



	Safe System of Work	SSoW131
Site service area		

Task: Removal of waste materials and animal feed from the production area's

Description: All waste and animal feed removed from the production area's including transportation, segregation, disposal and recycling. Ensuring correct waste streams are identified and animal feed is free from contamination.

Work Areas: Assembly waste hatch, rear of factory stores, tray wash waste hatch, site services area and all other area's of Holbeach Pizza yard.

Essential Safety Information

			
Hi-vis clothing to be worn	Safety boots to be worn at all times	Gloves will be provided	Practice Good Manual Handling

Key Hazards / Risks (From Risk Assessment)	Key Risk Control Measures (From Risk Assessment)
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Fork lift trucks	Forklift licenses and site specific authorisation
Manual Handling	Use good handling techniques; always ask for help if you need it.
Vehicles	.Loading boxes. Trained persons. Key procedure.

Special Instructions

1. Only trained and competent persons are authorised to undertake this activity. No activity from offsite persons to be permitted until member of site services team has instructed.


Ensure all Forklift inspections are completed at the start of your shift. This is to include the oil and water as well as the compulsory start up check.




Authorised by	K.Mather S.Mackman	File name	SSOW131
Date issued	28/11/2016	Page 1 of 10	Version 04

	<p>Safe System of Work</p>	<p>SSoW131</p>
<p>Site service area</p>		




<p>Authorised by</p>	<p>K.Mather S.Mackman</p>	<p>File name</p>	<p>SSOW131</p>
<p>Date issued</p>	<p>28/11/2016</p>	<p>Page 2 of 10</p>	<p>Version 04</p>

	Safe System of Work	SSoW131
Site service area		


Safe System of Work		
Stage	Key Activity	Photo Standard
1	<p>Assembly/prep waste hatch</p> <ul style="list-style-type: none"> Waste coming from assembly or prep is disposed of through this hatch. There are 3 receptacles on the right hand side of the wall to assist in segregation of waste. They are food, general and cheese. Also from this area will be Blue bags and Tins but no receptacles are provided for this. On the left hand side of the wall is the animal feed receptacle. This is a yellow Dolav with a lid that must be used to transport the animal feed to the base bulker. This must be free from all other contaminates. If contaminated it is to be treated as food waste and disposed of as described below. 	
2	<p>Emptying the waste hatch</p> <ul style="list-style-type: none"> Open the hatch using the up/down controls. Ensure hatch is completely open before attempting to drive forklift into the hatch. Remove the first bin from the right hand side of the wall in the hatch and replace with an empty receptacle. Repeat this step for the remaining 2 receptacles on the right hand side of the wall so that the right side of the hatch is clear of waste. Once the right side has been emptied and all waste has been removed from the area, proceed to remove the yellow animal feed dolav from the left side Replace the animal feed dolav with a clean yellow dolav.. Close the waste hatch door using the up/down controls. 	 


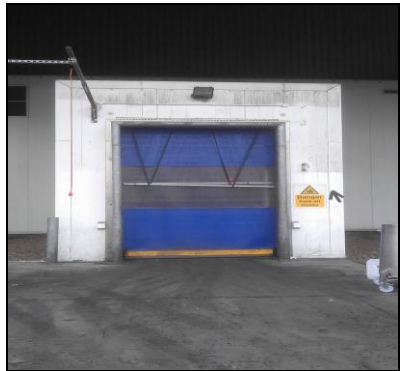
Authorised by	K.Mather S.Mackman	File name	SSOW131
Date issued	28/11/2016	Page 3 of 10	Version 04

