This manual is a summary of the safety policies and practices in effect at the time of its publication and is designed to provide you with a reference source to answer most of your questions about the safety requirements of your job. It is to be used for general information and does not replace more detailed policies and procedures that may exist. Moreover, no safety manual can anticipate every hazard or unsafe practice. Where this manual uses lists to describe examples of unsafe behaviors or hazards, those lists are meant to be illustrative only and should not be interpreted as exclusive.

If this manual at any time conflicts with applicable federal, state, or local law, the applicable law(s) shall govern. For the purposes of this manual, the terms “Advanced Disposal,” “the Company,” and “we” refer to ADS Waste Holdings, Inc. and its subsidiaries.

This manual and the policies contained herein apply to all employees unless they conflict with the specific terms of an applicable Collective Bargaining Agreement (CBA), in which event the CBA’s terms will govern. Nothing in this manual is intended to prohibit the protected concerted activity of employees.

The contents of this manual are subject to revision from time to time. However, important changes may be printed and distributed to employees during the period between reprintings, and the Company retains the right to change any policies, procedures, and work practices as it deems necessary, at any time. Employees are responsible for reviewing this document from time to time for any such changes.
Employees at Risk (EAR) Policy

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Not for Printing
As Advanced Disposal continues its journey toward excellence, working safely is our top priority. We are on that journey together, and that means providing service that we can all be proud of in the safest, most efficient manner possible. We must work to build a culture in which we are always looking to reduce risks and improve our safety results.

In order for Advanced Disposal to be the most trusted provider of environmental services in the United States, we must strive every day to live out our motto: “Service First. Safety Always.” No matter how high our service level is, we cannot be successful unless we can deliver our solutions safely, every time. No task is more important than the safety of our employees, our customers or the citizens who live in the communities we serve.

This Loss Prevention and Safety Manual serves as an overview of our policies and procedures. Our entire safety program goes well beyond this manual to include safety management and training, regular inspections, enforcing rules and policies, and providing mechanical and physical safeguards. All this is in keeping with Advanced Disposal’s highest standards. A safe and healthy company is everyone’s responsibility, and I’m counting on each of you to make working safe your top priority.

**SERVICE FIRST. SAFETY ALWAYS.**

Richard Burke
Chief Executive Officer
SECTION 1: GENERAL POLICIES

Employee Qualification

Advanced Disposal believes that our employees are our most valuable assets, and that the success of the Company is determined by the quality of its employees. Because of these beliefs, the personnel selections of the Company are extremely important. The Company seeks to employ only the most qualified personnel and is committed to consistently adhering to Advanced Disposal’s equal employment opportunity policies. Employees failing to meet the Company’s standards are subject to immediate disciplinary action, up to and including release from employment.

Advanced Disposal expects employees to follow its Standards of Conduct, which will protect the interests and safety of all employees, the Company, and the public. For more information on the Company’s expectations regarding employee conduct, please refer to the Employee Handbook.

Criminal background checks are required for all employees prior to joining Advanced Disposal. Once employed, if there is a change in an employee’s criminal record, the employee must notify his or her supervisor or a member of management immediately. The supervisor or manager, along with the Human Resources Department, will review the change to make the final determination regarding the individual’s suitability for continued employment in the position.

No employee of Advanced Disposal will be permitted to work outside of Advanced Disposal for another employer without first obtaining written approval from his or her General Manager. Notwithstanding this statement, no employee of Advanced Disposal who is subject to Department of Transportation (DOT) hours of service regulations will be permitted to perform work outside of Advanced Disposal.

The following minimum standards must be met for all current employees who are required to maintain a DOT driver qualification file. New employees will meet the criteria outlined in the document containing the “New Employee Criteria Guidelines (Commercial Drivers).”

- Employee must have a valid driver’s license and be a minimum of 21 years of age.
- Employee must be properly licensed to operate the type of unit, (e.g., CDL “B” with air brakes).
- Employee must have a minimum of three years of verifiable driving experience.

- Employee may not have more than one minor moving violation in a three (3)-year period and have no major moving violations for five (5) years (e.g., reckless/careless driving, speeding more than 15 mph over the limit, etc.).
- Employee may not have more than two (2) suspensions on his or her MVR in the preceding three (3) years.
- Employee may not have a conviction (by plea agreement or otherwise) of any offense involving the operation of a motor vehicle while impaired by drugs, other controlled substance, or alcohol for a five (5)-year period.
- Employee may not have a conviction of any offense involving the transportation of a controlled substance or a felony involving the use of a motor vehicle for a five (5)-year period.
- Employees will be expected to communicate with other Company employees, our customers, and the general public for safety and customer service reasons. Therefore, Advanced Disposal requires all employees to be able to read and speak English sufficiently to be able to safely perform all duties and functions of the job.
- Employee Motor Vehicle Records (MVRs) will be reviewed as required by DOT regulations.
- Employees are responsible for maintaining their DOT qualifications to drive commercial vehicles.

Minimum standards for non-commercial drivers who drive on behalf of the company are contained in the “New Employee Criteria Guidelines (Non-Commercial Drivers).”
Alcohol and Substance Abuse

The Company's Alcohol and Substance Abuse Policy has been created to protect both the public and the Company's employees. It mandates discipline up to and including discharge, in accordance with state laws and/or collective bargaining agreements. At the same time, it offers substance abuse evaluation services and a last chance to employees who voluntarily come forward to the Company and seek professional rehabilitation services, provided the employee does not self-identify in order to avoid testing. Employees should read and be familiar with the entire Policy.

All employees are required to submit to applicable drug and alcohol tests as a condition of employment.

Our drug- and alcohol-free workplace policy includes the following provisions:

• The Company prohibits any employee, whether on duty or not, from engaging in the unlawful use of any form of illegal drug, synthetic marijuana (such as K-2, Spice, herbal smoking blends), “medical marijuana,” or other illegal controlled substances on Company property, in Company vehicles or equipment, or at any other time. It is against Company policy for you to report to work or to perform job duties, including the operation of a motor vehicle, with any unauthorized drugs or alcohol in your system.

• All applicants offered employment for any position may be tested for the presence of drugs as part of the hiring process. Any applicant refusing to submit to a pre-employment drug test will be ineligible for hire. If an applicant’s test is confirmed positive, the applicant will not be considered for employment at that time and will be informed that he or she has failed to meet employment standards.

• Employees are subject to random drug and alcohol testing in accordance with Company policy, state laws, and Federal regulations.

• Employees will be tested when there is reasonable suspicion of drug or alcohol use.

