



ADVANCED METAL INNOVATION COMPANY LTD

General Operational Depot Safety Manual

As at January 2026

Policy given to employee by	
Policy given to employee on	

Employees Declaration

I have read and understood this manual and will adhere to it in my day to day work practices

Signed: _____

Date: _____



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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.



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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 things you must do and others that you must not do.

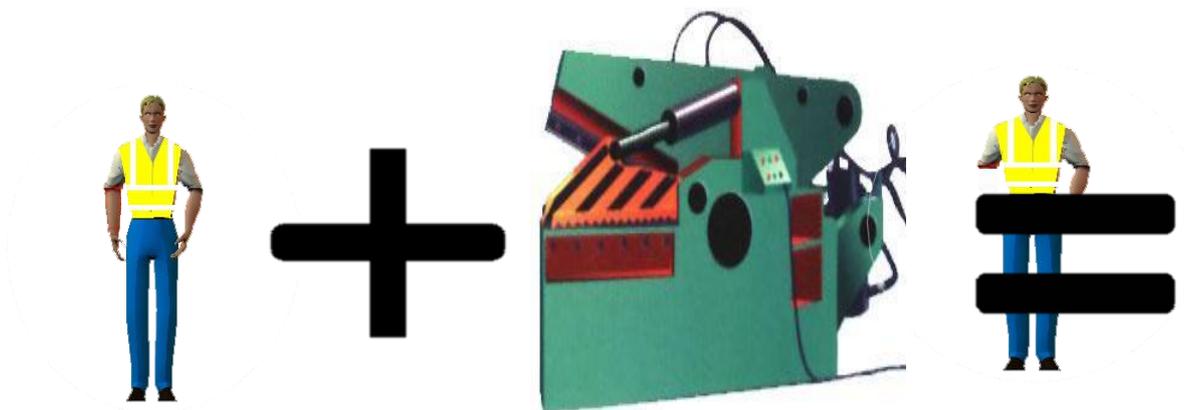
This manual applies to all employees. Some sections are specific to jobs, e.g. scrap handlers, burning, manual handling etc.

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

For example, a burner must wear the protective equipment listed that is over and above the standard equipment normally issued. He must also ensure that fire fighting 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.***





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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 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 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;



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- 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,
- 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, H-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 in the risk assessment for the job to see if there is anything extra you must wear.

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 and not to misuse any of the facilities provided.

Fire Precautions

IF YOU DISCOVER A FIRE:-

- Immediately raise the alarm by contacting the Weighbridge.
- The Weighbridge operative 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.



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- 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 has an accident you must:-

- Report to the appointed first aider
- The first aider will administer the appropriate first aid and
- Ensure the accident book is completed
- 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

- 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, eg 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.



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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;
- fire or explosion 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 should be used 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
- and consider the use of Barrier creams and insect repellent/treatments

Leptospirosis (Weils Disease)



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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), symptoms develop later on ie. Light Sensitivity, Rash etc. 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).



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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 stock 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.

Use protective clothing and equipment appropriate to the task.

Report to your supervisor if you feel ill.

- In the workplace keep hazardous substances in containers until required for use.
- Keep dust to a minimum and always follow the correct work procedures.
- Clean up spillages.
- After using substances wash your hands
- Dispose of waste material in accordance with the 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.



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Fragmentiser and associated plant.

General.

The fragmentiser 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 completed. 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 oversize 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 the lid is opened. The lid locking pin 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 drive 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.

The operator must inform the fragmentiser operator who must 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 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 and by all involved.



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Static shear / baler.

General.

The shear cannot be operated by persons unless they 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 completed.
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 oversize material.
Gas bottles and other explosive material 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 the foot pedal operates correctly.

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.



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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 Hi Visibility Waist Coat or Jacket
- Flame Retardant trousers or overalls
- Safety Boots (Foundry Boot).
- Burning Goggles or Welding Mask



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- Clear goggles do not protect your eyes from glare.



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Scrap Handlers.

- No Scrap Handler is to be used by any person unless they 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 completed.
- 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 plate 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 plate that by size and weight is 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



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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 lift trucks.



Brakes not working?

General points.

- No lift truck is to be used by any person unless they 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 completed.
- Always wear the seat belt.
- Keep arms, hands and legs inside the 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



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- 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



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Mobile Elevating Work Platforms (MEWPS)

General points

No MEWP is to be used by any person unless they 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 completed.

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 you are unlucky it could put you in a wheel chair for life.

