

<b>Health and Safety Executive</b>		<b>Sector Information Minute</b>	
<b>Manufacturing</b>		<b>SIM 03/2006/03</b>	
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Target Audience:

HSE Inspectors covering Manufacturing and Service Industries,  
Specialist Inspectors (Occupational Hygiene, Medical, Occupational Health)

## **INSPECTION INTERVENTION IN THE WASTE/ RECYCLING INDUSTRY**

This SIM alerts inspectors to the second phase of the intervention in the waste and recycling industry. It promotes the continuation of the inspection initiative delivered to local authorities as contract managers of household waste/ recycling services. Version 2 contains an updated Appendix [3](#).

Also included in this document are the following Appendices: -

Appendix 1- Inspection scoresheet and guide.

Appendix 2- Inspection commentary

Appendix 3- Best practice guidance relevant to the industry.

Appendix 4- Electronic scoresheet and instructions for use

### **BACKGROUND**

1 SIM 03/2004/21 sought the inspection of household waste and recycling services in 50% of local authorities in each division of HSE by December 2005. The SIM also alerted inspectors to the second phase of the initiative, a follow up one year after the first visit to assess performance and progress against the actions identified in the original inspection. This SIM details the 2nd phase.

2 Since the conception of SIM 03/2004/21 the Manufacturing Sector, the Waste Industry Safety and Health Forum and the waste/recycling industry has done much to provide dutyholders with the tools to ensure effective management of risk. The second phase of the initiative provides the opportunity to ensure that dutyholders

have implemented any actions identified in the 1st phase and ensure they are aware of guidance and standards produced by the industry in recent months.

3 Appendix 3 is a reference list of standards and best practice identified as being relevant to the industry. This list will grow over the next two years, therefore, inspectors should refer to the HSE's waste and recycling webpages ([www.hse.gov.uk/waste](http://www.hse.gov.uk/waste)).

#### ACTION REQUIRED

4 The Strategic Intervention into LAs will continue over this work year, although in a changed format. Therefore to avoid uncoordinated approaches to LAs, the Account Manager (appointed under the LASIP) should be contacted before any approach is made to a LA. Scotland and Wales have their own arrangements. For further information on LASIP 06/07 see the PSP/Stress Business Group Delivery Plan.

5 FOD operational groups are asked to undertake a follow up visit to all local authorities visited in the first phase. The follow up should be made approximately 12 months after the initial visit to allow improvement plans to have taken effect. **The visit should investigate the role of local authorities as managers of contracts, whether undertaken in house or contracted out.**

6 The follow up visit should:

- Assess progress with any action plan/ recommendations made at the previous visit.
- Assess the standards of controls using the inspection guide.
- Ensure that dutyholders are aware of the guidance referred to in the Appendix 3 and promote the use of best practice resources found on the HSE's Waste/ recycling webpages.
- Collect evidence of good practice that can be shared with the rest of the industry (via HSE's website).
- Raise the awareness of waste/ recycling managers and planners to the HSE research project to assist local authorities select the most appropriate collection, transfer, treatment and processing systems for household waste/ recyclables.

7 The intervention is directed at those areas which cause the greatest number of accidents within the industry. Therefore the Manufacturing Sector drafted an inspection scoresheet & guide and a commentary on the priority issues (Appendix 1 and 2) which was used during the first phase of this initiative in 2004/5, follow up visits should use this proforma again so that changes can be tracked.

8 Inspections of local authorities which were not covered in the first phase of the project may be carried out. Consideration should be given to carrying these out in conjunction with LASIP 06/07 work.

### SECTOR SUPPORT

9 The Sector would welcome the opportunity to address groups of key personnel , such as elected members, waste/ recycling strategists and contract managers, from clusters of local authorities. Inspectors should liaise with the LA Account Managers to ensure that such an approach is consistent with the overall strategy for that LA.

