



Biffa Group Integrated Management System Index



List of Group SHEQ Policies, Group Standards, Management Operational Guidance, Biffa Work Instructions and supporting documents, forms and templates that together form the Group IMS



The system aims to meet the standards for ISO 9001, 14001 and 45001

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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Group Policies

Occupational Health, Safety and Wellbeing Policy Statement	8 th March 2022
Corporate Responsibility Policy Statement	19 th November 2019
Quality Policy Statement	8 th March 2022
Environment and Carbon Management Policy Statement	8 th March 2022

Group Standards

GS01	Group Integrated Management System	Awareness of contents useful for sites – not mandatory
GS02	Legal Register and Statutory Inspections	Unit Managers to be aware of legal register changes
GS03	Environmental Management	Applicable to all locations
GS04	Health and Safety Responsibilities and Coordination	Applicable to all locations
GS05	Construction, Design and Management	Applicable to all locations
GS06	Pedestrian Segregation and Mobile Plant	Applicable to all operational locations
GS07	Asbestos in Premises	Applicable to all locations
GS08	Control of Legionella	Applicable to all locations
GS09	Management of Fire and DSEAR	Applicable to all locations
GS10	Plant, Machinery and Equipment Safety	Applicable to sites with plant, machinery or other equipment
GS11	High Risk Site and Field Activities	Applicable to all locations where the high risk exists
GS12	Waste Handling, Processing and Storage	Primarily where waste handling occurs Transfer stations / MRFs for example
GS13	Waste Collection and Road Risk	Primarily collections based
GS14	Fleet and Workshop Operations	Primarily Fleet operations but does include site maintenance workshops
GS15	Learning from Incidents	Applicable to all locations
GS16	Electrical Safety	Applicable to all locations
GS17	Emergency Procedures and Business Continuity	Applicable to all locations
GS18	Occupational Hygiene	Applicable to all locations
GS19	Office Working	Applicable to all locations
GS20	Control of Contractors	Applicable to all locations

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS01 Integrated Management System		
Management Operational Guidance (MOG's)		
MOG01-01	IMS: Group IMS Plan	13-01-23 v2
MOG01-02	IMS: Management of risk	01-04-20 v1
MOG01-03	IMS: SHEQ communications and document control	01-04-20 v1
MOG01-04	IMS: Management of change	01-04-20 v1
MOG01-05	IMS: Auditing and site visit reports	01-04-20 v1
MOG01-06	IMS: Non-conformance, evaluation and improvement	01-04-20 v1
MOG01-Appendix A	IMS: Context of the organisation and context review matrix	13-01-23 v6
MOG01-Appendix B	IMS: Needs and expectations of interested parties	01-04-20 v1
MOG01-Appendix C	IMS: Guide to completion of local risk assessments	01-04-20 v1
MOG01-Appendix D	IMS: Compliance matrix	01-04-20 v1
Biffa Work Instructions		
BWI01-01	Desktop or remote audit	01-04-20 v1
Forms and Templates		
GF01-01	IMS Management Review Form	01-04-20 v1
GF01-02	SHEQ internal audit	01-04-20 v1
GF01-03	Site visit report form	02-10-20 v2
GF01-04	Management of change risk assessment & record form	01-07-20 v2
GF01-05	Compliance database change request form	01-04-20 v1
GF01-06	SIT meeting template	01-04-20 v1
GF01-07	SHEQ alert	01-04-20 v1
GF01-08	Management system document change request	01-04-20 v1
GF01-10	Desk top remote audit form	01-04-20 v1
Supportive Documents		
GF01-03 Collections site visit inspections instructions		
GF01-03 R&E visit reporting instructions		
Risk reduction plan template-Guidance		
SD01-01 Guide to Transferring new sites		
SD01-02 IMS Management Review Form September 2021		
Supporting Document GS01 Sample Local SHEQ Planner		

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS02 Legal Register and Statutory Inspections		
Management Operational Guidance (MOG's)		
MOG02-01	Legal register and compliance	01-04-20 v1
MOG02-02	Statutory Inspections and Facilities Management	01-04-20 v1
MOG02-01 App A	Appendix A - Legal Register	24-11-20 v2
Biffa Work Instructions		
Forms and Templates		
GF02-01	Statutory Inspection Wall Chart	01-04-20 v2
Supportive Documents		

