Veolia Minimum Requirements

Wood Processing

Date: June 2020

Version: 1.0

Purpose of the Document

The purpose of the *Veolia Minimum Requirements (VMRs)* is to support our operational managers to understand what is needed at their particular operation / site. These requirements have been defined from relevant legislation, identification of key risks to be managed and the application of lessons learnt from across our UK and Ireland operational businesses (Figure 1).

The VMRs bring together all of the elements to manage key risks relating to Health & Safety, Quality, Environment, Security and Insurance all in one place. They are held on the company Business Management System (BMS) alongside any key procedures specific to the operation type. The VMRs will provide consistency across our operations and assurances to the site management that the key risks at site are managed. Once implemented, the VMRs replace the site manager's monthly inspection list.

The VMR's must be implemented as per the flow diagram in Figure 2. An assurance programme is in place to verify the implementation and the controls of the VMR.

This document does not replace any specific requirements laid down in the site permit or planning approvals, nor any action plans in place with regulatory authorities. It is intended for application during normal operations. Any key changes including those made to plant or process, people or procedures must follow a Management of Change (MOC) process with appropriate sign-off.

This document provides the minimum requirements for Veolia operated vehicle workshops.

Figure 1 - VMR Scope

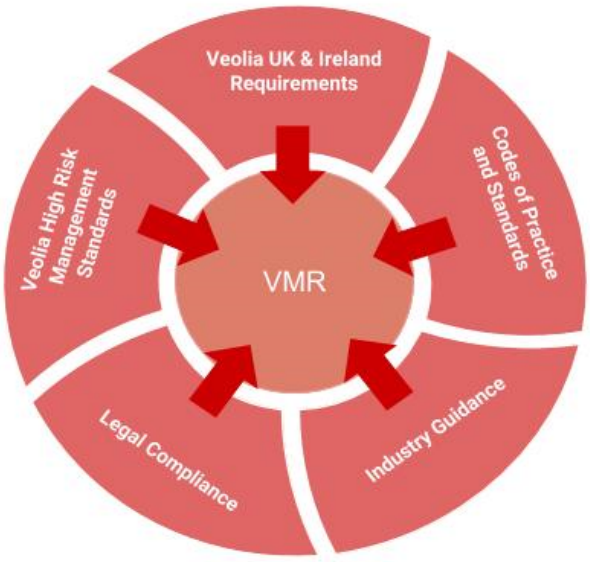
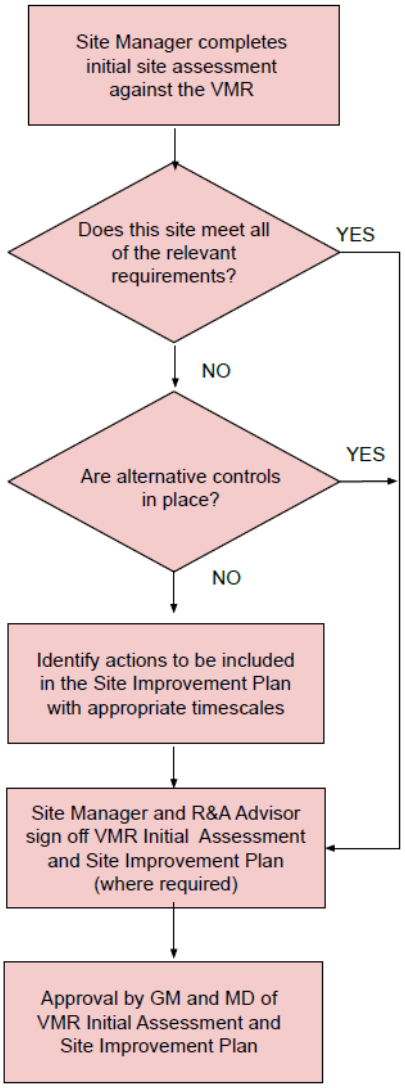