### SECTOR STRATEGY

10 This project is part of a strategy being run by the Manufacturing Sector to improve standards within the waste and recycling industry. Other actions being taken that have direct relevance to this initiative are:-

- Research: HSE/ DEFRA/ Scottish Executive and Welsh Assembly Government have jointly commissioned a research project to undertake risk assessment of all systems of collecting, transferring, processing and disposing of household waste and recyclables, this will report in Autumn 2006. This can then be used by local authorities to select the most appropriate system that meets both their environmental and health and safety responsibilities. Inspectors should make local authorities aware of this research and its implications for them.
- Results of the first phase: A synopsis of the results from the first phase of the initiative will be available on the HSE webpages ([www.hse.gov.uk/waste](http://www.hse.gov.uk/waste))
- HSE will be delivering a communications campaign (run by COI) in Spring/ summer 2006 aimed at providing waste/ recycling collection operatives with the incentive to ensure their own health and safety.
- Seminars to local authorities on contract design and management of contracts/ contractors. In particular if inspectors wish to organise workshops for clusters of local authorities then the Sector should be able to provide speakers (with sufficient notice).
- Intervention programme with major waste management and recycling companies.
- Expansion of the information and guidance held on the HSE waste webpages.
- Support and promotion for accident reduction initiatives by the Environmental Services Association and other trade bodies and organisations.
- Working with other government departments to reduce the risk of other departments legislation adversely affecting health and safety standards.

- Use of the Waste Industry Safety and Health (WISH) forum to disseminate best practice and control advice.

#### RESOURCE REQUIRED

11 The operational staff requirement for this phase is 1.5 days per local authority.

#### RECORDING

12 Operational inspectors are asked to complete the proforma in Appendix 2 and return it to the sector as hardcopy or electronically. Only one form per local authority should be submitted, providing assessment of the range of operations seen.

13 Inspection Report Forms (IRFs) should be completed as normal. No keywords or other form of initiative specific COIN recording is necessary.

14 Examples of action plans, enforcement notices, best practice and other noteworthy information should be forwarded to the Manufacturing Sector for use to support and promote the initiative.

#### COMPLETION DATES

15 This phase of the initiative should be completed by 31 March 2007.

#### INSPECTOR COMPETENCY AND TRAINING

16 This initiative is restricted to a number of priority issues which are covered in the inspection brief (Appendix 1 and 2). These are topics that inspectors experienced in carrying out **Revitalising Health and Safety** inspections should be familiar with. An inspection commentary gives guidance on issues that are industry specific (Appendix 2).

17 The Manufacturing Sector has provided briefings to groups of inspectors when necessary. These are still available when there is a sufficient need.

#### HEALTH AND SAFETY

18 Inspection of waste/ recycling collection and disposal activities has the potential to expose HSE staff to hazards. In particular workplace transport and biohazards should be considered at every visit.

19 Workplace transport: All inspections must be carried out with the full knowledge of the driver, other operators and the site operator (where appropriate). Inspectors must at all times wear high visibility clothing. When observing hopper loading and vehicle movements you must ensure that you are in a safe position, outside the vehicle operation area, that the driver is aware of your presence at all times and you do not place yourself in blindspots or other areas in which the vehicle may collide with you.

20 Biohazards: The risk of needlestick injuries and cuts likely to result in infection should be reduced by not handling refuse bags, boxes, bins or other containers. Refuse workers have been injured by needles hidden in the knots of black plastic bags and sharps protruding from sacks.

#### SECTOR CONTACTS

21 For further information please contact; Trevor Hay, Manufacturing Sector, Government Buildings, Ty Glas, Cardiff, CF14 5SH: VPN 511 3077, tel 02920 263077 or [trevor.hay@hse.gsi.gov.uk](mailto:trevor.hay@hse.gsi.gov.uk)

## APPENDIX 1

### INSPECTION GUIDE: ISSUED FEBRUARY 2006

#### **Inspection of the management of waste and recycling contracts and contractors (Phase 2)**

##### PURPOSE

- 1 The aims of Phase 2 of this inspection initiative are to:
  - a. Monitor progress with plans
  - b. Assess improvement against original findings
  - c. Refocus attention in key areas
  - d. Ensure dutyholders are aware of industry specific best practice guidance
  - e. Collect evidence of best practice that can be shared across industry
  - f. Make waste/recycling planners aware of HSE research (due to report in Autumn 2006) and its potential to effect choice of systems
- 2 The role of local authorities as a client should be evaluated in terms of control of contracts, control of contractors or as an employer. .

3 This initiative is aimed at manual handling and transport as these have been identified as the priority issues for the industry. Inspectors are encouraged to use their professional judgement when encountering issues outside the scope of this initiative.