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS03 Environmental Management		
Management Operational Guidance (MOG's)		
MOG03	Environmental Management	12-01-21 v2
MOG03 App A	App A Group Aspects and Impacts Assessment	01-04-20 v1
Biffa Work Instructions		
BWI03-01	Environmental Nuisance and Pollution	01-04-20 v1
Forms and Templates		
GF03-01	Aspects and impacts register	01-04-20 v1
GF03-02	Duty of care audit form	01-04-20 v1
GF03-03	Calibration record sheet	01-04-20 v1
GF03-04	Landfill waste reception forms	01-04-20 v1
Supportive Documents		
3rd Party Disposal Audits Briefing Document July 2021		
Asbestos at transfer stations HSE checklist.pdf		
Environment Training I&C September 2019.pdf		
Environment Training I&C September 2019.pptx		
Example Waste transfer notes 2020.pdf		
How to Guide July 2021		
HSE Guidance on packaging and documentation requirements		
Safe handling of gas cylinders on waste sites.pdf		
SD03-01 Half Hourly Checks		
SD03-02 COTC attendance calculator		
SD03-03 Daily Site Inspection		
SD17-01 Guide to conducting a Desk Top Emergency Planning Exercise		
Sector Guidance S5.06 for the Recovery and Disposal of Hazardous and Non-Hazardous Waste.pdf		
Sustainability Strategy Resourceful Responsible Manager's Toolkit March Final.pdf		
Sustainable Procurement Policy 2019-20.pdf		
WASTE-22- Offensive - hygiene waste.pdf		
WASTE-27- Health and hazardous substances.pdf		

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS04 Health and safety management and coordination		
Management Operational Guidance (MOG's)		
MOG04-01	H&S Responsibilities and Coordination.pdf	01-04-20 v1
MOG04-02	Permit to work Final.pdf	01-04-20 v2
MOG04-03	PPE and Welfare.pdf	01-04-20 v1
Biffa Work Instructions		
BWI04-01	Personal Protective Equipment PPE	01-04-20 v2
Forms and Templates		
GF04-01	Location Health and safety responsibility matrix	03-11-20 v2
GF04-02	Quarterly review form	01-04-20 v3
GF04-03	Perimeter boundary assessment form	01-04-20 v1
GF04-04	Vulnerable worker assessment form	01-04-20 v1
GF04-05	Monthly compliance check sheet	01-04-20 v2
GF04-06	Expectant mother risk assessment form	01-04-20 v1
GF04-07	Lighting assessment form	01-04-20 v1
GF04-08	Behaviour observation form	01-04-20 v1
GF04-09	Record of issue for PPE	12-01-21 v2
GF04-10	3 rd Party Access onto closed or unmanned Biffa locations	01-04-20 v1
GF04-11	Permit to work Audit form	01-04-20 v1
GF04-12	Permit to work authoriser list	01-10-20 v1
Supportive Documents		
	GIMS Records Filling System Binders doc	
	GIMS Records Filling System Binders PDF	
	Safety briefing HS Management and Coordination Awareness training v1	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS05 Construction, Design and Management		
Management Operational Guidance (MOG's)		
MOG05-01	Construction, design and management	25-04-20 v1
MOG05-02	Containment Walls	18-06-20 v2
MOG05 Appendix A	Containment Wall Selection Matrix	18-06-20 v1
MOG05 Appendix B	Containment Wall Summary Flow Chart	18-06-20 v1
MOG05 Appendix C	Containment Wall Typical Defects Matrix	18-06-20 v1
MOG05 Appendix D	Concrete Interlocking Block Technical Note	18-06-20 v1
Biffa Work Instructions		
BWI05-01	Inspection of containment walls	01-04-20 v1
Forms and Templates		
GF05-01	Construction Project Log	17-07-23 v2
GF05-02	Appointment as Principal Designer	08-06-20 v1
GF05-03	Appointment as Principal Contractor	08-06-20 v1
GF05-04	Client Design Brief for New Containment Walls	18-06-20 v1
GF05-13	Containment wall monitoring record form	01-04-20 v1
Supportive Documents		