Figure 2 - Implementation of the VMR



Contents

1. Site Arrangements

a) Site operates in accordance with its Environmental Permit. An annual review is undertaken and recorded. Quarterly waste returns to the relevant Environmental Regulator are completed (Permitting and Other Statutory Environmental Licences). Site personnel are aware of the parts of the permit relevant to their role and a copy of the permit is available
b) Occupational noise and dust assessments are completed at least every 2 years, or following a major change in operations. Sampling and monitoring undertaken as required by the assessment (Noise at Work; COSHH - Chemical Agents; Occupational Health)
c) Site has an accident prevention plan and emergency procedures in place including emergency drills (Accident Prevention Plan, Emergency Management Plan)
d) Personal Protective Equipment (PPE) signage is displayed at the point where required throughout the site
e) Signage is displayed at entrances of areas of high hazard to highlight specific risks e.g. electrical / noise. Clear signage is in place including no smoking and no mobile phones where appropriate
f) An assessment of the site's first aid needs has been undertaken, first aiders trained and available including cover (holidays / shifts / sickness). A list of trained first aiders is be clearly displayed (First Aid)
g) A manual handling assessment for all regular activities has been completed in order to identify the relevant training. All personnel completing these activities have been trained
h) Assessment is completed in order to implement health surveillance requirements (Occupational Health) i.e. audiometry, skin checks, respiratory, night workers and HAVS
i) Any key changes made to plant, process, materials or people follow the Management of Change (MOC) process with appropriate sign-off
j) Vermin control is in place and leptospirosis cards are available at site
k) Fire risk assessments for the whole site to be completed (Fire Safety), reviewed annually with fire drills 6 monthly. Waste piles are kept to a minimum in accordance with the FPP
l) A DSEAR assessment has been completed with actions implemented (Dangerous Substances and Explosive Atmospheres Regulations, and considers risks from wood dust, and storage of wood fines
m) A cleaning rota is in place to manage dust and debris
n) Legionella Risk Assessment is in place, actions completed and reviewed annually
o) An asbestos survey is completed and register in place (Management of Asbestos)
p) Planned Preventative Maintenance schedules are in place with a process to manage outstanding tasks (Workplace Equipment)
q) Effluent discharge consent is in place if water is discharged from site. Sampling and analysis is conducted to confirm compliance with consent
r) All wastes are managed in accordance with Duty of care procedure
s) All employees (including temporary and agency workers) receive employee inductions with role specific training including Manual Handling, Working at Height, HAVS Tier 1 assessment, Respect at Work, awareness of the Anti-Bribery & Corruption Policy (with spot checks in place) and the Substance Misuse Policy, Whistleblowing policies and Modern Slavery briefing. All employees receive an empowerment card with guidance for use
t) A training matrix for all site staff / operators is in place and up to date with all personnel trained according to the requirements of their role including refresher training (Training)
u) Local Exhaust Ventilation is used and inspected on a 14 month basis by a competent person
v) Where RPE is specified persons are face fit tested every 2 years unless otherwise stated in an activity specific risk assessment, and trained in its use
w) A mobile plant assessment has been completed ensuring it is fit for purpose (including maintenance activities) and the location design appropriate for its use. (Workplace Equipment; Mobile Plant)
x) Due consideration must be given to adverse weather conditions, a local guidance document is in place
y) All accidents, incidents, near misses and safety concerns identified on site are reported and recorded
z) A designated area for smokers is available, with safe access routes and appropriate bins available
aa) Before leaving site a fire watch is undertaken and site close down check completed to confirm electrical equipment shut off, and waste material is cleaned from in and around machinery and equipment

2. Access, Egress Routes and Car Park

Access and Egress:

a) Veolia signage is displayed at the site entrance; board to include operating hours and contact phone number
b) The overall site has a fence for the entire perimeter (minimum 2m height) with a daily check of the sites security arrangements (Veolia Physical Security Standard)
c) CCTV is in place to view the site access points with remote monitoring (Use of CCTV)
d) A traffic management plan is in place, includes movements into and out of the workshop and is reviewed annually with the following measures (Workplace Transport Risk Assessment):-
    - Safe pedestrian routes, including physical segregation
    - Site route plan (including co-location routing if a shared site) is clearly displayed at the site entrance i.e. signage, road markings
    - Clear directional signage and speed limit is displayed along roadways
    - Traffic calming measures are in place e.g. speed bumps, electronic speed indicator
    - Incorporates all vehicle movements including mobile plant
e) Seat belts are worn by all drivers and passengers on-site
f) All roadways and pathways are maintained including: no potholes, gritting when required, clear of obstructions, clear line markings
g) Lockable gate(s) are in place at site access point (procedure: Veolia Physical Security Standard)
h) Lighting at entrance and walkways to site is equivalent to street lighting (50 lux as a minimum)
i) Site rules are readily available and issued to all site users
j) There is a signing-in book for visitors and contractors (Visitor Induction and Assessment and Control of Contractors). There is a log of all employees present on-site
k) All visitors receive the corporate and site specific inductions. A record of those receiving an induction is maintained at site (Visitor Induction)
l) All contractors receive the contractor induction. A record of those receiving an induction is maintained at site (Assessment and Control of Contractors)

Car Park (Workplace Transport Risk Assessment)*:*

m) A safe route, with clear signage is in place between the car park and reception
n) A reverse parking only policy is in place with clear signage
o) Parking bays are clearly marked
p) There is a designated disabled parking bay located close to the reception
q) All walkways are clear from obstruction with no risk of overhang from vehicles
r) Car park lighting is equivalent to street lighting (50 lux as a minimum)
s) Hardstanding and walkways are maintained e.g. no potholes, effective drainage, gritting when required

