



**Engineering Services - VL**  
**Safe Operating Procedure**

<b>Title:</b>	#3 Site Safety Orientation and Agreement
<b>Branch:</b>	Transfer & Landfill Operations
<b>Site:</b>	Vancouver Landfill
<b>VanDoc:</b>	ENG – TLO 0 VL Active SOP's 0 #3 Site Safety Orientation and Agreement

REVISION HISTORY				
Rev. No.	DCR#	Description	Date Created/Revised	Created/Revised by
1		Complete revision	Revised Nov 2017	R. Weiss (OHS Supt), Tech Team
2		Added CoV Alcohol, Controlled Drugs & Medication Policy information	Revised 26 July 18	R. Weiss (OHS Supt.)
3		Addition of steamer information	Revised 8 Aug 18	R. Weiss (OHS Supt.)

The City of Vancouver, Transfer & Landfill Operations Branch requires that all persons working on the Vancouver Landfill (VL) site receive the following orientation before any work begins, and at regular intervals in future. The orientation identifies the hazards that may be encountered, and requirements which are in place for your safety. All individuals shall understand and agree to comply with this document to have access to work on this site.

This orientation shall be delivered by Transfer and Landfill Operations or Equipment Services staff. Please note that you will receive this orientation at least every six (6) months or if it has been more than six (6) weeks since your last visit to the Vancouver Landfill site.

**CONTRACTORS / VENDORS / CITY OF VANCOUVER BRANCHES**

Contractors, vendors or employees from other City of Vancouver branches must receive the following orientation before commencing business on the Landfill site. Each contractor, vendor or City of Vancouver employee (or team of employees) will be assigned a Landfill Site Contact as a point of contact for any questions or reporting of hazards, concerns or incidents. It is the responsibility of the contractor, vendor or City of Vancouver employee to communicate with their Site Contact in advance of their visit or at a minimum as soon as they arrive on site.

The name of your Landfill Site Contact person is: \_\_\_\_\_  
 Cell number: \_\_\_\_\_

**SITE CONTACT – CHECK WHICH SECTIONS THE READER MUST COMPLETE**

- Part One - General Safety – Pages 2 to 10, sign page 13
- Part Two - Equipment Services (EQS) Landfill Garage – Pages 11 to 12, sign page 13 (required only by those who will be entering the EQS Landfill Garage).

**PART ONE - GENERAL SAFETY**

**I. SITE PLAN**

**Site Address** 5400 72<sup>nd</sup> Street, Delta, BC

**Contact Numbers** Landfill Office **604.606.2700**  
 First Aid Cell Phone **604.603.1655**



**SEE APPENDIX "A" FOR ROAD NUMBERING MAP**

**II. LANDFILL SITE HAZARDS**

The hazards that may be encountered at the Landfill are listed in alphabetical order by area below.

√ <b>General Site Hazards – Apply to all workers.</b>			
<ul style="list-style-type: none"> <li>• Animal or insect stings</li> <li>• Confined spaces (as marked)</li> <li>• Electrical hazards</li> <li>• Eye hazards (ie. Dust)</li> <li>• Fall protection (working at height of ≥10 ft.)</li> <li>• Fires/explosions</li> <li>• Landfill gas</li> </ul>		<ul style="list-style-type: none"> <li>• Mobile equipment and vehicle traffic</li> <li>• Poor housekeeping</li> <li>• Power outage</li> <li>• Slips, trips, and falls</li> <li>• Spills</li> <li>• Weather (affects equip/vehicle operation, walking surfaces, etc.)</li> </ul>	
<input type="checkbox"/> <b>Residential Drop-Off (RDO) Area</b>		<input type="checkbox"/> <b>Disposal Area Active Face</b>	
<ul style="list-style-type: none"> <li>• Asbestos</li> <li>• Bed Bugs</li> <li>• Compressed gas cylinders</li> <li>• Cuts (blades, sharp objects, puncture)</li> <li>• Dust, including silica</li> <li>• Equipment tipping/rollover</li> <li>• Flying objects</li> </ul>	<ul style="list-style-type: none"> <li>• Heat/cold stress for worker</li> <li>• Lifting hazards</li> <li>• Mobile equipment and vehicle traffic</li> <li>• Needle sticks</li> <li>• Noise</li> <li>• Toxic gases</li> <li>• Violence</li> </ul>	<ul style="list-style-type: none"> <li>• Asbestos</li> <li>• Bioaerosols (mould, bacteria, wastewater)</li> <li>• Bio-hazardous materials</li> <li>• Compressed gas cylinders</li> <li>• Cuts (blades, sharp objects, puncture)</li> <li>• Dust, including silica</li> <li>• Equipment tipping/rollover</li> </ul>	<ul style="list-style-type: none"> <li>• Flying objects</li> <li>• Heat/cold stress for worker</li> <li>• Landfill gas</li> <li>• Mobile equipment and vehicle traffic</li> <li>• Needle sticks</li> <li>• Noise</li> <li>• Toxic gases</li> <li>• Uneven terrain</li> </ul>
<input type="checkbox"/> <b>Compost Facility</b>		<input type="checkbox"/> <b>Scalehouse</b>	<input type="checkbox"/> <b>Leachate Pump Station</b>
<ul style="list-style-type: none"> <li>• Bioaerosols (mould, bacteria)</li> <li>• Dust, including silica</li> <li>• Equipment tipping/rollover</li> <li>• Flying Objects</li> </ul>	<ul style="list-style-type: none"> <li>• Heat/cold stress for worker</li> <li>• Mobile equipment and vehicle traffic</li> <li>• Needle sticks</li> <li>• Noise</li> <li>• Uneven terrain</li> <li>• Violence</li> </ul>	<ul style="list-style-type: none"> <li>• Blood borne pathogens (money handling)</li> <li>• Congestion &amp; obstructions</li> <li>• Dust, including silica</li> <li>• Long stationary posture</li> <li>• Vehicle traffic</li> <li>• Noise</li> <li>• Violence</li> </ul>	<ul style="list-style-type: none"> <li>• Confined spaces</li> <li>• Electrical (lockout)</li> <li>• Landfill gas</li> <li>• Leachate</li> </ul>
<input type="checkbox"/> <b>Flare Station</b>		<input type="checkbox"/> <b>Other Areas</b>	
<ul style="list-style-type: none"> <li>• Above-ground pressurized pipelines</li> <li>• Compressed gas cylinders</li> <li>• Confined spaces (marked)</li> <li>• Congestion &amp; obstructions</li> <li>• Electrical (lockout)</li> <li>• Flame flashback during flare start-up</li> </ul>	<ul style="list-style-type: none"> <li>• Heat/cold stress for worker</li> <li>• Hot surfaces</li> <li>• Landfill gas</li> <li>• Lifting hazards</li> <li>• Vehicle traffic</li> <li>• Noise</li> <li>• Overhead hazard</li> <li>• Toxic gases</li> <li>• Working alone or in isolation</li> </ul>	<p><b>Site Contact To List &amp; Discuss (i.e.: C&amp;D Recovery Project, Closed Areas, Landfill Service Maintenance Yard, Dirt Site, Burns Bog)</b></p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	



Various controls have been implemented to minimize the risk of all the listed hazards. If you have any questions or concerns about hazards or require further information, please discuss with your Site Contact.