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GS06 Pedestrian Segregation and Safe Operation of Mobile Plant		
Management Operational Guidance (MOG's)		
MOG06-01	Pedestrian segregation at waste and recycling sites	01-04-20 v1
MOG06-02	Safe use of vehicles and mobile plant at waste and recycling sites	01-04-20 v1
Biffa Work Instructions		
BWI06	Mobile plant and pedestrian segregation manual	01-04-20 v2
BWI06-20	Vehicle Hygiene Standards	01-09-20 v1
Forms and Templates		
GF06-01	Vehicle and pedestrian interface risk assessment form	01-04-20 v1
GF06-02	Vehicle and pedestrian interface process map	01-04-20 v1
GF06-03	Traffic management plan template	01-04-20 v1
GF06-04	Traffic planning concept design assessment form	01-04-20 v1
GF06-05	Mobile plant delivery check sheet	01-04-20 v1
GF06-06	Daily mobile plant checks	18-11-20 v4
GF06-07	Landfill daily briefing record sheet	01-04-20 v1
GF06-08	MRF and Transfer daily briefing record form	01-04-20 v1
GF06-09	New operative assessment form	01-04-20 v1
GF06-10	Operative quarterly declaration form	10-09-20 v1
GF06-11	Mobile plant and pedestrian observation form	01-04-20 v1
GF06-12	Mobile plant wheel nut torque calendar	01-04-20 v1
Supportive Documents		

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS07 Asbestos in premises		
Management Operational Guidance (MOG's)		
MOG07-01	Asbestos in premises	01-04-20 v1
Biffa Work Instructions		
BWI07-01	Discovery of asbestos	01-04-20 v1
Forms and Templates		
GF07-01	Asbestos management plan template	01-04-20 v1
GF07-02	Annual asbestos management plan review form	01-04-20 v2
Supportive Documents		

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS08 Control of Legionella		
Management Operational Guidance (MOG's)		
MOG08-01	Control of legionella	01-04-20 v1
Biffa Work Instructions		
Forms and Templates		
GF08-01	Annual water risk assessment review form	01-04-20 v1
GF08-02	Location weekly showerhead flush record	01-04-20 v2
Supportive Documents		

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS09 Management of Fire and DSEAR		
Management Operational Guidance (MOG's)		
MOG09-01	Fire prevention	01-04-20 v2
MOG09-02	DSEAR	01-04-20 v1
MOG09-01 App A	Appendix A Fire escape	01-04-20 v1
MOG09-01 App B	Appendix B Fire signage	01-04-20 v1
MOG09-01 App C	Appendix C Fire Training	01-04-20 v1
MOG09-01 App D	Appendix D Portable Extinguishers	01-04-20 v1
MOG09-01 App E	Appendix E Fire Alarm Categories	01-04-20 v1
MOG09-01 App F	Appendix F Personal Emergency Evacuation Plan	01-04-20 v1
MOG09-01 App G	Appendix G Emergency Lighting	01-04-20 v1
MOG09-01 App H	Appendix H Fire Authority Inspections	01-04-20 v1
Biffa Work Instructions		
BWI09	Fire prevention manual	01-04-20 v2
Forms and Templates		
GF09-01	Fire risk assessment – high risk	01-04-20 v1
GF09-02	Fire risk assessment form – low risk	01-04-20 v1
GF09-03	DSEAR risk assessment form	01-04-20 v1
GF09-04	PEEP	01-04-20 v1
GF09-05	Fire logbook	10-09-20 v1
GF09-06	DSEAR explosion protection document template	01-04-20 v1
GF09-07	Emergency services information pack	01-04-20 v1
GF09-08	Fire prevention plan template	01-04-20 v2
Supportive Documents		