3. Offices and Welfare

a) Offices are locked out of hours and have controlled access e.g. swipe card access, pin pad, person manned (Veolia Physical Security Standard)
b) The emergency evacuation plan is clearly displayed (Emergency Management Plan)
c) Portable Appliance Testing (PAT) equipment is completed every 12 months for portable electrical equipment (e.g. extension leads, hand held tools, computers etc.) and includes 240v and 110v powered equipment (Workplace Equipment Procedure)
d) Fixed wire testing is completed every 3 years for workshop facility, 5 years for offices (Workplace Equipment Procedure)
e) All materials are stored in appropriately designed storage with access routes kept clear and from obstacles and trailing cables
f) Lighting is at a minimum of 100 Lux
g) IT server room has controlled access and is cleaned regularly, kept free from clutter
h) IT equipment conforms to Veolia IT requirements, including procurement by Veolia and annual Display Screen Equipment (DSE) assessment (Display Screen Equipment)
i) There is a lockable cabinet to contain site keys (vehicles and buildings)
j) Separate clean and dirty lockers are provided
k) Hot, cold and drinking water is available
l) Appropriate skin care stations and drying facilities are in place and available
m) Access to a minimum of 1 lockable toilet and changing room is available including sanitary conveniences. Ratio of staff to toilets / changing area needs to be considered with good practice being 3 toilets and 3 washbasins for between 25 - 50 people (on site at any one time). Wash basins should be sufficient size to enable hands and forearms to be washed (Workplace Health Safety & Welfare ACOP)
n) Welfare areas are sized appropriately with sufficient seating for the maximum number of people expected at any one time. Welfare areas are regularly cleaned and maintained. There is the facility to prepare or obtain a hot drink and to heat food
o) Dirty PPE, including boots, are removed or covered before entering offices and welfare areas
p) Arrangements are in place for the laundering of workwear
q) Recycling facilities are available in offices and welfare areas
r) Energy saving measures are in place e.g. visible reminders to ‘switch off’ when not in use for electricals and motion activated lighting
s) Office furniture is suitable and fit for purpose, and compliant with relevant fire and safety standards
t) Latest Modern Slavery Posters are displayed, with 'Spot the Signs' for communal areas, and 'Are you a Victim of Modern Slavery' on the back of toilet doors

4. Weighbridge

a) A safe route from the weighbridge to offices and welfare is in place as part of the Traffic Management Plan
b) A safe method of access and egress from both sides of the vehicle onto the weighbridge is in place including sufficient clearance, handrails and anti-slip coating on grating. Steps and level changes are highlighted
c) Site PPE requirements are instructed to drivers at the weighbridge. Drivers are only allowed to progress onto site with correct PPE (Provision and Use of Personal Protective Equipment)
d) Site user rules are in pictorial form. They are issued to all weekly visiting delivery / collection drivers a minimum of every 12 months unless there has been a significant change. All other visiting delivery / collection drivers receive site rules a minimum of every 6 months
e) Radio contact with site is in place and maintained to control the flow and number of vehicles on-site and enable regular contact if lone working is taking place
f) A copy of the European Waste Catalogue (EWC) codes as specified by the permit along with a simplified description of acceptable waste is available. Only waste on this list can be accepted and procedure for dealing with non-conforming waste is in place (Waste Duty of Care)
g) Weighbridge calibration certificates are displayed (Calibration and Maintenance of Testing and Measuring Equipment)
h) All weighbridge personnel have completed weighbridge training including the relevant weighbridge operating system (relevant electronic systems) inc Transfrontier Shipments in training
i) Manual weighbridge tickets are only used when authorised by Site or Regional Manager with electronic copies sent to the Commodities and Logistics Department (CLD) for verification. Weighbridge operator signs the manual ticket together with the driver. Data is entered on the system within 1 working day
j) A process in place to manage overweight vehicles including notification to the driver and Site Manager
k) Regular maintenance and cleaning of weighbridge is completed and included on Planned Preventative Maintenance (PPM) system (Workplace Equipment)
l) No overweight vehicles are allowed to leave site. A process is in place to manage overweight vehicles
m) No cash handling under any circumstances
n) Office minimum requirements are implemented in the weighbridge including fixed wire testing, DSE assessments, appropriate storage of materials and is free from clutter

5. Yard & Vehicle Wash

Yard and Vehicle Movements:

a) As part of the Traffic Management Plan a route plan is in place and displayed including directional signs, lane markings, vehicle parking, queue route. Vehicle / pedestrian routes have physical segregation, with safe routes in place
b) A drainage plan is in place including interceptor management and colour coding for drain covers: blue for surface water, red for foul sewer. All surfaces, drains, interceptors are maintained
c) There is signage and identification of fire hydrants in line with the fire risk assessment or FPP if in place. Hose reels are stored safely with training provided for use (Fire Safety)
d) Daily yard cleaning is completed
e) Well lit areas are available for vehicle checks of 100 lux
f) All keys are removed from mobile plant and vehicles when not in use. Out of operation hours keys are kept in a lockable cabinet

Vehicle Washing: (Pressure Washing: Risk Assessment; CoSHH-Chemical Agents; PPE; Legionella)

g) Pressure washers are <207bar
h) As a minimum, personnel are trained as per the manufacturer's instructions
i) 1.1 metre lance (minimum) is used
j) There is no drainage to surface water
k) Additional PPE requirements with associated signage are: face visor, overalls, gloves
l) A pedestrian exclusion zone is in place
m) A maintenance regime is in place for pressure washer and COSHH-Chemical Agents assessment in place
n) Suitable access equipment is available for mobile plant cleaning e.g. platforms to access high cabs