**NOTE:** If you notice a hazard or unsafe condition, **please correct it immediately**. If you are unable to correct the hazard or unsafe condition yourself, report it immediately to your Site Contact.

### III. SAFETY RULES

#### **SIGN IN AND OUT**

- **All contractors/vendors/City of Vancouver employees must sign in and out** on a “Vancouver Landfill Sign-in Sheet” at the Landfill Administration Building Office or Technical Trailer Office during regular office hours.
- Choose the sign in location where your Site Contact is located. Example: If your Site Contact has an office in the Technical Trailer, then you should sign in at the Technical Trailer and inform your Site Contact of your arrival.
- Please note sign in/sign out locations on the map below.

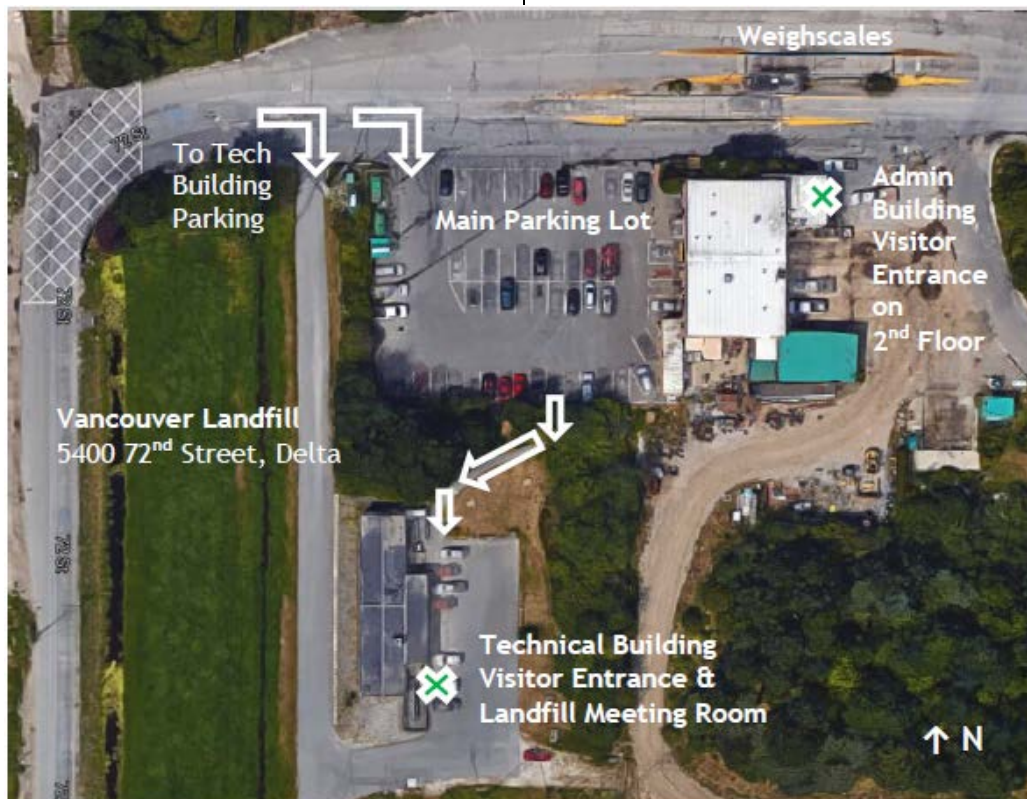
**Landfill Administration Building Office**  
 Location: 2<sup>nd</sup> Floor on East Side of Administration Building.

Tel: **604.606.2710**  
 Hours: Mon to Fri, 7:00am – 3:30pm.

**Technical Trailer Office**

Location: south of main parking lot and Administration Building. Office entrance at south end of building.

Tel: **604.606.2700**  
 Hours: Mon to Fri, 7:30am – 4:00pm.



- **After hours sign in/out:** The Administration Office closes by 3:30 pm. The Technical Trailer Building closes by 4:00 pm. The main gate closes at 6:00 pm.
- If you will be on site after the offices or the gate closes, inform your Site Contact and indicate on the sign in sheet what your expected time out will be.
- Sign out in person or by phone according to your Sign out Time as listed in the table:

Sign In Location	Sign Out In Person	Sign Out By Phone
Did you sign in at the Administration Building?	Then sign out in person at the Administration Building before 3:30 pm	Or sign out by phoning 604.606.2710
Did you sign in at the Technical Trailer Building?	Then sign out in person at the Technical Trailer before 4:00 pm	
Still at the Vancouver Landfill between 4:00 pm and 6:00 pm?	Sign out at the Weighscales	Or sign out by phoning 604.506.3159 (Sub Foreman)
On site after 6:00 pm?		Phone 604.506.3159 (Sub Foreman)

**VEHICLE ACCESS TO & OPERATION WITHIN THE LANDFILL**



- Rules for vehicles entering the Vancouver Landfill
  - Vehicles authorized to by-pass the scales
    - Some vendors and City of Vancouver vehicles have been authorized to by-pass the scales and therefore are permitted to by-pass the vehicle line up on 72<sup>nd</sup> street. **ONLY VEHICLES WITH AUTHORIZATION MAY BY-PASS.**
  - Vehicles not authorized to by-pass
    - When entering the site from along Burns Drive and 72<sup>nd</sup> street, vehicles may not pass the inbound line-up during operating hours, **unless traffic control persons are actively managing traffic and the traffic control person gives you a clear direction to by-pass.** If no traffic control persons are present, then unauthorized vehicles must wait in line.

- If a traffic control person is present, vehicles may signal to traffic control persons that they would like to bypass by putting on their 4-way flashers. Do not proceed until the traffic control person notes your flashers and gives you clear instruction to bypass.
- All drivers/operators must observe traffic control measures (i.e., stop signs, no stopping road markings, speed signs, warning signs and cones).
- The speed limit on the Landfill premises is **30 km/h, and 15 km/h adjacent to the scales.**
- Seatbelts must be worn at all times while vehicles are in motion, no exception.
- To prevent exhaust fumes from entering the scalehouse, all vehicles must turn off their engines when sitting at the weighmaster window on the scales.

## ***DISTRACTED DRIVING***

- The use of cellular phones while operating vehicles or equipment is prohibited by City policy and the BC Motor Vehicle Act unless in a Province-approved hands-free mode. Always move to a safe place out of the way of any equipment or vehicles prior to using a cellular phone or engaging in any other non-mobile activity.
- The use of listening devices with headphones (such as music players) is prohibited while on site by City policy.
- The Vancouver Landfill has many persons on the ground and vehicles moving in close proximity to each other. A distracted driver is considered a **HIGH RISK** to both vehicles and persons on the ground. **Distracted drivers will be asked to leave the site and will not be permitted access without written permission from the Landfill Manager or designate.**

## ***SMOKING***

- Smoking is only permitted in the designated smoking location on the south west corner of the Administration building parking lot. Smokers will find a covered area at this location.
- Smoking is not permitted at any other location within the Landfill.