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GS10 Plant, Machinery and Equipment Safety		
Management Operational Guidance (MOG's)		
MOG10	Plant, machinery and equipment	01-04-20 v2
Appendix A	Conveyors and other continuous handling systems	01-04-20 v1
Appendix B	Infeed floor conveyors to balers and shredders	01-04-20 v1
Appendix C	Fixed and interlocked guards	01-04-20 v1
Appendix D	Machines for compacting waste or recyclable fraction	01-04-20 v1
Appendix E	Common standards applicable to fixed and transportable equipment	01-04-20 v1
Appendix F	Manual sorting line safety requirements	01-04-20 v1
Appendix G	Repairs and fabrication of guards	01-04-20 v1
Appendix H	Minimum contents of a machinery safety file	01-04-20 v1
Appendix I	Management of fixed plant and equipment	01-04-20 v1
Appendix J	Procurement of fixed plant and equipment	01-04-20 v1
Biffa Work Instructions		
Forms and Templates		
GF10-01	General PUWER assessment form	01-04-20 v2
GF10-02	PUWER assessment form - balers	01-04-20 v1
GF10-03	PUWER assessment form - compactors	01-04-20 v1
GF10-04	Guarding register	01-04-20 v1
GF10-05	Fixed plant installation project log	01-04-20 v1
GF10-06	Daily Fixed plant checks	01-03-21 v2
GF10-07	Isolation and lock-out register	01-04-20 v1
GF10-08	Lock off audit sheet	01-04-20 v1
GF10-09	PUWER Inspection form	01-04-20 v1
GF10-11	Padlock register	01-04-20 v1
GF10-12	Padlock removal authorisation	01-04-20 v1
GF10-13	Isolation point register	01-04-20 v1
GF10-14	Machinery CE checklist	01-04-20 v1
GF10-15	LEV filter change	01-04-20 v1
GF10-16	Padlock isolation & lockout register	01-04-20 v1
Supportive Documents		

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GS11 High Risk Site and Field Activities		
Management Operational Guidance (MOG's)		
MOG11-01	Working at height	01-04-20 v1
MOG11-02	Confined spaces	01-03-21 v3
MOG11-03	Working on or near water	01-04-20 v1
MOG11-04	Lifting operations	01-08-20 v2
MOG11-05	Excavations	01-03-21 v2
MOG11-06	Hot works	01-04-20 v2
MOG11-07	Lone working	01-04-20 v1
Biffa Work Instructions		
BWI11-01	Working at height	01-04-20 v1
BWI11-02	Confined Space	01/07/20 v1
BWI11-05	Use of Ladders	01-04-20 v1
BWI11-06	Use of safety harness	01-04-20 v1
BWI11-07	Falling objects	01-04-20 v1
Forms and Templates		
GF11-01	Excavation inspection record form	01-04-20 v1
GF11-02	Confined space risk assessment form	01-03-21 v3
GF11-03	Confined space rescue plan	01-03-21 v3
GF11-04	Ladder inspection form	01-04-20 v1
GF11-06	Lone worker risk assessment	01-04-20 v1
GF11-07	Lone worker roll call record form	01-08-20 v1
GF11-08	Inventory of lifting equipment and lifting accessories	01-03-21 v2
GF11-09	Confined space medical questionnaire	01-03-21 v2
GF11-10	Confined space pre entry checklist	01-03-21 v2
GF11-11	Confined Space Register	01-03-21 v2
GF11-12	Site Specific safe system of work template	01-03-21 v2
Supportive Documents		
	crane lifting plan template.doc	
	Managers Briefing Confined Spaces	
	Managers Briefing Excavations	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS12 Waste Handling, Processing and Storage		
Management Operational Guidance (MOG's)		
MOG12-01	Waste handling, processing, and storage	01-04-20 v1
Biffa Work Instructions		
BWI12	Manual	01-04-20 v1
BWI12-03	Use of ramps	01-04-20 v1
BWI12-05	Safe stacking of baled products	01-04-20 v1
Forms and Templates		
Supportive Documents		

