

WISH

Waste Industry Safety & Health

A practical pocket guide for the Waste industry



Supported by:



Delivering the Solution Together

Introduction

The Waste Industry Safety and Health (WISH) forum is supporting the Health and Safety Executive's strategy for maintaining and improving Great Britain's health and safety performance. Reacting to feedback from the industry, WISH set up a working group to champion "support for SMEs".

This pocket guidance is an output of that group

<http://www.hse.gov.uk/waste/delivering-the-solution-together.htm>

This is a pocket guide to support smaller businesses to meet their obligations under health and safety law. As an employer, or self employed person you are responsible for the health and safety in your business.

For more detailed information, relevant to the Waste Management sector visit the HSE website and also look at the following guidance - Health and safety made simple - The basics for your business <http://www.hse.gov.uk/pubns/indg449.pdf>

In general, the laws apply to all businesses, no matter how small. You must take the relevant precautions to reduce risk from the hazards around workplace dangers. You must provide a safe and healthy environment for workers, including yourself.

Delivering the Solutions Together -
in our high risk sectors!



Here's the GUIDANCE

Firstly consider the following:

- **Get advice:**

Nominate someone knowledgeable to assist you with your health and safety duties – either yourself, an in-house or an external person – and make sure they are practical and know the industry. Lots of free advice is available.

- **Risk assessment:**

Look at the hazards around your workplace – look at what could go wrong, assess the risks and how they are controlled. Keep it brief and simple – you're probably mentally doing it already. Further information go online and type: **HSE risk assessment**

- **Monitor and Review:**

Regularly review what you have said, done and do – is it still being followed?
And monitor for effectiveness and compliance.



For further free support go online and type **WISH SME Resources** into your internet search browser to go to the EU Skills “one stop shop” or type: **HSE [enter your topic]**.



Keep premises clean



Think about welfare

Safe Premises - slips, trips, falls, housekeeping

- A tidy workplace contributes to a safe workplace.
- Keep the premises clean.
- Ensure the workplace, equipment, systems and devices are maintained in an efficient state, efficient working order and in good repair.
- Ensure floors are in good condition and free of obstructions.
- Check access steps are clean, even and sturdy.
- Ensure an adequate level of lighting is provided.

A worker cannot clean up without warm water and soap.



Ensure hand tools &
work equipment are
in good condition



Ensure equipment
is maintained and
in good working order

Safe Plant and Machinery - maintenance, servicing, lock-off

- Follow manufacturer's advice and ensure machines are adequately guarded and fitted with appropriate safety devices.
- Ensure emergency stops are tested regularly.
- Ensure power sources to machinery are properly connected and capable of being locked-off.
- Ensure machinery and plant can be cleaned safely.
- Check machines are maintained in an efficient working order and in good repair.
- Ensure there is a formally documented, planned preventive maintenance schedule for machinery.
- Check hand tools are in good condition, well maintained and used correctly.
- NEVER by-pass a safety guard.

Safe processes for example
for forklift trucks or
collection or delivery vehicles



Hazardous
substances



Safe Processes

- Ensure the various operations or tasks are carried out safely.

Look particularly at:

- Manual Handling.
- Driving of vehicles / plant – on site, deliveries or collections.
- Storage of raw materials and finished products.
- Ergonomic aspects of machine operation – repetitive work.
- Use of hazardous substances – COSHH assessments in place.
- Monitor “custom and practice” to spot unsafe working.
- People and vehicles effectively separated.

An employee was badly injured
when his finger was caught by an
unguarded circular saw.



Ensure substances are
correctly packaged
and labelled

Check materials are
being handled safely



Safe Materials - asbestos, dust, waste

- Check materials are being handled safely.



Further information go
online and type: **HSE COSHH**

- Identify if materials are dangerous, such as chemical and clinical wastes. Asbestos is still killing people. It requires specialist handling.
- Ensure substances are correctly contained and labelled.
- Ensure there is adequate information on the safe handling of materials and substances – make data safety sheets available.

A worker's employment was terminated after being diagnosed with progressive lung disease and was unable to continue to work. Did exposure to dusts or smoking cause the ill health? A medical team will investigate.

Ensure safe systems of work
are established for potentially
hazardous operations – Record it!




Safe Systems of Work - confined space, lock-off

- Ensure safe methods of work are established for potentially hazardous tasks.
- Check regularly that these safe methods of work are followed.
- Ensure a permit-to-work method is used where there is a high degree of foreseeable risk. It's a documented record to demonstrate it was carefully planned.




Further information go online
and type: **HSE permit to work**

- Check confined spaces have been identified and safe procedures established.
- Ensure lock-off procedures are identified and followed so machines can't come to life unexpectedly.
- NEVER enter a confined space unless you have been trained how to safely.

A cartoon illustration of a worker wearing a blue beanie, an orange safety vest over a blue shirt, and blue trousers. He is standing on a yellow circular patch of ground, holding two long wooden poles that serve as stilts. To his right is a sign on a wooden frame that says "STILTS" in orange letters, with a drawing of stilts on it. A vertical metal pole is also visible behind the sign.

Ensure specific provisions for working at height

A cartoon illustration of the same worker from the top image, wearing the same blue beanie, orange safety vest, and blue trousers. He is looking up at a tall wooden ladder that has several horizontal rungs. The ladder is leaning against a wall, and there are some small black marks on the wall near the top of the ladder, possibly indicating a problem with the ladder or the wall.

