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# **ROUTE SAFETY ANALYSIS: SOLID WASTE TRAINING**

**Leader's Guide, Fact Sheet  
& Quiz**

**Item Number: 3875  
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***This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.***

## **PREPARING FOR THE MEETING**

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

## **CONDUCTING THE PRESENTATION**

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

# 3875 ROUTE SAFETY ANALYSIS: SOLID WASTE TRAINING FACT SHEET

**LENGTH: 8 MINUTES**

## **PROGRAM SYNOPSIS:**

Safety must be a driver's number one priority when operating a solid waste collection vehicle. They present some very specific hazards. Identifying and eliminating hazards are part of each driver's responsibilities. By acting professionally, drivers can avoid problems for themselves and prevent potential problems for coworkers. This purpose of this program is to help drivers analyze hazards and report them immediately to ensure their safety, the safety of their equipment and the safety of others working the same route in the future.

Topics include examining the vehicle, overcoming container accessibility issues, being aware of hazards around the container and what to do if hazardous items are present in the container.

## **PROGRAM OBJECTIVES:**

After watching the program, the participant should be able to explain the following:

- Why communication is important;
- What to look for on the route;
- Why reporting is so important;
- What to do if a container is blocked;
- Be alert to container conditions.

## **PROGRAM OUTLINE**

### **BEFORE THE ROUTE**

- There is a solution to every problem on your route and that's what this program is all about: how to properly identify hazards and then take the steps necessary to prevent accidents and injuries.
- You're a professional and you didn't get where you are by being negligent or not caring about your performance, but sometimes the desire to get a job done on time or exceed expectations leads to taking a shortcut that shouldn't be taken or a risk with potentially far reaching consequences.
- To put it simply don't take chances! Use your common sense and good judgement on every job, every day.
- If you're unsure about something, no matter how minor, ask questions.
- You can't eliminate all hazards, but you can prevent these hazards from turning into an insurance claim or an accident.
- In fact, most hazards can be eliminated through communication: communication with your supervisor or dispatcher and communication with your customers.
- When you're on your route, you represent your company. The actions you take positive or negative reflect on the company. Keep this in mind as you effectively address the hazards you encounter.
- If it is unsafe, don't do it. It's that simple.

### **STARTING THE ROUTE**

- As you perform your route each day you should keep an eye out for anything that could cause a potential problem.
- Remember this report isn't just for you. It is for anyone who may make the same stops now or in the future.
- These reports are valuable tools for your protection, the protection of your coworkers and your customers.
- Perform a pre-trip inspection at the beginning of your shift.
- If you notice anything you may think maybe a hazard or may compromise the performance or safety of your truck in the future, make a note of it.
- Turn it in with your paperwork at the end of your shift so the problem can be addressed.

### **CONTAINER ACCESSIBILITY**

- One of the most common problems workers face are containers that are blocked or containers that are overfilled.
- Overfilled containers should be reported to your supervisor or dispatch. This may be a sign that the customer needs more frequent service or more containers.
- If the container itself is in poor condition, report it immediately so it could be replaced.
- The customer is responsible for providing safe stable access to their containers.
- It doesn't have to be perfect, but it does have to be safe. If you notice enclosures that are hazardous report them to your supervisor so they can address the issues with the clients.

- Parked cars are a common obstacle. If the container is blocked by a car, what should you do?
- Usually if there is a car there, the owner is nearby. Try to find the car's owner or call dispatch to have it moved.
- Be polite. Remember you represent the company and we expect you to behave in a friendly, professional manner.
- If access to the container is unusually difficult and you have a good safe way to perform the job, make a note of it on the route sheet. That way others can use the same safe technique.
- Be especially aware of dangerous overhead items such as power lines, tree branches, guide wires or building structures.
- Hazards such as these need to be addressed quickly. A permanent solution must be determined before pickup can resume.

#### **SAFETY TIPS DURING THE ROUTE**

- Sidewalk and pavement damage can result in potential claims against the company. That's why it's important for you to report damage immediately, especially if it's first time service.
- Approach all containers with caution.
- When returning the container, make it as easy as possible to pick up the next time.
- If you notice anything that may be a safety concern, report it. If conditions are unsanitary, you may be putting yourself and others at risk by servicing the location.
  - If you are unsure, ask.
- Report obvious electrical problems on compactors and report chemicals, paint, hazardous waste or other suspicious materials.
- If it seems unsafe, don't take a chance.
- Be constantly aware of what's happening on your route, what has happened and what could happen.
- Knowing what has happened in the past can help you prevent similar situations from reoccurring but thinking about what could happen is equally important.
  - By anticipating hazards, you not only reduce your risk now, you reduce your risk in the future and help others have a safer, more efficient route.
- If you know the surface won't support the weight of your truck, call it in and make the customer aware of this before driving on it.
- You can't control every condition on your route, but you do control what you do about them.
- Take note of any unsafe or unworkable condition on your route and report it.
- We all need to work together to achieve our goal of an accident and injury free workplace and root safety analysis is part of your job responsibilities.
- Take this responsibility seriously.

## **ROUTE SAFETY ANALYSIS: SOLID WASTE TRAINING**

### **ANSWERS TO THE REVIEW QUIZ**

1. a

2. b

3. a

4. a

5. b

6. b

7. a

8. a

9. a

10. b

## ROUTE SAFETY ANALYSIS: SOLID WASTE TRAINING

### REVIEW QUIZ

*The following questions are provided to determine how well you understand the information presented in this program.*

Name \_\_\_\_\_ Date \_\_\_\_\_

1. When you are on your route, your actions can reflect positively or negatively on the company.
  - a. True
  - b. False
  
2. If taking a particular action will damage property or harm others, you can still do it because it saves time.
  - a. True
  - b. False
  
3. If you notice anything you may think maybe a hazard or may compromise the performance or safety of your truck in the future, make a note of it.
  - a. True
  - b. False
  
4. Overfilled containers should be reported to your supervisor or dispatch.
  - a. True
  - b. False
  
5. The waste removal company is responsible for providing safe stable access to the containers.
  - a. True
  - b. False
  
6. If the container is blocked by a car, call the police and a tow truck to have it removed.
  - a. True
  - b. False
  
7. When returning the container, make it as easy as possible to pick up the next time.
  - a. True
  - b. False
  
8. Report obvious electrical problems on compactors and report chemicals, paint, hazardous waste or other suspicious materials.
  - a. True
  - b. False
  
9. By anticipating hazards, you not only reduce your risk now, you reduce your risk in the future and help others have a safer, more efficient route.
  - a. True
  - b. False
  
10. If you know the surface won't support the weight of your truck, drive onto it slowly and back out only if it develops serious cracks.
  - a. True
  - b. False