

CITY OF SPOKANE
DEPARTMENT POLICY AND PROCEDURE TEMPLATE

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CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT 4500-05-08
	LGL 2005-039
TITLE: TIPPING FLOOR RULES AND PROCEDURES	
EFFECTIVE DATE: JULY 30, 2001	
REVISION DATE: 05.12.2005	

1.0 GENERAL

1.1 PURPOSE

The purpose of this policy is to maintain safe and efficient operating conditions for all employees and users of the waste to energy facility.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Solid Waste Management Disposal Operations staff.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

It is the goal of the Solid Waste Management Department to provide for the safe and efficient disposal of waste at the waste to energy facility.

6.0 PROCEDURE

- 6.1 Not more than one (1) person per waste delivery vehicle may exit a vehicle on the tipping floor. An exception will allow for two (2) persons to exit a vehicle on rear loading trucks and during driver training. All other vehicle occupants must remain in the vehicle.
- 6.2 The designated individual(s) who exits the delivery vehicle must stay within six (6) feet of their vehicle when in the tipping building. When closing swinging doors, the driver is to stay with the moving door until it is closed. Vehicles are not to be left unattended.
- 6.3 Delivery vehicle occupants shall stay at least ten (10) feet away from the pit opening.
- 6.4 No scavenging (searching for pit prizes) is allowed.
- 6.5 After tipping their load, delivery vehicles shall pull away from the pit to a clear, safe area within the tipping building to close and/or secure the vehicle doors.
- 6.6 Prior to entering the truck body, the truck must be shut off and the key removed.
- 6.7 There shall be no riding on the outside of delivery vehicles.
- 6.8 Any violation of these procedures by a waste delivery vehicle driver or occupant shall be reported to the hauling company's district office, Wheelabrator Spokane's Plant Manager and to the Spokane Regional Solid Waste System office. The loader operator shall document the hauling company name, license plate or other truck identifier, the date and time of the violation on the Notice of Tipping Floor Rules and Procedures Violation form.
- 6.9 The front-end loader operators are the only Wheelabrator (WSI) employees or WSI contractors routinely allowed to work on the commercial side of the tipping building. Other WSI employees or WSI contractors are permitted to work within the tipping building to conduct repair and maintenance activities, to conduct waste inspection, to escort visitors, and in case of an emergency. During these events, the WSI employees, or WSI contractors shall notify the loader operator of the type and location of work to be done before starting the work and shall mark the area where the work will be done with safety tape, barrels, or other equivalent high visibility markers.

- 6.10 When pushing trash with the front-end loader on the residential side of the tipping floor, residential traffic and tour groups will not be allowed to enter the tipping building. They will be stopped at the residential entrance door until the front-end loader has parked or has returned to the commercial side of the tipping floor.
- 6.11 Any traffic direction will be done by the front-end loader operator, while within the loader cab or when standing at the entrance to the tipping building. All loaders and other heavy equipment used in the tipping building shall be equipped with a loud speaker or public address system to clearly communicate with people on the floor or in the other vehicles in the tipping building.
- 6.12 If additional traffic directors (WSI employee or WSI contractor) are absolutely necessary, they shall only be located at the tipping building entrance doorway, and shall not enter into the building any further than ten (10) feet, and a line shall be painted on the floor ten (10) feet within the building.
- 6.13 The front-end loader operator shall maintain a minimum fifteen (15)-foot exclusion zone around each delivery vehicle.
- 6.14 Loaders shall be equipped with working back-up alarms capable of being heard during high ambient noise periods. The loader operator is to ensure that the alarm is working properly before starting his/her shift.
- 6.15 When escorting visitors onto the tipping floor, the WSI escort is to notify the loader operator who will then park and shut down the machine. No waste delivery vehicles are to enter the building during the visit and all delivery vehicles in the building are to have exited before the visitors enter the building. Facilities that have clearly delineated pathways along the wall of the building do not have to cease tipping floor operations during the passage of people along the pathway. In the situation where the loader needs to be operating, e.g., waste inspections, the loader operator needs to pay attention to the task and be fully aware of the location of those on the tipping floor.
- 6.16 Non-WSI employees, e.g., WSI contractors, inspectors, other governmental personnel, etc., that may need to enter the tipping building shall first be given a safety briefing by a WSI employee and then asked to sign a safety declaration that this policy was reviewed with them. If a representative of a governmental agency or office refuses to sign the declaration, a WSI employee shall read the declaration to the governmental representative and then the WSI employee shall sign the declaration noting that the declaration was read to the official. Other casual visitors, e.g., tour groups, should receive the Visitor Safety Briefing, but are not required to sign a safety declaration.

- 6.17 To minimize the pedestrian traffic on the tipping floor, restroom facilities, e.g., portable toilets, will not be located on the commercial side of the tipping building.
- 6.18 When receiving Assured Destruction of Special Wastes that need special handling such as requiring more than one (1) person to be out of the delivery vehicle, facilities shall comply with the following:
- A. Attempts will be made to schedule delivery of Assured Destruction/Special Waste (AD/SW) materials during low waste delivery traffic hours.
 - B. An area will be designated where unloading will occur. This will be in either bay 1 or bay 5 on the commercial side of the tipping floor. This area will be coned off at a distance of fifteen (15) feet until unloading is completed.
- 6.19 Any WSI employees, WSI contractors, or City employees moving closer than six (6) feet from the pit opening shall wear a harness and lifeline secured to a suitable anchor, and shall notify the loader operator in advance of this activity. Residential customers will not be allowed closer than ten (10) feet to the pit.
- 6.20 All persons conducting business on the commercial side of the tipping floor, e.g., agency inspectors, shall wear hard hats, sturdy shoes, eye protection and high visibility vests. All WSI employees and WSI contractors will adhere to this level of PPE on the residential tipping area also.
- 6.21 WSI employees or WSI contractors that do not observe these procedures shall be reported to the appropriate supervisor and may be subject to disciplinary action, up to and including termination.
- 6.22 Actions will be taken to ensure compliance with these procedures.
- 6.23 Variances of these procedures may be granted on writing on a case-by-case basis.

7.0 RESPONSIBILITIES

The Regional Solid Waste System Director or his/her designee is responsible for administering this policy.

8.0 APPENDICES

Notice of Tipping Floor Rules and Procedures Violation

APPROVED BY:

David Allen
Director

April 27 2005
Date

B. B. Burns
City Attorney (Asst)

4-29-05
Date

SPOKANE REGIONAL SOLID WASTE SYSTEM

**Notice of Tipping Floor Rules and Procedures Violation
Waste-To-Energy Facility**

Name of Delivery Company: _____

License Plate or Truck No.: _____

State of Registration: _____

Date of Violation: _____

Time of Violation: _____ am / pm (circle one)

Violation (check all that apply):

- Six-Foot Rule (stay within 6-feet of delivery vehicle)
- Ten-foot Rule (stay at least 10-feet from edge of pit)
- More than one person out of vehicle (except rear loader & during training) How many out of vehicle (Total including the one allowed)?
- Riding on outside of vehicle
- Not obeying signals or instructions
- Other (specify):

Other Information: _____

Name of Person filing Report: _____

Date: _____

Distribution; Spokane RSWDS
Plant Manager
EHS Compliance Director
VP, Environmental Management & Public Policy – Hampton