Think about safe access to trucks
- sheeting issues,
steps kept clean

Check ladders are not broken and won't slip

Safe Access to Work

- Ensure access roads and internal gangways are kept clear, maintained and well-lit.
- Ensure specific provisions are made for ensuring safe work at height as well as below ground level, e.g. scaffolds, mobile access equipment, excavations, tunnels.
- Check ladders are not damaged and are used correctly.
- Check access to trucks and plant – ensure steps are designed to reduce risk of slipping and kept clean.
- Sheeting trucks / trailers – ensure work is planned to avoid working at height.

Ensure people and travelling
vehicles are separated!



Pedestrian and Vehicle Separation

- Ensure people and vehicles travel on different routes and are kept separate.
- Ensure drivers look out for pedestrians.
- Check for clear visibility on access routes.
- Ensure people and vehicles travel at safe speeds.
- Use audible and flashing alarms – to warn people of potential danger.

A worker was in hospital for 4 months and had to have his spleen removed and most of his pancreas after being crushed between a telehandler and a steel post in an unplanned, short duration reversing machine task.

Ensure the level of supervision is adequate



Ensure line managers and supervisors are adequately trained in their health and safety duties



Adequate Supervision - knowledgeable eyes on

- Ensure the level of supervision is adequate.
- Ensure line managers are adequately trained in their health and safety duties.
- Monitor and review supervisors effectiveness.
- Ensure training is given and a record kept, ideally a certificate. You never know when proving a worker is trained will be critical.
- Practice makes perfect and supports trained workers to be competent.

Ensure competent persons
are appointed



Ensure First
Aid boxes are
adequately stocked



Competent and Trained Personnel - understand safe behaviour

- Ensure competent persons, e.g. for electrical maintenance work, are appointed.
- Ensure operators are adequately informed, instructed and trained in any safe systems (methods) of work.
- Ensure it is understood what equipment can not be interfered with or altered.
- Ensure staff know what they are not allowed to do.
- If it doesn't look right, it probably isn't - speak up!
- Practice what to do in an emergency - use emergency stimulations to test yourselves.

Worker suffered fractures to skull, eye area and vertebrae and still suffers constant dull pain in his neck and head after being seriously injured from an unsafe, poorly secured cargo being unloaded.

Take care of the vulnerable!



Care of the Vulnerable - asthmatic, pregnant, young, English not first language, illiterate

- Identify if vulnerable groups are exposed to specific hazards and decide how best to control the risks.
- Check if such persons need to receive some form of health checks.
- Ensure specific provisions are made for the supervision of the vulnerable.
- Clear communication is vital and avoids misunderstanding.
- Free training on basic skills is often available at local colleges.

Identify and protect
against risk of skin
conditions occurring



Ensure drinking and
eating in working
areas is banned



Personal Hygiene - do not eat when Waste is present, wear gloves, wash hands

- Protect against the risk of occupational skin conditions developing through poor levels of personal hygiene.
- Ensure adequate welfare and amenity facilities are provided and kept clean.
- Ensure there is a ban on the consumption of food and drink in areas near Waste materials.
- Vermin carry diseases harmful to humans – don't attract them!

Focus on health - check masks
are adequate and fit



Personal Protective Equipment should be worn correctly and be clean and relevant

- Check and ensure the Personal Protective Equipment (PPE) provided meets the requirements necessary for the particular hazards and risks of the workplace.
- Ensure there is a clear understanding from all users of the PPE required to be worn.
- Ensure there is a formal understanding for assessment, selection and purchase of correct PPE – beware that fake or sub-standard items are on the market.
- Check those employees exposed to risks wear their PPE correctly and all the time that they are exposed to those risks.

LOOK – ensure unsafe practices are stopped



Careful Conduct - see it, sort it, report it!

- Watch and observe operators behave safely during their work and that they protect their health too.
- Ensure unsafe practices are stopped and check your custom and practice “we’ve always done it like that”, because it may be unsafe.
- Ensure there is a method to report unsafe practice.

IAuditor App

The IAuditor App is a free, easy to use app with a section developed specifically for the Waste Industry. The app’s audit checklist gives you the opportunity to quickly and simply check over your workplaces, helping you to make them safer and healthier for everyone.

Instructions on how to get hold of the app are available on the EU Skills WISH SME Network pages <http://networks.euskills.co.uk/network/wish-sme-network/wish-sme-resources> under the Download Resources tab.

Identify if electrics
or vibration are
a hazard



Identify if risk of
fire is an issue

Risk Assessments - ask yourself - what could go wrong?

- Check if working with electricity is a hazard.
- Ensure electrical equipment is maintained – check both fixed and portable electrical items.
- Identify if risk of fire is a hazard and manage that risk.
- Identify if risk from vibration from tools is a hazard.
- Ensure controls and emergency procedures are in place.
- Test and practice – because workers need to think calmly if things go wrong.



For further information go online and type:
HSE risk assessment and advice.



For further information about this publication
and to order more copies please contact:
info@wishforum.org.uk

For HSE enquiries contact:
<http://www.hse.gov.uk/waste/index.htm>
<http://www.hse.gov.uk/contact/contact.htm>

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