The picture above shows an unsafe working practice.

One person has left the basket and neither is wearing a safety harness.





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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 completed.

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 height.

Use the handholds.



Operations.

Do not travel, lift and turn 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 does not hit anything or anyone.



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DYNAMIC RISK ASSESSMENTS

As at October 2024



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DYNAMIC RISK ASSESSMENT REFERENCE CARD

NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL

Activity Description

Operation of Scrap Handlers

Principal Tasks

Handling of Materials for processing, loading and unloading of vehicles and loading materials into processing plant.

Reference Prepared by: Steve Winstone **Date Prepared:** 20/06/2019

Personal Protective Equipment Requirements

PPE Notes: There is generally no requirement to wear a hard hat while operating a scrap handler.

Step	Risk Reduction Criteria (Ask yourself these questions)	Action of NO	Action if YES	STOP Action
1	Are you alone on site?	GO	STOP	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?	STOP	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	STOP	GO	Obtain sufficient PPE
4	Are you certificated to use scrap handlers?	STOP	GO	Under no circumstances are untrained personnel to use scrap handlers.
5	Is there sufficient space to operate your machine safely?	STOP	GO	Speak to your manager about clearing the working area before commencing work.
6	Are there trip hazards within the working area?	GO	STOP	Clear the working area of trip hazards
7	Is there suitable and sufficient fire fighting equipment at hand to use in the event of a fire?	STOP	GO	Obtain suitable and sufficient fire fighting equipment. There should be 2kg Dry Powder Extinguisher in each scrap handler.
8	Is the area sufficiently lit, to do the work safely?	STOP	GO	Speak to your manager about improving lighting, if necessary use the lighting on you machine.
9	Is there a likelihood of personnel, vehicles or other plant entering your working area?	GO	STOP	Ensure your working area is adequately segregated. In the event of personnel, other plant or vehicles entering your area STOP WORK – PLACE THE GRAB ON THE FLOOR AND DO NOT RESTART UNTIL IT IS SAFE TO DO SO.
10	Are members of the public or other personnel liable to enter your working area?	GO	STOP	See STOP Action 9 and tell unauthorized persons to leave your working area.
11	Have you completed your daily plant check sheet for the scrap handler you are using?	STOP	GO	Complete your daily inspection check sheet.
12	Is your scrap handler safe to use?	STOP	GO	Report all faults to your manager and do not use the equipment until any faults have been fixed.



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13	Have you read the COSHH Assessments relevant to the works you are doing and are all relevant protective measures in place?	GO	STOP	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				
<ul style="list-style-type: none"> • 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 SAFE TO DO SO. • WHEN WALKING TO YOUR MACHINE BE AWARE OF THE PRESENCE OF VEHICLE 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 VIGIILENT – 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 USING 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				
<p>Personnel undertaking burning work are also required to read;</p> <p>General Operational Depot Safety Manual Main Scrap Handler Risk Assessments</p> <p>as well as the following COSHH Assessments; 0002 – Anti-Freeze, 0006 – Grease, 0007 – Hydraulic Oil, 0019 – Engine Oil, 0029 – Diesel</p>				



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DYNAMIC RISK ASSESSMENT REFERENCE CARD

NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL.

Activity Description

Operation of Forklift Trucks

Principal Tasks

Transporting of materials and loads

Reference Prepared by:

Steven Winstone

Date Prepared:20/06/2019

Personal Protective Equipment Requirements



PPE Notes: 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	STOP	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?	STOP	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	STOP	GO	Obtain sufficient PPE
4	Are you certificated to use forklift trucks?	STOP	GO	Under no circumstances are untrained personnel to use forklift trucks.
5	Is there sufficient space to operate your machine safely?	GO	STOP	Speak to your manager about clearing the working area before commencing work.
6	Are there trip hazards within the working area?	GO	STOP	Clear the working area of trip hazards
7	Is there suitable and sufficient fire fighting equipment at hand to use in the event of a fire?	STOP	GO	Obtain suitable and sufficient fire fighting equipment. There should be 2kg Dry Powder Extinguisher on each forklift truck.
8	Is the area sufficiently lit, to do the work safely?	STOP	GO	Speak to your manager about improving lighting, if necessary use the lighting on you machine.
9	Is there a likelihood of personnel, vehicles or other plant entering your working area?	GO	STOP	Ensure your working area is adequately segregated. In the event of personnel, other plant or vehicles entering your area STOP WORK – PLACE THE TYNES ON THE FLOOR AND DO NOT RESTART UNTIL IT IS SAFE TO DO SO.
10	Are members of the public or other personnel liable to enter your working area?	GO	STOP	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?	STOP	GO	Complete your daily inspection check sheet.
12	Is your forklift truck safe to use?	STOP	GO	Report all faults to your manager and do not use the equipment until any faults have been fixed.



