

CITY OF REGINA LANDFILL

TIPPING AREA/WORKING FACE OPERATIONS POLICY

I. Purpose

The purpose is to ensure that City of Regina employees and landfill customers are protected from all hazards, such as potential traffic hazards and specific hazards associated with the landfill working face.

II. Definitions

Person(s) – a City of Regina employee, contractor, commercial driver, or any person deemed as a customer of the landfill who enters the working face or tipping face area.

Owner(s) – a Branch Manager of a City of Regina employee, or an organization, company or corporation for which a contractor, commercial driver, or other person deemed as a customer of the landfill is employed by.

III. General Safety

- a) All persons **must** wear prescribed personal protective equipment (PPE) at all times while on the Landfill working face. Prescribed PPE consists of a hard hat, high visibility garment CSA Z 96-09 Class 2 Level 2 at a minimum and steel toe footwear;
- b) No persons are allowed to enter the refuse pile. In circumstances where it is necessary to enter the refuse pile, the hill attendant must be notified and present while the person is in the refuse pile and until they return to their vehicle;
- c) The use of cell phones is prohibited while operating any motor vehicle in the landfill. Two-way radios for company business are allowed;
- d) Smoking is prohibited at the landfill except in designated smoking areas. Smoking is prohibited on the working face. Do not extinguish any smoking materials outside of a vehicle;
- e) Scavenging is prohibited;
- f) Loitering is not allowed at the working face or in tipping areas;
- g) All persons must follow all speed limit (20 km/h) and traffic signs posted at the landfill;
- h) All persons must dispose of waste only in designated areas;
- i) All asbestos must have a valid disposal permit and be declared at the scale

- house;
- j) All persons must respect the working environment which does not tolerate violent or intimidating behaviours, gestures or acts; and
- k) Ensure load is secure for transporting to the landfill.

IV. Procedures

Any time equipment is in operation at the working face, the driver/operator must follow the below procedures:

- a) Caution must be exercised when vehicles are backing into the tipping area. The back of the vehicle must be 3m to 4.5m (10 to 15 feet) away from the edge of the garbage;
- b) Vehicles must maintain a minimum distance of 3m (10 feet) between unloading vehicles. End dump trailers must keep a distance of the length of their trailer plus 3m (10 feet) on either side from any other unloading vehicle;
- c) Vehicles must maintain a minimum distance of 6m (20 feet) from all landfill heavy equipment;
- d) Only the driver is to exit the vehicle. If the driver requires assistance, then one passenger may also exit the vehicle. All persons exiting a vehicle must wear proper personal protective equipment as in Section II;
- e) Vehicle drivers or passengers cannot be more than 2m (6 feet) away from their vehicle in the tipping area;
- f) Secure vehicle and equipment before leaving the landfill;
- g) If there are mechanical issues with your truck, advise the hill attendant. Do not abandon the vehicle; and
- h) Report near misses or hazards to landfill supervisor immediately.

V. Training

All persons accessing the tipping area/working face must be familiar with this policy before they enter the site. It is the responsibility of the owner to ensure their employees understand and adhere to this policy. We recommend that owners provide appropriate training for their employees on this policy as required.

VI. Violations

Violations of these rules and procedures by all will be reported and a Landfill Notice of Non-Compliance will be completed and sent to the violator's employer/company. The City of Regina reserves the right to deny access to any person who disregards this policy.