



**ADVANCED METAL INNOVATION COMPANY LTD**

# **General Operational Depot Safety Manual**

**Written by: - Steven Winstone  
Reviewed: - June 2023  
Next Review Date: - June 2024**

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## Contents

Subject	Page No.
Introduction	3
General Health and Safety Policy Statement	4
Responsibilities	
General Information	5
o Personal Protective Equipment	
o Parking Arrangements	
o Welfare Facilities	
o Fire and First Aid	
o RIDDOR	
o No Smoking Policy	
o Electricity at Work	
o Exposure to Outdoor Elements	
Leptospirosis (Weil's Disease)	8
Control of Substances Hazardous to Health	9
Fragmentiser	10
Static shear / baler	11
Crocodile shear	11
ELV plant	12
Gas cutting	12
Scrap handlers	13
Fork Lift trucks	14
MEWPs	16
Loading shovels	17
Dynamic Risk Assessments	18
COSHH Assessments	40
Acknowledgment of receipt	49

### **NOTE FOR MANAGERS:**

*In the event of Works being identified that are not covered by this Method Statement and Associated Documentation, the Operational Manager will be responsible for liaising with the Health and Safety Department to ensure that a suitable and sufficient Method Statement and Risk Assessment is produced to cover the works and that the resultant documentation is communicated to the workforce.*

*All personnel involved in Yard Operations, including existing personnel and new starters will be briefed on this guidance by the Operational Manager for the site. A record will be maintained of the training given within the training records.*

## ***Introduction***

This manual is for you to refer to if you are unsure of what to do when carrying out your job.

This document supports the induction/refresher training you will have received on safe working practices. It also lists actions you must take and not take.

This manual applies to all employees. Some sections are specific to certain equipment use and job roles, e.g. scrap handlers, gas cutting operations, manual handling etc.

Each section contains a work method statement which describes how the work must be carried out. Also included are the risk assessments that describe the precautions you must take (or you must ensure are in place) before starting work.

For example, an operator of flame cutting equipment (burner) must wear the protective equipment listed that is over and above the standard equipment normally issued. He/she must also ensure that firefighting equipment is in place before starting work.

## ***Remember!***

- ***Buildings, machines and equipment do not cause accidents!***
- ***PEOPLE CAUSE ACCIDENTS!***
- ***People damage much more easily than machines!***



## **General Health and Safety Policy Statement**

This Health and Safety Policy Statement is contained within the Company Health and Safety Policy and is reviewed annually.

It is the policy of Advanced Metal Innovation Company Limited: -

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

## **Responsibilities**

### ***Overall Responsibility for Health and Safety***

Mr. Steve Winstone                      -                      Managing Director

### ***Employees Responsibilities***

***Note: The day to day implementation of this policy is the responsibility of all employees of the company.***

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions; and
- report all health and safety concerns to a member of the management team identified above.

### ***You must help your manager by reporting:***

- Anything that you think is not safe by completing a 'Hazard Report Form'.
- Any near misses that happen to you or your colleagues.
- Any accidents that happen to you or your colleagues.

## General Information

### ***Personal Protective Equipment***

You must wear the following:



Protective footwear, hard hats, high-visibility jackets, you must also consider ear and eye protection for certain areas on site. You are responsible for your own welfare. If in doubt, ensure that you have and wear ear and eye protection.

**In addition, check the risk assessment for the job you are going to carry out to see if there is anything extra you must wear. If you are unsure, inform your supervisor. DO NOT WORK.**

### ***Parking Arrangements***

Personnel should only park in designated areas.

### ***Welfare Facilities***

Restroom facilities are available. Employees are expected to respect these facilities and keep them clean and tidy. Any misuse of facilities will result in disciplinary action. If you find that facilities are substandard, please report to the Weighbridge office.

### ***Visitors***

All visitors must report to the weighbridge/reception where they are to sign in and out. If they are to enter the yard they must be supervised and supplied with the appropriate safety equipment.

### ***Fire Precautions***

#### IF YOU DISCOVER A FIRE: -

- Immediately raise the alarm by contacting the Weighbridge office.
- The Weighbridge officer will sound the signal to evacuate the yard.
- Attack the fire if possible with the appliances provided but do not take personal risks.
- If the weighbridge is not manned, then contact the fire brigade.
- Go to the fire assembly point via the nearest exit. The fire assembly point for all employees/personnel is the far side of the car park.

### ***First Aid***

If you or a visitor to the site have an accident you must: -

- Report to the appointed first aider.
- The first aider will administer the appropriate first aid.
- Ensure the accident book is completed. Take a copy for your records if required.
- Inform the Depot Manager if RIDDOR reporting is required.

## **No Smoking Policy**

We operate a 'No Smoking' policy in all areas. Please adhere to this policy.

## ***RIDDOR Accidents***

The Depot Manager must be informed immediately if there is an accident connected with work and

- If any employee or contractor is killed or suffers a major injury (including as a result of physical violence); or
- a member of the public is killed or taken to hospital;
- or in the event of a major dangerous occurrence (something which does not result in an accident, but which clearly could have done, e.g. an over-turning vehicle, collapse of lifting equipment, failure of safety equipment, etc.)

The Depot Manager will notify the Group Health and Safety Adviser as soon as practicable of any of the above events.

The Group Health and Safety Adviser or other nominated person, will undertake a full investigation of the incident. Where required under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR 98), the enforcing authority will be notified as appropriate.

**The scene of the incident must be left undisturbed (unless this would be dangerous) until the necessity for photographs and investigation has been assessed and authority given by the Group Health and Safety Adviser to proceed.**

## ***Electricity at Work***

Electricity can kill. Each year about 1000 accidents at work involving electric shock or burns are reported to the Health and Safety Executive every year; around 30 of these are fatal. Most of these fatalities arise from contact with overhead or underground power cables.

### **The Main Hazards are:**

- Contact with live parts causing shock and burns (**normal mains voltage, 230 volts AC, can kill**).
- Faults which could cause fires.
- Fires or explosions where electricity could be the source of ignition in a potentially flammable or explosive atmosphere.

Use:

- a 110v site supply where possible, or
- a Residual Current Device to minimise the risk.

***Work on Company electrical systems and equipment is only to be undertaken by qualified electricians.***

***All electrical panels are to remain shut and locked at all times, unless work is being undertaken by a qualified electrician.***

### ***Exposure to Outdoor Elements***

There is a risk when working outdoors of exposure to the elements, these can result in:

- Hypothermia.
- Sunstroke.
- Cold.
- Chills.

Use:

- Appropriate Personal Protective Equipment.
- Consider the use of sun cream and insect repellent/treatment.

### ***Leptospirosis (Weil's Disease)***

This is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

You are at risk if exposed to: -

- Rats.
- Rat or cattle urine.
- Foetal fluids from cattle.
- Contaminated water.

The bacteria enters the body through:

- cuts and scratches through the lining of the mouth, throat and eyes.

The symptoms in the early stages are:

- flu like meningococcal (meningitis like) symptoms develop later on i.e. light sensitivity, rash etc.

All employees should be issued with:

- Leptospirosis Information cards.

Employees with any non-specific illness should see their GP and advise them that they work in an industry where they may be exposed to Leptospirosis and show them their Leptospirosis Information Card. Leptospirosis is much less severe if it is treated promptly. If it is found that an employee is suffering from Leptospirosis the Group Safety Adviser should be notified immediately so that the infection can be reported under the Reporting of Illnesses, Diseases and Dangerous Occurrence Regulations (RIDDOR 98).



## ***COSHH (Control of Substances Hazardous to Health)***

There are specific regulations to protect people from exposure to Hazardous substances and materials.

Within our business we use and store hazardous substances including solvents, thinners, oils and fuel.

**All managers** are responsible for ensuring the safety of both our employees and our customers.

**All employees** are responsible for ensuring the safety of both themselves, and their colleagues.



### **REMEMBER**

- If you are required to use hazardous substances always follow the manufacturer's instructions.
- Wear protective clothing and use equipment that is appropriate to the task.
- Report to your supervisor if you feel ill.

- In the workplace keep hazardous substances in suitable containers until required for use.
- Keep dust to a minimum and always follow the correct work procedures.
- Clean up spillages immediately.
- After using hazardous substances wash your hands.
- Dispose of waste material in accordance with company procedures.
- Rags etc. used to wipe up spillage can become contaminated and should be treated the same as any other contaminated waste.

**If unsure ask your supervisor.**

## Fragmentiser/Crushers and Associated Plant

### General.

- The fragmentiser/crusher cannot be operated by persons unless they are authorised to do so by the Yard Manager and they are in possession of a RIPOTS/QCF card with the relevant category.
- Daily maintenance must be carried out before operations start and the check sheet must be completed and handed in.
- Downstream from the mill, further checks must be made on all conveyors, the air separation, the shaker and all picking belts.
- The daily checks must involve all those working on the plant.

### Feeding.

- The scrap handler operator must sort the stock before feeding and remove all oversized material.
- Gas bottles and other explosive material must be removed.

### Blockages in the Mill.

- The mill must be shut down and securely locked off before any remedial work is performed.
- The lid locking pin or a suitable stop device must be fully located.
- A scrap handler grab must be parked on the inlet side of the rotor to prevent it turning clockwise (when viewed from the driver side) as this could trap the person removing the blockage.
- If/when the rotor needs turning personnel must be outside the mill.

### Blockages in the Waste Shaker Box/Hopper.

- The operator must inform the fragmentiser operator who must then stop processing material.
- Once the lines are clear stop and isolate the shaker box.
- The person who is to clear the blockage must have the key to the isolator with him/her during the clearance.
- Once the blockage is clear the operator can restart the shaker and inform the fragmentiser operator it is safe to restart.



### Maintenance and Repairs.

- The fragmentiser must be fully isolated before any form of maintenance takes place.
- Other than daily checks a permit to work must be obtained from the Yard Manager and signed by all those involved. A specific risk assessment must also be completed by all involved.

## **Static Shear / Baler**

### **General.**

- The shear cannot be operated by persons unless they are authorised to do so by the Yard Manager and they are in possession of a RIPOTS/QCF card with the relevant category.
- Daily maintenance must be carried out before operations start and the check sheet must be completed and handed in.
- Access to the box is through the interlocked gate. This must not be bypassed.
- The discharge guard must be in place and in good condition. Rebar and springs etc. can travel long distances on shearing.