	Safe System of Work	SSoW131
Site service area		

<p>3</p>	<p>Transporting to the required destination.</p> <ul style="list-style-type: none"> • Inspect the contents of the receptacle to ascertain which method of disposal is required. • <ol style="list-style-type: none"> 1. Animal feed will be in yellow dolavs and is to be placed in the dough and base bulker. This is marked on the front of the bulker and will be located at the start of the waste area on the right hand side. There will be two animal feed trailers on site at any time. These are clearly marked on the front of the trailer. On occasion the contractor may bring in different trailers due to servicing or repairs. This could mean the markings are not present. Report this to the area leader as soon as possible. <p style="color: red; font-weight: bold;">No meat or other contaminates should be mixed with the animal feed. If any are present in the dolav it is to be placed in the CAT 3 food waste bulker and reported to the area leader as soon as possible.</p> <ol style="list-style-type: none"> 2. Food waste to be disposed of in the CAT 3 food waste bulker . This is the bulker on the RIGHT hand side of the waste area clearly marked CAT 3 not for human consumption. This trailer will have CPA clearly marked on the front of the trailer <p>This is not to be confused with the animal feed trailers. If there is any doubt of which trailer to dispose of the waste, do not tip the dolav and report to the area leader as soon as possible.</p> <ol style="list-style-type: none"> 3. General waste to be disposed of in the Biffa compactor or open top skips if the compactor is full. 4. Tins will be disposed of in the Denton’s metal skip. 5. Blue bags will be sent for bailing. <ul style="list-style-type: none"> • Transport the receptacles to the relevant skips being sure to use the designated one way system. • Once the receptacles are empty return them to the area outside the assembly/prep waste hatch. 	   
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Authorised by	K.Mather S.Mackman	File name	SSOW131
Date issued	28/11/2016	Page 4 of 10	Version 04


	Safe System of Work	SSoW131
Site service area		


	<ul style="list-style-type: none"> • Make sure when the dolavs are emptied into the trailers, that the lid of the trailer is closed. • Once the yellow animal feed dolav has been emptied it is to be washed out for gross debris using the hose located behind the compactor. 	
4	<p>Removal of waste from Factory stores</p> <ul style="list-style-type: none"> • There are 5 main types of waste from the factory stores area. These are. <ol style="list-style-type: none"> 1. Animal feed bases. 2. Animal feed dough. 3. Cardboard. 4. Food waste. 5. General waste. • Animal feed will be in yellow numbered dolavs with a lid on. • All waste items will be in various other dolavs or pallets 	

5	<p>Removing waste from the factory stores area.</p> <ul style="list-style-type: none"> • Transport each receptacle to the relevant area. <ol style="list-style-type: none"> 1. The bases are to be inspected for any contamination and then placed in the animal feed bulker as per the waste hatch above. 2. The dough is to be inspected for any contamination and placed in the dough and base bulker. 3. The cardboard is to be sent for bailing. 4. The food waste is to be disposed of in the CAT 3 bulker as per the waste hatch above. 5. The general waste is to be disposed of in the compactor or open top Veolia skip if the compactor is full. • There will also be other kinds of waste generated from this area. This will include aluminium foils, empty chemical drums, empty vegetable oil and other food bases plastic tubs and lids from the sauce barrels. • These other items need to be disposed of in the following manner. <ol style="list-style-type: none"> 1. Aluminium foils are to be sent for bailing.
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Authorised by	K.Mather S.Mackman	File name	SSOW131
Date issued	28/11/2016	Page 5 of 10	Version 04





	Safe System of Work	SSoW131
Site service area		

	<ol style="list-style-type: none"> 2. Empty chemical drums are to be palletized at the chemical store unloading area. 3. Empty vegetable and other food based plastics are to be stacked on a pallet and wrapped for recycling. 4. Lids from the sauce barrels are also to be stacked on pallets and wrapped for recycling. <ul style="list-style-type: none"> • There will also be empty sauce barrels stacked on pallets. • These need to be laid on the ground next to the Boswells metal skip and stacked inside each other until they are the same length as the skip. Then dropped into the metal skip. • There will also be pallets mixed in stacks. • These will need to be taken to the site services area and sorted into different stacks dependant on what they are. <ol style="list-style-type: none"> 1. Brown pallets to be put back into use for despatch. 2. White pallets to be stacked into 15 and then placed in the row to be returned to supplier or sold to Crowland pallets 3. Blue pallets to be put in the blue pallet stack at the end of the warehouse yard area. 4. Euro pallets to be stacked into 15 and then placed in the row to be returned to supplier or sold to crowland pallets.
	


