



## **WASTE MANAGEMENT**

### **POST COLLECTION FACILITY OPERATION PROCEDURES San Juan County Landfill**

*May 2019*

- Section 1: Policy Purpose and Enforcement**
- Section 2: General Safety and Visibility Rules**
- Section 3: Engineering Controls**
- Section 4: Spotter/Traffic Director Authority & Responsibilities**
- Section 5: Main Tipping Area Procedures**
- Section 6: Hospital Loads & Treated Medical Waste**
- Section 7: Heavy Equipment Operator Responsibilities**
- Section 8: Picker Picking Activities**
- Section 9: Mechanic Activities**
- Section 10: Gas Recovery Activities**
- Section 11: Truck & Trailer Loading Requirements**
- Section 12: Frozen Loads**
- Section 13: Pushed Off Loads**
- Section 14: Emergency Action Plan**
- Appendix 1: Notice of Tipping Floor Rule and Procedures Violation (NOV)**
- Appendix 2: Managers Letter**
- Appendix 3: District/Operation Manager Responsibility**
- Appendix 4: Operations Manager & Supervisors Responsibilities**
- Appendix 5: Heavy Equipment Operator Responsibilities**
- Appendix 6: Commercial Hauler Responsibilities**
- Appendix 7: Transporter Responsibilities**
- Appendix 8: Self-Haul (Public) Users Responsibilities**

The San Juan County Landfill is open to the public and commercial customers. Hours of operation are 7:00 AM-5:30 PM Monday through Friday and 9:00 AM-5:00 PM Saturday & Sunday. Hours of operations are subject to change without notice. The site accepts commercial, residential, green waste/wood waste, Non-hazardous Industrial solid wastes as well as construction/demolition debris and whole tires.

All Public and Commercial inbound customers will enter the site via San Juan County Landfill Access Road and proceed to the scale house. All Public and Commercial inbound customers will weigh in at inbound scale. All visitors, regulators, contractors, consultants, etc. must sign in at the scale house before entering the facility.

After exiting the scale, vehicles will proceed along the main haul road as directed by the scale house and signage until reaching the appropriate dumping location. After unloading, all vehicle traffic will exit the facility utilizing the haul road.

Customers requiring weigh back will proceed to the scale house out bound scale and await direction from a scale house employee, allowing entrance to the scales from the outbound direction.

## **1.0 Policy Purpose and Enforcement**

- 1.1 In an effort to operate facilities with a zero tolerance for unsafe acts and conditions, the following safe work practices and operating procedures will be followed at San Juan County Landfill.
- 1.2 Any violation of this policy by Waste Management (WM) employees will result in discipline up to and including termination. This includes WM drivers and helpers not employed by San Juan County Landfill.
- 1.3 Non-WM employees will be given Notices of Violation for non-compliance with this policy. **Non-compliance may result in Non WM employees being restricted from the site or in expulsion from the site.**
- 1.4 The Notice of Violation (NOV) included in this document may be issued by any responsible landfill Management personnel, or designee. A copy of NOV's issued will be kept on file at the site.
- 1.5 The Landfill District Manager and Supervisors are responsible for monitoring site operations for compliance with this policy and for taking corrective action on observed or reported safety violations.

## **2.0 General Safety & Visibility Rules**

- 2.1 All Waste Management employees working at the landfill must wear high visibility reflective clothing/vest, hard hats, safety glasses and minimum of 6-inch lace up leather boots with puncture resistant soles. This includes any drivers or helpers who get out of their vehicle.
- 2.2 The landfill will conduct annual employee training, and new employee training, on this policy and its procedures.
- 2.3 Visitors will be accompanied at all times and wear high visibility vests, hard hats and close-toed hard sole shoes and other required Personal Protective Equipment (PPE), as needed.
- 2.4 Regular outside commercial hauling companies, customers and the general public are required to wear appropriate footwear while outside of their vehicles (i.e., no bare feet, sandals, shower shoes, flip-flops, or open toe shoes).
- 2.5 Regular outside commercial customers will receive a copy of this policy to ensure compliance.
- 2.6 Commercial haulers and materials transporters (general public) are to adhere to the following PPE rules:
  - 2.6.1 Hardhats, reflective vests, safety glasses and hard-soled shoes will be worn on site and while outside of vehicle.
    - 2.6.1.1 Puncture-resistant soles are recommended.