6. Waste Reception

a) A person is allocated as responsible for controlling vehicle and pedestrian access in the tipping hall e.g. shovel loader driver
b) No pedestrians are allowed in tipping hall during mobile plant operation unless in a designated safe area and authorised by responsible person (Workplace Transport Risk Assessment)
c) Plant operation stops if anyone enters the loading area
d) A cleaning rota is in place to manage dust and debris. No tipping takes place during hall cleaning. Deep clean to take place a minimum of twice per annum and includes removal of waste from area being cleaned and hosed down
e) A safe system of work is adopted to ensure safe distances are maintained between tipping / discharging vehicles. Where the ground is stable and level, this distance is a minimum of one vehicle width. Where there is risk of vehicle overturn, this distance is a minimum of 1.5 times maximum height of the vehicle
f) A mobile plant assessment has been completed ensuring it is fit for purpose (including maintenance activities) and the location design appropriate for its use. Consideration should be given to spark inhibitors, exhaust guard, front and side protection, high efficiency particulate air (HEPA) filter and location of spill kits (Workplace Equipment Procedure; Mobile Plant Operations)
g) PPE requirements: hard hat, Veolia approved safety footwear, gloves, hi-vis, glasses, plus any specific to waste / activity (Provision and Use of PPE) with clear signage
h) Incoming vehicle is checked for signs of hot / smouldering materials and a process in place to manage the vehicle contents should a fire be suspected
i) Every load tipped has visual inspection with clearly defined acceptance criteria. Site operatives are trained in waste acceptance including recognition of asbestos. Pictorial standards are used and displayed with respect to identification of contamination
j) Processes are in place to safely manage contamination and non-conforming waste
k) Radio communications system is in place between weighbridge and shovel driver and operational team to control traffic (Workplace Transport Risk Assessment)
l) Entrance and exiting of the reception area is controlled with no reversing out of the reception area
m) Mobile Plant Operations requirements:-
    - Mobile plant has daily checks completed with weekly cleaning of radiators, exhausts and air filters
    - All mobile plant is fitted with reversing cameras, reversing audible alarm and beacon lights
    - Side protection and rollover protection systems (ROPS) are fitted on all mobile plant
    - Defects identified and recorded / reported in the vehicle defect book. Vehicles are removed from service where identified defects render vehicle unroadworthy
n) A quarantine area is available, demarcated and with signage - this can be flexible to fit in with operational requirements unless size is specified in a site specific FPP
o) Fire protection is in place as defined in the fire risk assessment (Fire Safety)
p) A fire watch walk round is completed before the site is closed or at the end of shift. Tools such as thermographic cameras may assist
q) Bioaerosol controls are in line with a bioaerosol assessment. Odour suppression is in place according to the odour management plan (if required)
r) Deflector plates are fitted to the top of push walls. Where not fitted, piles of waste not exceeding 1m from the top of the storage bay. Waste does not extend beyond the front of the bay
s) Signage is in place alerting to areas of overhead obstruction with obstructions highlighted
t) Signage is in place to remind drivers to lower the vehicle body before exiting the hall
u) Lighting in operational area is at a minimum of 50 lux
v) Site operates a rotation system to manage waste turnaround
w) If roller shutter doors are in use / required by planning, operational checks are in place and included in the PPM schedule
x) Push wall inspections are completed every month (Building a Safer Workplace)

7. Shredding / Milling

Processing

a) A safe system of work is in place and has been communicated to all relevant personnel for cleaning, removing blockages, repairs and replacement (Risk Assessment). A lock off isolation system is in place for shredder and other processing equipment with staff trained as required to use it
b) Emergency stops are in place, with safe access from ground level. Daily testing of emergency stops is completed with all e-stops checked within a monthly period
c) Local isolators are easily accessible and either labelled or colour coded for clear identification
d) An exclusion zone is in place around the shredder with no pedestrians present during operation
e) Prior to processing, waste is visually checked for materials that could initiate a fire or explosion, e.g. cannisters
f) Safetech systems or equivalent are used when loading floor level conveyors direct to balers, shredders or compactors from accessible areas
g) Conveyor belt guarding fixings do not have spring loaded closings. Hierarchy of control is in use. Guarding is hinged or removed for chop down
h) Guarding of all in-running nip points is in place; end caps are fitted on shafts (Workplace Equipment)
i) A safe system of work is in place for cutting / replacing of belts with associated manual handling risk assessment (Risk Assessment; Manual Handling)
j) Daily inspection of belts with tracking where necessary. Tracking is possible without guard removal
k) Lighting under conveyors for maintenance is available at min 100 Lux
l) Auto lubrication / grease systems are in use with operational checks included in the PPM schedule
m) A list of all electromagnetic field (EMF) equipment is held. Clear signage prohibiting access to the EMF areas for people with pacemakers, implants and expectant mothers is displayed. Information regarding these risks and controls is provided during the site specific induction
n) Specific (process) fire risk assessment is completed covering blockage points, dust, movement of material and local fire detection (Fire Safety)
o) A fire watch walk round is completed 1 hour after operations have stopped. Tools such as thermographic cameras, infrared detectors may assist to identify hot spots. Fire watch includes visual assessment of high risk areas such as screens, shafts and reception areas
p) Shredder is protected by fire suppression
q) Dust and noise monitoring is completed with attenuation at source (COSHH-Chemical Agents; Noise at Work)
r) Material spill points are assessed and controls implemented where required to prevent or reduce spill volume
s) External electrical systems are covered and protected
t) All handrails and metal flooring inspections are included on the PPM schedule and completed
u) Rota of cleaning is in place to manage dust and debris