	<p>Removal of waste from the packing area.</p> <ul style="list-style-type: none"> • On the left of the area is the waste segregation area. This is lined with several skips and dolavs for ease of segregation. • Check which receptacles need emptying and ensure the contents match the signs on the wall behind all the receptacles. • If the contents are mixed this needs to be separated. If easily done then remove any items that should not be in that receptacle and place in 	
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Authorised by	K.Mather S.Mackman	File name	SSOW131
Date issued	28/11/2016	Page 6 of 10	Version 04

	Safe System of Work	SSoW131
Site service area		

	<p>the correct one.</p> <ul style="list-style-type: none"> • If the receptacle is contaminated heavily then report this to the packing team leader who will then sort the contents of the skip. • Once you are sure the receptacle is of the correct contents transport this to the site services area. • Dispose of the contents in the required skip and return the receptacle to the packaging store. <ol style="list-style-type: none"> 1. The general waste is to be disposed of in the compactor or open top skip if the compactor is full. 2. The food waste is to be disposed of in the CAT 3 food waste bulker as per waste hatch above. 3. The white and blue plastic is to be sent for bailing. 4. The cardboard is to be sent for bailing as is the watchstraps and cartons. <ul style="list-style-type: none"> • Animal feed is in a yellow numbered dolav with a lid. This must be checked for contamination and then placed in the dough base bulker as per the waste hatch above. <p>No meat or other contaminates should be mixed with the animal feed. If any are present in the dolav it is to be placed in the CAT 3 food waste bulker and reported to the area leader as soon as possible.</p> <p>Removal of waste from the tray wash waste hatch.</p> <ul style="list-style-type: none"> • Open the door using the up/down switch. • Check the dolav and ensure there are no contaminants that should not be there. • Such contaminants are as follows <ol style="list-style-type: none"> 1. Metal filters from drains. 2. Plastic Tubs. 3. Metal utensils. 4. Plastic utensils 5. PPE ie gloves aprons. 6. Brushes, squeegees and shovels. 7. Any other items that may harm or damage the machinery when it arrives at the AD plant. 	   
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Authorised by	K.Mather S.Mackman	File name	SSOW131
Date issued	28/11/2016	Page 7 of 10	Version 04


	<p>Safe System of Work</p>	<p>SSoW131</p>
<p>Site service area</p>		

	<ul style="list-style-type: none"> • Once you are certain that the contents of the dolav are safe to dispose take the dolav to the site services area and empty the contents into the food waste bulker. • All other not food related substances to be disposed of in the compactor or open top skip if the compactor is full. • Return the dolav back to the tray wash hatch. • Ensure the door is closed when the hatch has been emptied. • If any foreign object such as metal drain filters, covers, plastic trays or utensils are discovered in this dolav ensure they are not disposed of and report this to your area leader. 	 
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Loading bales of recycling onto trailer.

- Once a bale has been completed and sent out of the baling shed it is to be loaded directly onto the ELR dropped trailer located in the waste area.
- The bale needs to be weighed and checked for stability before placing on the trailer.
- Heavy bales must be placed at the bottom of the load and lighter bales or pallets to be placed on top.
- Bales can be stacked 3 high but stability of the load **MUST** be taken into consideration IE heavy medium light as well as the shape and stability of the pallets.
- Once a stack has been completed on the trailer, the curtain must be closed in front of the stack and the straps secured.
- If a bale does not appear to be stable it must be rejected and returned to the baling shed for re-baling. Under **NO** circumstances must it be loaded onto the trailer


<p>Authorised by</p>	<p>K.Mather S.Mackman</p>	<p>File name</p>	<p>SSOW131</p>
<p>Date issued</p>	<p>28/11/2016</p>	<p>Page 8 of 10</p>	<p>Version 04</p>

	<p>Safe System of Work</p>	<p>SSoW131</p>
<p>Site service area</p>		



<p>Additional Information</p>			
<p>Ensure all factory waste is segregated as much as possible. Do not place incorrect waste into the skips as this could potentially lead to Landfill. If in doubt about the waste to be disposed of see area leader before turning into any of the skips or bulkers.</p>			
<p>All animal feed is to be in yellow dolavs that have been cleaned and are free from damage. There must be a lid on the dolavs to prevent pest contamination of the animal feed and potential pest activity in the yard.</p>			
<p>If there are any doubts about the animal feed being contaminated, then it is to be disposed of as food waste and put in the CAT 3 bulker.</p>			
<p>Be vigilant of pedestrians at all times in the yard and especially when around factory waste hatches.</p>			

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<p>Date issued</p>	<p>28/11/2016</p>	<p>Page 9 of 10</p>	<p>Version 04</p>

	Safe System of Work	SSoW131
Site service area		

Risk Assessment Information		
GWARA	COSHH	Noise
LOGRA0002	N/A	Refer to SHE Manual

Authorised by	K.Mather S.Mackman	File name	SSOW131
Date issued	28/11/2016	Page 10 of 10	Version 04