

Section reference:	IMS/03-48 Head Office Induction Checklist
Original issue:	August 2023
Revision number:	0
Revision date:	
Approved by:	Cath Jackson

Waste Efficiency

Pre Start Induction

An essential guide to working for Waste Efficiency

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Introduction

This document will outline the basic policies and procedure for working at Waste Efficiency. There may be site and task specific documents you need to review before starting work. This will be communicated to you should the need arise.

This document will also outline guidance on:

- PPE requirements
- Health & Safety
- Generic Procedures

If you have any questions, you should speak to your agency or Waste Efficiency contact.

Handwashing and Personal Hygiene

There are general principles we request you follow:

- Washing your hands more often – with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands.
- Having good body hygiene, i.e. showering or bathing regularly.

Personal Protective Equipment (PPE)

You may be required to wear certain PPE based on the site requirements, but as a Waste Efficiency standard you are required to wear the following:

Waste Operatives

Work gloves – to be worn whilst working at all times. Avoid touching your face where possible.

Hi Vis

Trousers (no shorts)

Safety Shoes

Site requirements for PPE

Cleaners

Disposable gloves

Disposable aprons

Safety Shoes

Site specific requirements for PPE

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Manual Handling

Manual Handling Techniques

Ability to lift may be increased if you have been appropriately trained in lifting techniques, or, it may be considerably reduced in ill health or if the working environment conditions are in any way adverse e.g. too hot/cold, slippery/uneven floors, difficult to grab the load.

The risk of injury increases as the weight of the load increases. However, the risk comes not just from the weight of the object being handled but also the way it is handled e.g. twisting, reaching, repeating task frequently.

Principles of safe lifting practices

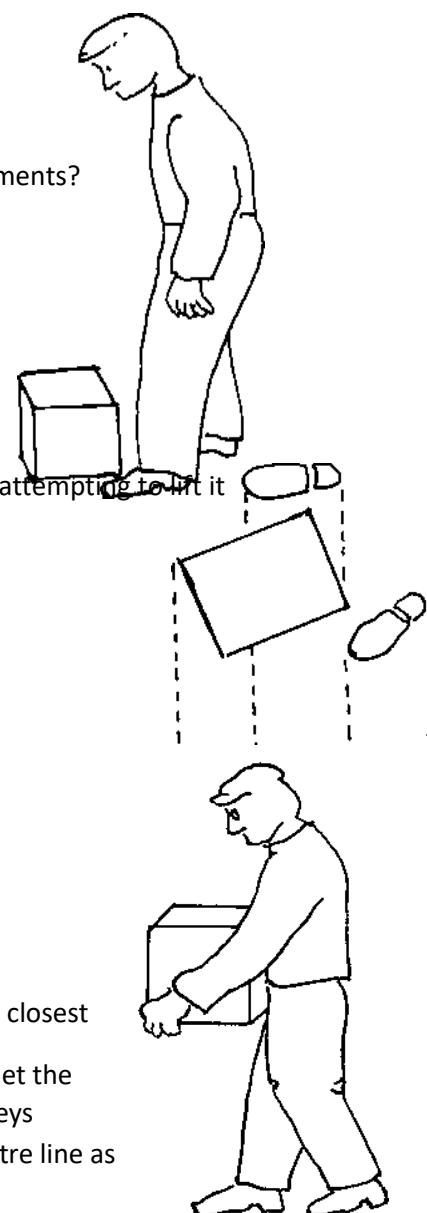
In order to lift a load safely, you should take the following guidelines into consideration.

Plan the lift.