### **CITY OF VANCOUVER ALCOHOL, CONTROLLED DRUGS & MEDICATIONS POLICY**

- The City of Vancouver Alcohol, Controlled Drug and Medications Policy applies to all City employees, volunteers and contractors performing work on behalf of the City.
- The City of Vancouver (the “City”), and those who perform services on its behalf, have a shared responsibility to maintain a safe and healthy work environment. The use of Alcohol, Controlled Drugs and Medications can have a serious adverse effect on the health, safety and productivity of City employees, on contract employees, on the work environment and the public.
- Policy Rules:
  - To not cultivate, manufacture, distribute, offer or sell Controlled Drugs while at work or on break, or while operating a vehicle.
  - To not possess a Controlled Drug while at work or on a break, while attending at City premises, or while operating a vehicle, unless the Controlled Drug is legally in the possession of the employee, volunteer, or contractor; and the Controlled Drug is contained in its original, sealed and unopened packaging.
  - To not possess open Alcohol while at work or on break, while attending at City premises, or while operating a vehicle.
  - To not distribute, offer or sell Medication for which a prescription is required while at work or on break, while attending at City premises, or while operating a vehicle.
  - To abstain from use of Alcohol, Medication or Controlled Drugs prior to commencing work in a manner that could render them unfit to perform their duties safely and efficiently.
  - To abstain from use of Alcohol and Controlled Drugs while at work or on break, while attending at City premises, or while operating a vehicle.
  - To act responsibly with regard to the use of Medication, whether over the-counter or prescribed by a physician, to prevent adverse effects on work performance.

### **SCAVENGING**

- Scavenging is prohibited anywhere in the Landfill. Scavenging is the search for and collection of anything from discarded waste.

### **CONED OFF, SIGNED AREAS, ASBESTOS DEPOSITS**

- Be aware of and stay clear of coned-off areas; these are closed to protect you from hazards.
- Be aware that asbestos is routinely managed at the Landfill. Asbestos is required to be double bagged and poses no harm if the bags are not disturbed. Asbestos is disposed of within areas posted with asbestos signs or wording.

### **WORKSAFEBC COMPLIANCE**

- Comply with WorkSafeBC regulations when entering any confined space, depression, or potentially poorly ventilated areas.



**IV. FIRST AID ATTENDANT – CALL 604.603.1655 (PLEASE WRITE THIS NUMBER DOWN)**

- All injuries, even minor injuries, are to be reported to the first aid attendant and your Site Contact. The first aid room is located at the southeast corner of the Landfill Administration building. (Location noted on the following page picture)
- Notify the designated First Aid Attendant at **604.603.1655** (VL First Aid Cell Phone). If no answer, contact the Landfill Office at **604.606.2700** to alert the First Aid Attendant.

**EMERGENCY REQUIRING AN AMBULANCE**

- For injuries requiring an ambulance call 911 immediately, then inform the Landfill First Aid Attendant and your Site Contact (dial “9” first from land lines).

**V. IN THE EVENT OF AN EMERGENCY**

- Report any fires, spills, accidents or other emergencies to the Landfill Office immediately. In the event of an emergency that requires outside response, call 911 immediately and then inform the Landfill Office at **604.606.2700** and your Site Contact.
- The Landfill Manager or designate is responsible for contacting additional authorities as required.
- For detailed information, refer to the Vancouver Landfill Emergency Response Plan.

**SAFETY DURING AN EMERGENCY**

- In an emergency, your first priority is to warn others and evacuate the immediate area. Do not put yourself in danger.
- If not directly and helpfully involved, report to the **Emergency Muster Station** in the north end of the employee parking lot near the entrance to the Administration Building.





- Do not return to the site until instructed that it is safe.
- During an emergency muster, you must be present for a head count. Do not leave the Vancouver Landfill until you are directed to do so.
- If the emergency involves chemical products or materials, Material Safety Data Sheets for materials used on site are located in Superintendent's office and are available online at the Vancouver Citywire website. Ask your Site Contact to assist with accessing MSDS information.
- Materials brought onto site by contractors/other City branch workers require MSDS sheets.

### VI. HEALTH AND SAFETY CONCERNS

- If you have any health or safety concerns, please discuss them with your Site Contact.

### VII. INCIDENT REPORTING

- **Incident Definition:** An accident or other occurrence, which resulted in, or had the potential for causing an injury or occupational disease. Incidents may include near misses, minor injuries, medical aid treatments, doctor visits, and/or injuries resulting in lost time accidents (*e.g. structural and equipment failures*).
- **Near-Miss Definition:** Incident without injuries but with potential to cause a serious injury; an event which had strong potential to be an injury that required medical aid, time loss or fatality, however did not result in an injury to an employee. A near miss can be loosely defined as a "close call" or a "near hit". Near misses may include property/equipment damage.
- ❖ The above incidents must be reported to your Site Contact immediately without delay. All injuries shall be managed in accordance with VL Injury/Illness and First Aid procedures. If you are unable to get in touch with your Site Contact, report the incident to the Landfill Office at **604.606.2700**.

### VIII. PERSONAL PROTECTIVE EQUIPMENT (PPE)

All PPE must meet WorkSafeBC requirements for workers accessing the Landfill. PPE is required in all locations outside the Main Parking Lot or the Technical Trailer Office parking lot.

1) The following are necessary on the site:

- Yellow Hi-visibility reflective vest or coveralls as per City of Vancouver requirements.
- Safety protective footwear (heavy-duty, above the ankle, construction-type safety boots with an external triangular green CSA patch). Boots should also be approved as shock-resistant when working on electrical systems (display an external white  $\Omega$  CSA patch).
- Approved safety eyewear.
- Hearing protection at the Landfill Active Face, Residential Drop-Off Area, Demolition Area, Compost Facility, Flare Station or any area requiring hearing protection.
- Respirator with appropriate filtering cartridges or paper particulate mask as directed by the Site Contact or where mandatory wearing signs are located.

2) Also necessary where appropriate:

- Hard hat.
- Fall protection in situations where a fall of 3 metres (10 feet) or more could occur, or from a lesser height but which represents a higher risk of injury.
- Other specific equipment where determined necessary or by regulation for the particular situation or as directed by the Site Contact.

## **IX. HEAVY EQUIPMENT**

There are many varieties of heavy equipment used at the Landfill. Due to their size and operating speed, heavy equipment operators have restricted visibility for person standing or walking on the ground. **FOR YOUR SAFETY, ALWAYS GIVE HEAVY EQUIPMENT A WIDE SAFETY ZONE.**

- Do not walk in the active tipping area of the Landfill.
- Do not move into the vicinity of any vehicle or mobile equipment until you have made eye contact with the operator/driver and ensured that he/she is aware of your presence.
- Remember that people are more mobile than equipment – it is your responsibility to stay out of the way. Do not, at any time, walk behind any vehicle or piece of heavy equipment.
- Remain outside of the swing radius of excavators, approximately 15 metres (50 feet), unless absolutely necessary. If entry is required within that radius, make eye contact and communicate with the operator so they are aware of your location.
- In the demolition dumping area, maintain a safe distance between trucks (one truck and trailer length or 75 feet/23 meters). End dump style demolition trucks pose an extreme hazard of tipping over on their side when the box is lifted.
- All heavy equipment must be turned off before fuelling.

