started.
- Release stored energy where applicable i.e.: compressed air, hydraulic pressure.
- Also lock the door of the control panel (if possible) and place key in your pocket.
- Always check the risk assessment before commencement of work in this high-risk area.
- When above conditions are met work may commence.
- If the job requires the lockout to be interrupted for testing etc. the procedure must start over again.
- When the work is done only the person who puts on a lock must take it off.
- Ensure all guards are replaced
- Ensure that all tools, materials and equipment are removed from the work area.
- **MAKE SURE EVERYONE IS CLEAR OF THE DANGER AREA BEFORE RE-STARTING.**
- The plant can now be operated.

Isolation

Isolation and lockout of equipment is required prior to carrying out maintenance or cleaning. It is your responsibility to ensure your safety and the safety of others. The following procedures must be adopted:

- Guards must never be removed from moving machinery. They may only be removed for maintenance/cleaning purposes and must be replaced on completion of the task. Persons removing guards should also replace same. Your Supervisor should be advised of any missing guards.
- For electrically powered equipment, isolation is achieved by either switching out the control panel/isolator or removing the relevant fuses. A lock and tag system as described below must be implemented. A "Maintenance in Progress" sign must be hung on the affected equipment.
- For maintenance involving entering the shredding chamber of the machine, the door should be locked by the fitter/operative and the key retained by him or the Supervisor. If this is not possible,

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the relevant fuses should be removed and retained by the fitter and the “Maintenance in Progress” sign hung over the starter.

- **The permission of the fitter must be obtained before starting any equipment being operated on by him.**
- For maintenance on pulleys, head drums, tail drums, etc., isolation may be achieved by removal of V-belts or by use of taper lock/isolation switch.
- Pneumatic/hydraulic power supplies should ideally be isolated electrically at source and any residual pressure in pipelines or pressure vessels should be vented/drained and a length of pipe or fitting removed, so that there is a physical gap in the pipeline.
- Mobile plant should be isolated by switching off the machine and removing the key. The person performing the maintenance should retain the key. An “Out of Order” sign should be hung on the relevant machine.
- If a ‘Do not start’ card is hanging on a piece of equipment or machinery, it must only be removed by the person who placed it there.
- Persons entering bins/hoppers must notify the person operating the equipment.
- The advice of your Supervisor or fitter should be obtained if in doubt over the isolation of a particular piece of equipment.
- Safe Operating Procedures will be developed for all plant/equipment across the site, this will include electrical isolation/mechanical isolation etc.
- **ALWAYS CHECK- NEVER TAKE CHANCES. NEVER ASSUME THAT SOMEONE ELSE HAS ISOLATED THE MACHINERY. YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY.**

High	Fatality, major injury or illness causing long term disability.	High	Certain, near certain.	Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium	Injury or illness causing short term disability.	Medium	Reasonably likely to occur	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low	Minor injury	Low	Very seldom or never.	The possibility of injury or material loss is unlikely, although conceivable.

Using the table above, an overall risk assessment rating is decided after controls are assigned.

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Hazard Identification

A hazard is defined as something with the potential to cause harm.e.g. working at height, manual handling, electricity, welding, dangerous chemicals, and housekeeping. Harm includes injury, ill health, damage to plant/equipment and the environment.

The Company is familiar with the hazards with the type of work they are involved in. But to identify the main hazards and put in their true perspective, we check:

- Records of accidents, ill health and insurance claims
- Any relevant legislation, or standards covering the hazard
- Manufacturer's instructions or datasheets
- New Equipment and/or tasks
- Hazards may be grouped into the following categories
- Physical Hazards
- Health Hazards
- Chemical Hazards
- Biological Agent Hazards
- Human Factor Hazards

The first step in safeguarding safety and health is to identify hazards from materials, equipment, chemicals and work activities. This requires systematically examining the workplace and work activities to identify workplace generated hazards.

Risk Assessment

Risk is the likelihood, great or small, that someone will be harmed by the hazard, together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

Risk Assessment is a careful examination of what, in the workplace, could cause harm to people, arising from hazards, taking into account the adequacy of existing controls, and deciding whether or not the risk is acceptable, i.e. we can weigh up whether we have taken enough precautions or should do more to prevent harm.

Controlling Risk means that we do all that is reasonably practicable to ensure that a hazard will not injure anyone.

Residual risk is the risk rating applied after the controls have been implemented.

Assessing risks is a general requirement of the Safety, Health and Welfare Act of 2005. Assessing risk is necessary in order to identify their relative importance and to obtain information about their extent and nature. This will help in deciding on methods of control. We must determine the relative importance of risks and this involves deciding on the severity of the hazard and the likelihood of occurrence.

Rate each of these Frequency and Severity as High Medium or Low.

When we rate the risk according to our findings emphasised, priority will be given at the company to risks that present the greatest severity. The likelihood of occurrence however cannot be ignored for example where two risks have the same severity the one with the most likelihood to occur a number should take precedence.

The risk assessment process should allow involvement of those individual Employees and Supervisors who have most knowledge of the area or operation. We determine controls liaising with Management and employees of a department assessed to determine a frame work of controls and actions dates. All final

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decisions about risk controls must take into account the relevant legal requirements. An assessment of cost, information about the relative cost effectiveness and reliability of different controls measures will be necessary to decide an acceptable level of risk control.

The Risk Assessment Process is subject to periodic revision to reflect site conditions. To reflect current practices and procedures and to reflect legislative changes; these changes will be implanted on an ongoing basis throughout the life of this document. Any changes will be communicated to all relevant employees and anyone who may be affected by our activities.

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RA - 1 Access and Egress		Residual Risk: L
Task: Operations including tools and equipment: All COMPANY locations- sites, offices, stores, workshops, canteens, drying rooms, toilets etc. For all types of work activities within the working environment.		Date: MARCH 2019 Revision No.4

WHO MAY BE HARMED?









Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X

HAZARDS	Risk Ratings										
	Without Controls	With Controls									
• Vehicle Movement	High	Low									
• Trips	High	Low									
• Falls	High	Low									
• Collisions	High	Low									
• Injuries including cuts to feet etc.	High	Low									
TRAINING:	Safe Pass	Company Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	Other	X

CONTROL MEASURES

- Provide clearly marked and safe routes for pedestrians on site.
- Inform all employees of access routes and any changes to these throughout the course of the project.
- Position unloading areas to avoid reversing.
- Provide separate pedestrian and vehicle access where possible.
- Plan all lifting operations to avoid lifting over others.
- Keep emergency routes clear. Provide large warning signs and suitable lighting.
- Adequate night protection: site lighting, plant immobilized.
- Ensure emergency services have suitable access.
- Immobilize site transport when not in use.
- Accompany authorized visitors.
- Prohibit unauthorized people and children from entering the site.
- Erect suitable fencing and warning signs to keep public and children out, a new gate/barrier system will be in place in the coming weeks giving the weighbridge operator more control over traffic coming into the yard.
- Keep walkways clean.
- Provide vehicle reversing alarms and banksman.
- It is vital that all fire escape doors are not obstructed at any time.
- All personnel to wear site standard PPE at all times.

Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest,	Safety Boots	Safety Glove	Hard Hats s	Hearing Protection	Eye Protection	Harness Protection	Face Shield/ Dust Masks		
Mandatory on all Sites			As per job Requirements						

References:	General Application Reg's S.I. 299/07 Part 4, SHAWW Act 2005 Construction Regulations 2013 SI 291
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RA-2 Housekeeping		Residual Risk: L
Task: Operations including tools and equipment: All COMPANY locations - Sites, offices, stores, workshops canteens, toilets etc. For all types of work activities within the working environment.		Date: MARCH 2019 Revision No.4

WHO MAY BE HARMED?









Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X

HAZARDS	Risk Ratings										
	Without Controls	With Controls									
	High	Low									
	High	Low									
	Med	Low									
<ul style="list-style-type: none"> Slips trips and falls People and objects falling Fire Injury to pedestrians and members of the public. 	Med	Low									
TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	Other	

CONTROL MEASURES

- Planning:**
- Sufficient time, resources and operatives are to be provided to maintain satisfactory levels of housekeeping though out the work area.
 - Physical Controls/Procedures:**
 - Housekeeping policy applies to all areas
 - “Clean as you go policy”
 - Provide equipment to maintain work areas in a clean orderly state (bins, cleaning equipment storage areas)
 - Walkways and access/egress routes to be kept clear at all times.
 - Materials tools or equipment not to be left in walkways or access/egress routes.
 - Store materials in such a way that they cannot become tripping hazards.
 - Housekeeping includes as competent of safe systems.
 - Keep floor free of oil, grease, or any other type of liquid.
 - Spillages to be cleaned up immediately.
 - Place all scrap pieces in the correct containers. Segregate all waste.
 - Combustible materials such as packaging etc. to be disposed in a safe way.
 - All workplaces will be sufficiently illuminated for personnel to perform work safely.
 - Store Flammable materials in approved containers away from sources of ignition.
 - Use racks when storing long materials. When using pallets do not store them too high.
 - Daily inspections to take place to ensure strict housekeeping and identification of hazards.
 - PPE-Mandatory site PPE, Glove, Glasses etc. as required.
- Managerial/Supervisory:**
- Management to provide clear instructions on the standards of housekeeping required and any particular procedures to be followed.
 - Management to ensure daily inspections and monitoring of housekeeping.
- Training:**
- Operatives are to be instructed in general housekeeping standards and any applicable procedures

Personal Protective Equipment Required

								Other	Permits	
Hi Vis Vest,	Safety Boots	Safety Gloves	Hard Hats	Hearing Protection	Eye Protection	Harness Protection	Face Shield/ Dust Masks			
Mandatory on all Sites			As per job Requirements							

References:	General Application Reg's S.I. 299/07 Part 4, SHAWW Act 2005 Construction Regulations 2013 SI 291
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RA-3 Slips, Trips and Falls	Residual Risk: L
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Task: Operations including tools and equipment: All Company locations including site-based Operations / Workshop/ offices, stores, canteens, toilets etc. For all type of work activities at the same level within the working environment including platforms.	Date: MARCH 2019 Revision No.4
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WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS	Risk Ratings	
	Without Controls	With Controls
	<ul style="list-style-type: none"> Cuts and Abrasions Laceration Serious bodily injury Amputation Death 	Med
	Med	Low
	High	Low
	High	Low
	High	Low

TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	Other
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CONTROL MEASURES

- Ensure routes are kept clean and clear. Remove rubble, waste and other materials from access/task routes.
- Use designated routes to and from workplace.
- Site tidiness maintained by cleaning up during work, at end of day (major) weekly to avoid slips and trips.
- Assess areas to ensure safe access e.g. Ensure false doors are secured, work machinery for oil leaks etc.
- Avoid walking through areas where surface isn't fully visible e.g. Covered in floor protection, pooling of water- risk of Ops being covered.
- Vigilance from employees as to the risks from slips trips and falls.
- All extension leads / electric cables must be suspended safely in areas and/or laid as not to obstruct access/egress paths etc.
- Method of working clearly outlined including scope, routes and housekeeping.
- Ensure boots are kept clean and free of mud, oil, grease, use anti-static, oil resistance safety boots. Keep footwear as clean as possible.
- Ensure ladders are set on solid ground, away from other obstructions.
- Tidy up area after each task.
- Never block access/egress routes with materials equipment.
- Inform all employees of access/egress routes and any changes to these throughout the course of the project.
- Appropriate PPE equipment to be worn.

Personal Protective Equipment Required

								Other	Permits	
Hi Vis Vest,	Safety Boots	Safety Glove	Hard Hats s	Hearing Protection	Eye Protection	Harness Protection	Face Shield/ Dust Masks			
Mandatory on all Sites			As per job Requirements							

References:	General Application Reg's S.I. 299/07 Part 4, SHAWW Act 2005 Construction Regulations 2013 SI 291
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RA-4 Manual Handling	Residual Risk: L
Task: Operations including tools and equipment: All persons involved in transporting or supporting of a load by 1 or more employees and include lifting, putting down, pulling, pushing, carrying or moving a load, which, by reason of its characteristics or of unfavorable ergonomic conditions, involves risks, particularly of back injuries to employees.	Date: MARCH 2019 Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	
Contractors	X	Official Visitors	X	Plant Operators	X

HAZARDS	Risk Ratings																						
	Without Controls						With Controls																
	Med						Low																
<ul style="list-style-type: none"> Back Injury- Ligament strains, muscle strains, Fatigue, Abdominal hernia, Prolapsed/herniated discs, Paralysis Hand- trap/ Cut injuries 												Med						Low					
TRAINING:	Safe Pass		COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X			Other										

CONTROL MEASURES









Controls:

- Employees are trained in correct manual handling techniques, refresher training to be provided as it falls due.
- Wear the correct personal protective equipment eg: safety boots, high Vis vest and wear safety gloves at all times.
- Keep fingers clear when placing bins on the lifting attachment.
- All large bins are on wheels to assist in manoeuvring them. Where required with heavy bins, two persons to push / pull the bins into position on the lifting attachment.
- Baled recyclables to be lifting by baling straps and thrown into the back of the recycling trucks.
- Recycling trucks to be at a standstill and as close as possible to the pickup point when recyclables are being put in.
- Always bend your knees and keep your back straight when lifting bales, boxes, bags etc. off the ground.
There are at least two bin handlers on recycling rounds, if any baled load is too heavy for you to lift on your own then do not lift it, either break the load down to make it manageable or get help and carry out a team lift.
- Avoid Manual Handling- design
- Substitute loads for lighter loads
- Use of certified mechanical lifting equipment and mechanical aids by competent personnel e.g. Telescopic handlers, Skid steers etc.
- Supply special mechanical aids for handling specific items e.g. For manhole covers (keys)
- Administrative controls- SOPs, Method Statements
- Full training and instruction provided in both induction and refresher safety training.

8 Principles of Safe Lifting

- Access the load
- Broad stable base (foot placement)
- Bend the knees
- Keep the back straight. Though not necessarily vertical.
- Take a firm grip
- Keeping the arms in line with the trunk
- Lift with the legs and keep the weight close to the center of gravity
- Turn the feet in the direction of the movement.

Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest,	Safety Boots	Safety Glove	Hard Hats	Hearing Protection	Eye Protection	Harness Protection	Face Shield/ Dust Masks		

Mandatory on all Sites

As per job Requirements

References: General Application Regulations S.I.299/ 2007 Chapter 4 Part 2, Reg's 68, 69 & Schedule 3 3.

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RA-5 Fire		Residual Risk: L
Task: Operations including tools and equipment: All COMPANY locations including sites, offices, stores, vehicles etc. Use Emergency Plans, fire extinguishers, fire blankets, assembly points, evacuation sheets, emergency services.		Date: MARCH 2019
		Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X

HAZARDS	Risk Ratings	
	Without Controls	With Controls
	High	Low
	High	Low
	High	Low

- Risks to people i.e. burns or death.
- Damage to property
- Damage to plant
- Loss of property or plant or both

TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	Other	
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CONTROL MEASURES

- Training to be provided in fire safety and use of firefighting equipment to designate employees.
- Suitable firefighting equipment to be provided for each work area.
- Strict housekeeping to be maintained.
Flammable liquids and combustible materials must be removed, segregated and/or protected before hot work commences.
- Hot work permit system to be implemented where required.
Working area to be assessed before the work is carried out to ensure work is carried out away from flammable material and members of the public.
- Remove all waste and flammable material before welding.
- Obey no smoking policy.
- Use correct type of electrical fuses and fittings. Ensure all terminations are correct and secure.
- Ensure employee awareness of emergency and evacuation procedures.
- Evacuation and emergency drill to be carried out at regular intervals.

Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest,	Safety Boots	Safety Glove	Hard Hats s	Hearing Protection	Eye Protection	Harness Protection	Face Shield/ Dust Masks		

Mandatory on all Sites

As per job Requirements

References:	General Application Reg's S.I. 299/07 SI 10/00 Building Control Amendment Regulations 2000 SHAWW Act 2005 Public Health (Tobacco) (Amendment) Act 2004
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Wheley Environmental Refuse Services Ltd March 2019

RA-6 First Aid	Residual Risk: L
Task: Operations including tools and equipment: First aid is the approved method of treating a casualty until he/she is placed, if necessary, in the care of a doctor or removed to hospital. First aid treatment is given to a casualty to Preserve life- deal with any life-threatening injuries; Prevent further injury - don't move casualty unnecessarily; Promote recovery, treat injury / shock and reassure. First Aid at all COMPANY locations to injured parties and persons with open wounds.	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS	Risk Ratings	
	Without Controls	With Controls
	High	Low
	High	Low
	High	Low

- Infection (direct contact, indirect contact and airborne)
- Burns- corrosive or oxidizing substances
- Exposure to hazardous substances
- Poisoning by toxic substances

TRAINING:	Safe Pass		COMPAN Y Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X		Other	
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CONTROL MEASURES

- Only competent Occupational First Aid Course and/or Refresher (every 2 yrs.) with assessment by instructor.
- We have six trained First Aiders on site which cover the office, garage, plastics facility, weighbridge and MRF.
- Ensure provision and regular inspection of fully stocked first aid boxes.
- Ensure all employees know the location of the first aid box and competent First Aider signage, inductions.
- All employees must report all injuries and be treated by competent first aid immediately.
- All wounds must be cleaned and kept covered- weather work related or received outside work.
- First Aiders to ensure they wear disposable/sterile gloves at all times- to avoid direct contact.
- Sterilize re-usable first aid equipment before and after use with sterilized wipes e.g. Scissors, safety pins.
- Wash infected area thoroughly and seek medical advice if accidental contact is made with open wounds, hazardous, corrosive, oxidizing and or poisonous substances.
- Ensure use of ventilation equipment to avoid direct mouth to mouth contact.
- Ensure communication links are available with external emergency services.
- All emergency plans must incorporate existing features into this plan.
- When working at other sites ensure that all WERS employees are familiar with the site rules with regards Access/Egress, emergency contacts/First Aid procedures etc....

								Other	Permits
Hi Vis Vest,	Safety Boots	Safety Glove	Hard Hats s	Hearing Protection	Eye Protection	Harness Protection	Face Shield/ Dust Masks		

As per job Requirements

References:	General Application Reg's 2007 Chapter 2 of Part 7 SHAWW Act 2005
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Wheley Environmental Refuse Services Ltd March 2019

RA-7 Dust	Residual Risk: L
Task: Operations including tools and equipment: All Company locations. Housekeeping (Sweeping),	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	
Contractors	X	Official Visitors	X	Plant Operators	X

HAZARDS	Risk Ratings	
	Without Controls	With Controls
	<ul style="list-style-type: none"> Inhalation of contaminants Ingestion of contaminants Asphyxia Respiratory problems, coughing, breathlessness and possibly cancer. Occupational Asthma, Silicosis. Irritation of eyes, ears or throat 	High
	High	Low
	Med	Low
	Med	Low
	Med	Low
	Med	Low

TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	Other	
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CONTROL MEASURES

- Work will be assessed to determine those activities that may generate dust.
- Provide suitable respiratory equipment where exposure to dust cannot be sufficiently reduced.
- Provide information, instruction and training for employees on the risks to health and precautions to be taken regarding any work with substances hazardous to health.
- Offer health surveillance to employees, where a hazard has been identified.
- Once those hazards have been identified, to put control measures into place, to remove or reduce those hazards so far as is reasonably practicable.
- Minimize all dust generation during operations.
- Damp areas down to reduce dispersion of dust.
- Dust emissions to be minimized and/or contained within boundaries of the site, e.g. dampening work before or during cutting.
- Windblown dust to be reduced by dampening down the surface.
- Where possible, all internal dust should be removed after the work has been completed and disposed of correctly.
- Safety data sheets checked for those materials producing dust. Hazardous / Toxic material identified and assessment to be made as to appropriate control measures.
- Prohibition of eating and smoking to be enforced in dusty atmospheres, especially where toxins may be present.
- Adequate means of monitoring/measuring harmful dust to be provided and max exposure ltd (MEL'S) to be checked where required.

Control Systems:

Local Exhaust Ventilation: Extraction is in place at the plastics facility.

Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest,	Safety Boots	Safety Glove	Face Shield/ Dust Masks	Hearing Protection	Eye Protection	Harness Protection	Hard Hats		
Mandatory on all Sites								As per job Requirements	
								Yes	

References: General Application Reg's S.I. 299/07 SHAWW 05
Air Pollution Act 1987 Environmental Protection Act 1992

Wheley Environmental Refuse Services Ltd March 2019

RA-8 Noise		Residual Risk: L
Task: Operations including tools and equipment: Noisy power tools or machinery e.g. Drills, abrasive wheels, teleporters etc. pneumatic impact tools etc.		Date: MARCH 2019
		Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X







HAZARDS	Risk Ratings	
	Without Controls	With Controls
<ul style="list-style-type: none"> Permanent hearing loss Temporary hearing loss Tinnitus (Ringing in ears) Fatigue – proneness to accidents Failure to hear warnings 	High	Low
	Med	Low
	Med	Low
	High	Low
	High	Low

TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	Other	
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CONTROL MEASURES

- Regular inspections of the works area to be carried out, with noise monitoring included in the inspection. All results to be recorded.
- Reduce noise levels at the source- design, use quieter process, engineering controls, absorbent material etc.
- Inductions to include information on Noise induced hearing loss and prevention
- Signs (Hearing protection must be worn) placed around the work area.
- If noise level is over 80dB (A), the risk of hearing loss is to be communicated to the employees and hearing protection must be provided.
- If the noise level is over 85 dB (A). Ear protection is mandatory.
- Risk assessments to be carried out detailing the appropriate P.P.E to be worn for the task in hand taking account of the individual user.
- Substitute sound proofed machinery in place of noisy plant where possible.
- All workers to wear appropriate personal protective equipment (PPE)
- Employees should control their exposure to noise outside of work.
- As a rule of thumb, you may be at risk if:
 - You have to shout to be clearly heard by someone two meters away
 - Your ears are still ringing after leaving the workplace
 - The noise is intrusive
 - You work in a noisy industry.

Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest,	Safety Boots	Hearing Protection	Safety Gloves	Hard Hats	Eye Protection	Harness Protection	Face Shield/ Dust Masks		

Mandatory on all Sites				As per job Requirements						
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References:	General Application Reg's S.I. 299/07 Part 5 Chap. 1 SA Guidance for employers on the Control of Noise at Work.
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Wheley Environmental Refuse Services Ltd March 2019

RA-9 PPE Requirements	Residual Risk: L
Task: Operations including tools and equipment: Company work areas must be kept clear of hazards. Company operatives must wear the correct PPE for the works being competed	Date: MARCH 2019 Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS	Risk Ratings	
	Without Controls	With Controls
• Risks to the person from Vehicles	High	Low
• Head Injury, from contacts or overhead	High	Low
• Body Injuries, from hot work, chemicals or contacts	High	Low
• Feet Injuries from vehicles or contacts	High	Low
• Damage to Eyes, grinding and drilling metal	High	Low
• Risks to the Respiratory Tract, grinding dust, welding fumes,	High	Low
• Injuries to hands, contacts, sharps, dust or chemicals contact	High	Low

TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	Other	
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CONTROL MEASURES

<ul style="list-style-type: none"> Only competent company employees are to use PPE supplied by WERS Waste, to ensure that it is being worn effectively. Hi-visibility apparel, (EN 470 or equivalent) must be worn on the site at all times, except during hot work Safety Helmet (EN 397 or equivalent) must be worn on the site at all times Flame Retardant Coveralls (EN 533 or equivalent) must be worn on the site where required. Safety Footwear, (EN 345 or equivalent) must be worn on the site at all times Safety Goggles and Safety Visors, (EN 166 or equivalent) to be worn while grinding and drilling, Safety Glasses to be kept on the person and worn when the task is completed Face Masks (EN149 or equivalent) must worn when dealing with dust Gloves (EN388) must be worn when operating the grinders and drills to protect the hands from chemical contact and mechanical abrasion 	
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Personal Protective Equipment Required

									Other	Permits	
	Hi Vis Vest,	Safety Boots	Safety Glove	Hard Hats s	Hearing Protection	Eye Protection	Harness Protection	Face Shield/ Dust Masks			
Mandatory on Company Sites				As per job Requirements							

References:	General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 S.I. 291
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Wheley Environmental Refuse Services Ltd March 2019

RA-10 Lighting	Residual Risk: L
Task: Operations including tools and equipment: Ensure that there is adequate lighting in the works area	Date: MARCH 2019
	Revision No.4









WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X		
Contractors	X	Official Visitors	X	Plant Operators			
HAZARDS				Risk Ratings			
				Without Controls		With Controls	
				Med		Low	
				Med		Low	
TRAINING:		Safe Pass	x	Company Induction	X		
		Manual Handling Training	X	Site Inductions	X		
				Tool Box Talks	X		
				Other			

CONTROL MEASURES

- Every work place and approach to work place must be adequately and suitably lit where lifting operations take place, or dangerous openings exist, and suitable lighting exists for workstations.
- Where natural light is inadequate then portable or other artificial lighting shall be supplied.
- Artificial lighting must not alter or affect warning signs notices
- Emergency lighting must be present where lighting failure would create high risk situations.
- Review of internal/emergency lighting to take place in the coming weeks.
- Lighting must be positioned not to cause glare or shadows
- Lighting to be installed or connected by component personnel.
- Temporary or portable lighting appliances must be regularly maintained
- Portable lighting must be protected from impact.
- PPE – Mandatory PPE, suitable eye protection where applicable.
- Management to ensure suitable lighting condition exist and inspection and maintenance of lighting appliances

Personal Protective Equipment Required

								Other	Permits	
Hi Vis Vest,	Safety Boots	Safety Glove	Hard Hats	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Dust Masks			
Mandatory on all Sites			As per job Requirements							

References:	SHAWW Act 2005 General Application Regulations SI299/07
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Wheley Environmental Refuse Services Ltd March 2019

Section 2 Work at Height

RA-1 Falling Objects	Residual Risk: L
Task: Operations including tools and equipment: Persons working overhead, materials stored overhead, materials being lifted.	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS	Risk Ratings	
	Without Controls	With Controls
<ul style="list-style-type: none"> Injuries- Impact, crush, collision, cuts, concussion Death Damage to plant, equipment 	High	Low
	High	Low
	High	Low

TRAINING	Safe Pass	COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	Other	X
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CONTROL MEASURES

- Employees prohibited from working above or below other employees.
- Boots, glasses and gloves to be worn at all times.
- All conveyors have guards fitted and are checked periodically.
- Guardrail systems with toe boards are required where there is a risk of falling materials.
- A clean as you go policy is in place at the picking station.
- Suitable and adequate storage facilities for materials- shelves, brackets, cages, doors, signage, clear access and egress etc.
- Secure all materials being transported with ratchet straps, ropes etc.
- Materials to be secured from winds and being blown away.
- Only approved and tested equipment to be used. Inspect test certificates before commencement of work.
- Ensure safe working load (SWL) is clearly marked.
- Ensure a safe system of work is in place. No entry to unauthorized personnel.
- SOPS will be developed for the MRF Picking line and Housekeeping and will be part of this SOP, also ensure that there are no persons underneath the drop chutes from the picking line. Signage to be put in place.
- No person to stand underneath a lifting operation under any circumstances.**
- Ensure employees are kept clear whilst loading/unloading are taking place.
- Driver to stay in the cab whilst loading/unloading is taking place.

Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Harness Protection	Eye Protection	Hearing Protection	Face Shield/ Dust Masks		
Mandatory on all Sites							As per job Requirements		

References:	General Application Reg's S.I. 299/07 SHAWW Act 2005
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Wheley Environmental Refuse Services Ltd March 2019

RA-2 Work at Heights	Residual Risk: L
Task: Operations including tools and equipment: Work in any place including at or below ground level and/or obtaining access to a place of work where an employee could fall a distance liable to cause injury. (THERE IS NO SAFE HEIGHT TO WORK) Includes work at or below ground level.	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?









Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X

HAZARDS		Risk Ratings								
		Without Controls				With Controls				
<ul style="list-style-type: none"> Persons falling from height Materials falling from height Failure of access equipment 		High				Low				
		High				Low				
		High				Low				
TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	Other

CONTROL MEASURES

- Work will be assessed before commencement, and hazards associated with work at height, identified – where possible
- Collective measures of fall prevention will be used. Where not feasible, safe systems of work will be implemented.
- Avoid work at height - design; carry out work from the ground.
- Reduce work at heights - design, carry out work from the ground.
- Safe means of access and egress will be provided to the area of work.
- Use Approved and certified equipment only.
- Choose a work platform that is reasonably practical to carry out the work. For work equipment adopt a hierarchy of selection
- System Scaffold, MEWP, Aluminum/Mobile Scaffold, Aluminum/Mobile Tower, Ladder (see RA)
- Where required, signs and barriers will be erected directly below works to warn of overhead operations.
- Edge protection will be provided at all openings or edges, where a fall is possible.
- Where edge protection is not practicable an alternative means of fall prevention / fall arrest will be identified.
- Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect 3rd parties.
- All equipment used will be checked to ensure it is in good working order, to correct specification and in date for inspection.
- All inspections to be recorded on GA3 form and kept in the safety file.
- All work at heights is to be supervised and carried out by a competent person.
- Ensure emergency procedure is implemented, communicated and adequate resources for rescue training and equipment are allocated.
- Safe systems of work for covering trailers is being looked at.