##### VISIT STRUCTURE

4 All local authorities that were visited in the first phase of the project should be revisited in this phase. New authorities may be included.

5 Before visits inspectors may wish to examine the accident performance of the authority. The Manufacturing Sector can provide details of accident performance within the waste/ recycling industry for individual employers and within a local authority area (providing information on contractor accidents).

6 The initial part of the visit should be to assess the role of the local authority in managing a contract or service. Waste/ Recycling Contract Managers are usually those who should be contacted. This initial stage should cover issues such as contractor selection, adequacy of risk assessment and the management

control system. Evidence of competent health and safety input during the contract design, specification, tendering and monitoring of contract/ contractor performance should be sought.

7 The policy and practice of the local authority should be confirmed by inspection of refuse and recycling collection and processing. Inspection of refuse/ recycling collection rounds within busy urban and suburban areas will present the opportunity to assess control of several hazards. Kerbside sorting and processing of recyclables should be included in the assessment (if such activities are carried out).

8 Waste/ recycling planners and strategists within local authorities should be made aware of the HSE/ DEFRA/ Scottish Executive/ Welsh Assembly Government research project due to report in November 2006. This will provide local authorities with information that will assist in selecting the most appropriate systems for collection, transfer, treatment and processing of household waste/ recyclables in terms of occupational health and safety.

9 A typical programme of visits would be:

- Review rationale for collection/ transfer/ treatment/ processing policy with local authority (office based)
- Review progress with action plan (phase 1)
- Assessment of management controls, office based with client.
- Assessment of refuse collection, 2-3 observations of collection activities including busy urban and suburban locations and a range of collection containers where possible, e.g. bags, bins, wheelie bins etc.
- Assessment of recycling collection and kerbside processing, 2-3 observations including busy urban and suburban locations and a range of collection systems including kerbside sorting, boxes, bins and on vehicle sorting.
- Review session and identification of remedial actions and agreement to produce an action plan (where necessary).

Assessment of landfill, civic amenity sites, materials recycling facilities (MeRFs), composting and trade collection is not required by this initiative.

## ASSESSMENT OF STANDARDS

10 Standards should be assessed using the scale on the guide, i.e. score 1-4. The ability of the local authority to manage the waste/ recycling contract should be assessed and where standards are not adequate then inspectors should take action to bring about improvement. If a further action plan is needed this should be sought.

#### FOLLOW UP VISIT

11 No follow up visits are required after the 2<sup>nd</sup> phase visit. Where local authorities are visited for the first time inspectors should consider the need for a follow up visit. Follow up visits made after April 2007 will be outside the scope of this initiative.

#### RECORDING

12 This inspection guide should be followed and for each item the assessment scale used to give a score (1-4). This should be transferred onto the electronic inspection guide (Appendix 4) which will then be automatically forwarded to the Manufacturing Sector once completed. Only one scoresheet per local authority should be completed and the scores should reflect the overall assessment of the activities assessed. Guidance on completing the electronic version of the scoresheet is given at Appendix 4.

13 Visits to previously unvisited local authorities should only be reported to the Sector by hardcopy, annotated with "previously unvisited."

14 Additionally, copies of notices, COIN contact reports and action plans should be sent to the Manufacturing Sector. The Sector will use these to validate the initiative and provide material for media articles and illustrations of the initiative.

15 Inspection visit reports should be completed as normal. This initiative does not require insertion of keywords or other references.

<b>Assessment Scale</b>			
Each risk control indicator should be assessed against the following 1-4 scale (or marked as not applicable). A score of 1 must satisfy all the appropriate criteria of the risk control indicator.			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Full compliance in areas that matter	Broad compliance in areas that matter	Some compliance in areas that matter	Limited or no compliance in areas that matter

		1	2	3	4	N/A
<b>Management (general)</b>						
Induction training	All new staff (full time, casual and agency) receive sufficient induction training whether employed by client or contractor					
	Evidence that client checks induction training is carried out					
Supervision	Supervisors roles are clearly defined					
	Supervisors are aware of their duties and exercise them					
	Client and contractor monitor effectiveness of supervision					
	Evidence of effective procedure for reporting defects, non compliant actions etc					
<b>Management of Contracts and Contractors</b>						
Pre-Tender	Evidence that collection options are risk assessed before being specified in the "invitation to tender."					
Tendering and Contractor Selection	Best value contract selection includes assessment of health and safety arrangements (risk assessments, method statements, management arrangements etc). Evidence of competent H&S input.					
Management of contract	Clarity of health and safety roles of the client and contractor					
	Flexibility within the contract to change in response to emerging health and safety issues					