## **X. LANDFILL GAS HAZARDS**

Landfill gas is produced by underground waste deposits and exists within the Landfill and in gas collection system piping and equipment. Gases can collect in confined spaces, depressions, and poorly ventilated areas.

- Never enter a signed/marked confined space without prior approval from your Site Contact.
- Do not access the fenced enclosure at the Flare Station or conduct any work around the landfill gas system without prior approval from your Site Contact.
- Do not alter any component of the landfill gas collection system without prior authority from the Landfill Manager or designate.
- If possible, stand upwind of wells or any other landfill gas works. If an accidental or uncontrolled release of landfill gas is believed to have occurred near your work area, attempt to remove yourself from the area by taking a path that is crosswind from the source and attempt to get upwind if it is determined to be safe to do so. Immediately notify the Landfill Manager or your Site Contact.

- If a hydrogen sulphide (rotten eggs) odour is detected remove yourself from the area and notify the Landfill Manager or Site Contact.
- More information about Landfill Gas is available upon request from your Site Contact.

**XI. LANDFILL FIRES**

Decomposition of the wood waste will create chemical reactions which form gases and heat. If air is introduced into the mix, a spontaneous combustion fire can occur. Fires within landfills are not uncommon and are managed by landfill staff following the established procedures and practices of gas and heat monitoring and the fire response plan.

**STEAMERS** - A steamer is a plume of hot gas that seeps out of the surface where solid waste is landfilled. The following picture shows steamers rising from the landfill surface. If you observe this type of steam rising from the surface, immediately inform a Landfill employee or your Site Contact.

Do not approach the steam. The steam may be the result of an sub-surface fire which has the potential to produce toxic gases harmful to humans.

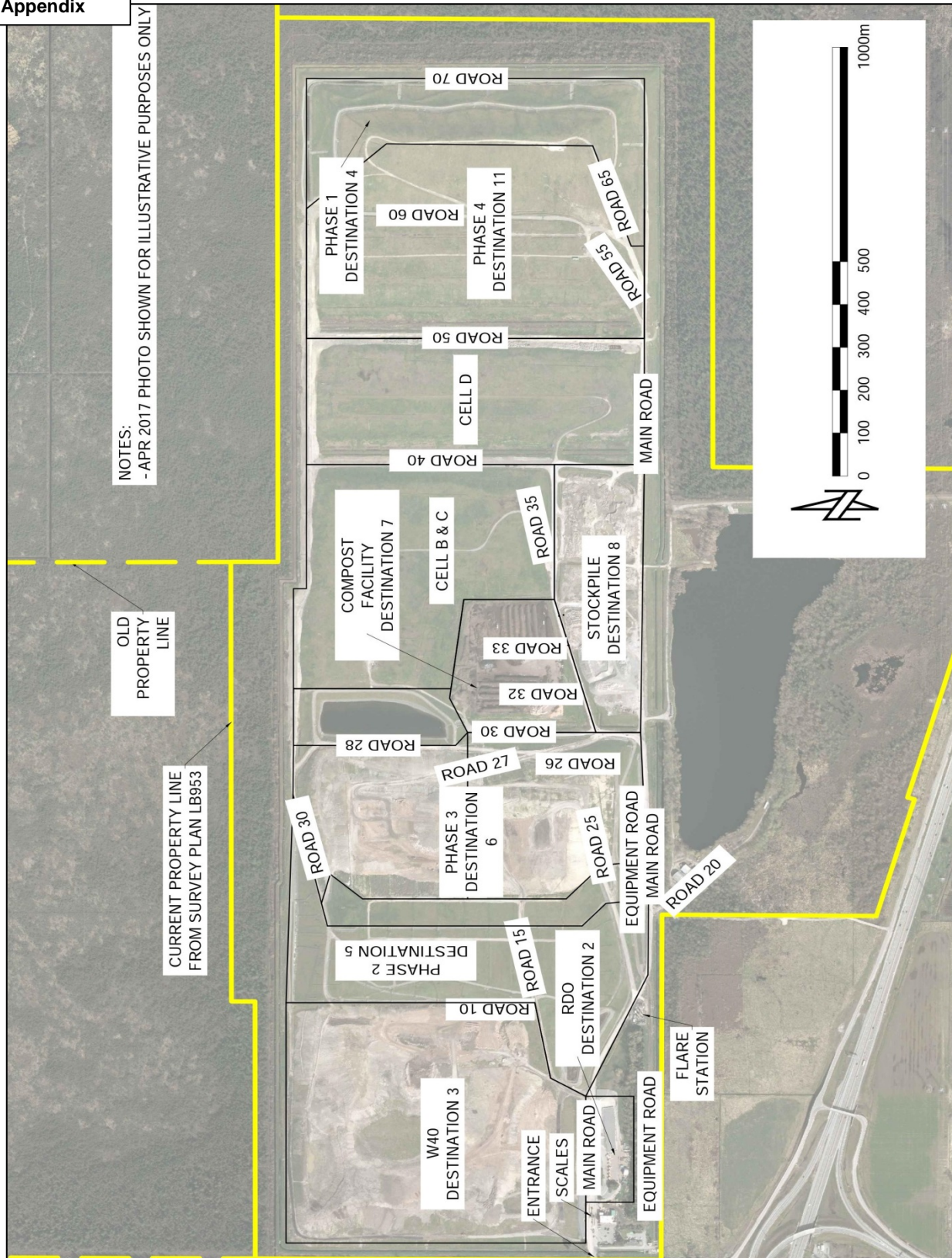


**XII. WORKING ALONE**

- Determine with your Site Contact whether your work is considered working alone. Each time you access the Vancouver Landfill and when you will be working alone, you must tell your Site Contact where you will be located while working alone.
- Persons working alone must receive adequate training from their employer or home branch before being permitted to work alone at the Vancouver Landfill. You must follow your employers working alone procedures, including any check in's required by that procedure.
- Persons working alone must sign in and out at the Landfill Administration office and advise reception staff they will be working alone.



**Appendix**





## **PART TWO – EQUIPMENT SERVICES (EQS) LANDFILL GARAGE**

### **SAFETY ORIENTATION**

This section is to be used in conjunction with the Site Safety Orientation and Agreement that is in place at the Vancouver Landfill (VL). This applies to all persons working at the Landfill and includes contractors hired by Equipment Services (EQS) to perform work on site. Each person must receive the complete VL orientation prior to work commencing, paying special attention to the sections that are most pertinent to the work they will be performing. All applicable WSBC rules are in effect while working in or around the garage as well as all other areas operated by Transfer and Landfill Operations.