## **General Safety & Visibility Rules (continued)**

- 2.7 Onsite contractors, hired by San Juan County Landfill to work at the site, will be briefed and provided a copy of this policy when needed (based on the nature of their work).
- 2.8 When applicable, this policy will be provided to onsite contractors in addition to other materials, as detailed in the site Onsite Contractor Safety Policy.
- 2.9 Any contractor working on or around the tipping face or at a location beyond the scales, or a location designated for all PPE, will be required to wear all required PPE. (High visibility clothing or vest, hardhat, safety glasses and minimum 6-inch steel toe boots (puncture resistant soles recommended).
- 2.10 All customers, the public, and all contractors must comply with posted speed limits, unloading area designation signs, site PPE requirements, and site safety rules. They must also comply with general safety rules of the facility, including but not limited to:
  - 2.11 Always adhering to established traffic patterns, stopping at all posted STOP signs, and stopping completely prior to entering scales.
  - 2.12 No speeding – Follow posted speeds, which are:
    - 2.12.1 15 mph prior to the Scale House
    - 2.12.2 15 mph between Scale House and tipping area
    - 2.12.3 **5 mph while in the tipping area on Landfill.**
  - 2.13 Maintain adequate spacing between vehicles (as posted):
    - 2.13.1 **15 ft between tilt body trucks, roll off trucks, rear eject trucks & other vehicles, equipment or people**
    - 2.13.2 **60 feet or length of trailer plus 10 feet between end-dumps and other vehicles, equipment or people**
      - **60- feet between identified overweight vehicles and other vehicles, equipment or people**
- 2.14 In the event of a serious accident, injury or fire, customers or contractors must contact a site Supervisor as soon as possible.
- 2.15 Work observations will be conducted and documented by San Juan County Landfill personnel to ensure that safe working practices and areas are maintained.
  - 2.15.1 All loaders, compactors, heavy equipment, forklifts, etc. operating on site will be equipped with strobe lights and back-up alarms.
- 2.16 Other prohibited activities:
  - **No rapid backing**
  - **No scavenging**
  - **No hazardous waste**
  - **No prohibited waste (liquids, batteries, radioactive materials, PCBs, recyclable used oil, or freon containing items such as refrigerators, freezers, air conditioners, water cooler, ice machines, etc.)**
  - **No smoking on or around any portion of the disposal area of the landfill -- smoking is only permitted in designated areas.**
  - **No alcohol or drugs**
  - **No firearms or weapons**
  - **No loitering**
  - **No bare feet, sandals or open toe shoes (hard-soled shoes only)**

- **No fighting**
- **All children, younger than 14 years old, or pets are to remain inside of vehicle at all times while on site.**

### **3.0 Engineering Controls**

- 3.1 Speed bumps have been installed to control speed along the asphalt portion of the main haul road.
- 3.2 Maps and directions from the Scale Attendants, flagging, traffic cones, caution tape, etc. are used to delineate temporary roads and disposal locations.
- 3.3 Speed limit signs and other portable traffic direction signs are used to safely direct drivers to the correct tipping area.

### **4.0 Operator/Traffic Director Authority & Responsibilities**

**Spotter/Traffic Director is not typical used at San Juan County Landfill. IF A OPERATOR/TRAFFIC CONTROLLER IS NOT SURE OF A CONDITION OR IF A WORK PRACTICE IS SAFE, THEY ARE AUTHORIZED TO STOP ALL ACTIVITY AND CONTACT HIS/HER SUPERVISOR.**

The spotter (if used) is a key position for the smooth and safe operation of the Landfill. The role of the spotter is to direct traffic to the proper tipping area and to control the dumping activities at the active face and other tipping areas. The equipment operator has complete authority over the traffic in the landfill. The operator also may identify types of loads, perform load-checks, identify unacceptable wastes entering the facility, and check load tickets. The operator will work in coordination with other heavy equipment operators, operation supervisors and scale house personnel to ensure proper load placement and traffic volume.

