

MUNICIPAL SOLID WASTE OPERATIONS SAFETY AUDIT/SURVEY TOOL

Injury prevention during solid waste operations

Instructions: This is a scored pro-active safety auditing tool designed for periodic use to reduce high risk behaviors and increase safe behaviors. “Yes” answers should be scored at (1) and “No” answers should be scored at (0). In the corrective action column, either a time frame for completing the correction or the actual date corrective action was completed should be noted. Check the “NA” column if this item is not applicable. Total and track audit scores over time to track up or down trends along with tracking the number of incidents, accidents and injuries sustained.

Solid waste operations divide into solid waste disposal operations and solid waste collection operations. Each phase has safety risks which can be reduced with proper safety programs and culture.

Solid waste disposal operations need to allow for separate areas for commercial and residential dumping, carefully consider ground operations including use of a coordinator/spotter staff, systems and accountability for heavy equipment operations, use of personal protective equipment, and systems for handling hazardous waste, bio-wastes and recycled materials.

Solid waste collection operations should include systems that address driver safety with regard to bio-waste and hazardous waste exposures, proper use of personal protective equipment including back belts while operating garbage trucks in standing positions, proper use of personal protective equipment and hygiene best practices, and systems/policies for driving and equipment operations. These should include planning routes so that time is allocated for safe practices, walk-a-rounds and on the ground pre-planning of any new solid waste collection sites, attentive driving, proper use of back up safety cameras and other equipment, and proper egress to the trucks. Solid waste collection trucks with side lifts which minimize driver lifting requirements have demonstrated large reductions in driver on the job injuries. Systems which address proper training and proper communication are a must with solid waste operations.

Task/Job Part – Proper Training & Records	Yes	No	Corrective action date	NA
All training completed with passing scores in a timely manner				
New employee safety orientation completed				
New employee job-specific safety training completed				
Employee job-specific refresher safety training completed				
All training records current and complete				
Other				

Task/Job Part – Human Resources	Yes	No	Corrective action date	NA
Personnel policies applied in a consistent manner				
Fairness – all employees treated the same				
Progressive discipline in place with emphasis on worker integrity and accountability				
Sexual harassment prevention training completed				

Task/Job Part – Completion of all certifications & Licenses	Yes	No	Corrective action date	NA
All licenses and certifications, such as Commercial Drivers' License completed and current				
Past course completion or current First Aid/CPR				
Hazardous Materials Awareness (24 Hour course)				
Defensive Driving Course (Nat'l Safety Council or other)				
Other				

Task/Job Part – Illness Prevention and Environmental Safety	Yes	No	Corrective action date	NA
Proper Vaccinations for Hepatitis A and Hepatitis B, Tetanus				
Proper work practices around bio-hazardous waste or other hazardous waste				
Use of respiratory protection, Haz Mat PPE, sun block and insect repellent if needed				

Task/Job Part – Equipment Checklists	Yes	No	Corrective action date	NA
Completed all equipment checklists				
Completed any notification or corrective action needed				
Equipment properly repaired and maintained				
Other				

Task/Job Part – Solid Waste Disposal Operations	Yes	No	Corrective action date	NA
Commercial and residential areas separated				
Solid waste dumped on same level to avoid falls into collection pits				
Solid waste disposal site spotter/operations coordinator present at all times facility use <ul style="list-style-type: none"> ✓ Proper use of communications with heavy equipment and entry kiosk staff ✓ Proper use of PPE, hard hat, safety vest, heavy boots, gloves, level D, eye protection, respiratory protection (dust), hearing protection 				
Heavy equipment used in safe manner <ul style="list-style-type: none"> ✓ Equipment in good working order, safety equipment working ✓ Proper three point contact and no jump offs for equipment egress ✓ Safety training system and driver accountability for safety culture first 				
System in place to handle hazardous waste, bio-wastes				
Recycling system in place				
Compliance with all DEQ environmental rules and statutes				
Other				