Shredded Wood Quality

v) Pictorial standards are used and displayed
w) Analysis of material is conducted according to local procedure, to meet customer requirements
x) Sampling is conducted in a safe, demarcated area away from vehicle movement. Eye protection is worn
y) Quality performance targets are in place which prompt a performance / process / root cause review

8. Sorting Cabin

a) A safe route is in place for accessing sorting cabins (Workplace Transport Risk Assessment; Mesh Gratings and Handrails)
b) A safe system of work is in place for cleaning, removing blockages, repairs and replacement with training completed for all personnel working on these activities (Risk Assessment). Isolation is included in the safe system of work
c) Picking line belts are non-flighted and horizontal with the following dimensions: H 1075mm (platforms to be supplied if required), W 450 - 900mm (single or dual sided picking) and foot clearance under belt of D 210mm, H 226mm (Conveyor Belt Workstation Design)
d) Waste levels on conveyors are controlled (e.g. by use of level device or spreader bar, or adjusting belt speed) to ensure waste is spread evenly on the infeed belt to avoid manual spreading of the waste
e) Conveyor speeds are optimised taking into consideration risk of motion sickness, contact with sharps, effect on quality and management of material volume
f) Chutes used for picked material are located within 450mm reach of pickers
g) Any bins used are a maximum size of 120 litres. An assessment has been carried out, and individuals only lift within their capabilities (Manual Handling)
h) Anti-fatigue flooring materials or anti-fatigue matting are in place
i) Station rotation programme is in place to prevent repetitive strain injuries
j) The cabin size is sufficient to allow 11m^3 space per person
k) Fire risk assessment has considered escape routes in the sorting cabin
l) A comfortable working temperature is maintained at >13^oC with air change achieved through positive pressure. Heating and ventilation systems are on PPM with weekly checks and cleaning in place
m) PPE: kevlar sleeves, gloves with a cut and puncture rating of 4 as a minimum, glasses, Veolia approved safety footwear, legs covered, hard hat and minimum FP3 face mask to be worn (at least every 2 years) when accessing cabin with ear protection if necessary (PPE). Hi Vis to be worn when accessing the picking cabin
n) All newly employed pickers undertake a fit for work assessment
o) All moving parts of machinery are guarded (Workplace Equipment)
p) Emergency stops are in place, with safe access from ground level. Daily testing of emergency stops is completed with all e-stops checked within a monthly period
q) A cleaning rota is in place to manage dust and debris. A deep clean of the cabin is carried out quarterly, all local cleaning to be completed by vacuum (no blowers). Where RPE is required, face fit testing must be undertaken
r) Dust monitoring is undertaken with any actions completed (COSHH-Chemical Agents)
s) A process for sharps / needles is in place including picking tweezers, sharps box, and training. Veolia needle stick poster to be displayed (Needle Stick Poster)
t) Noise and vibration assessments are completed with associated controls in place (Noise at Work; Hand Arm Vibration)
u) If music / radio is in use it is provided by site and a maximum volume set in accordance with the noise assessment. The appropriate PPL licence is in place. No personal electrical items (including mobile phones) to be used
v) Signage used are symbols where possible for key messages
w) Lighting in the cabin is a minimum of 100 Lux
x) There is a process in place for management of non-conforming waste and its disposal

9. Conveyor Belts

a) A safe system of work is in place for cleaning, removing blockages, repairs and replacement with training completed for all personnel working on these activities. Local isolation procedures are in place (Risk Assessment)
b) Guarding of all in-running nip points is in place; end caps are fitted on shafts (Workplace Equipment)
c) Conveyor guarding fixings do not have spring loaded closings. Hierarchy of control is in use. Guarding is hinged or removed for chop down
d) Daily inspection of belts with tracking where necessary. Tracking is possible without guard removal
e) Emergency stops are in place, with safe access from ground level. Daily testing of emergency stops is completed with all e-stops checked within a monthly period
f) Local isolators are easily accessible and either labelled or colour coded for clear identification
g) External electrical systems are covered and protected
h) A cleaning rota is in place to manage dust and debris including daily cleandown belts and weekly thorough clean including under conveyors (to be conducted under isolation)
i) Specific (process) fire risk assessment with associated controls is in place inc fire breakers or shutters, suppression local / directional. Risk assessment is completed covering blockage points, dust, movement of material and local fire detection. Regular fire watch is conducted (Fire Safety)
j) A safe system of work is in place for cutting / replacing of belts with associated manual handling risk assessment (Risk Assessment; Manual Handling)
k) Dust extraction is in place on drop points where required following dust assessment
l) Material spill points are assessed and controls implemented where required to prevent or reduce spill volume
m) Daily inspections of walkways are completed ensuring they are clear and intact
n) Lighting under conveyors for maintenance is available at min 100 Lux
o) Auto lubrication / grease systems is in use with operational checks included in the PPM schedule

