

## **SOLID WASTE SAFETY RULES, POLICIES, AND PROCEDURES**



The following safety rules have been prepared to assist you based on your job descriptions and nature of work.

### **All Employees**

1. **MUST** wear a dust mask, safety glasses, safety vest, work boots, back brace belt (when lifting), and leather palm gloves when performing the daily duties.
2. **DO NOT**, under any circumstances, move the truck or heavy equipment until the driver can see the ground crew or spotter either by direct view or in the rear-view mirror.
3. Before the driver moves the vehicle, visually inspect footwear to verify that it is free from mud, oil, or any other slippery material to prevent slippage off the pedals.
4. Wear the seat belt if the vehicle that you are driving is designed with a seat belt for you.
5. Wear the safety glasses and dust mask when you are operating “open-top” equipment.
6. Do not hinder your ability to hear verbal communication from your coworkers or any other surrounding sounds or warnings; do not use radio, tape player, CD headphones, or IPOD while you are working.
7. Use the designated smoking areas.
8. Wash hands, shower, and change clothes after you are finished working.
9. Do not wear big or hanging jewelry that can get caught in machinery or equipment.
10. Do not place coolers or other objects on the floor of vehicles that can interfere with pedal and gear operations.

## **Curbside Pickup (Truck Operators, Waste Collection, Recycling, Clean-Up Program)**

1. Bend at the knees, not at your back when lifting garbage cans and bags.
2. Test the weight of the garbage container before lifting it by pushing the load along its resting surface; if the load is too heavy or bulky, ask for assistance from your coworker.
3. Wear your back brace belt at all times when working.
4. Do not ride or sit in the garbage hopper at any time. Sit in the cab of the truck when finished with the route or when the truck is traveling far distances, such as to the transfer station.
5. Do not dismount the truck until it has come to a complete stop.
6. Do not stand on any area on the truck other than the platform which was designed to accommodate passengers.
7. Look up and down the street before crossing.
8. Press the emergency buzzer to alert the truck driver of any danger you anticipate or experience.
9. Stand clear of the packer mechanism while the packer is in operation.
10. Do not restrict the PTO (Power Take Off) control to the packer.
11. Always enter and exit vehicles using the climb supports; never jump into or out of vehicles.
12. Wear a helmet when riding on the back of the garbage truck.



## **Bulky Waste Pickup (Crane, Truck Operators)**

1. Test the high voltage warning system on the crane by hitting the “test” switch before raising the boom. If it is non-operational, do not operate the crane until it has been repaired. Never operate the crane within 10 feet of high tension lines (you need greater clearances for lines with voltages over 50 kV).
2. Do not hoist loads over co-workers/crew.
3. Follow the crane signals given by your helper only.
4. Make sure that the load is secured before proceeding to the next site.



5. Wear the safety vest and dust mask when working around the crane. Ensure that the crew is wearing high visibility clothing/reflective vests.

### **Heavy Equipment Operations**

1. Only the mulcher operator should stand within 4 feet of the mulcher while it is in operation.
2. If there is trash that is clogging the conveyor, stop the mulcher and the trommel before removing the trash.
3. Wear the hard hat or the “bump cap” and the safety glasses if working within 20 feet of a “tub grinder” or any other high velocity mulcher.
4. Only trained and authorized personnel should operate the equipment.
5. Do not climb onto the tub grinder while it is in operation.