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13	Have you read the COSHH Assessments relevant to the works you are doing and are all relevant protective measures in place?	STOP	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				
<ul style="list-style-type: none"> ● Be aware of the presence of other plant and vehicles. ● 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. ● 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. ● WHEN WALKING TO YOUR MACHINE BE AWARE OF THE PRESENCE OF VEHICLE 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 FORKLIFT TRUCK ARE AT RISK OF BEING STRUCK BY THE TYNES, COUNTERBALANCE OR MATERIALS FALLING FROM THE TYNES – BE VIGIILENT – 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. ● 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. ● 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 FORKLIFT TRUCKS FOR LIFTS USING OTHER LIFTING EQUIPMENT SUCH AS LIFTING CHAINS ETC. WITHOUT A FULL RISK ASSESSMENT BEING UNDERTAKEN. ● Ensure that you are familiar with the safe working procedure for the handling of sheet steel. 				
Additional Information				
<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 – Engine Oil, 0029 – Diesel</p>				



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DYNAMIC RISK ASSESSMENT REFERENCE CARD

NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL.

Activity Description

Operation of crocodile and hand shears

Principal Tasks

Use of crocodile shears to cut materials to specified lengths

Reference Prepared by:

Steven Winstone

Date Prepared: 20/06/2019

Personal Protective Equipment Requirements



PPE Notes: 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	STOP	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?	STOP	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	STOP	GO	Obtain sufficient PPE
4	Are there trip hazards within the working area?	GO	STOP	Clear the working area of trip hazards
5	Are you certificated to use crocodile or hand shear plant?	STOP	GO	Under no circumstances are untrained personnel to use crocodile or hand shear plant.
6	Is there suitable and sufficient fire fighting equipment at hand to use in the event of a fire?	STOP	GO	Obtain suitable and sufficient fire fighting equipment
7	Is the area sufficiently lit, to do the work safely?	STOP	GO	Speak to your manager about improving lighting.
8	Is there a likelihood of plant or vehicles entering your working area?	GO	STOP	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	STOP	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?	STOP	GO	Complete your daily inspection check sheet.
11	Is your shear safe to use?	STOP	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?	STOP	GO	COSHH Assessments provide detailed information regarding the substances you are using and you should familiarize yourself with them.



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13	Are all the guards fitted to the machine?	GO	STOP	Do not use any crocodile hand shear unless it is fully guarded. Speak to your manager. gate. A FALL ARREST SYSTEM BEING IN PLACE - DO
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Notes

1. Be aware of the presence of plant and vehicles.
2. **DO NOT ENTER THE WORKING AREA OF ANY HAND SHEAR AS MATERIALS CAN FLY OFF DURING CUTTING.**
3. **DO NOT ENTER THE TIPPING AREA OF ANY VEHICLE.**
4. **DO NOT STAND OR MOVE BEHIND REVERSING VEHICLES.**
5. There is a risk of Leptospirosis associated with this work – always ensure that you maintain high standards of personal hygiene.
6. **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/HANDSHEAR AT ALL TIMES**
7. Personnel entering the working area of the crocodile/hand shear are at risk from flying splintered materials. – **KEEP ALL PERSONNEL CLEAR OF THE CROCODILE SHEAR/HANDSHEAR WHEN IT IS IN OPERATION – ENSURE SUFFICIENT WARNING SIGNS AND BARRIERS ARE ERECTED TO PREVENT PERSONNEL ENTERING THE WORKING AREA.**
8. Ensure that all guarding is in place at all times!
9. The noise levels in the area surrounding the crocodile/handshear are such that hearing protection should be worn at all times.
10. Electrical installations shall only be worked on by qualified personnel. All electrical panels should be secured at all times.

Additional Information

Personnel undertaking work using handshears are also required to read;

General Operational Depot Safety Manual
 Main Crocodile/Handshear Risk Assessment
 Manual Handling Handbook

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



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DYNAMIC RISK ASSESSMENT REFERENCE CARD

NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL.

Activity Description

Operation of Loading Shovels

Principal Tasks

Handling of Materials for processing, loading and of vehicles and loading materials into processing plant.