#### **Tipping area load check responsibilities:**

- 4.1 After the truck has tipped its load and proceeded to the clean out area, the load inspector will place a row of cones to protect the approach end of the load check lane.
- 4.2 During a load check, no truck traffic or heavy equipment movement will be allowed within 15 feet of the load check lane.
- 4.3 The load check inspector will radio the operator when the load check is complete. The load may be pushed onto the face only after the load checker has evacuated.
- 4.4 The number of safe zones created will be dictated by the size and number of tipping areas, traffic patterns, and number of Spotters/Traffic Directors utilized.
- 4.5 The self-haul customers will be directed to the public convenience center near the scale house.
  - 4.5.1 The scale operators will be responsible for identifying unacceptable waste by interviewing the public as to the items being delivered for disposal.
  - 4.5.2 Upon the identification of any suspect "prohibited waste", i.e. hazardous materials or medical waste, a supervisor or lead will be contacted and the appropriate measures taken to remove the material safely. Employees will not handle or remove this material unless the material can be safely identified
- 4.6 Do not allow anyone on foot onto the tipping floor other than drivers opening their tailgate or cleaning out the back of their trucks.
- 4.7 If you must go onto the tipping floor use a pickup truck and advise the heavy equipment operators by radio.

- 4.8 Do not stand behind vehicles or equipment.
- 4.9 Stay a safe distance from all-moving vehicles and equipment.
- 4.10 Be aware of the location of all vehicles and heavy equipment at all time.
- 4.11 PRIOR TO APPROACHING HEAVY EQUIPMENT, SPOTTERS/TRAFFIC DIRECTORS MUST MAKE RADIO CONTACT WITH HEAVY EQUIPMENT OPERATORS AND ALL EQUIPMENT MUST STOP. ONLY APPROACH AND CROSS PATHS WITH HEAVY EQUIPMENT WHEN ABSOLUTELY NECESSARY!
- 4.12 In the event of an accident, injury or a spill, contact the Operations Supervisor immediately.
- 4.13 Enforce the “No Scavenger Policy.”
- 4.14 End dumps are to be placed at least 60 feet away from people and other vehicles while dumping.

**Operator/Traffic Controller Hazards:**

**Hazard**

- Walking behind trucks
- Backing trucks
- Loose/swinging truck doors
- Vehicle in staging area
- Vehicle proximity
- Overturning of vehicles
- Loitering
- Scavenging
- Visibility
- Assisting loading/unloading
- Vehicles without back up alarms
- Holes, ruts, or obstructions
- Debris falling from trucks
- Picking up sharp objects
- Climbing on vehicles
- Lack of visibility to trucks/equipment
- Bird abatement launchers

**Prevention**

- Never stand behind any vehicle
- Direct all traffic from front or side
- Stay clear of unsecured doors
- Prohibit non-essential vehicles from area
- Maintain safe clearance distances
- Direct vehicles to level tipping area
- Prohibited
- Prohibited
- Wear high visibility clothing, hard hat
- Prohibited
- Never stand behind vehicles
- Attention to walking surface
- Keep safe distance, wear hard hat
- Use adequate hand protection
- Prohibited
- Wear high visibility clothing/personal Strobe light
- Wear safety glasses, hearing protection and use only if trained

**5.0 Main Tipping Area Safety Requirements**

- 5.1 Passengers or helpers should remain in vehicle at all times unless required to engage in assisting the driver.
- 5.2 Persons tipping at the active refuse area will be directed to the designated area. Required PPE shall be worn at all times. Traffic Spotters/Traffic Directors or signs will be used at each tipping location to provide direction.
- 5.3 The Traffic Director, equipment operator or **signs** will direct persons and vehicles tipping on to the main tipping floor to the designated area.
  - 5.3.1 6’ – 8’ spacing MUST be maintained between self-haul customer vehicles.
  - 5.3.2 15’ spacing MUST be maintained between full eject compaction vehicles.
  - 5.3.3 15’ spacing MUST be maintained between roll off trucks, tilt body & hoist vehicles.