### **I. GENERAL SAFETY ISSUES:**

The garage has hazards that are common to most vehicle / equipment repair facilities and they include, but are not limited to:

- Open vehicle repair pits
- Overhead hazards associated with the use of a bridge crane
- Hazards associated with the use of compressed air
- Hazards associated with the use of compressed gases (oxygen / acetylene)
- Various oils, solvents and other chemicals
- Slip and trip hazards
- Congested work areas
- Hazards associated with the movement of large industrial machines and their parts
- Exposure to contaminants that are found at the Landfill

### **II. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All PPE must meet WSBC and City of Vancouver requirements and must be used in accordance with the manufacturer's instructions. The required PPE necessary for working in the Equipment Services Garage is as follows:

- High visibility coveralls or vest
- Safety footwear (above the ankle CSA green triangle and  $\Omega$  symbol)
- Approved safety eyewear
- Hearing protection as required in the garage and outside as per the Vancouver Landfill requirements

Also necessary where appropriate:

- Respirator
- Hard hat
- Bump cap
- Dust mask
- Gloves (choose protection relative to the hazard)

### **III. WORKING ALONE AT THE EQS SHOP**

EQS staff will be signing on to "SafetyLine Mobile Worker Monitoring System" through the Equipment Services procedure. Contractors will be required to stay with EQS / TLO staff OR log into the existing SafetyLine system in place with the Vancouver Landfill.

**IV. IN THE EVENT OF AN EMERGENCY AT THE EQS SHOP**

Respond as per the TLO orientation and be sure that any contractors on site are accounted for and kept under the care of EQS or TLO staff until authorized to be released.

**V. FIRST AID AT THE EQS SHOP**

The TLO procedures for receiving first aid are to be followed. All injuries are to be reported to the first aid attendant and the worker's immediate supervisor.



**SAFETY ORIENTATION AGREEMENT for CONTRACTORS and VENDORS**

**LEGAL TERMS AND CONDITIONS**

- You agree that entry to and use of the Site is at your own risk and that neither the City of Vancouver, nor its employees or agents will be liable for any loss or injury to person or property whether or not caused by negligence.
- You agree to comply at all times with the above requirements and to follow the instructions of the Landfill Manager, or designate, and/or the First Aid Attendant at all times.
- You agree to reimburse the City of Vancouver for any and all costs, losses and damage which may be caused by your failure to carry out safe working practices while on the site or to otherwise comply with this Site Safety Orientation/Agreement.
- The terms of this Site Safety Orientation/Agreement are additional to, and not in replacement of any other agreement between you and the City of Vancouver. However, in the event of any inconsistency between the two, this agreement prevails.

**NOTE: Complete this sign off if you are not a City of Vancouver employee**

**STATEMENT OF RESPONSIBILITY**

Name \_\_\_\_\_

Company &  
Nature of Work \_\_\_\_\_

Cell Phone \_\_\_\_\_

I certify that I have read, understood and agree to comply with and be bound by this Site Safety Orientation/Agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF VANCOUVER EMPLOYEES**

\*\*\* Enter name if you are a City of Vancouver employee (no signature is required)

The following City of Vancouver employee has been provided the Site Safety Orientation.

Name of CoV Employee (Please print) \_\_\_\_\_

Branch \_\_\_\_\_

**Office use only - Orientation Provided By**

Name & Title \_\_\_\_\_

Company/Branch/Date \_\_\_\_\_

**DISTRIBUTION:** Detach page 14 and give to the Office Support Clerk for data entry. Pages 1 to 13 may be given to the person receiving the orientation for their use.



# Safe Operating Procedure – Site Safety Orientation and Agreement

<b>Title:</b>	#3 Site Safety Orientation and Agreement
<b>Branch:</b>	Transfer & Landfill Operations
<b>Site:</b>	Vancouver South Transfer Station
<b>VanDoc:</b>	ENG – TLO – VSTS Active SOP's - #3 Site Safety Orientation and Agreement

REVISION HISTORY				
Rev. No.	DCR#	Description	Date Created/Revised	Created/Revised by
1		Reviewed	Nov 2017	P. Wyatt (OHSC Member) W. Horner (Acting Supt)
2		Modified to include Zero Waste Centre	Feb 2018	R. Weiss(OHS Supt)

The City of Vancouver, Transfer & Landfill Operations Branch requires that all persons working at the Vancouver South Transfer Station (VSTS) site receive the following orientation before any work begins. The orientation includes an outline of safety issues and requirements at the VSTS. All individuals shall understand, agree to comply with, and sign this document to have access to or do work on this site.

### Sections

1. General Safety Issues
2. First Aid
3. In the Event of an Emergency
4. Health and Safety Concerns
5. Personal Protective Equipment
6. Heavy Equipment
7. Working Alone
8. Site Hazards
Legal Terms and Conditions
Statement of Responsibility

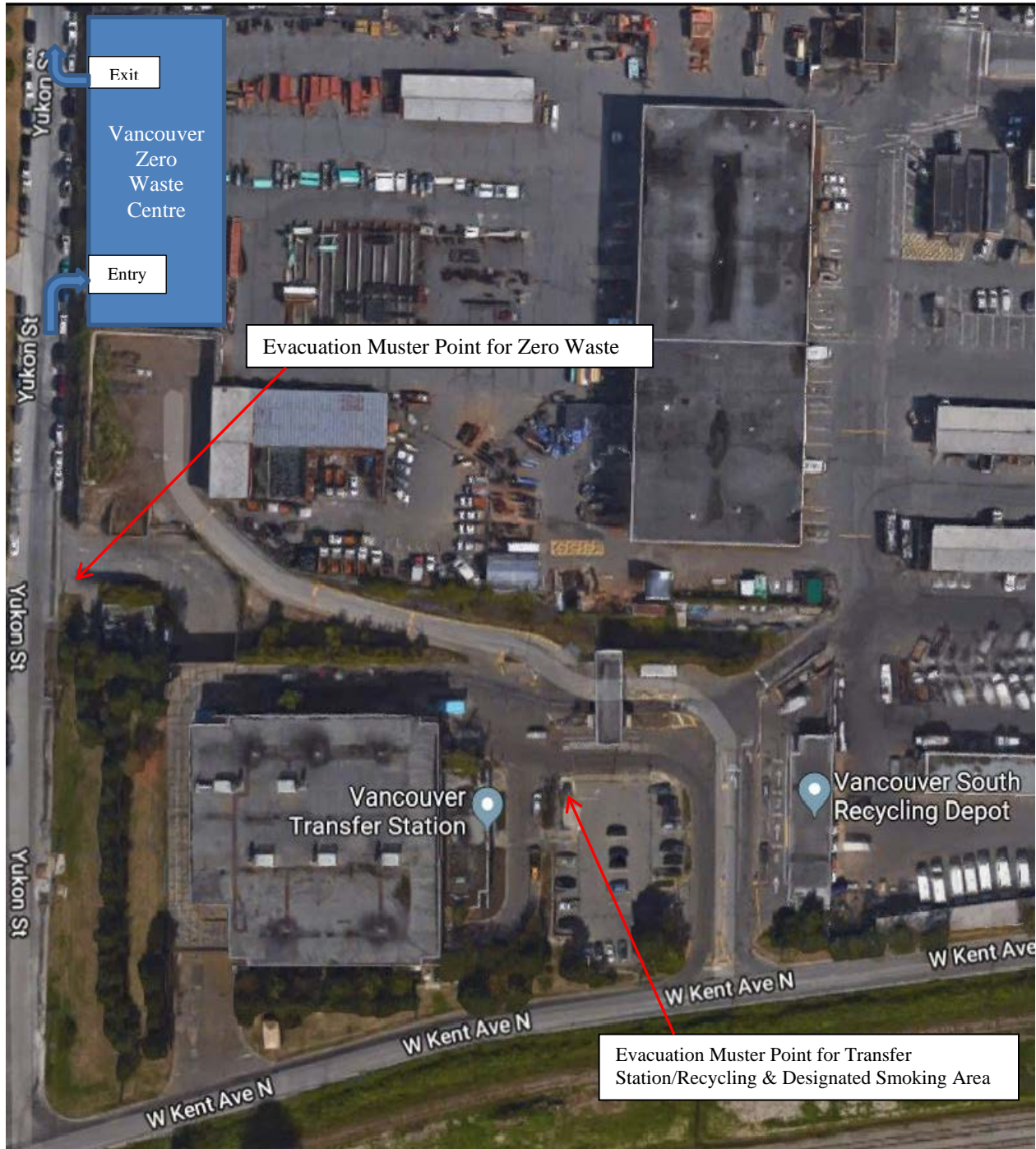
Site Address 377 West Kent Ave North  
Vancouver, BC