Reference Prepared by:

Steven Winstone

Date Prepared: 20/06/2019

Personal Protective Equipment Requirements



PPE Notes: 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	STOP	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?	STOP	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	STOP	GO	Obtain sufficient PPE
4	Are you certificated to use loading shovels?	STOP	GO	Under no circumstances are untrained personnel to use loading shovels.
5	Is there sufficient space to operate your machine safely?	STOP	GO	Speak to your manager about clearing the working area before commencing work.
6	Are there trip hazards within the working area?	GO	STOP	Clear the working area of trip hazards
7	Is there suitable and sufficient fire fighting equipment at hand to use in the event of a fire?	STOP	GO	Obtain suitable and sufficient fire fighting equipment. There should be 2kg Dry Powder Extinguisher in each loading shovel.
8	Is the area sufficiently lit, to do the work safely?	STOP	GO	Speak to your manager about improving lighting, if necessary use the lighting on you machine.
9	Is there a likelihood of personnel, vehicles or other plant entering your working area?	GO	STOP	Ensure your working area is adequately segregated. In the event of personnel, other plant or vehicles entering your area STOP WORK –DO NOT RESTART UNTIL IT IS SAFE TO DO SO.
10	Are members of the public or other persons liable to enter your working area?	GO	STOP	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?	STOP	GO	Complete your daily inspection check sheet.
12	Is your loading shovel safe to use?	STOP	GO	Report all faults to your manager and do not use the equipment until any faults have been fixed.



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13	Have you read the COSHH Assessments relevant to the works you are doing and are all relevant protective measures in place?	STOP	GO	COSHH Assessments provide detailed information regarding the substances you are using and you should familiarize yourself with them.
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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 SAFE TO DO SO.
- WHEN WALKING TO YOUR MACHINE BE AWARE OF THE PRESENCE OF VEHICLE 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 VIGILENT – 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 VIGILENT 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 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



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DYNAMIC RISK ASSESSMENT REFERENCE CARD

NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL.

Activity Description

Cutting and burning

Principal Tasks

Cutting and burning of metals to specified lengths using Oxy-Propane Cutting Equipment

Reference Prepared by:

Steven Winstone

Date Prepared: 20/06/2019

Personal Protective Equipment Requirements



PPE Notes: Hi-Vis Vest and Overalls are to be flame resistant. 3M Jupiter Respiratory Kit can be used to replace Hard Hat/ Eye Protection and Breathing Protection.

Step	Risk Reduction Criteria (Ask yourself these questions)	Action if NO	Action if YES	STOP Action
1	Are you alone on site?	GO	STOP	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?	STOP	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	STOP	GO	Obtain sufficient PPE
4	Are you certificated to use burning equipment?	STOP	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	STOP	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	STOP	Clear the working area of trip hazards
7	Is there suitable and sufficient fire fighting equipment at hand to use in the event of a fire?	STOP	GO	Obtain suitable and sufficient fire fighting equipment
8	Is the area sufficiently lit, to do the work safely?	STOP	GO	Speak to your manager about improving lighting.
9	Is there a likelihood of plant or vehicles entering your working area?	GO	STOP	Ensure your working area is segregated by means of barriers.
10	Are members of the public or other personnel liable to enter your working area?	GO	STOP	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?	STOP	GO	Complete your daily inspection check sheet.
12	Is your cutting equipment safe to use?	STOP	GO	Report all faults to your manager and do not use the equipment until any faults have been fixed.



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13	Have you read the COSHH Assessments relevant to the works you are doing and are all relevant protective measures in place?	STOP	GO	COSHH Assessments provide detailed information regarding the substances you are using and you should familiarize yourself with them.
<i>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</i>				

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.

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



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DYNAMIC RISK ASSESSMENT REFERENCE CARD

NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL.

Activity Description

Operation of Box and Mobile Shears

Principal Tasks

Use of box and mobile shears to process materials to specified lengths

Reference Prepared by:

Steven Winstone

Date Prepared: 20/06/2019

Personal Protective Equipment Requirements



PPE Notes: The wearing of hard hats is generally not required within the shear control room.