- 5.3.4 60 feet or length of trailer plus 10' MUST be maintained between end dump trucks.
- 5.4 All heavy equipment will be equipped with backup alarms and rear viewing mirrors.
- 5.5 Commercial and public tipping area are to be kept separate. A "safety zone" of a minimum of twenty (15) feet should separate the two areas.
  - 5.5.1 These areas will be identified by use of signs.
- 5.6 Heavy equipment is not to operate within fifteen (15) feet of commercial vehicles, public customers, and traffic Spotters/Traffic Directors.
- 5.7 All commercial vehicles MUST maintain a minimum of 15 feet between other vehicles, equipment, and people.
- 5.8 End Dumps MUST maintain a minimum of 60 feet of spacing between other vehicles, equipment, and people.
- 5.9 The spotter / traffic director or equipment operator responsible for the commercial tipping floor will be provided a bullhorn to aid in communicating with drivers.
- 5.10 All drivers must stay within 6 ft. of the vehicle while outside and only to open and close doors while on tipping floor.
- 5.11 Drivers are not allowed to loiter or carry on conversations in the tipping area.
- 5.12 Spotters/Traffic Directors and equipment operators must stay clear of loose swinging truck doors.
- 5.13 Spotters/Traffic Directors/equipment operators/drivers will maintain 15 feet of clearance space between commercial trucks while tipping. A minimum distance of 60 feet will be maintained between any "end-dump" style trailer, and the next customer. This is due to the increased potential for the trailer to topple over during dumping.
- 5.14 Traffic Spotters/Traffic Directors/equipment operators are not allowed to help the general public with the unloading of material, to open the doors of commercial vehicles, or to assist in the removal of tarps or screens.
- 5.15 No driver, helper or spotter is allowed under a raised tailgate, or to enter the truck to clean behind the packer blade without proper lockout procedures taken (keys removed from the ignition and placed in drivers pocket).
  - 5.15.1 Packer clean-out areas will be identified by way of signs.
- 5.16 The emergency notification system will be communicated through the two-way radio system and by verbal communication.
- 5.17 Drivers will be directed to un-tarp in the staging area away from the tipping area.
- 5.18 Smoking is allowed in designated areas only. No Smoking in Landfill.
- 5.19 Scavenging or salvaging material is strictly prohibited.

## **6.0 Hospital Loads and Treated Medical Waste**

The following control methods will be used by landfill personnel, to help reduce the potential for exposure to medical waste by employees and customers:

- 6.1 Scale house will identify medical waste loads when they arrive at the site.
- 6.2 Scale house will notify landfill personnel that a medical waste load is on its way to the landfill and briefly describe the hauler. (Hauler name if visible or color of cab and bin).

- 6.3 On arrival at the active face, the truck will back into tipping area, away from the hand unloading customers.
- 6.4 A lane will be left open on both sides of a medical waste load. Truck will not be directed so far that the driver may have to stand in trash at the toe of the face.
- 6.5 After the dozer has pushed the load, equipment operator will inspect the area for any residual medical waste.
- 6.6 If the area is not clean, trucks will not be allowed into that slot until the area has been cleaned of all remaining medical waste.
- 6.7 Never manually handle any medical waste.
- 6.8 Do not back a customer, who has to manually open his tailgate, into a spot where medical waste was just cleared. Front-end loaders with automatic tailgate release will be staged in the lane after a medical waste load and have the load dumped away from the toe of the trash face.
- 6.9 Operators will push hospital loads as soon as is practical and cover the medical waste on the face with other trash as quickly as possible to reduce contamination of equipment with sharps.
- 6.10 Do not push a medical waste load to any area around landfill leachate risers, to prevent exposure to personnel.
- 6.11 If pushing from the bottom of the lift, do not push medical waste to the top of the lift, to prevent exposure to grade checkers.
- 6.12 Take direction from equipment operators or Spotters/Traffic Directors who have identified medical waste on the trash floor and clean area of residual sharps before allowing the next customer to use that lane.

