**SANITATION & RECYCLING COLLECTION**

**PROGRAM**

**Prepared for:**

**(INSERT YOUR AGENCY HERE)**

Reviewed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**TABLE OF CONTENTS**

PURPOSE 3

RESPONSIBILITIES 3

COLLECTION TRUCKS 3

PRE- AND POST- TRIP INSPECTION 4

COLLECTIONS OPERATIONS 4

OPERATIONS AT TRANSFER STATIONS AND LANDFILLS 6

DRIVER QUALIFICATIONS 6

DRIVER PROBATIONS AND DISQUALIFICATIONS 7

PROGRAM EVALUVATION 7

# PURPOSE

To establish minimum guidelines to protect employees from the hazards associated with collecting refuse and recyclable containers on the roadways.

# RESPONSIBILITIES

The **INSERT AGENCY’S NAME** or its designee will provide, implement, and annually review this program focusing on recognized hazards to sanitation workers and appropriate control measures. The **INSERT AGENCY’S NAME** will frequently investigate and evaluate new equipment, policies, and procedures, in an effort to promote an atmosphere of continued improvement in efficiency and safety.

The **INSERT AGENCY’S NAME** has completed appropriate Job Hazard Assessments in accordance with 29 CFR 1910.132 and PEOSH regulations.

Safety is a condition of employment. Employees are expected to follow safe procedures in all they do. Unsafe conditions or at-risk behaviors should be brought to the attention of a supervisor, at the earliest opportunity.

SUPERVISORS

Periodically supervisors will conduct observations of crews performing job duties. Corrective actions, including coaching and up to reprimand, may be instituted for actions inconsistent with departmental policies and other rules and regulations. Enforcement will be in accordance with union contracts and municipal policies.

Periodically supervisors will verify accuracy of pre-trip inspections of department vehicles at unannounced times.

Periodically supervisors will conduct formal inspections of equipment, using appropriate inspection forms.

Periodically and unannounced, the department supervisors will conduct inventory and inspection of departmental issued personal protective gear.

Periodically supervisors will conduct tool box talks covering safety-sensitive operations.

All above activities will be documented on appropriate department forms and maintained for review.

# COLLECTION TRUCKS

Compactor vehicles will meet ANSI Standards for Mobile Refuse Collection and Compaction Equipment (ANSI Z245.1-1992: Standard for Refuse Collection, Processing and Disposal Equipment) and all applicable New Jersey rules and regulations.

Refuse collection vehicles shall be equipped with enough seating inside cab for all members of a collection crew.

Vehicles shall be provided with working fire extinguisher, basic first aid kit & eyewash, hand sanitizers, and absorbent for hydraulic leaks.

Vehicles shall be equipped with high-intensity amber warning lights and back-up alarms.

All OEM warning labels shall be replaced if damaged or found to be missing during routine inspections.

# PRE- AND POST- TRIP INSPECTION

Vehicles shall be inspected prior to leaving the yard. A ‘Pre-Trip Inspection Form’ shall be completed and submitted to **INSERT YOUR INFORMATION HERE**. Critical safety issues shall be brought to the attention of **INSERT YOUR INFORMATION HERE**, who shall determine if the vehicle will be put in service.

Personal Protective Equipment (PPE) shall be in good condition and available prior to leaving the garage. If PPE is needed, request replacement gear **INSERT YOUR INFORMATION HERE** **– (WHO AND HOW?)**.

Required PPE includes:

* Sanitation Collectors & Recycling Collectors
  + Appropriate gloves
  + Protective eyewear
  + Protective toed work boots
  + ANSI Class 2 high visibility apparel
* Drivers
  + Appropriate gloves
  + Protective eyewear
  + Protective toed work boots
  + ANSI Class 2 high visibility apparel

At the conclusion of the route, the cab shall be cleaned of trash and left in an acceptable manner.

Trucks shall be cleaned periodically, exterior and interior **INSERT YOUR INFORMATION HERE- (HOW OFTEN)**.

# COLLECTIONS OPERATIONS

All workers shall ride in the cab, wearing seatbelts, when traveling more than 0.2 miles to or between assigned collection zones. Drivers shall wear seatbelts on all public roads.

Drivers shall not perform any activities that will distract his/her attention from the safe operation of the vehicle, including but not limited to, use of cell phones, eating, and wearing earphones. Drivers will be alert for obstacles such as poles, trees, vehicles, etc. that pose a hazard to the riders. Drivers should avoid sudden starts and stops.