Step	Risk Reduction Criteria (Ask yourself these questions)		Action if Yes	STOP Action
1	Are you alone on site?		STOP	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?		GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?		GO	Obtain sufficient PPE
4	Are there trip hazards within the working area?		STOP	Clear the working area of trip hazards
5	Are you certificated to use the shear plant?		GO	Under no circumstances are untrained personnel to use shear plant.
6	Is there suitable and sufficient fire fighting equipment at hand to use in the event of a fire?		GO	Obtain suitable and sufficient fire fighting equipment
7	Is the area sufficiently lit, to do the work safely?		GO	Speak to your manager about improving lighting.
8	Is there a likelihood of plant or vehicles entering your working area?		STOP	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?		STOP	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?		GO	Complete your daily inspection check sheet.
11	Is your shear safe to use?		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?		GO	COSHH Assessments provide detailed information regarding the substances you are using and you should familiarize yourself with them.



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13	Do you need to enter the charging box of the machine?		STOP	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 gate. A FALL ARREST SYSTEM BEING IN PLACE - DO
14	Do you need to work at heights.		STOP	See note 7 below.

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

- 11.** Be aware of the presence of plant and vehicles.
- 12.** DO NOT ENTER THE WORKING AREA OF ANY SCRAP HANDLER.
- 13.** DO NOT ENTER THE TIPPING AREA OF ANY VEHICLE.
- 14.** DO NOT STAND OR MOVE BEHIND REVERSING VEHICLES.
- 15.** There is a risk of Leptospirosis associated with this work – always ensure that you maintain high standards of personal hygiene.
- 16.** 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
- 17.** 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
- 18.** 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. – **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.**
- 19.** There is a risk when materials are being sheared that extraneous material may be ejected from the shear point of the blade. **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!**
- 20.** 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.
- 21.** 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 Shear Risk Assessment

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



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DYNAMIC RISK ASSESSMENT REFERENCE CARD

NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL.

Activity Description

Operation of tin plate balers

Principal Tasks

Use of balers to compact materials for export

Reference Prepared by:

Steven Winstone

Date Prepared: 20/06/2019

Personal Protective Equipment Requirements



PPE Notes: The wearing of hard hats is generally not required within the shear control room.

Step	Risk Reduction Criteria (Ask yourself these questions)		Action if YES	STOP Action
1	Are you alone on site?	GO	STOP	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?	STOP	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	STOP	GO	Obtain sufficient PPE
4	Are there trip hazards within the working area?	GO	STOP	Clear the working area of trip hazards
5	Are you certificated to use baling plant?	STOP	GO	Under no circumstances are untrained personnel to use baling plant.
6	Is there suitable and sufficient fire fighting equipment at hand to use in the event of a fire?	STOP	GO	Obtain suitable and sufficient fire fighting equipment
7	Is the area sufficiently lit, to do the work safely?	STOP	GO	Speak to your manager about improving lighting.
8	Is there a likelihood of plant or vehicles entering your working area?	GO	STOP	Ensure your working area is segregated by means of barriers.
9	Are members of the public liable to enter your working area?	GO	STOP	See STOP Action 7 and tell unauthorized persons to leave your working area.
10	Have you completed your daily plant check sheet for the baler you are using?	STOP	GO	Complete your daily inspection check sheet.
11	Is your baler safe to use?	STOP	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?	STOP	GO	COSHH Assessments provide detailed information regarding the substances you are using and you should familiarize yourself with them.



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13	Do you need to enter the charging box of the machine?	GO	STOP	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	STOP	See note 7 below.

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

- 22.** Be aware of the presence of plant and vehicles.
- 23.** DO NOT ENTER THE WORKING AREA OF ANY SCRAP HANDLER.
- 24.** DO NOT ENTER THE TIPPING AREA OF ANY VEHICLE.
- 25.** DO NOT STAND OR MOVE BEHIND REVERSING VEHICLES.
- 26.** There is a risk of Leptospirosis associated with this work – always ensure that you maintain high standards of personal hygiene.
- 27.** DO NOT ENTER THE CHARGING BOX OF ANY BALER WITHOUT A PERMIT TO WORK
- 28.** 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
- 29.** 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. – **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.**
- 30.** There is a risk when materials are being baled that extraneous material may be ejected from the mouth of the baler. **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!**
- 31.** 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.
- 32.** 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 Baler Risk Assessment

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



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DYNAMIC RISK ASSESSMENT REFERENCE CARD

NOTE: THIS QUICK REFERENCE RISK ASSESSMENT CARD IS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE GENERAL OPERATIONAL DEPOT SAFETY MANUAL.

Activity Description

Operation of Mobile Elevated Work Platforms (MEWP)

Principal Tasks

Use of MEWP for high level access for works etc.