## **7.0 Heavy Equipment Operator Responsibilities**

- 7.1 Heavy equipment operators will not operate or push refuse loads that are within 15 feet of Spotters/Traffic Directors, other pedestrians or vehicles.
- 7.2 Operators will communicate by radio and coordinate with driver or scale house before pushing the hand unloading area, the load check area or cleaning the floor, to verify that the drivers are evacuated.
- 7.3 When pushing a load, operators must have good visibility ahead of the load they are pushing, especially when pushing from the top of the face.
- 7.4 The heavy equipment operator position is considered to be a “safety sensitive” position and is included in the random drug and alcohol-testing program.

## **8.0 Paper Picking Activities**

- 8.1 Paper pickers are required to wear the same PPE as Spotter/Traffic Directors, including high visibility reflective clothing and/or safety vests, hard hats, safety glasses, and hard sole leather boots. Gloves and hearing protection shall also be used in required areas.
- 8.2 Paper pickers are not to work in the active tipping area or in the clean out areas of the landfill.
- 8.3 Paper pickers are to work downwind of the trash face and are to avoid high traffic areas until the landfill is closed to traffic.

## **9.0 Mechanic Activities**

- 9.1 Mechanics working on the in the shop will be exempt from the high visibility vest and hardhat PPE requirement.

- 9.2 Whenever maintenance is required outside of the shop to work in the field, all landfill required PPE must be worn including high visibility reflective clothing and/or safety vests, hard hats, safety glasses, and minimum of 6 1/2" lace up, steel toe leather boots. Gloves and hearing protection shall also be used in required areas.
- 9.3 Mechanics must follow all equipment specific lock-out-tag-out procedures whenever working on any equipment.
  - 9.3.1 Always set the e-brake and double chock the vehicle before working under the rolling stock.
  - 9.3.2 Turn off the ignition, lockout the master switch and pull the key if not required to be running.
- 9.4 In order to prevent needle stick incidents, never reach into blind areas that may have contacted trash. Always use the Kevlar mats on tracks of dozers anytime you need to perform any maintenance or servicing requiring you to climb on the tracks of dozers. Clean trash from or blow off and inspect areas that you may come in contact with before working on equipment.
- 9.5 Keep tools clean and in proper working order. Always use the proper tool for the job (No homemade tools)

#### **10.0 Truck & Trailer Loading Requirements**

- 10.1 Trucks will be loaded in designated loading area away from other traffic.
- 10.2 Trucks will not be loaded until the driver has given an "all clear" sign and has returned to his cab.
- 10.3 The transfer driver is responsible for dressing his own top. At no time shall a spotter, or any other employee or worker, enter a transfer trailer to dress the top.

#### **11.0 Frozen Loads**

- 11.1 If a load becomes frozen, wedged or stuck in a truck, the truck driver must signal to the equipment operator, spotter or tipper operator that he needs help unloading his/her truck.
- 11.2 The equipment operator will radio the lead operator to arrange assistance, most likely from a backhoe, excavator or loader.
- 11.3 The driver must remain in the truck cab while the operator tries to clear the jam.
- 11.4 The driver will remain in his/her truck cab until the operator has signaled to the driver that he is finished and has moved away from the truck at least 15 feet.

#### **12.0 Push-Off Loads**

- 12.1 Push-off loads will only be done when it can be done safely and without damaging the customer vehicle.
- 12.2 All push-off loads will be prearranged and pre-paid at the scale house.
- 12.3 The scale operator will notify the lead operator of a push-off load. No push-offs will be done without approval.
- 12.4 The customer is responsible for preparing his/her vehicle for the push-off (removing bed rails or stake sides).
- 12.5 The customer must be inside his vehicle during the push off.
- 12.6 The heavy equipment operator must use special care when performing a push-off.



## **13.0 EMERGENCY ACTION PLAN**

### **GENERAL**

In the event of a serious accident, injury or fire the following emergency guidelines should be followed.

### **FIRE**

The following action will be taken in the event of fire:

- Notify the Supervisor and/or Operation Manager or District Manager.
- Clear the site of all unnecessary traffic and non-essential personnel.
- Take immediate action to extinguish and contain the fire (move burning material away from tipping area, cover the area with dirt or other materials, utilize water truck to spray and saturate area) or remove material, by loader, from the affected area. (Depending upon situation and safety consideration).
- Notify Fire Department, if needed.
- Provide responding emergency units with clear and direct access to the fire's location.
- Assist Fire Department personnel, as requested.
- Supervisor or Operation Manager, are to notify District Manager.
- Do not place yourself or others in danger in case of fire.

