

57686 Waste Collection Employees equipment and risk assessments

Accident Date: 03/03/2025

We refer to the above and would be grateful if you would provide us with the undernoted information relating to your policies, training, and procedures for waste collection:

Product specification of PPE (including gloves and footwear) provided to City of Edinburgh Council waste collection employees, detailing the make, model, and product number.

ROKWEAR PALM NITRILE COATED CUT LEVEL 1 GLOVE - L/9 - OGL.2104

ROKWEAR NEWBURY HI-VIS BALLISTIC JOGGING TROUSER - ORANGE/NAVY - OHV.3266

ROKWEAR GRIPFLEX CUT LEVEL 1 GLOVE - RED - L/9 - OGL.2115

REGATTA BEAUFORD JACKET - BLACK –

TROJAN BLACK AURAI SAFETY BOOT - 6T3109

Risk assessments for the role of waste collection, including risk assessments for assessing different routes and the type of equipment needed.

Please see attachment. Third party personal information has been redacted from the documents provided.

Staff training records.

Waste collection staff are trained on the following:

Driver Training (CPC)

Driver Training (Vehicle Familiarity)

Manual Handling

Reversing Assistance.

Bin Lifter Mechanisms.

Tool Box Talks on various subject matters for example, bins returns, needlestick injury, using mobile phones at work.

First Aid (limited number)

Details of the availability of handwashing facilities on waste lorries.

All new fleet vehicles have handwashing facilities on them.

Method statements and/or safe operating procedures for the collection of waste.

PROCEDURE TITLE: Collection of Bins / Containers

Procedure Ref: 0001

Procedure	Collection of Bin / Containers –
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	Standard Bins - 120L, 140L, 240L, 360L, 500L, 660L, 1100L, 1280L On Street Communal (Side Loading) – 1700L, 2400L, 3200L Chamberlain – 720L, 940L Note : Food Waste & Recycling Boxes have separate procedures
Purpose	To ensure all scheduled bins/containers are collected on the scheduled day in line with the collection processes, following safe working procedures and operational guidelines
Scope	This procedure applies to all Senior Refuse Collectors, Refuse Collectors (permanent, temporary or agency), supervisors, managers, contractors or anyone collecting refuse on behalf of the City of Edinburgh Council
Related Documents	Safe Working Procedures Risk Assessments Daily Task List for Refuse Collectors & Senior Refuse Collectors Drivers Daily Vehicle Check Manual Handling Guidance
Main Procedure Steps	Collection Disposal & Recycling (Tipping) Communication De-brief
Detailed Operation Procedures	Collection Process Arrive at work on time Collect device (or route sheets) for relevant route Ensure adequate supply of contamination tags and customer care information cards Ensure the necessary PPE is worn Insert tachograph card (set to other work – crossed hammers) Complete vehicle check Check vehicle log book is present Drive to location of first collection Reversing assistants to be used at all times Check the street or location for health and safety issues i.e. single or double sided collections, school areas, access issues, underfoot

conditions, traffic flow, reversing issues. Report any issue that cannot be overcome

Collected listed bins/containers from scheduled properties checking for contamination also (see contamination procedure)

Collect assisted collections as directed checking for contamination also (see contamination procedure)

Load the vehicle correctly using the bin lifting equipment in line with the correct vehicle operation

Ensure you have a safe working load by following manual handling guidelines

Observe customer care guidelines at all times – be polite at all times offering customer care information cards if required

Return all bins to their presentation or collection point

Return assisted collection bins to the householders correct bin storage location

Clear up any spillages

Street is left tidy

Update device / route sheets

Ensure vehicle is loaded to capacity without overloading before travelling to tipping location to empty or recycle

Update supervisor regularly of any issue / progress

Prior to leaving your route (complete or incomplete) at the end of your working day, contact supervisor with a full update of route position/progress

Return to depot and carry out re-fuelling and vehicle check documenting and reporting any defects accordingly

Disposal Process

Weigh vehicle on weighbridge at tipping location

Follow site rules and instructions from site staff

PPE to be worn at all times

Observe site speed limits

Use vehicle wheel wash if instructed

Ensure vehicle is tipped and empty before returning to depot

	Communication De-brief Complete all necessary paperwork Complete vehicle defect book if needed Ensure collection device (or route sheets) are updated/completed Any route issues e.g. hazards, access etc, should be discussed with your supervisor Non-completion of route must be discussed Notify your supervisor if any kit issued need replenished
Equipment Requirements	Personal Protective Equipment Collection Device / Route Sheets Vehicle lifting equipment is operational (see vehicle check) Street Risk Assessment (in development) Certificate of Professional Competence Card (CPC)
Skill / Training Requirement	Correct Driving Licence Category City of Edinburgh Council Driving Permit Manual Handling Training Reversing Assistant Training Site Rules Knowledge Collection methods knowledge Risk Assessment knowledge Customer Care