Reference Prepared by:

Steven Winstone

Date Prepared: 20/06/2019

Personal Protective Equipment Requirements



PPE Notes: Suitable Harnesses and Lanyards must be always worn. 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	STOP	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?	STOP	GO	There should be sufficient first aid cover on site at all times.
3	Do you have the PPE outlined above?	STOP	GO	Obtain sufficient PPE
4	Are you certificated to use MEWP Equipment?	STOP	GO	Under no circumstances are untrained personnel to use MEWP Equipment.
5	Is there sufficient space to operate your machine safely?	GO	STOP	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?	STOP	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.
6	Is the ground level and free from hazards liable to cause the MEWP instability?	STOP	GO	Move the MEWP to safe ground conditions – if this is not possible, speak to your Manager.
7	Are there trip hazards within the working area?	GO	STOP	Clear the working area of trip hazards
8	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.	STOP	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
9	Are there any overhead services in the vicinity?	GO	STOP	Undertake a visual inspection for overhead lines – DO NOT ELEVATE PLATFORM UNDER ANY OVERHEAD CABLES
10	Is there suitable and sufficient fire fighting equipment at hand to use in the event of a fire?	STOP	GO	Obtain suitable and sufficient fire fighting equipment.
11	Is the area sufficiently lit, to do the work safely?	STOP	GO	Speak to your manager about improving lighting, if necessary use the lighting on your machine (if fitted).



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12	Is there a likelihood of personnel, vehicles or other plant entering your working area?	GO	STOP	Ensure your working area is adequately segregated. In the event of personnel, other plant or vehicles entering your area STOP WORK DO NOT RESTART UNTIL IT IS SAFE TO DO SO.
13	Are members of the public or other personnel liable to enter your working area?	GO	STOP	See STOP Action 12 and tell unauthorized persons to leave your working area.
14	Have you completed your daily plant check sheet for the scrap handler you are using?	STOP	GO	Complete your daily inspection check sheet.
15	Is your MEWP safe to use?	STOP	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 USING 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



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COSHH ASSESSMENTS

As at October 2024



ADVANCED METAL INNOVATION COMPANY LTD

COSHH Assessment		Hazard Assessment Level	Medium	Date of Assessment	31/09/2003
Assessment No:	0006			Hazard Data Sheet Ref	SDS March 00
Material/Process	LITHIUM EP GREASES			Activity	Lubrication
Supplier	OVOLINE LUBRICANTS	Keyword	Oil (Mineral)	Method	Gun Application
Address	Pipewellgate Gateshead Tyne & Wear NE8 2BN Tel: 01914 770854	Assessment Date	18/10/02	Area	Various
		Composition/Information on Ingredients		Exposure Time	≤ 1/2 hour daily
		Severely refined mineral oil thickened with soap and containing zinc/sulphur compounds		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 Measures			
Ventilate area Do not allow spillage to enter mains drains/sewer/watercourses, wear rubber gloves, wear eye goggles if splash likely, wear protective clothing if container is split. Absorb in sand or similar. Collect into container and close lid and dispose of following suitable site procedure or seek LA guidance.		  			
First Aid					
Inhalation - Remove to fresh air rest. Following significant exposure call for medical assistance immediately. Ingestion - Do not induce vomiting, give plenty of water in sips if feeling unwell seek medical assistance. Eye- Irrigate with water for at least 15 minutes. Skin- wash with soap water and use cleanser. Get prompt medical attention. High pressure injection of material into skin- refer to hospital					
Fire		Considerations			
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.		Do not eat, drink or smoke, breath in vapour and avoid contact with eyes. Contains mineral oil consider skin checks. If using engineering controls ensure maintenance.			
Notes					Residual Risk
No Smoking Permitted, Wash Hands after contact, Change Clothes if Heavily Soiled, Do Not Store in Open Containers					Low
					Form HSP 1.8b