### **Feeding.**

- The scrap handler operator must sort the stock before feeding and remove all oversized material.
- Gas bottles and other potentially explosive materials must be removed.

### **Maintenance and Repairs.**

- The shear must be fully isolated before any form of maintenance takes place.
- Other than daily checks a permit to work must be obtained from the Yard Manager and signed by all those involved. A specific risk assessment must also be completed and signed by all involved.
- 'Stored energy' in the form of hydraulic pressure must be released.
- 'Stored energy' in the form of the box lids, shear blade etc. must be securely chocked.
- Any work where there is a risk of a fall must be carried out from the MEWP.

## **Crocodile Shears - Non-ferrous and Ferrous**

### **General.**

- Only trained and authorised operators are allowed to use crocodile shears.
- Keep the working area around the shear clear of debris.

### **Before Operation.**

- Carry out daily checks and ensure the guard(s) is/are in place.
- Adjust the guard height for the material to be sheared.
- Check that the foot pedal operates correctly.
- Check that the emergency stop function is operational.

### **During Operation.**

- Operate the n/f shear with the foot pedal only.
- The ferrous shear may be operated by continuous operation.
- Arrange the work to minimise manual handling.
- NEVER use one hand to feed and the other hand to catch the sheared material. Always allow sheared material to drop into a bin.
- STOP shearing if you are distracted.

## **ELV Operations (If Applicable)**

### **General.**

- NO SMOKING in the ELV shed.
- NO SMOKING in the area containing cars awaiting detanking.
- Ensure the car is secure on the hoist before starting operations.
- Cars must be earthed before detanking.
- Only use the specified equipment for puncturing fuel tanks.
- Make sure that drain tins are correctly positioned to prevent spillages.
- Should a spillage happen it must be cleaned up using absorbent granules immediately. The granules must be stored in a container for disposal.
- After all fluids have been removed the vehicle must have its fuel tank removed by a scrap handler before further processing.

### **Personal Protective Equipment.**

- Hard hat.
- Safety boots.
- Goggles.
- Surgical gloves.
- Flame proof overalls.

## **Gas Cutting Operations**

### **General.**

- Only trained and authorised operators are allowed to use gas cutting equipment.
- Check the pipes and regulators for leaks before working.
- Check the condition of the nozzle.
- Keep the working area clear of debris.
- Work from the ground and do not cut on a stockpile.
- Stop cutting and move out of the radius of any scrap handler that is moving material to you, from you or using a RSJ to sweep up.
- When cutting anything other than plain steel check whether you need a mask or other breathing equipment. For example, galvanised or painted steel will give off fumes from which you need protection.
- No gas cutting is to be carried out inside buildings without an additional risk assessment being undertaken and further control measures implemented.

### **Personal Protective Equipment.**

All personnel using gas cutting equipment must wear the following PPE:

- Hard hat.
- Breathing equipment (dependent on the requirements of associated COSHH Assessments).
- Flame retardant high-visibility waist coat or jacket.
- Flame retardant trousers or overalls.
- Safety boots (foundry boot).

- Burning goggles or welding mask.
- Clear goggles do not protect your eyes from glare.

## Scrap Handlers

- No Scrap Handler is to be used by any person unless they are authorised to do so by the Yard Manager and they are in possession of a RIPOTS/QCF card with the relevant category. Daily maintenance must be carried out before operations start and the check sheet must be completed and handed in.
- Scrap handlers must be positioned to minimise the distance material is moved.
- Operators must check for personnel entering their working area before slewing or travelling.
- Operations must stop if anyone is within the working radius and the grab must be parked on the ground.
- Material in grabs must be checked for security. Pipework can slide out of grabs. It will be thrown long distances if slewing.
- Material in grabs must be placed on stockpiles and not thrown.
- Operators loading the shear or fragmentiser must check that their load is suitable for shearing or fragmenting.
- Do not load gas bottles or other explosive material into the shear or fragmentiser.
- The weight of all loads will be assessed prior to lifting to ensure that they do not exceed the capability of the machine.
- Approximate information regarding the weight of any load can be obtained from the weighbridge and the safe working loads and radii for all machines should be displayed in the cab.
- Solid steel plates must be small enough for the grab to encircle it.
- Large sheets may be handled by the grab if there are holes for the grab to lock into.
- Magnets may move steel plates depending on their size and weight as it must be within its capability.
- Magnets handling curved sheet steel must make sure there is a full bond between the magnet and the steel.
- The magnet must be applied to the convex surface.

## REMEMBER!

- **Scrap handlers are more stable in line astern than sideways.**
- **Slewing at full radius is dangerous.**
- **Observation – all round – all the time.**
- **Do not use a faulty machine.**



## Fork Lift Trucks

Every year in the United Kingdom there are around **35,000** serious injuries caused by improper forklift operation. In one five-year period 112 people were killed in accidents involving fork lift trucks.



*Brakes not working?*

### General Points.

- No fork lift truck is to be used by any person unless they are authorised to do so by the Yard Manager and they are in possession of a RIPOTS/QCF or RTITB card with the relevant category.
- Daily maintenance must be carried out before operations start and the check sheet must be completed and handed in.
- Always wear the seat belt.
- Keep arms, hands and legs inside the fork lift truck.
- Obey all speed limits and other road signs, including floor markings.
- Always give right of way to pedestrians.
- Always approach and reverse from stacks squarely.
- Never turn with a load in the air.
- Always check overhead clearances.
- Watch out for uneven surfaces and treat with extreme caution.
- Avoid sharp turns.
- Check mirrors regularly – always know what is behind you.
- Stop and sound horns at blind spots.
- Take extra care in hazardous areas of the site.

### Picking up Loads.

- Check the forks are at the right centres for the load.
- Check the load is within the rated capacity.
- Has the load centre been taken into account?
- Is the height within the capacity?
- Remember Lift, Tilt on, Tilt off, Lower.

### Transporting Loads.

- Keep the forks tilted back and low – 15-20cm above the ground.
- Transport loads low and tilted back.
- **Do not** carry anything on the roll cage.
- **Do not** raise or lower the load while moving.
- **Do not** carry passengers.

## Parking.

- . Park away from traffic.
- . Park on a flat surface.
- . **Do not** block aisles, doors, exits, fire extinguishers, electrical panels, access routes or stairs.
- . Lower forks to floor.
- . Put controls in neutral.
- . Turn Forklift off.
- . Set the brake.
- . Remove the key.



**The operator of this truck was killed**

## Mobile Elevating Work Platforms (MEWPS)

### General Points.

- No MEWP is to be used by any person unless they are authorised to do so by the Yard Manager and they are in possession of a RIPOTS/QCF card with the relevant category.
- Daily maintenance must be carried out before operations start and the check sheet must be completed and handed in.
- Make sure that all the cut out and safety switches operate correctly.
- Check that the emergency lower mechanism / control is working.
- Do not use in wind speeds above 22mph (10m/s).
- Always wear a full safety harness with a short lanyard.
- Ensure the lanyard is secured to the correct point on the basket.

### Travelling to Work.

- Ensure the ground will take the weight. Check for manhole covers, potholes, soft ground etc.
- Travel with the basket just high enough to give all round visibility (telescopic or artic machines).

### Setting Up.

- Check the ground is firm enough.
- Ensure the machine is level.
- Deploy stabilisers (if fitted).
- Cone the area off.
- Keep a safe distance from overhead power lines – that is the maximum reach of the MEWP plus 8 metres.
- For artic machines lift the lower section first, then the upper, slew and telescope into position.

### Working.

- Ensure you can reach the job without reaching over the side of the basket.
- Do not overload the basket with equipment to be lowered – use a crane.
- Check the thrust loading that can be applied to the basket and do not exceed it.
- The MEWP is a work platform and not a means of access to anything else.
- To move to another job, lower the basket to normal travel height.

**A fall from this height could kill you. If not, it could put you in a wheel chair for life.**

The picture on the right shows an unsafe working practice. One person has left the basket and neither is wearing a safety harness.





## Loading Shovels

### General Points.

- No loading shovel is to be used by any person unless they are authorised to do so by the Yard Manager and they are in possession of a RIPOTS/QCF card with the relevant category.
- Daily maintenance must be carried out before operations start and the check sheet must be completed and handed in.
- Make sure there is good all round visibility.
- Check the reversing camera is working and the lens is clean.
- Ensure the locking bar is secured if working in the pivot area.
- Ensure your footwear is clean and the steps are clean when carrying out maintenance at a height. Use the handholds.



### Operations.

- Do not travel, lift and turn as it may cause the shovel to tip over.
- Approach your tip point squarely, then lift.
- Reverse squarely, then lower.
- Always check visually before reversing.

### **REMEMBER!**

**Might is not necessarily right.**





**It is the responsibility of the operator to ensure he/she does not hit anything or anyone.**

## **DYNAMIC RISK ASSESSMENTS**

**Written by: - Steven Winstone**

**Reviewed: - June 2023**

**Next Review Date: - June 2024**

		<b>DYNAMIC RISK ASSESSMENT REFERENCE CARD</b>		
		<b>NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL</b>		
<b>Activity Description</b>				
Operation of Scrap Handlers				
<b>Principal Tasks</b>				
Handling of Materials for processing, loading and unloading of vehicles and loading materials into processing plant.				
<b>Reference Prepared by:</b>		Steve Winstone		<b>Date Prepared:</b> 30/06/2023
<b>Personal Protective Equipment Requirements</b>		  		
<b>PPE Notes:</b> There is generally no requirement to wear a hard hat while operating a scrap handler.				
Step	Risk Reduction Criteria (Ask yourself these questions)	Action if NO	Action if YES	STOP Action
1	Are you alone on site?	GO	<b>STOP</b>	This is not a lone worker operation. No work is to be undertaken without at least one other person on site.
2	Is there sufficient first aid cover on site?	<b>STOP</b>	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	<b>STOP</b>	GO	Obtain sufficient PPE.
4	Are you certificated to use scrap handlers?	<b>STOP</b>	GO	Under no circumstances are untrained personnel to use scrap handlers.
5	Is there sufficient space to operate your machine safely?	<b>STOP</b>	GO	Speak to your manager about clearing the working area before commencing work.
6	Are there trip hazards within the working area?	GO	<b>STOP</b>	Clear the working area of trip hazards
7	Is there suitable and sufficient firefighting equipment at hand to use in the event of a fire?	<b>STOP</b>	GO	Obtain suitable and sufficient firefighting equipment. There should be 2kg Dry Powder Extinguisher in each scrap handler.
8	Is the area sufficiently lit, to do the work safely?	<b>STOP</b>	GO	Speak to your manager about improving lighting, if necessary use the lighting on your machine.
9	Is there a likelihood of personnel, vehicles or other plant entering your working area?	GO	<b>STOP</b>	Ensure your working area is adequately segregated. In the event of personnel, other plant or vehicles entering your area <b>STOP WORK – PLACE THE GRAB ON THE FLOOR AND DO NOT RESTART UNTIL IT IS SAFE TO DO SO.</b>
10	Are members of the public or other personnel liable to	GO	<b>STOP</b>	See STOP Action 9 and tell unauthorized persons to leave your working area.

	enter your working area?			
11	Have you completed your daily plant check sheet for the scrap handler you are using?	<b>STOP</b>	GO	Complete your daily inspection check sheet.
12	Is your scrap handler safe to use?	<b>STOP</b>	GO	Report all faults to your manager and do not use the equipment until any faults have been fixed.
13	Have you read the COSHH Assessments relevant to the works you are doing and are all relevant protective measures in place?	<b>STOP</b>	GO	COSHH Assessments provide detailed information regarding the substances you are using and you should familiarize yourself with them.