- Unfamiliar loads must be treated with caution. Gently rock the load to test the weight and its distribution.
- Consider the following points;
 - Where is the load going?
 - Can handling aids be used?
 - Is a team lift required?
 - Is there adequate space for the lifting maneuver?
 - Can the lift be completed without awkward stooping or twisting movements?
- Remove any obstructions or tripping hazards from the route.
- Plan resting places if the load is to be moved a long distance.
- Consider the use of protective equipment e.g. gloves, boots

Lifting technique

- **Place the feet apart**, giving a stable base for lifting.
- Avoid tight clothing or unsuitable footwear e.g. high heels.
- Placing one leg forward of the other will help improve balance and control.
- If a close approach to the load is not possible, try sliding it towards you before attempting to lift it
- **Bend your knees**, not your back.
- Keep your back straight.
- Keep your shoulders level and facing the same direction as your hips.
- Grip the load with your palms rather than just your fingers.
- Keep arms close to the body to help support the load.
- In order to avoid risking a manual handling injury, you should;
 - Lift smoothly avoiding jerking movements.
 - Bend your knees.
 - Lift your headfirst – the back then straightens automatically.
 - Use your leg muscles to lift the load – not your back.
 - If you feel excessive straining, lower the load and seek help.



Moving the load

When carrying, keep the load as close to your body as possible – with the heaviest side closest

- When pushing or pulling, use your body weight to move the load – if possible, let the momentum of the load to do some of the work for you e.g. when pushing trolleys
- When pulling, keep your back straight and your arms as close to your body centre line as possible.

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Health & Safety Policy

Waste Efficiency Ltd. recognises the importance of health and safety at work and the benefits that having adequate procedures in place will have for our staff, customers and organisation as a whole. Accordingly, we will ensure the health, safety and welfare of both our employees and others so far as reasonably practicable.

Slips, trips and falls

Slips, trips and falls are a risk on all sites. Waste Efficiency ensure as far as reasonably practicable that measures are taken to reduce the likelihood of slips, trips and falls. Where potential risks are identified they will be controlled in the following ways;

- Prevent floors from getting wet or contaminated in the first place.
- Have procedures in place for both routine and responsive cleaning.
- If a spillage does happen, clean it up quickly.
- If floors are left wet after cleaning, stop anyone walking on them until they are dry and use the right cleaning methods and products.

Outdoor working

The nature of Waste Efficiency's work means a portion of staff's time will be spent outdoors, predominantly in the waste yard. Working outdoors does have an effect on an individual's performance. In extreme conditions Waste Efficiency will pursue effective ways of managing these environments is by introducing some simple administrative controls such as;

Cold Environments

- Warm PPE (Personal Protective Equipment) issued is appropriate.
- Provision of in-door facilities will be made available and increased shorter but more frequent breaks) for warming up, and encourage the drinking of warm fluids.
- Introducing more frequent rest breaks
- Consideration to the task to be postponed until a more suitable weather window.

Workplace Transport

There is a requirement for Waste Efficiency staff to operate FLT's (Forklift Trucks) on some customer sites. To ensure safe driving and working, Waste Efficiency will make sure that the FLT's and the way they are controlled are safe. You must not drive a FLT unless you have been authorised to do so.

Vehicles


- Ensure vehicles are suitable for the purpose for which they are used.
- Maintain vehicles correctly, particular attention is to be made of the braking system, steering, tyres, lights, mirrors, and safety systems.
- Providing reversing aids where appropriate
- FLT rollover protective structures and use seatbelts where fitted.

Driver

- Ensure that personnel are trained, competent and have an up-to-date licence.
- Reassess all FLT licences at regular intervals, and re-issue authority every three years.

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Environmental & Quality Policy

 <p>Integrated Management System</p>	Section reference:	IMS/03-01 Environmental and Quality Policy Statement
	Original issue:	December 2004
	Revision number:	12
	Revision date:	Dec 2022
	Approved by:	

Waste Efficiency is a company that delivers a wide range of environmental services based around waste management. Working through close customer partnerships we strive to deliver the most cost effective and environmentally sound solutions to their waste disposal needs. We aim to ensure clients receive services that completely satisfy their requirements at the right cost and within agreed timescales.

We recognise that our activities have environmental impacts and are committed to addressing these and protecting the environment through our integrated management system (IMS). All Waste Efficiency staff will have an awareness of the environmental aspects they are directly responsible for as well as more general awareness of the company's IMS.