### **INJURY**

The following action will be taken in the case of an accident causing serious injury:

- Notify the Supervisor and/or the District Manager.
- Clear the immediate area surrounding the accident.
- Take protective measures to safeguard injured person(s).
- Contact Fire Department (paramedics) or Air Evac.
- Provide responding emergency units with clear and direct access to the accident location.
- Clear accident site of all non-essential personnel and vehicles.
- Supervisor or Operation Manager, are to notify District Manager.

## **SITE MANAGER AUTHORIZATION OF POLICY**

*Joshua Vinzant*

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Joshua Vinzant  
District Manager – San Juan County Landfill

Joshua Vinzant  
June 17, 2019



**WASTE MANAGEMENT**

**Waste Management Inland Empire  
San Juan County Landfill**

**NOTICE OF TIPPING FLOOR RULES and PROCEDURES VIOLATION**

Name of Company \_\_\_\_\_

License Plate or Truck Number: \_\_\_\_\_

Date of Violation: \_\_\_\_\_

Time of Violation: \_\_\_\_\_

Violation: (check all that apply)

- Not wearing PPE
- More than one person out of vehicle
- Not obeying signals or instructions
- Scavenging
- Under raised tail gate
- Not following LOTO (Lock-out/Tag-out) procedures
- Speeding
- Near Miss
- Unsafe backing
- Other (specify) \_\_\_\_\_

**Name of person filing report:** \_\_\_\_\_

**Number of NOV's to Date** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employer action taken** \_\_\_\_\_



To Whom It May Concern:

Subject: Safety on the Tipping Floor

San Juan County Landfill is committed to safety, to that of our employees as well as your employee's. The tipping floor is a high traffic area and recently San Juan County Landfill has enhanced the safety procedures for this part of our operations.

I am enclosing a copy of our Tipping Floor Safety Rules and Operating Procedures. Your cooperation in conveying this information to your drivers and helpers who use our facility is vital in maintaining a safe work environment. We are certain that you share our commitment to employee safety and appreciate your assistance and cooperation.

If you have any questions regarding these Rules and Procedures, please don't hesitate to call me at (505)386-5005.

Sincerely,

*Joshua Vinzant*

Joshua Vinzant  
District Manager

## **DISTRICT MANAGER/LEAD OPERATOR RESPONSIBILITIES**

### **GENERAL**

The District/Operation Manager has responsibility for the operation of the site.

### **SPECIFIC RESPONSIBILITIES**

The District/Operation Manager is responsible for:

- Assignment of all personnel to the site.
- Certifying that employees operating heavy equipment have been properly trained and are qualified to perform assigned tasks.
- Training of all personnel assigned to the site.
- On a daily basis observing employee, hauler, transporter, and user performance.
- Establishing traffic pattern and organizing tipping area use so as to maintain a steady user flow in a safe and efficient manner.
- Strictly enforcing safety rules and taking corrective actions when warranted.
- Advising and/or seeking support from the Group Safety Specialists on unresolved employee observations and safety issues.

### **SPECIFIC SAFETY REQUIREMENTS**

- Updating and submitting Company contact listing to local city police and fire department and to contracted Security Company.
- Maintaining an emergency response plan and distributing the plan a team listing to appropriate management and supervisory personnel.

## **LEAD OPERATOR RESPONSIBILITIES**

### **GENERAL**

Supervise the day-to-day operations to ensure efficient operation of site in a safe manner.

### **SPECIFIC RESPONSIBILITIES**

The Supervisor is responsible for:

- Ensuring that commercial haulers and transporters using the facility adhere to operational and safety rules.
- Monitoring personnel performance.
- Observing customers conduct while on site.
- Taking corrective action on observed or reported safety rule violations.
- Requesting District/Operation Manager support for unresolved operational or safety issues.
- Reporting safety violations and taking corrective action.