**ALL PERSONNEL ARE REMINDED THAT THEY ARE REQUIRED TO TAKE REASONABLE CARE OF THEIR OWN HEALTH AND SAFETY AND THAT OF OTHERS WHO MAY BE AFFECTED BY THEIR ACTS OR OMISSIONS**

**Notes**





- Be aware of the presence of other plant and vehicles.
- **DO NOT ALLOW ANY PERSON TO ENTER THE WORKING AREA OF ANY SCRAP HANDLER. IF THEY DO – STOP WORK AND DO NOT CONTINUE UNTIL IT IS SAFE TO DO SO.**
- **DO NOT ENTER THE TIPPING AREA OF ANY VEHICLE WITH YOUR MACHINE – WAIT UNTIL THEY HAVE TIPPED AND DO NOT RECOMMENCE WORK UNTIL IT IS SAFE TO DO SO.**
- **WHEN WALKING TO YOUR MACHINE BE AWARE OF THE PRESENCE OF VEHICLES AND PLANT – DO NOT WALK OR STAND BEHIND REVERSING VEHICLES – DO NOT ENTER THE WORKING AREA OF ANY SCRAP HANDLER.**
- There is a risk of Leptospirosis associated with this work – always ensure that you maintain high standards of personal hygiene.
- When positioning your machine for work, be aware of ground conditions. Always site your machine on level and stable ground.
- **PERSONNEL ENTERING THE WORKING AREA OF A SCRAP HANDLER ARE AT RISK OF BEING STRUCK BY THE ATTACHMENT, COUNTERBALANCE OR MATERIALS FALLING FROM THE GRAB – BE VIGILANT – IN THE EVENT OF ANY PERSON ENTERING THE WORKING AREA OF YOUR MACHINE – STOP WORK – PLACE THE GRAB ON THE FLOOR AND DO NOT RECOMMENCE WORK UNTIL YOU ARE SURE IT IS SAFE TO DO SO.**
- Always use the correct means of access to the cab of your scrap handler, do not use short cuts. Be especially careful if it is wet.
- Before commencing work, ensure that all covers are in place and that there are no exposed moving parts.
- **DO NOT USE PLANT THAT IS UNSAFE.**
- **DO NOT USE SCRAP HANDLERS FOR LIFTS AND OTHER LIFTING EQUIPMENT SUCH AS LIFTING CHAINS ETC. WITHOUT A FULL RISK ASSESSMENT BEING UNDERTAKEN. UNDER NO CIRCUMSTANCES ARE MACHINES WITHOUT A FULL SET OF CHECK VALVES TO BE USED FOR THIS OPERATION.**
- Ensure that you are familiar with the safe working procedure for the handling of sheet steel.

**Additional Information**

Personnel undertaking burning work are also required to read;









General Operational Depot Safety Manual  
Main Scrap Handler Risk Assessments

as well as the following COSHH Assessments; 0002 – Anti-Freeze, 0006 – Grease, 0007 – Hydraulic Oil, 0019 – Engine Oil, 0029 – Diesel

	<b>DYNAMIC RISK ASSESSMENT REFERENCE CARD</b>		
	<small>NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL</small>		
<b>Activity Description</b>			
Operation of Forklift Trucks			
<b>Principal Tasks</b>			
Transporting of materials and loads			
<b>Reference Prepared by:</b>	Steve Winstone	<b>Date Prepared:</b>	30/06/2023
<b>Personal Protective Equipment Requirements</b>	  		
<b>PPE Notes:</b> There is generally no requirement to wear a hard hat while operating a scrap handler.			

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2	Is there sufficient first aid cover on site?	<b>STOP</b>	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	<b>STOP</b>	GO	Obtain sufficient PPE.
4	Are you certificated to use forklift trucks?	<b>STOP</b>	GO	Under no circumstances are untrained personnel to use forklift trucks.
5	Is there sufficient space to operate your machine safely?	GO	<b>STOP</b>	Speak to your manager about clearing the working area before commencing work.
6	Are there trip hazards within the working area?	GO	<b>STOP</b>	Clear the working area of trip hazards.
7	Is there suitable and sufficient firefighting equipment at hand to use in the event of a fire?	<b>STOP</b>	GO	Obtain suitable and sufficient firefighting equipment. There should be 2kg Dry Powder Extinguisher on each forklift truck.
8	Is the area sufficiently lit, to do the work safely?	<b>STOP</b>	GO	Speak to your manager about improving lighting, if necessary use the lighting on your machine.
9	Is there a likelihood of personnel, vehicles or other plant entering your working area?	GO	<b>STOP</b>	Ensure your working area is adequately segregated. In the event of personnel, other plant or vehicles entering your area <b>STOP WORK – PLACE THE TYNES ON THE FLOOR AND DO</b>

				<b>NOT RESTART UNTIL IT IS SAFE TO DO SO.</b>
10	Are members of the public or other personnel liable to enter your working area?	GO	<b>STOP</b>	See STOP Action 9 and tell unauthorized persons to leave your working area.
11	Have you completed your daily plant check sheet for the forklift truck you are using?	<b>STOP</b>	GO	Complete your daily inspection check sheet.
12	Is your forklift truck safe to use?	<b>STOP</b>	GO	Report all faults to your manager and do not use the equipment until any faults have been fixed.
13	Have you read the COSHH Assessments relevant to the works you are doing and are all relevant protective measures in place?	<b>STOP</b>	GO	COSHH Assessments provide detailed information regarding the substances you are using and you should familiarize yourself with them.
<b>ALL PERSONNEL ARE REMINDED THAT THEY ARE REQUIRED TO TAKE REASONABLE CARE OF THEIR OWN HEALTH AND SAFETY AND THAT OF OTHERS WHO MAY BE AFFECTED BY THEIR ACTS OR OMISSIONS</b>				
<b>Notes</b>				
<ul style="list-style-type: none"> <li>Be aware of the presence of other plant and vehicles.</li> <li><b>DO NOT ALLOW ANY PERSON TO ENTER THE WORKING AREA OF ANY FORKLIFT TRUCK. IF THEY DO – STOP WORK AND DO NOT CONTINUE UNTIL IT IS SAFE TO DO SO.</b></li> <li><b>DO NOT ENTER THE TIPPING AREA OF ANY VEHICLE WITH YOUR MACHINE – WAIT UNTIL THEY HAVE TIPPED AND DO NOT RECOMMENCE WORK UNTIL IT SAFE TO DO SO.</b></li> <li><b>WHEN WALKING TO YOUR MACHINE BE AWARE OF THE PRESENCE OF VEHICLES AND PLANT – DO NOT WALK OR STAND BEHIND REVERSING VEHICLES – DO NOT ENTER THE WORKING AREA OF ANY SCRAP HANDLER.</b></li> <li>There is a risk of Leptospirosis associated with this work – always ensure that you maintain high standards of personal hygiene.</li> <li>When positioning your machine for work, be aware of ground conditions. Always site your machine on level and stable ground.</li> <li><b>PERSONNEL ENTERING THE WORKING AREA OF A FORKLIFT TRUCK ARE AT RISK OF BEING STRUCK BY THE TYNES, COUNTERBALANCE OR MATERIALS FALLING FROM THE TYNES – BE VIGILANT – IN THE EVENT OF ANY PERSON ENTERING THE WORKING AREA OF YOUR MACHINE – STOP WORK – PLACE THE TYNES ON THE FLOOR AND DO NOT RECOMMENCE WORK UNTIL YOU ARE SURE IT IS SAFE TO DO SO.</b></li> <li>Always use the correct means of access to the cab of your forklift truck, do not use short cuts. Be especially careful if it is wet.</li> <li>Before commencing work, ensure that all covers are in place and that there are no exposed moving parts.</li> <li><b>DO NOT USE PLANT THAT IS UNSAFE.</b></li> <li><b>DO NOT USE FORKLIFT TRUCKS FOR LIFTS AND OTHER LIFTING EQUIPMENT SUCH AS LIFTING CHAINS ETC. WITHOUT A FULL RISK ASSESSMENT BEING UNDERTAKEN.</b></li> <li>Ensure that you are familiar with the safe working procedure for the handling of sheet steel.</li> </ul>				
<b>Additional Information</b>				
<p>Personnel undertaking burning work are also required to read;</p> <p>General Operational Depot Safety Manual Main Forklift Risk Assessments</p> <p>as well as the following COSHH Assessments; 0002 – Anti-Freeze, 0006 – Grease, 0007 – Hydraulic Oil, 0019 –</p>				





	<b>DYNAMIC RISK ASSESSMENT REFERENCE CARD</b>		
	NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL		
<b>Activity Description</b>			
Operation of crocodile and hand shears			
<b>Principal Tasks</b>			
Use of crocodile shears to cut materials to specified lengths			
<b>Reference Prepared by:</b>	Steve Winstone	<b>Date Prepared:</b>	30/06/2023
<b>Personal Protective Equipment Requirements</b>	      		
<b>PPE Notes:</b> In addition a full leather apron must be worn to protect the body from flying shards of metal.			