• Employees are subject to testing following a vehicle accident which meets DOT testing requirements, or an OSHA-recordable injury, in accordance with state laws.

• A refusal to submit to a required drug/alcohol test carries the same consequences as a positive test result.

• It is the employee's obligation to notify his/her supervisor of any medically prescribed drug use that may alter the ability to perform job functions, especially if the prescription indicates that one should not drive, operate machinery, or engage in hazardous activities. An employee may be assigned other duties if the use of prescribed medication may interfere with regular job duties. In the event that an employee's drug screen comes back positive due to a prescription drug, it shall be the employee's responsibility to provide the Medical Review Officer with proof of a valid prescription. Abuse of prescription drugs, including the use of medications not prescribed to you, will be considered a violation of this policy.

In the case of a violation of this policy, including a positive drug or alcohol test result, employees are subject to disciplinary action, up to and including termination. The full text of the Alcohol and Substance Abuse Policy is available upon request.
Management System

At Advanced Disposal our goal is to be the industry leader in safety and health and ultimately achieve zero injuries and accidents. We care for the safety and health of our employees, customers, contractors, and the communities in which we live and serve. To accomplish this we will systematically manage the safety and health of our operations.

We will accomplish this by:

- Demonstrating our commitment to safety through our actions.
- Taking personal responsibility and having accountability for safety.
- Establishing proficiency among our employees in the anticipation, recognition and elimination or control of hazards.
- Actively looking for unsafe acts, conditions, and practices.
- Looking out for the safety of one another every day.
- Addressing identified hazards and deficiencies in a timely manner.
- Systematically assessing and prioritizing risk.
- Complying with applicable laws and regulations.
- Measuring our performance on a regular basis.
- Striving for continuous improvement.

Key elements of our safety and health management system are as follows:

- Organization and Staffing
- Safety and Health Policy Statement
- Risk Assessment and Planning
- Compliance Programs
- Hazard Recognition
- Corrective Action Management
- Training
- Communication
- Incident Planning and Response
- Validation and Verification
- Monitoring and Measurement

Safety Controls

Safety is a fundamental part of our operations. This section will cover some of the controls that will be utilized to assist in supporting our safety culture.

Engineering Controls

- Providing mechanical and physical safeguards to prevent employees from coming into contact with the moving parts of machinery or equipment. These safeguards will include, but are not limited to guards, fences, railings, and/or enclosures which prevent or restrict access to points of operation, power transmission, ongoing nip or bite points, and shear points.

Administrative Controls

- Conducting training on superior safety practices for all employees based on job duties. New employees will not be allowed to work until they have completed their initial safety training. Training is an ongoing process, however, and will continue throughout employment.
- Training will include general safety rules and specific rules and regulations applying to each job operation.
- Conducting a program of safety inspections to find and eliminate unsafe working conditions or practices and to comply fully with the safety standards of every job. Safety inspections will be conducted routinely by on-site management and periodically by outside safety professionals.
- Providing a clean, orderly and safe workplace. Safe employee behavior is a condition of employment. Safety rules will be enforced. Disciplinary action will be taken against those who fail to adhere to safe work practices.
- In order to reduce risk factors associated with repetitive strain to muscles, tendons, or joints, employees may be rotated into various jobs, adequate rest breaks may be incorporated, or ergonomic interventions may be made in the job.

Personal Protective Equipment

- Providing personal protective equipment according to hazards associated with each operation. Equipment must meet all regulations, and damaged or broken equipment will be replaced as necessary. Employees will be given instructions in the proper use and care of protective equipment.
Safety and Health Training

The safety and health training program consists of new hire orientation, annual refresher topics, and supervisor development. Training methods include classroom and On-the-Job (OJT). All locations must conduct regular safety and health training based on the needs assessment that has been performed, identifying the training requirements by line of business.

An annual schedule has been developed for each line of business. Locations must post schedules so all employees will know the dates and times of the sessions. Tests and quizzes are administered to ensure the effectiveness of the training. Below is an overview of the topics covered in the safety and health training program.

- Access to Medical Records
- Accident/Injury Reporting
- Cargo Securement
- Spill Response
- Asbestos Awareness
- Bloodborne Pathogens
- Professional Driver Series 1–4
- Compressed Gases
- Confined Space
- Residential Collections Series 1–3
- Drug & Alcohol
- Electrical Safety
- Safety Action Reporting (Near Misses)
- DOT (Hours of Service)
- Emergency Action Plan
- Ergonomics/Body Mechanics
- Workers Comp Fraud
- Lockout/Tagout
- Heat Stress
- Fire Protection
- Flagging/Barricades
- Personal Protection Equipment
- Flammables/Combustibles
- Hazard Communication
- DOT (DVIR, Pre-/Post)
- Hearing Conservation
- Housekeeping (Walking, Working, Slips and Trips)
- Ladders/Platforms
- Fall Protection
- Post Collection Safety
- Cranes and Hoists
- Needle Sticks
- Respiratory Protection
- Return to Work
- Cold Stress
- Driving in Adverse Weather
- Slings, Rigging, Jacks, Jack Stands
- Aerial Lifts
- Tire Safety
- Welding and Hot Work
- Hand and Portable Tools
- Tipper Safety
- Trenching and Excavations
- Conveyor Safety
- Powered Industrial Trucks
- Machine Guarding
- Smith System 5 Keys
Employee Observations

Management will conduct observations on all operating employees (drivers, helpers, maintenance shop employees, landfill employees, equipment operators, and MRF employees) at their work location to ensure safe work behaviors. Each behavior observed will be evaluated as “safe” or “at risk” and noted on the observation form.

Observers are trained to constructively correct “at risk” behaviors and provide positive feedback on “safe” behaviors.

Types of Observations

- **In-cab observation**—This will measure the employee’s knowledge, habits, and skills while operating the vehicle along with regular duties. This observation takes place while the observer rides with the driver.

- **Field observation**—This type of observation measures an employee’s work habits and skills while the employee is performing regular job duties. Employees are made aware that an observation can take place at any time.

Frequency of Observation

- All operations employees will be observed at least once per month.

- New hire employees will be observed at least once per week for one month, immediately after receiving on-the-job training.

- Post-accident/injury employees will be observed a minimum of once per week for one month or until management determines that this frequency of observations is no longer necessary.

- In-cab drivers’ observations will be conducted once a year on each driver using the designated Driver Observation form.

The frequencies established for all observation categories are to be considered minimum requirements, and management reserves the right to conduct more frequent observations in its sole discretion.