Task/Job Part – Solid Waste Collection Truck Operations	Yes	No	Corrective action date	NA
In compliance with all traffic laws during vehicle operation				
Operators accountable for engaged, attentive, defensive and safe driving at all times				
Proper seat belt use 100% of the time				
Use of side loading or other equipment that eliminates lifts of more than 50# per person or lifts above waste level				
Driver communication of hazards and issues <ul style="list-style-type: none"> ✓ To supervisors ✓ To other city departments to help mitigate liability risks of pot holes, low lying tree limbs, uplifted sidewalks, surfacing sewage, etc. 				
Drivers have reviewed operations to safely handle aggressive or reckless drivers				
Systems and pre-planning for new routes and pick up sites <ul style="list-style-type: none"> ✓ Walk-a-rounds at new pick up sites to check for property hazards, clearances, overhead wires Routes pre-planned to avoid dangerous traffic and railroad crossing conditions; proper clearances at all stops				

Task/Job Part – Solid Waste Collection Truck Operations	Yes	No	Corrective action date	NA
Proper use of rear and front view cameras and other safety equipment with driver accountability for use <ul style="list-style-type: none"> ✓ Mandatory walk-around policy to check for back up hazards when cameras do not reveal area ✓ Mandatory walk-around policy to check for back up and front hazards: <ul style="list-style-type: none"> ✓ Children playing in area ✓ Other vehicles parked too close ✓ Driver cannot see area ✓ Routes planned to minimize back up operations 				
Route size and pick up number balanced to assure time is allowed for safe operations <ul style="list-style-type: none"> ✓ At least a half hour lunch break, and other scheduled breaks ✓ No incentives in place to encourage drivers to hurry or work in an unsafe manner (e.g. eight hours of pay for route completion in less than eight hours) ✓ Driver accountability and discipline system in place for preventable driver mistakes ✓ When bins are placed, inventory potential hazardous materials in waste and trash with users 				
Proper use of PPE, including back belts during stand up garbage pick up operations				
Proper handling of bio-waste, sharps and hazardous wastes, with proper PPE use, and proper hygiene practices				
Proper equipment egress with three point contact and no jump offs when exiting trucks				
Task/Job Part – Solid Waste Collection Truck Operations	Yes	No	Corrective action date	NA
Proper equipment clean up practices used, with best practices for confined space entry when working and cleaning truck trash collection dump beds				
Other				

Task/Job Part – Proper Lifting Technique	Yes	No	Corrective action date	NA
Proper position				
2 or more workers if load is more than 50# (50# or less per person)				
No lift above waist level				
Assistive lifting devices properly used				
Other				

Task/Job Part – Use of Personal Protective Equipment (PPE)	Yes	No	Corrective action date	NA
Use of long sleeves, pants or coveralls (Level D).				
Use of heavy leather work glove <ul style="list-style-type: none"> ✓ Nitrile under glove when handling bio-waste ✓ Rubber gloves with Nitrile under glove and proper PPE when handling hazardous wastes 				
Use of Heavy work boots, 8" for ankle protection				
Use of sharps containers and labeled bio-waste bags for bio-wastes and sharps, with proper disposal of the same				
Use of eye protection and or splash shields as needed				
Use of hearing protection if needed (noise level above 80 decibels)				
Use of communication device – radio, pager, or cell phone				
Use of back belt during stand up operation of garbage trucks to reduce jarring during trash bin lift operations				
Use of hard hats in traffic areas and on dump grounds				
Use of orange safety vest in traffic areas and on dump grounds				
Other?				

Task/Job Part – Proper use of incident reporting forms & logs with proper recording	Yes	No	Corrective action date	NA
All worker injuries reported to supervisor and recorded				
All worker accidents involving property, chemicals reported and recorded				
All "near misses" reported to supervisors and recorded				
If a reporting program was in place, all hazards and potential hazards reported and recorded				
A workers compensation claim was filed if a) an injury involved lost time, b) medical care with costs, or c) the worker requested a claim be filed				

TOTAL SCORE

Signature _____

Print Name _____

Date _____