Drivers shall obey all traffic laws and operate in a courteous manner. Do not wave motorists around collection vehicle. Trucks shall be in the right lane when collecting.

Amber high-intensity warning lights shall be displayed while performing collection activities on or near roadway, at transfer stations, and landfills.

Drivers shall not exceed 10 mph with riders on riding steps.

When backing

* There shall be no one on the rear steps when vehicle is backing
* Drivers should turn off non-emergency radios and roll down window
* Only one person shall use hand signals to the driver
* Workers on foot shall remain clear of vehicle and visible to driver
* Driver shall repeatedly check both mirrors when backing
* Driver shall immediately stop if worker(s) on foot is/are not visible

Collectors shall only ride on rear steps with both feet flat, facing the truck, and both hands on provided handholds. Drivers shall remain alert to roadside hazards.

Collectors should step, not jump, on or off riding steps only when the vehicle has come to a complete stop. Use the three-points-of-contact method when getting on / off step. Collectors should look for hazards on ground before leaving the rear step.

NEVER use your hands or objects to hold back objects in the hopper while the compactor blade is in motion.

Lifting Guidelines

* Collectors are encouraged to perform warm-up exercises prior to their route.
* Look for obvious hazards as approaching container, including sharp objects, illegal items and materials otherwise not conforming to municipal ordinance, etc.
* Tip the container. If the can is heavier than 50 pounds, get assistance.
* Employees should never attempt to lift objects beyond his / her physical limitations.
* Lift safely; face the container and lift with your legs. Keep stomach muscles tight. Lift slowly; making sure the container is secure before committing to lift.
* Avoid twisting while handling the load.
* Avoid lifting load higher than necessary, especially above your shoulder height. Cycle the compactor in a timely manner to avoid highly piled garbage in the hopper.
* Walk slowly, aware of surface in front of you. Adjust pace to conditions.

Report unsafe and non-conforming containers and conditions **INSERT YOUR INFORMATION HERE** – **(HOW AND TO WHOM)**.

Collectors shall act in a courteous manner to members of the community at all times.

Items spilled from the hopper shall be cleaned up by the crew before proceeding to the next stop.

Collectors shall not wave motorists around collection vehicle.

Reasonable accommodations will be afforded during times of inclement weather:

* Hot Conditions **(SPECIFY)**
  + **INSERT YOUR INFORMATION HERE-SPECIFY ACCOMODATIONS**
* Cold Conditions **(SPECIFY)**
  + **INSERT YOUR INFORMATION HERE-SPECIFY ACCOMODATIONS**
* Other Conditions **(SPECIFY)**
  + **INSERT YOUR INFORMATION HERE-SPECIFY ACCOMODATIONS**

When working around dumpsters:

* Keep body clear of a raised dumpster’s fall zone and between dumpster and truck body.
* Hearing protection is to be worn when next to the truck while PTO is engaged.
* Push dumpsters, rather than pull, into position if necessary.

# OPERATIONS AT TRANSFER STATIONS AND LANDFILLS

Employees of  **INSERT AGENCY’S NAME** shall obey all rules and regulations established by the operators of the transfer station or landfill.

Only one person should exit the truck to effect off-loading. High visibility apparel shall be worn by all workers when out of the truck.

Worker shall remain within 6 feet of vehicle and remain alert to other vehicle movements. Time outside the truck shall be minimized.

# DRIVER QUALIFICATIONS

All driver candidates shall have a valid Commercial Drivers License with proper endorsements.

Driver candidates shall have a motor vehicle record and license check performed within the past 1 year and shall be in good standing with the NJMVC.

Driver candidates shall demonstrate the necessary skill of maneuvering sanitation trucks by successfully completing the Driver Skills Course set in Appendix C.

Driver candidates shall be evaluated in each type of vehicle to be operated.

# DRIVER PROBATIONS AND DISQUALIFICATIONS

Drivers who are involved in an ‘At-Fault’ accident will be put on probation for three years. Drivers with two (2) ‘preventable’ accidents will be put on probation for three years. At-Fault and Preventable accidents will be at the determination of the **INSERT AGENCY’S NAME**

Accident Review Committee. Subsequent At-Fault or Preventable accidents within the probationary period will result in disqualification as a driver of department vehicles. Additional disciplinary actions may also be indicated.

Drivers issued a moving citation from a Police Officer may be disqualified as a driver of department vehicles. Additional disciplinary actions may also be indicated.

# PROGRAM EVALUVATION

The Sanitation & Recycling Collection Program will be updated at least annually to reflect changes in policies, procedures, responsibilities, and contact information.