	Effective monitoring of contractor performance by the client to ensure compliance with H&S control measures. Evidence of competent H&S input.					
<b>Workplace transport- refuse collection &amp; kerbside recycling collection vehicles</b>						
	Risk assessment of activities					
	Training of operators					
	Effective Supervision (within collection team)					
	Monitoring of controls by client					
The Vehicles	Do vehicles have 360° vision where necessary					
	CCTV provided to observe working area at rear of RCV's.					
	Any reversing alarms and beacons fitted are functioning					
	CCTV, mirrors, alarms, beacons, brakes, lights etc checked daily & maintained. Hoist checked daily, examined by competent person and maintained. Records kept					
	Bin and skip hoist controls exclude operator from trapping zone.					
	Hoist compatible with the type of container and able to lift on slopes where operated					
Driver, operators & members of the public	Collection of containers from nearside kerb only, so far as reasonably practicable to reduce crossing or working within the road					
	Riding on vehicle within cab only, no footboards.					
	High visibility clothing					
	Trained <b>reversing assistants</b> used when reversing in the vicinity of pedestrians (only if the risk cannot be controlled by safer control measures, e.g. CCTV).					
Environment	Organisation of work routes to					

	avoid areas/ times of high risk (e.g. schools at start/ end of day)					
	Elimination/ reduction of reversing at depots.					
<b>Manual Handling</b>						
	Evidence of manual handling training techniques used for the range of container types collected					
	Ergonomic suitability of the vehicle for sorting/ loading, e.g. height of rave rail, height of sorting surface, placement of stillages.					
	Ergonomic suitability of container for anticipated contents (frequency of collection, waste collected)					
	Maintenance of container (wheels, handles etc).					
<b>Health and Welfare</b>						
Washing & toilet facilities	Wash basins provided on vehicles					
	The round is organised to permit reasonable access to toilet facilities					
First Aid	Appropriate and sufficient first aid materials available on vehicle					
<b>Personal Protective Equipment (key issues only)</b>						
	High visibility clothing provided and worn					
	Ballistic trousers provided and worn when risk of leg cuts e.g. collecting bags or when bags are removed from other containers					
	Gloves provided and worn when directly picking up refuse					

## APPENDIX 2

### INSPECTION GUIDE COMMENTARY: ISSUED FEBRUARY 2006

#### INSPECTION GUIDE COMMENTARY

1 This initiative is selective in that it is addressing only the most significant risks within the waste and recycling industry. This explanatory note gives guidance on those industry specific issues selected. However, inspectors should not be constrained to those items listed, as professional judgement should be used when other matters of evident concern are found.

#### MANAGEMENT (GENERAL)

2 Management of health and safety should be assessed following the principles set out in the guidance on assessing the management of health and safety.

3 Induction training of all staff is essential particularly in areas such as workplace transport, manual handling, sharps, hygiene and slips and trips. Particular attention is needed to ensure that casual and agency staff receive training and that an inability to communicate in English is not an obstacle to training. Refresher training and training on new practices and equipment should be assessed.

#### SELECTION OF SYSTEMS

4 Local authorities are currently working hard to meet their recycling targets and reduce waste sent to landfill. This means that authorities are seeking systems and processes that will meet their targets and has resulted in an era of innovation and development. The majority of accidents within the industry occur during street collection works and typically involve MSD's, slips and trips, struck by vehicles and cuts/ lacerations. The choice of systems can have an effect (+/-) on the accident rate of the industry. Therefore, local authorities will need to consider health and safety risks when selecting the most appropriate system for their area.

5 Identifying the most appropriate system (in terms of health and safety risk) for an area will require assessment of a number of variables such as housing type, traffic, distances to carry, type of waste/ recyclate collected, frequency of collection, weights, vehicle used etc.

6 The HSE, in partnership with DEFRA, Scottish Executive and Welsh Assembly Government has commissioned a research project to provide local authorities with information that will help them to identify the most appropriate systems for their areas and needs. This work is due to report in November 2006. It is recommended that all local authorities visited are made aware of this.