## **HEAVY EQUIPMENT OPERATOR RESPONSIBILITIES**

### **GENERAL**

Heavy equipment operators (HEO) will wear the required PPE. The required PPE includes high visibility reflective vests, hard hats, 6 1/2" lace up safety boots, gloves, safety glasses and hearing protection (when required).

### **SPECIFIC RESPONSIBILITIES**

The HEO are responsible for:

- Management of material at the tipping areas.
- Clearing unloading areas and the load check area. When safe to do so.
- Observing material to identify hazardous or non-acceptable material.
- Operating in a safe manner and always on the alert for personnel and equipment in the vicinity of the equipment and at the dumping areas.
- Maintaining safe distance from personnel and vehicles.
- Exercising authority over commercial haulers and transporters.
- Moving Spotter Safe Zones and Load Check Areas when requested.

### **SPECIFIC SAFETY REQUIREMENTS**

- Keep spotter, load inspectors, and/or users in sight at all times.
- Take immediate action to prevent fire or the spread of fire.
- Report situation to the Supervisor, Operation Manager or District Manager for assistance.

# COMMERCIAL HAULER OPERATING PROCEDURES

## GENERAL

Adhere to all landfill, transfer station, MRF procedures and safety rules.

## SPECIFIC PROCEDURES

Commercial Drivers are responsible for:

- Adhering to established traffic patterns and speed limit. **15 mph** between front gate and scale house, and **5 mph** in landfill tipping area.
- All vehicles are required to stop prior to entering scales.
- Following instruction of Scale Attendant, traffic director, load checker and/or Equipment Operator.
- Maintain proper spacing:
  - **15-feet for all tilt body trucks**
  - **15-feet for all push-out/ejection trucks & rear-end loaders**
  - **60 feet for all end dumps – or length of trailer plus 10 feet.**
- Prior to backing on to the tipping area insure area is clear of equipment and personnel.
- Commercial haulers helpers **MUST** remain in the vehicle.
- Prior to exiting the cab, applying parking brake visibly checking immediate areas for operating equipment to ensure a safe exit.
- Prior to raising rear door and unloading material, ensure area behind truck is clear of personnel, equipment and material on tipping floor.
- After unloading, move forward from the tipping area and ensure area behind truck is clear of equipment and personnel prior to closing rear door.
- Do not stand under a raised tailgate at any time.
- Driver will pull forward to clean behind packer blade to the designated area.
- **Using lock and tag out procedure prior to entering packer area for clean out.**
  - WM Drivers follow Western Group LOTO Procedures.
  - **Non-WM Drivers -Turn engine off, remove key and place in pocket.**
- Drivers **are not allowed to carry on conversations in the tipping area.**
- Body hoists and tailgates **MUST** be lowered prior to leaving the dumping area.
- Roll-off trucks are required to pull forward to the packer clean-out area to close doors.

## SPECIFIC SAFETY RULES

The following safety rules will be observed while on or site:

- **High visibility clothing will be worn when on site.**
- **Hardhat, safety glasses, steel toe protective boots, and reflective vest will be worn outside of the vehicle.**
- **No speeding**
- **No rapid backing**
- **No scavenging**
- **Follow LOTO procedures during packer clean-out**
- **No eating or drinking in tipping area.**
- **No smoking**
- **No alcohol or drugs**
- **No firearms**
- **No Cell Phone use when at the scalehouse or working face**

**NOTE:** Violators of the above procedures or safety rules will be reported to the Site Manager or District Manager for appropriate corrective actions. Violations to the above procedures or safety rules could result in expulsion from the property.

**TRANSPORTERS**  
**GENERAL SAFE OPERATION POLICY REQUIREMENTS**  
**San Juan County Landfill**

Transporters – driver that have materials loaded at the landfill – are responsible for adhering to all applicable landfill safety rules, as posted at the site, and as detailed in the landfill General Safe Operation Policy (applicable points summarized below). Notices of Violation may be issued for non-compliance with this policy and non-compliance may result in being restricted or banned from the site.

