

Sanitation Department Safety Training Guide

Introduction

Recent National Institute for Occupational Safety & Health (NIOSH) investigations indicate that many fatalities and serious injuries occur when worker fall from the truck or are struck by refuse collection vehicles or passing vehicle. Employees should be fully aware of the hazards of riding on or working near moving refuse collection vehicles. In addition, there are many non-fatal injuries that the refuse collection worker can be exposed too. These include sprains/strains, fractures, bruise/contusions, and lacerations.

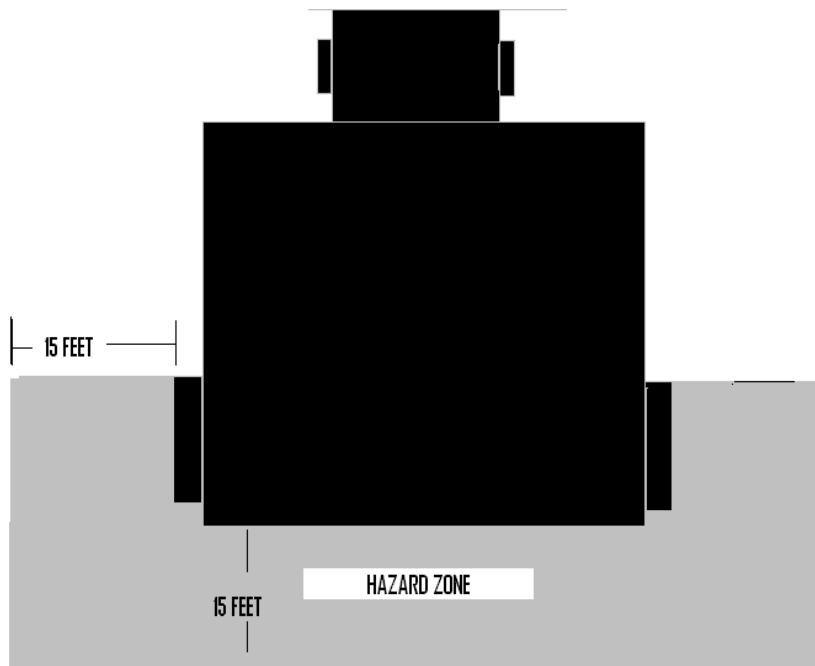
The following guidelines are established for all Sanitation Department employees.

1. Drivers and Laborers will observe safe backing procedures

- Drivers must **obey all traffic laws and departmental policies.**
- No one else other than equipment operator will operate vehicle unless cleared through foreman.
- Use a co-worker as a spotter on the ground.
- Use agreed upon hand signals to communicate between driver and spotter. Verbal signals will not be used, as they may not be heard until it is too late.
- Drivers will not allow laborers to ride on the back of the truck while backing and the laborer acting as a spotter should not allow the backing operation to continue if there is someone riding on rear steps.
- Stop backing immediately if visual contact is lost with laborers on foot and do not resume until you know where your crew is.
- Laborers should not cross or step behind the vehicle when it is backing or when its backup lights are on.
- Spotter should remain visible in driver's mirrors and maintain a clear view of the hazard area (drivers blind spot) behind the vehicle.
- Stay-clear of the vehicle path and avoid walking backward.
- Immediately signal the driver to stop if any person or object enters the area behind the truck.
- Signal the driver to stop if the spotter must change positions when the vehicle is backing.

2. Drivers and Laborers will observe safe riding procedures

- a. Ride in the cab or separate vehicle when not on collection route.
- b. Use riding steps only when vehicle is moving forward and when vehicle is working assigned routes. Laborers should ride in cab when traveling to and from route. Keep these steps clear of grease, mud and debris. They should be inspected for damage daily.
- c. After vehicle has **STOPPED, STEP – DO NOT JUMP** – on or off riding steps.
- d. Wear slip resistant footwear.
- e. Be extremely observant of driver's blind spot behind the vehicle.
- f. Wait for a signal from the riders before placing vehicle in motion.
- g. Avoid sudden stops that could cause drivers to be thrown from the steps.



NOTE: Due to safety considerations, the use of cellular telephones and personal stereos are not to be used by either equipment operators or laborers while performing refuse collection duties.

MATERIAL HANDLING SAFETY

INTRODUCTION:

Back injuries are responsible for 100 million lost workdays annually. These types of injuries occur nearly twice as often as any other injury. More than one out of five work-related injuries are back injuries. They represent the largest single contributor in injury cases and insurance claims in the workplace. The risk of injury is different for every employee. Contrary to popular belief, the workplace environment has a strong influence on back safety. Several factors, including type of work, noise, temperature, and design of the workplace, can have an effect on the safety of the workplace. The most effective tools for preventing back injuries are training and education on the workings of the back, injury cases, and proper material handling techniques.

