



SAFE SYSTEMS FOR: DRIVERS WORKING ON THIRD PARTY – CUSTOMER SITES

General safety points

- As with all collection and delivery work it is important to maintain good hygiene by more frequently washing your hands with soap and water for a minimum of 20 seconds, especially before you eat, drink, touch your face or after you blow your nose, cough. Hand sanitiser must be used where access to soap and water is not available
- Clean hands are vital to prevent the virus spreading so wash your hands on arrival at work and before boarding vehicle and ensure that you have sufficient quantities of hand sanitizer and wipes on board your vehicle to enable you to clean your hands after each job.
- All vehicles and plant contact points should be cleaned at the beginning of the shift, during any type of handover and at the end of shift to minimise the risk of infection and cross contamination of COVID-19, as per Daily Cleaning procedure.
- Maintain 2m distancing wherever possible. Where two person crews are required please see SWP: COV19/02 (Drivers Working on Multi Crewed Vehicles).
- Where 2m not viable, then 1m plus and subject to the risk mitigation measures detailed in the risk assessment e.g. wearing of a mask.
- If at work or travelling to and from work you start to display symptoms of COVID-19 (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) you must inform your line manager immediately and self-isolate by returning home and arrange to have a test to see if you have COVID-19
- Clearing workspaces and removing waste and belongings from the vehicle at the end of a shift.
- Waste Transfer Notes (WTN) are a legal compliance when collecting recycling & waste from customers. We are allowed to write the customers employee name on the WTN, and issue, minimizing contact and risk.
- Understanding the protocol for collecting and distributing bins across different locations and agreeing these in advance.
- Regularly briefing drivers and temporary staff, communicating to customers and providing in vehicle guides and reminders.

Pre Checks

- Equipment condition will be checked before use, if equipment shows signs of excessive wear or damage, it will not be used.
- Safe access will be provided available to access the work area or to collect stored segregated recyclables, security sacks, wheeled bins and console collections
- Appropriate PPE will be provided and worn during the work including suitable workwear, safety footwear, gloves and eye / face protection (if required)
- Suitable face protection will be provided in line with client site rules or requirements

SAFE WORKING PROCEDURES

WORKING SAFELY DURING CORONAVIRUS (COVID-19)

**PERRYS
RECYCLING**



On Site

- Maintain 2m distancing wherever possible. Where 2m not viable, then 1m plus with a mask being worn and keeping this contact time to a minimum.
- Use hand sanitiser before leaving vehicle cab and upon return.
- Wear gloves at all times (where possible) while outside of vehicle cab
- When making collections indoors and when signing/exchanging paperwork, all drivers must wear face mask and gloves
- Observe/comply with customer rules
- If you have any concerns regarding a collection/delivery, please contact the office for further instruction
- Arrange with customers for drivers have access to appropriate toilet facilities during their journeys and at their destinations and are helped to meet any requirements to allow them to do this, for example prior booking-in, provision of hand sanitiser.

If the above hierarchy of considerations is followed, required measures taken, and good hygiene practices enforced, the residual risks will be minimised and will be assessed to be low.

I have read, understood and agree to abide by this safe working procedure

	Name	Position	Signature	Date
Trainer				
Trained				