Personal Protective Equipment Required

								Other	Permits	
Hi Vis Vest,	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/Dust Masks		Yes	
Mandatory on all Sites				As per job Requirements						

References: General Application Reg's S.I. 299/07 Part 4, Reg's 94-119
SHAWW Act 2005

Wheley Environmental Refuse Services Ltd March 2019

RA-3 Extension & A Frame Ladders/Podium Ladders		Residual Risk: L
Task: Operations including tools and equipment: Where work at height cannot be avoided and a system scaffold, MEWP or aluminum /mobile tower are not feasible due to existing features on site that cannot be altered, and the work is of short duration a ladder may be used- LADDERS ARE FOR SHORT DURATION WORK ONLY- TYPICALLY 15-30 MINUTES.		Date: MARCH 2019 Revision No.4









WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public								
Contractors	X	Official Visitors	X	Plant Operators	X							
HAZARDS		Risk Ratings										
		Without Controls		With Controls								
<ul style="list-style-type: none"> Persons falling from a ladder Materials falling from a ladder Death, Bodily Injuries Equipment failure 		High		Low								
		High		Low								
		High		Low								
		Med		Low								
TRAINING:	Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other	

CONTROL MEASURES

- Ladders to be used only for low risk work and short duration (less than 30 min)
- If working from a Podium Ladder, ensure that the gate at the top is closed properly and that it is not broken.
- Ensure that hand tools are left on the rest area on top of the ladder and ensure that if there is a storage box on the ladder that all pieces of equipment are left in this area. Under foot conditions should be clean and tidy.
- All Ladders should not be used when more suitable means of accessing work at height is available e.g. Scaffolds, Alloy tower, M.E. W. P.
- Ensure employees are physically capable and trained in the proper safe use and inspection of ladders.
- Straight ladders should be tied at the top or footed. Only 1 person allowed on a ladder at a time.
- Always face the ladder when moving or working. Do not carry loads up or down ladders- pass loads hand to hand or use rope-maintain 3 points of contact at all times.
- Ladders should not be painted or treated in such a way as to conceal defects.
- The angle should be stable 75 degrees from horizontal i.e. 4 to 1
- Ensure the top of the ladder extends at least 1 meter above any landing platform.
- Never lean ladders against fragile surfaces and protect surfaces from damage.
- Ladders should be inspected before use, on a weekly basis and recorded on GA3 forms. They should be free from splits cracks or other defects. Any defects should be reported immediately.
- Footwear worn by persons using a ladder must be clean and of the type to provide satisfactory grip- overshoes must have grips on the soles.
- Metallic ladders must not be used near electricity or certain chemicals- check SDS
- Stepladders should be fully opened and not used as a straight ladder
- The top two steps of an A-Frame should never be used
- An Exclusion Zone may be required around the work area if there is a risk of falling objects on personnel underneath. Overreaching/Overloading must be avoided
- The ground conditions should be considered. Ensure the ground is level and solid.
- Never straddle an A-Frame ladder. Stepladders must be used fully open with cords taut.
- Ladders should be stored securely after use. Damaged ladders must be removed immediately.
- Alert other visitors, public to risks associated with the work carried on – signage, barriers

Personal Protective Equipment Required

								Other	Permits	
Hi Vis Vest,	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/ Dust Masks			
Mandatory on all Sites			As per job Requirements							

References: General Application Reg's S.I. 299/07 Part 4, Reg's 94-119
SHAWW Act 2005, Construction Regulations 2013 SI 291

Wheley Environmental Refuse Services Ltd March 2019

RA-4 MEWP (Mobile Elevated Working Platform)	Residual Risk: L
Task: Operations including tools and equipment: Where work at height cannot be avoided and a system or scaffold, MEWP are feasible due to existing features on site.	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS	Risk Ratings	
	Without Controls	With Controls
	<ul style="list-style-type: none"> Persons falling from MEWP Materials falling from MEWP Death, Bodily Injuries Equipment failure Overturning of MEWP 	Med
	High	Low
	High	Low
	Med	Low
	High	Low

TRAINING:	Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other	X
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CONTROL MEASURES

- The use of MEWPs will be coordinated with Site Management and other contractors.
- Area of M.E.W.P. use will be surveyed before M.E.W.P. deployment.
- Control of traffic and pedestrians will be planned.
- Platform capacity will be checked to ensure sufficient height and SWL for the work undertaken, before use.
- The area of work is to be cordoned off.
- Platforms must not be operated outside limits set by the manufacturer.
- The operating area will be firm and level.
- The use of stabilisers at all times when as per manufactures instructions.
- Stabilisers will be extended before the platform is raised;
- Platforms are not to be left unattended in the raised position.
- All operatives using MEWPs must wear fall arrest equipment attached to the designated anchorage point within the basket.
- Safety Harness to be worn at all times
- Management to ensure all relevant statutory inspections and certifications are current.
 - GA1 to be completed every 6 Months and in date
 - GA3 to weekly
 - MEWPs to be checked before use
- Managers are responsible for ensuring that only-trained and authorised personnel use the platforms
- Platforms require regular maintenance, which must be arranged at appropriate intervals.
- Management to ensure that inspections are carried out on the work area.
- All operatives must be trained in the safe use of MEWP platforms and working at height.
- Operatives must be trained in the safe use of fall arrest equipment.

Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest,	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/ Dust Masks		Yes

Mandatory on all Sites	As per job Requirements
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References:	General Application Reg's S.I. 299/07 Part 4, Reg's 94-119 SHAWW Act 2005 Construction Regulations 2013 SI 291 Operators Manual
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Wheley Environmental Refuse Services Ltd March 2019

RA-5 Mobile Tower Scaffolding		Residual Risk: L
Task: Operations including tools and equipment: Where work at height cannot be avoided. The use of Mobile Tower scaffold is used		Date: MARCH 2019
		Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS	Risk Ratings	
	Without Controls	With Controls
<ul style="list-style-type: none"> Persons falling from MEWP Materials falling from MEWP Death, Bodily Injuries Collapse of tower Over turning 	Med	Low
	High	Low
	High	Low
	Med	Low
	Med	Low

TRAINING:	Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X		X	Other	
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CONTROL MEASURES

- From time to time we may require Mobile tower scaffolding, when we do will follow these control measures
- Only component personnel will erect, modify or dismantle scaffolding towers.
- Specification for use of tower scaffolds will take into account the site ground conditions expected, height restrictions and obstructions.
- Maximum height to base ratios will not be exceeded.
- Trained personnel in accordance with relevant standards and manufacturer's instructions will erect towers.
- Ladder access should be internal and fixed to the narrowest side.
- External use without ties. Ties will be used in exposed or windy conditions.
- All tower platforms will be fully boarded and fitted with toe boards and guard-rails.
- Wheels will be braked or locked when the tower is in use.
- Personnel and materials will be removed before a tower is moved.
- Manufacturer's advice on maximum loading will be adhered to.
- PPE - Mandatory site PPE to be worn and any other PPE required as specified in method statements.
- Management to ensure all relevant statutory inspections and certifications are current.
- Management are to ensure that mobile towers are erected used and maintained as per manufactures and statutory requirements
- Management to ensure that inspections are carried out and GA3 forms completed weekly.
- Management to ensure all relevant statutory inspections and certifications are current.
 - GA1 to be completed every 6 Months and in date
 - GA2 to weekly
 - Scaffolding to be checked before use
- Persons erecting scaffolding must be adequately trained.
- Only trained competent personnel will carry out inspections of mobile towers.

Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest,	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/Dust Masks		Yes

Mandatory on all Sites

As per job Requirements

References: General Application Reg's S.I. 299/07 Part 4, Reg's 94-119
SHAWW Act 2005 Construction Regulations 2013 SI 291
Manufactures instructions.

Wheley Environmental Refuse Services Ltd March 2019

RA-6 Scaffolding	Residual Risk: L
Task: Operations including tools and equipment: Scaffolding being used as a means of safe access	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS Falls of Persons Falls of Materials Collapse of Scaffold	Risk Ratings	
	Without Controls	With Controls
	Med	Low
	High	Low

TRAINING:	Safe Pass	X	COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	X	Other	
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CONTROL MEASURES

- From time to time scaffold may be require on site for remedial work etc. When it is on site the following will be expected from the contractor:
 - Only component personnel trained will design, erect, alter and dismantle scaffolding.
 - Trained personnel in accordance with relevant standards and scaffold plan will erect alter and dismantle scaffold.
 - Plans are required for the assembly, use and dismantling of scaffolding which has special or unusual design.
 - Suitable Scaffolds will be selected with regard to nature of work, loads, and permit safe work and passage.
 - Scaffolds unavailable for use (assembly, alteration, dismantling) will be marked with warning signs and protected from unauthorised use (barriers etc.) where applicable
 - Scaffolds must be based on a firm and level stable foundation
 - Workers erecting scaffold must look out for voids such as basements or drains, or patches of soft ground, which could give way when loads are placed upon them.
 - Scaffolds should be correctly braced and tied onto a permanent structure or otherwise stabilised.
 - Scaffolds should be assembled in conformity with a recognised standard configuration, unless it has been specially designed, and a note of the design is available.
- Uses of scaffold –
- Scaffold must not be overloaded
 - Working at height risk assessment conditions apply.
 - No unauthorised persons to interfere with scaffold
 - PPE Mandatory site PPE to be worn and any other PPE required as specific risk assessments or scaffold plans.
 - Management to ensure all relevant statutory inspections and certifications are current.
 - GA1 to be completed every 6 Months and in date
 - GA2 to be completed weekly
 - Scaffolding to be checked before use
 - Managers are responsible for ensuring that only-trained and authorised personnel use the platforms
 - Platforms require regular maintenance, which must be arranged at appropriate intervals.
 - Management to ensure that inspections are carried out on the work area.

Personal Protective Equipment Required

								Other	Permits	
Hi Vis Vest,	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/ Dust Masks		Yes	
Mandatory on all Sites			As per job Requirements							

Wheley Environmental Refuse Services Ltd March 2019

Reference s:	General Application Reg's S.I. 299/07 Part 4, Reg's 94-119 SHAWW Act 2005 Construction Regulations 2013 SI 291
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Section 3 Plant & Equipment Risk Assessments

1. Plant & Equipment
2. Skidsteer
3. Teleporters
4. Loading Shovels
5. 360 Excavator/mini grabs
6. Lifting Equipment
7. Use of Tractors Dump Trailers & accessories
8. Overhead & Underground powerlines & Services
9. Use of Generators
10. Lifting Gear
11. Hand tools
12. Abrasive Wheels
13. Compressed Air Equipment
14. Use of Pneumatic Tools, air tools
15. Bench Grinders
16. Angle Grinders
17. Bench Drill/Drilling Tools
18. Welding
19. Gas Welding & Cutting Equipment
20. Use of Gas Cylinders
21. General Work Shop Activities
22. Electricity-Temporaries, Portable Power
23. Air spanners
24. Removing and replacing wheels from Vehicles
25. Inflating Tyres
26. Working on Wheels and Tyres & Inflating Tyres
27. Repair and Maintenance
28. Removing, Installing and Charging Batteries
29. Working under raised arms & Hydraulics
30. Shelving and Storage Units

Wheley Environmental Refuse Services Ltd March 2019

RA-1 Plant and Equipment	Residual Risk: L
Task: Operations including tools and equipment: Includes all work and general work with all forms of plant and equipment	Date: MARCH 2019
	Revision No.4









WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X
HAZARDS					
Risk Ratings					
			Without Controls	With Controls	
<ul style="list-style-type: none"> Contact with pedestrians/operatives Contact with other plant/vehicles Contact with existing structures Contact with existing services Openings 			High	Low	
			High	Low	
			Med	Low	
			Low	Low	
			Med	Low	
TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling	X
				Site Inductions	X
				Tool Box	X
					X
					Other

CONTROL MEASURES

- Vehicles shall be maintained in good condition and in accordance with the manufacturer's instructions. All drivers should undertake daily inspections of their vehicle prior to commencing works. All items of driver operated plant shall be fitted with rotating amber beacon / hazard warning lights. Adequate mirrors and visual aids (i.e. reversing camera) will be fitted to all plant to comply with the Reg's.
- Drivers shall make themselves fully aware of all site access routes.
- Drivers should be fully aware of all other works in progress adjacent to their works area.
- Plant operators should keep windows and all visual aids clean at all times
- The size of plant should be chosen correctly to suit the works in-hand.
- Loads should be distributed evenly so as not to overturn vehicles.
- Drivers should remain within vehicles whilst being loaded.
- Personnel are only permitted to travel on/within a site vehicle if there is manufacturer's seat provided.
- All personnel shall wear a seat belt whilst operating machinery where there is a seat belt provided.
- All Drivers to adhere to site speed limits.
- Where works are to be undertaken in a high-risk area; a banks man will be provided to co-ordinate activities.
- All plant operators shall wear the appropriate PPE whilst on site, whatever item of plant they operate.
- All delivery drivers should wear the minimum PPE whilst on site i.e.: - Hi-Viz vest, gloves and boots.
- When any routine maintenance is being undertaken on plant and equipment, the manufacturer's instructions should be strictly followed to ensure the machinery is in a secure position prior to maintenance works.
- When any item of plant or equipment is not in use it should be switched off and start key removed.
- All plant when parked should be secured by means of brakes or chocks (where required); and left in a manner which does not cause obstruction to other works, vehicles or access routes.
- All plant operators must fill out inspection forms on a weekly basis.
- All plant operators are to hold a valid training card or a recognized equivalent.

Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest,	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/Dust Masks		
Mandatory on all Sites								As per job Requirements	

References: SHAWW ACT 2005 General Application Reg's S.I. 299/07
Construction Regulations 2013 SI 291

Wheley Environmental Refuse Services Ltd March 2019

RA-2 Skid steers		Residual Risk: L
Task: Operations including tools and equipment: Use of Skid steers		Date: MARCH 2019
		Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS	Risk Ratings	
	Without Controls	With Controls
• Overturning of equipment	High	Low
• Dropping of unsecured load	High	Low
• Damage to trailers/shipping containers/conveyors	High	Low
• Injury to personnel working nearby	Med	Low
• Driving on unstable ground	Med	Low
• Overloading	Med	Low
• Excessive speeds	Med	Low

TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X		X	Other	
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CONTROL MEASURES

- Driver must carry out pre-use inspections
- The driver must ensure that the machine is in a stable position, on firm and level ground
- Load to be correctly located on the machine, secures against slipping and wide loads balanced to not tilt sideways.
- Load to be carefully deposited on to conveyors without shock loading.
- Signaller or operative to guide loads being placed in blind spots.
- Check for people in the vicinity. Keep personnel clear of operations (Plant / Personnel segregation). See site traffic management plan
- Persons not to stand between machine or the load and any fixed object to prevent being crushed.
- Pedestrians to adhere to pedestrian routes
- Carry loads close to the ground. Load charts to be in all cabs. No passengers to be carried
- SWL not to be exceeded
- No lifting of a person on the skidsteer – **materials handling only**
- Before using any attachment check with the manufacturer regarding the machine stability
- All skid steers should have these auxiliary safety devices and in good working order:
 1. Flashing beacon
 2. Reversing beepers
 3. The machine is provided with appropriate devices that, where the visibility of any operator is restricted, such devices remedy the hazards arising from inadequate direct vision (1m rule)
- Daily checks to be made by driver on brakes, steering etc., weekly check to be recorded on form GA2
- Ensure regular maintenance and inspection. Ensure that rules governing authorised use of plant are described at induction.
- If attachments are to be fitted to the skidsteer ensure it is compatible and approved for use and secure before using

Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest,	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/Dust Masks		

Wheeley Environmental Refuse Services Ltd March 2019

Mandatory on all Sites	As per job Requirements		
References:	SHAWW Act 2005. General Applications SI 299/07 Code of practice for the use of skid steers		

RA-3 Teleporters	Residual Risk: L
Task: Operations including tools and equipment: Use of Fork Lift Trucks and Telescopic Handlers	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public										
Contractors	X	Official Visitors	X	Plant Operators	X									
HAZARDS			Risk Ratings											
<ul style="list-style-type: none"> Overturning of equipment Dropping of unsecured load Damage to scaffolding or loading bays when off loading Injury to personnel working nearby Driving on unstable ground Overloading Excessive speeds 			Without Controls		With Controls									
			High		Low									
			High		Low									
			High		Low									
			Med		Low									
			Med		Low									
			Med		Low									
			Med		Low									
TRAINING:	Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X		X	Other	

CONTROL MEASURES

- The driver must ensure that the machine is in a stable position, on firm and level ground and that stabilisers are used (where fitted)
- Load to be correctly located on the forks, secures against slipping and wide loads balanced to not tilt sideways.
- Check for people in the vicinity. Keep personnel clear of operations (Plant / Personnel segregation). See site traffic management plan
- Pedestrians to adhere to pedestrian routes
- Persons not to stand between machine or the load and any fixed object to prevent being crushed.
- Carry loads close to the ground. Load charts to be in all cabs. No passengers to be carried
- No lifting of a person on the forks – **materials handling only**
- SWL must not be exceeded
- Before using any attachment check with the manufacturer regarding the machine stability
- When using job or hook attachment, operating procedures as per mobile cranes apply
- All telescopic handlers should have these auxiliary safety devices and in good working order:
 4. Device fitted to prevent a load being lifted beyond a given height and the machine rated load
 5. Automatic Safe Load Indicators/Levelling Indicator/Check Valves Indicator lamp for stabilisers
 6. The machine is provided with appropriate devices that, where the visibility of any operator is restricted, such devices remedy the hazards arising from inadequate direct vision (1m rule)
- Daily checks to be made by driver on brakes, steering etc., weekly check to be recorded on form GA2
- Ensure regular maintenance and inspection. Ensure that rules governing authorised use of plant are described at induction.
- If attachments are to be fitted to a telescopic handler, ensure it is compatible and approved for use and secure before using
- Before Maintenance works on the teleporter commences, chocks to be placed when working on an incline
- When parking machines on an incline chocks should be placed
- Man, Baskets are only to be used in exceptional circumstances. Permission must be received from the Director and the EHS Advisor. If permission is granted a detailed task specific Risk Assessment and Method Statement are required

Personal Protective Equipment Required









								Other	Permits
Hi Vis Vest,	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/Dust		

Wheley Environmental Refuse Services Ltd March 2019

- Caution to be taken in the Shovel Crush Zone. Ensure Safety Bar is in place at all times when greasing in zone.
- Be careful never to drive into baler hoppers/conveyors.
- A fire extinguisher, which is in safe working order, is provided in the machine cab.
- Brake testing is carried out regularly on the loading shovel.
- Remove all loose items from the cab. Keep hand and foot controls, steps and hand-holds free from grease, oil and dirt.

- The operator must face the machine with 3 points of contact while ascending and descending the machine. Hand and foot holds are provided to allow safe descent from and climbing onto the Loading Shovel.
- Seat belts must be worn.
- Operators must be able to see all points 1metre up and 1 metre out from the machine (1 metre rule) with the use of visibility aids and looking around. The loader driver must ensure the mirrors are clean and adjusted correctly, windows clean and reversing camera clean and visibility is good whilst reversing.
- Loading shovel operators must drive at appropriate speed.
- Pedestrians have a duty to stay clear of all mobile plant and to wear high visibility clothing at all times.
- Under no circumstances must any employee park their private car or company van close to or in the vicinity of an operating loading shovel
- The driver of the loading shovel ensures that there is reasonably level ground on which to operate the loading shovel, inspect area before operation. All yards and loading bays are maintained in good condition.
- Lorries must not be overloaded at any time, safe secure load only. Ensure that driver is sure of weight before he leaves the depot.
- The driver has a responsibility to ensure that loads are safe for transporting and tipping.
- Loading shovel cabs are well insulated and are vibration damped to minimise the effects of noise.
- Appropriate PPE is worn at all times, hearing protection is worn when required.
- Loading shovel cabs are sealed and maintained to exclude dust. Access door to the cab is kept closed at all times.
- It is the responsibility of the driver to carry out daily visual check on their work area, to ensure it is safe to operate.
- Employees are instructed on the safe use of such equipment
- Loading shovels are never used for inappropriate purposes. (i.e. Lifting people)
- No persons are carried on any part of the loading shovel, unless there is provision in the cab for the carriage of persons, and they are authorised to be carried. No riding is permitted on the footsteps.
- When travelling keep the bucket low and tilted back.
- Pumping tyres is a dangerous task – care to be taken. Task must be completed by a trained / competent person. Ensure the hose is of adequate length so that you can safely position yourself away from the wall of the tyre to be pumped. Before pumping ensure you know the recommended tyre pressure. If this is not verifiable from the tyre itself then you must seek clarification from maintenance personnel or the tyre supplier / manufacturer.
- Jump starting vehicles is a dangerous task – care to be taken. May only be carried out by trained personnel following a risk assessment.
- Loading Shovels must be parked in a safe area. Reverse parking is encouraged. Maintain adequate space between each vehicle in case of fire. Only trained personnel are authorised to operate the loader and track machine,
- Machines are fitted with overhead beacon, cameras, and seatbelts, working lights, fully operational rear view and wing mirrors and a movement alarm on the excavator/mini grab.
- Lights on machines to remain on when working in the shed at all times.
- Correct holding pin / safety pin to be used for attachments on both machines at all times.
- Operatives must remain alert at all times and watch out for other moving equipment or pedestrians in or near the work area.
- Operatives to use designated steps and hand hold points when getting in and out of the cabs.
- Operator must be secure within the cab of the machine; no personnel are permitted to 'hitch a ride' on the machines at any time.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits
Hi Vis Vest,	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/ Dust Masks		
Mandatory on All Sites			As per job Requirements						
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005							









Wheley Environmental Refuse Services Ltd March 2019

RA: 5. 360 Excavator/mini grabs											Residual Risk L			
Task: All operations with 360/180 Excavator/mini grabs											Date: MARCH 2019			
											Revision No.4			
WHO MAY BE HARMED?														
Employees		X			Sub-contractors						General Public			
Contractors		X			Official Visitors		X				Plant Operators		X	
HAZARDS											Risk Ratings			
											Without Controls		With Controls	
<ul style="list-style-type: none"> • Entrapment of people on slewing or traveling • Contact with buried services or overhead services • Contact with pedestrians, other plant, fixed objects when • When moving bucket or other attachments (strike person) • Overturning due to overloading, working on slopes • Hazards associated when using as crane • Mechanical failure (e.g. unintentional release of quick hitch buckets) • Slips/falls when climbing in or out of a cab • Hydraulic Failure • Noise/ Dust/Fire 											High		Low	
											High		Low	
											High		Low	
											High		Low	
											High		Low	
											High		Low	
											High		Low	
											High		Low	
											Med		Low	
											Med		Low	
High		Low												
Training:	Safe Pass	X	Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	QSCS	X	Other	
CONTROL MEASURES														
<ul style="list-style-type: none"> • Only trained, experienced and authorised drivers operate the excavator/mini grabs. Safety warning signs are posted at strategic areas to alert persons to the movement of excavator/mini grabs and other vehicles. • It is the responsibility of the drivers to carry out daily visual checks on their machines to ensure that they are in safe working order. Any suspected defects are reported immediately to the manager. • The excavator/mini grabs are maintained in line with the manufacturer's instructions • Only trained and authorised and competent drivers work at the area. • Keep the body of the machine as clear as possible of any areas where the ground may be unstable. • Under no circumstances is any makeshift prop permitted underneath a raised arm or bucket of an excavator/mini grab. • The operator monitors high-pressure hydraulic lines and unions for damage and leaks. All leaks and damage are reported to the maintenance manager. Appropriate PPE is worn at all times. • Excavator/mini grab cabs are insulated, and vibration damped to minimise the effects of noise and vibration. • Hearing protection is worn when required. Excavator/mini grab cabs are sealed and maintained to exclude dust. • Access door to the cab is kept closed at all times. No persons are carried on any part of the excavator/mini grab, • Hand and foot holds are provided to aid safe ascent to/ descent from the excavator/mini grab cab and are maintained. • A fire extinguisher, which is in safe working order, is provided in the machine cab. • Employees are instructed on the safe use of such equipment. • UNDER NO CIRCUMSTANCES SHOULD PERSONS USE THE BUCKET OF THE MACHINE TO GAIN ACCESS TO HEIGHTS OR USE THEM AS A WORKING PLATFORM. • Quick hitches to be in good working order with safety pin in place. Mechanical locking pins must be used to prevent uncontrolled release of attachment. • Ensure Check Valves are in place when required and working. • All auxiliary safety devices to be in good work order • High visibility vest, to be worn when outside vehicle. • No worker must work within reach of an excavator/mini grab bucket or arm at any time. • Maintenance and inspection records must include the quick hitch mechanisms to ensure they are clean and in a fully serviceable condition. • All work must be supervised and checked and monitored to ensure compliance with Safe Working Procedures by both workers and plant operatives 														

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- Ensure statutory and company test, examination and inspection procedures are implemented. GA1 & GA2
- Ensure that excavator/mini grabs are used only by certified trained persons.
- Ensure that the rules relating to authorised use of plant and equipment are made clear to all personnel at induction

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks		
Mandatory on All Sites		As per job Requirements							
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005							

Wheley Environmental Refuse Services Ltd March 2019

RA-6 Lifting Equipment	Residual Risk: M
Task: Operations including tools and equipment: Includes winches, pulley blocks, gin wheels, slings, hooks, plate clamps, shackles, swivels, eye bolts and other similar lifting gear.	Date: MARCH 2019 Revision No.4

WHO MAY BE HARMED?









Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X

HAZARDS	Risk Ratings											
	Without Controls				With Controls							
<ul style="list-style-type: none"> Unplanned release or dropping of load Striking by falling objects Trapping between fixture and load. Damage to equipment or property Striking/arcing of overhead lines 	High				Med							
	High				Med							
	High				Med							
	High				Med							
	High				Med							
TRAINING:	Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other	X

CONTROL MEASURES

- Arrangements must be made for the carrying out and recording of statutory and through examinations.
- Before selection of lifting equipment, consideration should be given to the weight, size, shape and center of the gravity load.
- Lifting equipment is subject to a planned maintenance programme.
- All items of lifting equipment should be identified individually and stored so as to prevent physical damage or deterioration.
- Safe working loads of lifting equipment must be established before use.
- Sufficient numbers of trained personnel to be available on site before lifting begins.
- No persons to stand or work within the lifting appliance operating radius without the operator's permission.
- Loads must not be slewed over personnel, plant, site huts or property.
- The lifting appliance must be on firm, level base.
- Tail ropes will be used on large ropes to steady and guide them.
- Work will stop when weather conditions prevent safe operations.
- Packing to be used to protect slings from sharp edges on the load.
- All items of lifting equipment must be visually examined for signs of damage before use.
- Swinging of the load to be checked by ensuring the eyes of straps are directly below, the appliance hook, and that tail ropes are fitted to larger loads.
- Evidence of last thorough examination and inspection must be provided with the equipment. Lifting equipment will need to be tested twice a year and a GA1 report of thorough examination kept on file.
- Manufacturer's instructions to be checked to ensure that methods of sling attachment and slinging arrangements generally are correct.
- All certs and reports will be kept in the site safety file and log of all equipment centrally at Head Office.









Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest,	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/Dust Masks		
Mandatory on all Sites						As per job Requirements			









References:	General Application Reg's S.I. 299/07 Schedule 1 Part A-E SHAWW ACT 2005
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RA: 7 Use of Tractors and Trailers & Accessories	Residual Risk L
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Wheeley Environmental Refuse Services Ltd March 2019

Task: All operations with tractors and trailers when moving plant and machinery and when working at road works and building sites.							Date: MARCH 2019					
							Revision No.4					
WHO MAY BE HARMED?												
Employees		X		Sub-contractors		X		General Public		X		
Contractors		X		Official Visitors		X		Plant Operators		X		
HAZARDS					Risk Ratings							
<ul style="list-style-type: none"> • People being crushed or hit while loading or operating • Overturning/ Crushed when coupling/decoupling • Back strain • Overturning 					Without Controls			With Controls				
					Med			Low				
					Med			Low				
					Med			Low				
TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	X	Other	
CONTROL MEASURES												
<ul style="list-style-type: none"> ➤ Operatives should be trained ➤ The tractor and especially the hitch should be inspected annually and a GA1 form sought ➤ Incorporate the checks below as part of the weekly regime on the weekly GA2 form or an in-house plant check sheet. ➤ Tyres, wheels, brakes, suspension (if applicable), welds, stands and boards should be checked daily on the trailer ➤ PTO on tractor to be turned off when using dump trailer and to be adequately guarded ➤ If a trailer is being coupled: <ul style="list-style-type: none"> • Always hitch as low as possible and <u>never above the axle</u> then check for wear and tear of the hitch hook and pin. • This should be greased regularly to minimise to maintain in good condition. • Check for cracks in the welds of the draw bar • Check that the hitch eye nut is secure and that the lock pin is in place (especially after replacing the hitch) • A safety chain must be attached to the tractor at one end and the trailer at the other. Ensure it is correct length (not too long) • When working on roads the breakaway system must be used and comply with RSA standards. ➤ Suitable ear protection should be worn when the noise level on tractors exceeds 85 DBA ➤ Tractors should be parked in a safe manner and the keys removed when not in use ➤ Never stand between the tractor and other machines, or behind them. ➤ Never enter the space between the trailer body and the chassis while the trailer is being lowered or raised. If access is required the trailer should be either in the lowered position or if raised, suitably propped. ➤ Never stand with your feet under, on or near drawbars. Ensure that jacks, skids and other supports are used and maintained. ➤ Communicate clearly if you get help with hitching. Ensure that each time a trailer is coupled to the tractor that the driver stops the hydraulics to allow the hitch pin to take the weight of the trailer (ensure that the hitch is locked first). Tractors should have good tyres fitted for roadwork and hilly ground. ➤ Tractor hydraulics should be tested by a qualified mechanic Trailer to be maintained in a sound condition with good boards. ➤ Loads to be secured on the trailer and load balanced evenly. The tractor driver is responsible for the cargo. They must: Inspect their cargo. Check for stability and ensure the load is not overbalanced or too heavy for transport and unloading. ➤ Ensure the load is secured against falling or being blown off while transporting, prior to commencing journey 												
PERSONAL PROTECTIVE EQUIPMENT REQUIRED												
								Other	Permits			
Hi Vis Vest,	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/Dust Masks					
Mandatory on all Sites			As per job Requirements									
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291										

Wheley Environmental Refuse Services Ltd March 2019

RA: 8 Overhead/Underground Electricity Cables										Residual Risk M			
Task: All operations required when working near cables. Also, the risks associated with travelling under cables.										Date: MARCH 2019			
										Revision No.4			
WHO MAY BE HARMED?													
Employees			X	Sub-contractors			X	General Public			X		
Contractors			X	Official Visitors			X	Plant Operators			X		
HAZARDS						Risk Ratings							
						Without Controls			With Controls				
						<ul style="list-style-type: none"> Contact with overhead services (Outcome: Electrocution, burns, death, fire and damage to property) Contact with underground services (Outcome: Electrocution, burns, death, fire, damage to property) 			High			Med	
			High			Med							
Training:		Safe Pass		Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks		Other	
CONTROL MEASURES													
<ul style="list-style-type: none"> From time to time our drivers will have to exchange skips from building sites, when they do, they will follow these control measures. Our drivers to liaise with site management and abide by the site rules. Contact to be made with service provider to determine appropriate safety measures i.e. restrictor chains, shrouding, power off. Row of bunting both sides of ESB cables where live cables cross over road On road works run row of bunting parallel to live electricity cables Do not run bunting directly underneath cables Safety system to extend well past excavated trenches & moved along as project progresses Do not operate/ park plant – or store equipment or materials directly underneath live electricity cables Do not remove bunting to facilitate plant or equipment. Adapt work method instead Extra care to be taken in wet weather as ‘arcing’ possible (Shrouded lines DO NOT GUARANTEE TOTAL INSULATION) Competent employees and certified plant Appropriate education/training to be given. 													
PERSONAL PROTECTIVE EQUIPMENT REQUIRED													
								Other	Permits				
Hi Vis Vest	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/ Dust Masks						
Mandatory on all Sites						As per job Requirements							
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005, Construction Regulations 2013 SI 291											

Wheley Environmental Refuse Services Ltd March 2019

RA-9 Use of Generators	Residual Risk: L
Task: Operations including tools and equipment: Use when necessary in a well-ventilated area.	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors		Plant Operators	X









HAZARDS	Risk Ratings	
	Without Controls	With Controls
• Manual Handling	Med	Low
• Fire	Med	Low
• Carbon Monoxide poisoning	High	Low
• Electrocution	High	Low
• Slips, Trips and falls	Med	Med
• Burns	Med	Low
• Noise	Med	Low
• Vibration	Low	Low

TRAINING	Safe Pass	X	COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	Other	
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CONTROL MEASURES









- Avoid using in wet conditions. If unavoidable protect it from moisture
- Make sure any appliance connected to the generator is specifically designed for outdoor use.
- Ensure the generator is grounded
- Turn off engine when re-fuelling and use funnel.
- Fire extinguisher to be located close to generator.
- Generators to be located in well ventilated areas.
- Always face the exhaust of generator down-wind of the work area.
- Check leads on a daily basis for any damage and report any damage immediately
- Keep leads out of the way so as not to cause trip hazard
- Always keep generators and fuel cans in a drip tray
- Ensure generators are maintained

Personal Protective Equipment Required

								Other	Permits	
Hi Vis Vest	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/ Dust Masks			
Mandatory on all Sites			As per job Requirements							

References: General Application Regulation 2007
HWW Act 2005

Wheley Environmental Refuse Services Ltd March 2019

RA: 10 Lifting Gear - Working with Slings, Chains, Hooks, Shackles, Eye Bolts.										Residual Risk L							
Task: All lighting operations required on site. Ensure that all lifting equipment is certified										Date: MARCH 2019							
										Revision No.4							
WHO MAY BE HARMED?																	
Employees			X	Sub-contractors			X	General Public									
Contractors			X	Official Visitors			X	Plant Operators			X						
HAZARDS										Risk Ratings							
<ul style="list-style-type: none"> • Serious injury from falling objects • Collapse of the crane or pulley • Equipment being lifted. • Electric Shock • Serious Injury • Fatality 										Without Controls				With Controls			
										High				Low			
										High				Low			
										High				Low			
										High				Low			
										High				Low			
Training:		Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X		X	Other			
CONTROL MEASURES																	
<ul style="list-style-type: none"> • Operated only by competent & trained persons. • Regular inspection maintained in good condition. • Safe working load displayed and clearly marked on all Accessories. • Area cordoned off with no persons standing underneath. Put up warning signs. • Check methods of slinging and slings being used. • Make sure chains and slings are capable of taking the weight. • Make sure all hooks have safety clips and are working correctly. • A trained banksman must be on site. • Statutory tests certificates required. <p>Use of Accessories</p> <ul style="list-style-type: none"> • Use the right equipment for the job. • Ensure Accessories are in good condition before use • Check the safe working load marked on the accessories. • Check the safe working load to the load being lifted. • Do not stand under loads. • See the slings are properly adjusted to the load. • Protect wire rope or nylon belt slings from sharp edges. • Do not use fibre rope or wire slings for hot loads. • See that the sling is in good condition before use. Return the sling to store after use • Make sure that the chain is not kinked or twisted. Chains must be returned to the store immediately after use. • Chains and slings must never be shortened by knotting it. • Use approved hand signals • All lifting gear must be tested as per the General Application Regulations 2007. 																	
PERSONAL PROTECTIVE EQUIPMENT REQUIRED																	
								Other	Permits								
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks		Work at Heights								
Mandatory on all Sites						As per job Requirements				Yes							
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291															

Wheeley Environmental Refuse Services Ltd March 2019

RA-11 Hand Tools & Knives	Residual Risk: L
Task: Operations including tools and equipment: Use of hammer, screw drivers, knives, snips, tape measure etc.	Date: MARCH 2019 Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS	Risk Ratings	
	Without Controls	With Controls
<ul style="list-style-type: none"> Hand Injury Face/Eye Injury Foot Injury Injury to other parts of the body 	Med	Low
	Med	Low
	Med	Low
	Med	Low

TRAINING:	Safe Pass	X	COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	Other	X
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CONTROL MEASURES

- Select the right tool for the job. Substitutes the increase of having an accident.
- Avoid using hand tools with your wrist bent. Select tools that allow the wrist to stay straight.
- Ensure you understand how to use the tool.
- Keep tools in good condition. Use good quality tools and inspect each tool before commencing work.
- Insulated tools to be used when working with electricity.
- Keep cutting tools sharp and cover sharp edges when not in use.
- Craft knives must have a retractable blade.
- Do not cut towards yourself when using cutting tools. Always cut away.
- Replace cracked, broken handles on files, hammers, screwdrivers etc. Replace worn jaws on pliers, pipe tools.
- Carry tools in a sturdy tool box to and from the site.
- Do not carry a sharp tool in your pocket.
- Do not carry tools in a way that interferes with using both hands on a ladder or when doing any hazardous work. If working on a ladder or scaffold tools should be raised and lowered using a bucket and hand line.
- Wear the appropriate PPE, tight fitted cut resistant gloves, safety glasses or goggles.
- Clean as you go to avoid the buildup of materials which may lead to accidents.
- Do not use tools that are not right for the job e.g. do not use screwdrivers as chisels.
- Do not apply excessive force on any hand tool.
- Do not throw tools. Hand them, handle them directly to other workers.

Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Hard Hats	Face Shield/ Dust Masks		
Mandatory on all Sites						As per job Requirements			

References:	SHAWW Act 2005 General Application Regulations SI299/07
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Wheley Environmental Refuse Services Ltd March 2019

RA-12 Abrasive Wheels	Residual Risk: L
Task: Operations including tools and equipment: Includes Angle Grinders, Bench Grinders, Grinder in Plastics facility, cutting and grinding tasks.	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	
Contractors	X	Official Visitors	X	Plant Operators	X




HAZARDS	Risk Ratings	
	Without Controls	With Controls
<ul style="list-style-type: none"> Fire/explosion through ignition of sparks Bursting of abrasive wheel or disc at high speed Contact with wheel or disc resulting in laceration or amputation Losing control of the Equipment Clothing entanglement with moving parts Personnel injury- Eye injuries/blindness from flying parts Injury to bystanders Inhalation of dust/fumes Exposure to excessive noise levels 	Med	Low
	High	Low
	High	Low
	High	Low
	High	Low
	High	Low
	Med	Low
	Med	Low
	Med	Low
	Med	Low

TRAINING	Safe Pass	Company Induction	X	Manual Handling	X	Site Inductions	X	Tool Box Talks	X	Other	
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CONTROL MEASURES

- Operate all tools as per manufacturer's instructions.
- Only trained and competent personnel should change discs and operate grinders.
- Hot work permit system must be in place before starting work.
- Fire prevention equipment must also be in place i.e. Fire blankets, fire extinguishers.
- Area around grinding should be cleared from all combustible materials.
- The area should be adequately screened, and signs posted to inform and protect other trades/ visitors of flying particles.
- Always unplug the grinder before altering guards or changing discs.
- Use the correct disc for the job, cutting discs for cutting and grinding discs for grinding.
- Power rating, spindle speeds and identification number to be clearly identified on all grinders including bench mounted grinders.
- A visual inspection is required by the operator before use of all machines and discs for damage.
- Ensure all switches and safety devices are operating correctly before using. "Dead Man" switch fitted (angle grinders)
- Guards always correctly positioned, properly adjusted and cleaned before use.
- Always secure working item in a vice or clamp.
- Always stand on firm level ground while grinding.
- Ensure that bench mounted grinders are dressed on a regular basis (leveled out).
- Loose clothing, long hair should be rolled/tied up. Jewelry should also be removed.
- Appropriate PPE must be worn and in good condition, gloves. Full face shield, ear defenders and breathing apparatus if required.
- 110-volt equipment only to be used with easily accessible on/off switch.
- Provide adequate ventilation working in a confined space and control cutting activities.
- Ensure abrasive wheels are stored correctly in dry containers, in manufacturers packaging.
- Abrasive wheels should be checked pre-use. Any defects to abrasive wheels should be reported to a supervisor immediately.
- Do not cut overhead if possible.

Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Face Shield/Dust Masks	Hard Hats		

Mandatory on all Sites	As per job Requirements
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References:	General Application Reg's S.I. 299/07 Part 3 SHAWW Act 2005 HSE Guidance HS (G) 17, "Safe Use in Abrasive Wheels". Safety in Industry (Abrasive Wheel Reg's 1982) S.I. No.30 of 1982. SHWW {General Application} {Amendment} Regulations 2016 {SI 36/2016}
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Wheley Environmental Refuse Services Ltd March 2019

RA-13 Compressed Air Equipment		Residual Risk: L
Task: Operations including tools and equipment: All COMPANY locations on site where compressors are in use.		Date: MARCH 2019
		Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS	Risk Ratings	
	Without Controls	With Controls
<ul style="list-style-type: none"> Grit/Swarf Injury from tools Compressed Air Entering the body or blood stream Injury to feet if breaker points slips (usually caused by blunt point.) Noise Uncoupled hose swinging out of control Machine starting unintentionally while changing disc or attachments. Manual Handling accident moving compressor. Twisting of tool on stuck, fast or rusted nut and bolts. 	Med	Low
	High	Low
	Med	Low
	Med	Low
	Med	Low
	High	Low
	High	Med
	High	Low

TRAINING:	Safe Pass		COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X		Safe use of	X
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CONTROL MEASURES









- Check Equipment daily before use and report defects immediately.
- Equipment must be maintained and tested in accordance with legislation.
- Ensure engine cover/flaps must be in place during use, to ensure noise control is effective; this also includes mufflers fitted to breakers.
- Wear eye, foot and ear protection where needed but especially with breakers and abrasive discs.
- Hoses, connections and valves must be in good condition and correctly fitted.
- Take care when blowing out condensation etc. from hoses and ensure that the open end is secure and not pointing at anybody.
- Do not use compressed air for blowing down clothing etc. as compressed air can enter the body via the skin.
- Disconnect equipment from the compressor changing discs, tools etc. Do not fold hoses.
- Ensure that jockey wheel, stands and brakes are operational before manhandling compressors.
- Use a vehicle to move compressors whenever possible.
- Ensure that air receiver has been thoroughly examined within the last 24 months and a certificate provided.
- Power fastening and tightening equipment with a slip clutch should be used as much as possible.

Personal Protective Equipment Required









								Other	Permits
Hi Vis Vest	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Face Shield/ Dust Masks	Hard Hats		
Mandatory on all Sites						As per job Requirements			

References:	General Application Reg's S.I. 299/07 and associated amendments SHAWW Act 2005
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Wheley Environmental Refuse Services Ltd March 2019

RA: 14 Use of Pneumatic Tools – Air Tools										Residual Risk L	
Task: All operations regarding the use of pneumatic Air Tools.										Date: MARCH 2019	
										Revision No.4	
WHO MAY BE HARMED?											
Employees	X	Sub-contractors	X	General Public							
Contractors	X	Official Visitors	X	Plant Operators	X						
HAZARDS				Risk Ratings							
				Without Controls		With Controls					
<ul style="list-style-type: none"> Compressed Air Vibration white finger Particles from work surface Damage to operators' feet by breaker point Noise and dust Cuts Lacerations 				High		Low					
				High		Low					
				High		Low					
				High		Low					
				High		Low					
				High		Low					
Training:	Safe Pass	Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other	
CONTROL MEASURES											
<ul style="list-style-type: none"> Others to be kept clear of the work area. Operative to be trained & competent in using and maintaining the equipment Ensure hoses are properly connected and whip check springs attached Wear appropriate P.P.E., including ear defenders, safety goggles, dust masks Select tools to minimise vibration and noise levels. Ensure frequent breaks The point of the jackhammer should be kept sharpened to avoid skidding and coming into contact with operators' feet Use both hands when operating Tools and ensure stable stance Hold firmly against work piece Compressor to have relevant certification including lifting gear 											
PERSONAL PROTECTIVE EQUIPMENT REQUIRED											
								Other	Permits		
Hi Vis Vest,	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Face Shield/ Dust Masks	Hard Hats				
Mandatory on all Sites							As per job Requirements				
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291									

Wheley Environmental Refuse Services Ltd March 2019

RA: 15 Bench Grinder											Residual Risk	
Task: All operatives to be competent in the operation of bench grinders.											Date: MARCH 2019	
											Revision No.4	
WHO MAY BE HARMED?												
Employees			X	Sub-contractors			X	General Public				
Contractors			X	Official Visitors			X	Plant Operators			X	
HAZARDS					Risk Ratings							
<ul style="list-style-type: none"> Workers being struck with sparks and metal fillings (Outcome: Personal Injury) Entanglement (Outcome: Personal Injury) Noise levels created by the Grinder. (Outcome: Personal Injury) Sparks created by Grinder. (Outcome: Minor Personal Injury) Mounting the Machine (Personal Injury) Maintenance of Machine (Personal Injury) Grinding (Personal Injury) 					Without Controls				With Controls			
					High				Low			
					High				Low			
					High				Low			
					High				Low			
					High				Low			
					High				Low			
TRAINING:		Safe Pass	COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	X	Other
CONTROL MEASURES												
<ul style="list-style-type: none"> Wearing Goggles/face shield (correct standard) Ensure it is secured to bench Ensure guards are in place and not tampered with N.B. No operative to remove guards, suppliers of Grinder to investigate any defect with equipment No loose clothing/jewelry to be worn, ensure vis vest is securely fastened or overalls used Provide all operators with hearing protection and personnel working close to grinder must wear hearing protection. Machine checked every time before use and any defects reported to Garage Supervisor. PAT Testing to be carried out on a yearly basis Machine to be mounted in an area with restricted access Work piece must never be held with gloves, cloth, apron or pliers If the grinding wheels are in poor condition (Chipped, grooved & clogged) do not use. Dress or replace the wheels and ensure that they are dressed regularly and that the tool rests are always adjusted to within 1mm of the wheel and on or above the centre of the wheel. Extra safety signage to be put in place warning operatives/other workers of the associated dangers. Competent users only – operatives have been trained in the safe use of Abrasive wheels. 												
PERSONAL PROTECTIVE EQUIPMENT REQUIRED												
								Other	Permits			
Hi Vis Vest	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Face Shield/Dust Masks	Hard Hats					
Mandatory on all Sites						As per job Requirements						
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 SHWW {General Application} {Amendment} Regulations 2016 {SI 36/2016} Construction Regulations 2013 SI 291 Abrasive Wheels Regulations 1982										

Wheley Environmental Refuse Services Ltd March 2019

RA-16 Use of Angle Grinder	Residual Risk: L
Task: Use of Angle Grinder	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS		Risk Ratings	
		Without Controls	With Controls
<ul style="list-style-type: none"> Personal injury cuts lacerations clothes entanglement fumes, dust flying particles electrocution 	High	Low	
	Med	Low	
	Low	Low	
	Med	Low	
	High	Low	
	high	low	
	High	Low	

TRAINING:	Safe Pass	COMPAN Y Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	X	Other	
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CONTROL MEASURES

- Operating procedures will be displayed in areas where Angle-Grinder is being used.
- Operators manual to be followed at all times
- A hot-works permit will be obtained where required.
- Emergency equipment will be in place in the event of a fire.
- All operators will have undergone Abrasive Wheels training prior to being authorised to use the Angle Grinder.
- Guards must be in place and used at all times and electrical inspections must take place on a bi-monthly.
- Loose clothing must be tied up, long hair put under hard hat and all hanging jewellery removed.
- Disc or blade to be fitted by trained operators only and according to manufacturer's Instructions ensuring that the speed of blade/disc is compatible with the machine. Ensure that the new disc is in date and fit for the task to be performed.
- Ensure blade is freely rotating, properly secured and free from chips, cracks and vibration.
- NEVER use a defective disc.
- Ensure leads/plugs/cables are in perfect working order.
- Remove or cover with fire blanket all combustible material.
- Never attempt to use a 9" grinder above waist height.
- Never use a grinder between the legs or while sitting on the floor.
- Always keep cutting parts away from the body and hold machine with two hands.
- Be aware that the disc or blade may jump or jam causing sudden jolt forward.
- Discard any damaged tools or poorly maintained tools.
- Keep dust to a minimum, damp down areas if necessary.
- Remember that ear protection must be worn
- Erect warning signs to alert others to the dangers involved.

Personal Protective Equipment Required









								Other	Permits
Hi Vis Vest	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Face Shield/ Dust Masks	Hard Hats		

Mandatory on all Sites	As per job Requirements
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References:	SHAWW ACT 2005 SHWW {General Application} {Amendment} Regulations 2016 {SI 36/2016} General Application Reg's S.I. 299/07 /
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Wheley Environmental Refuse Services Ltd March 2019









	Construction Regulations 2013 SI 291
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RA: 17 Bench Drill/Drilling Tools										Residual Risk L					
Task: All operatives to be competent in the use of this machine.										Date: MARCH 2019					
										Revision No.4					
WHO MAY BE HARMED?															
Employees			X	Sub-contractors			X	General Public							
Contractors			X	Official Visitors			X	Plant Operators			X				
HAZARDS						Risk Ratings									
<ul style="list-style-type: none"> Workers being struck with sparks and metal fillings <i>(Outcome: Personal Injury)</i> Entanglement <i>(Outcome: Personal Injury)</i> Noise levels created by the Grinder. <i>(Outcome: Personal Injury)</i> Sparks created by Grinder. <i>(Outcome: Minor Personal Injury)</i> Mounting the Machine <i>(Personal Injury)</i> Maintenance of Machine <i>(Personal Injury)</i> Grinding <i>(Personal Injury)</i> 						Without Controls			With Controls						
						High			Low						
						High			Low						
						High			Low						
						High			Low						
						High			Low						
						High			Low						
High			Low												
Training:		Safe Pass		Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X			Other	
CONTROL MEASURES															
<ul style="list-style-type: none"> Eye protection to be worn Operators instructions to be followed at all times Ensure guards are in place and not tampered with N.B. No operative to remove guards, suppliers of Bench Drill to investigate any defect with equipment No loose clothing to be worn, ensure vis vest is securely fastened or overalls worn Provide all operators with hearing protection and personnel working close to Drill must wear hearing protection. Machine checked every time before use for any defects and all defects must be reported immediately to supervisor. PAT Testing to be carried out on a regular basis. Competent operatives only 															
PERSONAL PROTECTIVE EQUIPMENT REQUIRED															
								Other	Permits						
Hi Vis Vest	Safety Boots	Safety Gloves	Harness Protection	Hearing Protection	Eye Protection	Face Shield/Dust Masks	Hard Hats								
Mandatory on all Sites							As per job Requirements								
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005													

Wheley Environmental Refuse Services Ltd March 2019

RA: 18 Welding							Residual Risk L			
Task: Only competent operative to use welding equipment. Ensure that the equipment is in good working order for works across the sites							Date: MARCH 2019 Revision No.4			
WHO MAY BE HARMED?										
Employees	X	Sub-contractors	X	General Public						
Contractors	X	Official Visitors	X	Plant Operators					X	
HAZARDS				Risk Ratings						
				Without Controls			With Controls			
• Respiratory disease				High			Low			
• Systemic Poisoning				High			Low			
• UV radiation				High			Low			
• Ozone				High			Low			
• Welding fumes				High			Med			
• Eye injuries				High			Low			
• Burns to personnel				High			Med			
• Fire				High			Low			
• Electrocution				High			Med			
• Grinding tools, Explosives				High			Low			
Training:	Safe Pass	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other
CONTROL MEASURES										
<ul style="list-style-type: none"> Hot works permit to be completed before work commences Welding shields with the appropriate anti-flash screen to be worn Welders to wear leather welding shrouds and hoods or flame-retardant overalls Welding sets to be earthed Welding equipment to be checked regularly by competent person Welders, while welding, not to wear high viz vest Store and handle gas cylinders correctly Keep flammables away from area where welding is taking place Fire extinguishers to be immediately available in the area Fire blankets to be used when required Protect from infra-red and visible light by means of box goggles with a housing made to BS 1542 and filters made to BS EN 169 and 171 UV radiation to be avoided with filters to BS EN 169 and 170 Ventilate to avoid heat stress Welding screens to be erected between welder and others Refer to RA for gas cylinders Site Emergency Plan & Fire Evacuation Plan Operators instructions to be followed at all times 										
PERSONAL PROTECTIVE EQUIPMENT REQUIRED										
								Other	Permits	
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats			
Mandatory on all Sites						As per job Requirements				Yes
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291								

Wheley Environmental Refuse Services Ltd March 2019

RA: 19 Gas Welding & Cutting Equipment										Residual Risk L			
Task: All operational activities in the Workshop including working on a plant and machinery maintenance										Date: MARCH 2019			
										Revision No.4			
WHO MAY BE HARMED?													
Employees			X	Sub-contractors			General Public			X			
Contractors			X	Official Visitors			Plant Operators			X			
HAZARDS						Risk Ratings							
<ul style="list-style-type: none"> • Fire • Cylinder explosion • Inhalation of toxic fumes. • Asphyxiation • Injury to eyes • Burns 						Without Controls			With Controls				
						High			Low				
						Med			Low				
						Med			Low				
						Med			Low				
						Med			Low				
						Med			Low				
Training:		Safe Pass		COMPAN Y Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other	
CONTROL MEASURES													
<ul style="list-style-type: none"> • The minimum number of gas cylinders will be kept in the workplace • Suitable screens and fire blankets will be readily available to protect personnel etc. from sparks and heat. • Flash back arrestors are fitted to all gas regulator sets. • Fire extinguishers will be located in close proximity to flame cutting or welding. • Combustible materials will not be allowed in the hot work area. • Trolley to be available to move gas cylinders • All cylinders are secured in a gas bottle trolley. • Spark guns to be used to ignite the flame. • Oxy / fuel gas equipment to be shut down when not in use. • All instructions regarding the use and storage of gas cylinders are followed as outlined in the MSDS. • All hoses, regulators, torches etc. will be maintained in good condition. • PPE- Suitable goggles, Gloves, Overalls, Safety boots, respiratory protection where applicable • Monitor the correct use of gas equipment. • Trade training in use of equipment • Personnel to be made aware of hazards, risks and control measures associated with flame cutting. Operators instructions to be followed at all times 													
PERSONAL PROTECTIVE EQUIPMENT REQUIRED													
								Other	Permits				
Hi Vis Vest,	Safety Boots	Face Shield/ Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats						
Mandatory on all Sites					As per job Requirements					Yes			
References:		General Application Reg's S.I. 299/07, SHAWW Act 2005, Construction Regulations 2013 SI 291											

Wheley Environmental Refuse Services Ltd March 2019

RA: 20 Use of Gas cylinders						Residual Risk M					
Task: All operations involved in the use of CO2 Gas Cylinders						Date: MARCH 2019					
						Revision No.4					
WHO MAY BE HARMED?											
Employees		X		Sub-contractors		X		General Public		X	
Contractors		X		Official Visitors		X		Plant Operators		X	
HAZARDS Full and empty cylinders pose a risk of fire and explosion Manual handling injuries Transport/Storage Leaks						Risk Ratings					
						Without Controls				With Controls	
						High				Low	
						High				Low	
						High				Low	
High				Med							
Training:		Safe Pass	Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box talks	X	
									Other		

CONTROL MEASURES

- Persons must never use compressed gases without receiving proper training. Managers to ensure that all persons under their control using compressed gases have been trained, Pre Use Safety Inspection should be undertaken
- Always ensure that Safety Data Sheets are available for any gas in use.
- Do not locate cylinders on escape routes where they may pose a risk in an emergency situation.
- Ensure gas tubing is in good condition and is suitable for the gas, never use natural rubber tubing with O2.
- Never lay cylinders on their side unless they are empty and are being stored prior to removal off site. Never lay acetylene cylinders on their side, even when empty. When using flammable gases remove potential sources of ignition from the area where possible. Cylinders must always be securely fastened to a wall. Cylinders must never be left freestanding.
- The use of PTFE tape to seal joints is prohibited. The use of oil or greases on cylinder threads is prohibited.
- The regulator should be closed / turned to zero before opening the cylinder valve at the spindle.
- Flammable/fuel gases such as Hydrogen or Methane must never be used or stored in the same area as Oxygen, unless separated by a distance of 3 metres or a fire-resistant wall.
- Correctly sized tools must be used when fitting regulators to ensure no damage to the fittings and a secure fit.
- Naked flames must not be used in areas where flammable gases are stored or used.
- Regulators and other fittings must be rated and suitable for the gas in use.
- Areas in which compressed gases are in use must be adequately and continuously ventilated.
- Repairs to damaged regulators may only be undertaken by a competent service provider.
- When a cylinder is not in use the cylinder valve should be closed.
- Regulators must be serviced on a regular basis, as per the manufacturer's instructions. As a general rule an annual inspection with a five-year replacement or reconditioning is recommended.
- Gas supply pipe lines from centrally located cylinders must be inspected on a regular basis for leaks.