10. Mechanical Screening and Separation

a) A fire watch walk round is completed 1 hour after operations have stopped. Tools such as thermographic cameras, infrared detectors may assist to identify hot spots. Fire watch includes visual assessment of high risk areas such as screens, shafts and reception areas.
b) Dust and noise monitoring is completed with attenuation at source (COSHH-Chemical Agents; Noise at Work)
c) A safe system of work is in place for cleaning, removing blockages, repairs and replacement with training completed for all personnel working on these activities (Risk Assessment)
d) Rota of cleaning is in place to manage dust and debris
e) Any machinery using compressed air is accompanied by written schemes, current insurance inspection, annual servicing and training. Consideration is given to tools and equipment used for cleaning including kneeboards, use of air tools (Workplace Equipment)
f) A list of all electromagnetic field (EMF) equipment is held. Clear signage prohibiting access to the EMF areas for people with pacemakers, implants and expectant mothers is displayed. Information regarding these risks and controls is provided during the site specific induction
g) All handrails and metal flooring inspections are included on the PPM schedule and completed

11. Storage

Of Processed Materials

a) Waste is stored in accordance with permit conditions
b) Designated bays in place for storage of separate waste streams
c) All bays have push walls with checks completed every month (Building a Safer Workplace)
d) Non combustibles to be used as fire breaks between combustible waste, e.g. metal
e) Consideration is given to location of external storage being situated away from operational buildings, in line with fire risk assessment and FPP
f) Deflector plates are fitted to top of push walls with piles of waste not exceeding 1m from the top of the storage bay nor extending beyond the front of the bay
g) A fire watch walk round is completed before the site is closed or at the end of shift. Tools such as thermographic cameras may assist
h) A process of stock rotation is in place for storage of wood fines
i) Inspection of fire panel using impairment procedure is completed (Impairment Procedure)
j) Fire suppression is in place as defined in the fire risk assessment (Sprinkler Test Procedure)
k) If roller shutter doors are in use / required by planning, operational checks are in place and included in the PPM schedule
l) Demarcated area is available for quarantine of non-conforming loads
m) Pedestrian walkways are not located by storage areas

Of Chemicals/Oil

n) Flammable and non-flammable cylinders are segregated from each other: at least 3 metres apart or separated by a suitable firewall, e.g. lockable storage cage (Storage of Gas Cylinders)
o) Oil / chemicals storage is bunded with the bund capable of holding a minimum of 110% capacity of the tank or for multiple containers 110% of the largest or 25% of total capacity whichever is greatest
p) Bunds are checked regularly including removal of rainwater which is tested prior to discharge
q) Safety Data Sheets are held at site for each stored chemical with COSHH-Chemical Agents assessments completed and control measures implemented on site
r) Fully stocked spill kits are available close to liquid storage locations, are checked for contents at least weekly and people on site are trained to use them

Containers and Bins

s) All RoRo containers have deflector plates, ratchet systems and single doors, i.e. no barn doors (Operation of Roll on Off Vehicles)
t) Daily inspection with litter picking of bin storage area is completed and documented
u) Cat B licence and formal shunter qualification in place for all personnel completing shunter activities

Non-conforming items

v) There is suitable storage for non-conforming items, e.g. WEEE

12. Vehicle Loading

a) Before loading, vehicle has been swept out and inspected as per local arrangements including using aircraft steps for access. Facing open door when sweeping
b) A nominated area for sheeting is available
c) A person is allocated as responsible for controlling vehicle and pedestrian access into this area e.g. shovel loader driver
d) All keys are removed from mobile plant and vehicles when not in use. Out of operation hours keys are kept in a lockable cabinet
e) Plant operation stops if anyone enters the loading area
f) Driver is either located in designated safe zone or in cab during loading
g) Every vehicle loaded has a visual inspection
h) All loading shovel buckets are visually checked for potential cross contamination
i) Opening / closing curtains and strapping to be completed at ground level where possible or using side bars / specifically designed platforms
j) No person is allowed access into trailer when loading
k) Plant Operative has contact with Driver at all times to safely coordinate the loading operation
l) Prior to loading a visual inspection of material is carried out to ensure physical integrity
m) Controls are in place to prevent driveaway, for example, steering wheel covers, removal of keys
n) Loading outside (only where permit allows); is accompanied by fence screens, litter picking and increased housekeeping checks
o) In high winds / dryer seasons dust suppression is available
p) Prior to vehicle movement, the ramp is correctly detached (where applicable), doors closed, sheeting and curtains secured
q) Visual checks on all exiting vehicles are completed to ensure no trailing debris
r) Area is kept clean and tidy