Step	Risk Reduction Criteria (Ask yourself these questions)	Action if NO	Action if YES	STOP Action
1	Are you alone on site?	GO	<b>STOP</b>	This is not a lone worker operation. No work is to be undertaken without at least one other person on site.
2	Is there sufficient first aid cover on site?	<b>STOP</b>	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	<b>STOP</b>	GO	Obtain sufficient PPE.
4	Are there trip hazards within the working area?	GO	<b>STOP</b>	Clear the working area of trip hazards.
5	Are you certificated to use crocodile or hand shear plant?	<b>STOP</b>	GO	Under no circumstances are untrained personnel to use crocodile or hand shear plant.
6	Is there suitable and sufficient firefighting equipment at hand to use in the event of a fire?	<b>STOP</b>	GO	Obtain suitable and sufficient firefighting equipment.
7	Is the area sufficiently lit, to do the work safely?	<b>STOP</b>	GO	Speak to your manager about improving lighting.
8	Is there a likelihood of plant or vehicles entering your working area?	GO	<b>STOP</b>	Ensure your working area is segregated by means of barriers.
9	Are members of the public or other personnel liable to enter your working area?	GO	<b>STOP</b>	See STOP Action 8 and tell unauthorized persons to leave your working area.

10	Have you completed your daily plant check sheet for the shear you are using?	<b>STOP</b>	GO	Complete your daily inspection check sheet.
11	Is your shear safe to use?	<b>STOP</b>	GO	Report all faults to your manager and do not use the equipment until any faults have been fixed.
12	Have you read the COSHH Assessments relevant to the works you are doing and are all relevant protective measures in place?	<b>STOP</b>	GO	COSHH Assessments provide detailed information regarding the substances you are using and you should familiarize yourself with them.
13	Are all the guards fitted to the machine?	<b>STOP</b>	GO	Do not use any crocodile hand shear unless it is fully guarded. Speak to your manager.
14	Is there a fall arrest system in place?	<b>STOP</b>	GO	Ensure a fall arrest system is in place before commencing.
<b>ALL PERSONNEL ARE REMINDED THAT THEY ARE REQUIRED TO TAKE REASONABLE CARE OF THEIR OWN HEALTH AND SAFETY AND THAT OF OTHERS WHO MAY BE AFFECTED BY THEIR ACTS OR OMISSIONS</b>				

<b>Notes</b>				
<ul style="list-style-type: none"> <li>• Be aware of the presence of plant and vehicles.</li> <li>• <b>DO NOT ENTER THE WORKING AREA OF ANY HAND SHEAR AS MATERIALS CAN FLY OFF DURING CUTTING.</b></li> <li>• <b>DO NOT ENTER THE TIPPING AREA OF ANY VEHICLE.</b></li> <li>• <b>DO NOT STAND OR MOVE BEHIND REVERSING VEHICLES.</b></li> <li>• There is a risk of Leptospirosis associated with this work – always ensure that you maintain high standards of personal hygiene.</li> <li>• <b>ONLY THE CROCODILE/HAND SHEAR OPERATOR IS TO BE IN THE WORKING AREA OF THE MACHINE. ALL OTHER PERSONNEL ARE TO BE KEPT AT LEAST 5 METRES FROM THE CROCODILE/HAND SHEAR AT ALL TIMES</b></li> <li>• Personnel entering the working area of the crocodile/hand shear are at risk from flying splintered materials. – <b>KEEP ALL PERSONNEL CLEAR OF THE CROCODILE SHEAR/HAND SHEAR WHEN IT IS IN OPERATION – ENSURE SUFFICIENT WARNING SIGNS AND BARRIERS ARE ERECTED TO PREVENT PERSONNEL ENTERING THE WORKING AREA.</b></li> <li>• Ensure that all guarding is in place at all times.</li> <li>• The noise levels in the area surrounding the crocodile/hand shear are such that hearing protection should be worn at all times.</li> <li>• Electrical installations shall only be worked on by qualified personnel. All electrical panels should be secured at all times.</li> </ul>				
<b>Additional Information</b>				
<p>Personnel undertaking work using handshears are also required to read;</p> <p>General Operational Depot Safety Manual Main Crocodile/Handshear Risk Assessment Manual Handling Handbook</p> <p>as well as the following COSHH Assessment; 0007- Hydraulic Oil</p>				



	<b>DYNAMIC RISK ASSESSMENT REFERENCE CARD</b>		
	<small>NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL</small>		
<b>Activity Description</b>			
Operation of Loading Shovels			
<b>Principal Tasks</b>			
Handling of Materials for processing, loading and of vehicles and loading materials into processing plant.			
<b>Reference Prepared by:</b>	Steve Winstone	<b>Date Prepared:</b>	30/06/2023
<b>Personal Protective Equipment Requirements</b>	  		
<b>PPE Notes:</b> There is generally no requirement to wear a hard hat while operating a loading shovel.			

Step	Risk Reduction Criteria (Ask yourself these questions)	Action if NO	Action if YES	STOP Action
1	Are you alone on site?	GO	<b>STOP</b>	This is not a lone worker operation. No work is to be undertaken without at least one other person on site.
2	Is there sufficient first aid cover on site?	<b>STOP</b>	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	<b>STOP</b>	GO	Obtain sufficient PPE
4	Are you certificated to use loading shovels?	<b>STOP</b>	GO	Under no circumstances are untrained personnel to use loading shovels.
5	Is there sufficient space to operate your machine safely?	<b>STOP</b>	GO	Speak to your manager about clearing the working area before commencing work.
6	Are there trip hazards within the working area?	GO	<b>STOP</b>	Clear the working area of trip hazards
7	Is there suitable and sufficient firefighting equipment at hand to use in the event of a fire?	<b>STOP</b>	GO	Obtain suitable and sufficient firefighting equipment. There should be 2kg Dry Powder Extinguisher in each loading shovel.
8	Is the area sufficiently lit, to do the work safely?	<b>STOP</b>	GO	Speak to your manager about improving lighting, if necessary use the lighting on your machine.
9	Is there a likelihood of personnel, vehicles or other	GO	<b>STOP</b>	Ensure your working area is adequately segregated. In the event of personnel, other plant or vehicles entering your area <b>STOP WORK –DO</b>

	plant entering your working area?			<b>NOT RESTART UNTIL IT IS SAFE TO DO SO.</b>
10	Are members of the public or other persons liable to enter your working area?	GO	<b>STOP</b>	See STOP Action 9 and tell unauthorized persons to leave your working area.
11	Have you completed your daily plant check sheet for the loading shovel you are using?	<b>STOP</b>	GO	Complete your daily inspection check sheet.
12	Is your loading shovel safe to use?	<b>STOP</b>	GO	Report all faults to your manager and do not use the equipment until any faults have been fixed.
13	Have you read the COSHH Assessments relevant to the works you are doing and are all relevant protective measures in place?	<b>STOP</b>	GO	COSHH Assessments provide detailed information regarding the substances you are using and you should familiarize yourself with them.

**ALL PERSONNEL ARE REMINDED THAT THEY ARE REQUIRED TO TAKE REASONABLE CARE OF THEIR OWN HEALTH AND SAFETY AND THAT OF OTHERS WHO MAY BE AFFECTED BY THEIR ACTS OR OMISSIONS**









**Notes**

- Be aware of the presence of other plant and vehicles.
- **DO NOT ALLOW ANY PERSON TO ENTER THE WORKING AREA OF ANY LOADING SHOVEL. IF THEY DO – STOP WORK AND DO NOT CONTINUE UNTIL IT IS SAFE TO DO SO.**
- **DO NOT ENTER THE TIPPING AREA OF ANY VEHICLE WITH YOUR MACHINE – WAIT UNTIL THEY HAVE TIPPED AND DO NOT RECOMMENCE WORK UNTIL IT IS SAFE TO DO SO.**
- **WHEN WALKING TO YOUR MACHINE BE AWARE OF THE PRESENCE OF VEHICLES AND PLANT – DO NOT WALK OR STAND BEHIND REVERSING VEHICLES – DO NOT ENTER THE WORKING AREA OF ANY SCRAP HANDLER OR MOBILE PLANT.**
- There is a risk of Leptospirosis associated with this work – always ensure that you maintain high standards of personal hygiene.
- **BE VIGILANT – IN THE EVENT OF ANY PERSON ENTERING THE WORKING AREA OF YOUR MACHINE – STOP WORK – PLACE THE GRAB ON THE FLOOR AND DO NOT RECOMMENCE WORK UNTIL YOU ARE SURE IT IS SAFE TO DO SO.**
- Always use the correct means of access to the cab of your loading shovel, do not use short cuts. Be especially careful if it is wet.
- Before commencing work, ensure that all covers are in place and that there are no exposed moving parts.
- **DO NOT USE PLANT THAT IS UNSAFE.**
- **WHEN TRAVELLING AROUND SITE IN A LOADING SHOVEL – BE VIGILANT FOR OTHER ROAD USERS AND PEDESTRIANS.**
- **DO NOT TRAVEL AT EXCESSIVE SPEED – ALWAYS KEEP TO THE SITE SPEED LIMIT.**
- **ALL LOADING SHOVELS ARE TO BE EQUIPPED WITH REVERSING CAMERAS.**
- **EXERCISE EXTREME CAUTION WHEN REVERSING – IF YOU CANNOT SEE THEN STOP AND USE A BANKSMAN.**

**Additional Information**

-Personnel undertaking burning work are also required to read;  
 -General Operational Depot Safety Manual  
 -Main Loading Shovel Risk Assessments





as well as the following COSHH Assessments; 0002 – Anti-Freeze, 0006 – Grease, 0007 – Hydraulic Oil, 0019 – Engine Oil, 0029 – Diesel

		<b>DYNAMIC RISK ASSESSMENT REFERENCE CARD</b>	
		<small>NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL</small>	
<b>Activity Description</b>			
Flame Cutting			
<b>Principal Tasks</b>			
Cutting and burning of metals to specified lengths using Oxy-Propane Cutting Equipment			
<b>Reference Prepared by:</b>	Steve Winstone	<b>Date Prepared:</b>	30/06/2023
<b>Personal Protective Equipment Requirements</b>	      		
<b>PPE Notes:</b> There is generally no requirement to wear a hard hat while operating a loading shovel.			