### **Required Safety Equipment for Trash and Recycling Collectors**

1. Safety Shoes – Ankle high shoes are recommended. Safety shoes utilized in this application are to have a composition construction sole; i.e., the outer sole should be of a hard, durable, cut and break resistant material which is skid resistant and which resists the degradation caused by oil. The upper portion of the sole needs to be soft and pliable; to allow the ultimate in cushioning to the foot when jumping or running, occur. This type of sole, known as the polyurethane sole, will provide ultimate protection and also has good long wear qualities. All vendors have similar shoes; however, the ones manufactured by HyTest in the “foot rest construction” Model No. 08971 Brown 6”, 08972 Black 6”, 08774 Brown 8” and 08773 Black 8” are the types we recommend.
2. Safety Glasses – Must be worn with side shields or cover goggles.
3. Pierce Resistant Gloves – Gloves for this application need to be slip/skid resistant, very resistant to cuts and punctures, light weight, form-fitting and at a competitive cost. Many manufacturers make nitrile gloves which have the above listed qualities. Such gloves are the nitrile gloves which were provided by MAPA Professional of Powder Springs, GA. There is no glove presently on the market which is totally puncture proof to needle sticks. The nitrile glove will provide more resistance than most to needle sticks.
4. Reflective Vests – Must be worn at all times during the working day schedule.
5. Lumbar Sacral Support Belts – After appropriate use training is provided.



6. Half-Mask Respirators – Must be worn on pick up of especially hazardous materials. Wear only after determination that the filter media is appropriate for contaminant and concentration of contaminant. Employee must be Respirator Fit tested before use.
7. Hard Hats – These are recommended for the Trash Division due to the hazards of items such as tree branches and other debris.



### **Daily Vehicle Inspection Report**

It is recommended that each Waste Truck Driver be required to perform an inspection of the vehicle each day prior to leaving the yard to go out on the route. The truck's height and weight classification shall be displayed prominently at all times on the dash board, (for information of the Florida Legal Truck Loads classifications requirements, see page 5 of the Appendix section of this Handbook).

As part of the inspection procedure, the driver MUST verify the status of each item on the "Drivers Responsibility Checklist," listed below and must complete the Driver's Vehicle Inspection Report, (see page 20 of the Appendix section of this Handbook). This approach will result in enhancement of the safe operation of the vehicle, identifying safety infractions or potential safety hazards.

The driver MUST inspect the vehicle each day, utilizing the waste collectors/crew for the day, to assist with the inspection, thus causing for the waste collectors/crew to be more safety conscious.

Copies of the driver's vehicle safety inspection reports MUST be submitted on a daily basis to the supervisor prior to departing the yard to go out on the route.

### **Driver's Responsibility Checklist**

Below are the responsibilities for Waste Truck Drivers:

1. Become familiar with the job description of Waste Truck Driver.
2. Absence or tardiness of crew members should be reported before 7:00 a.m. to supervisors.
3. Confirm crew attendance and readiness.
4. Complete and turn in (1) keys and (2) equipment checklist daily before leaving for, and upon return from route.
5. Report all injuries and accidents to Area Supervisor however minor these may appear to be.
6. Adhere to all safety regulations.
7. Submit information sheet whenever garbage is left behind that cannot be collected.



8. Report all out of the ordinary instances to the Area Supervisor during operations, such as trouble with the crew or citizen complaints that you were not able to handle at the location.
9. Become familiar with the hazards on your route; plan ahead for collection in areas with known hazards and/or prior incidents such as areas with low-hanging utility wires and narrow streets.
10. Be sure the truck is emptied, fueled up, and cab and body cleaned, at the end of each working day (spares included when used).
11. Proper uniforms and approved safety equipment **MUST** be worn by crew as required.
12. Become familiar with and utilize the chain of command.
13. Show courtesy when dealing with the public and fellow employees.
14. All vehicle accidents must be reported to the City of Miami Police Department.
15. All breakdowns are to be reported to the Dispatcher at (305) 594-1550.



### **Backing of Garbage and Trash Vehicles**

Backing should be minimized to the greatest degree possible. Supervisors will work with crews to evaluate collection routes in order to minimize backing only to those cul-de-sacs and other areas where trash and garbage collection cannot be otherwise accomplished.

Once established, these collection patterns **MUST** not be violated unless an unusual circumstance occurs, such as roadwork or unexpected vehicle parking. These unusual occurrences shall be reported to the crew's supervisor at the end of the work day.