Storage









- Cylinders must be transported and secured in using a suitably sized cylinder trolley.
- Safety Boots and gloves must be worn when handling large compressed gas cylinders.
- Persons must never attempt to catch a falling cylinder.
- Regulators must be removed before transporting cylinders, event for short distances.
- Cylinders should be stored in well ventilated areas protected from the effects of weather and out of direct sunlight.
- Full cylinders should be stored separately to empty cylinders.
- Cylinders must be secured in an upright position.

Leak Response

If the leak is small, attempt to close off the cylinder valve but do not endanger yourself. Eliminate all sources of ignition, ventilate and evacuate the area. If the leak is large, evacuate the area and sound the fire alarm.

Following the large-scale leakage of an asphyxiating gas e.g. nitrogen, argon, etc., do not re-enter the area without permission. Be aware that gases can accumulate at floor or roof level without detection if leaks are small.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED








								Other	Permits
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats		
Mandatory on all Sites						As per job Requirements			Yes
References:		General Application Reg's S.I. 299/07							

Wheley Environmental Refuse Services Ltd March 2019

	SHAWW Act 2005
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RA: 21 General Workshop Activities							Residual Risk L			
Task: All operational activities in the Workshop including working on a plant and machinery maintenance							Date: MARCH 2019			
							Revision No.4			
WHO MAY BE HARMED?										
Employees	X	Sub-contractors		General Public						
Contractors	X	Official Visitors		Plant Operators					X	
HAZARDS				Risk Ratings						
				Without Controls			With Controls			
<ul style="list-style-type: none"> Slips and trips. Damaged or worn hand tools and/or incorrect use of tools. Injury from incorrect use of machinery. Dust Entanglement or injury from portable electrical tools. Paint coatings, glues, adhesives etc. – toxicity and dermatitis Noise. 				High			Low			
				High			Low			
				High			Low			
				High			Low			
				High			Low			
				High			Low			
				High			Low			
Training:	Safe Pass	Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box talks	X	Other

CONTROL MEASURES									
<ul style="list-style-type: none"> Ensure correct PPE is worn when operating equipment, seek advice if unsure. Suitable arrangements for moving materials and equipment safely. Ensure work area is tidy and kept clear of debris etc. Inspect equipment and tools for faults/damage before use. If heavy or awkward items are being worked on or moved mechanical handling equipment or assistance should be obtained. If required contact supervisor. Use only approved equipment and power tools if competent in their use and ensures familiarity with machinery and electrical isolation controls. Proper control of dust etc. should be employed. Where necessary use a dust mask to prevent inhalation of dust. Precautions should be taken to minimise skin contact with oils, adhesive, resins and cleaning chemicals. Warning signs must be displayed if appropriate. Use hearing protection if noise levels excessive and advise others to wear hearing protection also. Ensure that appropriate guards are in place and adjusted correctly for the work to hand. Ensure safe storage of materials, e.g. metal, parts etc. Ensure yard area/bin storage is kept tidy at all times. Keep MSDS for all chemical/paints that are on site. <p>On completion</p> <ul style="list-style-type: none"> Tidy up. Clean work area, machinery and equipment used. Replace equipment, store away unused materials and chemicals safely. Reset/isolate machinery. Secure workshop. 									

PERSONAL PROTECTIVE EQUIPMENT REQUIRED									
								Other	Permits
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats		

Mandatory on all Sites				As per job Requirements					
References:		General Application Reg's S.I. 299/07, SHAWW Act 2005, Construction Regulations 2013 SI 291							

Wheley Environmental Refuse Services Ltd March 2019

RA-22 Electricity- Temporaries, Portable Power & Equipment	Residual Risk: M
Task: Operations including tools and equipment: All Company locations. Includes battery and electric power tools and equipment. Use of drills, grinders, leads, transformers, generators, test equipment, welding plant.	Date: MARCH 2019 Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	
Contractors	X	Official Visitors		Plant Operators	X

HAZARDS	Risk Ratings	
	Without Controls	With Controls
• Electrocution	High	Med
• Fire	High	Med
• Damage to equipment	High	Low
• Hand/eye Injuries	High	Low
• Serious bodily Injuries	High	Low
• Non-Earthed Metal Work	High	Low

Training:	Safe Pass	Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box talks	X	Other	
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CONTROL MEASURES









- Temporary supplies will be planned to take into account load requirements, environmental conditions, and progress of work.
- Only competent electricians are authorized to install or modify temporary supplies.
- The installation will be certified before being brought into use
- All portable equipment must be 110V unless specific arrangements have been made.
- Supply and distribution units will be lockable, and the keys controlled
- Signs warnings of electrical hazards will be displayed on supply units
- Fire extinguishers (carbon dioxide) are available in the Electrical Room.
- Rubber gloves and rubber mats are to be used for live work by the electrical contractor.
- All cables will be routed so as to prevent their damage and avoid tripping hazards.
- Subcontractors will receive additional induction training on arrival at site where live system work is processing.
- Permit to work system of other suitable means of control to be used when work on live systems is foreseen.
- Only use 110v systems, which are center tapped to earth so the maximum electric shock they give is 55 volts.
- Only use properly earthen or double insulated tools. All 110volts leads and sockets will be colour coded yellow.
- ELCB protection must be provided as necessary and tested at least monthly.
- Screened cables must be used for all equipment supplied at voltages greater than 110v e.g. Welding plants.
- All equipment must be pre-use checked, weekly (documented) and regular inspections to be carried out on all electrical equipment by a competent person. All portable electric tools that are damaged shall be removed from use and tagged "Do Not Use"
- All defects to tools should be reported immediately to the site supervisor.
- Ensure all employees are properly trained in the use of electrical power tools.
- Temporary electrical supplied must be installed to a prescribed standard and makeshift arrangements are not allowed.
- Take care not to cut through electric cables supplying power tools.
- All cable repairs are made with proprietary cable connections so as to maintain the physical characteristics of the cable.
- Electric tools are not to be used when the operator is wet or standing on wet ground or flooring.
- Special precautions are taken for the use of electrical tools in flammable atmospheres.
- Operatives will not be permitted to work alone on live systems.

Pre-Use Checks on Power Tools

- Is the power tool double insulated? Is the casing intact- no cracks or breaks? Is the battery casing intact and no shorts on terminals? Is the trigger operating- start/stop, forward/reverse? Is the lead/plug in good condition?

Warning: Drill bits/rotating parts can become very hot-Allow cooling time before touching.

Personal Protective Equipment Required

								Other	Permits
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats		

Mandatory on all Sites **As per job Requirements**

Wheley Environmental Refuse Services Ltd March 2019

References:	General Application Reg's S.I. 299/07 Part 3 National Rules for Electrical Installations (ETCI Reg's) Fourth Edition and Amendments SI 258 Explosives Atmospheres 2003 (ATEX) ET 215 (2008)
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RA: 23 Air Spanner						Residual Risk L	
Task: All operational activities in the Workshop including using the air spanner						Date: MARCH 2019	
						Revision No.4	
WHO MAY BE HARMED?							
Employees	X	Sub-contractors		General Public			
Contractors	X	Official Visitors		Plant Operators		X	
HAZARDS				Risk Ratings			
				Without Controls		With Controls	
<ul style="list-style-type: none"> External and internal Body injury - horseplay with compressed air Skin and eye injury from contact with air or blown particles. Explosion of vessels storing compressed air Slip trip injuries from hoses Fire 				High		Low	
				High		Low	
				High		Low	
				Med		Low	
				Med		Low	
Training:	Safe Pass	Company Induction	X	Manual Handling	X	Site Induction	X
				Tool Box talks	X		Other

CONTROL MEASURES

- Operators Manual to be followed at all times Suitable and sufficient equipment to be provided for tasks.
- Inspection of compressed air system, fuel system, hoses, fittings, regulator, valves Maintenance as per manufacture recommendations, Service and repair by competent person. Workers trained in safe working procedures and dangers of horseplay,
- All equipment checked before use and faults reported to management. Safety is essential when using the air tool. If you are not sure, ask your supervisor.
- Always wear protective equipment and clothing such as eye wear or a face shield, overalls, gloves and other necessary protective clothing. Use protective barriers where necessary.
- When mounting and dismantling accessories such as impact sockets and buzz out wheels, make sure to disconnect the tool from the air line or to shut off the air line/ power source.
- Always use the correct accessories. Do not use worn, warped and damaged accessories.
- Always use the correct air hose and fittings such as an inlet bushing, hose nipple and hose coupler and inspect them regularly for wear and damage and replace when necessary.
- Check the connections before use. (If the hose comes away while you're working with the inflator or the air tool, it can damage the vehicle, or injure you.)
- Keep the air hose clear of working parts of the air tool so that it doesn't get caught in them.
- Check that all attachments are tight before starting the tool. Remember to always disconnect the tool from the air supply/power source when changing attachments.
- Do not use the air hose/lead for supporting, lifting or lowering the tool.
- Make sure before use that the tool runs as per its specifications. The tool should be used according to its capacity and only for its own purpose. Do not burst into full speed operation. Avoid any bumping action and excessive pressure.
- Do not use the tool in a place which is filled with flammable gas.
- Never use or continue to operate the tool when you feel abnormal vibration, hear unusual sounds, notice unusual changes in speed or find any other irregularities.
- Torque for a particular wheel shall be followed. All nuts should be manually checked for torque with a manual wrench.
- When refuelling petrol operated impact wrench ensures that the engine is cool as there is a risk of fire.
- Management will ensure that equipment is properly used, inspected and maintained.
- Operatives provided with information on hazards risks and controls associated with equipment

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits
Hi Vis Vest,	Safety Boots	Face Shield/ Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats		

Mandatory on all Sites

As per job Requirements

References:	General Application Reg's S.I. 299/07,
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Wheeley Environmental Refuse Services Ltd March 2019

	SHAWW Act 2005, Construction Regulations 2013 SI 291
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RA:24 Removing and Replacing Wheels from Vehicles										Residual Risk			
Task: All operational activities with regard removing and replacing wheels on vehicles										Date: MARCH 2019			
										Revision No.4			
WHO MAY BE HARMED?													
Employees			X	Sub-contractors			General Public						
Contractors			X	Official Visitors			Plant Operators			X			
HAZARDS						Risk Ratings							
<ul style="list-style-type: none"> Malfunction of equipment Vehicle Collapsing Crushing Pinching Wheel falling on people 						Without Controls			With Controls				
						Med			Low				
						Med			Low				
						Med			Low				
						Med			Low				
Med			Low										
Training:		Safe Pass		Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box talks	X	Other	

CONTROL MEASURES

- Maintenance carried out on lifting equipment by competent persons only.
- Daily pre-user checks on all lifting equipment
- GA2 forms complete weekly
- GA1 inspections 6 monthly
- Slings to be inspected prior to use
- Operatives regularly inspect lifting equipment and are instructed to report faults immediately to the manager
- All service and repairs are undertaken by competent mechanic
- Jacks to be placed under vehicle at proper lifting points
- Vehicle to be chocked
- SWL must never be exceeded
- Persons must not work under Vehicle
- Ensure all persons are clear while work is being carried out
- Keep clear of all moving parts
- All guidelines outlined by manufacturer / suppliers' manuals will be followed at all times.
- Management must ensure implementation of, monitor and maintain;
- Provision of adequate maintenance information to operatives
- Safe maintenance procedures and associated equipment / PPE
- Regular maintenance and inspection of hoist
- All operatives to be trained in the safe use of lifting equipment

PERSONAL PROTECTIVE EQUIPMENT REQUIRED









								Other	Permits
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats		

Mandatory on all Sites









As per job Requirements

References:	General Application Reg's S.I. 299/07 SHAWW Act 2005, Construction Regulations 2013 SI 291
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Wheeley Environmental Refuse Services Ltd March 2019

RA: 25 Inflating Tyres										Residual Risk L			
Task: All operational activities including inflating tyres in course of completing repairs										Date: MARCH 2019			
										Revision No.4			
WHO MAY BE HARMED?													
Employees			X	Sub-contractors			General Public						
Contractors			X	Official Visitors			Plant Operators			X			
HAZARDS						Risk Ratings							
						Without Controls			With Controls				
<ul style="list-style-type: none"> Malfunction of equipment Noise Crushing Exploding Air hoses 						High			Low				
						High			Low				
						High			Low				
						High			Low				
						High			Low				
Training:		Safe Pass		Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box talks	X	Other	
CONTROL MEASURES													
<ul style="list-style-type: none"> Maintenance carried out on all equipment by competent persons only. Daily pre-user checks on all equipment Compressor to be checked regularly Operatives regularly inspect equipment and are instructed to report faults immediately to the manager All service and repairs are undertaken by competent Persons Air hoses to be checked before use Ensure all persons are clear while inflating tyres Cage option is being looked at for pumping of tyres, in the short term a longer hose and pressure gauge will be used to ensure safe pumping of tyres. Tyres should be in cage while being inflated. If this is not possible vehicle must be isolated away from normal activities and ensure no one is in front of inflated tyres. Clip on fittings must be used with long hoses so operator is positioned in a safe place Tyre must be inflated to correct pressure Do not over inflate. Let tyre settle before removing air hose Keep all persons clear of operation All guidelines outlined by manufacturer of tyres & equipment must be followed at all times. Hearing protection Gloves & Eye protection Management must ensure implementation of, monitor and maintain; Provision of adequate maintenance information to operatives Safe maintenance procedures and associated equipment / PPE Regular maintenance and inspection of all equipment All operatives to be trained in the safe use of equipment 													
PERSONAL PROTECTIVE EQUIPMENT REQUIRED													
								Other	Permits				
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats						
Mandatory on all Sites			As per job Requirements										
References:		General Application Reg's S.I. 299/07, SHAWW Act 2005, Construction Regulations 2013 SI 291											

Wheeley Environmental Refuse Services Ltd March 2019

RA: 26 Working on Wheels and Tyres and Inflating Tyres										Residual Risk L									
Task: All operational activities involved with working on tyres										Date: MARCH 2019									
										Revision No.4									
WHO MAY BE HARMED?																			
Employees			X	Sub-contractors			General Public			X									
Contractors			X	Official Visitors			Plant Operators			X									
HAZARDS						Risk Ratings													
<ul style="list-style-type: none"> Manual Handling Damaged Wheels Air blasts causing serious injury Malfunction of Equipment Noise Crushing Exploding Air Hoses 						Without Controls			With Controls										
						High			Low										
						Med			Low										
						High			Low										
						Med			Low										
						Med			Low										
						Med			Low										
Training:						Safe Pass		Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box talks	X			Other	
CONTROL MEASURES																			
<ul style="list-style-type: none"> A Replace badly damaged wheels. Always deflate tyres before starting repairs. Always stand clear of tyres during inflation. Inflate tyres to the correct pressures. Never over inflate tyres. Replace badly damaged wheels Maintenance carried out on all equipment by competent persons only. Daily pre-user checks on all equipment. Compressor to be checked regularly Operatives regularly inspect equipment and are instructed to report faults immediately to the manager All service and repairs are undertaken by competent Persons Air hoses to be checked before use Ensure all persons are clear while inflating tyres Tyres should be in cage while being inflated. If this is not possible vehicle must be isolated away from normal activities and ensure no one is in front of inflated tyres. Clip on fittings must be used with long hoses so operator is positioned in a safe place Tyre must be inflated to correct pressure Do not over inflate. Let tyre settle before removing air hose Keep all persons clear of operation All guidelines outlined by manufacturer of tyres & equipment must be followed at all times. Hearing protection Gloves & Eye protection Management must ensure implementation of, monitor and maintain; Provision of adequate maintenance information to operatives Safe maintenance procedures and associated equipment / PPE Regular maintenance and inspection of all equipment All operatives to be trained in the safe use of equipment 																			
PERSONAL PROTECTIVE EQUIPMENT REQUIRED																			
								Other	Permits										
Hi Vis Vest,	Safety Boots	Face Shield/ Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats												
Mandatory on all Sites						As per job Requirements													
References:		General Application Reg's S.I. 299/07, SHAWW Act 2005,																	

Wheley Environmental Refuse Services Ltd March 2019

RA: 27 Repair and Maintenance						Residual Risk L					
Task: All operational activities involved with maintenance both on site and in the workshop						Date: MARCH 2019					
						Revision No.4					
WHO MAY BE HARMED?											
Employees	X	Sub-contractors		General Public							
Contractors	X	Official Visitors		Plant Operators			X				
HAZARDS				Risk Ratings							
				Without Controls	With Controls						
<ul style="list-style-type: none"> Fall from Heights from machinery Electrocution Crush injuries Caught up in drive shafts(entanglement) Slips, trips & falls Noise (from other activities in area) Cuts Risk from chemical & oils. 				High	Low						
				High	Low						
				High	Low						
				High	Low						
				High	Low						
				High	Low						
				High	Low						
				High	Low						
Training:	Safe Pass	Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box talks	X	Other	









Control Measure

- Only competent personnel are to conduct maintenance. LOCKOUT must always be in place.**
- All guidelines outlined by manufacturer / supplier safety handbooks and SDS must be followed.**
- All repair and maintenance will be carried out under the supervision of the maintenance supervisor.
- Electrical plant or equipment to be repaired or maintained will be disconnected from its power source prior to undertaking the work.
- Where electrical plant and equipment cannot be disconnected, it will be isolated at its power source and the isolator mechanism locked out and tagged out.
- An **"Out of Order, Do Not Use"** sign will be placed on the item of equipment to be worked on.
- A competent person must verify that all power to the plant or equipment is dead prior to commencing maintenance.
- Where the machine is to be tested during repair or maintenance and where moving parts are exposed it will only be done under strict supervision of a competent person.
- All moving parts of the machine are wedged and clamped so they do not move accidentally.
- All equipment and parts of equipment are propped with proper supports. All hydraulic rams are to be propped.
- Hydraulic jacks are never to be used on their own; a physical support must be used in case of failure.
- Work area around plant & equipment being repaired or maintained will be kept tidy at all times.
- Axle stands used as required. Notices to be placed on equipment.
- Any spillages of oil or grease will be cleaned up immediately.
- When handling sharp objects, such as the blades, bits, tooling, gloves must be worn.
- Maintenance personnel to be aware of hazards from chemicals or oils encountered during maintenance operations.
- All guards are replaced, and all safety devices and machine covers are replaced before the machine is put back in operation.
- Only when the maintenance supervisor is satisfied that the work is complete will the machine be reconnected to its power source or the isolation lock and tag removed.









All maintenance operatives must remove rings/jewellery and ensure clothing / protective equipment (sleeves, pockets, straps cords etc...) is close fitting, zipped and secured and long or loose hair is contained.

- PPE – Gloves, Ear Defenders, Safety Boots. Other as applicable.
- Management to ensure adequate time and resources are dedicated to repair & maintenance.
- Management to ensure that repair and maintenance safe operation procedures are adhered to.
- Repair & maintenance as per equipment.









PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits
Hi Vis Vest,	Safety Boots	Face Shield/ Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats		
Mandatory on all Sites						As per job Requirements			
References:		General Application Reg's S.I. 299/07, SHAWW Act 2005							









Wheley Environmental Refuse Services Ltd March 2019

RA: 28 Removing, Installing and Charging Batteries										Residual Risk L				
Task: All operational activities involved with charging Batteries and coming in to contact with them										Date: MARCH 2019				
										Revision No.4				
WHO MAY BE HARMED?														
Employees			X	Sub-contractors			General Public							
Contractors			X	Official Visitors			Plant Operators			X				
HAZARDS						Risk Ratings								
						Without Controls			With Controls					
<ul style="list-style-type: none"> Explosion Burns Fire Damage to Equipment Eye injuries 						High			Low					
						High			Low					
						Med			Low					
						Med			Low					
						High			Med					
Training:		Safe Pass		Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box talks	X		Other	
CONTROL MEASURES														
<ul style="list-style-type: none"> Use of battery charging equipment management approval. All charging equipment will be identified individually and is subject to planned maintenance. Equipment will be selected with regard to voltage, power and environmental conditions. Visual inspection of equipment will be carried out before use. All equipment found to defective will be switched off and reported immediately. Suitable fire extinguishers provided and maintained. Charging must take place in a well-ventilated area. First aid kits and eye wash must be kept topped up. Use insulated tools to avoid shorting. Avoid wearing jewellery when charging. Use correct battery terminals. PPE – Safety goggles or visor must be worn whilst charging Use appropriate respiratory protective equipment as specified by the manufacturer Long sleeves and rubber gloves should also be worn Management are responsible for ensuring that attention is paid to battery charging. The use of this equipment will be monitored to ensure safe use. Management will ensure that only trained and competent persons test, repair and maintain battery charging equipment. Management will ensure that operatives are provided with and use PPE. Operatives will be trained in the precautions and safe use of battery charging equipment and any required PPE Do not connect a fully charged battery to a completely discharged battery, explosion may occur. Battery electrolyte contains sulphuric acid, which can damage your skin. Do not connect or disconnect batteries while charging. Do not charge at rates in excess of manufacturers' recommendations. Do not use high rate discharge tester immediately after charging. Metal objects will be prevented from falling across battery terminals. Always use a well-ventilated area for charging batteries. 														
PERSONAL PROTECTIVE EQUIPMENT REQUIRED														
								Other	Permits					
Hi Vis Vest,	Safety Boots	Face Shield/ Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats							
Mandatory on all Sites			As per job Requirements											
References:		General Application Reg's S.I. 299/07, SHAWW Act 2005												

Wheley Environmental Refuse Services Ltd March 2019

RA: 29 Working Under Raised Loader Arms or Hydraulics										Residual Risk L		
Task: All operational activities involved with working on raised loader arms of machines										Date: MARCH 2019		
										Revision No.4		
WHO MAY BE HARMED?												
Employees			X	Sub-contractors			General Public					
Contractors			X	Official Visitors			Plant Operators			X		
HAZARDS						Risk Ratings						
<ul style="list-style-type: none"> Serious Injury or Loss of Life Hydraulic failure 						Without Controls			With Controls			
						High			Low			
Training:	Safe Pass	Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box talks	X		Other	
CONTROL MEASURES												
<ul style="list-style-type: none"> Always test machines in clear and open areas, where you can see and more important be seen. Where trouble- shooting noise in machines, never stand outside of the cab while the machine is moving. Never climb on or off a moving machine. Always use proper testing equipment and any special tools provided by the manufacturer. Refer to the manufacturer's workshop and operators' manuals for safety information and work procedures. Never work under raised Hydraulics unless there is a certified prop in place Park machine on level ground Isolate machine 												
PERSONAL PROTECTIVE EQUIPMENT REQUIRED												
								Other	Permits			
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats					
Mandatory on all Sites			As per job Requirements									
References:		General Application Reg's S.I. 299/07, SHAWW Act 2005										

Wheley Environmental Refuse Services Ltd March 2019

RA: 30 Shelving and Storage Units										Residual Risk L					
Task: Ensure that when accessing storage at height that there is a ladder or hop up used										Date: MARCH 2019					
										Revision No.4					
WHO MAY BE HARMED?															
Employees			X	Sub-contractors						General Public					
Contractors			X	Official Visitors						Plant Operators					
										X					
HAZARDS										Risk Ratings					
<ul style="list-style-type: none"> Falling Units Slip, Trips or Falls Fall of Items from Height 										Without Controls			With Controls		
										High			Low		
										Med			Low		
										High			Low		
Training:		Safe Pass		COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X			Other	
CONTROL MEASURES															
<ul style="list-style-type: none"> Adequate shelving and storage space are provided. All shelving will be of a design appropriate to the use for which it is required and will be properly secured and have no sharp edges. No items should protrude into the aisles. Employees are required to place heavy items on the lower shelves and are advised of the dangers of overloading shelving and other storage units. Under no circumstances are employees allowed to climb on shelving or use shelving as a stepping point. Proper means of access to and loading and unloading of heavy items will be provided. Ensure that the shelving is on good condition and secure. When accessing storage at height use a ladder or a correct hop up. 															
PERSONAL PROTECTIVE EQUIPMENT REQUIRED															
								Other	Permits						
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats								
Mandatory on all Sites				As per job Requirements											
References:		General Application Reg's S.I. 299/07, SHAWW Act 2005,													

Section 4 Speciality Risk Assessments

1. Chemical Handling
2. Diesel Storage
3. Diesel, Waste Oils & Chemicals
4. Waste- Storage Handling, Solid Waste, Hazardous Waste
5. Chemicals/Hazardous Substances/Spray Painting/Petrol
6. Adverse Weather
7. Weils Disease
8. Working adjacent to live Traffic
9. Roadside / Inspection / Maintenance/ Breakdown
10. Using a Power washer

Wheley Environmental Refuse Services Ltd March 2019

RA 1 Chemical Handling	Residual Risk: L
Task: Operations including tools and equipment: When cleaning or painting work-pieces the correct PPE is to be worn, and spills are to be prevented to ensure a safe system of work.	Date: MARCH 2019
	Revision No.4









WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X	
Contractors	X	Official Visitors	X	Plant Operators	X	
HAZARDS						
Risk Ratings						
			Without Controls			
			With Controls			
<ul style="list-style-type: none"> Skin or eye irritant Burns Respiratory problems, Asphyxiation Ingestion with food Exposure levels exceeded Fire / explosion Spillage 			Med			Low
			Med			Low
			Med			Low
			Med			Low
			Med			Low
			Med			Low
			Med			Low
TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling Training	X	
				Site Inductions	X	
				Tool Box Talks	X	
					Other	

CONTROL MEASURES









<ul style="list-style-type: none"> Read container labels before use. Follow instructions given. Wear suitable rubber gloves when handling these substances and carrying out associated procedures. Wash hands regularly before and after wearing gloves and contact with these substances. Dry hands and all skin thoroughly after washing, especially between the fingers. Be aware of the signs and symptoms of dermatitis. Different materials never mixed without proper instruction Consideration given to substituting or use of less hazardous chemical. Training provided for staff handling hazardous chemicals. Safety data sheets available for all hazardous chemicals and requirements strictly followed. Containers properly labelled. Safe storage and dispensing of these chemicals. Keep flammable materials away from sources of ignition. Familiarisation provided with emergency procedures. Appropriate PPE provided and used. Good hygiene standards in place and enforced by management. Spillages immediately cleaned up. Good housekeeping is required at all times.
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Personal Protective Equipment Required









								Other	Permits	
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats			
Mandatory on all Sites			As per job Requirements							

References:	General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 S.I. 291 Chemical Awareness Guidelines
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Wheley Environmental Refuse Services Ltd March 2019

RA: 2 Diesel Storage Tank										Residual Risk L		
Task: All operatives involved in the filling of diesel in machines										Date: MARCH 2019		
										Revision No.4		
WHO MAY BE HARMED?												
Employees		X	Sub-contractors		X	General Public						
Contractors		X	Official Visitors			Plant Operators				X		
HAZARDS						Risk Ratings						
						Without Controls			With Controls			
<ul style="list-style-type: none"> Slips, Trips or Falls Contact with hazardous substances Fire Environmental damage from spillage Impact damage from moving plant. 						High			Low			
						High			Low			
						High			Low			
						Med			Low			
						Med			Low			
Training:	Safe Pass		Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks		Other	
CONTROL MEASURES												
<u>INSTALLATION</u>												
<ul style="list-style-type: none"> Strong bunded durable tank. 												
<u>SAFE SYSTEMS OF WORK</u>												
<ul style="list-style-type: none"> Oil supplied and off loaded by reputable company to recognised industry standards All connections to tank securely made to prevent leakage Mop up procedure in place. Occasional degreasing of ground area of discharge Smoking restrictions will apply in the bunded diesel tank area. 												
<u>MAINTENANCE</u>												
<ul style="list-style-type: none"> Regular inspection of tank and area. 												
<u>PPE</u>												
<ul style="list-style-type: none"> PPE – Suitable gloves when transferring diesel. 												
Training:												
Relevant personnel to be made aware of the hazards and controls when using this equipment.												
PERSONAL PROTECTIVE EQUIPMENT REQUIRED												
								Other	Permits			
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats					
Mandatory on all Sites			As per job Requirements									
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291										