7 When undertaking risk assessment to identify the most appropriate system each local authority will need to consider a range of issues such as health and safety, cost and environmental targets, amongst others.

## MANAGEMENT OF CONTRACTS AND CONTRACTORS

8 Many systems of collecting and processing waste and recyclables are in use within the UK at present such as bins, bags, boxes, wheelie bins and kerbside sorting of compostables (known as 'green waste') and recyclables . Each will have its own set of hazards and risks depending on variables such as receptacle used, loading system, vehicles, type of housing (flats/ basements/ busy roads etc), weights and frequency of collection. When invitations to tender are drawn up the local authority should consider the comparative level of risk and take the opportunity to reduce those risks. This line of questioning is useful when local authorities are drawing up new contracts or entering into renewal negotiations.

9 When selecting contracts and contractors the extent to which the client evaluates the health and safety management of the contract should be assessed. The contractor health and safety assessment scheme known as CHAS is available to local authorities for use in the pre-tender contractor selection process.

10 Once the contract has been awarded the client will need to monitor the execution of the contract to ensure that the standards and controls specified are delivered. Therefore, clear monitoring arrangements need to be drawn up.

11 Waste contractors have expressed concern that once a contract is agreed it then cannot be altered even if there is evidence of ill health or accidents to workers. Clients should ensure that there is sufficient flexibility within a contract to enable alterations to be made in response to emerging dangers or new technologies.

## WORKPLACE TRANSPORT- REFUSE COLLECTION AND KERBSIDE RECYCLING COLLECTION

12 The vehicles: 360<sup>0</sup> vision is required as refuse collection vehicles are approached from the side and rear by operators and they manoeuvre in areas where pedestrians, including members of the public are likely to traverse. The primary control measure is to eliminate the need to reverse, where reasonably practicable, whether in the depot or on the street. The following are measures to mitigate the level of risk.

13 The risks from reversing should be minimised in the following order:

- a. Eliminate/ reduce the need to reverse wherever possible.
- b. Devise and follow safe systems of work.

- c. Use reversing aids such as CCTV, mirrors, detection equipment.
- d. Use **trained reversing assistants** when the risk to the public needs to be controlled and the above will not provide adequate control.

14 Rear loaded refuse collection vehicles: Mirrors should provide a clear view of the vehicle sides and the standard BS EN 1501-1:1998 "Refuse collection vehicles (RCV) and their associated lifting devices- General requirements and safety requirements" specifies that Closed Circuit Television (CCTV) is provided, allowing the driver a clear view (day and night) of the working area at the rear of the RCV. Other reversing aids will be required and it is likely that most vehicles will require trained reversing assistants to assist the driver in public places.

15 Side loaded refuse and recycling collection vehicles (a.k.a. kerbsiders): Mirrors should provide a clear view of the operating areas at the side of the vehicle. Operators and other pedestrians will traverse the rear area of the vehicle. Therefore, inspectors should determine that adequate controls are in place to ensure that where appropriate reversing risks are controlled by provision of reversing aids (eg. mirrors, CCTV, radar) and trained reversing assistants (where appropriate).

16 Flat-bed collection vehicles (usually with demountable stillages): Mirrors should provide a clear view of the operating areas at the side of the vehicle. Operators and other pedestrians will traverse the rear area of the vehicle. Therefore, inspectors should determine that adequate controls are in place to ensure that reversing risks are controlled by provision of reversing aids (eg. mirrors, CCTV, radar) and trained reversing assistants (where appropriate).

17 Bin lift devices: Operating controls for lifting devices should be mounted outside of the container lifting zone and lateral barriers should be provided to prevent persons approaching from the side. In automatic or semi automatic mode the lift will cease within 400mm if the bin is not correctly located in the lifting device.

18 Drivers & Operators: Collection rounds should be organised to eliminate or reduce the amount of crossing traffic streams by collecting from the near side kerbside (single side collection). Kerbsider recycling vehicles require sorting of boxes at the side of vehicles, rounds should be organised to ensure that sorting occurs on the kerbside only.

19 Footboards and vehicle riding: For rear loaded refuse collection vehicles the BS EN 1501-1 permits the use of footboards. However, the UK waste industry, UK manufacturers, specifiers and operators have voluntarily adopted the approach of prohibiting footboards on which operators can stand whilst the vehicle is moving at any speed. This policy is considered reasonable and practicable and consequently riding on footboards should not be permitted.