The company will assess the environmental impacts of its operations and take action to address those risks as required. This includes risks associated with the operations we subcontract to third parties.

We are committed to preventing pollution and supporting our customers to move waste up the waste hierarchy.

To ensure the company is providing total customer satisfaction, our performance is regularly evaluated and monitored by internal audits, customer satisfaction questionnaires and regular service reviews where key performance indicators are monitored and assessed.

Waste Efficiency will work cooperatively with our clients to support the achievement of their quality and environmental objectives when engaged in onsite activities.


Based on our assessment of relevant risks and opportunities, including our most significant environmental impacts, Waste Efficiency will set objectives to achieve continuous improvement in our management system and our quality and environmental performance.

Waste Efficiency's IMS is given direction through the activities of the Managing Director and the senior management team, who will provide sufficient resources and leadership to consistently meet the requirements of ISO 9001 and ISO 14001.

Through our IMS we will fulfil our compliance obligations, including legal requirements and those to other interested parties. The IMS is regularly reviewed to ensure that it remains flexible and relevant to the services provided.

The enthusiasm, competencies, awareness and training of the company's employees is a key requirement to implementing the IMS. All necessary management support is provided to ensure employees understand and are capable of implementing this policy and the required standards and achieving the company objectives.

Signed:


 Tim Reed, Managing Director

Date: June 2023

Review Date: Jan 2024

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ISO 14001

ISO 14001 is an Environmental Management System which provides Waste Efficiency with a systematic framework for integrating environmental management practices by supporting environmental protection, pollution prevention, waste minimisation, as well as energy and materials consumption reduction. By adhering to ISO 140001, Waste Efficiency are demonstrating their commitment to continuous improvement and reduced environmental impact.

How does it work?



Members of staff can help by doing the following.

- Being aware of the impact that certain activities have on the environment.
- Remain vigilant to changing processes and be conscious of the environmental impact of these changes.
- Bringing to your supervisor's attention any new environmental aspects you identify.
- Maximising the segregation and hence recycling of all materials handled.
- Ensure all liquids used for cleaning are poured down the correct sink.
- Familiarising yourself with the customers site specific environmental objectives.
- Maximise skips capacities to reduce transport loads.

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Drug & Alcohol Policy

The employees of the Company are its most valuable assets. The Company recognises that, for a number of reasons, employees could develop alcohol-related problems during the course of their employment. Even a small amount of alcohol can affect work performance and, if an employee is found under the influence of alcohol at work, there could be serious safety, work and personal consequences (see the section on misconduct).

No alcohol must be brought onto or consumed on Company premises during normal working hours, which includes, for this purpose, lunchtimes. Staff must not drink alcohol if they are required to drive private or Company vehicles on business. Staff must also not drink alcohol when they are on operational standby or on call.

On the grounds of protecting health and safety and only where necessary to achieve a legitimate business aim, the Company reserves the right to carry out random alcohol screening tests on employees in the workplace whose activities and job duties have a significant impact on the health and safety of others. The guidelines promulgated in the Company's equal opportunities policy are to be followed in relation to alcohol screening.

If an employee receives a positive test result, as stated above, this will be viewed as a potential gross misconduct offence and renders the employee liable to summary dismissal. Refusal to submit to an alcohol screening test without reasonable excuse will be dealt with through the disciplinary procedure.

On commencing employment with the Company every new employee will be given a copy of this policy and an opportunity to discuss it. They will be made aware of the effects of alcohol misuse and will be encouraged not to cover up for employees with an alcohol problem but to recognise that collusion represents a false sense of loyalty.

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Contacts at Waste Efficiency

On assignment, you will be given a designated contact but if you require further assistance with any Health & Safety issues, machine defect reporting, consumable ordering or booking in waste transfers, please see the numbers below.

Head Office

0844 264 0500 or 01905 458 574

www.wasteefficiency.co.uk

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