

 DALHOUSIE UNIVERSITY <i>Inspiring Minds</i> Safe Job Procedures for Garbage Truck Loading / Hauling and Dumping	Policy Sponsor: Assistant Vice President Facilities Management	Approval Date: December 2015
	Responsible Unit: Trade Services	Revisions: January 2018

Known Hazards <ul style="list-style-type: none"> • Lifting • Slips and Falls • Back injury • Sharp or other dangerous items in garbage bags 	Job Specific Training Requirements <ul style="list-style-type: none"> • Awareness of “restricted / banned” items from mainstream waste at Balefill. • Application of Colchester Balefill Standard Operating Procedure 1.7 (when on their site). • Valid NS Class 5 Drivers License • AC Vehicle Maintenance Schedule
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Applicable Regulations / Standards / Procedures <ul style="list-style-type: none"> • Colchester Balefill Standard Operating Procedure 1.7 • Nova Scotia Motor Vehicle Act
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Personal Protective Equipment Requirements <ul style="list-style-type: none"> • Safety Hat • Safety Boots • Safety Vest • Safety Gloves • Safety Goggles or Glasses

<p style="text-align: center;">Safe Job Procedures</p> <p>These job procedures are to be followed at all times to ensure effectiveness in employee safety, production, quality of work and overall loss prevention.</p>

General Procedures <ul style="list-style-type: none"> • Complete vehicle check, using the department form, each day before using vehicle. • At each stop ensure rear loading doors are fastened back and parking brake is ON. • Follow proper lifting practices to put garbage bags on truck. • Hold garbage bags away from body to avoid contact with sharp or dangerous objects. • Ensure that garbage is placed as far to the front of the box as possible for equal load distribution over axles.

- Close and secure rear door before moving to next pick-up site.
- Upon completing all collections close and secure rear door and pull down and secure rear safety net.
- Apply any PPE required to be worn at Colchester Balefill before proceeding to scale house for weigh-in.
- Always adhere to Colchester Balefill Standard Operating procedure 1.7 while on their site.
- Follow tip floor building traffic attendant directions to guide you into place and wait for his / her order to "DUMP".

To Dump Box the Truck Operator Shall:

- Set parking brake in the ON position.
- Go to rear of truck and roll up safety net.
- Open and secure rear loading doors.
- Return to cab.
- Place hoist lever in raise position.
- **Remaining** in cab and with engine running, turn Pump Switch ON to bax box which will cause load to dump.
- **CAUTION: At end of hoist travel turn pump switch OFF immediately.**

To Lower Dump Box the Truck Operator Shall:

- Leave parking brake on and exit vehicle.
- Position yourself within arms length of the hoist lever and so you can observe the bow lower.
- Place hoist lever in **LOWER** position.
- Remain in position while watching the box lower at its natural descent rate and be ready to stop the descent of the box if a problem occurs.
- Leave hoist in the lower position.
- Close and secure rear load doors.
- Exit tip floor building and report to scale house for weight-out slip.
- Return to Agriculture Campus.

NOTE: In an emergency situation:

- For further information about vehicle operation consult the Facilities Management Guidelines for Vehicle Usage, Vehicle Checks and Back-Up Procedures.
- Always follow the manufacturer's instructions for vehicle safety equipment.
- When the vehicle has been move to a safe location of the roadway and warnings markers are in place call the Physical Plant Office to request assistance.
- If you must leave the scene, leave markers in place and flashers on. Lock the vehicle and take the keys with you.

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