ADVANCED METAL INNOVATION COMPANY LTD

COSHH Assessment		Hazard Assessment Level	Medium	Date of Assessment	31/09/2003
Assessment No:	0007			Hazard Data Sheet Ref	SDS 03/2000
Material/Process	HV Series Hydraulic Oils			Activity	Lubrication
Supplier	OVOLINE LUBRICANTS	Keyword	Oil (Mineral)	Method	Filling
Address	Pipewellgate Gateshead Tyne & Wear NE8 2BN Tel: 01914 770854	Assessment Date	10/09/2002	Area	Various
		Composition/Information on Ingredients		Exposure Time	< 1/2 hour daily
		Blend of highly refined mineral oils with a packaged additive system containing anti-wear, corrosion and oxidation inhibitors.		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 dermits may result from prolonged contact. Do not breath mist		 Caution			
Spillage		Control Measures			
Ventilate area Do not allow spillage to enter mains drains/sewer/watercourses, wear rubber gloves, wear eye goggles if splash likely, wear protective clothing if container is split. Absorb in sand or similar. Collect into container and close lid and dispose of following suitable site procedure or seek LA guidance.		  			
First Aid		Considerations			
Inhalation - Remove to fresh and air rest. Following significant exposure call for medical assistance immediately. Ingestion - Do not induce vomiting, give plenty of water in sips if feeling unwell seek medical assistance. Eye Irrigate with water for at least 15 minutes. Skin - wash with soap water and use cleanser. If irritation persists then consult Doctor.		Do not eat, drink or smoke, breath in vapour and avoid contact with eyes. Contains mineral oil consider skin checks. If using engineering controls ensure maintenance.			
Fire					
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.					
Notes					Residual Risk
No Smoking Permitted, Wash Hands after contact, Change Clothes if Heavily Soiled, Do Not Store in Open Containers					Low
					Form HSP 1.8b



ADVANCED METAL INNOVATION COMPANY LTD

COSHH Assessment		Hazard Assessment Level	Medium	Date of Assessment	02/10/2003
Assessment No:	0029			Hazard Data Sheet Ref	CHIPSDS(undated)
Material/Process	685 Super Fleet Diesel Oil			Activity	Fuel
Supplier	OVOLINE LUBRICANTS	Keyword	Oil (Mineral)	Method	Dispensing
Address	Pipewellgate Gateshead Tyne & Wear NE8 2BN Tel: 01914 770854	Assessment Date	18/10/2002	Area	Various
		Composition/Information on Ingredients		Exposure Time	1/2 to 2 Hours Daily
		Polyolefins and additives in mineral oil		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. Do not breath mist		 Caution			
Spillage		Control Measures			
Ventilate area Do not allow spillage to enter mains drains/sewer/watercourses, wear rubber gloves, wear eye goggles if splash likely, wear protective clothing if container is split. Absorb in sand or similar. Collect into container and close lid and dispose of following suitable site procedure or seek LA guidance.		  			
First Aid		Considerations			
Inhalation - Remove to fresh and air rest. Following significant exposure call for medical assistance immediately. Ingestion - Do not induce vomiting, give plenty of water in sips if feeling unwell seek medical assistance. Eye Irrigate with water for at least 15 minutes. Skin - wash with soap water and use cleanser. If irritation persists then consult Doctor.		Do not eat, drink or smoke, breath in vapour and avoid contact with eyes. Contains mineral oil consider skin checks. If using engineering controls ensure maintenance.			
Fire					
Isolated small scale fire: Powder - Foam 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.					
Notes					Residual Risk
No Smoking Permitted, Wash Hands after contact, Change Clothes if Heavily Soiled, Do Not Store in Open Containers					Low
					Form HSP 1.8b



ADVANCED METAL INNOVATION COMPANY LTD

COSHH Assessment		Hazard Assessment Level	Medium	Date of Assessment	02/10/2003
Assessment No:	0030			Hazard Data Sheet Ref	
Material/Process	TRUCK WASH 39			Activity	Cleaning
Supplier	Autosmart LTD	Keyword	Cleaner	Method	Diluting
Address Lynn Lane Shenstone Lichfield WS14 ODH Tel: 01543 481616		Assessment Date	13/07/2000	Area	Various
	Composition/Information on Ingredients		Exposure Time	1/2 to 2 Hours Daily	
	Nitrilotriacetic Acid Trisodium Salt (10-30%) Fatty Alcohol Ethoxylate (1-5%) Quaternary Coco Alkylamine Ethoxylate (1-5%)		Activity Comments Diluting concentrated material with water		
Health Irritating to Eyes Irritating to Skin May be harmful if ingested in quantity		Hazards  Irritant			
Spillage Ventilate area Do not allow spillage to enter mains drains/sewer/watercourses, wear rubber gloves, wear eye goggles if splash likely, wear protective clothing if container is split. Absorb in sand or similar. Collect into container and close lid and dispose of following suitable site procedure or seek LA guidance.		Control Measures  Wear protective clothing  Wear gloves  Wear eye protection			
First Aid Inhalation - Remove to fresh and air rest. Following significant exposure call for medical assistance immediately. Ingestion - Do not induce vomiting, give plenty of water in sips if feeling unwell seek medical assistance. Eye Irrigate with water for at least 15 minutes. Skin - wash with soap water and use cleanser. If irritation persists then consult Doctor.		Considerations Do not eat, drink or smoke, breath in vapour and avoid contact with eyes. If using engineering controls ensure maintenance. Do Not mix, Acid/Alkaline Oxidisers.			
Fire Isolated small scale fire: Use extinguishers suitable for the other materials involved in fire 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					
Notes No Smoking Permitted, Wash Hands after contact, Change Clothes if Heavily Soiled, Do Not Store in Open Containers					Residual Risk Low
					Form HSP 1.8b