Contact Numbers

Office 604-326-4720  
First Aid 604.603.0168



Vancouver South Transfer Station – Facility Map



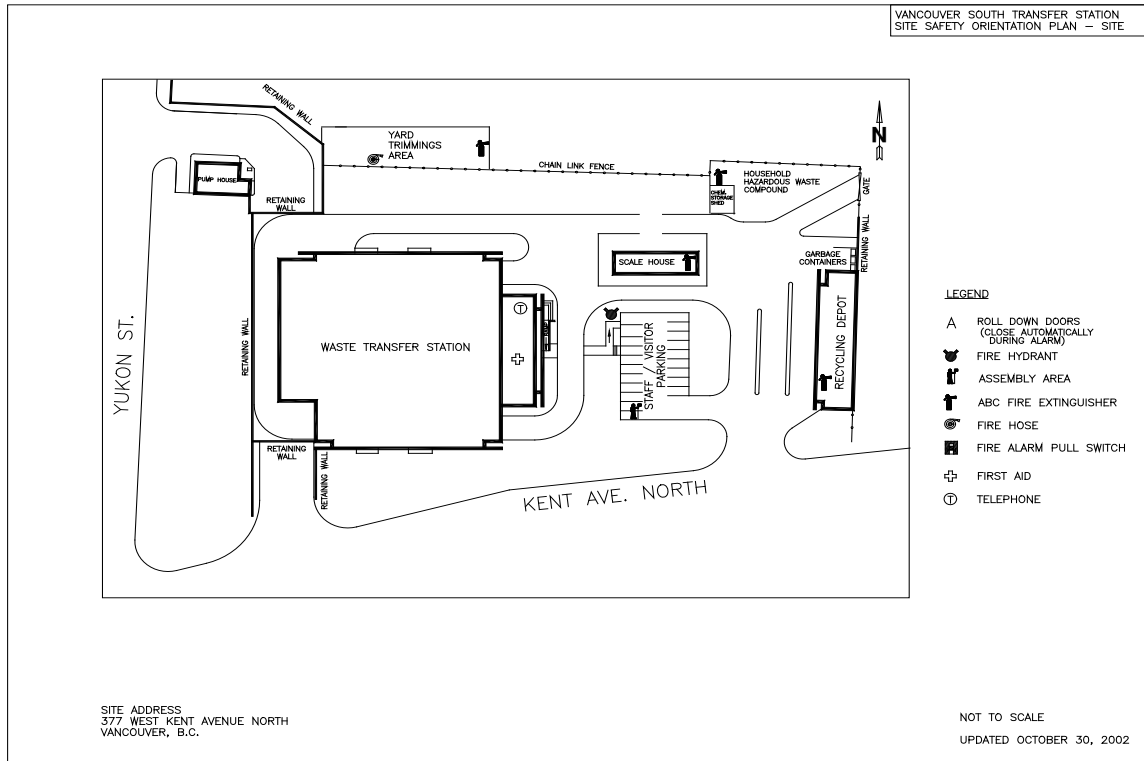
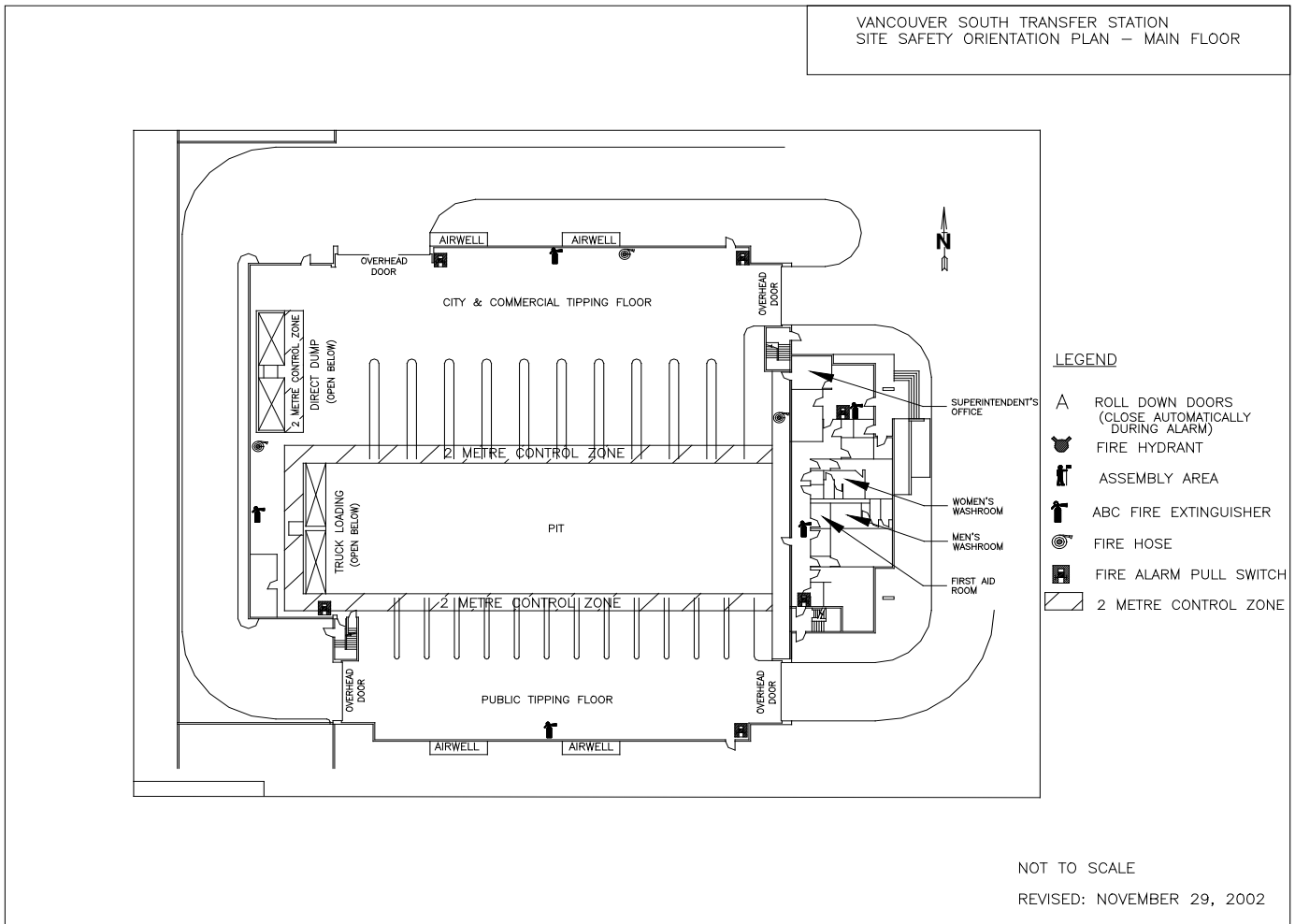
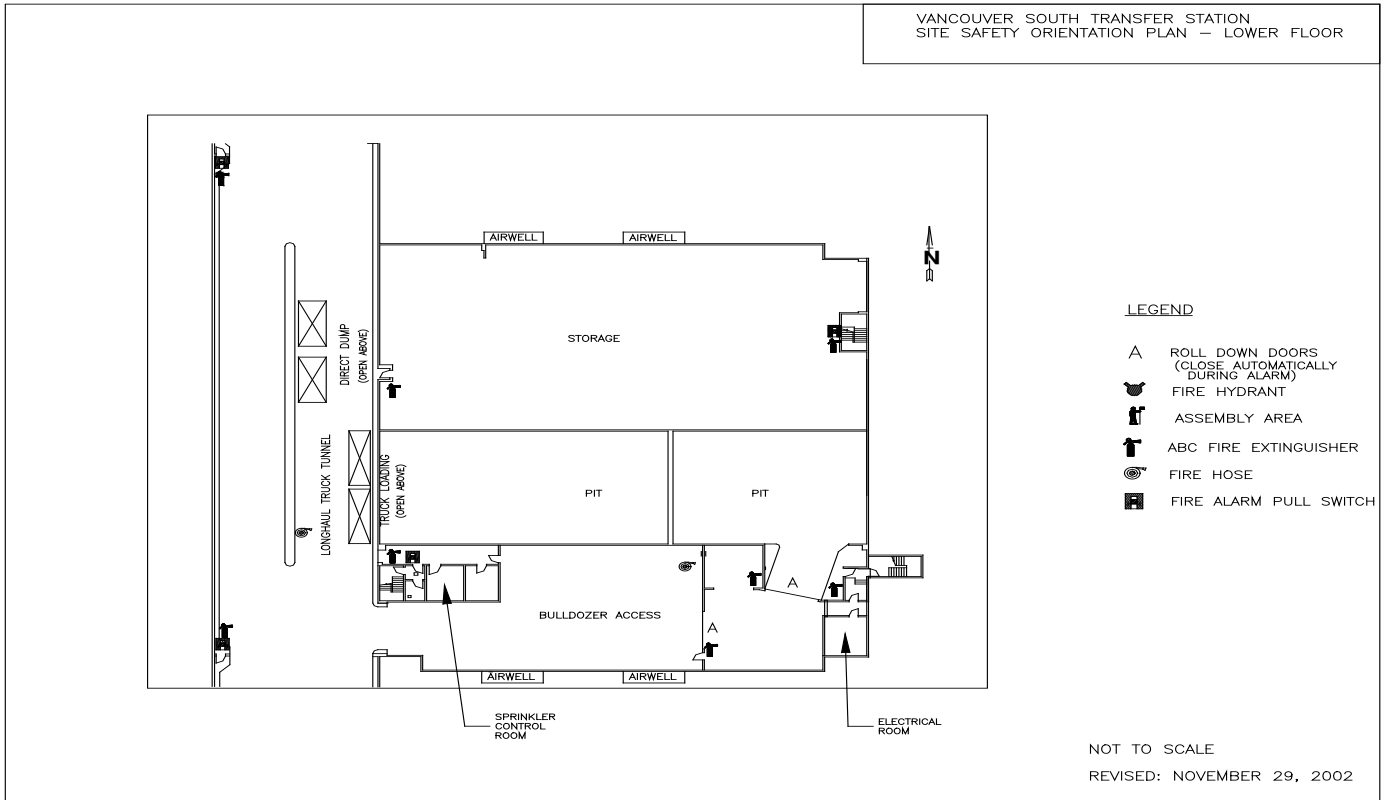


FIGURE 1 – Vancouver South Transfer Station, Site, Plan View



**FIGURE 2 – Vancouver South Transfer Station, Main Floor, Plan View**



**FIGURE 3 – Vancouver South Transfer Station, Lower Floor, Plan View**



## 1. GENERAL SAFETY ISSUES

- All visitors to the Vancouver South Transfer Station or the Vancouver Zero Waste Centre must sign in and out on the Transfer Station Sign In Sheet located outside of the main entrance to the administration building.
- The speed limit on the anywhere on the premises is 5 km/h (3 mph).
- Smoking on the site is prohibited, except in the designated smoking shelter found within the main parking lot.
- Scavenging is prohibited.
- The use of cellular phones is not permitted while operating vehicles/equipment. Always move to a safe place out of the way of any equipment or vehicles prior to using a cellular phone or engaging in any other non-mobile activity.
- All drivers/operators must observe traffic control measures (i.e. stop signs, cones, traffic control persons).
- Be aware of and stay clear of coned off areas. These are to protect you from any hazards.
- Seatbelts must be worn at all times while vehicles are in motion.
- Do not enter the Control Zone around the pit (refer to Figure 2) without a safety spotter.

## 2. FIRST AID

- The first aid room (refer to Figure 2) is located off the pit viewing gallery of the VSTS Administration Building.
- For emergencies, call 911 (dial “9” first from landlines).
- Notify the designated First Aid Attendant at 604.603.0168 (VSTS First Aid Cell Phone). If no answer, contact the VSTS office (604.326.4720).