Reporting Unsafe Conditions or Hazards

Safety Action Reporting (SAR) is a proactive approach to safety versus a reactive approach. You are expected and encouraged to look for safety issues and hazards at all times at Advanced Disposal offices, facilities (maintenance shops, transfer stations, landfills, weld shops, container repair shops, MRFs, yards), and customer locations. You are also expected to look out for the safety of one another. Failing to actively look for hazards in your work environment, or failing to address or report them, is unacceptable.

You are expected to eliminate or control the safety issues yourself when possible to safely do so.

If this is not possible, you are expected to report them by completing the SAR form and notifying your manager/supervisor of the situation.

Near misses can be reported using the SAR form. Employees may also email issues to safety@advanceddisposal.com to anonymously report an unsafe condition or hazard.

Supervisors and managers are expected to address reported issues. However, if assistance is needed, the Safety and Health Department should be contacted.
10 Primary Safety Rules

Certain unsafe actions are more likely to result in incidents that cause serious injury or death. These incidents are often caused by a failure to follow certain prescribed guidelines and known safe practices. An unsafe behavior that causes a violation of one of these rules will result in immediate suspension and/or termination.

1. Safety Devices: Employees shall not bypass, disconnect, disable, or otherwise modify any safety devices on equipment. All vehicle safety devices shall be used as intended while performing the appropriate task. Equipment will not be operated or allowed to be operated with defective safety devices. All malfunctioning or inoperable devices must be reported immediately.

2. Container Safety Latches: All latches used in securing loads and dumping containers must be utilized. All rear load container safety latches must be utilized when servicing containers. All roll-off container securement devices must be utilized when driving the vehicle.

3. “Snaking” or “Zigzagging” or “Criss-Crossing” or “Double-siding”: Operating vehicle equipment against traffic flow or leaving the appropriate lane to service an account is prohibited. Weaving from one side of the street to another in order to render service, whether on a regular basis or on a one-time basis, while on a route is prohibited. All residential collection is made from the right side of the road. Crossing the street to service a residence is prohibited. Servicing two sides of the roadway (e.g., isolated alleys, one-way streets) may be allowed in certain instances, but requires specific written approval from the General Manager and Area Safety Manager.

4. Vehicle Backing: Backing a vehicle with a crew member in the cab is not allowed without a “spotter.” A crew member must leave the cab and guide the backing maneuver as a “spotter.” Backing with a crew member on a step or on any part of the vehicle is prohibited. Backing a “dual drive” vehicle from the right side is never permitted.

5. Secure Vehicles and Equipment Safely (Lockout/Tagout): Never enter, exit, or climb on a vehicle or a piece of equipment that is not safely secured. Parking brakes on vehicles or equipment must be secured before leaving the cab. Using the parking brake or “work” brake to slow or stop a vehicle is prohibited. When securing a vehicle/equipment to perform service, clean up, maintenance work, or other non-routine tasks, the driver/operator must use the prescribed Lockout/Tagout procedure. No vehicle will be left unattended while the engine is running.

6. Seat Belts: Seat belts must be used in accordance with company policy, DOT §392.16, and state laws.

7. Speed Limits: Exceeding speed limits set by local traffic laws, Company policy, and ANSI Standards for school zones, playgrounds, crew members on riding steps (10 mph, 2/10 mile) and dual drive (stand-up, right side) collection (20 mph) and in-transit vehicle operations is prohibited.

8. Dual Drive (Right Side) Secondary Position Vehicles: While in transit, all driving must be conducted from the left side (primary position) and all doors must be closed. Backing and left turns, while in the right side position, are strictly prohibited. In transit at speeds exceeding 20 mph, all doors must be closed and all riders must be seated and secured by a seatbelt.

9. Disposal/Recycling/Transfer Facility Rules: All employees are expected to comply with facility safety regulations (regardless of ownership) regarding vehicle operation, speed, traffic patterns, and vehicle placement. Crew members must remain in the vehicle and PPE must be used as required by Company policy.

10. Certain Accidents: Some accidents involve a driver’s disregard for laws, safety rules or training, and jeopardize the driver and the public at large. These include:

a. Rear End collisions
b. Truck rollovers
c. Collisions involving our vehicle improperly in the oncoming lane
d. Any collision with a train
e. Accident caused by driver distractions such as cell phones and other communication devices, hand-held radios, smoking, eating, and loud music
Employees at Risk (EAR) Policy

It is the responsibility of all Advanced Disposal employees to safely perform their jobs in a way that protects themselves, their co-workers, and the public we serve. The Employees at Risk Policy (EAR) will address corrective and disciplinary action(s) with regard to employees who are involved in preventable accidents or who suffer preventable injuries. A preventable event is one in which the employee failed to do everything he/she possibly could to prevent the incident from occurring.

Procedure

When an employee is involved in any accident or injury, the following steps will be taken:

- The employee will meet with his/her supervisor and GM (or facility manager) the same day as the event but no later than the close of business on the following workday, to determine the cause(s) of the event.
- An incident review will be conducted no later than close of business on the following workday and reviewed with the employee involved.
- If an incident review cannot be completed within that time period, the employee will be placed on suspension, or assigned another job duty, until the incident review is completed and a determination of preventability can be made.
- If the incident is found to be preventable, the employee will be subject to disciplinary action, up to and including release from employment.
- If the employee is not released, then he/she will receive retraining prior to returning to work.

Retraining may include any or all of the following:

- Classroom training
- On-the-Job Training (OJT)
- Combination of classroom and On-the-Job Training

This training will be documented and placed in the employee's personnel or training file.

Job observations will then be performed on the employee until management is confident that the employee is performing his/her job duties safely and in accordance with safe work methods and practices. Observations will be documented and placed in the personnel or training file.

Safety Rules Violation Policy

Working safely is a condition of your employment. The purpose of this policy is to assist you, the employee, and the Company in maintaining safe working conditions as well as to promote safe working behaviors. The Company safety rules will be enforced at all times, and disciplinary action will be taken to prevent any recurrence of a violation. Supervisors who knowingly allow unsafe practices risk suspension or termination as well.

In general, incidents will be reviewed by management after the fact, with the input of the involved employee(s), to determine 'preventability.' A preventable incident is one in which the employee failed to do everything he/she possibly could to prevent the incident from occurring. Unless otherwise outlined in this manual, the cumulative effect of preventability incidents for disciplinary purposes may vary by the Region in which you work.
SECTION 1: GENERAL POLICIES

Injury and Accident Procedures

In the event of an accident or injury:

• Immediately report all accidents or injuries, regardless of extent or severity, to your supervisor. Your supervisor will contact the appropriate parties to continue the reporting process. Failure to report work-related injuries or accidents to your supervisor or safety manager may jeopardize your worker’s compensation benefits and your employment.

