OPERATIONS (Collection & Transport)-COMPANY STANDARD

CONTAINER DEFECT REPORTING

Denotes change – New Document

PURPOSE / PROCESS OUTPUT

To provide a system for ensuring defects in waste containers are reported and repaired as per the Provision and Use of Work Equipment Regulations and the Lifting Operations and Lifting Equipment Regulations

To ensure that records are kept in order to comply with Company Standard SVP400 Calibration, Testing, Maintenance and Repair of Equipment

SCOPE

This Company standard applies to all types of waste containers used for the collection, transport and storage of wastes (such as Rollonoff, skips, REL FEL skips, wheelie bins etc). It does not cover HGVs, which carry waste in a non-demountable body (such as tankers, bulk waste vehicles etc).

RESPONSIBILITY

It is the responsibility of the Nominated Manager to ensure that the provisions of this company standard are met and that all relevant sites/operations operate a container defect reporting system.

It is the responsibility of the driver to identify and report defects in containers. Drivers must seek advice from their supervisor/manager before lifting a defective container or removing any container from the defected container area.

TRAINING / COMPETENCE

Representatives from Health and Safety or National Fleet Engineering departments must be contacted in the event of any queries regarding the requirements of this document.

PROCESS

1. Defect Reporting

1.1 All vehicle operations must establish a defected container area, which is clearly demarked by appropriate signs etc. Defected containers must be segregated from the containers that are fit for use. Defected containers must be marked or identified to show that they are defective and are not to be used. All drivers must be instructed not to take containers from the defect area.

1.2 Containers must be inspected before they are taken out onto customer's premises. Damaged containers must be reported using Form FVP 108 and transferred to the appropriate area for defected containers.

1.3 Any defects identified during use or at customer's premises must be reported to the depot by telephone and on Form FVP 108 and the nominated manager will assess the safest course of action. If it is safe to do so then the container must be returned to the allocated defect area back at site, but in some cases the container may have to be repaired in situ.

1.4 The manager/supervisor must ensure that defect form FVP 108 has been completed in full and authorise the repair or scrapping of the container ensuring that the company asset disposal procedure is followed - JL. If the container is to be repaired then the defect report form must be forwarded to the authorised repairer.

2. Repair

2.1 If the container is to be repaired on a landfill site, on a customer's premise, any other non-workshop or non-designated workshop area location then appropriate safety precautions must be taken. If the container to be repaired is on a Shanks site then the conditions in SHS104 Permits To Work must be followed, in particular with regard to hot work. If the container is on a customer or other non-Shanks site the customer's/other party's safety arrangements must be followed. However, any hot work conducted on a customer's site must at least conform to Shanks own standards as laid down in SHS104.

3. Lifting Containers by means other than Waste Collection Vehicles

3.1 If containers are to be lifted by anything other than waste collection vehicles then the full set of duties under the Lifting Operations and Lifting Equipment Regulations (LOLER) will apply e.g. if a skip is placed on a construction site and will be moved by a crane. In these cases Company Standard SVP211 Inspection and Certification of Lifting Accessories, Towing Equipment and Safety Harnesses will apply and the container will require to be certificated.

4. Record Retention

4.1 Container defect records must be kept for a period of 5 years.

Prepared by:	……..	NAME REDACTED	Senior Safety Advisor
Approved by:	……..	NAME REDACTED	UK Health and Safety Manager

Please identify on the table below those members of your staff that need to be aware of the requirements of this document. This table is deemed to be an official training record and must be kept indefinitely. Please ensure that all relevant employees are made aware of the contents of this document within 6 weeks from receipt and sign the table.

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN- CONTROLLED COPY ISSUED (√)

HOUSEHOLD WASTE RECYCLING CENTRE

Daily Skip Status Reporting Form

Site: _____ Date: _____

Waste Steam	Requested for Service		Current Skip Status Please Tick one			When was the skip serviced		Exchange skip in place		End of Day Totals	Any Problems and there consequences Feedback from Collection team Feedback to Management
	Date	Time	½	¾	95%	Date	Time	Yes	No		
Asbestos											
Cardboard											
Fridges											
Garden Waste											
Metal											
Rubble / Soil											
Plastic											
Tyres											
TV's											
Monitors											
Wood (good)											
Wood (low)											
Wood Mixed											
WEEE											
Non Recyclable Waste General											
Non Recyclable Waste General											
Cans											
Electricals											
Gas Cylinders											
Glass											
Paper											
Textiles											
Waste Oil											
Other											

shanks. waste solutions.

WASTE CONTAINER DEFECT REPORT

Site/Location of Container:	
Container number:	Container type:

Defect reported: Please tick if applicable					
Chain missing/damaged		Holes in floor		Door damaged	
Door/ door handle bent		Tear in side		Tipping bar damaged	
Back plate stiff/damaged		Lifting lugs damaged		Turnbuckle stiff/damaged	
Ejector blade damaged		Lid damaged		Other - describe below	
Wheels		Rollon Lifting Hooks			

Defect Report: Please give details of the faults:

Signature of Driver:……...

Repair authorised by:
Name: Position: Date:

Action Taken:

I confirm that the container is now in a safe condition and may be returned to service.
Name: Position: Date:

FVP 108 Issue 1