Wheeley Environmental Refuse Services Ltd March 2019

RA: 3 Diesel, Oils, Waste Oil and Chemicals										Residual Risk L							
Task: All operations refer to Safety Data Sheets before use. Correct PPE to be used when handling chemicals										Date: MARCH 2019							
										Revision No.4							
WHO MAY BE HARMED?																	
Employees			X	Sub-contractors			X	General Public			X						
Contractors			X	Official Visitors			X	Plant Operators			X						
HAZARDS										Risk Ratings							
<ul style="list-style-type: none"> • Fire • Spills • Chemical Burns • Skin Disease • Environmental Pollution 										Without Controls				With Controls			
										High				Low			
										High				Low			
										High				Low			
										High				Low			
Training:										X	X	X	X				
Safe Pass		COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X		X	Other					
CONTROL MEASURES																	
<ul style="list-style-type: none"> • A safety data sheet (SDS) for oils and chemicals must be available on site at all times they are in use. • Stored as per manufactures instructions • Contact with skin, eyes and the ingestion of the product must be avoided. • All oil and chemical spills must be cleaned up immediately using one of the onsite spill kits. • Oil and chemical spillages must not be run down the drain. • The provisions contained within the SDS relating to first aid and firefighting provisions must be adhered to at all times. • Appropriate PPE must be worn at all times. This includes appropriate waterproof gloves (specialised gloves may be needed for more hazardous substances) 																	
PERSONAL PROTECTIVE EQUIPMENT REQUIRED																	
								Other	Permits								
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats										
Mandatory on all Sites					As per job Requirements												
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291															

Wheley Environmental Refuse Services Ltd March 2019

RA: 4 Waste –Storage, Handling, Solid Waste, Hazardous Waste										Residual Risk L	
Task: All operations involved in the removal of waste on site										Date: MARCH 2019	
										Revision No.4	
WHO MAY BE HARMED?											
Employees			X	Sub-contractors			X	General Public			X
Contractors			X	Official Visitors			X	Plant Operators			X
HAZARDS						Risk Ratings					
<ul style="list-style-type: none"> • Trips • Fire • Spills • Chemical Burns • Skin Disease • Environmental Pollution 						Without Controls			With Controls		
						Med			Low		
						High			Low		
						High			Low		
						High			Low		
						Med			Low		
High			Med								
Training:		Safe Pass	Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other
CONTROL MEASURES											
<ul style="list-style-type: none"> • All waste must be stored in designated areas and in appropriate containers. • All liquid waste should be stored in appropriate labelled containers inside a bund. • Waste should be handled with care and appropriate PPE must be worn. • All waste must be disposed of correctly by hauliers with the correct license for the waste type. 											
PERSONAL PROTECTIVE EQUIPMENT REQUIRED											
								Other	Permits		
Hi Vis Vest,	Safety Boots	Face Shield/ Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats				
Mandatory on all Sites						As per job Requirements					
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291									

Wheley Environmental Refuse Services Ltd March 2019

RA: 5 Chemicals / Hazardous Substances/Spray Painting/										Residual Risk L					
Task: All operations involved in working with hazardous substances and spray painting										Date: MARCH 2019					
										Revision No.4					
WHO MAY BE HARMED?															
Employees	X	Sub-contractors	X	General Public	X										
Contractors	X	Official Visitors	X	Plant Operators	X										
HAZARDS				Risk Ratings											
<ul style="list-style-type: none"> • Dermatitis • Respiratory problems • Inflammation • Illness • Corrosive burns • Toxic absorption • Acute and chronic illness • Death 				Without Controls				With Controls							
				High				Med				Low			
				<ul style="list-style-type: none"> • Risks are dependent on the chemicals present and the exposure to the chemicals at work. 											
Training:	Safe Pass	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X			Other			
Control Measures															
<ul style="list-style-type: none"> • Substitute chemicals for a less harmful substance where possible. • Chemical quantities and time of exposure to be eliminated / reduced wherever possible. • Safety data sheets are required for all chemicals that operatives and others may be exposed to. • Instructions and precautions required manufactures instructions and MSDS are to be carefully followed. • Store all hazardous chemicals in original containers. • Local Exhaust Ventilation system needed. • Do not smoke near petrol fumes. • Do not refuel hot or running engine. • Refill fuel in ventilated area. • Ensure adequate number of serviced extinguishers available. • PPE – Appropriate PPE as indicated in SDS or manufacture instructions will be provided, used and maintained • Provide staff with training, gloves etc. to enable cleaning chemicals to be used safely • Management will ensure operatives are provided with information on any hazardous substances they may be exposed to at work and instructed and trained in the safe use of any procedures or equipment that may be required. • Management will inspect and monitor any procedures or PPE requirements. • Operatives will be informed instructed and trained as appropriate to the hazardous substance and procedures and PPE required. 															
PERSONAL PROTECTIVE EQUIPMENT REQUIRED															
								Other	Permits						
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats								
Mandatory on all Sites						As per job Requirements									
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291													

Wheley Environmental Refuse Services Ltd March 2019

RA-6 Adverse Weather	Residual Risk: L
Task: Operations including tools and equipment: The exposed nature of the work COMPANY is involved with, requires that all workstations, equipment and consumables must be secured effectively during breaks, overnight and at weekends as well as during the working day	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X
HAZARDS		Risk Ratings			
		Without Controls		With Controls	
• High winds		Med		Low	
• Slippery conditions		Med		Low	
• Freezing conditions		Med		Low	
• Installation & removal tasks		Med		Low	
• UV exposure		High		Low	

TRAINING	Safe Pass	COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X	Other	
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CONTROL MEASURES









Only competent employees are to work on sites where adverse weather is a hazard, and the correct PPE must be provided and worn effectively

1. The work station is to be monitored by supervision to ensure that the correct controls are in place, effective and not creating any extra hazards
2. Equipment, skips, nets, stored materials in the yard and consumables are to be secured to prevent wind movement
3. The security of the site, equipment, work pieces and consumables must be ensured prior to closing the site at the end of the work day and at the weekend
4. The site is to be assessed for slippery conditions

When installation or removal tasks are being undertaken the work pieces must be controlled to ensure that control of them is not lost

Correctly worn overalls (collar and cuff) and head protection must be worn, suitable creams may be used to supplement these barriers

Personal Protective Equipment Required

								Other	Permits	
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats			
Mandatory on all Sites			As per job Requirements							

References:	General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 S.I. 291
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Wheley Environmental Refuse Services Ltd March 2019

RA-7 Weils Disease	Residual Risk: L
Task: Operations including tools and equipment: All Company work locations. Working in ground where rats may be present. Working in areas of contamination such as sewers	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?









Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X
HAZARDS		Risk Ratings			
		Without Controls		With Controls	
<ul style="list-style-type: none"> Contacting leptospirosis can be fatal (refer to TBT for symptoms) Infection entering the body due to damaged skin or by accidental through the nose or mouth. 		High		Low	
		High		Low	

TRAINING	Safe Pass		COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X			Other	
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CONTROL MEASURES









- Areas of risk include sewers, drains, water courses, canals, docks, derelict buildings, rubbish tips, farms and other areas where rat infestation is likely.
- If there is a presence of vermin, contact supplier of pest control measures
- Use safe systems of work and wear the protective equipment that is provided
- Avoid becoming contaminated with sewerage
- Avoid breathing in sewerage dust or spray
- Do not touch your face or smoke, eat or drink, unless you have washed your hands and face thoroughly with anti-bacterial soap and water
- Cleanse all exposed wounds, however small, and cover with a sterile waterproof dressing
- Wherever possible, protective clothing including impervious gloves should be worn to avoid any contact with infected areas.
- Change out of contaminated clothing before eating, drinking or smoking
- If you suffer from a skin problem, seek medical advice before working with sewerage
- Clean contaminated equipment on site. Do not take contaminated clothing home for washing
- Complete a Tool box talk on awareness.
- Ensure proper PPE is worn at all times.

Personal Protective Equipment Required









								Other	Permits	
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats			
Mandatory on all Sites			As per job Requirements							

Reference s:	General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 S.I. 291 Reference HSA Guidelines on Weils Disease
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Wheeley Environmental Refuse Services Ltd March 2019

RA: 8 Working Adjacent to Live Traffic on a breakdown										Residual Risk L			
Task: All operations working adjacent to the public and to live traffic on Breakdown										Date: MARCH 2019			
										Revision No.4			
WHO MAY BE HARMED?													
Employees			X	Sub-contractors			X	General Public			X		
Contractors			X	Official Visitors			X	Plant Operators			X		
HAZARDS <ul style="list-style-type: none"> Fitter/Mechanic in contact with site plant or vehicle on public road Motor Traffic Accident-between motorists on public roads Vehicles on public roads or vehicle and site plant on public road Vehicle colliding with fitter Public Objects falling from passing trucks and causing damage Overhead and underground cables 						Risk Ratings							
						Without Controls			With Controls				
						High			Low				
						High			Low				
						High			Low				
						High			Low				
						High			Low				
						High			Med				
Training:		Safe Pass		Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other	
CONTROL MEASURES													
<ul style="list-style-type: none"> Traffic Management Plan to be drawn up and checked when on site Cones / Breakdown triangle to be placed between the traffic and the works being carried out Adequate lighting needed for night works. Flashing beacons to be used Ensure that fitter does not cross the public road without checking for oncoming traffic Ensure proper advanced warning system and signing is in place at both public road approaches to crossing Full Hi-Vis clothing to be worn If flagmen/ spotter is employed ensure that they receive instruction regarding their duties and receive safety induction particular to their task before they start work. All operatives based on a public road must wear high visibility garments, eye protection, helmets and safety boots at a minimum 													
PERSONAL PROTECTIVE EQUIPMENT REQUIRED													
								Ot her	Permits				
Hi Vis Vest,	Safety Boots	Face Shield/ Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats						
Mandatory on all Sites				As per job Requirements									
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291 Chapter 8 of the traffic signs manual.											

Wheley Environmental Refuse Services Ltd March 2019

RA: 9 Roadside / Inspection / Maintenance/ Breakdown										Residual Risk L	
Task: All operations working adjacent to the public and to live traffic on Breakdown										Date: MARCH 2019	
										Revision No.4	
WHO MAY BE HARMED?											
Employees		X		Sub-contractors		X		General Public		X	
Contractors		X		Official Visitors		X		Plant Operators		X	
HAZARDS								Risk Ratings			
								Without Controls		With Controls	
<ul style="list-style-type: none"> Collision with Traffic Motor Traffic Accident-between motorists on public roads Manual Handling Vehicle colliding with fitter Traffic hazard vehicles/ pedestrians 								High		Low	
								High		Low	
								High		Low	
								High		Low	
								High		Low	
Training:	Safe Pass		Company Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other
CONTROL MEASURES											
<p>Vehicles should be regularly maintained inspections and safe working procedures professional drivers will typically will face situations where roadside exposure will occur e.g. To inspect shifted loads/ change wheels/ breakdowns etc..</p> <p><u>PHYSICAL CONTROLS / PROCEDURES:</u></p> <p>Roadside procedures - Drivers are instructed:</p> <ul style="list-style-type: none"> If possible, move the vehicle well clear of the roadway to avoid danger from passing traffic. Securely Park vehicle – and if possible minimize the vehicle creating a traffic hazard Switch on hazard warning lights Wear your high visibility jacket /reflective safety vest Always check the mirror before opening the cab door. Beware of passing traffic. If you must check the off side of the truck, always face the oncoming traffic so you don't get hit from behind. Be especially careful when returning to the cab. Approach your cab door from the front of the truck to minimise exposure time and enable you to face the traffic. Look around the corner of the cab before stepping out on the road because motorists will not see you coming Set up warning triangles if required <p>Drivers are instructed to:</p> <ul style="list-style-type: none"> Beware of slippery surfaces on the vehicle (load platforms, chassis frame, steps) and around the vehicle (wet or oily surfaces). Notify the manager/ breakdown services where applicable Follow accident procedures where applicable 											
PERSONAL PROTECTIVE EQUIPMENT REQUIRED											
								Other	Permits		
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats				
Mandatory on all Sites								As per job Requirements			
References:			General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291 Chapter 8 of the traffic signs manual.								

Wheley Environmental Refuse Services Ltd March 2019

RA 10 -Use of Power washer	Residual Risk: L
Task: Operations including tools and equipment: All COMPANY locations and on sites where power washers are in use.	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS	Risk Ratings	
	Without Controls	With Controls
<ul style="list-style-type: none"> Grit/Swarf entering eyes and mouth and up nose. Compressed water entering the body or blood stream Injury to feet or fingers when nozzle pointed towards same. Noise Uncoupled hose swinging out of control Machine starting unintentionally while carrying out maintenance Manual Handling accident moving power washer Electrocution. Damage to property. 	High	MED
	High	Low
	Med	Low
	Med	Low
	Med	Low
	High	Low
	High	Low
	High	Low
	High	Low
	High	Low

TRAINING:	Safe Pass		COMPAN Y Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X		Other	
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CONTROL MEASURES

- Check Equipment daily before use and report defects immediately.
- Equipment must be maintained and tested in accordance with legislation.
- Ensure engine cover/flaps must be in place during use, to ensure noise control is effective; this also includes mufflers fitted.
- Wear Goggles (and face visor if needed), heavy PVC gloves, safety wellingtons, wet gear, hard hat, high Vis and hearing protection if necessary.
- Hoses, connections and valves must be in good condition and correctly fitted.
- Take care when working near people of near your own feet and fingers / body so as the lance is not pointed towards a person's body.
- Do not use powerwasher to clean down clothing etc. as compressed water can enter the body via the skin.
- Ensure that jockey wheel, stands and brakes are operational before manhandling large power washers.
- Use a vehicle to move power washer whenever possible.
- Read the operators manual for the power washer and follow necessary safety instructions from same and if you have any questions contact your supervisor.
- Do not point power washer towards flammable liquids or towards electricity.
- Ensure all leads and sockets are not on water when in use and that all trip switches are working.

Personal Protective Equipment Required

								Other	Permit s
Hi Vis Vest,	Safety Boots	Face Shield/ Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats		
Mandatory on all Sites						As per job Requirements			

References:	General Application Reg's S.I. 299/07 and associated amendments SHAWW Act 2005 Operators Manual for equipment.
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Section 5 Office and Canteen Risk Assessments

1. Canteen
2. Microwave
3. VDU
4. Office Machines/Equipment
5. Printer/Photocopier/Toner
6. Shredder
7. Stress
8. Violence to Staff

Sign Off Sheet

Wheeley Environmental Refuse Services Ltd March 2019

RA-1 Canteen	Residual Risk: L
Task: Keep Canteen facilities clean and tidy. Leave it as you would like to find it.	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X

HAZARDS <ul style="list-style-type: none"> • Burns • Scalds • Fire 	Risk Ratings	
	Without Controls	With Controls
	High	Low
	High	Low

TRAINING :	Safe Pass	X	COMPAN Y Induction	X	Manual Handling Training	X	Site Inductions		Tool Box Talks	X		Other	
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CONTROL MEASURES

The canteen will be provided with the appropriate equipment and utensils, which are in good working order and appropriate to the work to be done. Faulty or damaged equipment will not be used and will be repaired or replaced as soon as practicable. Regular checks will be made on electrical connections and switches. Necessary repairs/replacements will be carried out as soon as possible.

Care and attention will be exercised when handling all sharp tools/utensils - such as knives etc. Such tools/utensils will be stored safely.









Appropriate can openers must be used.

Fire blankets and fire extinguishers are available and placed at locations in the canteen, which are readily accessible.

Good hygiene practices will apply at all times.

If any food or drinks have been contaminated by poison, broken glass or other foreign body, such food will be destroyed immediately.

• **Personal Protective Equipment Required**

								Other	Permits	
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats			
Mandatory on all Sites			As per job Requirements							

References:	General Application Reg's S.I. 299/07 SHAWW Act 2005
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Wheley Environmental Refuse Services Ltd March 2019

RA-2 Microwave Ovens	Residual Risk: L
Task: Keep Canteen facilities clean and tidy. Leave it as you would like to find it. Ensure that no tinfoil is left in the microwave	Date: MARCH 2019 Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS <ul style="list-style-type: none"> • Burns • Fire • Explosion 	Risk Ratings	
	Without Controls	With Controls
	High	Low
	High	Low

TRAINING	Safe Pass	X	COMPAN Y Induction	X	Manual Handling Training	X	Site Inductions		Tool Box Talks	X		Other	
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CONTROL MEASURES









- All microwave ovens must comply with a relevant CE; EN or BS standard.
- All microwave ovens must be serviced and maintained in accordance with the manufacturer's instructions.
- Microwave ovens must be checked before each use for damage, especially around door seals. Damaged units must be removed from serviced immediately.
- Ovens should be positioned with a 5cm gap around the rear and sides of the unit to allow for adequate ventilation.
- Ovens should be cleaned immediately following any spillages.
- Microwave ovens will be positioned within easy reach
- Door seals will be kept free from food, grease and dirt
- Oven gloves will always be used to remove hot containers from the microwave
- All maintenance / cleaning will be conducted with the microwave disconnected from the power source
- Metal/ decorated dishes will not be used in the microwave
- Cooking whole eggs, food in sealed containers, sealed plastic bags or food with none porous casing will not be carried out
- No person with an unshielded heart pacemaker will work near a microwave oven
- Microwave to be PAT Tested at least annually.

Personal Protective Equipment Required

								Other	Permits	
Hi Vis Vest,	Safety Boots	Face Shield/ Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats			
Mandatory on all Sites			As per job Requirements							

Reference s:	General Application Reg's S.I. 299/07 SHAWW Act 2005
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Wheeley Environmental Refuse Services Ltd March 2019

RA:3 Visual Display Unit (VDU)										Residual Risk L			
Task: All operations involved in working with VDUs.										Date: MARCH 2019			
										Revision No.4			
WHO MAY BE HARMED?													
Employees			X	Sub-contractors			X	General Public			X		
Contractors			X	Official Visitors			X	Plant Operators			X		
HAZARDS										Risk Ratings			
										Without Controls		With Controls	
<ul style="list-style-type: none"> Eyesight problems Headaches, Minor injuries 										Med		Low	
										Med		Low	
										Med		Low	
Training:		Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other	
CONTROL MEASURES													
<p>Risk of physical fatigue as a result of poor seating arrangements, or inadequate of seating provided.</p> <ul style="list-style-type: none"> Risk of eye fatigue and possible increase in awareness of pre-existing vision defects with heavy usage of VDUs. Risk of soft tissue fatigue with possible onset of repetitive strain injury in severe cases, with heavy usage of VDUs Ergonomically designed office furniture and lighting is provided to minimize postural problems, i.e. chairs and adjustable seats and backrests, large desks, work holders, foot-rest etc. It is the policy of the company to provide VDU equipment with good screen definition and a range of adjustments which ensure user comfort. The Company uses the health & Safety Authority Guidelines on VDUs as a standard for ergonomic assessment of VDU workstations. Employees are trained to use their equipment and to adjust their workstations to meet those guidelines Every effort is made to ensure that VDU users are adequately trained in the software systems, thus minimizing stress in using the system. Provisions for eye examination and eyesight testing are available where necessary 													
PERSONAL PROTECTIVE EQUIPMENT REQUIRED													
								Other	Permits				
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats						
Mandatory on all Sites						As per job Requirements							
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005											









Wheley Environmental Refuse Services Ltd March 2019

RA: 4 Office Machines/Equipment										Residual Risk L							
Task: All office equipment and machines used on site and in the office environment										Date: MARCH 2019							
										Revision No.4							
WHO MAY BE HARMED?																	
Employees			X	Sub-contractors			X	General Public			X						
Contractors			X	Official Visitors			X	Plant Operators			X						
HAZARDS										Risk Ratings							
<ul style="list-style-type: none"> Serious Injury or Loss of Limb from using a Shredder Guillotine, Photocopier, Binder, Franking Machines and Fans, Kettles, Fridges 										Without Controls				With Controls			
										Med				Low			
										Med				Low			
Training:		Saf	X	COMPA	X	Manual	X	Site	X	Tool	X	Other					
	e			NY		Handling		Inductio		Box							
	Pass			n				n		Talks							
	s																

CONTROL MEASURES









- Office machines and equipment can cause injury due to moving parts and the possibility of loose clothing being drawn into, or caught in them, such as: -
- Ensure machines are fitted with the appropriate guards. Ensure display notices are posted to alert employees to hazards, and where machines are out of order or not functioning properly.
- Faults in equipment will be reported immediately to the office supervisor or manager.
- Care and attention will be given when applying toner or using other chemicals.
- Tippex and thinners can be harmful if inhaled or swallowed.
- Containers for harmful substances must be closed when not in use.
- The manufacturers'/suppliers' recommendations will be followed in all cases.
- Correct hygiene procedures will be followed where employees are required to handle chemicals or other hazardous substances.
- Ensure that machinery is serviced on a regular basis.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED









								Other	Permits	
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats			
Mandatory on all Sites			As per job Requirements							

References:	General Application Reg's S.I. 299/07 SHAWW Act 2005
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Wheeley Environmental Refuse Services Ltd March 2019

RA:5 Printer/ Photocopier/Toner										Residual Risk L					
Task: All office equipment and machines including printers, toners and photocopiers										Date: MARCH 2019					
										Revision No.4					
WHO MAY BE HARMED?															
Employees			X	Sub-contractors			X	General Public							
Contractors			X	Official Visitors			X	Plant Operators			X				
HAZARDS										Risk Ratings					
<ul style="list-style-type: none"> • Flammable • Manual handling • Entrapment • Health Risks 										Without Controls			With Controls		
										Med			Low		
										Med			Low		
										Low			Low		
Med			Low												
Training:		Saf e Pas s	X	COMPA NY Inductio n	X	Manual Handling	X	Site Inductio n	X	Tool Box Talks	X	Other			
CONTROL MEASURES															
<ul style="list-style-type: none"> • Use in accordance with supplier's instructions Keep clear of waste paper • Do not open to clear jams or replace toners when hot • Report defects to Manager Keep in good condition Keep in a well-ventilated area Maintenance, repair and service by a qualified person only Put cables where they will not trip anyone – no trailing cables • Photocopier/Printer to be PAT Tested. • Several substances within toner have known risks to health, both on direct exposure and resulting from emissions during the photocopying process. • All photocopiers are in large rooms or well-ventilated areas. • The construction of toner containers is such that inhalation and contact with skin and eyes is minimised during insertion and removal. • None of the photocopiers are documented as requiring specialist personal protection while changing toner. • During storage the containers are sealed and hence are no cause for concern. • Staff responsible for changing toner should be encouraged to wash their hands afterwards to prevent the possibility of skin irritation or inadvertent transfer to their eyes. 															
PERSONAL PROTECTIVE EQUIPMENT REQUIRED															
								Other	Permits						
Hi Vis Vest,		Safety Boots	Face Shield/ Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats							
Mandatory on all Sites				As per job Requirements											
References:			General Application Reg's S.I. 299/07 SHAWW Act 2005												

Wheley Environmental Refuse Services Ltd March 2019

RA: 6 Shredder										Residual Risk L					
Task: All office equipment and machines including the safe use of the shredder in the office or on site										Date: MARCH 2019					
										Revision No.4					
WHO MAY BE HARMED?															
Employees			X	Sub-contractors			X	General Public							
Contractors			X	Official Visitors			X	Plant Operators			X				
HAZARDS							Risk Ratings								
							Without Controls			With Controls					
<ul style="list-style-type: none"> • Entrapment • Hand Injuries • Faulty Equipment 							High			Low					
							Med			Low					
							Med			Low					
Training:		Safe Pass		COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X			Other	
CONTROL MEASURES															
<ul style="list-style-type: none"> • All Electrical items are to be tested and tagged as required by legislation. • PAT Testing to be carried out at least annually. • Regular visual inspections are required to check that the equipment is free from obvious damage. • Electrical equipment is not to be used in an environment that is detrimental to the safe use of the equipment. • Keep fingers clear of cutting mechanism. • Follow manufacturer's instructions for safe use. • Keep loose clothing, e.g., ties, hair and jewelry well clear of the cutting mechanism • Turn off the power supply when clearing blockages or emptying bags. Office Staff training in the use of the shredder during induction training. • Any signs of damage recorded on defect report form and Maintenance notified. Shredder tagged with "Not in Use" Label. 															
PERSONAL PROTECTIVE EQUIPMENT REQUIRED															
								Other	Permits						
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks								
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005													

Wheley Environmental Refuse Services Ltd March 2019

RA 7 Stress	Residual Risk: L
Task: Operations including tools and equipment: People experience stress when they perceive that there is an imbalance between the demands made of them and the resources, they have available to cope with those demands.	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X
HAZARDS			Risk Ratings		
			Without Controls		With Controls
Lack of control over work			High		Low
TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling	X
			Site Inductions	X	Tool Box Talks
				X	Other

CONTROL MEASURES

Unsuitable demands being made of workers, Lack of support from colleagues and management. Stress is caused by a poor match between us and our work, poor relationships and presence of psychological or physical violence at a workplace, and by conflicts between our roles at work and outside it. Reactions to the same circumstances vary between individuals. Some people can cope better with high demands, then others. It is the individual's subjective evaluation of their situation that is important. It is not possible to determine from the situation alone the amount of stress it may cause. Short-term stress – for instance when meeting a deadline – isn't usually a problem: indeed, it can help people perform to the best of their ability. Stress becomes a risk to safety and health when it is protracted.

The experience of stress can alter the way a person feels, thinks and behaves and may produce the symptoms of work-related stress.

At the organisation level:

- Absenteeism, High staff turnover, Poor time-keeping, Disciplinary problems, Harassment, Reduced productivity
Accidents, Errors, Increased costs from compensation or health care

At the individual level:

- Emotional reactions (irritability, anxiety, sleep problems, depression, hypochondria, alienation, burnout, family relationship problems)
- Cognitive reactions (difficulty in concentrating, remembering, learning new things, making decisions);
- Behavioral reactions (abuse of drugs, alcohol, and tobacco; destructive behavior)
- Physiological reactions (back problems, weakened immunity, peptic ulcers, heart problems, hypertension)

In order to prevent the development of stressors at the workplace as far as possible and to better protect workers from the emergence of burnout, continuous monitoring of the work situation should be undertaken

- Different analysis tools and procedures are available, depending on the general conditions in WERS WASTE.: Analysis of work incapacity data; Risk assessment; Work situation analysis; A health circle; Worker surveys; Worker interviews









Organisational measures available for circumstantial prevention include:

- Design of work organisation; Creation of degrees of freedom; Possibilities of social support; Provision of feedback for the workflow and the results

Good social and communication relationships with other occupational groups are also important

- Helpful individual-related measures include Continuous and further training;
- Training in social and communicative skills; Time management; Coping with stress.
- **A combination of Organisational and individual measures produces the most effect**

Personal Protective Equipment Required

								Other	Permits	
Hi Vis Vest	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/ Dust Masks			
Mandatory on all Sites			As per job Requirements							

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References:	SHWW Act 2005
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RA- 8 Violence to Staff	Residual Risk: L
Task: Shop, Sales counter and the parts dept.	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X









HAZARDS	Risk Ratings	
	Without Controls	With Controls
	Med	Low
	Low	Low
<ul style="list-style-type: none"> Employees dealing with cash or high value goods are vulnerable to attack Lone workers are vulnerable Alarm callout not working 	Med	

TRAINING	Safe Pass	X	COMPANY Induction	X	Manual Handling Training	X	Site Inductions		Tool Box Talks	X		Other	
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CONTROL MEASURES

- Use of C.C.T.V. and other security measures.
- Vary time of cash collection and bank deposits.
- Should a robbery occur, the staff at should hand over the cash in the till without argument or delay which may antagonise the thieves and cause them to injure or harm any staff member or customer present.
- Gardai notified in event of alarm activation.
- Lone working should be minimised if not eliminated extra precautions required if staff work alone
- The local crime prevention officer of the Gardai can provide advice on how best to reduce the risk.
- Reduce the amount of available cash e.g. by using time-locked safes and display signs indicating this.
- Identify higher risk times and take extra precautions during such times.
- Instruct employees in the handling of disputes and in the use of security measures.
- All operators will receive careful and comprehensive instruction and training so that they are fully familiar with the particular MACHINE CONTROLS, SAFETY DEVICES, and DANGERS and how they are avoided.