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS13 Waste Collection and Road Risk		
Management Operational Guidance (MOG's)		
MOG13-01	Waste collection and road risk	01-04-20 v1
MOG13-02	Municipal reversing guidance	01-04-20 v1
MOG13-03	Municipal street cleansing	01-04-20 v1
MOG13-04	Municipal route risk assessment	01-04-20 v2
MOG13-05	Driving Recklessly on Pavements	01-04-20 v1
MOG13-06	Under development – Dangerous Goods by Road	
MOG13-07	Under development – Dangerous Goods by Sea	
Appendix A	Municipal reversing procedure	01-04-20 v1
Appendix B	Contract specific instructions	01-04-20 v1
Appendix C	Municipal route risk assessment procedure	01-04-20 v2
Biffa Work Instructions		
BWI13-01	People in Bins	01-04-20 v1
Forms and Templates		
GF13-01	Customer premise assessment form	01-04-20 v1
GF13-02	Route risk assessment record form	01-04-20 v1
GF13-03	Reversing Procedure Knowledge Assessment	01-04-20 v1
GF13-04	Daily debrief	01-04-20 v1
GF13-05	Vehicle gate checks	01-04-20 v1
GF13-06	Crew monitoring compliance register	01-04-20 v1
GF13-07	Crew monitoring form for glass collection	01-04-20 v2
GF13-08	Crew monitoring form for refuse and recycling	01-04-20 v2
GF13-09	Crew monitoring period summary	01-04-20 v1
GF13-10	Vehicle list	01-04-20 v1
GF13-11	Driver assessment form	01-04-20 v2
GF13-12	ADR bag check sheet	01-04-20 v1
GF13-13	Vehicle cctv monitoring form	01-04-20 v2
GF13-14	Contract information planner	01-04-20 v1
GF13-15	Street cleansing monitoring form	01-04-20 v2
GF13-16	Street cleansing inspection	01-04-20 v1
GF13-20	DGSA Annual Report	
GF13-21	Register of High Consequence Dangerous Goods	
GF13-22	Dangerous Goods Site Security Risk Assessment	
GF13-23	Dangerous Goods Audit Template.	
Supportive Documents		
	Actions in the event of an emergency-Instructions in Writing	
	Biffa Report - People sleeping in waste containers.pdf	
	Rear Steer mode book Version 2 071020	
	Route Risk Assessment trainingV1 22 nd August 2022	
SD MOG13-025	Security risk assessment explanatory note	
SD13-01	FAQs Reversing Procedure	
	Street Cleansing FAQ Final	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS14 Fleet and Workshop Operations		
Management Operational Guidance (MOG's)		
MOG14-01	Fleet and workshop operations	01-04-20 v2
MOG14-02	Under Development – Fleet Administration	
MOG14-03	Under Development – Fleet Asset Management	
MOG14-04	Under Development – Fleet Regulatory & Compliance	
MOG14-05	Under Development – Alternative fuels	
Biffa Work Instructions		
BWI14	Manual	01-04-20 v1
BWI14-01	Abrasive wheels or grinders	01-04-20 v1
BWI14-02	Air compressors or pneumatic equipment	01-04-20 v1
BWI14-03	Bodywork repairs incl spray cans	01-04-20 v1
BWI14-04	Brake and clutch lining	01-04-20 v1
BWI14-05	Brake tester and rolling road	01-04-20 v1
BWI14-06	Exhaust gases	01-04-20 v1
BWI14-07	Gas cylinders	01-04-20 v1
BWI14-08	Lifting Equipment	01-04-20 v1
BWI14-09	Pillar drills and hand drills	01-04-20 v1
BWI14-10	Repairs and breakdowns	01-04-20 v1
BWI14-11	Shunting operations incl coupling and uncoupling	01-04-20 v1
BWI14-12	Solvent cleaning and use of solvents	01-04-20 v1
BWI14-13	Welding or cutting	01-04-20 v1
BWI14-14	Steam cleaner or high pressure washer	01-04-20 v1
BWI14-15	Used oil	01-04-20 v1
BWI14-16	Vehicle batteries and charging	01-04-20 v1
BWI14-17	Vehicle inspection pits	01-04-20 v1
BWI14-20	Under Development -	
BWI14-21	Under Development -	
BWI14-22	Under Development -	
BWI14-23	Under Development -	
BWI14-24	Under Development -	
BWI14-25	Under Development -	
BWI14-26	Under Development -	
BWI14-27	Under Development -	
BWI14-28	Under Development -	
Forms and Templates		
GF14-01	MOT final quality check sheet	01-04-20 v1
GF14-02	Vehicle hire check list	01-04-20 v1
GF14-03	Abrasive wheels check list	01-04-20 v1
GF14-04	CHTR monthly vehicle check sheet	01-04-20 v1
GF14-05	ADR monthly vehicle check list	01-04-20 v1
GF14-06	Contractors register	01-04-20 v1
GF14-07	Fleet disposal form	01-04-20 v1
GF14-08	New vehicles requirements	01-04-20 v1
GF14-09	New equipment evaluation form	01-04-20 v1