HOW YOUR BACK WORKS:

1. The Back- The back or spinal column is composed of 24 moveable bone call vertebrae. Each vertebra in your spine is separated from its neighbor by a cushion of cartilage called a disc. Think of these as flexible spacers between vertebrae, giving all the bony parts and tissues of the vertebral joint room to move and breathe. Another way to look at a disc is to think of a jelly donut. The outside covering of the disc is like the dough on a jelly donut and the inside is like the jelly. If the dough ruptures and the jelly oozes out you have a herniated disc. If the disc bulges out, but does not rupture, and comes in contact with a nerve you have a bulging disc.
2. Understanding your three natural curves.
 - a. The first curve of your spine is called the **cervical curve**. It consists of seven small flexible vertebrae that support your skull. This curve has a slightly forward tilt.
 - b. The second curve of your spine is the **thoracic curve**. It consists of twelve vertebrae that are larger and more rigid. They are the mainstays of your chest. Twenty-four ribs extend from these long, slender bones. The thoracic curve has a more prominent backward curvature.
 - c. The third curve of your spine is the **lumbar curve**. Five massive lumbar vertebrae carry most of the weight of your body. They are mobile. The lumbar curve, often called the workhorse of the spine, has a forward tilt.
3. To keep your spine well aligned and moving smoothly – the way it was designed to move – you must maintain the balance of these three curves. Maintaining this alignment minimizes stress on the spine and helps prevent back pain and injury. The key to maintaining this alignment is to keep your ears, shoulders, and hips “stacked” in a straight line. You should try and maintain this alignment whether you are standing, sitting, or lifting.

THE MOST COMMON CAUSES OF LOW BACK PAIN:

1. Posture & Poor Alignment – Any posture that compromises the natural curvature and muscular balance of the spine predisposes us to lower back pain. Poor posture places strain and tension on the supporting muscles and ligaments, weakening them. Remember to keep your ears, shoulders, and hips stacked in a straight line.
2. Overexertion – We tend to ignore the subtle signs our back gives us to let up on our activity or change our position. In spite of a twinge or a little spasm there we continue to move furniture around or sit at a computer for another three hours until we strain a muscle or squeeze a disc.
3. Traumatic Back Injuries - Automobile, industrial accidents, and active sports cause most traumatic injuries.
4. Degenerative Wear & Tear – Although the spine undergoes a natural aging process, inappropriate alignment and use of the spine can speed up that process.
5. A Bulging or Herniated Disc – This can cause severe back pain, but only a small percentage of back pain can be attributed to this condition.
6. Structural Abnormalities – Occasionally, low back pain is caused by a predisposing condition such as scoliosis (curvature of the spine).
7. Emotional Stress and Muscular Tension – Stress causes muscles to contract. Chronically contracted muscles stop the circulation of blood and oxygen, resulting in pain and atrophy.

PROPER MATERIAL HANDLING TECHNIQUES:

1. Test every load before you lift it, push it, or pull it. A light load can do as much damage as a heavy one if not handled correctly. Also, a small size does not always mean a light load.
2. **Remember to keep your ears, shoulders, and hips stacked in a straight line. This puts your back in the strongest position. Lift with your legs and hold the load close to your body. A load held at arm length can be up to ten times heavier than one held close to your body. Always tighten your stomach muscles as you lift or lower an object.**
3. If you must turn while carrying the load, use your feet. You can injure your back if you twist while carrying a load.
4. Look over the route you plan to travel. Make sure there is nothing that you can trip over or slip on. Try to avoid uneven surfaces.

5. You can injure your back if you arch your back when lifting a load over your head. To avoid an injury, use a ladder when you must lift something that is over your head.
6. Be sure you have a tight grip on an object before you lift it.
7. Use slow and smooth movements when lifting heavy objects.
8. If an object is very heavy or unbalanced, use a partner to help you lift it. If you can, use a dolly or mechanical lifting device.
9. If at all possible, push instead of pulling an object. You have twice as much power and less chance of injury.
10. Split large loads into several smaller ones whenever practical.

ON THE DATE INDICATED BELOW, THE SAFETY & TRAINING OFFICE TRAINED ME ON THE SAFETY HAZARDS AND CORRECT PROCEDURES FOR PREVENTING INJURY WHILE PERFORMING DUTIES AS A SANITATION EMPLOYEE. I WAS ALSO PROVIDED WITH A COPY OF THE NEWCOMER'S CHECKLIST ON THESE PROCEDURES.

DATE OF TRAINING

SIGNATURE OF TRAINEE

SIGNATURE AND TITLE OF PERSON CONDUCTING TRAINING
