

Safe Vehicle Operation and Behaviors – Public Works Solid Waste

Employee Name:		Vehicle Type	
Date:			
Evaluator:			

Safety Outcomes – to provide educational awareness and instructions on the safe operation of Residential collection vehicles while on route, and to validate that employees are proficient on safe vehicle operation before being assigned to a collection route.

Refuse Collection is one of the top 10 most dangerous jobs in the United States for many years, and that is a statistic that will likely not change. Employees should understand the importance of not taking shortcuts related to safe work practices, and should look out for each other, and coach each other in the event that they see an unsafe practice.

As per Department Policy, the typical safety orientation will last for a minimum of 35 hours, and the Department Residential Collections Supervisor Jeff Hether will make the final determination regarding whether an employee is ready to assume duties as a residential collection team member. At the end of the orientation, all documentation should be turned in to Dudley Robinson for placement into employee training file.

Top causes of Solid Waste exposures, accidents, and injuries.

- Backing, rear end collisions
- Collisions at intersections
- Struck by other vehicles
- Falls from riding step
- Lifting / pushing – sprains and strains
- Tip overs / speed
- Crushed by container
- Failing to apply Lockout Tag out
- Overhead power lines
- Needle sticks and medical waste
- Hand and eye injuries
- Weather related. Ice and snow

Typical bad decisions that get Solid Waste employees into unsafe situations.

- Not fit for work
- Inadequate Pre trip or Post trip vehicle inspections
- Rushing / excessive speed
- Not utilizing personal protective equipment
- Not wearing seat belt
- Cell phones, texting, and other distractions
- Lack of communication with partners or other drivers

Safe Vehicle Operation and Behaviors – Public Works Solid Waste

Classroom / Route Observations	Completed	Comments
View Video Be Safe Be Proud		
View Video Supervisor observations on route		
View Video Be Safe, Be Proud at the Landfill		
Near Misses / report form		
Employee injury reporting form		
Cell phone usage		
Personal protective equipment. Hard hat, gloves, safety glasses		
Temperature extremes		
Proper hydration		
Reporting defects		
Disabling safety equipment		
High visibility clothing, rain suit, verify steel toe footwear		
Hand protection		
Rushing		
Frustration		
Fatigue		
Complacency		
Eyes, mind, not on task		
Safe lifting techniques		
Loss of balance, traction, and grip		
Stepping off truck before it comes to complete stop		
Stepping onto truck while truck is moving		
Blood Borne Pathogens for Solid Waste		
Defensive Driving ***** Video and Instructions		
Winter Driving – Need to get a video / Training Material		
Review Job Hazard Analysis ***** Needs to be developed		
Maximum speeds / Collection crew / 10 MPH while on back step		
Landfill operations		
Landfill tipping area		
Material recovery facility		
Material recovery tipping area		
General safety reminders		
Hand signals		

Pre-Trip Inspection Process – Public Works Solid Waste

Employee Name:		Vehicle Type	
Date:			
Evaluator			

As per Department Policy – to provide educational awareness and instructions on the proper pre inspection procedures for residential collection vehicles and to ensure that employees understand that pre trip inspections shall be conducted on a daily basis, and defects noted and turned in to their immediate supervisor(s). The number one goal of each driver is safety, and a proper pre trip inspection helps to meet that goal.

Vehicle Competency and demonstrated safe behaviors	Completed	Comments
Location of insurance papers		
Current hour reading - start		
Current hour reading - finish		
Service hour due		
Air brakes		
Service brake		
Seat belts		
Power steering		
Washer fluid		
Tire tread – 4/32 on steering axles – 2/32 on all other tires		
Rims – Condition. Make sure there are no cracks or bends		
Lug nuts		
Air – hydraulic / hoses and lines		
Headlights		
Tail lights		
Brake lights		
Four way lights		
Hazard / strobe lights		
Windshield		
Side windows		
Mirrors / heated		
Back up alarm		
Horns and gauges		
First aid kit		
Spill kit		
Safety triangle		
Fire extinguisher		
License plate – light		

Vehicle Safety Features and Operation – Public Works Solid Waste

Employee Name:		Vehicle Type	
Date:			
Evaluator:			

As per Department Policy – to provide educational awareness and instructions on safe vehicle operation and to ensure that employees receive basic vehicle familiarization at CDL pad prior to taking vehicle on City streets.

Vehicle Competency and demonstrated safe behaviors	Completed	Comments
Access doors / service openings		
Cleaning behind the blade / Lockout tag out		
Riding steps / handhelds / 3 Point contact		
Safely exiting back step / complete stop		
Cart lifters		
Container lifting devices / container hold down locks / trunion bars		
Packer panel / sweep blade / hand safety – awareness of hand placement.		
Packing cycle mechanism, and packing cycle function		
Ejector panels / push out blade		
Points of operation / moving parts		
Reaching pole / 1 man trucks		
Loading hopper and loading sill		
Fixed ladders / 1 man truck		
Individual responsibility / seat belts		
Working around mobile equipment / Working face / MRF		
Crossing back and forth across the street / Stay on right side of road		
Entering and exiting cab – 3 point contact		
Parking – CDL Pad		
Straight line backing		
Offset / back right		
Offset / back left		
Parallel park – drivers side		
Parallel park – conventional		
Backing up to 2 yard can		

Driving Evaluation with Trainer – Public Works Solid Waste

Employee Name:		Vehicle Type	
Date:			
Evaluator			

As per Department Policy – to provide educational awareness and instructions on safe vehicle operation and to ensure that designated trainer and or supervisor evaluate employee’s ability to safely operate a vehicle while on route, and to properly conduct a post trip inspection.

On Road Driving Test – Specific Driving Maneuvers	Completed	Comments
Right turns		
Left turns		
Intersections		
Safe following distance		
Speed limit		
Proper lane placement		
Lane changes		
Merging into traffic		
Merging on highway		
Stop / start		
Safe backing procedures		
Spotter / hand signals		
Cameras		
Blind spots		
Mirrors		
Curbside pickup		
Bulk waste pickup		
Maneuvering through left curves		
Maneuvering through right curves		
Uphill		
Downhill		
Driving in winter		
Driving in fog		
All route trucks need to be plugged in during cold weather		

Safe Vehicle Behaviors and Operation – Public Works Solid Waste

CDL Evaluation – Public Works Solid Waste

Employee Name:		Vehicle Type	
Date:			
Evaluator:			

Evaluator Comments – use space to document specific concerns. If none please write no concerns

Employee Questions or additional information requested. If none please write none

Total Number of hours behind truck _____

Total Number of hours driving _____

Employee Evaluated: Completed _____

Retraining _____

Employee Signature _____

Date: _____

Public Works Supervisor 1 Signature _____

Date: _____

Public Works Supervisor 2 Signature _____

Date: _____

Public Works Supervisor 3 Signature _____

Date: _____

Risk Management Specialist Signature _____

Date: _____