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GF14-10	New vehicle PDI data check sheet	01-04-20 v1
GF14-11	Notifiable component form	01-04-20 v1
GF14-12	Nominated CPC holder new starter or leaver	01-04-20 v1
GF14-13	Vehicle removal request form	01-04-20 v1
GF14-14	VOR notice form	01-04-20 v1
GF14-15	Wheel removal form	01-04-20 v1
GF14-16	Authorisation to weld	01-04-20 v1
GF14-17	Third party workshop maintenance agreement	01-04-20 v1
GF14-18	New vehicle technical update training acknowledgement	01-04-20 v1
GF14-19	Drivers licence declaration form	01-04-20 v1
GF14-20	Monthly workshop checklist	01-04-20 v1
GF14-25	Under Development -	
GF14-26	Under Development -	
GF14-27	Under Development -	
GF14-28	Under Development -	
GF14-29	Under Development -	
GF14-30	Under Development -	
GF14-31	Under Development -	
GF14-32	Under Development -	
GF14-33	Under Development -	
GF14-34	Under Development -	
GF14-35	Under Development -	
GF14-36	Under Development -	
GF14-37	Under Development -	
GF14-38	Under Development -	
GF14-39	Under Development -	
GF14-40	Under Development -	
GF14-41	Under Development -	
GF14-42	Under Development -	
GF14-43	Under Development -	
GF14-44	Under Development -	
GF14-45	Under Development -	
GF14-46	Under Development -	
GF14-47	Under Development -	
GF14-48	Under Development -	
GF14-49	Under Development -	
GF14-50	Under Development -	
GF14-51	Under Development -	
GF14-52	Under Development -	
GF14-53	Under Development -	
GF14-54	Under Development -	
GF14-55	Under Development -	
GF14-56	Under Development -	
GF14-57	Under Development -	
GF14-58	Under Development -	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GF14-59	Under Development -	
GF14-60	Under Development -	
GF14-61	Under Development -	
GF14-62	Under Development -	
GF14-63	Under Development -	
GF14-64	Under Development -	
GF14-65	Under Development -	
Supportive Documents		
	WORKING AT HEIGHTS_V3.pdf	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS15 Incident Reporting and Investigations		
Group Standard (GS)		
GS15	Learning from Incidents	01-12-22 v3
GS15	Learning from Incidents Intro Video	01-12-22 v3
Biffa Work Instructions		
Forms and Templates		
GF15-01	Red Button-Significant Incident Notification Form	01-12-22 v3
GF15-02	24 Hour Incident Update Template	01-12-22 v3
GF15-03	Witness Statement Form	01-12-22 v3
GF15-04	Incidents Terms of Reference	01-12-22 v3
GF15-05	Day Six Review Template	01-12-22 v3
GF15-06	Incident Investigation Report	01-12-22 v3
GF15-07	TOPSET Investigation Review Template	01-12-22 v3
GF15-08	Lessons Learned Request Form	01-12-22 v3
GF15-09	Sharing of Lessons Learned	01-12-22 v3
Supportive Documents		
SD15-01	IRS-Incident Reporting System User Guidance (video format)	
SD15-01	IRS-Incident Reporting System User Guidance	
SD15-02	Day 6 Review Guidance	
SD15-03	TOPSET Investigator Guidebook	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS16 Electrical Safety		
Management Operational Guidance (MOG's)		
MOG16-01	Electrical Safety	01-04-20 v1
Biffa Work Instructions		
BWI16-01	Checking electrical cables	01-04-20 v1
Forms and Templates		
Supportive Documents		