Step	Risk Reduction Criteria (Ask yourself these questions)	Action if NO	Action if YES	STOP Action
1	Are you alone on site?	GO	<b>STOP</b>	This is not a lone worker operation. No work is to be undertaken without at least one other person on site.
2	Is there sufficient first aid cover on site?	<b>STOP</b>	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	<b>STOP</b>	GO	Obtain sufficient PPE
4	Are you certificated to use burning equipment?	<b>STOP</b>	GO	Under no circumstances are untrained personnel to use burning equipment.
5	Is the burning work you are doing to be undertaken in a confined space?	GO	<b>STOP</b>	Obtain full risk assessment do not commence work until one is provided and the full control measures are in place
6	Are there trip hazards within the working area?	GO	<b>STOP</b>	Clear the working area of trip hazards
7	Is there suitable and sufficient firefighting equipment at hand to use in the event of a fire?	<b>STOP</b>	GO	Obtain suitable and sufficient firefighting equipment
8	Is the area sufficiently lit, to do the work safely?	<b>STOP</b>	GO	Speak to your manager about improving lighting.
9	Is there a likelihood of plant or vehicles	GO	<b>STOP</b>	Ensure your working area is segregated by means of barriers.

	entering your working area?			
10	Are members of the public or other personnel liable to enter your working area?	GO	<b>STOP</b>	See STOP Action 9 and tell unauthorized persons to leave your working area.
11	Have you completed your daily plant check sheet for the cutting equipment you are using?	<b>STOP</b>	GO	Complete your daily inspection check sheet.
12	Is your cutting equipment safe to use?	<b>STOP</b>	GO	Report all faults to your manager and do not use the equipment until any faults have been fixed.
13	Have you read the COSHH Assessments relevant to the works you are doing and are all relevant protective measures in place?	<b>STOP</b>	GO	COSHH Assessments provide detailed information regarding the substances you are using and you should familiarize yourself with them.
<b>ALL PERSONNEL ARE REMINDED THAT THEY ARE REQUIRED TO TAKE REASONABLE CARE OF THEIR OWN HEALTH AND SAFETY AND THAT OF OTHERS WHO MAY BE AFFECTED BY THEIR ACTS OR OMISSIONS</b>				

<b>Notes</b>	
<ul style="list-style-type: none"> <li>• Be aware of the presence of plant and vehicles.</li> <li>• <b>DO NOT ENTER THE WORKING AREA OF ANY SCRAP HANDLER.</b></li> <li>• <b>DO NOT ENTER THE TIPPING AREA OF ANY VEHICLE.</b></li> <li>• <b>DO NOT STAND OR MOVE BEHIND REVERSING VEHICLES.</b></li> <li>• There is a risk of Leptospirosis associated with this work – always ensure that you maintain high standards of personal hygiene.</li> <li>• Overalls should not be tucked into boots, as it allows sparks and molten materials to enter the boots and increases the likelihood of burns.</li> </ul>	
<b>Additional Information</b>	
<p>Personnel undertaking burning work are also required to read;</p> <p>General Operational Depot Safety Manual Main Welding and Burning Risk Assessments</p> <p>as well as the following COSHH Assessments; 0037 – Propane Gas and 0040 – Oxygen</p>	

	<b>DYNAMIC RISK ASSESSMENT REFERENCE CARD</b>		
	<small>NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL</small>		
<b>Activity Description</b>			
Operation of Box and Mobile Shears			
<b>Principal Tasks</b>			
Use of box and mobile shears to process materials to specified lengths			
<b>Reference Prepared by:</b>	Steve Winstone	<b>Date Prepared:</b>	30/06/2023
<b>Personal Protective Equipment Requirements</b>	  		
<b>PPE Notes:</b> The wearing of hard hats is generally not required within the shear control room.			

Step	Risk Reduction Criteria (Ask yourself these questions)	Action if NO	Action if YES	STOP Action
1	Are you alone on site?	GO	<b>STOP</b>	This is not a lone worker operation. No work is to be undertaken without at least one other person on site.
2	Is there sufficient first aid cover on site?	<b>STOP</b>	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	<b>STOP</b>	GO	Obtain sufficient PPE
4	Are there trip hazards within the working area?	GO	<b>STOP</b>	Clear the working area of trip hazards
5	Are you certificated to use the shear plant?	<b>STOP</b>	GO	Under no circumstances are untrained personnel to use shear plant.
6	Is there suitable and sufficient firefighting equipment at hand to use in the event of a fire?	<b>STOP</b>	GO	Obtain suitable and sufficient firefighting equipment
7	Is the area sufficiently lit, to do the work safely?	<b>STOP</b>	GO	Speak to your manager about improving lighting.
8	Is there a likelihood of plant or vehicles entering your working area?	GO	<b>STOP</b>	Ensure your working area is segregated by means of barriers.
9	Are members of the public or other	GO	<b>STOP</b>	See STOP Action 8 and tell unauthorized persons to leave your working area.

	personnel liable to enter your working area?			
10	Have you completed your daily plant check sheet for the shear you are using?	<b>STOP</b>	GO	Complete your daily inspection check sheet.
11	Is your shear safe to use?	<b>STOP</b>	GO	Report all faults to your manager and do not use the equipment until any faults have been fixed.
12	Have you read the COSHH Assessments relevant to the works you are doing and are all relevant protective measures in place?	<b>STOP</b>	GO	COSHH Assessments provide detailed information regarding the substances you are using and you should familiarize yourself with them.
13	Do you need to enter the charging box of the machine?	GO	<b>STOP</b>	Access to the charging box area should be by means of an interlocked gate. DO NOT ENTER THE CHARGING BOX OF ANY SHEAR WITHOUT A FULL PERMIT TO WORK AND SUFFICIENT CONTROL MEASURES BEING IN PLACE TO PREVENT TRAPPING AND CRUSHING.
14	Is there a fall arrest system in place?	<b>STOP</b>	GO	Ensure a fall arrest system is in place before commencing.
15	Do you need to work at heights.	GO	<b>STOP</b>	See note 7 below.
<b>ALL PERSONNEL ARE REMINDED THAT THEY ARE REQUIRED TO TAKE REASONABLE CARE OF THEIR OWN HEALTH AND SAFETY AND THAT OF OTHERS WHO MAY BE AFFECTED BY THEIR ACTS OR OMISSIONS</b>				
<b>Notes</b>				
<ul style="list-style-type: none"> <li>Be aware of the presence of plant and vehicles.</li> <li><b>DO NOT ENTER THE WORKING AREA OF ANY SCRAP HANDLER.</b></li> <li><b>DO NOT ENTER THE TIPPING AREA OF ANY VEHICLE.</b></li> <li><b>DO NOT STAND OR MOVE BEHIND REVERSING VEHICLES.</b></li> <li>There is a risk of Leptospirosis associated with this work – always ensure that you maintain high standards of personal hygiene.</li> <li><b>THE ACCESS TO THE TOP OF THE SHEAR AND CHARGING BOX SHOULD BE PROTECTED BY AN INTERLOCKED GATE DO NOT ENTER THE CHARGING BOX OF ANY SHEAR WITHOUT A PERMIT TO WORK.</b></li> <li><b>DO NOT ENTER ANY AREA AT A HEIGHT THAT DOES NOT HAVE EDGE PROTECTION WITHOUT A FALL ARREST SYSTEM BEING IN PLACE – DO NOT WORK OFF LADDERS – USE ACCESS PLATFORMS.</b></li> <li>Personnel entering the working area of the shear are at risk from materials being loaded into the charging box inadvertently falling on them. In addition to this, there is also a risk of personnel being struck by processed material leaving the charging box at the shear mouth. – <b>KEEP ALL PERSONNEL CLEAR OF THE SHEAR WHEN IT IS IN OPERATION – ENSURE SUFFICIENT WARNING SIGNS AND BARRIERS ARE ERECTED TO PREVENT PERSONNEL ENTERING THE WORKING AREA.</b></li> <li>There is a risk when materials are being sheared that extraneous material may be ejected from the shear point of the blade. <b>ENSURE THAT THERE IS GUARDING IN PLACE AT THE SHEAR MOUTH AT ALL TIMES IN ORDER TO PREVENT THIS. DO NOT USE THE SHEAR WITHOUT THIS GUARD BEING IN PLACE.</b></li> </ul>				








- The noise levels within the shear control room and in the area surrounding the shear are such that hearing protection should be worn at all times.
- Electrical installations shall only be worked on by qualified personnel. All electrical panels should be secured at all times.

**Additional Information**

Personnel undertaking burning work are also required to read;

General Operational Depot Safety Manual  
Main Welding and Burning Risk Assessments

as well as the following COSHH Assessments; 0007- Hydraulic Oil

	<b>DYNAMIC RISK ASSESSMENT REFERENCE CARD</b>		
	NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL		
<b>Activity Description</b>			
Operation of tin plate balers			
<b>Principal Tasks</b>			
Use of balers to compact materials for export			
<b>Reference Prepared by:</b>	Steve Winstone	<b>Date Prepared:</b>	30/06/2023
<b>Personal Protective Equipment Requirements</b>	     		
<b>PPE Notes:</b> The wearing of hard hats is generally not required within the shear control room.			