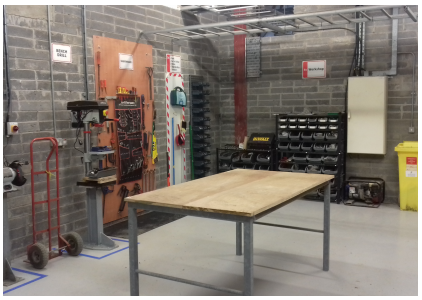
Use of Ramps: (Work Instruction for Safe Use of Loading Ramps)

s) Side rails are fitted to all loading ramps
t) Ramps are checked and cleaned daily. Pre-use checks are completed (Mobile loading ramp pre-use checks)
u) Ramp loading area is level, maintained and clearly signed
v) Prior to loading, checks are completed to ensure that ramp is attached to the vehicle and secure, chocks are in place and bleed valve open

13. Vehicle Refuelling

a) A suitable location is selected for tanks. Controls are in place to prevent fuel theft including CCTV (Veolia Physical Security Standard)
b) Fuel tanks are located away from operational areas
c) A DSEAR assessment has been completed with actions implemented (DSEAR Procedure)
d) Fully stocked spill kits are available close to the fuelling with personnel on site trained to use them, contents checked at least weekly
e) Any specific instructions for re-fuelling are displayed
f) Supervisors / responsible person check tank capacity and authorises fuel offloading. Driver is in attendance throughout fuel off-loading
g) Fuel level meters are in place with high level alarms / auto shut off
h) Fire assessment is completed with emergency plan in place and communicated to role holders (Fire Safety; Emergency Plan)
i) Controlled access to fuel is in place with use by authorised personnel only
j) Records of usage are maintained
k) Clear signage is in place including no smoking, no mobile phones
l) There is 110% bunding of tanks / secondary containment. Bunds and secondary containment are regularly inspected (monthly visual inspection) and maintained
m) Hoses are safely stored to avoid trip hazards or leak to non bunded area
n) An annual assessment of tanks is completed by competent and authorised personnel with associated written scheme of examination specifying frequency of inspection

14. Maintenance Activities



Workshop and Stores

a) Safe working loads are identified on all racking and shelving. Construction of frame must fit for purpose using suitable material. Monthly visual checks to be carried out and recorded (Workplace Equipment)
b) Stock management controls are in place to identify stock levels on-site (volume and value) including critical parts. Critical parts are either kept in stock or with service agreements (for repair or replace)
c) Risk assessments are carried out with controls implemented for maintenance activities
d) Maintenance related activities are assessed to determine controls and processes for the hazards identified. Permits to work and isolation are applied when identified

Hot Works (Control or Welding & Brazing; Permit to Work; Impairment Handling)

e) When hot works are planned, the most appropriate method of cutting is assessed, with consideration given to cold cutting, potential impact on other on-going works and associated fire safety arrangements . When possible, objects to be welded, cut or heated are moved to a safe and well ventilated hot work designated area (e.g. workshop)
f) Fire extinguisher equipment is readily available as identified through the fire risk assessment
g) When hot works are performed outside a designated area, a hot work permit for the activity is issued and closed / suspended on daily basis
h) Where a Permit to work is required, a hot work permit issuing authorities are appointed for each location where hot works is undertaken who is trained in hot work hazards (including potential for flammable atmosphere, Impairment of fire systems), preventive measures and emergency procedures
i) Before hot work operations commence, the area is cordoned off. The area is cleaned to remove all residual combustible / flammable material. Fire resistant shields are used to protect combustible surfaces and items that cannot be removed from the area. Fire-resistant screens or curtains/shields are used around welding areas
j) Where hot works are being carried out under the control of a Permit to Work, the Permit dictates the length of fire watch required (minimum continually for 1 hour, and then periodically for a further 3 hours)
k) Hot Work Designated areas are checked at the end of each day or shift
l) Hot work permits are signed by Issuing authority to indicate work completed and area safe following completion of fire watch period.
m) Additional protective equipment and clothing will be required as per the activity risk assessment. Where RPE is specified, face fit testing has been completed in the last 2 years
n) Gas bottles are secured at all times. When not in use and/or stored, gas bottles are segregated

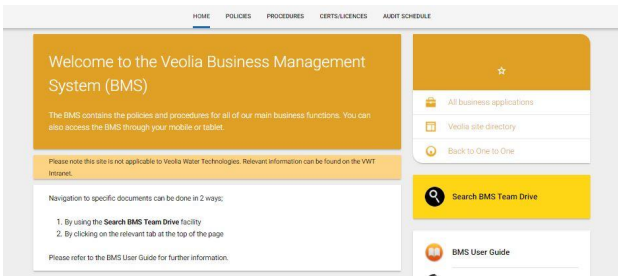
Use of equipment (Workplace Equipment, Lifting Operations and Lifting Equipment, Hand Arm Vibration)

