I.P.R.

Irish Packaging Recycling Ltd



SAFE SYSTEM OF WORK FOR OPERATING SHOVEL

SSOW 05

Revision 002

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Document Revisions & Updates		
Revision No.	Date	Notes
000	November 2012	Original issue
001	October 2014	Changing attachments on shovel
002	May 2018	Multiple merged procedures

1. Scope

The purpose of this safe system of work for operating the shovel is to define a procedure that applies to all certified shovel drivers on the Regional Material Recovery Facility premises in Ballymount.

Under the Safety, Health and Welfare at Work Act from 2005, the machine operator has legal responsibility to ensure his own health and safety whilst driving on IPR premises and also the persons on site.

The shovel driver also has a responsibility of communicating and cooperating with employer to ensure full compliance with laws and H&S recommendations.

Failure to comply with the above mentioned act can result in disciplinary measures and be taken as a criminal offence.

2. General

2.1. Certified training

All shovel drivers working on IPR ltd. premises have to own a shovel driver certificate obtained from a certified instructor.

It is absolutely forbidden for:

- ✓ An untrained staff member to drive any of the machines;
- ✓ Persons visiting the premises to drive any of the machines;
- ✓ Subcontractors to drive any of the machines (unless agreed by management);
- ✓ Staff members with an invalid certificate to drive any of the machines.

2.2. Shovel usage

On Irish Packaging Recycling premises, shovels are mainly used to transport, push and feed material to plant. Shovel machines can be mainly seen in the intake shed.

2.3. Mandatory Maintenance

Before the start of each shift, prior daily maintenance should be carried out as per maintenance sheet. This should be signed on completion and held as a record. This will help prevent mechanical failures and possible accidents, which may result in severe injuries.

2.4. Daily Checks

- ✓ Shovels must be inspected daily before start of each shift;
- ✓ The operator has to check for damage and possible wear and tear;
- ✓ The details will be recorded in the shovels checklist forms available at the weighbridge and given to the management for further reference;
- ✓ Never use the machine if hydraulic, oil or air leaks;

- ✓ Hydraulic oil can penetrate thru skin;
- ✓ Each shovel has to have a separate checklist available in the cab at all times;
- ✓ Do not use machine if faulty and immediately report to supervisor/management.

2.5. "Easy Access" System

The "Easy Access" system is an additional safety mechanism that is being installed in order to eliminate / reduce the risk of unauthorised persons operating mobile plant within the facility. The system will only enable machine start up once a person has activated the device with his/her personnel fob.

- ✓ Management issues a personnel fob to a person;
- ✓ Before the fob is issued, each individual must be trained in all relevant safe system of works related to mobile plant on site;
- ✓ The number and type of mobile plant that a unique fob will activate will be pending activation;
- ✓ An unique fob will only enable specific machines to be turned on, depending on requirements on site;
- ✓ Management will issue an unique fob to relevant staff members;
- ✓ The fob's unique number (including internal tracking number) will be recorded by management;
- ✓ Record will also include staff member's name, expiry date of certification for relevant mobile plant and relevant safe system of works trained in.
- ✓ Once a fob is issued to an individual, the fob is for that persons use ONLY.
- ✓ If any person is found to be operating a machine with someone else's fob, both persons involved (fob owner & operator) will face disciplinary actions;
- ✓ Staff members must look after the fob that they are issued and in the event of fob's being repeatedly lost (more than once in a 6 month period) replacement charges are to be applied to replace fob.