Personal Protective Equipment Required









								Other	Permits	
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats			
Mandatory on all Sites			As per job Requirements							

References:	General Application Reg's S.I. 299/07 SHAWW Act 2005
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**Section 6 Transport & Transfer depot
Risk Assessments**

1. Company Vehicles
2. Heavy Goods Vehicles- General driving
3. Loading and off-Loading Plant
4. Transporting of Plant by Low Loader
5. Reversing Vehicles
6. Roadside inspection /Maintenance/Breakdown
7. Bulk Trailers
8. Covering Bulk Trailers
9. Tipper Trucks
10. Loading & Unloading Tautliners & Containers
11. Coupling & Uncoupling of trailers
12. Truck Trailers Working @ Heights
13. Artic Trucks
14. Refuse trucks
15. Bin Handlers on rear of Trucks
16. Lifting Gear on the rear of trucks
17. Handling Contaminated Refuse
18. Operating skip trucks
19. Loading / Unloading Skips from Back of Skip Lorries
20. Unloading Trucks at Transfer Station
21. Vehicle Access / Egress to Transfer Station
22. Traffic Management at the transfer station
23. Cleaning of Vehicles
24. Plastics Facility
25. MRF
26. Timber Shredder
27. Cardboard Baler
28. Shed 3 Segregation
29. TITEK & Ballistic Separator
30. Recycling Storage
31. Weighbridge entry/exit
32. Conveyors
33. Magnets
34. Trommels

Wheeley Environmental Refuse Services Ltd March 2019

RA: 1 Company Vehicles								Residual Risk L					
Task: All operations with plant and equipment on sites, roads and work shop								Date: MARCH 2019					
								Revision No.4					
WHO MAY BE HARMED?													
Employees		X	Sub-contractors		X	General Public			X				
Contractors		X	Official Visitors		X	Plant Operators			X				
HAZARDS						Risk Ratings							
<ul style="list-style-type: none"> Inadequate maintenance/ checks on company vehicles Inadequate maintenance/ checks on vehicles 						Without Controls			With Controls				
						High			Low				
						High			Low				
Training:	Safe Pass		COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X		X	Other
CONTROL MEASURES													
<p>Five main hazards are addressed under the risk assessment: Road Traffic Accident, Manual Handling, Wheel Change, Mobile Phones and Vehicle Maintenance.</p> <p>Road Traffic Accident – Injury due to collision Only suitable qualified and insured employees may operate company vehicles. They must always be driven within the rules of the road and the law They must have recorded and scheduled programme of maintenance and must hold DOE certificates as necessary. Any breach of the Road Traffic Acts will be treated with the utmost severity.</p> <p>Manual Handling – Good manual Handling practice must be exercised in loading and unloading of vehicle Ensure all equipment is safely stored in the vehicle so that it will not slide or shift forward in the event of an emergency stop</p> <p>Wheel Change – Cuts, Bruises, MH Injury, Traffic Passing by Vehicle is issued with full wheel changing kits The jack, screwdriver, spare wheel, and tyre iron are usual vehicle equipment. The reflective jacket, torch and red triangle are supplied by the company. All of the equipment is to be properly maintained by the vehicle drivers. If a puncture occurs and a wheel change is needed do the following: Turn on hazard lights Pull into the left-hand side of the road when safe to do so Get out of the vehicle and go to the boot Place the red triangle approx. 30feet from the vehicle It is imperative that the yellow jacket is worn even in broad daylight If the puncture is on the left-hand side of the vehicle proceed to change the tyre taking great care with regard to manual handling, If the puncture is on the right-hand side of the vehicle try to angle the car slightly to give protection from oncoming traffic. When the wheel has been changed replace equipment back in the vehicle in their original storage places. Have the puncture repaired as soon as possible, especially if the spare is a temporary wheel</p> <p>Mobile Phones – Road traffic accident At no time is it permitted to drive the vehicle while holding a mobile phone or receiving/sending text messages Training/ instruction must be given to staff on dangers of using a mobile phone while operating a vehicle</p> <p>Vehicle Maintenance – RTA due to poor maintenance Maintenance / service carried out as per recommendations Staff will occasionally be requested to carry out an assessment on the vehicle to ensure in good working order</p>													
PERSONAL PROTECTIVE EQUIPMENT REQUIRED													
								Other	Permits				
Hi Vis Vest,	Safety Boots	Face Shield/ Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats						
Mandatory on all Sites								As per job Requirements					
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291											

Wheley Environmental Refuse Services Ltd March 2019

RA: 2 Heavy Goods Vehicles –General Driving										Residual Risk	
Task: All operations of Heavy Goods Vehicles										L	
										Date: MARCH 2019	
WHO MAY BE HARMED?											
Employees			X	Sub-contractors			X	General Public			X
Contractors			X	Official Visitors			X	Plant Operators			X
HAZARDS						Risk Ratings					
<ul style="list-style-type: none"> Traffic accidents from collision with other vehicles, pedestrians/ structures etc. Damage to property from truck contact. Driver Ill health from Postural problems leg / foot injury Stress / Fatigue/ Eyestrain 						Without Controls			With Controls		
						High			Low		
						High			Low		
						High			Low		
High			Low								
Training:		X	X	X	X	X	X	X	X	X	X
Safe Pass	COMPANY Induction	Manual Handling	Site Induction	Tool Box Talks	Other						
CONTROL MEASURES											
<ul style="list-style-type: none"> Vehicles provided by the company will meet requirements set out under the Road Traffic Act Drivers consulted and cabs fitted with suitable seating and other features to reduce ergonomic problems associated with driving. (also see work at height risk assessment) Vehicles contain first aid/ fire extinguishers / hands free phones etc. Drivers Daily walk round Checks. Weekly Inspection/Statutory Inspections Examination and testing of Trucks are up to date. Any defects or damage reported to the manager. Regular service and repairs undertaken by qualified mechanic <p>Drivers:</p> <ul style="list-style-type: none"> Experienced with appropriate training. Medically fit to perform duties Undertake regular vehicle inspections Report and feedback to the manager any problems with <ul style="list-style-type: none"> - vehicle - traffic routes/ near misses - signage/ reversing - loading/unloading sites and - driver health conditions Instructed to drive with care, and comply with Traffic Acts, regulations and other associated legislation. Regular clients / routes and time schedules established to reduce stress / fatigue problems Drivers instructed never to jump down from cab. <p>TRAINING</p> <ul style="list-style-type: none"> Current heavy good vehicle licence ADR trained where applicable Complete client Inductions/ Training CPC Driver Training and Load restraining Training Other as required by product hauled/ equipment used/ client requirements Further consultation with drivers about health and safety issues 											
PERSONAL PROTECTIVE EQUIPMENT REQUIRED											
								Other	Permits		
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats				
Mandatory on all Sites						As per job Requirements					
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291 RSA Website									

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RA: 3 Loading and Off-Loading Plant & Restraining Plant								Residual Risk L				
Task: All operations included in the off-loading and loading of plant on roads or on site								Date: MARCH 2019				
								Revision No.4				
WHO MAY BE HARMED?												
Employees		X	Sub-contractors		X	General Public		X				
Contractors		X	Official Visitors		X	Plant Operators		X				
HAZARDS						Risk Ratings						
						Without Controls		With Controls				
<ul style="list-style-type: none"> • Loading / Offloading Machines on site and at base. • Untrained Operators. PPE. • Collision with personnel, or public, plant, or other vehicles • Access and Egress - Slips / Trips / fall from the vehicle. • Plant item running off trailer during loading or offloading. • Sudden movement of plant under gravity. • Plant item overturning due to trailer moving when not secured. • Risk from inadequate restraint of load • Opening & closing ramps. • Loss of or movement of load due to poor, insufficient, or no tie-down. • Load over-height. • Load over-width. • Load over-length. • Load weight • Transporter not fit for purpose. • Restraint devices not used appropriately. • ID and restraining information not visible on all restraint equipment. • Overhead power lines and overhead hazards • Spotter too close to transporter during loading • Manual handling 						Med		Low				
						High		Low				
						High		Low				
						Med		Low				
						Med		Low				
						Med		Low				
						Med		Low				
						Med		Low				
						Med		Low				
						Med		Low				
						Med		Low				
						High		Low				
						High		Low				
						High		Low				
						High		Low				
High		Low										
Med		Low										
Training:		Safe Pass	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other	X









CONTROL MEASURES

<ul style="list-style-type: none"> • Only competent personnel may load / offload machines on site or at base. No unauthorised people may be in the vicinity when loading / offloading. Only hauliers contracted are permitted to load /restrain / offload machines unless specifically authorised by management. • Before driving the machine on or off a transporter, the machine operator should ensure that the loading /unloading area is sufficiently large to accommodate the movement of the machine without striking obstructions or causing hazards to others. The transporter is on firm and level ground and correctly positioned with its brakes on. Chock the wheels if necessary. • Check for overhead power lines and other hazards prior to loading / offloading equipment. • All ramps must be secure and long enough to keep the ramp angle low. • If ramps are not automatic the driver must use extreme caution, seek assistance if available, when lowering the ramps and ensure all personnel stand either side of the ramp as they are lowered. • The machine transmission, clutches, brakes, etc. are working correctly (an unserviceable machine requires the assistance of the transporter loading winch). The machine should be lined up with the ramps so no turning will be necessary. Loading and unloading should be carried out at the slowest possible speed, particularly at any point of balance. Any necessary movement of the machine whilst on the transporter (i.e. to centralise it) must be carefully executed. • Transporting site machinery can involve numerous hazards and the following precautions should be taken at all times: The design and construction of the vehicle should be suitable for the load. The maximum expected floor loading must be ascertained to ensure that the floor and supporting members are adequate. • Loads carried must be adequately secured so there is no likelihood of them moving or falling off. 	
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- Chains and restraint equipment should be checked for damage, wear and tear and rated for the load it is restraining.
- The front and rear wheels of the equipment being transported should be butted against the bulkhead or against chocks which are secured. The brakes should be engaged, and any other necessary precautions must be taken to ensure that the machine cannot change position during transit.
- Lashing chains from the front and rear towing eyes or axles should be secured and tensioned to anchorage points on the trailer.
- Trailer flaps (beaver tails) should be secured in the upright position; and
- The load should be checked after the first kilometre of the journey and at regular intervals throughout the journey.
- The load is so arranged not to obstruct the driver's field of vision, including rearward vision through the driving mirrors.
- To achieve maximum stability the load should be placed so that the centre of gravity is placed as low as possible, and near the vehicle longitudinal centreline.
- The weight of heavy goods of small dimension should be spread across the vehicle platform by use of load spreading devices.
- The driver must check the overall height of the vehicle when the plant and machinery is loaded to ensure that it can safely pass under any bridges along the route. He/she should check the Iarnród Éireann Railway Bridge Map to find out if there are any low bridges on route.
- Gross vehicle weights are specified in Appendix 3 of the Code of Practice for Operators of Quarry Delivery Vehicles. If the gross weight or dimensions are exceeded, special permits are obtained from A Garda Síochána and the Local Authority/ies through whose area/s the equipment will be transported.
- Load over-width. Display "WIDE LOAD" front and back.
- Load over-length. Display "LONG VEHICLE" front and back.
- A fire extinguisher must be provided in the transporter cab.
- High visibility clothing, safety helmet and safety boots are mandatory requirements on site / base. Other PPE to be worn as required.
- Correct manual handling techniques must be used when manually loading / offloading products or using restraint equipment. Training must be provided by the employer and the eight principles of manual handling must be adhered to.
- Comply with Construction Regulations, Training courses, Safety Inductions, and Sop's. RSA Requirements









PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits
Hi Vis Vest,	Safety Boots	Face Shield/ Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats		
Mandatory on all Sites				As per job Requirements					
References:		General Application Reg's S.I. 299/07, SHAWW Act 2005 Construction Regulations 2013 SI 291 RSA Requirements							









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RA: 4 Transporting of Plant by Low Loader										Residual Risk L						
Task: All operations where plant is moved from site to site or from the compound to site.										Date: MARCH 2019						
										Revision No.4						
WHO MAY BE HARMED?																
Employees	X	Sub-contractors	X	General Public	X	Contractors	X	Official Visitors	X	Plant Operators	X					
HAZARDS						Risk Ratings										
<ul style="list-style-type: none"> Machine moving or falling off transporter during transport Slippage of load due to load been unstable Machine load too high, contact with obstructions Machines not adequately Restrained 						Without Controls			With Controls							
						High			Low							
						High			Low							
						High			Low							
Training:						Safe Pass	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other	
CONTROL MEASURES																
<ul style="list-style-type: none"> Load tightly secured and checked frequently during the journey. Tying chains used for securing loads to be inspected for wear or damage Loads to be suitable chained and secured as per Guidelines on Safe Load Securing for Road Transport Adjust travelling speed to take into account the centre of gravity of the load especially for turning maneuvers. Vehicle speed to be consistent with gross weight and conditions of roads and terrain Check route in advance for low bridges and overhead wires or other obstructions, including narrow tree line roads. Since some loads of plant to site are classed as abnormal loads i.e. width >2.5m, weight > 40T, length >16.5m, a permit is required from relevant local authorities - abide by conditions of permit - Gardai to be notified in advance. Escort to be provided preferably with > 3.5m width with warning signs and rotating beacon. Travelling time restricted to off peak times only. Transporter driver to check that: <ul style="list-style-type: none"> -truck is in safe working order -permit is carried on vehicle Conditions of permit are adhered to 																
PERSONAL PROTECTIVE EQUIPMENT REQUIRED																
								Other	Permits							
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats									
Mandatory on all Sites						As per job Requirements										
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291 RSA Website – guidelines on load security														









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RA: 5 Reversing Vehicle										Residual Risk L	
Task: All operations where plant is moved from site to site or from the compound to site.										Date: MARCH 2019	
										Revision No.4	
WHO MAY BE HARMED?											
Employees	X	Sub-contractors	X	General Public	X						
Contractors	X	Official Visitors	X	Plant Operators	X						
HAZARDS				Risk Ratings							
<ul style="list-style-type: none"> Accidents from collision with other vehicles, pedestrians/ structures etc. Damage to property from truck contact. 				Without Controls				With Controls			
				High				Low			
				High				Low			
Training:	Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other
CONTROL MEASURES											
<p>Drivers are to receive adequate safety information about delivery/ collection sites</p> <ul style="list-style-type: none"> ➤ Problems with one-way systems / overhead hazards ➤ Entrance/exits, reception area, traffic routes, parking /waiting/ loading areas ➤ visiting driver rules restrictions requirements ➤ Special conditions for reversing / signalling/ banks men used. <p>Vehicles fitted with suitable reversing aids and warning devices</p> <ul style="list-style-type: none"> ➤ Drivers are to check reversing aids and warning devices are working and report faults immediately. ➤ Drivers are to be familiar with loading / unloading procedures. ➤ Drivers are to check the area is clear of people and traffic when reversing. ➤ Drivers to follow all company rules and procedures. ➤ Use spotters if vision is restricted <p>Management are to review work areas and consult with drivers and clients etc to eliminate / minimise reversing hazards Traffic management plan to be developed.</p> <p>TRAINING:</p> <ul style="list-style-type: none"> HGV license ADR if applicable Client site loading/ unloading procedures All staff trained in cleaning procedure for High Vehicles. 											
PERSONAL PROTECTIVE EQUIPMENT REQUIRED											
								Other	Permits		
Hi Vis Vest,	Safety Boots	Face Shield/ Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats				
Mandatory on all Sites			As per job Requirements								
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291 RSA Website									









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RA: 6 Roadside Inspection / Maintenance/ Breakdown								Residual Risk L		
Task: All operations for Roadside break downs								Date: MARCH 2019		
								Revision No.4		
WHO MAY BE HARMED?										
Employees	X	Sub-contractors	X	General Public	X					
Contractors	X	Official Visitors	X	Plant Operators	X					
HAZARDS				Risk Ratings						
				Without Controls			With Controls			
				High			Low			
				High			Low			
<ul style="list-style-type: none"> Accidents from collision with other vehicles, pedestrians/ structures etc. Damage to property from truck contact. 										
Training:	Safe Pass	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other
CONTROL MEASURES										
<p>Whilst regularly maintains inspections and safe working procedures professional drivers will typically will face situations where roadside exposure will occur e.g. To inspect shifted loads/ change wheels/ breakdowns etc..</p> <p>Roadside procedures –</p> <p>Drivers are instructed:</p> <ul style="list-style-type: none"> If possible, move the vehicle well clear of the roadway to avoid danger from passing traffic. Securely Park vehicle – and if possible minimize the vehicle creating a traffic hazard Switch on hazard warning lights Wear your high visibility jacket /reflective safety vest Always check the mirror before opening the cab door. Beware of passing traffic. If you must check the off side of the truck, always face the oncoming traffic so you don't get hit from behind. Be especially careful when returning to the cab. Approach your cab door from the front of the truck to minimise exposure time and enable you to face the traffic. Look around the corner of the cab before stepping out on the road because motorists will not see you coming Set up warning triangles if required Beware of slippery surfaces on the vehicle (load platforms, chassis frame, steps) and around the vehicle (wet or oily surfaces). Notify the manager/ breakdown services where applicable Follow accident procedures where applicable 										
PERSONAL PROTECTIVE EQUIPMENT REQUIRED										
								Other	Permits	
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/ Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats			
Mandatory on all Sites				As per job Requirements						
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291 RSA Website								









Wheley Environmental Refuse Services Ltd March 2019

RA: 7 Bulk Trailer					Residual Risk: L								
Task: All operations with Bulk Trailers					Date: MARCH 2019								
					Revision No.4								
WHO MAY BE HARMED?													
Employees		X	Sub-contractors		X	General Public		X					
Contractors		X	Official Visitors		X	Plant Operators		X					
HAZARDS					Risk Ratings								
					Without Controls		With Controls						
<ul style="list-style-type: none"> Loading/ unloading trailer falls from trailer Crushed from bed collapse or hydraulic failure Crushed between trailer and buildings Pinched fingers from tailgates Slips trips falls Overturning of trailer 					High		Low						
TRAINING	Safe Pass		COMPAN Y Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other		
CONTROL MEASURES													
<ul style="list-style-type: none"> ➤ Tipper trailer is to be maintained in good condition and only carry loads within its capacity. ➤ Be sure the load is evenly distributing throughout the Trailer not to one side. ➤ Avoid overloading the Trailer. Know the weight limits of the vehicle and understand how to calculate the weight of material that is being loaded. ➤ For materials that flow out of Trailers poorly, load less material than normal and/or distribute slightly more material to the rear of the bed. ➤ Align a tractor and semi-trailer in as straight a line as possible to unload. Avoid sharply jack-knifed alignments. ➤ If necessary, rearrange or clear areas to provide easy access to unloading areas and to provide overhead and dumping area clearance. ➤ Do not climb on loaded trailers use roll on and roll off covers which can be operated from ground or from catwalk ➤ The tipping area should be clear of other vehicles and people during unloading. Ample lighting should be provided for night time operations. All persons to be kept free of loading and off-loading area ➤ Always use safety prop when working under raised body. ➤ Check tire pressures daily. ➤ Ensure that repairs to the Trailer, leave bottom and sides clear of obstructions to the smooth flow of materials. ➤ Inspect and repair suspension systems. Lubricate pins and bushings for smooth operation. Inspect and repair hydraulic lift cylinders regularly. ➤ Operators should be trained on the specifics of maintenance and inspections for trailers. ➤ Operators should be able to recognise hazardous conditions such as improper load distribution, ditch bank shear lines, frozen or wet materials, poorly flowing materials, uneven unloading surfaces, etc., and know how to compensate for such hazards. ➤ Operators and helpers should know how to use hand signals and safe procedures for two person unloading operations. Drivers are to be familiar with the loading/ unloading procedures: 													
PERSONAL PROTECTIVE EQUIPMENT REQUIRED													
								Other	Permits				
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats						
Mandatory on all Sites			As per job Requirements										
Reference s:	General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291												









Wheley Environmental Refuse Services Ltd March 2019

RA: 8 Covering Bulk loads										Residual Risk L		
Task: All operations with Covering Bulk loads										Date: MARCH 2019		
WHO MAY BE HARMED?												
Employees	X	Sub-contractors	X	General Public	X							
Contractors	X	Official Visitors	X	Plant Operators	X							
HAZARDS				Risk Ratings								
				Without Controls				With Controls				
<ul style="list-style-type: none"> Falls of trailers while walking on the trailer Working at Heights Faulty Equipment Access & Egress from trailers Cover getting caught on material Overhead Powerlines Manual handling 				High				Low				
TRAINING	Safe Pass	COMPAN Y Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X		X	Other
CONTROL MEASURES												
<ul style="list-style-type: none"> ➤ Restricted Access onto vehicles - driver / loading operators/ inspectors only ➤ Use trailers with roll on covers where possible ➤ Manual handling injuries while rolling back cover and opening pins on truck use correct technique ➤ Inspect equipment before use and report faulty equipment ➤ Do not overload trailer so that the cover is restricted from covering the load ➤ Provision of Safe access egress to cab and other parts of trailer / vehicle – steps handholds etc. ➤ Consult work force about adequate safe access / egress from truck and trailer ➤ Minimise any work at height provide and use platform where possible ➤ Ensure safe equipment is provided when accessing top of trucks and trailers. ➤ Guardrails etc. on upper decks etc. Beware of slippery surfaces on the trailer ➤ Drivers should never jump off vehicle - Minor knee/ankle and back injuries “micro-traumas” are cumulative and can all add up ➤ Drivers are instructed when entering and leaving the trailers <ul style="list-style-type: none"> ○ Always use the steps, foot-holds and grab handles provided. ○ Avoid twisting the back unnecessarily. ○ Climb down from the cab (or trailer deck backwards, never jump down) ○ 3 points of contact face the trailer at all times ➤ Where clients require drivers to work at height for cleaning / inspection etc. drivers will undertake any training induction to understand safe methods of work and equipment. <ul style="list-style-type: none"> ➤ Do not park under powerlines while covering loads 												
PERSONAL PROTECTIVE EQUIPMENT REQUIRED												
								Other	Permits			
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats					
Mandatory on all Sites			As per job Requirements									
Reference s:	General Application Reg's S.I. 299/07 SHAWW Act 2005 Sop on bulk trailers											

Wheley Environmental Refuse Services Ltd March 2019

RA: 9 Tipper Trucks						Residual Risk L				
Task: All operations with loading and off-loading with tipper trucks.						Date: MARCH 2019				
WHO MAY BE HARMED?										
Employees	X	Sub-contractors	X	General Public	X					
Contractors	X	Official Visitors	X	Plant Operators	X					
HAZARDS						Risk Ratings				
						Without Controls		With Controls		
Lacerations, bruises, fractures, head injury, back injury, internal injury, death, property damage Tipping near powerlines. Tipping on uneven ground. Working beneath body / Maintenance Loss of control on the road Back door not fully secured.						High		Low		
TRAINING	Safe Pass	COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other
CONTROL MEASURES										
<ul style="list-style-type: none"> • Ensure that trucks are only operated by licenced experienced operators • Ensure that trucks are properly maintained by qualified mechanics • Ensure that HGV is tested and certified and taxed • Ensure that people never stand under the raised body unless it is propped • Ensure that there is clear visibility all around the machine • Ensure that the driver checks for overhead cables and ground conditions before tipping load • After tipping the load, ensure that the driver waits for the body to come back down before moving off • Ensure that the machine is used in designated areas only • Ensure that there is a breakdown triangle, first aid box and fire extinguisher in the cab • Ensure that the driver installs the tachograph daily • Ensure that passenger numbers do not exceed seat capacity • Ensure that at the end of the working day, the vehicle is securely parked, is locked and the keys secured elsewhere • Spotter to be used when tipping 										
PERSONAL PROTECTIVE EQUIPMENT REQUIRED										
								Other	Permits	
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats			
Mandatory on all Sites			As per job Requirements							
References:	General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291									

Wheley Environmental Refuse Services Ltd March 2019

RA: 10 Loading/ Unloading - Taut liners/ Curtain siders						Residual Risk L					
Task: All operations with loading/unloading curtain siders						Date: MARCH 2019					
WHO MAY BE HARMED?											
Employees	X	Sub-contractors	X	General Public	X						
Contractors	X	Official Visitors	X	Plant Operators	X						
HAZARDS				Risk Ratings							
				Without Controls				With Controls			
<ul style="list-style-type: none"> • Loads falling • Crushing injuries • Vehicle overturning / accidents • Falls 				High				Low			
TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other	X
CONTROL MEASURES											
<ul style="list-style-type: none"> ➤ Drivers are to receive adequate safety information about delivery/ collection sites ➤ Problems with one-way systems / overhead hazards /Entrance/exits , reception area , traffic routes,parking /waiting/ loading areas / visiting driver rules restrictions requirements all to be addressed ➤ Special conditions for reversing / signalling/ banks men used. ➤ Loading/ unloading activities should occur away from pedestrians and traffic or at suitably segregated/ barrier locations. ➤ Vehicle / trailer immobilisation during loading / unloading procedure. Drivers should never leave their vehicle without ensuring that the vehicle and its trailer are securely braked. (Trailer parking brakes must be used) the engine is stopped, the starter key removed, and any mounted equipment lowered to the ground. ➤ Drivers are to wear high visibility clothing when exiting cab. Drivers will Identify the loading "safety zone" ➤ Excluding all persons from the area where skid steers are moving as goods may fall from the skidsteer or vehicle <p>Drivers checks:</p> <ul style="list-style-type: none"> ➤ Drivers will ensure visual contact with skidsteer operators ➤ Drivers will open trailer on one side /unbuckle pull curtains ➤ Drivers are to utilize pedestrian walkways / exclusion zones around truck loading operations and waiting areas where provided. ➤ Vehicles are never overloaded. Overloaded vehicles can be unstable, difficult to Control. ➤ Loads are properly secured where applicable so that they do not slide around. ➤ Distributed evenly / not bulging at sides etc. Uneven loads can make the vehicle or trailer unstable. ➤ Before unloading, check that loads have not shifted during transit, and are not likely to move or fall when restraints are removed. ➤ When driver is satisfied with loading/ unloading of vehicle, close trailer side and ensure all buckles are closed. ➤ Loading/ unloading areas should eliminate reversing where ever possible ➤ Drivers are to use suitable access when inspecting loads before releasing restraining ➤ Drivers are to contact the manger if not satisfied with loading ➤ Safe loading/ unloading procedures to be adhered to ➤ All relevant statutory inspections and certifications are current. ➤ Keep pedestrians away from loading & unloading operations ➤ Drivers are to be familiar with the loading/ unloading procedures: 											
PERSONAL PROTECTIVE EQUIPMENT REQUIRED											
								Other	Permits		
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats				
Mandatory on all Sites			As per job Requirements								

Wheeley Environmental Refuse Services Ltd March 2019

References:	General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291
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RA: 11 Coupling & Uncoupling of Trailers	Residual Risk L
Task: All operations with Covering Bulk loads	Date: MARCH 2019

WHO MAY BE HARMED?					
Employees	X	Sub-contractors	X	General Public	X
Contractors	X	Official Visitors	X	Plant Operators	X

HAZARDS	Risk Ratings	
	Without Controls	With Controls
Collapse of Trailer Injury to driver whilst coupling/uncoupling Crash /accident /run away Damage to vehicles	High	Low

TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other	X
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CONTROL MEASURES

Accidents can occur from runaway tucks / trailers or separation of truck and trailer due to incorrect coupling. Most accidents occur as a result of complacency and lapses in concentration rather than inexperience on the part of the driver.

CONTROLS / PROCEDURES:

- Inspection of equipment associated with coupling / uncoupling
- Drivers are to be familiar with the coupling / uncoupling procedures for each kind and type of truck trailer combination they operate - see coupling/ uncoupling procedures/ guidance
- **The compatibility of any truck and trailer combination must not be taken for granted.**

Check:

- Is the trailer fifth wheel position suitable for the kingpin position on the semitrailer to be coupled?
- Does the drawbar hitch position and pin size suit the towing eye and drawbar trailer towing beam geometry?
- When turning will the semi-trailer landing legs clear the rear of the tractor unit and ground?
- Are the air and electrical services compatible?

