

## **Philbin Glass Recycling Ltd**

### **METHOD STATEMENT**

#### **SAFE SYSTEM OF WORK: CUSTOMER SITE COLLECTION**

##### **ISSUE 5**

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**IN CONSULTATION WITH:** Muriel Parker

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**Loading - only trained employees and agency staff must use the bin lift equipment. Loaders must understand the operation of the bin lift / compaction controls including the location of the emergency stop buttons.**

**Three points of contact must be maintained at all times whilst alighting from the vehicle**

**Ensure that the barrier arms are fully extended where fitted**

- Do not wear loose clothing or jewellery, which could catch in the mechanism – **you must wear supplied PPE.**
- Put the vehicle into park, then put the hazard lights and warning beacons on.
- Make sure your surrounding area is clear of all general members of the public and non-members of staff. (remember children, infirm, non and partially sighted and disabled persons).

- Do not attempt to tip containers with defects that will affect the safe disposal operation. Report any such defect to management.
- Do not use a bin of the wrong size for the lifting mechanism.
- If any of the customer's bins are overloaded leaving the bin lid open, then the driver must inform management and leave the overloaded bin in situ.
- Spillages must be cleaned up immediately.
- When moving the wheelie bin to the attachments make sure they are in place and are safe and secure.
- In the event of mechanical failure of the lifting and tipping equipment, secure the area and report direct to the management. Under no circumstances should the loaders attempt to repair or make any mechanical adjustments to the mechanism, but instead contact management.
- In the event of a container or other object becoming stuck in/ on the lifting mechanism, operatives must not attempt to recover the object by climbing up to it, secure the area and contact management.
- Ensure the bin handles are held with both hands. The Loader must stand behind the bin and move the bin towards the lift, so the bin is always between the Loader and the moving parts of the lifting mechanism. Always approach the lifting mechanism with the bin between you and the lifting equipment. Never approach the mechanism from the side.
- Do not leave the remote control on the lift.
- The attachment, once safely lifted and sited is then ready to operate upwards with the cord that is attached to each lift.
- The operative **must** be 2 metres away from the bin lift whilst holding the cord.
- Once lifted off the ground the driver must ensure that the surrounding area is safe, and no members of the public are close by.

- If any unsafe operations are foreseen by the operative, then cease instantly using the red emergency buttons supplied on the vehicle.
- There are traffic cones available to clear the area of the operation if the driver feels fitting.
- Floor standing visual check to ensure there are no bottles lodged on top of the vehicle.
- Once the cycle of emptying the bins has been completed, the operative must monitor the bin lift back to the ground.
- At which point the operative must survey the bin, check the material has been emptied and is safe, at which point to disconnect the bin from the vehicle.
- The operative must survey the surroundings again to check for members of the public before replacing the vessel to where it came from. If a hazard is created, positive steps must be taken to ensure that all who could be endangered have their attention drawn to the hazard at the time of the incident.
- A general survey of the area to check the vehicle again in case of public and all vehicles.
- After emptying a bin return, it to the original site. Never leave it where someone is likely to fall over it (remember wind can move empty bins). Apply wheel brakes where fitted.
- Where anything is damaged, or a member of staff is threatened or injured during the course of their work, full details must be reported to management on the same day.

## TRAINING

Driver will undertake CPC training

- Drivers must only operate vehicles for which they have received the appropriate training and instruction
- Safe Systems of Work at Induction
- Driver assessment
- Vehicle Reversing
- 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 2025**