**SPECIFIC PROCEDURES**

Transporters are responsible for:

1. Adhering to established traffic patterns and all posted speed limits, following traffic control direction given, and stopping at all posted STOP signs.
2. Stopping completely prior to entering scales.
3. Ensuring helpers or passengers ALWAYS remain in the vehicle, unless required to assist as part of their work training.
4. Loading only in the designated loading area away from traffic areas.
5. Tarping and untarping in designated area only.
6. Chocking the truck wheels, setting the e-brake, removing tarps, and ensuring that rear doors are closed during material loading. Exception: Heavy Equipment dump trucks do not need to chock their wheels before loading.
7. Chocking wheels before indicating to operator to begin filling the truck.
8. Following the direction of Traffic Director if there is one present.
9. Remaining inside of truck while trailer is being loaded.
10. Giving the “all clear” sign before loading begins.
11. Applying parking break during loading or prior to exiting the cab – and visibly check immediate areas for operating equipment to ensure a safe exit before exiting cab.
12. After loading, moving forward and proceed to tarping area.
13. Reporting any accidents, injuries, fires, etc to a site Supervisor immediately.
14. Following the site Overweight Vehicle Procedures, which will be communicated to them if load is found to be overweight.
15. Maintaining required buffer spacing between their vehicle and other vehicles, equipment or people, as posted.

**SPECIFIC SAFETY RULES TO BE FOLLOWED:**

- High visibility clothing will be worn when on site.
- Hardhat, safety glasses, and reflective vest will be worn outside of the vehicle.
- Hard-soled shoes only -- Puncture resistant soles are recommended
- Always adhere to established traffic patterns and STOP signs, and stop prior to entering scales.
- No speeding – Follow posted speeds (15 mph prior to the Scale House; 15 mph between Scale House and tipping area; and 5 mph while in the tipping area)
- No rapid backing
- No scavenging
- No hazardous waste or prohibited waste
- No smoking on or around any portion of the disposal area of the landfill -- smoking is only permitted in designated areas.
- No alcohol or drugs
- No firearms or weapons
- No loitering
- No fighting
- All children or pets are to remain inside of vehicle at all times while on site.



**SELF HAUL (PUBLIC) USERS  
GENERAL SAFE OPERATION POLICY REQUIREMENTS  
San Juan County Landfill**

Self-haul (i.e., public) users/customers are responsible for adhering to all applicable landfill safety rules, as posted at the site, and as detailed in the landfill Safe Operation Policy (Applicable points summarized below). Notices of Violation may be issued for non-compliance with this policy and non-compliance may result in being restricted or banned from the site.

**SPECIFIC PROCEDURES**

1. Acknowledging that WM employees will not assist self-haul customers unload vehicles or trailers
2. Adhering to established traffic patterns and all posted speed limits, following traffic control direction given, and stopping at all posted STOP signs.
3. Stopping completely prior to entering scales.
4. Following site safety rules applicable to public users (as posted).
5. **Ensuring that all children or pets remain inside of vehicle at all times while on site.**
6. Ensuring area is clear prior to backing onto the tipping area.
7. Prior to exiting vehicle, applying parking brake and visibly checking immediate area for operating equipment or other vehicles to ensure a safe exit from the vehicle.
8. During unloading, remaining within 6 feet of vehicle; being constantly aware of equipment and personnel within the tipping area.
9. Not unloading hazardous material or unacceptable material.

**SPECIFIC SAFETY RULES TO BE FOLLOWED:**

- **No bare feet, sandals or open toe shoes. Hard-soled shoes only (puncture resistant soles recommended)**
- **Wear required PPE; high visibility clothing**
- **Always adhere to established traffic patterns and STOP signs, and stop prior to entering scales.**
- **No speeding – Follow posted speeds (15 mph prior to the Scale House; 15 mph between Scale House and tipping area; and 5 mph while in the tipping area)**
- **No rapid backing**
- **No scavenging**
- **No hazardous waste or prohibited waste**
- **No smoking on or around any portion of the disposal area of the landfill -- smoking is only permitted in designated areas.**
- **No alcohol or drugs**
- **No firearms or weapons**
- **No loitering**
- **No fighting**
- **All children or pets are to remain inside of vehicle at all times while on site.**
- **NO CELL PHONE USE AT THE SCALEHOUSE WINDOW OR WHEN IN THE WORKING AREA.**