



**CHAFFEE LANDFILL**  
10860 Olean Road  
Chaffee, NY 14030  
(716) 496-5192  
(716) 496-7325 Fax

To Whom It May Concern:

**Subject: Safety on the Working Face**

Waste Management is committed to the safety of our employees as well as your employee's. The working face at our landfill is a high traffic area. In order to improve safety in and near the working face, Waste Management has developed rules and procedures for the receiving and unloading at the working face.

I am enclosing a copy of our Working Face Operations Policy. Your cooperation in adhering to these rules when using our facility is vital in maintaining a safe work environment. We are certain that you share in our commitment to your safety and the safety of our employee's. We appreciate your assistance, cooperation and continued support of a safe and efficient operation.

If you have any questions regarding these Rules and Procedures, please don't hesitate to call me at (716) 496-5192 ext. 237.

Sincerely,

Thomas L. Lewis  
Chaffee Landfill  
District Manager



**CHAFFEE LANDFILL**  
10860 Olean Road  
Chaffee, NY 14030  
(716) 496-5192  
(716) 496-7325 Fax

**UPSTATE NEW YORK REGION  
WORKING FACE OPERATIONS  
Chaffee Landfill**

**I. PURPOSE**

The purpose of this program is to ensure that Waste Management personnel, independent drivers, contractors, and visitors are protected from potential traffic hazards, as well as specific hazards associated with landfill working face operations at Chaffee Landfill.

Towards operating this facility with zero tolerance for unsafe acts and conditions, the following landfill working face rules and procedures outlined in this policy will be followed **at all times**:

**II. RESPONSIBILITIES**

- A) The District Manager is responsible for overall administration of this program.
- B) Site Managers, Supervisors and employees are responsible for implementing and enforcing this program, and for following the instructions given in this program.
- C) Equipment Operators are responsible for the following:
  - Directing the vehicles when loading or unloading at the facility.
  - Keeping eye contact with incoming drivers and fellow operators at all times.
  - Monitoring the loads for unauthorized wastes such as regulated medical wastes and other hazardous wastes and isolating them when discovered.
  - Notifying supervisor/manager if unauthorized waste is found or any action does not meet WM requirements.

**III. PROCEDURES**

*Mobile Equipment*

Any time, any equipment is in operation at the facility, the driver/operator is to follow the procedures listed below:

- A) All vehicles entering WM facilities must obey the 10 mph speed limit.

- B) No driver is to exit the vehicle unless to tarp/untarp or open/lock turnbuckles or unload on the working face and **cannot be more than 6 feet away from the vehicle**. Helpers are to remain in the vehicle unless they are being trained, and only after contact has been made with the equipment operators via hand signals or radio contact.
- C) A minimum **15 foot safe zone** must be maintained between landfill equipment and trucks working in the facility.
- D) The driver will open doors as far in front as practicable from active working face. He/she will then back up as directed.
- E) The driver will pull forward off from active landfill working face until clear, and secure and close doors.
- F) If driver needs to exit the truck to examine cargo area, he/she is to pull forward out of the vicinity of landfill equipment work zone.
- G) Transfer trailer drivers are to sweep out their trailers sufficiently away from working face so as not to create a hazard. "Live" sweeping is prohibited.
- H) If a truck driver needs to clean his/her blade area, a separate area isolated from the landfill equipment working face will be provided or safeguarded with safety cones or other appropriate barriers. If a separate isolated area is not available, the clean out area will be sufficiently far enough away from the working face so as not to create a hazard.
- I) If the drivers/operators cannot see at all, the vehicle must not move until the area is visible again.

***People on the Working Face***

No pedestrian traffic is allowed on the working face. If an occasion arises whereby an individual would be required to be at the working face, (i.e., to inspect a load), all traffic and equipment would be directed to stop, and not continue until the person had vacated the working face area.

Waste Management prohibits horseplay, scavenging, and violation of any other company rules by employees and non-employees. Anyone who violates the rules will face disciplinary action up to but not limited to termination. Non-WM employees will be escorted out of the facility and business with WM may be cancelled.

***Areas of traffic concerns:***

- Scales
- Roadways and Intersections
- Untarpping Areas

### ***Contractor Working In the Vicinity of the Working Face***

Any work to be done by a contractor should be scheduled while the facility is not in active operation, however; if this is not possible, then the area used by the contractor must be cordoned off with safety cones, caution tape, etc. to keep mobile equipment away from such area. There will be instances when soil or clay trucks will be required to dump along berm construction work areas, as directed by the Site/Ops Managers. In these instances, caution will be exercised to ensure the Safety of both the mobile equipment and the soil/clay trucks.

#### **IV. CELL PHONES, WALKMAN, AND OTHER AUDIO DEVICES**

Waste Management prohibits the use of cell phones, walkman, and other non-authorized audio equipment while operating any motor vehicle in the facility. Two way radios authorized for company business are allowed but the operator must stop to use these communication devices.

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

All Waste Management personnel are **required** to wear **hard hats, safety glasses, work boots and high visibility clothing or vests** while at the working face. Additional PPE may be required depending on the specialized operations.

Contractors and visitors are **required** to wear **hard hats, high visibility clothing or vests** while on site and are strongly encouraged to wear work boots at all times at the working face. Additional PPE may be necessary depending on task/project a contractor may be involved in. (PPE requirements will be determined by a hazard assessment).

#### **VI. OTHER SAFETY RULES AT WORKING FACE**

1. No Smoking outside of Vehicle
2. No Scavenging
3. No Speeding
4. Any incidents (accidents/injuries/spills) must be immediately reported to the scalehouse.

#### **VII. Open Trenches**

Maintain at least 10 foot clearance from edge of trench.

## VIII. TRAINING

Employees and contractors must be trained on these procedures at least annually. Furthermore, any time a supervisor or manager has knowledge of an incident not complying with these procedures, re-training is required. Visitors will be informed about these procedures when visiting the facility.

Training records are maintained in the training binder in the Grounds Building (usually maintained in the Operations Manager's office).

**All violations of these rules and procedures by a vehicle driver, helper, passenger, occupant, visitor, contractor or Waste Management employee will be reported to the Site Manager, and a Notice of Landfill Rules and Procedures Violation will be completed and forwarded to the violator's Company. Waste Management reserves the right to deny access to any hauler who chooses to disregard these important rules and procedures.**

Tom Lewis                      District Manager \_\_\_\_\_

Jon Miller                      Operations Manager \_\_\_\_\_

Mike Recor                      Upstate New York Safety Specialist \_\_\_\_\_

**NOTICE OF LANDFILL RULES and PROCEDURES VIOLATION  
WASTE MANAGEMENT**

**Name of Company/User** \_\_\_\_\_

**License Plate Number or Truck Number** \_\_\_\_\_

**State of Registration:** \_\_\_\_\_

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

**Time of Violation:** \_\_\_\_\_ **am or pm (circle one)**

Violation: (check all that apply)

- More than one person out of vehicle**
- Not obeying signals or instructions**
- Other (specify)** \_\_\_\_\_

---

---

---

---

---

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

**Attachment**