Step	Risk Reduction Criteria (Ask yourself these questions)	Action if NO	Action if YES	STOP Action
1	Are you alone on site?	GO	<b>STOP</b>	This is not a lone worker operation. No work is to be undertaken without at least one other person on site.
2	Is there sufficient first aid cover on site?	<b>STOP</b>	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	<b>STOP</b>	GO	Obtain sufficient PPE
4	Are there trip hazards within the working area?	GO	<b>STOP</b>	Clear the working area of trip hazards
5	Are you certificated to use baling plant?	<b>STOP</b>	GO	Under no circumstances are untrained personnel to use baling plant.
6	Is there suitable and sufficient firefighting equipment at hand to use in the event of a fire?	<b>STOP</b>	GO	Obtain suitable and sufficient firefighting equipment
7	Is the area sufficiently lit, to do the work safely?	<b>STOP</b>	GO	Speak to your manager about improving lighting.
8	Is there a likelihood of plant or vehicles entering your working area?	GO	<b>STOP</b>	Ensure your working area is segregated by means of barriers.
9	Are members of the public liable to	GO	<b>STOP</b>	See STOP Action 7 and tell unauthorized persons to leave your working area.



	enter your working area?			
10	Have you completed your daily plant check sheet for the baler you are using?	<b>STOP</b>	GO	Complete your daily inspection check sheet.
11	Is your baler safe to use?	<b>STOP</b>	GO	Report all faults to your manager and do not use the equipment until any faults have been fixed.
12	Have you read the COSHH Assessments relevant to the works you are doing and are all relevant protective measures in place?	<b>STOP</b>	GO	COSHH Assessments provide detailed information regarding the substances you are using and you should familiarize yourself with them.
13	Do you need to enter the charging box of the machine?	GO	<b>STOP</b>	Access to the charging box area should be by means of an interlocked gate. DO NOT ENTER THE CHARGING BOX OF ANY BALER WITHOUT A FULL PERMIT TO WORK AND SUFFICIENT CONTROL MEASURES BEING IN PLACE TO PREVENT TRAPPING AND CRUSHING gate. A FALL ARREST SYSTEM BEING IN PLACE - DO
14	Do you need to work at heights.	GO	<b>STOP</b>	See note 7 below.
<b>ALL PERSONNEL ARE REMINDED THAT THEY ARE REQUIRED TO TAKE REASONABLE CARE OF THEIR OWN HEALTH AND SAFETY AND THAT OF OTHERS WHO MAY BE AFFECTED BY THEIR ACTS OR OMISSIONS</b>				
<b>Notes</b>				
<ul style="list-style-type: none"> <li>Be aware of the presence of plant and vehicles.</li> <li><b>DO NOT ENTER THE WORKING AREA OF ANY SCRAP HANDLER.</b></li> <li><b>DO NOT ENTER THE TIPPING AREA OF ANY VEHICLE.</b></li> <li><b>DO NOT STAND OR MOVE BEHIND REVERSING VEHICLES.</b></li> <li>There is a risk of Leptospirosis associated with this work – always ensure that you maintain high standards of personal hygiene.</li> <li><b>DO NOT ENTER THE CHARGING BOX OF ANY BALER WITHOUT A PERMIT TO WORK</b></li> <li><b>DO NOT ENTER ANY AREA AT HEIGHT THAT DOES NOT HAVE EDGE PROTECTION WITHOUT A FALL ARREST SYSTEM BEING IN PLACE – DO NOT WORK OFF LADDERS – USE ACCESS PLATFORMS.</b></li> <li>Personnel entering the working area of the baler are at risk from materials being loaded into the charging box inadvertently falling on them. In addition to this, there is also a risk of personnel being struck by processed material leaving the charging box at the baler mouth. – <b>KEEP ALL PERSONNEL CLEAR OF THE BALER WHEN IT IS IN OPERATION – ENSURE SUFFICIENT WARNING SIGNS AND BARRIERS ARE ERECTED TO PREVENT PERSONNEL ENTERING THE WORKING AREA.</b></li> <li>There is a risk when materials are being baled that extraneous material may be ejected from the mouth of the baler. <b>ENSURE THAT THERE IS GUARDING IN PLACE AT THE BALER MOUTH AT ALL TIMES IN ORDER TO PREVENT THIS. DO NOT USE THE SHEAR WITHOUT THIS GUARD BEING IN PLACE.</b></li> <li>The noise levels within baler control rooms and in the area surrounding the balers are such that hearing protection should be worn at all times.</li> <li>Electrical installations shall only be worked on by qualified personnel. All electrical panels should be secured at all times.</li> </ul>				
<b>Additional Information</b>				
Personnel undertaking burning work are also required to read;				
General Operational Depot Safety Manual				

Main Baler Risk Assessment

as well as the following COSHH Assessment; 0007- Hydraulic Oil

	<b>DYNAMIC RISK ASSESSMENT REFERENCE CARD</b>		
	<b>NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL</b>		
<b>Activity Description</b>			
Operation of Mobile Elevated Work Platforms (MEWP)			
<b>Principal Tasks</b>			
Use of MEWP for high level access for works etc.			
<b>Reference Prepared by:</b>	Steve Winstone	<b>Date Prepared:</b>	30/06/2023
<b>Personal Protective Equipment Requirements</b>	   		
<b>PPE Notes:</b> Suitable Harnesses and Lanyards must be worn at all times. All MEWP should be fitted with a proper fixing attachment for fall arrest equipment.			

Step	Risk Reduction Criteria (Ask yourself these questions)	Action if NO	Action if YES	STOP Action
1	Are you alone on site?	GO	<b>STOP</b>	This is not a lone worker operation. No work is to be undertaken without at least one other person on site.
2	Is there sufficient first aid cover on site?	<b>STOP</b>	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	<b>STOP</b>	GO	Obtain sufficient PPE
4	Are you certificated to use MEWP Equipment?	<b>STOP</b>	GO	Under no circumstances are untrained personnel to use MEWP Equipment.
5	Is there sufficient space to operate your machine safely?	GO	<b>STOP</b>	Speak to your manager about clearing the working area before commencing work.
6	Do you have the manufacturers operating instructions for the machine? Have you read them and are you familiar with them?	<b>STOP</b>	GO	Obtain the manufacturers operating instructions for the MEWP you are using. Read and familiarize yourself with them. If you are unsure of anything, speak to your manager.
7	Is the ground level free from hazards liable to cause the MEWP instability?	<b>STOP</b>	GO	Move the MEWP to safe ground conditions – if this is not possible, speak to your Manager.
8	Are there trip	GO	<b>STOP</b>	Clear the working area of trip hazards

	hazards within the working area?			
9	Do you have a harness and suitable lanyard for the operation you are doing and are there proper fixing attachments on the MEWP you are using.	<b>STOP</b>	GO	DO NOT USE ANY MEWP WITHOUT WEARING A HARNESS AND LANYARD PROPERLY ATTACHED TO THE MEWP. DO NOT STAND ON HANDRAILS – DO NOT LEAN OVER THE EDGE OF THE MEWP. DO NOT CLIMB OUT OF THE OPERATORS BASKET WHILE THE MACHINE IS IN OPERATION
10	Are there any overhead services in the vicinity?	GO	<b>STOP</b>	Undertake a visual inspection for overhead lines – DO NOT ELEVATE PLATFORM UNDER ANY OVERHEAD CABLES
11	Is there suitable and sufficient firefighting equipment at hand to use in the event of a fire?	<b>STOP</b>	GO	Obtain suitable and sufficient firefighting equipment.
12	Is the area sufficiently lit, to do the work safely?	<b>STOP</b>	GO	Speak to your manager about improving lighting, if necessary use the lighting on your machine (if fitted).

13	Is there a likelihood of personnel, vehicles or other plant entering your working area?	GO	<b>STOP</b>	Ensure your working area is adequately segregated. In the event of personnel, other plant or vehicles entering your area <b>STOP WORK DO NOT RESTART UNTIL IT IS SAFE TO DO SO.</b>
14	Are members of the public or other personnel liable to enter your working area?	GO	<b>STOP</b>	See STOP Action 12 and tell unauthorized persons to leave your working area.
15	Have you completed your daily plant check sheet for the scrap handler you are using?	<b>STOP</b>	GO	Complete your daily inspection check sheet.
16	Is your MEWP safe to use?	<b>STOP</b>	GO	Report all faults to your manager and do not use the equipment until any faults have been fixed.

**ALL PERSONNEL ARE REMINDED THAT THEY ARE REQUIRED TO TAKE REASONABLE CARE OF THEIR OWN HEALTH AND SAFETY AND THAT OF OTHERS WHO MAY BE AFFECTED BY THEIR ACTS OR OMISSIONS**

#### Notes

- Be aware of the presence of other plant and vehicles.
- **DO NOT ALLOW ANY PERSON TO ENTER THE WORKING AREA OF ANY MEWP IF THEY DO – STOP WORK AND DO NOT CONTINUE UNTIL IT IS SAFE TO DO SO.**
- When positioning your machine for work, be aware of ground conditions. Always site your machine on level and stable ground.
- **PERSONNEL ENTERING THE WORKING AREA OF A MEWP ARE AT RISK OF BEING STRUCK BY THE WORKING PLATFORM OR MATERIALS FALLING FROM THE WORKING PLATFORM – BE VIGILANT – IN THE EVENT OF ANY PERSON ENTERING THE WORKING AREA OF YOUR MACHINE – STOP WORK – PLACE THE GRAB ON THE FLOOR AND DO NOT RECOMMENCE WORK UNTIL YOU ARE SURE IT IS SAFE TO DO SO.**









- Always use the correct means of access to the working platform of your scrap handler, do not use short cuts. Be especially careful if it is wet.
- Before commencing work, ensure that all covers are in place and that there are no exposed moving parts.
- **DO NOT USE PLANT THAT IS UNSAFE.**
- **DO NOT USE MEWP FOR LIFTS AND OTHER LIFTING EQUIPMENT SUCH AS LIFTING CHAINS ETC.**

#### ***Additional Information***

Personnel undertaking work using MEWP are also required to read;

General Operational Depot Safety Manual

Main MEWP Risk Assessments

	<b>DYNAMIC RISK ASSESSMENT REFERENCE CARD</b>		
	NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL		
<b>Activity Description</b>			
Melting Metal in the Furnace			
<b>Principal Tasks</b>			
Use of furnace to melt metal at high temperatures and transferring molten metal into containers.			
<b>Reference Prepared by:</b>	Steve Winstone	<b>Date Prepared:</b>	30/06/2023
<b>Personal Protective Equipment Requirements</b>	      		
<b>PPE Notes:</b> In addition a leather apron must be worn to protect against burns and a slip resistance safety mat.			