• If involved in a motor vehicle accident, prevent additional accidents by setting out warning devices, if safe to do so.

• Do not leave the scene of an accident until authorized to do so by your supervisor, your safety manager, or another member of Advanced Disposal management.

• In the event of an injury that requires medical treatment, an employee sustaining serious or life-threatening injuries should be taken to the hospital emergency room or transported via emergency responders. For less serious injuries, the medical facility designated by the Company should be used.

• Do not discuss what happened with anyone, except the police or as directed by your Advanced Disposal supervisor or management team.

• Do not admit responsibility for the accident or sign any statements presented by non-Advanced Disposal personnel.

• Give your name, the company name and address, the vehicle registration number, and, if asked, exhibit operator’s license.

• Do not stand between vehicles at an accident scene.

Any driver involved in an accident must be removed from the vehicle for the rest of his/her shift. The employee must submit to a post-accident drug/alcohol test in accordance with the Company drug testing policy. This should be administered immediately upon leaving the scene. Failure to submit to drug/alcohol testing will be construed the same as a positive result, and the employee will be immediately discharged.

No employee involved in an accident will be allowed to return to duty until the accident or injury review has been completed. If the event is deemed preventable, the employee cannot return to duty until he/she has either gone through additional training or received counseling/disciplinary action on the accident.
SECTION 2: SAFETY AND HEALTH

Lockout/Tagout

The Lockout/Tagout program establishes the requirements for the lockout of trucks and equipment at Advanced Disposal. The program is intended to ensure that vehicles, machines, or equipment are isolated from all potentially hazardous energy and locked out before employees perform any services or maintenance activities on them. The types of energy to be aware of are electrical, hydraulic, pneumatic, mechanical, chemical, kinetic, thermal, and electromagnetic.

- Do not attempt to perform maintenance or services on a vehicle, machine, or piece of equipment that has not been properly locked out.
- Never use or attempt to operate a vehicle, machine, or piece of equipment that has been locked out or placed out of service.
- When performing service or maintenance on trucks or equipment, be familiar with the lockout procedure for the task you are performing.
- All personal locks used in lockout/tagout must be labeled with the name of the employee assigned the lock.
- Always follow lockout procedures for cleaning behind the blade, climbing on top of a truck, or servicing a baler or conveyor.

Violation of the lockout/tagout program will result in disciplinary action, up to and including termination.

Confined Space Entry

A confined space is defined as a space that:

- Is large enough and so configured that an employee can enter and perform assigned work.
- Has a restricted or limited means of entry or exit.
- Is not designed for continuous employee occupancy.

Examples of confined spaces at Advanced Disposal include manholes, truck bodies, and storage tanks. Confined spaces present certain hazards. They may:

- Contain a hazardous atmosphere.
- Contain material that could engulf an entrant.

- Have inwardly converging walls that could trap or asphyxiate an entrant.
- Present another recognized serious safety or health hazard.

When all hazards of a confined space cannot be eliminated through lockout/tagout, then the confined space becomes a Permit Required Confined Space. All Permit Required Confined Spaces must be labeled to help prevent unauthorized access and possible injury. Advanced Disposal employees may not enter Permit Required Confined Spaces unless they have received specific training on Permit Required Confined Space Entry.

Company Equipment

You may be entrusted with the operation of heavy trucks and/or equipment as part of your job duties. The appropriate operation of this equipment is important for your safety and for the safety of others.

Only employees who are authorized to do so may operate heavy equipment or drive a Company vehicle. No unauthorized passengers are allowed in a Company vehicle.

In order to drive a Company vehicle, you must possess the appropriate driver’s license for the vehicle you will operate. Driving any vehicle without a valid driver’s license or the proper class is strictly prohibited. In addition to the motor vehicle safety rules in this manual, employees receive training on safe motor vehicle operation.

Before operating heavy equipment, you must be properly trained and, where required, certified. If you are authorized to operate heavy equipment, you must not leave the Company premises with the equipment unless authorized to do so by your supervisor.
Mobile Communication Devices

This policy outlines the safe and appropriate use of cellular phones and other communication devices by Company personnel while operating a motor vehicle for Company business. The Company expects all employees to drive responsibly at all times, including while conducting Company business. Moreover, your communication devices must always be used in accordance with federal, state, or local laws, and Company policies.

Although no list of precautionary measures can guard against every dangerous situation or condition that may arise, the following are our guidelines that must be followed:

- Advanced Disposal prohibits employee use of cellular phones and other wireless devices while operating a motor vehicle for Company business. This prohibition includes, but is not limited to, receiving or placing calls, text messaging, surfing the Internet, and responding to emails. This prohibition also includes the preceding uses while temporarily stationary because of traffic, a traffic control device, or other momentary delays.

- Always remember that the foremost responsibility of any driver is to be attentive to the road and exercise good judgment at all times.

If an employee must make an emergency call (911), the vehicle should first be parked in a safe location if it is feasible to do so. Notwithstanding the above, the Company recognizes that certain employees, including but not limited to drivers, may be issued two-way radios or similar communication devices to assist them in staying in touch with their supervisor, dispatcher, or scale operator. If you have been issued such a device, you are expected to safely monitor it while performing your duties and advise your supervisor or dispatcher whenever you are expected to be away from your device for more than a few minutes. You must check that your communications device is operating properly at the beginning and end of each day. If your device is inoperable, you are required to safely make contact as directed by your supervisor.

Seat Belts

All employees who drive a vehicle for, or on behalf of, Advanced Disposal are required to comply with federal and local laws and will utilize the seat belt assembly installed in their vehicle. All passengers in a vehicle being operated for, or on behalf of, Advanced Disposal will also be required to utilize the vehicle’s seat belt assembly while the vehicle is in operation. Seat belt use is required at all times when the vehicle is in transit, during collection when speeds exceed 10 mph, and when the distance to the next stop exceeds 2/10 of a mile. Seat belt use is also required when driving at a disposal site and when the vehicle tailgate, body, or hoist (rails, tilt frame) is raised. Seat belt use is required when operating mobile equipment such as forklifts, compactors, etc.

