



## **Philbin Glass Recycling Ltd**

### **METHOD STATEMENT**

#### **SAFE SYSTEM OF WORK – TIPPING OF GLASS IN YARD**

##### **ISSUE 3**

**DATE ISSUED:** 01 April 2025                      **PREVIOUS REVIEWS:** July 2018, July 2019, July 2020, January 2021, January 2022, arch 2023, March 2024

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**IN CONSULTATION WITH:** Muriel Parker

**REVIEW DUE:** March 2026

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

**Loading and unloading - only trained employees and agency staff must use the lifting equipment. Loaders must understand the operation of the vehicle and lifting equipment including the location of the emergency stop buttons.**

#### **Operative instructions returning from a day's shift**

1. The vehicle needs emptying into the storage bay.
2. The storage bay must be free and accessible.
3. The operative must do a 360-degree visual check to ensure no other persons are in the storage bay.
4. Position the vehicle in the compound with all beacons and hazard lights on.
5. All PPE must be worn.



6. Once the vehicle is in situ, the operative must once again have a 360-degree visual check.
7. The vehicle must be in neutral, have the air brakes on and install the PTO. The operative at this point must put on ear defenders and the hard hat on including all other PPE. You must have a complete walk around the vehicle to make sure no one else is in the bay.
8. Unwind the locking pins for the back door.
9. Raise the back door at a safe distance. Once the back door is in full locked position, return to the cab and raise the bobby.
10. Once the material has been ejected from the truck, draw forward up to five metres and place the vehicle into neutral and put the air brakes on.
11. The driver must again carry out 360 check to ensure that no one is in the area.
12. Return the body of the vehicle to its lowered and locked position.
13. The operative will then return to the rear door and put it in its closed and locked position.
14. A complete 360 check of the vehicle again and park the vehicle up in its parking position for overnight.
15. Put keys and required documentation into the office, turn light off and lock up.

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

**Print Name:** .....**Signed:** .....

**Date:**