3. Pushing waste and feeding conveyors

3.1. When pushing material and feeding the plant please ensure that you:

- ✓ Always be aware of staff in the vicinity;
- ✓ Look behind when reversing to avoid striking or trapping persons in the vicinity;
- ✓ The load is stable to prevent material fall which may result in serious material damage and serious injury;
- ✓ Ensure, to the best of your ability, that no flammable, explosive, hazardous material is being pushed of feed into plant;
- ✓ All such material is to be removed and stored as per waste storage or act as per our internal Emergency Response Procedure;

- ✓ Ensure that, if you are working close to plant machinery, a safe distance is allowed as to prevent incidents, accidents and/or machinery damage;
- ✓ If personnel need to remove objects from a load you should again cease all operations until they have again retreated to a safe zone;
- ✓ Only stable loads are moved;
- ✓ Ensure roadways are clear of any obstructions;
- ✓ If obstruction present, remove and free the roadway, do not attempt to go around;
- ✓ If necessary, find a new safer route;
- ✓ Move off slowly and carefully;
- ✓ Be aware of the any pedestrians, structures and/or plant machineries at all times;
- ✓ When approaching the intake shed entrance, you are cleared by banksman to enter;
- ✓ No activity is conducted in the intake shed unless banksman / designated person indicates so;
- ✓ No more than 10 km/h is allowed in intake shed;
- ✓ If any vehicles or pedestrians are close, please cease all operations until a safe distance is regained.

3.2. When loading trailer, please ensure that you:

- ✓ Ensure vehicle that you are about to load is parked properly;
- ✓ Inform the driver you are about to start and ensure he has handbrake on;
- ✓ Make sure the driver is in safe zone or cab of the vehicle during loading;
- ✓ If a driver needs to assist, the load operations must cease until he has again retreated to a safe zone;
- ✓ Ensure that if driver dismounts, he has all required PPE (safety boots, hi-viz clothing, hard hat);
- ✓ Understand that as a driver you have full control and responsibility for loading area;
- ✓ Covers are to be closed only when all bales are loaded / unloaded.

4. Changing Machine Attachments

Before attempting to change attachments on the loading shovel, please ensure you are faliliar with following steps:

- ✓ Drive machine to allocated area for changing attachments outside shed;
- ✓ Ensure attachment is positioned on the ground and no pressure remains in hoses, then get out too disconnect hoses;
- ✓ Return to cab of machine and proceed to attach new attachment (locking pins into place from cab controls);
- ✓ You MUST then exit cab and ensure that pins have been put correctly into place and attachment is securely locked into position;
- ✓ Under No circumstances are you to drive off with newly fitted attachment without visually making sure it is securely fitted onto the shovel.

5. Driving and tipping in the intake shed

5.1. When approaching the intake hall

- ✓ Wait at the shed entrance until the designated person indicates that it is clear to enter;
- ✓ The designated person will supervise the driving and tipping operation;
- ✓ Should the designated person become out of view cease all operations until he/she has indicated that you may continue;
- ✓ On entering the shed extreme caution should be taken at all times and speed kept to a minimum (no more than 5km/h);
- ✓ Should any pedestrians or vehicles become close to the operation cease until they have again retreated to a safe distance;
- ✓ All windows must remain open during the tipping exercise;
- ✓ The Radio must remain turned off at all times during tipping so that communication with the designated person remains clear.

6. Mounting and Dismounting

- ✓ Only mount/dismount the machine where steps and/or handrails are provided;
- ✓ Inspect and when necessary clean and repair steps and handrails before mounting / dismounting;
- ✓ Maintain a 3 point contact with steps and handrails;
- ✓ Never get out of a moving machine;
- ✓ Never jump off a machine;
- ✓ Do not try and climb on or off a machine when carrying tools or supplies;
- ✓ Do not use any controls as handholds when mounting/dismounting a machine;
- ✓ Face the machine when mounting / dismounting.

7. Parking

Turn off the ignition and remove the key. Do not block doors, stairs, fire exits or emergency equipment and never park on a slope or ramp to avoid possible collisions or dangerous circumstances.

- ➢ The hydraulic implement and machine controls are “LIVE” for as long as the accumulator holds a charge, even if the engine is not running. This pressure charge should bleed off in a short time.
- ➢ Sudden and unexpected machine and/or implement movement will occur if any of the controls are moved. This can cause personnel injury or death.
- ➢ Always mover the hydraulic and directional lock lever to the LOCKED position before shutting of the engine, or immediately after the engine quits running.
- ➢ Park on a level surface. If necessary to park on a grade, block the machine.