Personal Protective Equipment (PPE)

All operational employees are required to use the appropriate PPE. PPE is often referred to as the “last line of defense” because it is always to be used in conjunction with safe work practices. It is effective only if it is being worn properly. At a minimum, this includes, but is not limited to:

- Hearing protection (where posted)
- High-visibility vest (Class II or III)
- Gloves
  - Cut-resistant gloves are required when handling waste
- Hard hat
- Six-inch high, steel or composite-toed work boots
  - Puncture-resistant boots are required when working at landfills and transfer stations
- Drivers are required to have puncture-resistant boots
- Safety glasses/protective eyewear
  - Prescription safety glasses must have side shields

All non-operational personnel in proximity to a shop, landfill, MRF, transfer station, or on route will also be required to use appropriate PPE.
Emergency Action Plan

All locations must have a written Emergency Action Plan, which will describe actions to be taken to ensure employees’ safety in an emergency. The plan will cover all reasonably expected emergencies, such as fire, weather emergencies, and spills.

Detailed floor plans or maps must be posted indicating exits and rally points. Emergency contacts should also be posted. An evacuation drill must be held at least once each year. Facility inspections should ensure that all emergency exit ways are clear.

Fire extinguisher training should be provided at each location. Use the PASS method:

P: Pull the pin.
A: Aim at the base of the fire.
S: Squeeze the trigger/handle.
S: Sweep side to side at the base of the fire.

If a fire cannot be contained safely, immediately clear the area and wait for emergency personnel to arrive.

Tools and Equipment

A variety of tools and equipment are used at Advanced Disposal. There are a number of hazards associated with their use, such as dust, fumes, cuts, and burns.

Follow these general rules when using tools and equipment:

- Use only within designed limitations
- Keep clean and well maintained
- Avoid loose clothing and jewelry
- Never modify or remove guards
- Always wear the correct PPE
- Always inspect before each use!

If any tool or piece of equipment is found to be damaged or modified in any way, it needs to be taken out of service.

Machine Guarding

Machine guards protect employees from hazards created by the movement of machines and tools. For machine guarding to be effective, it must be in place! Employees should never use machinery or tools that have damaged or missing guards.

To prevent injury, safe practices and procedures must be in place for machine guarding, including:

- Caution signs must be posted to ensure that no machines, equipment, or tools are operated without proper guarding in place.
- Ensure that location guards shield personnel from the point of operation.
- Guards must prevent hands, arms, or any body part or clothing from making contact with dangerous moving parts.
- Guards must protect from falling objects, which could drop into the moving parts and become projectiles.
- Do not use or operate tools and/or equipment with missing or damaged guards.
- Place tools and equipment with missing or defective guards out of service immediately and notify management.

Ladders

Safe ladder usage is the responsibility of each employee. Safe ladder use includes the proper selection, inspection, and setup.

- Select the right ladder to ensure your safety. Consideration must be given to the working height, capacity, type, placement, and condition of the ladder for your work.
- Prior to use of any ladder, an inspection must be performed. Never use a defective ladder. If the ladder is found to be defective, tag or mark it so that it will be repaired or destroyed.
- Do not exceed the maximum load rating of a ladder.
- Choose a ladder tall enough to provide access to the work area without having the employee stand on the top two steps of a stepladder or the top three rungs of a straight ladder.
- Always use ladders on level, stable surfaces (i.e., the ground). Do not use ladders on slippery surfaces.
• Use ladders only for their intended purpose (e.g., do not use as scaffolding, etc.).

• When working with electrical equipment, use only fiberglass ladders—never metal.

• Use the four to one (4:1) ratio when setting up a ladder: for every four feet of height, move the base one foot away from the wall.

• As a general rule, keep your belt buckle between the rails at all times when on a ladder.

• Never put one foot on the ladder and the other on an adjacent surface.

• Ladders shall not be moved, shifted, or extended while occupied.

• Always face the ladder and maintain three points of contact on the ladder at all times.

• Do not carry heavy loads up or down ladders. Tools or materials should be raised by means of a rope after the climber has reached the working position.

• Barricades and warning signs should be posted when ladders are placed near doors or other locations where they could be struck.

Respect electricity, especially power lines:

• Always maintain awareness of all power lines.

• Never touch or attempt to move a power line.

• Treat every downed wire as a live power line. Never assume it is a phone or a cable line.

• Do not get out of your truck if it comes in contact with overhead power lines. Instead, contact dispatch immediately.

**Housekeeping**

It is the responsibility of all employees to maintain good housekeeping in their work area, including inside their vehicle/equipment, or at other locations at the site (e.g., fuel pump, parking area, and offices). Good housekeeping can help prevent slips, trips, and falls on or near vehicles/equipment and throughout our facilities. It can also improve efficiency and performance, help morale and pride, and present a good image to the public.

Advanced Disposal requires that every employee take responsibility to keep our facilities clean and free of hazards. Employee responsibilities regarding housekeeping include:

• Keep all places of employment, passageways, storerooms, and service rooms clean and in a sanitary condition.

• Keep every floor, working place, and passageway free from protruding nails, splinters, holes, or loose boards.

• Maintain clean and dry conditions for the floors in every workroom.

• Keep the cab free of debris (e.g., soda cans, water jugs, paper). Keep mirrors, windows, and monitors clean. “No Dash Trash!”

• Keep maintenance shops and storage areas clean and organized.

A clean and organized operation is efficient and safe.

**Electrical**

Electricity is part of our everyday lives. It powers our shops and offices, enabling us to run our computers, lighting, fueling stations, tools, and equipment. Take the following precautions to prevent electrical shock and fires:

• Inspect tools and equipment prior to use.

• Do not use equipment or tools that are frayed, broken, or exposed.

• Keep breaker panels labeled.

• Keep areas in front of electrical equipment clear.

• Ensure that cover plates are in place on all conduit.

• Never use a three-prong plug if the grounding prong is missing.
Slips and Trips

Slips, trips, and falls cause numerous injuries every day, although they are among the easiest hazards to correct. Take the time to look around your worksite for these hazards and work to prevent them. Take care not to create any slip, trip, or fall hazard as you go about your daily activities.

In the shop, the office, or any other part of your facility, many factors can cause a slip, trip, or fall. Cords, cables, oil, water, and cleaning fluids often cause an incident. To prevent accidents, avoid walking in areas that pose slipping or tripping hazards. Always promptly clean up spills and make sure tools, cables, wires, and cords do not get in the way on walking surfaces. Do not risk serious injury by taking shortcuts.

Employees can be injured when climbing in and out of vehicles. The following practices can reduce slip and fall injuries:

- Always use three (3) points of contact. When mounting or dismounting a vehicle, always have three points (both hands and one foot or both feet and one hand) in contact with the steps, rails, or handles. Do not jump into, out of, or off of a vehicle.

- Be sure to clear treads and other climbing surfaces of mud, snow, ice, dirt, grease, or other materials that can make surfaces slippery.

- Watch for holes, curbs, icy surfaces, or other problems before you begin to exit a cab.