Step	Risk Reduction Criteria (Ask yourself these questions)	Action if NO	Action if YES	STOP Action
1	Are you alone on site?	GO	<b>STOP</b>	This is not a lone worker operation. No work is to be undertaken without at least one other person on site.
2	Is there sufficient first aid cover on site?	<b>STOP</b>	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	<b>STOP</b>	GO	Obtain sufficient PPE
4	Are you certificated to use a furnace?	<b>STOP</b>	GO	Under no circumstances are untrained personnel to use the furnace.
5	Is there sufficient space to operate the furnace safely?	<b>STOP</b>	GO	Speak to your manager about clearing the working area before commencing work.
6	Are there trip hazards within the working area?	GO	<b>STOP</b>	Clear the working area of trip hazards.
7	Is there suitable and sufficient firefighting equipment at hand to use in the event of a fire?	<b>STOP</b>	GO	Obtain suitable and sufficient firefighting equipment. The furnace is operated at up to 500°C and lit via a propane gas cylinder. There should be 2kg Dry Powder Extinguisher within easy access of the furnace.
8	Is the area sufficiently lit, to do the work safely?	<b>STOP</b>	GO	Speak to your manager about improving lighting.
9	Is there a likelihood of personnel, vehicles or other plant entering your working area?	GO	<b>STOP</b>	Ensure your working area is adequately segregated. In the event of personnel, other plant or vehicles entering your area <b>STOP WORK –DO NOT RESTART UNTIL IT IS SAFE TO DO SO.</b>

10	Are members of the public or other persons liable to enter your working area?	GO	<b>STOP</b>	See STOP Action 9 and tell unauthorized persons to leave your working area.
11	Have you completed your daily plant check sheet for the furnace you are using?	<b>STOP</b>	GO	Complete your daily inspection check sheet.
12	Is the furnace and fuel cylinder safe to use?	<b>STOP</b>	GO	Report all faults to your manager and do not use until any faults have been fixed.
13	Is there suitable equipment to handle the melting containers?	<b>STOP</b>	GO	Tongs and prongs should be available to handle the containers that have been exposed to high temperatures.
14	Have you read the COSHH Assessments relevant to the works you are doing and are all relevant protective measures in place?	<b>STOP</b>	GO	COSHH Assessments provide detailed information regarding the substances you are using and you should familiarize yourself with them.

**ALL PERSONNEL ARE REMINDED THAT THEY ARE REQUIRED TO TAKE REASONABLE CARE OF THEIR OWN HEALTH AND SAFETY AND THAT OF OTHERS WHO MAY BE AFFECTED BY THEIR ACTS OR OMISSIONS**

**Notes**

- Be aware of the presence of plant and vehicles.
- **DO NOT ENTER THE WORKING AREA OF ANY SCRAP HANDLER.**
- **DO NOT ENTER THE TIPPING AREA OF ANY VEHICLE.**
- **DO NOT STAND OR MOVE BEHIND REVERSING VEHICLES.**
- There is a risk of Leptospirosis associated with this work – always ensure that you maintain high standards of personal hygiene.
- Overalls should not be tucked into boots, as it allows sparks and molten materials to enter the boots and increases the likelihood of burns.
- **EXERCISE EXTREME CAUTION TRANSFERRING MOLTEN METAL.**

**Additional Information**

Personnel undertaking burning work are also required to read;

General Operational Depot Safety Manual  
Main Welding and Burning Risk Assessments

as well as the following COSHH Assessments; 0037 – Propane Gas and 0040 – Oxygen






## **COSHH ASSESSMENTS**





**Written by: - Steven Winstone**

**Reviewed: - June 2023**





**Next Review Date: - June 2024**





COSHH Assessment		Hazard Assessment Level	Medium	Date:	21/06/2016
Assessment No	0002			Hazard Data Sheet Ref	
Material/Process	Anti-Freeze	Keyword	Anti-Freeze and de-icing	Activity	Anti-Freeze and de-icing
Supplier	Ebay	Assessment Date		Method	Filling
Address		Composition/Information on Ingredients Ethylene Glycol (70-90%) 2,2'-Oxybisethanol (1-10%) Disodium Tetraborate Pentahydrate (1-10%)		Area	Various
				Exposure Time	< 1/2 hour daily
				Activity Comments	
<b>Health</b> May be harmful if ingested in quantity. May cause eye irritation and redness. May be mild skin irritation. May be soreness of the mouth and throat. Nausea and stomach pains may occur if ingested.		<b>Hazards</b>  Caution 			
<b>Spillage</b> Do not allow spillage to enter drains/sewers/waterways. If it does occur inform responsible authorities. Bung using absorbent granules, sand or earth. Collect in a sealed, liquid-proof container for disposal. Follow suitable site procedure or seek LA guidance.		<b>Control Measure</b>   			
<b>First Aid</b> <b>Eye Contact</b> - Irrigate with water for at least 15 minutes. If eye irritation persists, seek medical advice/attention. <b>Skin Contact</b> - Wash with soap water and cleanser. Remove contaminated clothing unless stuck to skin. If skin irritation persists, seek medical advice/attention. <b>Inhalation</b> - Remove to fresh air. Following significant exposure call for medical assistance. <b>Ingestion</b> - Do not induce vomiting. Harmful if swallowed. If conscious give half a litre of water immediately. Seek medical attention immediately.		<b>Considerations</b> Do not eat, smoke or drink. Do not breathe in vapour and avoid contact with eyes. Wear gloves, goggles and protective clothing in case of splash. If using engineering controls, ensure maintenance. Avoid direct contact and sources of ignition.			
<b>Fire</b> Isolated small scale fire: Use fire-extinguishing media appropriate for surrounding material Large Fire: Evacuate area, call fire brigade and follow site procedure. Wear self-contained breathing apparatus. Do not use strong water jet. Use water spray to cool containers. Toxic fumes are produced when substance is involved in a fire.		<b>Notes</b> No Smoking, wash hands after contact, change clothes if heavily soiled. Store in cool, well ventilated area. Avoid strong oxidising agents and acids.			
		<b>Residual Risk</b>		<b>Low</b>	










COSHH Assessment			Hazard Assessment Level	Medium	Date:	21/06/2016
Assessment No	0006	Keyword		Oil (mineral)	Hazard Data Sheet Ref	
Material/Process	Lithium EP Grease	Assessment Date	Composition/Information on Ingredients			
Supplier	Ebay	Severely refined mineral oil thickened with soap and containing zinc/sulphur compounds				
Address	Activity Comments					
Health				Hazards		
Used mineral oil may cause skin cancer. May be harmful if ingested in quantity. May cause eye irritation. Skin irritation and dermatitis may result from prolonged contact.				 Caution		
Spillage				Control Measure		
Do not allow spillage to enter drains/sewers/waterways. If it does occur inform responsible authorities. Bung using absorbent granules, sand or earth. Collect in a sealed, liquid-proof container for disposal. Follow suitable site procedure or seek LA guidance.				  		
First Aid				Considerations		
Eye Contact - Irrigate with water for at least 15 minutes. If eye irritation persists, seek medical advice/attention.				Do not eat, smoke or drink.		
Skin Contact - Wash with soap water and cleanser. Wash contaminated clothing before use. If skin irritation persists, seek medical advice/attention.				Wear gloves, goggles and protective clothing in case of splash.		
Inhalation - Remove to fresh air. Following significant exposure call for medical assistance. Ingestion - Do not induce vomiting. Give one glass of water to drink. If symptoms occur seek medical attention.				Consider skin checks as mineral oil is contained. If using engineering controls, ensure maintenance.		
Fire				Notes		
Isolated small scale fire: Powder - Foam - Carbon Dioxide (CO2). Large fire: Evacuate area, call fire brigade and follow site procedure. Wear self-contained breathing apparatus. Toxic fumes are produced when substance is involved in a fire.				No Smoking, wash hands after contact, change clothes if heavily soiled. Store in cool, dry and well ventilated area. Keep away from sources of ignition.		
				Residual Risk		Low





COSHH Assessment		Hazard Assessment Level	Medium	Date:	21/06/2016
Assessment No	0007			Hazard Data Sheet Ref	
Material/Process	HV series Hydraulic Oil	Keyword	Oil (mineral)	Activity	Lubrication
Supplier	Chernodex	Assessment Date		Method	Filling
Address	Canal Road Workshop S80 2EH Tel: 01909 473301	Composition/Information on Ingredients		Area	Various
		Blend of highly refined mineral oils with packaged additive system containing anti-wear, corrosion and oxidation inhibitors.		Exposure Time	< 1/2 hour daily
				Activity Comments	
Health		Hazards			
Used mineral oil may cause skin cancer. Do not breath mist. May be harmful if ingested in quantity. May cause eye irritation. Skin irritation and dermatitis may result from prolonged contact.				Caution	
Spillage		Control Measure			
Do not allow spillage to enter drains/sewers/waterways. If it does occur inform responsible authorities. Bung using absorbent granules, sand or earth. Collect in a sealed, liquid-proof container for disposal. Follow suitable site procedure or seek LA guidance.		  			
First Aid		Considerations			
Eye Contact - Irrigate with water for at least 15 minutes. If eye irritation persists, seek medical advice/attention.		Do not eat, smoke or drink. Do not breathe in vapour and avoid contact with eyes.			
Skin Contact - Wash with soap water and cleanser. Wash contaminated clothing before use. If skin irritation persists, seek medical advice/attention.		Wear gloves, goggles and protective clothing in case of splash.			
Inhalation - Remove to fresh air. Following significant exposure call for medical assistance.		Consider skin checks as mineral oil is contained.			
Ingestion - Do not induce vomiting. Drink plenty of water. If symptoms occur seek medical attention.		If using engineering controls, ensure maintenance. Do not store in open containers.			
Fire		Notes			
Isolated small scale fire: Powder - Foam - Carbon Dioxide (CO2).		No Smoking, wash hands after contact, change clothes if heavily soiled. Store in cool, dry area. Keep away from sources of ignition and mechanical impact.			
Large Fire: Evacuate area, call fire brigade and follow site procedure. Wear self-contained breathing apparatus. Toxic fumes are produced when substance is involved in a fire.		Residual Risk		Low	