- Critically when considering using the split coupling method to couple or uncouple a semitrailer is the braking system fitted to the trailer suitable to allow this procedure to take place safely?
- **The suitability of any trailer to be used when performing the split coupling method must be known before a driver is instructed to carry out that procedure.** The design of the braking system will determine the reaction times for the application of the trailer parking brake during the coupling and uncoupling procedure and as such the driver could inadvertently be positioned in a place of danger between the truck and trailer while making the air connections.
- **Drivers are not to couple any trailer where its suitability is unknown or suspect that the driver could be in danger.**
- Management must ensure Compatibility of truck trailer combinations Provision of adequate coupling / uncoupling training / information to drivers
- Monitor safe work procedures/ provide refresher training
- Regular maintenance of vehicles and trailers








PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats		









Mandatory on all Sites	As per job Requirements
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References:	General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291
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Wheley Environmental Refuse Services Ltd March 2019

RA: 12 Trucks/ Trailers – Work at height						Residual Risk L					
Task: All operations with Covering Bulk loads						Date: MARCH 2019					
WHO MAY BE HARMED?											
Employees	X	Sub-contractors	X	General Public	X						
Contractors	X	Official Visitors	X	Plant Operators	X						
HAZARDS				Risk Ratings							
				Without Controls			With Controls				
Injury from falls				High			Low				
TRAINING:	Safe Pass	COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other	
<ul style="list-style-type: none"> • Restricted Access onto vehicles - driver / loading operators/ inspectors only • Provision of Safe access egress to cab and other parts of trailer / vehicle – steps handholds etc. • Consult work force about adequate safe access / egress from truck and trailer • Minimise any work at height • Ensure safe equipment is provided when accessing top of trucks and trailers. Guardrails etc on upper decks • Drivers should never jump off vehicle - Minor knee and back injuries “micro-traumas” are cumulative and can all add up • Drivers are instructed when entering and leaving the driving cab / trailers <ul style="list-style-type: none"> ○ Always use the steps, foot-holds and grab handles provided. ○ Avoid twisting the back unnecessarily. ○ Climb down from the cab (or trailer deck backwards, never jump down) ○ 3 points of contact face the machine • Where clients require drivers to work at height for cleaning / inspection etc. drivers will undertake any training induction to understand safe methods of work and equipment. • We are working on different solutions to try and eliminate the risks associated with this task. The RA will be reviewed at this stage and a clear set of rules developed following this. 											
PERSONAL PROTECTIVE EQUIPMENT REQUIRED											
								Other	Permits		
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection					
Mandatory on Sites				As per job Requirements							
References:	General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291										









Wheley Environmental Refuse Services Ltd March 2019

RA: 13 Artic Trucks										Residual Risk L				
Task: All operations with Artic trucks.										Date: MARCH 2019				
WHO MAY BE HARMED?														
Employees		X	Sub-contractors		X	General Public		X						
Contractors		X	Official Visitors		X	Plant Operators		X						
HAZARDS						Risk Ratings								
						Without Controls				With Controls				
<ul style="list-style-type: none"> Lacerations, bruises, fractures, head injury, back injury, internal injury, death, property damage Tipping near powerlines. Tipping on uneven ground. Working beneath body / Maintenance Loss of control on the road Coupling & Uncoupling of Trailers. 						High				Low				
TRAINING :	Safe Pass		COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X		X	Other	
CONTROL MEASURES														
<ul style="list-style-type: none"> Ensure that trucks are only operated by licenced experienced operators Ensure that trucks are properly maintained by qualified mechanics Driver to carry out walk around checks daily. Ensure that HGV is tested and certified and taxed Ensure that people never stand under the raised body unless it is propped Check area between artic unit and trailer keep people away. Ensure that there is clear visibility all around the vehicle Check for overhead cables and ground conditions before offloading After tipping the load, ensure that the driver waits for the body to come back down before moving off Ensure that the vehicle is used with in design capacity only no over loading Ensure that there is a breakdown triangle, first aid box and fire extinguisher in the cab Ensure that the driver installs the tachograph/Drivers card daily Ensure that passenger numbers do not exceed seat capacity Ensure that at the end of the working day, the vehicle is securely parked, is locked and the keys secured elsewhere Spotter to be used when reversing and offloading when vision is restricted 														
PERSONAL PROTECTIVE EQUIPMENT REQUIRED														
								Other	Permits					
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats							
Mandatory on all Sites			As per job Requirements											
References:	General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291													

Wheley Environmental Refuse Services Ltd March 2019

RA: 14 Refuse Trucks							Residual Risk L					
Task: Operating refuse trucks.							Date: MARCH 2019					
WHO MAY BE HARMED?												
Employees		X	Sub-contractors			X	General Public			X		
Contractors		X	Official Visitors				Plant Operators			X		
HAZARDS							Risk Ratings					
							Without Controls		With Controls			
<ul style="list-style-type: none"> Vehicles collision causing injury to personnel or damage to equipment Moving off before bin handlers are securely in position on standing platforms resulting in falls from heights / moving vehicle of bin handlers Reversing trucks with bin handlers standing on platforms resulting in serious injury to handlers if they accidentally fall or crush injury between truck and solid object Driving above 30kmph with bin handlers standing on back of trucks resulting in falls from moving vehicles and serious injury to bin handlers 							High		Low			
TRAINING	Safe Pass		COMPAN Y Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other	X
CONTROL MEASURES												
<ul style="list-style-type: none"> Only qualified, trained and competent drivers are permitted to operate the refuse trucks. Copies of all license's to be held in the office. All refuse trucks are fitted with reversing beeper, overhead flashing lights, rear view mirrors and side mirrors. In addition, rear standing platforms, hand hold points and warning devices are being upgraded in line with I.S. EN 1501-1:1998 'Refuse Collection Vehicles and Their Associated Lifting Devices – General Requirements and Safety Requirements – Part 1: Rear-end Loaded Refuse Collection Vehicles. Truck drivers to adhere to the permitted speed limit & road rules when driving on the main roads, housing estates and commercial premises. When collecting rubbish in housing estates, before moving off each time to the next collection point, always ensure that the bin handlers are securely in position on their platforms at the back of the truck. When driving out on main roads between job locations ensure bin handlers are seated in the cab of the truck. Do not drive faster than 30kmph when bin handlers are on the rear platforms. Do not reverse trucks with bin handlers standing on the rear platforms. Always drive with extra caution and watch out for pedestrians particularly in built up areas such as housing estates where small children are outside playing. Mobile phones are not permitted to be used by the driver or the helper when operating trucks. The use of Headphones is strictly forbidden whilst working on the RCVS. SOPS are being developed for RCVS. 												
PERSONAL PROTECTIVE EQUIPMENT REQUIRED												
								Other	Permits			
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/ Masks	Eye Protectio n	Hearing Protection	Harness Protection	Hard Hats					
Mandatory on all Sites				As per job Requirements								
Reference s:	General Application Reg's S.I. 299/07 SHAWW Act 2005 Construction Regulations 2013 SI 291											

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RA: 15 Bin Handlers on rear of Trucks										Residual Risk L													
Task: Bin Handlers standing on platforms at the rear of refuse trucks										Date: MARCH 2019													
WHO MAY BE HARMED?																							
Employees		X		Sub-contractors		X		General Public		X													
Contractors		X		Official Visitors				Plant Operators		X													
HAZARDS								Risk Ratings															
								Without Controls				With Controls											
<ul style="list-style-type: none"> Getting up or down off platform while truck is moving resulting in falls and serious injury Stepping down off rear platform and being hit by passing motorists Falls from back of truck when traveling between pick up locations resulting in serious injury Getting trapped in moving components on the back of the truck resulting in serious crush or amputation injury Crush injury getting trapped between back of truck and solid object resulting in serious crush injury Extreme Weather Conditions 								High				Low											
TRAINING:		Safe Pass		COMPANY Induction		X		Manual Handling		X		Site Inductions		X		Tool Box		X		X		Other	
CONTROL MEASURES																							
<ul style="list-style-type: none"> Bin handlers must always wear their safety boots, reflective vests or jackets and gloves when collecting and handling bins. When standing on the platforms at the back of the truck, ensure you hold on to the designated holding point with both hands. Do not jump on or off the standing platform on the truck when the truck is in motion, wait till the truck has stopped. Before getting down off the standing platform, always check and watch out for oncoming vehicles. Do not stand on the platform if the truck is going into reverse. When driving out on main roads between job locations you must be seated in the cab of the truck or at any other time when the truck going to go over 30kmph. Do not lean in over or place hands near the lifting components when traveling on the back of the trucks. In the event of emergency or problems with the lifting gear etc. when the truck is in motion, activate the emergency stop button located at both sides of the truck and on the lifts. Warning devices / safety sensors to be installed on the trucks to prevent reversing movement or forward movement above 30kmph with handlers on the rear platform. Do not disconnect or tamper with safety devices. Bin handlers must adhere to the written instruction for safe work off the back of the platforms at all times, a copy will be provided to all personnel. Use of mobile phones and ear phones are strictly prohibited while working on the refuse collection trucks. All bin handlers are provided with wet weather gear to be worn when out on the trucks in rainy weather. Rubber soled steel toe capped boots are provided and must be worn at all times. In wet weather take care when stepping on and off the standing platform, ensure you have a good grip on the handles at all times. Sun cream will also be provided for each truck and in the transfer station and should be worn by all bin handlers during summer months. In very harsh weather conditions remain in the cab of the truck as far as practical between bin collections. 																							
PERSONAL PROTECTIVE EQUIPMENT REQUIRED																							
																Other		Permits					
Hi Vis Vest,		Safety Boots		Safety Gloves		Face Shield/Masks		Eye Protection		Hearing Protection		Harness Protection		Hard Hats									
Mandatory on all Sites						As per job Requirements																	
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005																					









Wheley Environmental Refuse Services Ltd March 2019

RA: 16 Lifting gear on rear of Trucks/Compactor Safety at Clients sites.										Residual Risk L		
Task: Operating lifting gear at the back of the refuse trucks/Compactor Safety at client's sites.										Date: MARCH 2019		
WHO MAY BE HARMED?												
Employees		X	Sub-contractors			X	General Public			X		
Contractors		X	Official Visitors				Plant Operators			X		
HAZARDS										Risk Ratings		
										Without Controls	With Controls	
<ul style="list-style-type: none"> Getting caught in moving parts, loads falling from bins as they are raised or lowered, bins falling when being lifted or lowered. Electrocution 										High	Low	
TRAINING:	Safe Pass		COMPAN Y Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other	
CONTROL MEASURES												
<ul style="list-style-type: none"> Bin handlers to be trained in the safe and correct use of the lift gear on the back of the trucks prior to being allowed to operate it on their own and training records kept. Never lean into or put your hands or feet into the compaction equipment on the back of the refuse trucks or anywhere near the lifting gear in case you get caught in moving parts. When bin lift is lifting the bins, handlers should stand to the side of the truck and not directly behind the bins being lifted. Bin handlers should never stand under or walk under a load that is being lifted or lowered. Ensure bin is placed onto correct lifting point for lifting of the bin to empty waste. In the event of an emergency with lifting gear or compaction equipment, activate the emergency stop buttons located either side of the compactor at the back of the truck. Training will be done for all drivers/helpers and SOPS developed. Safety requirements Safety Around Compactors This compactor is perfectly safe in operation once a common-sense attitude prevails when using them, however operators should be aware that these machines contain moving parts and electrical components which can cause injury. Therefore, the following safety rules should always be observed: Never use the compactor unless all of the machines cover is in position and secured properly. Never use the compactor if you have any doubt that the security devices are not working properly. If any malfunction occurs, report it to Wers Waste immediately Never by-pass or render inoperative by any means the safety devices put in place. These are fitted for the safety of the operator and other people in the vicinity. Never reach into any part of, or climb on, the compactor whilst in operation Never should any adjustment or maintenance be attempted by any person other than a qualified person. The operation and sequence of operation of the compactor must not be changed at any time. If the compactor is to be placed in a public area, then additional safety measures should be taken, so that the compactor can only work whilst an authorised person is in attendance. The electrical power supply to the compactor must be protected with an RCD. The upkeep and ensuring that the power supply cable is fit for the purpose intended is the responsibility of the owner whose site it is. Do not use the compactor for combustible, flammable or explosive material. All safety and environmental regulations must be considered NOTE: IT IS EXTREMELY IMPORTANT THAT ALL PERSONELL WHO USE THESE COMPACTORS ARE FAMILIAR WITH THESE SAFETY RULES AND THAT THEY UNDERSTAND AND OBSERVE THEM. Procedure for Replacing compactor into position using Truck: In order to place the bin in the fixed position for operating the driver will host the bin on to the back of the truck. He will then reverse the lorry into the designated compactor position. 												









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- For Health and Safety reasons it is of utmost importance that no other person is between the compactor & the truck while the truck is reversing into position.
- The lorry driver will use the mirrors of the truck and the steel guide rails (If in place) that are bolted to the ground to lower the compactor & place it into position.
- The operator must check both arms are secure (not just the side where the controls are situated)
- Once this has been completed & the container is locked in position the driver will contact the compactor to the power supply and do a test on the compactor before leaving site.










PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits	
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats			
Mandatory on all Sites			As per job Requirements							
References:	General Application Reg's S.I. 299/07 SHAWW Act 2005									









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RA: 17 Handling Contaminated Refuse										Residual Risk L		
Task: Handling Contaminated Refuse										Date: MARCH 2019		
WHO MAY BE HARMED?												
Employees		X	Sub-contractors		X	General Public			X			
Contractors		X	Official Visitors			Plant Operators			X			
HAZARDS										Risk Ratings		
										Without Controls	With Controls	
<ul style="list-style-type: none"> Risk of infection to employees of Tetanus, Weils disease Risk of Hep B or HIV infection from accidental contact with contaminated sharps eg: needle sticks, disposed in general household waste 										High	Low	
TRAINING:	Safe Pass		COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other	
CONTROL MEASURES												
<ul style="list-style-type: none"> Consideration will be given to offering all employees the Hep B vaccine as well as the Tetanus vaccine. Workers must always wear gloves when handling any type of rubbish either on the premises or out on the collection trucks. Workers must always wash their hands before eating, drinking or smoking. If you receive an accidental needle stick injury, immediately wash the affected area with lots of soap and water. Puncture wounds should be encouraged to bleed and following drying, iodine should be applied, if available. Remove the hazards so that other staff members will not suffer a similar injury eg: dispose of syringes into a sealed container. Inform either supervisor immediately and they will arrange for someone to accompany you to the local Doctor for any additional treatment that may be required. If any person gets bitten by a dog when out on the trucks, then report back to the office immediately where you will be taken to the doctor for treatment and vaccination if required. 												
PERSONAL PROTECTIVE EQUIPMENT REQUIRED												
								Other	Permits			
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats					
Mandatory on all Sites			As per job Requirements									
References:	General Application Reg's S.I. 299/07 SHAWW Act 2005											

Wheley Environmental Refuse Services Ltd March 2019

RA: 18 Operating skip trucks										Residual Risk L		
Task: Operating skip trucks i.e.: hook loader for construction waste and glass. Artic - stroke injector for general waste / cardboard / paper / plastics skip lorries for general skips										Date: MARCH 2019		
WHO MAY BE HARMED?												
Employees			X	Sub-contractors			X	General Public			X	
Contractors			X	Official Visitors				Plant Operators			X	
HAZARDS										Risk Ratings		
										Without Controls	With Controls	
<ul style="list-style-type: none"> Not adhering to road rules resulting in vehicles collision causing injury to personnel or damage to equipment and other vehicles Loads uncovered in skips resulting in debris flying off during transport causing injury to pedestrians or damage to passing vehicles or vehicle collision Untrained drivers not securing skips correctly for transport resulting in skip sliding off lorry or overturning resulting in serious injury or vehicle collision Drivers or helpers climbing up on to the skips resulting in accidental falls from height and serious injury 										High	Low	
TRAINING:	Safe Pass		COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	X	Other
CONTROL MEASURES												
<ul style="list-style-type: none"> Only qualified, trained and competent drivers are permitted to operate the skip trucks. Drivers of the artic must hold their artic licence. Copies of all licences to be held in the office. Drivers and helpers must wear their high visibility vest at all times when exiting the truck and wear gloves when handling hooks and chains. All skip trucks are fitted with reversing beeper and overhead flashing lights operational during lifting and lowering of skips. Truck drivers to adhere to the permitted speed limit & road rules when driving on the main roads, housing estates, commercial premises and in other waste facilities. Always drive with extra caution and watch out for pedestrians particularly in built up areas such as housing estates where small children are outside playing. Mobile phones are not permitted to be used when driving trucks. Drivers to ensure that loads are covered during transport to prevent debris from falling out. On the small skips, covers are accessible from the ground before skips are raised. On the larger trucks, an automatic sheeting system is in place with controls at ground level. Never climb up on to the back of the skip. Where a skip has been over-filled by a customer, drivers to inform the office who in turn will liaise with the customer and inform them that the skip cannot be collected until the over-fill has been removed. Drivers are not to collect skips that have been over-filled. 												
PERSONAL PROTECTIVE EQUIPMENT REQUIRED												
									Permits			
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats					
Mandatory on all Sites				As per job Requirements								
References: General Application Reg's S.I. 299/07 SHAWW Act 2005												

Wheley Environmental Refuse Services Ltd March 2019

RA: 19 Loading / Unloading Skips from Back of Skip Lorries										Residual Risk L	
Task: Loading / Unloading Skips from Back of Skip Lorries										Date: MARCH 2019	
WHO MAY BE HARMED?											
Employees		X	Sub-contractors			X	General Public			X	
Contractors		X	Official Visitors				Plant Operators			X	
HAZARDS										Risk Ratings	
										Without Controls	With Controls
<ul style="list-style-type: none"> Blocking access / egress or emergency access routes Hitting off low overhead lines resulting in electric shock Hitting off low overhanging branches causing branches to fall and injure personnel below, passing pedestrians or damage to passing vehicles Skip hitting of nearby personnel during lifting / lowering operations 										High	Low
TRAINING:	Safe Pass		COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other
CONTROL MEASURES											
<ul style="list-style-type: none"> Prior to setting down a skip at a site be it commercial or domestic, liaise with the person who ordered the skip first to determine where they want the skip unloaded, visually inspect the area first to ensure there is enough room to safely unload the skip. Never unload a skip where it will block passing traffic, emergency exit routes or pedestrian footpaths, unless alternative arrangements have been made to ensure safe access / egress for vehicles and pedestrians. Always check overhead for any low overhead lines, do not unload skips under low overhead lines, liaise with the person who ordered to find an alternative set down area, if there is none available then bring the skip back to the transfer station and report the matter to the office. Always check for low hanging branches overhead, do not unload where there is a risk of hitting branches which may fall and injure passing pedestrians or hit passing traffic. All controls for skip Lorries are operated from the control panel behind the cab of the lorry and away from the lift / lower zone of the skip. Drivers and their helpers to ensure no persons are standing in the vicinity of the skip during loading / unloading. Where visibility is poor driving out of a site or if reversing back to pick up the skip particularly in construction sites, request assistance to be directed out on to the road or back to the skip. Drivers and helpers required to enter construction sites will hold their FAS Safe Pass Card, copies to be maintained by Supervisor in his office. 											
PERSONAL PROTECTIVE EQUIPMENT REQUIRED											
								Other	Permits		
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats				
Mandatory on all Sites			As per job Requirements								
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005									

Wheley Environmental Refuse Services Ltd March 2019

RA: 20 Unloading Trucks at Transfer Station										Residual Risk L	
Task: Unloading of skip trucks Unloading of bin Lorries Unloading of Artic Stroke Injection Trailers										Date: MARCH 2019	
WHO MAY BE HARMED?											
Employees		X	Sub-contractors		X	General Public			X		
Contractors		X	Official Visitors			Plant Operators			X		
HAZARDS										Risk Ratings	
										Without Controls	With Controls
<ul style="list-style-type: none"> ➤ Hitting personnel when reversing onto weighbridge and into waste shed ➤ Accidentally tipping onto personnel resulting in serious injury to personnel ➤ Failure of holding points during tipping causing skip to swing resulting in serious injury to personnel ➤ Failure of chains during lifting / lowering operations resulting in serious injury to personnel ➤ Accidentally hitting / crushing personnel when reversing onto loading bay ➤ Overloading of trailer resulting in excess weight on vehicles – dangerous driving conditions ➤ Debris flying off back of trailer during transport causing damage to vehicles or collision out on the main road ➤ Crush injury to personnel during Loading/unloading operations 										High	Low
TRAINING:	Safe Pass		COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other
CONTROL MEASURES											
<ul style="list-style-type: none"> • Drivers must take care getting in and out of trucks and always enter and exit truck cabs using the designated steps and hand hold points. • Drivers are not permitted to operate mobile phones while driving. • Drivers are required to adhere to all road safety rules i.e.: speed limits, wearing of seatbelts, operational front & rear lights etc. • Drivers are responsible for complying with site safety rules at Client premises. • Drivers are only permitted to park in designated areas on Clients premises or in towns that do not obstruct road traffic, do not pose risk to pedestrians or cyclists and do not obstruct emergency entry / exit points. • All drivers have received training in the Company's 'Safe Operating Procedure for Truck Drivers'. • All bin Lorries reverse back onto weighbridge, reversing sirens and overhead flashing beacon are in place on all trucks. • Once weighed, Lorries reverse back into waste shed and are guided by the shed operative. • Operative to stand to the side of the lorry at all times to remain in the driver's line of vision. • Once in position in the shed, driver and assistant remain in lorry, shed operative activates tipping controls at the back of the lorry and ensures there are no personnel standing in the unloading zone. • Once unloading is finished, driver then exits the waste shed and station, keeping alert for moving machinery and pedestrians in the station. <p>Skip Trucks</p> <ul style="list-style-type: none"> • All skip trucks reverse back onto weighbridge, reversing sirens and overhead flashing beacon are in place on all trucks. • Prior to reversing back into waste shed, driver lowers skip from back of truck to ground to remove cover which is accessible from the ground once the skip is lowered. • Controls for lifting / lowering are at the back of the cab which required two hand operation by the driver. • Driver and shed operative to ensure personnel are standing clear during lifting and lowering of skip. • All skip trucks reverse back onto weighbridge, reversing sirens and overhead flashing beacon are in place on all trucks. • Prior to reversing back into waste shed, driver lowers skip from back of truck to ground to remove cover which is accessible from the ground once the skip is lowered. Controls for lifting / lowering are at the back of the cab which required two hand operation by the driver. • Driver and shed operative to ensure personnel are standing clear during lifting and lowering of skip. • Once uncovered skip is lifted back up into position and the 2 chains at the back are hooked on to hold the bin underneath during tipping. • Automated safety features are in place to ensure that if hooks are not in place that the bin will not tip. • Shed operative then guides the truck back into the waste shed, operative to stand to the side of the lorry at all times to remain in the driver's line of vision. • Once in position, the shed operative stands clear and tipping controls are operated by the driver from within the cab of the truck. 											









Wheley Environmental Refuse Services Ltd March 2019

- All chains and shackles on the trucks are currently certified with the inspection and certification contractor retained to carry out six monthly inspections.
- In the interim drivers are responsible for reporting any faulty equipment to the Facilities Mgr. for immediate repair. Damaged equipment must be taken out of service until repaired. Designated loading bay with separate entry / exit point for the Artic/bulk ejectors.
- Personnel are not permitted in loading bay either during reversing operations or while truck is parked in loading bay.









Artic/bulk ejectors

- If Artic/Bulk ejectors come on to our premises the following control measures will be adhered to.
- Artic/bulk ejectors are fitted with reversing siren.
- General waste is the heaviest material carried, trailer is only filled to the ¾ point mark at all times so as not to exceed weight limits.
- Loader operatives are aware of fill capacities for general waste / cardboard / plastics and must not fill beyond capacity.
- Truck driver is responsible for checking load levels prior to exiting the loading bay to ensure trailer has not been overfilled. If so, then excess load must be taken out.
- Prior to traveling out on to the main road, driver is responsible for ensuring sheeting system is in place to cover the load. Automatic sheeting system is in place with controls accessible from ground level behind the cab of the truck.
- Trailer remains on the level with internal back wall in trailer pushing the waste or recyclables out the back of the trailer.
- Truck driver and operative at unloading facility to ensure no personnel are standing behind the truck during unloading.









PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits	
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats			
Mandatory on all Sites			As per job Requirements							
References:	General Application Reg's S.I. 299/07 SHAWW Act 2005									

Wheley Environmental Refuse Services Ltd March 2019

RA:21 Vehicle Access / Egress to Transfer Station										Residual Risk L			
Task Vehicle Access Pedestrian Access / Egress to Transfer Station.										Date: MARCH 2019			
WHO MAY BE HARMED?													
Employees		X	Sub-contractors		X	General Public			X				
Contractors		X	Official Visitors			Plant Operators			X				
HAZARDS										Risk Ratings			
										Without Controls		With Controls	
<ul style="list-style-type: none"> Collision between trucks pulling out on to estate and passing motorists pedestrians and trucks or pedestrians already in the yard Unauthorised access to transfer station after hours resulting in theft or damage to equipment Customers or staff in station accidentally being hit by moving vehicles Customers unsure of where to go on entry and entering unauthorized areas resulting in injury to themselves Cars obstructing safe turning zone for trucks Cars obstructing waiting area for trucks. 										High		Low	
TRAINING:		Safe Pass		COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other	
CONTROL MEASURES													
<ul style="list-style-type: none"> There is only one entry / exit point to the transfer station at present therefore allowing good visibility for drivers to the left and right on exit. On exit, all truck drivers proceed with caution and give way to vehicles exiting the transfer station. Truck drivers slow down on approach to the transfer station, wide entry allows drivers to see if trucks are already in yard on weighbridge. If so, drivers pull in and wait for truck to move off weighbridge. Truck drivers to be alert for pedestrians and other moving vehicles when driving or reversing into the yard. The station is protected to the front by large steel gates approx. 2m high. Signage is displayed on gates to warn of no unauthorized entry. All staff and truck drivers are required to wear high visibility vests at all times in the Station. Staff to be alert for moving vehicles and machinery at all times and always give way to them. Staff are not permitted to walk behind any vehicle without first getting the attention of the driver /operator to let them know. The waste transfer station is not a customer waste drop off facility, public customers are not permitted to enter the Waste Shed. The public are only allowed tip in shed 2 and shed 3 at present. New signage to be displayed on entry to remind drivers and staff that high vis vest must be worn at all times. Staff are only permitted to park outside the office. This area is cordoned off and will be lined out in the coming weeks. This will be done along with the overall traffic management new layout plan. Pedestrian walkways, directional arrows will also be done at this time. The new traffic management layout will include barriered access to and from the weighbridge and a new tipping area for the public. The public will be tipping at the door way of shed 3. All associated RAs will be updated at this stage. 													
PERSONAL PROTECTIVE EQUIPMENT REQUIRED													
								Other	Permits				
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats						
Mandatory on all Sites				As per job Requirements									
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005											

Wheley Environmental Refuse Services Ltd March 2019

RA:22 Traffic Management in the Transfer Station										Residual Risk L			
Task Vehicle Access Pedestrian Access / Egress to Transfer Station, Traffic Management.										Date: MARCH 2019			
WHO MAY BE HARMED?													
Employees		X	Sub-contractors			X	General Public			X			
Contractors		X	Official Visitors				Plant Operators			X			
HAZARDS										Risk Ratings			
<ul style="list-style-type: none"> Overcrowding of vehicles in station and shed resulting in collision and injury to personnel or damage to vehicles No proper system in place for incoming / outgoing vehicles resulting in all transfer station traffic entering through shed 2. 										Without Controls		With Controls	
										High		Low	
TRAINING:		Safe Pass	COMPANY Induction	X	Manual Handling	X	Site Inductions	X	Tool Box	X	Other		
CONTROL MEASURES													
<ul style="list-style-type: none"> There is only one entry / exit point to the transfer station. All bin Lorries operate from the transfer station and work off scheduled and set routes and times. The waste transfer station is not a customer waste drop off facility, public customers are not permitted to enter the Waste Shed. The public are only allowed tip in shed 2 and shed 3 at present. New signage to be displayed on entry to remind drivers and staff that high vis vest must be worn at all times. Staff are only permitted to park outside the office. This area is cordoned off and will be lined out in the coming weeks. This will be done along with the overall traffic management new layout plan. Pedestrian walkways, directional arrows will also be done at this time. The new traffic management layout will include barriered access to and from the weighbridge and a new tipping area for the public. The public will be tipping at the door way of shed 3. All associated RAs will be updated at this stage. Also refer to control measures listed above for vehicle and pedestrian access / egress as well as staff parking. Formal traffic management plan to be drawn up once new facility is operational. Also note control measures listed previously re: traffic mgt signage, pedestrian access routes, designated parking. 													
PERSONAL PROTECTIVE EQUIPMENT REQUIRED													
								Other	Permits				
Hi Vis Vest,	Safety Boots	Safety Gloves	Face Shield/Masks	Eye Protection	Hearing Protection	Harness Protection	Hard Hats						
Mandatory on all Sites			As per job Requirements										
References:	General Application Reg's S.I. 299/07 SHAWW Act 2005												