- Always look where you are placing your foot before stepping.

To provide protection from impact and slipping hazards, proper footwear must be worn. Work boots should include a steel or composite toe and puncture/slip-resistant soles, and should be a minimum of 6 inches high.

Tennis shoes, sneakers, or other open-toed/soft-soled shoes are not acceptable for operational employees or anyone entering an operational area, including shops, landfills, transfer stations, and material recovery facilities (MRFs).

Fall Protection

Fall protection is required wherever the potential to fall 4 feet or more exists when performing work. Even from just 4 feet, a fall can cause serious injury.

Examples of jobs that may require fall protection include:

- Performing maintenance tasks or cleaning on top of trucks, yellow iron, containers, or compactors.
- Covering or uncovering a loaded container, trailer or truck.
- Sorting aisle platforms and catwalks at Materials Recovery Facilities.
- Open pits, trenches, or manholes.
- Tasks requiring employees to lean outside the vertical rails of a ladder.

Examples of fall protection include the following:

- Handrails
- Platform ladders
- Tarping stations
- Personal fall protection systems

Take the following precautions to protect yourself against falls:

- Use telescopic tools to avoid fall protection hazards.
- Do not climb on top of a truck for cleaning or maintenance without proper fall protection.
- Do not climb on the cab protector of the truck. It is not a ladder!
- Use only ladders that are load rated and in good repair.
- Inspect your fall protection equipment and understand how to use it properly.
- Report fall hazards to your supervisor immediately.
Hazard Communication

The Hazard Communication Program is intended to communicate the hazards associated with chemicals our employees use or are exposed to while working. Each location must maintain an inventory of chemicals and have available the appropriate Safety Data Sheet (SDS). SDS sheets may be obtained from the manufacturer or by utilizing the 3E Company. Do not use chemicals if the container is not properly labeled. Containers must be properly labeled to ensure that hazards can be readily identified. If an employee is performing a non-routine task that involves a hazardous chemical, notify the supervisor to ensure that a procedure is in place for properly handling the chemical.

You may contact the 3E Company to obtain a SDS by calling 800-451-8346.

All chemical bulk storage or tanks will be properly labeled to identify their contents and capacity. Placards complying with NFPA 704 will be placed on two exterior sides of the tank or bulk storage.

Flagging and Barricading

Flagging and barricading are used to prevent employees and others from being injured by falling objects; slip, trip, and fall hazards; and other hazards by providing a warning and/or barrier to minimize exposure.

Use caution/danger tape to flag hazards such as slippery floors, tripping hazards, or congested areas:

- All caution and danger tape shall be tagged with a brief description of the hazard in the area, the person hanging the tag, and the date the tag was hung.
- Use only the amount of tape necessary.
- Requirements for flagging and barricading are the responsibility of the person or persons creating or identifying the hazard.

Barricades are required whenever a hole is created or exists in a floor, wall, roadway, walking surface, or any surface where someone has the potential to fall into the hole, such as could result from the removal of handrails and manhole covers.

- Whenever possible, barricades must be positioned at least fifteen (15) feet from the edge of any excavation and no less than six (6) feet for any other opening.
- Barricades can be wooden or metal horses or in some cases, metal drums, and must provide full coverage around the hazard, creating a physical barrier to entry.

Once the job is complete or the hazardous condition no longer exists, all flagging and barricades must be removed and discarded appropriately by the person who hung/installed them.

Flammables and Combustibles

In performing your job duties at Advanced Disposal, you may use a variety of flammable and combustible liquids. Common examples include diesel fuel, hydraulic oil, solvents, and paint. To avoid potential fire and explosion hazards when using flammable and combustible liquids:

- Transfer flammable and combustible liquids using proper containers and transfer systems.
- Bond and ground when transferring.
- Control ignition sources such as hot engine surfaces, smoking, and welding.
- Ensure adequate ventilation to reduce the potential for ignition.
- Store in proper and labeled containers inside flammable cabinets when not in use.
- Report unacceptable wastes, such as bulk quantities of flammable liquids, to your supervisor.

Bloodborne Pathogens

Bloodborne pathogens (BBPs) are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in humans. Examples include hepatitis B (HBV) and the human immunodeficiency virus (HIV). Transmission of BBP may occur as a result of accidental puncture from contaminated needles, broken glass, or other sharp objects. Anytime there is blood-to-blood contact with infected blood or body fluids, there is a potential for transmission.
Universal Precautions is a prevention strategy in which all blood and potentially infectious materials are treated as if they are, in fact, infectious. In other words, whether or not you think the blood/body fluid is infected with bloodborne pathogens, you treat it as if it is.

Protect yourself. Avoid grabbing raw garbage by dumping containers directly in a hopper. If loading bags, grab bags at the top, not on the side or bottom. Carry bags away from your body at all times.

Stop and contact your supervisor if you see needles or medical waste in the garbage.

Advanced Disposal offers the hepatitis B vaccine to employees who handle garbage. You may opt to decline the vaccination series, in which case you will be asked to sign a declination form. Even if you decline the initial offer, you may choose to receive the series at any time during your employment thereafter.

Needle Sticks

Accidental punctures from contaminated needles expose workers to bloodborne pathogens that can cause serious or fatal infections, such as HIV and hepatitis B and C.

Due to improper disposal of medical waste, needles and other medical equipment (IV catheters, suture needles, scalpels, etc.) may end up in the garbage, unexpectedly placing employees at risk of injury or infection.

If you do sustain a needle stick injury, immediate action will limit your risk of serious infection:

- Immediately report it to your supervisor and note the location address.
- Do not discard the needle.
- Do not apply pressure to the wound. Allow it to bleed freely.
- Wash the wound with soap and water.
- Seek immediate medical assistance to assess the risk of developing an infection.
- Follow the directions for any necessary blood tests, vaccinations, or medications to prevent infection.
- Document the incident in accordance with the Bloodborne Pathogen Program.

Safe Lifting

Lifting can be a routine part of daily job tasks at Advanced Disposal. The most common body parts affected by lifting injuries are the back, shoulders, and knees.

The use of proper lifting techniques can help reduce strain- and sprain-related injuries in the workplace. Follow these safe lifting techniques to reduce your risk of strain and sprain injuries:

- Test the weight of the load before you lift. Always get help or notify your supervisor when you encounter anything that you cannot handle, carry, or lift on your own.
- Ensure that you get a good grip. Grab a corner if possible to get a secure grasp on large or bulky objects.
- Always keep the objects being lifted in your power zone for maximum power (load close to your body between your chest and mid-thigh).
- Always keep your back straight with your head up and chest out.
- Avoid twisting the knees by pivoting the feet instead.
- Keep your elbows close to the body and below the shoulders—avoid reaching.
- Use support when lifting (build a bridge).
- Use lifting aids for heavy or bulky loads.
- Stay in good physical condition.