The following rules shall apply when backing is required:

1. The driver is responsible for knowing exactly where other members of the crew, other persons in the vicinity, vehicles, etc., are before the driver begins backing the vehicle. This means that waste collector/crew positions must be visible in the truck mirrors before backing begins.
2. Waste collectors are responsible for assisting the driver in the backing process by positioning themselves to the rear of the truck visible to the driver.
3. Waste collectors shall carefully observe the backing process. If it appears that the truck may strike a person, vehicle or other obstacle, the collector **MUST shout and raise both arms to the vertical**. These signals shall tell the driver to **STOP IMMEDIATELY!**

4. NEVER mount the truck while it is backing or moving.
5. NEVER dismount the truck while it is backing or moving.
6. NEVER ride on the step while the truck is backing.

### **Guiding and Directing the Backing Vehicle**

1. On a two-person crew or larger, a helper should be designated to guide the backing vehicle. The driver and helper should work together as a team.
2. Do not back up unless a helper is guiding and the location of other workers is known. On a single person operation, check carefully to the rear to make sure the way is clear before backing.
3. The helper shall be standing to the side and to the rear of the truck, visible to the driver.
4. If the helper is not in sight, stop the truck immediately and do not resume backing until the helper is again in view and in a position to signal properly.
5. The helper must be off the truck in a position that gives the helper an unobstructed view of the ground over which the truck is about to be moved.
6. The helper must face the driver at all times while signaling.
7. The helper must be positioned as to observe for the most immediate hazards to the truck. This will require the helper to stop the truck and change positions one or more times to guide the driver effectively.
8. Wherever possible, the helper must be stationed at the point where the backing maneuver is to end, so that the helper avoids the hazards of walking backward over surfaces the helper cannot see.
9. The rest of the crew shall be standing to the front of the truck, clearly visible by the driver.
10. The driver must continuously alternate looking into both rearview mirrors.
11. Back the vehicle at a slow (about 3 mph), even rate.
12. All signals should be made with the hand away from the head and body so the driver will see the signaling to the side and/or above the outline of the helper's head and body.
13. Never mount or dismount while the truck is moving.



## **Hand Signals**

Voice communications are sometimes impossible in certain working situations due to distance and noise. Hand signals can prevent accidents and save time. By using this hand signals it will give you an easy and effective way to communicate. (See Appendix, page 4 for illustrations).

1. **COME TO ME** – Raise the right arm vertically overhead, palm to the front, and rotate in large horizontal circles.
2. **MOVE TOWARD ME** – Look and point toward the person(s), vehicle(s) you want moved. Hold one hand in front of you, palm facing you, and move your forearm back and forth.
3. **THIS FAR TO GO** – Place hands in front of face, palms facing each other. Move hands together or further apart to indicate how far to go.
4. **MOVE OUT** – Face desired direction of movement. Extend arm straight out behind you, then swing it overhead and forward until it's straight out in front of you with palm down.
5. **LOWER EQUIPMENT** – Point toward the ground with forefinger of one hand while moving the hand in circular motion.
6. **RAISE EQUIPMENT** – Point upward with forefinger, making a circle at head level with your hand.
7. **SLOW DOWN** – Extend the right arm horizontally sideward, palm down, and wave arm downward 45 degree minimum several times, keeping the arm straight. Do not move arm above horizontal.
8. **START ENGINE** – Move arm in a circle at waist level as though you were cranking an engine.
9. **STOP** – Raise the right hand upward, arm fully extended, palm to the front. Hold that position until the signal is understood.
10. **SPEED UP** – Raise the right hand to the shoulder, fist closed. Thrust fist upward to full extent of the arm and back to the shoulder rapidly several times.
11. **STOP ENGINE** – Move your right arm across your neck from left to right in a “throat-cutting” motion.

The following are a few more signal descriptions for which illustrations are not provided.

12. **MOVE TO THE RIGHT** – Raise the right hand above the shoulder and with the thumb pointing to the right, make repeated motions to the right with the hand.
13. **MOVE TO THE LEFT** – Raise right hand above the shoulder and with the index finger pointing to the left, make repeated motions to the left with the hand.