ADVANCED METAL INNOVATION COMPANY LTD

COSHH Assessment		Hazard Assessment Level		Date of Assessment	
Assessment No: 0037		High		Date of Assessment: 15/10/2003	
Material/Process: PROPANE				Hazard Data Sheet Ref:	
Supplier: BOC LTD		Keyword: Gas		Activity: Gas for Cutting	
Address: The Preistly Centre 10 Priestley Road Surrey Rese Park Guilford Surrey Rese Park GU2 7XY Tel: 0800 020800		Assessment Date: 24/06/2003		Method: Connecting	
		Composition/Information on Ingredients: Propane Gas		Area: Various	
				Exposure Time: 2 to 6 Hours Daily	
		Activity Comments: Changing and connecting up of bottles of gas. Minimal exposure anticipated			
Health			Hazards		
Extremely Flammable Asphyxiant Properties Do not breathe gas			 Extremely Flammable		
Spillage			Control Measures		
Evacuate area Ventilate area and exclude all sources of ignition Wear self contained breathing apparatus Shut of at source			 Wear protective clothing		
First Aid			 Hand protection must be worn in this area		
Inhalation - Remove to fresh and air rest. Following significant exposure call for medical assistance immediately. Ingestion - Do not induce vomiting, give plenty of water in sips if feeling unwell seek medical assistance. Eye Irrigate with water for at least 15 minutes. Skin - wash with soap water and use cleanser. If irritation persists then consult Doctor.			 Wear eye protection		
Fire			Considerations		
Call fire brigade Shut of at source Wear self contained breathing apparatus Do not extinguish leaking gas flame unless absolutely necessary Keep containers cool with water spray Vapour forms explosive mixtures with air			If using engineering controls, ensure maintenance. Material is an asphyxiant. Monitor oxygen levels. Equipment should alarm at 19% if the alarm sounds, evacuate the area.		
Notes					Residual Risk
No Smoking Permitted, Wash Hands after contact, Change Clothes if Heavily Soiled, Ensure Adequate Ventilation					Medium
					Form HSP 1.8b



ADVANCED METAL INNOVATION COMPANY LTD

COSHH Assessment		Hazard Assessment Level	Medium	Date of Assessment	15/10/2003
Assessment No:	0040			Hazard Data Sheet Ref	
Material/Process	Oxygen			Activity	Gas for Cutting
Supplier	BOC LTD	Keyword	Gas	Method	Connecting
Address The Priestly Centre 10 Priestley Road Surrey Rese Park Guildford Surrey Rese Park GU2 7XY Tel: 0800 020800		Assessment Date	04/04/2003	Area	Various
		Composition/Information on Ingredients		Exposure Time	2 to 6 Hours Daily
		Nitrogen (99.9%)		Activity Comments	
Health Asphyxiant properties May cause dizziness, nausea, and headaches at high concentrations Do not breathe gas		Hazards  Caution			
Spillage Evacuate area Ventilate area Shut off at source		Control Measures    Wear protective clothing Hand protection must be worn in this area Wear eye protection			
First Aid Inhalation - Remove to fresh air and rest After significant exposure call for medical assistance immediately					
Fire Isolated small scale fire: Use extinguishers suitable for other materials involved in fire. Large Scale Fire: Call fire brigade and follow site procedure. Wear self contained breathing apparatus. Keep containers cool with water spray.		Considerations If using engineering controls, ensure maintenance. Refer to the Pressure Systems Safety Regs 2000 for further information / precautions. Monitor Oxygen levels.			
Notes No Smoking Permitted, Wash Hands after contact. Change clothing after contact.					Residual Risk Low Form HSP 1.8b