





Description of the Task/Activity	Collection of Recycling Material		
Customer Name		Cust Ref:	
Site address		Start Date	01/01/2020
		Review Date	01/01/2021
Personnel Involved	Name	Role	
		Driver/Collector	
		Driver/Collector	
		Driver/Collector	
Works Supervisor:		Role:	Tel:
Key Vehicles & Tools Required:	Collection Vehicle, 660/1100 WB receptacles, Bales, pallets, dolly, Sack Barrow		
Key Materials Required:			
Other Essential Equipment:	PPE		
Specific Identified Residual Hazards:			
Specific Staff Training Requirements:	Manual Handling		

Sequence of Operations: (Specifying methods of working, tools, materials and equipment utilised)	<ol style="list-style-type: none"> 1. Arrive at site. 2. The Driver arrives at site and reports to the reception/Site Office wearing the correct, site specific, PPE. 3. Once access to site has been gained he drives to the allocated parking area to begin the job. (Site are required to provide an allocated space with which to carry out the required operation). 4. Once parked the driver checks that he is clear to begin working. He exits the vehicle and begins loading the required receptacles/bales 5. Driver then returns to reception/site office and gets paperwork signed. 6. Exit site, when clear to do so.
Additional Tools & accessories to facilitate works:	To be assessed as work proceeds
Method of Access and Egress to the work area:	
Fall protection measures	

Required Personnel Protective Equipment:			
	Hi-Viz Vests Yes	Gloves When Required	Safety Boots Yes
SWL's:	All SWL' are marked on relevant vehicle.		
Emergency Procedure:	FIRE - Immediately sound the alarm and alert those in the vicinity, goto assembly point. ACCIDENT - Report immediately to site supervisor. Follow company procedure.		
	Name of First Aider on Site:	Customer to inform	
	First Aid Box Location:	Customer to inform	
	Location of Nearest Hospital:	Customer to inform	
Other Information & Comments	All workers are responsible for taking care of their own PPE Whenever possible use mechanical lifting equipment and keep manual Handling to a minimum All lorries to make sure the loads are safe.		