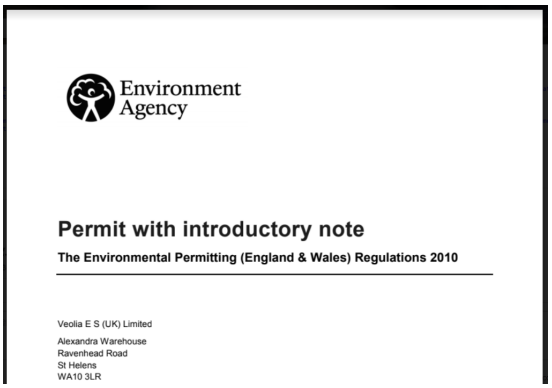
o) All equipment is suitably guarded with means of isolations and PAT tested every 6 months
p) All users are trained and competent to use equipment and where vibration is generated, usage is recorded. Assessments are in place for Hand Arm Vibration with annual health screening
q) A noise assessment is completed and is reviewed every 2 years unless there is significant change in the work activity prompting further assessment
r) All equipment has the relevant declaration of conformity certificates and LOLER inspections and documentation is available
s) All equipment is rated to 110 volts. Where this is not the case a transformer is used
t) A record is kept of equipment requiring calibration, if out of date it is quarantined and labeled “out of use”
u) Purchasing of equipment takes into account noise and vibration levels. Lowest vibration tools that are suitable and can do the work efficiently

Use of Substances, Chemical Agents (COSHH-Chemical Agents)

v) Assessments and controls are in place for COSHH-Chemical Agents. Local Exhaust Ventilation is used and inspected on a 14 month basis by a competent person. Where RPE is specified persons are face fit tested every 2 years unless otherwise stated in an activity specific risk assessment e.g. asbestos
w) Products are labelled with contents and hazard symbol. These are stored safely with consideration to separation of incompatible chemicals

15. Management Arrangements





a) Site commitment board is displayed and communicated to all site employees and visiting contractors
b) As a minimum the manager carries out a monthly site walk around, engaging with the team and completing VMR activity reviews. All activities within the VMR are reviewed over a 12 month period
c) Site Objectives and Targets are recorded, and in line with Corporate, Regional and Divisional Objectives (Objectives and Targets for Continuous Improvement)
d) Investigations are completed for all Lost Time Incidents and Modified Duties as a minimum, with root cause analysis (Procedure for Reporting Events and Investigation). Once completed, this is reviewed by Regional / Managing Director as part of the post event review process. Resulting actions are recorded
e) AVA actions are closed out within the agreed timescales
f) Safety committee meetings are conducted with Union and non-union safety reps invited using the Working Together Charter as the foundation. Feedback from site employees is reviewed. Actions are recorded, tracked and fed back to all site employees
g) All feedback including complaints and non-conformances are recorded and reviewed with corrective and preventive actions put in place (Complaints and Non-Conformance Reporting)
h) Monthly site reviews are in place reviewing all aspects of site performance including performance against objectives, site improvement plan, customer feedback (Customer Feedback Procedure) and site actions (including AVA)
i) Quarterly reviews with GM are in place. Reviews include objectives, customer feedback, site improvement plan, review of actions and performance (Management Review)
j) Notice boards are kept up to date with information for employees including with policies (H&S, Quality, Environmental , Business Continuity and Whistleblowing, operator priority card)
k) Relevant information, e.g Safety Alerts, ThinkSafe campaigns, changes to processes and procedures, from Veolia is cascaded to the site teams and a record of those having received the information is maintained either electronically or manually (example template Document Control Sheet)
l) All employees are familiar with the Whistleblowing process (including the Group Ethics Alert tool) and how to escalate observations or suspicions of wrongdoing
m) An up to date Business Continuity Plan (BCP) is in place including Business Impact Assessment (BIA). The BCP is communicated to listed role holders with annual self test and review (Business Continuity Management, Business Continuity Tool Box Talk). This may be incorporated with the operational site BCP
n) Senior members of staff are familiar with the Crisis Line procedure and how to escalate serious incidents (Crisis Line Procedure and Guidance)
o) Stocks of the relevant PPE are maintained on site including emergency PPE in relation to foreseeable hazards e.g. asbestos (Provision and Use of PPE)
p) Up to date Environmental Risk Assessment Matrix is in place (reviewed at least annually) (Environmental Risk Assessment - Aspects and Impacts)
q) If site has a Permit / WML: Permit Review on AVA is completed every 12 months and Permit Master Record List kept up-to-date (Permitting and Other Statutory Environmental Licences)
r) Mandatory documents are available: in date waste carriers licence and waste duty of care paperwork (transfer notes and consignment notes) (Waste Duty of Care)
s) A system for maintaining documentation is in place in alignment with the sections of the VMR

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