



City of Columbia
Public Works Department
 Departmental Procedure

Subject **Solid Waste Residential Safety Orientation**

Applicable Management Practice 9.1, 9.2, 9.3, 9.8, 9.10

Purpose: The purpose of the attached program is to establish New Hire orientation procedures to protect the City of Columbia's Solid Waste employees from hazards associated with the performance of assigned duties.

Discussion: Waste / Recycling Collection workers have the 7th highest fatality rate in the United States, which is 8 times the National Average.

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

- Not fit for work
- Inadequate Pre Trip or Post Trip 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

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
- Hand and eye injuries from debris, fluids, needle sticks, and medical waste
- Weather related. Ice and snow

Policy: As directed by the Public Works Director, the Solid Waste Residential Collection employees shall abide by requirements of the attached Program.

Effective Date: _____

Approved by: _____

John D. Glascock, P.E.
Director

<p>Renewal Solid Waste Residential Safety Orientation checklist, v1 Date of first issue: July 2014</p>	<p>Renewal Public Works Risk Management Specialist Date of last review: N/A</p>	<p>Renewal Page 1 of 7 Date of next review: June 2015</p>
---	--	--

Date	Revision
	Initial draft and distribution to City Risk Management
	City Risk Management review and return with comments
	Asst. Public Works Director, or Public Works Director sends to Divisional Manager and Stakeholders for Feedback
	Revisions made if applicable
	City Risk Management Approval
	Asst. Public Works Director. Approval
	Director Public Works Approval

Solid Waste Residential Safety Orientation Guidelines

July 2014

Safety Outcomes – to provide general educational awareness and instructions on the safe operation of Residential collection vehicles.

Newly hired employees are required to participate in a Safety Orientation which consists of all of the topics referenced below. The typical safety orientation will last for a minimum 35 hours, and the Department Supervisor 3 – Jeffrey 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.

Day 1 – Classroom Instructions General Familiarizations		
<ul style="list-style-type: none"> • Video - Be Safe On Route • Video – Route Observations Supervisors • Video – Be Safe 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 Vehicle Defects • Disabling Safety Equipment • High Visibility Clothing, Rain Suit, Verify Steel Toe Footwear • Hand Protection • Rushing • Frustration • Fatigue • Complacency • Eyes, Mind, Not on Task • Taking shortcuts can get you hurt • 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 • Winter Driving • Review Job Hazard Analysis • Maximum Speeds / Collection Crew / 10 MPH • Landfill Operations / Observations • Landfill tipping Area • Material Recovery Facility • Material Recovery Tipping Area • Safe Lifting Techniques • Hand signals 		

Solid Waste Residential Safety Orientation Guidelines

July 2014

Safety Outcomes – 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.

Day 2 – Pre Trip Inspection		
<ul style="list-style-type: none"> • 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 • Engine Oil • Transmission Fluid • Coolant / Antifreeze • Hydraulic Fluid / Fuel • Tire tread – 4/32 on steering axles – 2/32 on all other tires • Rims – Condition. make sure there are no cracks or bends • 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 • Safety Triangle • Fire Extinguisher 		

Solid Waste Residential Safety Orientation Guidelines

July 2014

Safety Outcomes – to provide educational awareness and instructions on safe vehicle operation and to ensure that employees are able to recognize hazards associated with their jobs, and to properly conduct a post trip inspection.

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.

Day 2 – Vehicle Familiarizations Demonstrated safe behaviors		
<ul style="list-style-type: none"> • 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 the street / No Zig Zagging • Entering and Exiting Cab – 3 Point Contact <p>Parking CDL Pad</p> <ul style="list-style-type: none"> • Straight Line Backing • Offset / Back Right • Offset / Back Left • Parallel Park – Drivers Side • Parallel Park - Conventional • Backing up to 2 yard can 		

Solid Waste Residential Safety Orientation Guidelines

July 2014

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.

Days 3,4,5 – 3 rd Person / Driving on route		
<ul style="list-style-type: none"> • Braking • Right Turns • Left Turns • Intersections • Safe Following Distance • Speed Limit • Proper lane placement • Lane Changes • Merging into traffic • Merging on highway • Stop Start • Maneuvering through left curves • Uphill • Downhill • Safe Backing Procedures • Spotter / Hand signals • Cameras • Blind spots • Mirrors • Curb side Pickup • Bulk waste Pickup • Driving in Fog • Driving in Winter • Aware of Railroad Crossings / Bridge / Overpass • Prescription Medications • All route trucks need to be plugged in during cold weather • Post Trip Inspection 		

Solid Waste Residential Safety Orientation Guidelines

July 2014

Safety Outcomes – to provide educational awareness and instructions on the proper post inspection procedures for Residential collection vehicles and to ensure that employees understand that post trip inspections shall be conducted on a daily basis, and defects noted and turned in to their immediate supervisor(s).

Newly hired employees ability to be assigned to a route is determined by the Residential Collections foreman.

Days 3,4,5 - Post Trip Inspections		
<ul style="list-style-type: none"> • Fuel – Fill truck up before you leave for the day • Air Tanks - Drain • Tires • Rims • Lug Nuts • Current Hour Reading - Finish • Service Hour Due - Finish • Truck Plug In – Every day when weather is below 32 degrees <p>Final approval for employee to work on route as Team Member</p> <ul style="list-style-type: none"> • Evaluator Comments – use space to document specific concerns. If none please write no concerns • Provide Employee opportunity to ask questions or additional information requested. If none please write none • Total Number of hours Classroom • Total Number of hours Behind Truck • Total Number of hours behind the wheel • Employee Evaluated: Completed / Retraining • Employee Signature • Training Supervisor 1 Signature • Solid Waste Foreman Signature • Turn all training documentation in to Risk Management Specialist 		