8. Responsibilities

8.1. Drivers

As a mobile plant driver you are responsible for your own safety and any other person in the vicinity.

In order to minimise the risk of an incident, accident or near miss, please:

- ✓ Follow instructions set out by your Supervisor;
- ✓ Be constantly aware of persons in the vicinity, other mobile plants and vehicles;
- ✓ Obey site signage and rules;
- ✓ Wear the PPE provided;
- ✓ Do not use mobile phones whilst driving as it may impair your vision and may lead to collisions and serious injuries;
- ✓ Never drive in a manner that could endanger in any way your own safety or those in the vicinity;
- ✓ Always stay within the confines of the shovel's protection space and ensure seatbelt is worn, never lean or place limbs outside this space to avoid risk of trapping that may result in serious injury;
- ✓ Always use the correct method when mounting or dismounting the machine, use the correct side and step off one foot at a time (three points of contact at all times);
- ✓ Be aware of hazardous floor conditions before stepping off such as loose material, oil or wet, slippery conditions;
- ✓ Beware of floor conditions that may cause unstable conditions, never drive closer than three lengths behind another mobile plant machine;
- ✓ Use several short blasts of the horn when entering doorways or round blind bends;
- ✓ Use lights when low visibility conditions to help prevent possible collisions with pedestrians or other vehicles which may result in mechanical damage or severe injuries;
- ✓ Always travel at a safe speed, consistent with the type of load and general working conditions, never more than 10 km/h as per site safety rules;
- ✓ Adapt speed if wet, slippery or loose surfaces;
- ✓ Never carry passengers or lift anyone on attachments;
- ✓ Never remove, add or make alterations to the machine;
- ✓ Always report mechanical failures to your Supervisor/Manager immediately and park the machine in a safe position to avoid accidents and/or collisions;
- ✓ Never drag, push or lift other vehicles without proper attachments to avoid mechanical damage;
- ✓ Do not make fast starts, sudden stops or quick turns as this may pose a risk for yourself and persons in the vicinity;
- ✓ Always operate the machine in a well ventilated area to avoid carbon monoxide poisoning;
- ✓ Ensure safety devices are fitted, such as horn, flashing beacon, reverse alarm;

- ✓ The safety devices on the machine must never be tampered with or removed. Regularly check the efficiency of such devices. In case of faults, stop working immediately and proceed in replacing the defective device;
- ✓ Do not handle loads beyond the maximum capacity of the machine;
- ✓ Do not place or attach overhanging loads to any part of the machine;
- ✓ Do not start the engine if you smell or detect LPG, gasoline, diesel fuel or other explosive substances;
- ✓ Do not refuel the machine with the engine running;
- ✓ Refuel the machine and charge the battery only in a well ventilated area away from sparks, naked flames and lighted cigarettes;
- ✓ Do not operate the machine in dangerous environments or in places with flammable or explosive gases or materials;
- ✓ Do not inject ether in engines equipped with glow plugs;
- ✓ Do not leave fuel cans or bottles in unsuitable places, they must always be stored on a bunded area;
- ✓ Neither smoke nor use open flames in areas subject to fire dangers and in presence of fuel, oil or batteries.
- ✓ Carefully handle all flammable or dangerous substances;
- ✓ Do not tamper with fire-extinguishers or pressure accumulators.

8.2. Management

Management have to ensure that:

- ✓ All shovel drivers are monitored and supervised;
- ✓ All required training is provided (internal training, certified training);
- ✓ Ensure all near misses, incidents, accidents are followed up and measures are put in place to eliminate / reduce risks;
- ✓ Preventive maintenance is in place and all reported defects are dealt with as soon as practical.

9. Personal Protective Equipment

All staff members driving a shovel should wear the mandatory PPE:

- ✓ Safety boots (protective / steel toe-caps and mid-soles);
- ✓ Safety gloves;
- ✓ Hi-vis clothing.

All staff members driving a shovel should, when necessary, wear:

- ✓ Masks;
- ✓ Hard hat (at tin can baler area);
- ✓ Glasses (mandatory in intake shed);
- ✓ Hearing protection if needed.