COSHH Assessment		Hazard Assessment Level	Medium	Date: 21/06/2016	
Assessment No	0019			Hazard Data Sheet Ref	
Material/Process	Engine Oil	Keyword	Oil (mineral)	Activity	Lubrication
Supplier	Chemodex	Assessment Date		Method	Filling
Address	Canal Road	Composition/Information on Ingredients		Area	Various
	Workshop			Exposure Time	< 1/2 hour daily
	S80 2EH			Activity Comments	
Tel: 01909 473301					
Health			Hazards		
May cause oil acne with prolonged use.			 <b>Caution</b>		
May result in nausea, vomiting and/or diarrhoea if ingested.					
Used oil may contain harmful impurities and may cause skin cancer.					
Skin irritation and dermatitis may result from prolonged contact.					
Spillage			Control Measure		
Do not allow spillage to enter drains/sewers/waterways.					
If it does occur inform responsible authorities.					
Bung using absorbent granules, sand or earth.					
Collect in a sealed, liquid-proof container for disposal.					
Follow suitable site procedure or seek LA guidance.					
First Aid			Considerations		
Eye Contact - Irrigate with water for at least 15 minutes.			Do not eat, smoke or drink.		
If eye irritation persists, seek medical advice/attention.			Do not breathe in vapour and avoid contact with eyes.		
Skin Contact - Wash with soap water and cleanser. Wash contaminated clothing before use. If skin irritation persists, seek medical advice/attention.			Wear gloves, goggles and protective clothing in case of splash.		
Inhalation - Remove to fresh air. Seek medical assistance if symptoms develop.			Consider skin checks as mineral oil is contained.		
Ingestion - Do not induce vomiting. Drink plenty of water.			If using engineering controls, ensure maintenance.		
If symptoms occur seek medical attention.					
Fire			Notes		
Isolated small scale fire: Powder - Foam - Carbon Dioxide (CO2).			No Smoking, wash hands after contact, change clothes if heavily soiled. Store in cool, well ventilated area.		
Large Fire: Evacuate area, call fire brigade and follow site procedure.			Keep away from sources of ignition.		
Wear self-contained breathing apparatus. Do not use water in a jet.			Residual Risk		
Toxic fumes are produced when substance is involved in a fire.			Low		








COSHH Assessment		Hazard Assessment Level		Medium		Date: 21/06/2016	
Assessment No	0023			Hazard Data Sheet Ref			
Material/Process	Diesel Oil	Keyword	Oil (mineral)	Activity	Fuel		
Supplier	Peak Oils	Assessment Date		Method	Dispensing		
Address	Foxwood Road	Composition/Information on Ingredients		Area	Various		
	Chesterfield			Exposure Time	1 1/2 to 2 hours daily		
	S41 9RF			Activity Comments			
Tel: 01246 450242							
<b>Health</b>				<b>Hazards</b>			
Used mineral oil may cause skin cancer. Do not breath mist. May be harmful if ingested in quantity. May cause eye irritation. Skin irritation and dermatitis may result from prolonged contact.				     			
<b>Spillage</b>				<b>Control Measure</b>			
Do not allow spillage to enter drains/sewers/waterways. If it does occur inform responsible authorities. Rung using absorbent granules, sand or earth. Collect in a sealed, liquid-proof container for disposal. Follow suitable site procedure or seek LA guidance.				  			
<b>First Aid</b>				<b>Considerations</b>			
<b>Eye Contact</b> - Irrigate with water for at least 15 minutes. If eye irritation persists, seek medical advice/attention.				Do not eat, smoke or drink.			
<b>Skin Contact</b> - Wash with soap water and cleanser. Wash contaminated clothing before use. If skin irritation persists, seek medical advice/attention.				Do not breathe in vapour and avoid contact with eyes. Wear gloves, goggles and protective clothing in case of splash.			
<b>Inhalation</b> - Remove to fresh air. Following significant exposure call for medical assistance.				Consider skin checks as mineral oil is contained.			
<b>Ingestion</b> - Do not induce vomiting. May be fatal if swallowed and enters airways. Seek medical attention/ contact poison treatment if ingested/inhaled in large quantities.				If using engineering controls, ensure maintenance.			
<b>Fire</b>				<b>Notes</b>			
Small scale fire: Powder - Foam. Do not use water jet or water-based extinguishers. Large Fire: Evacuate area, call fire brigade and follow site procedure. Wear self-contained breathing apparatus. Toxic fumes are produced when substance is involved in a fire. Keep containers cool with water spray				No Smoking, wash hands after contact, change clothes if heavily soiled. Do not store in open containers. Keep away from sources of ignition.			
				<b>Residual Risk</b>		<b>Low</b>	

COSHH Assessment		Hazard Assessment Level	Medium	Date:	21/06/2016
Assessment No	0030			Hazard Data Sheet Ref	
Material/Process	Truckwash 39	Keyword	Cleaner	Activity	Cleaning
Supplier	Autosmart LTD	Assessment Date		Method	Diluting
Address	Lynn Lane Lichfield WS14 0DH Tel: 01543481616	Composition/Information on Ingredients		Area	Various
		Nitrilotriacetic Acid Triscidium Salt (2-5%) Fatty Alcohol Ethoxylate (2-5%) / Sodium Hydroxide (1-2%) Alkyl Amido Propyl Dimethylamine Betaine (1-2%)		Exposure Time	< 1/2 hour daily
				Activity Comments	Diluting concentrated material with water.
Health				Hazards	
May be harmful if ingested in quantity. May cause eye irritation. Skin irritation and dermatitis may result from prolonged contact.					
Spillage				Control Measure	
Do not allow spillage to enter drains/sewers/waterways. If it does occur inform responsible authorities. Bung using absorbent granules, sand or earth. Collect in a sealed, liquid-proof container for disposal. Follow suitable site procedure or seek LA guidance.					
First Aid				Considerations	
Eye Contact - Irrigate with water for at least 15 minutes. If eye irritation persists, seek medical advice/attention.				Do not eat, smoke or drink.	
Skin Contact - Wash with soap water and cleanser. Wash contaminated clothing before use. If skin irritation persists, seek medical advice/attention.				Do not breathe in vapour and avoid contact with eyes. Wear gloves, goggles and protective clothing in case of splash.	
Inhalation - Remove to fresh air. Following significant exposure call for medical assistance.				If using engineering controls, ensure maintenance.	
Ingestion - Do not induce vomiting. Drink plenty of water. If symptoms occur seek medical attention.				Do not store in open containers.	
Fire				Notes	
Isolated small scale fire: Use fire-extinguishing media appropriate for surrounding material. Large Fire: Evacuate area, call fire brigade and follow site procedure. Wear self-contained breathing apparatus. Toxic fumes are produced when substance is involved in a fire.				No Smoking, wash hands after contact, change clothes if heavily soiled. Do not mix (Acid/Alkaline Oxidisers).	
				Residual Risk	Low



COSHH Assessment		Hazard Assessment Level		High		Date:		21/06/2016	
Assessment No	0037			Hazard Data Sheet Ref					
Material/Process	Propane	Keyword	Gas	Activity	Gas for cutting				
Supplier	Energas	Assessment Date		Method	Connecting				
Address	Westmorland Street	Composition/Information on Ingredients		Area	Various				
	Hull	Propane gas		Exposure Time	2-6 hours daily				
	HU2 0HX			Activity Comments	Changing and connecting bottles of gas.				
	Tel: 0800 0147536								
<b>Health</b>				<b>Hazards</b>					
Extremely flammable. Incomplete combustion may release carbon monoxide.									
Asphyxian properties.									
Do not breathe gas.									
May cause loss of mobility/consciousness.									
<b>Spillage</b>				<b>Control Measure</b>					
Shut off at source.									
Wear self-contained breathing apparatus.									
Ventilate area and exclude all sources of ignition.									
<b>First Aid</b>				<b>Considerations</b>					
Eye Contact - Irrigate with water for at least 15 minutes. Seek medical assistance immediately.				Do not eat, smoke or drink.					
Skin Contact May cause frostbite or freezing of skin. Place in lukewarm water. Seek medical assistance immediately.				Material is an asphyxiant. Monitor oxygen levels.					
Inhalation - Remove to fresh air. Apply breathing apparatus. Seek urgent medical assistance.				Equipment should alarm at 19%. If alarm sounds evacuate area.					
Ingestion - Not considered a potential route of exposure.				If using engineering controls, ensure maintenance.					
<b>Fire</b>				<b>Notes</b>					
Evacuate area. Call fire brigade and follow site procedure.				No Smoking, wash hands after contact, change clothes if heavily soiled. Store in cool, dry and well ventilated area. Keep away from sources of ignition.					
Shut off at source. Do not extinguish leaking gas flame unless absolutely necessary.									
Wear self-contained breathing apparatus. Keep containers cool with water spray.									
Vapour forms explosive mixtures with air. (Powder/Foam extinguishers)									
				<b>Residual Risk</b>		<b>Medium</b>			

COSHH Assessment		Hazard Assessment Level	Medium	Date:	21/06/2016
Assessment No	0040			Hazard Data Sheet Ref	
Material/Process	Oxygen	Keyword	Gas	Activity	Gas for cutting
Supplier	Energas	Assessment Date		Method	Connecting
Address	Westmorland Street	Composition/Information on Ingredients		Area	Various
	Hull			Exposure Time	2-6 hours daily
	HU2 OHX Tel: 0800 0147536			Activity Comments	Changing and connecting bottles of gas.
<b>Health</b> May cause dizziness, nausea, and headaches at high concentrations. Asphyxian properties. Do not breathe gas.		<b>Hazards</b>  Caution 			
<b>Spillage</b> Shut off at source and eliminate ignition sources. Ventilate area. Evacuate area.		<b>Control Measure</b>   			
<b>First Aid</b> Inhalation- Remove to fresh air. Apply breathing apparatus. Seek urgent medical assistance.		<b>Considerations</b> Do not eat, smoke or drink. Material is an asphyxiant. Monitor oxygen levels. If using engineering controls, ensure maintenance. Open valve slowly to avoid pressure shock. Keep away from ignition sources. May react violently with reducing agents. Violently oxidises organic material.			
<b>Fire</b> Isolated small scale fire: Use fire-extinguishing media appropriate for surrounding material. Large fire: Evacuate area, call fire brigade and follow site procedure. Wear self-contained breathing apparatus. Keep containers cool with water spray. Exposure to fire may cause containers to explode.		<b>Notes</b> No Smoking, wash hands after contact, change clothes after contact. Store below 50°C in a well ventilated area. Keep equipment free from grease and oil.			
		<b>Residual Risk</b>		<b>Low</b>	



## Acknowledgement of Receipt of the General Operational Depot Safety Manual

I, \_\_\_\_\_ acknowledge that I have read the

General Operational Depot Safety Manual on \_\_\_\_\_(date).

I will endeavour to act responsibly in accordance to Health and Safety and use the General Operational Depot Safety Manual as a reference when unsure. I understand when it's appropriate to carry out a risk assessment and when to report to my Manager / Managing Director.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_