20 Reversing assistants: Must be trained and competent. Their role is to play an active role in reversing manoeuvres by giving pre-arranged hand signals to the driver. They should prevent the vehicle colliding with pedestrians and other road users by signalling STOP. They should also be used to warn or prevent the approach of vehicles and pedestrians into the reversing area.

21 Environment: Are collection routes organised to avoid areas and times of high risk such as working outside schools at the start/ end of the day?

#### MANUAL HANDLING

22 Have operators been trained in safe handling techniques for the receptacles collected? Is there evidence that they practice safe techniques? Do they “test” the weight of receptacles before lifting e.g. by “kicking” boxes.

23 Ergonomics of vehicle: Is the vehicle ergonomically designed to limit the risk when hopper loading and sorting recyclables? Is the rake rail (i.e. lowest edge of the hopper) height as low as is reasonably practicable when the hopper is manually loaded (but not less than 1000mm)? Is there a suitable surface to place boxes for sorting? Are all stillages/ hoppers designed to reduce ergonomic risk?

24 Ergonomics of container: Is the container suitable for the loads lifted and frequency of collection, e.g. handles, strength and capacity of receptacle given the likely contents?

#### HEALTH AND WELFARE

25 A supply of clean water and cleaning materials should be provided on each vehicle. Mounted wash basins are both reasonable and practicable.

26 Health education should be encouraged to make staff aware of the hazards encountered and risks to their health if good personal hygiene is not observed.

#### PERSONAL PROTECTIVE CLOTHING

26 Cut resistant trousers should be provided when collecting bagged refuse as there is a history of injury from sharps.

## APPENDIX 3

### BEST PRACTICE GUIDANCE AVAILABLE TO THE WASTE/ RECYCLING INDUSTRY: ISSUED FEBRUARY 2006

HSE Waste Industry Webpages - <http://www.hse.gov.uk/waste/>

### BEST PRACTICE GUIDANCE PRODUCED BY THE WASTE INDUSTRY SAFETY AND HEALTH (WISH) FORUM

1. Waste industry safety and health - reducing the risk -  
<http://www.hse.gov.uk/pubns/indg359.pdf>
2. Safe use of skip loaders -  
<http://www.hse.gov.uk/pubns/indg378.pdf>
3. Safe transport in waste management and recycling facilities -  
<http://www.hse.gov.uk/pubns/web/wastetransport.pdf>
4. Operating civic amenity sites safely -  
<http://www.hse.gov.uk/pubns/web05.pdf>
5. Waste and recycling vehicles in street collection -  
<http://www.hse.gov.uk/pubns/web14.pdf>
6. Ergonomic considerations for designing and selecting conveyor belt systems  
(relevant to recycling picking operations) -  
<http://www.hse.gov.uk/waste/conveyorbelt.pdf>
7. Green waste collection - health issues -  
<http://www.hse.gov.uk/pubns/web10.pdf>
8. Safety at bring sites – final edit stage
9. Safe operation of packer units (compactors and balers) at retail premises – in  
studio for publication
10. The safe use of refuse collection vehicle hoists and bins -  
<http://www.hse.gov.uk/pubns/web17.pdf>
11. Skip and container safety in waste management and recycling -  
<http://www.hse.gov.uk/pubns/web16.pdf>
12. Handling needles safely in the waste collection and recycling industry -  
<http://www.hse.gov.uk/waste/needles.htm>
13. Safe handling of asbestos at civic amenity sites (in studio for publication)
14. Designing Material Recycling Facilities (MeRFs) for safety – first draft stage

15. Orphaned compressed gas cylinders in the waste and recycling industries -  
<http://www.hse.gov.uk/pubns/web12.pdf>
16. Management of hazardous waste at civic amenity sites – final edit stage
17. Safe operation and use of mobile jaw crushers -  
<http://www.hse.gov.uk/quarries/crushing.htm>
18. Practical guidance on lock-off procedures in the waste/ recycling industry –  
final edit stage
19. Health risks in waste collection – first draft stage
20. Glass kerbsider collection – noise reduction techniques – initial meeting stage
21. Managing ‘task and finish’ to reduce safety risks – final draft stage
22. Hand sorting recyclables with vehicle assistance – initial draft stage