



Philbin Glass Recycling Ltd

METHOD STATEMENT

SAFE SYSTEM OF WORK: SLIPS, TRIPS AND FALLS

ISSUE 4

DATE ISSUED: 01 April 2024

PREVIOUS ISSUE: July 2018, July

2019, July 2020, January 2021, January 2022

ISSUED BY: Sarah Philbin – Managing Director

IN CONSULTATION WITH: Muriel Parker/Nick Philbin

REVIEW DUE: March 2025

This activity includes a safe system of work when moving around the Skelmersdale site and also at customer sites.

PERSONS AT RISK: All employees, agency workers and people invited to the Company site. Members of the public at customers sites (tipping glass).

HAZARDS:

- Ice
- Snow
- Rain
- Spillages
- Fog
- Darkness during winter months
- Mounds of glass
- Uneven surfaces
- Lighting
- Decking



Only Company personnel, agency staff and members of the public/other who are invited by management are allowed to enter the Skelmersdale site and sit in the company vehicles.

Only trained employees must undertake any work for the Company.

Skelmersdale Site:

- When entering the site, always wear the PPE provided.

Personal Protective Equipment

- The following is PPE must be worn as should any issued uniform:
 - Protective footwear
 - Ballistic trousers
 - Gloves
 - High Visibility Top (Shirts, Sweatshirts, Coats) jacket
 - Clothing is provided for protection in wet weather and sunny weather.
- Do not use your mobile phone whilst walking around the site – always move to a safe position first
- Be aware of any waste material that could have fallen from a truck – ensure it is cleaned up immediately using appropriate tools/cleaning agent.
- If necessary, put signage up to warn others while the spillage is being sorted out.
- When walking around the site, check for uneven surfaces and report any condition which is unsafe to management.
- During winter months, check for snow/ice and report any conditions which require salt/grit.



- Ensure safe access and egress from the cab using 3 points of contact at all times.
- When unloading glass, ensure it is in the designated area – if the mound comes too far out of the boundary, ask the trained users of the shovel to push it back.
- If a spillage of oil occurs (from a truck or shovel) put warning signage up, use the sand/specialist oil spillage material to soak it up and place it in a receptacle ready for removal to a local tip which accepts this type of contaminate. A daily defect and check report must be completed by drivers.
- When tipping bins at customer sites, be vigilant for glass spillages and clean up immediately using signage if required.
- Check the area for uneven surfaces.
- Do not walk on wooden decking surfaces which are wet/slippery – the customer must bring bins to a safe area.
- If lighting is faulty, report to management on your return to site.
- Be vigilant during winter months – report sites which have not salted/gritted
- If the area has potholes and it is too dangerous to enter – leave and report it to management.
- A first aid box is kept in each vehicle. The Driver is responsible to ensure that the box is always fully stocked. Items of stock are available from Sarah Philbin.



Training

- Employees undertake onsite training
- Safe Systems of Work at Induction
- Daily Defect check and report
- In house training on safe working practices repeated at least 2 yearly.
- All employees, including those from agencies, have been given a copy of the Safe Working Practices and Procedures.

Please remember: You must adhere to this Safe System of Work at all times.

Print Name:Signed:

Date: 01 April 2024