## 3. IN THE EVENT OF AN EMERGENCY

- Report any fires, spills, accidents or other emergencies to a VSTS staff member immediately, or contact the office directly (604.326.4720). In the event of an emergency that requires outside assistance, call 911 immediately. The Superintendent (or their designate) is responsible for contacting additional authorities as required.
- Your first priority is to warn others and evacuate the immediate area. Do not put yourself in danger.
- If not directly and helpfully involved, report to the Emergency Muster Location at the southwest corner of the VSTS visitor’s parking lot (refer to “Assembly Area” on Figure 1).
- Do not return to the site until instructed that it is safe.
- Material Safety Data Sheets are located in the VSTS Administration Building, outside the lunchroom.

For detailed information, refer to the VSTS Emergency Response Plan.

## 4. HEALTH AND SAFETY CONCERNS

- If you have any health or safety concerns, please discuss them with your site contact.
  - An incident means an accident or other occurrence, which resulted in, or had the potential for causing an injury or occupational disease. Incidents may include near misses, minor injuries, medical aid treatments, doctor visits, and/or injuries resulting in lost time accidents (e.g. *structural and equipment failures*).
- ❖ The above incidents must be reported to your site contact immediately without delay. All injuries shall be managed in accordance with the Injury/Illness and First Aid procedures..

**Near-Miss Definition:**

Does not involve injury to a worker, or involves a minor injury not requiring medical treatment (e.g. first aid treatment only), **BUT** had the potential to cause serious harm to a worker.

**5. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All PPE must meet WorkSafeBC requirements.

- The following are necessary while on the site:
  - Hi- visibility reflective vest or coveralls.
  - Safety protective footwear (heavy-duty, above the ankle, construction-type safety boots with an external triangular green CSA patch). Boots should also be approved as shock-resistant when working on electrical systems (display an external white  $\Omega$  CSA patch).
  - Approved safety eyewear.
  - Respirator on the tipping floor
  - Hearing protection on the Tipping Floor and at the Zero Waste Centre.
  
- Also necessary where appropriate:
  - Hard hat.
  - Fall protection in situations where a fall of 3 metres (10 feet) or more could occur, or from a lesser height but which represents a higher risk of injury.
  - Other specific equipment where determined necessary or by regulation for the particular situation.

**6. HEAVY EQUIPMENT**

- Do not move into the vicinity of any vehicle or mobile equipment until you have made eye contact with the operator/driver and ensured that he/she is aware of your presence.
- Do not, at any time, walk behind any piece of heavy equipment. Unless absolutely necessary, remain outside of the swing radius of the Prentice Crane and backhoes.
- Remember that people are more mobile than equipment- it's your responsibility to stay out of the way.
- All equipment must be turned off before fueling.

**7. WORKING ALONE**

In the event a support worker is working alone, it is the responsibility of the Support Worker's Supervisor to develop and implement his/her own "working alone" monitoring plan prior to initiating work on the site.

**8. VSTS SITE HAZARDS**

- If you notice a hazard, please correct it immediately. If you are unable to correct the hazard yourself, report it to your site contact.

General Hazards apply to all, check the other areas that apply

General Site Hazards	
<ul style="list-style-type: none"> <li>• Fires/explosions</li> <li>• Mobile equipment and vehicle traffic</li> <li>• Slips, trips, and falls</li> <li>• Eye hazards (ie. Dust)</li> <li>• Electrical hazards</li> <li>• Rodents</li> </ul>	<ul style="list-style-type: none"> <li>• Fall protection (working at height of ≥10 ft.)</li> <li>• Confined spaces (as marked)</li> <li>• Power outage</li> <li>• Weather</li> <li>• Poor housekeeping</li> </ul>
<input type="checkbox"/> Main Tipping Floor	<input type="checkbox"/> Zero Waste Center
<ul style="list-style-type: none"> <li>• Noise</li> <li>• Asbestos</li> <li>• Needle sticks</li> <li>• Violence</li> <li>• Flying objects</li> <li>• Bioaerosols (mould, bacteria - respirator required)</li> <li>• Compressed gas cylinders</li> </ul>	<ul style="list-style-type: none"> <li>• Cuts (blades, sharp objects, puncture)</li> <li>• Dust</li> <li>• Spills</li> <li>• Equipment tipping/rollover</li> <li>• Congestion &amp; obstructions</li> <li>• Fall from height</li> <li>• Low light visibility</li> </ul>
<input type="checkbox"/> Lower Floor	<input type="checkbox"/> Hazardous Waste Area
<ul style="list-style-type: none"> <li>• Needle sticks</li> <li>• Bioaerosols (mould, bacteria)</li> <li>• Overhead hazard</li> <li>• Low light visibility</li> <li>• Spills</li> <li>• Dust</li> </ul>	<ul style="list-style-type: none"> <li>• Noise</li> <li>• Equipment tipping/rollover</li> <li>• Congestion &amp; obstructions</li> <li>• Compressed gas cylinders</li> <li>• Needle sticks</li> <li>• Cuts (blades, sharp objects, puncture)</li> <li>• Corrosive gas or liquid</li> <li>• Solvents and gases (fumes)</li> </ul>
<input type="checkbox"/> Yard Waste	<input type="checkbox"/> Scalehouse
<ul style="list-style-type: none"> <li>• Needle sticks</li> <li>• Violence</li> <li>• Heat/cold stress</li> <li>• Equipment tipping/rollover</li> <li>• Bioaerosols (mould, bacteria)</li> </ul>	<ul style="list-style-type: none"> <li>• Working alone or in isolation</li> <li>• Cuts (blades, sharp objects, puncture)</li> <li>• Flying objects</li> <li>• Compressed gas cylinders</li> <li>• Violence</li> <li>• Noise</li> <li>• Dust</li> <li>• Long stationary posture</li> <li>• Congestion &amp; obstructions</li> <li>• Bloodborne pathogens (money handling)</li> </ul>

Various controls have been implemented to minimize the risk of all the listed hazards. If you have any questions or concerns about hazards or require further information please discuss with your site contact.



# Safe Operating Procedure – Site Safety Orientation and Agreement

## LEGAL TERMS AND CONDITIONS

- You agree that entry to and use of the site is at your own risk and that neither the City of Vancouver, nor its employees or agents will be liable for any loss or injury to person or property whether or not caused by negligence.
- You agree to comply at all times with the above requirements and to follow the instructions of the VSTS Superintendent, or their designate, and/or the First Aid Attendant at all times.
- You agree to reimburse the City of Vancouver for any and all costs, losses and damage which may be caused by your failure to carry out safe working practices while on the site or to otherwise comply with this Site Safety Orientation/Agreement.
- The terms of this Site Safety Orientation/Agreement are additional to, and not in replacement of any agreement between you and the City of Vancouver. However, in the event of any inconsistency between the two, this agreement prevails.

## STATEMENT OF RESPONSIBILITY

Name  
(Please print) \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

I certify that I have read, understood and agree to comply with and be bound by this Site Safety Orientation/Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### City of Vancouver Employees Only

The following City of Vancouver employee has been provided the Site Safety Orientation.

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Branch

### Orientation Provided By

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Company/Branch/Date