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS17 Emergency procedures and business continuity			
Management Operational Guidance (MOG's)			
MOG17-01	Emergency planning and Business continuity plans		01-04-20 v1
Biffa Work Instructions			
Forms and Templates			
GF17-01	Emergency plan		01-04-20 v1
GF17-02	Business continuity plan		01-04-20 v1
GF17-03	First aid assessment form		01-04-20 v1
GF17-04	First aid kit inspection form		12-01-21 v2
Supportive Documents			
Business continuity Plan - Guidance V1.0			
Example of a completed Business Continuity Plan			
SD17-01	Guide to conducting a Desk Top Emergency Planning Exercise		
SD17-02	Editable template for your own Desk Top Emergency Planning Exercise		

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS18 Occupational Hygiene		
Management Operational Guidance (MOG's)		
MOG18-01	General requirements and health surveillance	01-04-20 v1
MOG18-02	Manual handling	01-04-20 v1
MOG18-03	HAVs	01-08-20 v2
MOG18-04	Noise	01-04-20 v1
MOG18-05	COSHH	01-04-20 v1
MOG18-06	Outside working	01-04-20 v1
MOG18 App A	Group Health Surveillance Matrix	01-04-20 v1
MOG18 App B	Group Inoculation Matrix	01-04-20 v1
MOG18 App C	Bio aerosols	01-04-20 v1
MOG18 App D	Biological hazards	01-04-20 v1
MOG18 App E	Dust	01-04-20 v1
MOG18 App F	Assessment of Repetitive tasks (ARTs) Tool Guidance	22-04-20 v1
Biffa Work Instructions		
BWI18-01	Outside working incl bites and stings	
BWI18-03	Hand Arm Vibration HAVs	
BWI18-04	Noise Use of ear defenders	
BWI18-05	Control of substances hazardous to health COSHH	
BWI18-06	Use of face masks incl. face fit	
BWI18-07	Hydrogen Sulphide Release – H2S and use of gas monitors	
Forms and Templates		
GF18-01	HAV's monitoring form	01-04-20 v1
GF18-02	Noise monitoring form	01-04-20 v1
GF18-03	Face fit test form	01-04-20 v1
GF18-04	Assessment of repetitive tasks (ARTs) form	22-04-20 v1
GF18-05	Working with Waste GP letter	12-01-21 v1
GF18-06	Monthly Air Fed Respirator-Maintenance Inspection Record	19-07-23 v1
Supportive Documents		
	A3 Site HAVS Guidance Poster.pub	
	EH40 exposure limits.pdf	
	Example of completed havs calculator.xls	
	Example of Hand Vibration Tools register.xlsx	
	HAVs readyreckoner.gif	
	HAVS Toolbox Talk PowerPoint Jan 2019.pptx	
	HAVS Workshop Equipment Cornwall.doc	
	HSE HAVs calculator.xlsm	
SD18-01	Manual Handling Guide	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS19 Office Working		
Management Operational Guidance (MOG's)		
MOG19-01	Office working	01-04-20 v1
Biffa Work Instructions		
BWI19-01	Display Screen Equipment	01-04-20 v1
Forms and Templates		
GF19-01	Home working assessment form	01-04-20 v2
GF19-02	DSE assessment form	01-04-20 v1
GF19-03	Equipment inventory	01-04-20 v1
Supportive Documents		
SD19-01	Guidance for Managers	

Group Standards	Management Operational Guidance	Biffa Work Instructions	Forms and Templates	Supportive Documents
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GS20 Control of contractors		
Management Operational Guidance (MOG's)		
MOG20-01	Management of contractors	01-04-20 v1
MOG20-02	Managed service contractors	01-04-20 v1
MOG20 Appendix A	Subcontracted Services standards	01-04-20 v1
MOG20 Appendix B	Managed service contractor safety plan	01-04-20 v1
MOG20 Appendix C	Additional guidance for the management of contractors	20-07-23 v2
Biffa Work Instructions		
Forms and Templates		
GF20-01	Contractor competency record form	01-04-20 v1
GF20-03	Routine and repeat works contractor safety plan	01-04-20 v1
GF20-04	Contractor performance review form	01-04-20 v1
GF20-05	Contractor induction form	01-04-20 v1
GF20-06	Method statement form	01-04-20 v1
Supportive Documents		
	Subcontracted Services supplier qualification questionnaire	