Wheley Environmental Refuse Services Ltd March 2019

RA: 23 Cleaning Vehicle						Residual Risk L								
Task: All operations where cleaning of vehicles take place.						Date: MARCH 2019								
						Revision No.4								
WHO MAY BE HARMED?														
Employees	X	Sub-contractors	X	General Public	X									
Contractors	X	Official Visitors	X	Plant Operators	X									
HAZARDS				Risk Ratings										
				Without Controls		With Controls								
<ul style="list-style-type: none"> Falls, Slips trips Fire Collisions Noise Injury from vehicle movements 				High		Low								
				High		Low								
				High		Low								
				Med		Low								
				High		Low								
Training:	Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X			Other	

CONTROL MEASURES

Planning:

- Ensure limited vehicular movement in the vicinity of the wash area


Physical controls / procedures:

- If using hot pressure cleaner, ensure all necessary precautions are taken.
- No flammables in the vicinity of the washer.
- Follow operation procedure for vacuum cleaners and hi pressure washers.
- Regular maintenance of workplace, housekeeping, equipment inspection.
- Access egress routes to be kept clear.
- All areas must be left in a reasonably practicable safe condition.
- Report faults with the cleaning equipment immediately and fixed
- Clean down wash area after use

Managerial/ Supervisory:

- Supervisors will monitor to include initial checks to ensure safe systems of work are in place before work begins, and that areas are left safe at the end of each work period.
- Regular liaison will take place with Safety Officer to co-ordinate work and eliminate hazards.
- MSDS sheets to be available for any chemicals used for cleaning









PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits	
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks			
Mandatory on all Sites			As per job Requirements							

References:

General Application Reg's S.I. 299/07
 SHAWW Act 2005
 Construction Regulations 2013 SI 291
 RSA Website

Wheley Environmental Refuse Services Ltd March 2019

RA: 24 Plastics Facility										Residual Risk L			
Task: Operations within the Plastics Facility – Wash Plant, Extruder, Shredder, Bagging Silo, grinder										Date: MARCH 2019			
										Revision No.4			
WHO MAY BE HARMED?													
Employees			X	Sub-contractors			X	General Public			X		
Contractors			X	Official Visitors			X	Plant Operators			X		
HAZARDS						Risk Ratings							
<ul style="list-style-type: none"> Falls, Slips trips Fire Burns Noise Dust Injury from vehicle movements 						Without Controls			With Controls				
						High			Low				
						High			Low				
						High			Low				
						Med			Low				
						High			Low				
						High			Low				
Training:		Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other	
CONTROL MEASURES													
<p>Planning:</p> <ul style="list-style-type: none"> Ensure access is limited to facility operatives only. <p>Physical controls / procedures:</p> <ul style="list-style-type: none"> PPE to be used when changing the screens for the granulator. PPE to be worn whilst machinery is operating in the plant. Ear protection has been provided and is being stored correctly in a locker. Ensure guards are in place when using grinding machine No flammables in the vicinity of the Plastics facility. Follow operational procedure for all equipment in the facility. No attempt is to be made to clear a blockage until all machinery is isolated! Access/Egress routes to be kept clear. Ensure all walkways/stairs are kept clear at all times. Ensure all machinery is locked out/isolated prior to maintenance commencing. All guarding to be in place at all times. All areas must be left in a reasonably practicable safe condition. Report faults with the facility equipment immediately and be fixed as soon as practicable. Clean area at regular intervals to avoid contamination of finished product. <p>Managerial/ Supervisory:</p> <ul style="list-style-type: none"> Supervisors will monitor to include initial checks to ensure safe systems of work are in place before work begins, and that areas are left safe at the end of each work period. Extra signage to be put in place – Warning of moving parts near feeds auger, hot parts, no unauthorised entry. Regular liaison will take place with Safety Officer to co-ordinate work and eliminate hazards. Safety awareness training recommended for all employees in the plastics facility. Fire Extinguishers to be reviewed. SOPS to be developed. 													
PERSONAL PROTECTIVE EQUIPMENT REQUIRED													
								Other	Permits				
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks						
Mandatory on all Sites			As per job Requirements										
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005											

Wheley Environmental Refuse Services Ltd March 2019

RA: 25 MRF Picking Line										Residual Risk L			
Task: All operations involved in the MRF picking line.										Date: MARCH 2019			
										Revision No.4			
WHO MAY BE HARMED?													
Employees		X	Sub-contractors		X	General Public		X					
Contractors		X	Official Visitors		X	Plant Operators		X					
HAZARDS						Risk Ratings							
						Without Controls			With Controls				
<ul style="list-style-type: none"> Falls, Slips trips Fire Noise Dust Manual Handling/Repetitive strain injury 						High			Low				
						High			Low				
						High			Low				
						Med			Low				
						High			Low				
Training:		Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other	

CONTROL MEASURES

Planning:

- Ensure access is limited to the MRF picking line.









Physical controls / procedures:

- Ensure workers are familiar with emergency procedures and are able to isolate equipment in the event of an emergency.
- Rotate working position where practicable to avoid Repetitive Strain injury, consider job rotation.
- Follow operational procedure for MRF at all times.
- Regular maintenance/inspection of Emergency Stops/Pull chords recommended.
- Access egress routes to be kept clear.
- All areas must be left in a reasonably practicable safe condition.
- Report faults with the MRF equipment immediately.
- Clean down MRF area at regular intervals and at the end of each shift.
- Report any contaminated waste to the office as soon as possible.
- Ensure PPE is worn at all times.
- Correct hygiene practices to be used before breaks and end of shifts.
- Report any defects/safety concerns immediately to the plant manager.
- All incidents/accidents/near misses to be reported immediately to the plant manager.









Managerial/ Supervisory:

- Supervisors will monitor to include initial checks to ensure safe systems of work are in place before work begins, and that areas are left safe at the end of each work period.
- Regular liaison will take place with Safety Officer to co-ordinate work and eliminate hazards.
- Consider job rotation to avoid RSIs.
- SOPS to be developed.









PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits	
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks			
Mandatory on all Sites			As per job Requirements							
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005								

Wheley Environmental Refuse Services Ltd March 2019

RA: 26 Timber Shredder										Residual Risk L			
Task: All operations where timber is shredded.										Date: MARCH 2019			
										Revision No.4			
WHO MAY BE HARMED?													
Employees		X	Sub-contractors		X	General Public		X					
Contractors		X	Official Visitors		X	Plant Operators		X					
HAZARDS					Risk Ratings								
					Without Controls			With Controls					
<ul style="list-style-type: none"> Collision between people and machinery Pedestrians/Members of the public entering the works area whilst the machine is shredding wood. Timber products going over back of hopper and falling down. Fire Access/Egress to control panel. Risk of walking/falling on nails protruding objects. Persons walking on access walkway when hopper is being loaded. Entering when there are moving unguarded parts, flying objects from the shredder. Shredder blockage 					High			Low					
					High			Low					
					High			Low					
					Med			Low					
					High			Low					
					High			Low					
					High			Low					
High			Low										
Training:		Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other	
CONTROL MEASURES													
<ul style="list-style-type: none"> Good housekeeping arrangements, high Vis vests worn by all employees. SOP and Tool box talk will be given to employees in this area to discuss these risk assessments one by one and to explain that the banksman must keep well back and not to stand behind the truck at any stage. Signage needed also. Truck drivers to sound horn. Communicate RA and SOP to staff. Signage needed to prevent unauthorised access. Exclusion zone to be set up. The yard supervisor makes contact with the machine operator that a customer is ready to tip and to cease working for a few minutes Fire extinguishers in place. Signage needed to prevent unauthorized access to wood shredding area. Limit switch/alarm on gate to be considered and siren for excavator operator that the gate has been opened and that loading must cease. Safety Glasses are available and need to be worn by the machine operator and those in the vicinity of the wood shredder. NO entry into the Hopper of the machine unless permission is received by the supervisor and machine is locked out. There should be a second man present in the vicinity of the wood shredder whilst shredding is ongoing. We will need Locks for lockout whilst any repairs are done on the wood shredder. 													
PERSONAL PROTECTIVE EQUIPMENT REQUIRED													
								Other	Permits				
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks						
Mandatory on all Sites			As per job Requirements										
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005											

Wheley Environmental Refuse Services Ltd March 2019

RA: 27 Cardboard Baler							Residual Risk L							
Task: All operations involving the cardboard baler.							Date: MARCH 2019							
							Revision No.4							
WHO MAY BE HARMED?														
Employees		X	Sub-contractors		X	General Public		X						
Contractors		X	Official Visitors		X	Plant Operators		X						
HAZARDS					Risk Ratings									
					Without Controls		With Controls							
<ul style="list-style-type: none"> Falls, Slips trips Cuts from Baling wire Crush injury Noise Dust Injury from vehicle movements 					High		Low							
					High		Low							
					High		Low							
					Med		Low							
					High		Low							
High		Low												
Training:	Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X			Other	
CONTROL MEASURES														
<p>Planning:</p> <ul style="list-style-type: none"> Ensure limited vehicular/pedestrian movement in the vicinity of the baling area. <p>Physical controls / procedures:</p> <ul style="list-style-type: none"> Ensure safe distance back from baler when pushing materials onto the feed conveyor with loading shovel/skid steer. All guards to be in place at all times. No hot work to take place until all necessary precautions are in place, an SOP will be developed for same. Follow operational procedure for safe use of the baler. Baler to be turned off when not in use. Regular maintenance of baler and in particular the checking of emergency features. Ensure baler is isolated prior to any maintenance taking place. Access egress routes to be kept clear. All areas must be left in a reasonably practicable safe condition. Report faults with the baling equipment immediately. Clean down at regular intervals. <p>Managerial/ Supervisory:</p> <ul style="list-style-type: none"> Supervisors will monitor to include initial checks to ensure safe systems of work are in place before work begins, and that areas are left safe at the end of each work period. Regular liaison will take place with Safety Officer to co-ordinate work and eliminate hazards. Consider putting extra signage/chain link to limit pedestrian movement around the baler conveyor. 														
PERSONAL PROTECTIVE EQUIPMENT REQUIRED														
								Other		Permits				
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks							
Mandatory on all Sites					As per job Requirements									
References:			General Application Reg's S.I. 299/07 SHAWW Act 2005											




Wheley Environmental Refuse Services Ltd March 2019

RA: 28 Segregation Area in Shed 3						Residual Risk L						
Task: All operations where segregation takes place in Shed 3.						Date: MARCH 2019						
						Revision No.4						
WHO MAY BE HARMED?												
Employees	X	Sub-contractors	X	General Public	X							
Contractors	X	Official Visitors	X	Plant Operators	X							
HAZARDS				Risk Ratings								
				Without Controls		With Controls						
<ul style="list-style-type: none"> Falls, Slips trips Fire Collisions Noise Dust Injury from vehicle movements 				High		Low						
				High		Low						
				High		Low						
				Med		Low						
				High		Low						
				High		Low						
Training:	Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other	

CONTROL MEASURES

- Ensure necessary PPE is worn, Machine Operators are trained, A Frame signage needs to be in place, Plant Checks in Place and Machinery certified.
- Once skip is weighed then proceed to shed 3 for segregation.
- External customers will need to follow the weighbridge and visitor's procedure, they will tip outside of shed 3 or go to a designated waste area as directed by the weighbridge operator.
- The lorry/Car should never reverse into an area or shed unless it is safe to do so.
- It is the responsibility of the driver to ensure that:
- The way is clear to proceed with his/her load.
- Make certain there is adequate space available for contents of the skip.
- Persons on the floor, should be aware of the skip lorry presence.
- Driver to drop skip to ground to remove skip nets safety and then proceed to tip.
- Once tipping is completed, and the skip has been verified as totally empty (check for loose papers etc.) the skip can then be closed checked and weighed out. eg Locking mechanisms etc.
- The material that has been emptied is inspected on an occasional basis.
- Once the material has passed the inspection it is then separated and goes through the following procedure.
- The waste is separated by the mini digger operator into different waste grades, driver should ensure that there is no one in his work area whilst segregation is taking place.
- Discovery of Hazardous Substances**
- All waste arriving on site is subject to visual inspection, any waste deemed unsuitable for processing and/or in contradiction to the permit shall be immediately separated, stored in a designated quarantined area and removed from the site as soon as possible.
- Other items which are deemed hazardous substances include asbestos, dry cell batteries, petroleum products, waste oil, and contaminated fuel.
- On discovery of hazardous waste on site the following steps must be followed:
- Contact the weighbridge office immediately and then:
- Place hazardous waste in appropriate container e.g. for lead acid batteries they are placed in a sealed watertight container provided by our battery recycler – ensure that this waste is kept in Quarantine.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits	
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks			
Mandatory on all Sites			As per job Requirements							

References: General Application Reg's S.I. 299/07
SHAWW Act 2005
Construction Regulations 2013 SI 291

Wheley Environmental Refuse Services Ltd March 2019

RA: 29 TITEK & Ballistic Separator										Residual Risk L			
Task: All operations where material runs through the Titek/Ballistic Separator.										Date: MARCH 2019			
										Revision No.4			
WHO MAY BE HARMED?													
Employees			X	Sub-contractors			X	General Public			X		
Contractors			X	Official Visitors			X	Plant Operators			X		
HAZARDS						Risk Ratings							
						Without Controls			With Controls				
<ul style="list-style-type: none"> Entanglement Fire Noise Dust Flying material 						High			Low				
						High			Low				
						High			Low				
						Med			Low				
						Med			Low				
Training:		Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other	

CONTROL MEASURES

Planning:

- Ensure limited vehicular movement in the vicinity of Ballistic separator.

Physical controls / procedures:

- All guards to be in place at all times.**
- Any blockages to be cleared only when the machine is isolated completely. This is a two-person operation. LOTO procedure to be Followed.**
- Entry to the Ballistic separator is not allowed until the machine has been fully isolated, there are to be no exceptions to this rule. **There are to be NO Exceptions to this rule.**
- PPE to worn whilst machinery is operating.
- Follow operational procedures for the Titek/ballistic separator.
- Regular maintenance of machinery and in particular the safety features.
- Access egress routes to be kept clear and ensure guard rails are in place.
- All areas must be left in a reasonably practicable safe condition.
- Report faults with the Titek/ballistic separator immediately.
- Regular Clean down of area recommended.
- Fire equipment to be checked at regular intervals.

Managerial/ Supervisory:

- Supervisors will monitor to include initial checks to ensure safe systems of work are in place before work begins, and that areas are left safe at the end of each work period.
- Regular liaison will take place with Facility Manager to co-ordinate work and eliminate hazards.
- Full clean down of this area recommended at regular intervals to avoid the build-up of dust etc.
- Extra signage to be put in place warning operatives of the dangers associated with The Titek/Ballistic separator.
- Access to the Ballistic separator needs to be further assessed.
- SOPS to be drawn up for the safe use and maintenance of the Titek/ballistic separator, this is to include LOTO whilst any maintenance operation is taking place.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks		

Mandatory on all Sites **As per job Requirements**

References: General Application Reg's S.I. 299/07
SHAWW Act 2005

Wheley Environmental Refuse Services Ltd March 2019

RA: 30 Recyclable Storage						Residual Risk L							
Task: All operations where Recycling material is stored across the site.						Date: MARCH 2019							
						Revision No.4							
WHO MAY BE HARMED?													
Employees	X	Sub-contractors	X	General Public	X								
Contractors	X	Official Visitors	X	Plant Operators	X								
HAZARDS				Risk Ratings									
<ul style="list-style-type: none"> Falls, Slips trips Fire Collisions Noise Injury from vehicle movements 				Without Controls		With Controls							
				High		Low							
				High		Low							
				High		Low							
				Med		Low							
High		Low											
Training:	Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X		Other	

CONTROL MEASURES

Planning:

- Ensure limited vehicular movement in the vicinity of the recyclable storage area, barrier system will be in place to limit access.

Physical controls / procedures:

- Only trained operatives are allowed to stack baled materials.
- Travel in reverse if forward view is restricted.
- No flammables/hot works in the vicinity of the baled materials.
- Baled materials not to be stacked over 3 bales high.
- Material types to be stored separately.
- Access/Egress routes to be kept clear to the storage area.
- All areas must be left in a reasonably practicable safe condition.
- Report faults with the work equipment immediately.
- Report any unsafe act/near miss/accident to the office immediately.

Managerial/ Supervisory:

- Supervisors will monitor to include initial checks to ensure safe systems of work are in place before work begins, and that areas are left safe at the end of each work period.
- Sops will be developed for this task.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks		









Mandatory on all Sites

As per job Requirements

References:

General Application Reg's S.I. 299/07
SHAWW Act 2005

Wheley Environmental Refuse Services Ltd March 2019

RA: 31 Weighbridge Entry/Exit										Residual Risk L	
Task: All operations involving movement to and from the weighbridge.										Date: MARCH 2019	
										Revision No.4	
WHO MAY BE HARMED?											
Employees			X	Sub-contractors			X	General Public			X
Contractors			X	Official Visitors			X	Plant Operators			X
HAZARDS						Risk Ratings					
<ul style="list-style-type: none"> Falls, Slips trips Collisions Injury from vehicle movements 						Without Controls			With Controls		
						High			Low		
						High			Low		
			X	COMPANY Induction			X	Manual Handling			X
Training:			X	Site Induction			X	Tool Box Talks			X
Safe Pass			X	Other			X				X
CONTROL MEASURES											
<p>Planning:</p> <ul style="list-style-type: none"> Ensure controlled vehicular movement in the vicinity of the weighbridge area <p>Physical controls / procedures:</p> <ul style="list-style-type: none"> Access/Egress is controlled by way of a barrier, the weighbridge operator has control of this. There is only one way in and one way out. Traffic to give way to pedestrians on approach to the weighbridge. Regular maintenance of workplace, housekeeping, equipment inspection. Access egress routes to be kept clear. No parking either side of the weighbridge. All areas must be left in a reasonably practicable safe condition. Report faults with the weighbridge equipment immediately. Weighbridge operator to ensure weights are legal when leaving facility, Weighbridge operator to inform driver of same. Bulk ejector loads to be properly covered and secured prior to leaving the facility. This is the responsibility of the driver. <p>Managerial/ Supervisory:</p> <ul style="list-style-type: none"> Supervisors will monitor to include initial checks to ensure safe systems of work are in place before work begins, and that areas are left safe at the end of each work period. Regular liaison will take place with Safety Officer to co-ordinate work and eliminate hazards. Ensure sufficient lighting at all times. 											
PERSONAL PROTECTIVE EQUIPMENT REQUIRED											
								Other	Permits		
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks				
Mandatory on all Sites			As per job Requirements								
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005 RSA Website									









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RA: 32 Conveyors							Residual Risk L					
Task: All operations where conveyors are in use across the plant.							Date: MARCH 2019					
							Revision No.4					
WHO MAY BE HARMED?												
Employees	X	Sub-contractors	X	General Public	X							
Contractors	X	Official Visitors	X	Plant Operators	X							
HAZARDS				Risk Ratings								
				Without Controls			With Controls					
<ul style="list-style-type: none"> Falling objects Fire Noise Dust Entanglement 				High			Low					
				High			Low					
				High			Low					
				Med			Low					
				High			Low					
Training:	Safe Pass	X	COMPANY Induction	X	Manual Handling	X	Site Induction	X	Tool Box Talks	X	Other	









CONTROL MEASURES

<ul style="list-style-type: none"> Ensure all guards are in place. Follow operational procedure for conveyors across the plant. Regular maintenance of workplace, housekeeping, equipment inspection. Access egress routes to be kept clear. No persons allowed on any of the conveyors across the plant. All conveyor areas must be left in a reasonably practicable safe condition. Regular cleaning of shafts to be done to stop the build-up of plastic material getting wrapped around the shaft causing damage to the attached bearings. Report faults with the conveyors immediately. Regular maintenance/greasing of all conveyors. Isolation lockout procedure to be followed. All tail drums to be guarded. Extra Signage needed to warn persons of falling objects. Isolation lockout procedure to be followed. <p>Managerial/ Supervisory:</p> <ul style="list-style-type: none"> Supervisors will monitor to include initial checks to ensure safe systems of work are in place before work begins, and that areas are left safe at the end of each work period. Regular liaison will take place with Safety Officer to co-ordinate work and eliminate hazards. Ensure guards are in place at all times. SOPS to be drawn up for the safe use of conveyors.
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PERSONAL PROTECTIVE EQUIPMENT REQUIRED

								Other	Permits	
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks			
Mandatory on all Sites			As per job Requirements							
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005								

Wheley Environmental Refuse Services Ltd March 2019

RA: 33 MRF Magnets										Residual Risk L					
Task: Operations involving Magnets on the picking line.										Date: MARCH 2019					
										Revision No.4					
WHO MAY BE HARMED?															
Employees			X	Sub-contractors			X	General Public			X				
Contractors			X	Official Visitors			X	Plant Operators			X				
HAZARDS										Risk Ratings					
<ul style="list-style-type: none"> • Fire • Noise • Entanglement 										Without Controls			With Controls		
										High			Low		
										High			Low		
High			Low						X	Other					
CONTROL MEASURES															
<p>Planning:</p> <ul style="list-style-type: none"> • Ensure limited pedestrian movement in the vicinity of the magnets. <p>Physical controls / procedures:</p> <ul style="list-style-type: none"> • Ensure operators are competent in the safe use of the magnets that they are operating. • Regular maintenance of magnets ensure isolation procedure is followed. • All work areas must be left in a reasonably practicable safe condition. • Report faults with the magnets immediately. • Falling objects from magnet conveyor and from chutes that segregate the different materials from the picking line. Ensure sufficient signage is in place to warn about potential of falling objects. • Access to working at heights to be done in a safe manner. • Blockage of compactor chute ensure all machinery is isolated prior to any repairs taking place. <p>Managerial/ Supervisory:</p> <ul style="list-style-type: none"> • Supervisors will monitor to include initial checks to ensure safe systems of work are in place before work begins, and that areas are left safe at the end of each work period. • Regular liaison will take place with Safety Officer to co-ordinate work and eliminate hazards. 															
PERSONAL PROTECTIVE EQUIPMENT REQUIRED															
								Other	Permits						
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks								
Mandatory on all Sites			As per job Requirements												
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005													

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RA: 34 Trommell										Residual Risk L								
Task: All operations involving the Trommell on site.										Date: MARCH 2019								
										Revision No.4								
WHO MAY BE HARMED?																		
Employees			X	Sub-contractors			X	General Public			X							
Contractors			X	Official Visitors			X	Plant Operators			X							
HAZARDS						Risk Ratings												
<ul style="list-style-type: none"> Falls, Slips trips Fire Entrapment Danger of head injury from falling materials. Dust Injury from vehicle movements 						Without Controls				With Controls								
						High				Low								
						High				Low								
						High				Low								
						Med				Low								
						High				Low								
High				Low														
Training:		Safe Pass	X	COMPANY Induction		X	Manual Handling		X	Site Induction		X	Tool Box Talks		X	X	Other	
CONTROL MEASURES																		
<p>Planning:</p> <ul style="list-style-type: none"> Ensure limited vehicular movement in the vicinity of the Trommell area <p>Physical controls / procedures:</p> <ul style="list-style-type: none"> Follow operational procedures for Trommell. Regular maintenance of Trommell. Access egress routes to be kept clear. Ensure Trommell is not overloaded. All guards to be in place prior to starting the machine. Ensure all emergency features are working on the Trommell. Trommell operator to be aware of persons working in the vicinity in case of flying material/debris from the machine. Do not enter the Trommell until the machine is fully isolated, this is a two-man task. All work areas must be left in a reasonably practicable safe condition. Report faults with the Trommell equipment immediately. Clean down Trommell area after use. <p>Managerial/ Supervisory:</p> <ul style="list-style-type: none"> Supervisors will monitor to include initial checks to ensure safe systems of work are in place before work begins, and that areas are left safe at the end of each work period. Regular liaison will take place with Safety Officer to co-ordinate work and eliminate hazards. Consider cordoning off area whilst Trommell is working. Access to the Trommell needs to be considered – working at height etc. 																		
PERSONAL PROTECTIVE EQUIPMENT REQUIRED																		
								Other	Permits									
Hi Vis Vest,	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Harness Protection	Face Shield/Masks											
Mandatory on all Sites			As per job Requirements															
References:		General Application Reg's S.I. 299/07 SHAWW Act 2005																

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RA: 35 Use of Sceptic/Drain Cleaning tank unit	Residual Risk: L
Task: Operations including tools and equipment: All COMPANY Locations and On Sites Where Sceptic/Drain Cleaning Tank Unit Are in Use.	Date: MARCH 2019
	Revision No.4

WHO MAY BE HARMED?

Employees	X	Sub-Contractors	X	General Public	
Contractors	X	Official Visitors	X	Plant Operators	X

HAZARDS	Risk Ratings	
	Without Controls	With Controls
<ul style="list-style-type: none"> Grit/Swarf entering eyes and mouth and up nose. Compressed water entering the body or blood stream Injury to feet or fingers when nozzle pointed towards same. Noise Contacting leptospirosis can be fatal (refer to TBT for symptoms) Infection entering the body due to damaged skin or by accidental through the nose or mouth. Public/pedestrians when operating in public. Uncoupled hose swinging out of control Machine starting unintentionally while carrying out maintenance Manual Handling accident moving parts of the unit Electrocution Damage to property. 	High	Low
	High	Low
	Med	Low
	Med	Low
	High	Low
	High	Low
	High	Low
	High	Low
	Med	Low
	Med	Low
	Med	Low
	Med	Low









CONTROL MEASURES

TRAINING:	Safe Pass		COMPANY Induction	X	Manual Handling Training	X	Site Inductions	X	Tool Box Talks	X				Other
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- Check Equipment daily before use and report defects immediately.
- Equipment must be maintained and tested in accordance with legislation.
- Ensure engine cover/flaps must be in place during use, to ensure noise control is effective; this also includes mufflers fitted.
- Assessment to be carried out as per each job to ensure operator is protected from any hazards/risks that may arise from the assessment.
- Use E.L.I.T.E when conducting Assessment – Environment – Load – Individual – Task – Equipment, this will allow the operator to check each of these before he starts his operation.
- Wear Goggles (and face visor if needed), heavy PVC gloves, safety wellingtons, wet gear, hard hat, high Vis and hearing protection if necessary.
- Hoses, connections and valves must be in good condition and correctly fitted when jetting/vacuuming.
- Take care when working near people or near your own feet and fingers / body so as the lance is not pointed towards a person's body.
- Do not use jet washer to clean down clothing etc. as compressed water can enter the body via the skin.
- Avoid becoming contaminated with sewerage, avoid breathing in sewerage dust or spray.
- Do not touch your face or smoke, eat or drink, unless you have washed your hands and face thoroughly with anti-bacterial soap and water
- Cleanse all exposed wounds, however small, and cover with a sterile waterproof dressing
- Wherever possible, protective clothing including impervious gloves should be worn to avoid any contact with infected areas.
- Change out of contaminated clothing before eating, drinking or smoking
- If you suffer from a skin problem, seek medical advice before working with sewerage
- Clean contaminated equipment on site. Do not take contaminated clothing home for washing
- Complete a Tool box talk on awareness after reading the Standard operating Procedure.
- Always drive with extra caution and watch out for pedestrians particularly in built up areas such as housing estates where small children are outside playing.
- Cordon off work area where possible by using barriers/signage etc.
- Read the operators manual for the unit and follow necessary safety instructions from same and if you have any questions contact your supervisor.
- Do not point the lance towards flammable liquids or towards electricity.
- Always ensure that manholes/ducts/covers have been vented before attempting the cleaning of same.

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- No confined space entry as operator is not trained.
- Disposal of drain/sceptic tank waste at Tuam Waste Water treatment plant, hoses are connected, and contents are vacuumed/pumped out in a controlled manner, eliminating the risk of spillage.

Personal Protective Equipment Required									
								Other	Permits
Hi Vis Vest,	Safety Boots	Face Shield/Masks	Safety Gloves	Eye Protection	Hearing Protection	Harness Protection	Hard Hats		
Mandatory on all Sites						As per job Requirements			
References:	General Application Reg's S.I. 299/07 and associated amendments SHAWW Act 2005 Operators Manual for equipment.								

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**WERS SAFETY STATEMENT/RISK ASSESSMENT
EMPLOYEE SIGN OFF SHEET**

In signing this document, I the employee accept that this document has been communicated and explained to me and I have had the opportunity to study and understand the hazards specific to this project and agree to comply with the control measures in so far as is reasonably practicable.

All COMPANY employees **must** sign this form before they commence work on this site.

Project:			
Employee Name (Block Capitals)	Employee Name (Signature)	Date	Comments

Note: A copy of this form must be returned to Head Office for the attention of management