Hearing Conservation

Advanced Disposal will administer a Hearing Conservation program to protect against hearing loss for employees when noise exposure exceeds 85 dBA.

In addition to training, elements of the Hearing Conservation program include:

- Monitoring to determine noise levels
- Audiometric testing
- Providing hearing protection
  - Always be aware of the hearing protection requirements for the specific task you are performing or for the area or building in which you are working.
  - Wear hearing protection in areas where signage is posted.

DOT regulations (49 CFR 393.94(b)) require that the noise levels in trucks and other power units be below 90 dBA.
Respiratory Protection

Advanced Disposal will conduct evaluations as needed to determine the need for respiratory protection. In general, respirators are not required at Advanced Disposal.

If employees find themselves in a situation in which they feel they need some type of respiratory protection (exposure to mists from painting, particulates from grinding, fumes from welding/cutting, or airborne dust) they may ask their supervisor for a disposable filtering face piece (i.e., a “dust mask,” not a “respirator”).

If the voluntary use of a respirator is permitted, management will provide the employee, and verify the review of, “Information for Employees Using Respirators When Not Required Under the Standard” (29 CFR 1910.134 App. D), to ensure that the employee understands that the respirator must be properly cleaned, stored, and maintained so as not to present a health hazard to the user, and it should be used only to protect against contaminants for which it was designed.

Employees who perform job tasks that require respirators will receive additional training and will meet additional requirements as per 29 CFR 1910.134.

Asbestos

From time to time, we are required to pick up containers containing asbestos from demolition sites and take asbestos at some of our landfills. Roll-off drivers who haul asbestos are not likely to be exposed to asbestos unless there is a spill. However, employees should take every precaution to ensure that they are not exposed to the asbestos. At a landfill, equipment operators must take the following steps to minimize exposure:

- Dig a hole in advance of the arrival of friable asbestos (which must be wetted and double bagged) and bury it immediately.
- Minimize pushing and movement of non-friable asbestos to minimize release of asbestos fibers.

Drivers and equipment operators who handle or work with asbestos will receive additional training and PPE.

Heat Stress

At Advanced Disposal, most employees work outdoors, and those inside often do not have air conditioning.

During the summer, temperatures can rise along with humidity levels. These two conditions increase the likelihood of heat stress, which can occur when the body’s core temperature rises and the body loses its ability to effectively cool itself. Factors contributing to heat stress include overworking the body in high temperatures, loss of fluids (and electrolytes) through sweating, and drinking caffeinated beverages. Symptoms of heat stress may include rash, cramps, headaches, fainting, vomiting, and irrational behavior. Watch for signs of heat stress in your coworkers. If you or any of your coworkers show signs of heat stress:

- Immediately notify your supervisor.
- Stop any activity and get to a cool, shaded area.
- Drink water or fluids with electrolytes.

Heatstroke is the most serious form of heat stress and is a medical emergency. If you suspect that someone has heatstroke, you should call 911 immediately. Symptoms of heatstroke include a core body temperature above 105º; lack of sweating despite the heat; red, hot, and dry skin; nausea and vomiting; confusion; disorientation; staggering; and seizures.

Heat stress and heatstroke can be avoided by drinking fluids throughout the day (at least six bottles of water), wearing loose-fitting clothes, staying out of direct sunlight, taking frequent short breaks if needed, and generally pacing yourself during the day.

Cold Stress

Working in cold environments may increase the risk of cold stress. When the human body becomes unable to regulate heat, cold-related injuries may occur. These include trench foot, chilblains, frostbite, and hypothermia. Cold stress can slowly overcome a person who has been chilled by low temperatures, brisk winds, or wet clothing. Cold stress most commonly occurs when the temperature is between 30º and 40º.

Symptoms of chilblains develop 2 to 14 hours after exposure to cold and usually affect the hands and face, especially the cheeks. Symptoms may include local redness and swelling; skin bumps; and changes in sensation, such as itching or burning.
Trench foot is a cold stress–related injury that occurs gradually over several days of exposure to cold, wet conditions. Signs and symptoms of trench foot may include red skin that turns pale and swollen, numbness or burning pain, and development of blisters or sores.

Symptoms of frostbite may include waxy-white skin that becomes numb and hard. Frostbite usually affects the fingers, hands, toes, feet, ears, and nose.

Symptoms of hypothermia may include fatigue and drowsiness along with uncontrolled shivering; cool and bluish skin; slurred speech; clumsy movements; and irritable, irrational, or confused behavior.

Protect yourself from cold stress:

- Recognize weather or workplace conditions that could lead to cold stress.
- Learn the signs and symptoms of cold stress.
- Select proper clothing for cold, wet, and windy conditions.
- Wear a hat and gloves, and dress in layers.
- Take frequent short breaks, allowing your body to warm up.
- Eat warm, high-calorie foods and stay hydrated.

SECTION 3: HAULING AND COMMERCIAL DRIVING

Unsafe Work/Driving Activities

Unsafe work/driving activities include, but are not limited to, the following examples, which are subject to immediate disciplinary action up to and including release from employment. This policy applies to both observed activities and those resulting in accidents.

Traffic Laws

Drivers who fail to obey traffic laws will be subject to disciplinary action. Our drivers must obey the vehicle traffic laws and drive defensively at all times. Our drivers should lead by example and compensate for the poor or inexperienced driving habits of others on the road.

Exceeding speed limits set by local traffic laws, company policy, and ANSI Standards for school zones, playgrounds, crew members on riding steps, dual-drive (stand-up right side) collection, and in-transit vehicle operations is prohibited. No persons will ride on steps when speeds exceed 10 mph or the distance traveled exceeds 2/10 mile.

Company Policies

Only trained, qualified, and authorized Advanced Disposal employees and contractors are allowed to drive a company vehicle.

Snaking, zigzagging, double-siding, or criss-crossing across a street (driving left of the center of the street) is prohibited:

- Residential collection is to be made from the right side of the road.
- Vehicle equipment operation against the traffic flow or leaving the appropriate lane to service an account is prohibited. Weaving from one side of the street to another in order to render service on a regular basis or one-time basis on the route is prohibited.
- Servicing two sides of the roadway (e.g., isolated alleys, one-way streets) may be allowed in certain instances, but requires specific written approval from the general manager and area safety manager.
**Safety Devices**

The following rules govern the use of safety devices, such as cameras, backup alarms, strobe lights, hoist-up alarms, etc.:

- Employees shall not bypass, disconnect, disable, or otherwise modify any safety devices on equipment.
- Equipment is not to be operated with defective safety devices.
- All malfunctioning or inoperable devices must be reported immediately.
- Employees who fail to report safety device malfunctions, disconnect such systems, or disregard warning devices will be subject to disciplinary action up to and including release from employment.

