



Road Sweeping and Litter Bin Collection Safe Working Practices

These guidance notes have been produced to provide information to employees who are engaged in all types of road sweeping activities and to eliminate as far as possible the risks involved in such work. They are based on simple "Do's" and "Don'ts" and if adhered to will reduce all types of accidents associated with such activities.

In the case of mechanical road sweepers where the sweeping mechanism is attached only to one side of the vehicle, this introduces a difficulty when sweeping one-way streets. Because of this permission has been obtained from the Chief Officer of Police for vehicles of this Authority to travel a one-way street against the flow of traffic, provided such work is completed by 08.00 hours.

MECHANICAL ROAD SWEEPERS

1. The driver is responsible for the safe operation of his vehicle and the following daily routine duties should be performed before commencing operations:-

DO

Do before commencing work ensure that all sealing points are made.

Do make sure the mesh inside the body is thoroughly cleaned each day. Failure to do this will result in a loss of suction.

Do ensure after using the side hose the blanking plate is removed or the intake flap opened before resuming sweeping operations.

Do ensure the machine is serviced at the required intervals.

DO NOT

Do not drive the vehicle with the PTO pump engaged.

Do not tip the body fully when loaded, without first opening the rear door.

Do not, when washing down, spray water on the auxiliary engine or any electric system.

Do not sweep without water, nozzle jets need to be on at all times to lubricate the trunking.

CHECK

The engine oil level.

The radiator water level.

For obstructions in front of the radiator, e.g. leaves etc.

Visually check the hydraulic oil level in the tank.

The filter state indicators. Clean the filters if required.

Clean nozzle jets with the tool provided.

2. The principal hazard will always be moving traffic. Always ensure that the flashing amber warning lights are in operation when traversing a street.
3. Take care that members of the public are not exposed to hazards from the work process (especially the blind and infirm).
4. Drivers must wear high definition overalls at all times and when carrying out any work outside the vehicle a high visibility jacket must be worn.
5. All defects on the vehicle must be reported to the Vehicle and Plant Section on the vehicle defect sheet.
6. All accidents must be recorded on the Accident Form.
7. All vehicle accidents must be reported to your supervisor and a vehicle accident report completed.

**URBAN STREET CLEANERS AND RURAL ROAD SWEEPING OPERATION
VEHICLE/MANUAL OPERATORS**

1. You must take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
2. Do not interfere with or misuse anything provided in the interests of health, safety or welfare.
3. Take care to see that the public are not exposed to any hazards from work processes (especially the blind and infirm).
4. Use a barrier cream before each work session. Wash hands before meals.
5. Wear the appropriate items of protective and safety equipment whenever circumstances require it. Ensure that the high visibility fluorescent apparel, complete with reflective strips, is worn and is clearly visible, e.g. over any waterproofs.
6. At all times position your vehicle road trolley (street tidy) at a clearly visible and convenient point so that vehicles are not impeded and pedestrians not put at risk.
7. Before commencing work ensure that your road trolley is in roadworthy condition and that equipment and moving parts are secure.
8. Pay due regard on pavements to pedestrians and pedestrian controlled vehicles.

9. Ensure that a road trolley, unless suitably equipped with adequate lighting, is not used on the public highway before daybreak or after dark.
10. If possible, sweep towards oncoming traffic.
11. When collecting rubbish in rural areas particularly where narrow roads are concerned, a road works sign must be placed at least 50 yards/metres before any obstruction to ensure adequate warning for approaching traffic.
12. Report to your Supervisor any hazard or dangerous occurrence, also any complaints or contacts made in official capacity.
13. Take additional care when picking up broken glass or sharp objects. Wear protective gloves provided. To ensure that Clause 1 is complied with, securely wrap sharp objects and keep separate from the normal rubbish, thus preventing possible accidents to your fellow workmen.

Rural Road Sweepers (Manual)

In addition to the above rules, road sweepers operating in the rural areas must:-

14. Ensure sufficient advance road warning signs are in position before starting work.
Remove all road signs on completion of work.
15. Operate only during the hours of daylight NOT after dusk or before daybreak, even if street lighting is available.
16. Observe all normal pedestrian safeguards, face oncoming traffic and be especially vigilant on blind corners or where the width of the road is inadequate for passing traffic.

Mechanically Propelled Pedestrian Controlled Road Trolleys

17. You must not drive a mechanically propelled trolley unless you are over 18 years of age, hold a current driving licence for the appropriate classification, and are authorised and competent to operate/drive it.
18. Before starting work ensure that the vehicle is roadworthy. The daily checks to be carried out must include breaks, tyres and oil. Unroadworthy vehicles must not be used. Report immediately any defects to your Supervisor.
19. If an accident occurs report the facts immediately to your superior and ensure that the appropriate accidents forms are completed and details entered on the Accident Form.

COLLECTION FROM LITTER BINS AND BASKETS

Additional Precautions

1. Care to be taken using protective gloves when voiding the bin or basket.
2. Additional care when handling sharp objects.
3. Report to Supervisor, on return to depot, of vandalism to the bins or baskets, or the ground or post fastenings.

4. Ensure that rubbish, which has overflowed on to the ground, is picked up.
5. As an accident prevention measure, report to your Supervisor, any possible hazards that could endanger the public.
6. Any cuts or scratches should be cleaned and dressed at once.
7. Remember that personal hygiene is a protective measure which you alone can provide. Use the facilities provided.
8. **IMPORTANT**
With the increased use of drugs in society, many litter bins now contain needles from hypodermic syringes. There is no protective clothing available that will protect you from a needlestick injury and in order to minimise this risk, plastic sacks should only be handled by the neck when being taken from a litter bin.