14. **BACK** – With the right hand raised above the head and the palm of the hand turned inward, roll the arm and hand in a circular motion toward the body.
15. **GO FORWARD** – Raise right hand above the shoulder and with the index finger pointing ahead, repeatedly move the hand in a forward motion.
16. **LOW HANGING OBJECTS** – Whenever the helper may be endangered by low hanging or other projections being passed by the moving truck, the driver will warn the helper by **two short signals of the truck horn.**

### **Garbage and Trash Vehicle Waste Collector Safety Rules**

1. During the work period, you are required to wear prescribed safety equipment: safety shoes, safety goggles, gloves, back brace belt, hard hats and reflective safety vests.
2. Before leaving the yard, assist the driver in checking the truck back-up alarm, drivers warning buzzer and all lights particularly stop signal and tail lights.
3. Riding on the trash vehicle riding step is NOT PERMITTED if:
  - a. The truck is backing up;
  - b. Forward speeds are expected to exceed 10 mph; and,
  - c. If the truck is expected to travel more than two-tenths (0.2) of a mile without stopping.
4. When riding on the riding step, stand facing the truck and use both hands on the grab-handle.
5. You are responsible to assist the driver when backing is required. If it appears that the backing trucks may strike a person, vehicle, or other obstacle, shout to the driver and raise both arms to the vertical.
6. Stand well clear when the tailgate is in motion and during unloading. DO NOT stand under raised tailgate.
7. Tie-down of the joy-stick (packer lever) is prohibited.
8. Try to make all of our jobs safer. If you have ideas for improving safety, tell your supervisor and follow-up to determine if anything has been done about your idea.



## **Riding on Step**

When riding on the step make sure to follow and implement these guidelines for your own safety:

1. Maintain a firm grip on the handholds with **BOTH** hands.
2. Keep body close to the truck.
3. Stand with feet placed squarely on the step and slightly apart.
4. Be alert to oncoming hazards.
5. Do not rest feet or any part of the body on the hopper sill, and do not “pack on the run.”
6. A signal should be arranged with the driver that will tell driver when the crew is securely on the step before the driver starts moving.
7. Always wait until the truck has come to a complete stop before mounting or dismounting.
8. Keep the step clear of waste material and grease; to avoid a slip and fall situation.
9. If there is a button that signals the driver, remember to use it **only** in emergency situations. Make sure the button works before using the vehicle.
10. When the truck is traveling a long distance (more than two-tenths of a mile), ride in the cab and wear the seat belt.
11. Do not ride on the step while backing.
12. Do not block the rear signal lights.
13. If there are not enough riding steps for a multi-man crew, ride in the cab, not in the hopper.
14. Ride in the cab, not on the step, at the landfill and other disposal sites.
15. Wear a helmet when riding on the back of the truck.



## **Getting On and Off the Rear Riding Step**

1. Never get on or off the vehicle while the truck is moving or jump on or off the step.
2. Dismount to the side and keep an eye on the ground.

3. Keep your body facing the truck when dismounting.
4. Keep a hold on the grab handle when stepping onto or off the riding step.
5. Check the road surface before dismounting to be sure that there are no slippery spots, puddles, or objects in the way.
6. Place feet flatly on the surface.
7. Avoid painted, slippery curbs, and wet grass when stepping off the truck.
8. Keep steps dry and clean of waste and/or debris.

### **Safe Lifting Techniques**

Solid Waste personnel will be given periodic training concerning Back Safety and Safe Lifting Techniques. Always evaluate the load before lifting it and get assistance from a co-worker to lift heavy and/or bulky objects. To provide safety to your back while lifting, be sure to follow the safety guidelines below:

1. Wear Back Brace Belt tight.
2. Tighten the stomach muscles.
3. Get a firm footing with a wide base of support.
4. Bend the knees.
5. Lift with the legs.
6. Keep the load close.
7. Keep the spine upright.

Training will also emphasize that **strain or injury can be minimized** if the worker:

1. Never leans forward without bending the knees or extending one leg back.
2. Never lift anything of significant weight above the elbows.