**Vehicle Backing**

- Backing a vehicle with a crew member in the cab is not allowed without a “spotter.” A crew member must leave the cab and guide the backing maneuver as a “spotter.”
- Backing with a crew member on a step or on any part of the vehicle is prohibited. Backing a dual-drive vehicle from the right side is never permitted.
- When backing a vehicle that has a three-person crew, the second employee (crew member) must be behind the vehicle in clear view of the driver and guiding the truck back. The third crew member must be in the cab with the driver.

**Disposal/Recycling/Transfer Facility Rules**

All employees are expected to comply with the facility safety regulations (regardless of ownership) regarding vehicle operation, speed, traffic, patterns and vehicle placement. Crew members must remain in the vehicle, and PPE must be used as required by company policy.

**Dual Drive (Right Side) Secondary Position**

- While in transit, all driving must be conducted from the left side (primary position) and all doors closed.
- When sitting in the right-side position, backing and making left turns are strictly prohibited.
- All riders must be seated, with seat belts secured and doors closed, when in transit and moving in excess of 20 mph.
- While operating a dual drive vehicle from the right-side position, speed shall not exceed 20 mph. No one may ever ride in the hopper, hopper sill, or other body component not designed for riding purposes.

**Three-Person Crews**

- All collection activities must take place from the right side, regardless of the size of the collection crew. The use of the left riding step is prohibited.
- If in a three-person vehicle, one helper may use the right step (subject to ANSI standards) and the other helper should be in the cab of the truck.
- While traveling to or from the route, all members of a three person crew will ride in the cab with seat belts secured.

**Secure Vehicles and Equipment Safety**

- Never enter, exit, or climb on a vehicle or piece of equipment that is not safely secured. The parking brakes on vehicles must be secured before leaving the cab. Using the parking brake or “work” brake to slow or stop a vehicle is prohibited.
- When securing a vehicle/equipment to perform service, cleanup, maintenance work, or other non-routine tasks, the driver/operator must use the prescribed lockout/tagout procedure. Vehicles are to not be left unattended while the engine is running.

**Common Causes of Accidents**

Countless variables may combine to result in an accident with our vehicles. Common contributing factors to accidents include:

- **Driver inattention.** You are four times more likely to have an accident while talking on a cell phone and 25 times more likely to have an accident while texting. Other distractions include eating, drinking, smoking, and reaching for items in the cab.
- **Focusing for too long on one item.** To keep information flowing, and to keep fixed stares from forming, move your eyes every two seconds.
- **Not enough space.** Drivers traveling in close proximity to other vehicles leave little room to maneuver.
- **Not compensating for the mistakes of other drivers.** The National Safety Council says that 90 percent of all drivers think they are good drivers. As a professional driver, you must recognize and react to the unsafe acts of other drivers.
- **Failure to adjust to changing road conditions.** Changing road and weather conditions require drivers to adapt their driving techniques. Be aware of road conditions, slow down, and adapt your driving as needed.
• **Attitude.** Drivers tend to vent their emotions when driving.

• **Driver impairment.** The influences of alcohol, drugs, fatigue, and illness can lead to accidents. The use of drugs or alcohol, and the misuse of prescription drugs, is strictly against Company policy. Be aware of other drivers who may be impaired.

• **Vehicle failure.** This causes a very small percentage of accidents. Many of these accidents can be avoided if drivers take the proper precautions by using DVIR and thorough pre-trip/post-trip inspections. If there is a problem with your vehicle, notify your supervisor.

### Safe Aspects of Driving

Accident and injury prevention is an important part of safe driving. All employees are responsible for complying with Advanced Disposal rules and requirements, as well as conducting themselves as professionals when driving a Company vehicle.

The following are the Smith System (5) Key Elements, which are important to safely operating a motor vehicle:

1. **Aim High in Steering:** Never focus only on the vehicle in front of you, but aim for 15 seconds of eye-lead time.

2. **Get the Big Picture:** Look for hazards that may present a problem, including but not limited to motorists, pedestrians, vehicle doors opening, change in traffic patterns, stopped traffic, debris in the road, animals, motorcycles, approaching signals/stop signs, low overpasses, emergency vehicles, and accidents. Avoid vision barriers.

3. **Keep Your Eyes Moving:** Continually scan the entire area and check your mirrors every 5 to 8 seconds. Physically move your head from side to side so that you give yourself the best views. The best drivers scan far ahead of traffic for distant hazards. If a hazard is detected, you will be prepared to maneuver out of trouble.

4. **Leave Yourself an Out:** Make sure that you leave adequate spacing around you in the event you need to maneuver quickly. Proper space cushioning around your vehicle will give you time to react to a sudden change in circumstances. Always have a plan of exit or escape to avoid an accident should a hazard appear.

5. **Make Sure They See You:** Use your signals when changing lanes, tap your brakes to indicate a slowdown, and make eye contact with other drivers when safe to do so. Drivers must ensure that headlights are engaged at all times when operating an Advanced Disposal vehicle.

The use of alcohol and drugs is strictly prohibited. Drivers must comply with the Company’s Alcohol and Substance Abuse Policy. When taking prescribed medications, read all indications and inform management you are using prescribed medication that may alter your ability to perform job functions.

• **Residential driving.** There are several increased risks when driving in neighborhoods. There are more pedestrians than usual (e.g., joggers, bicyclists, and walkers) and children playing nearby may dart out in the street at any moment. Additionally, there are more stops and starts, traffic congestion, and narrow streets. All of these things require you to stay alert, slow down, and drive defensively.

• **Pre-dawn and post-dusk driving.** Driving during pre-dawn or post-dusk hours requires special attention and alertness. Some roads and highways are not illuminated, animals may cross the road, and visibility is decreased. In some instances, impaired drivers may be on the road and driving erratically. Stay alert, slow down, and drive defensively.

• **Congested areas.** Be aware that traffic may suddenly come to an abrupt stop. Do not become impatient during frequent starts/stops. Many drivers will try to cut in front of your vehicle during these times, and you should allow adequate spacing to prevent impact with another vehicle.

• **Prohibited equipment.** Radar detectors and “suicide knobs” are prohibited in Company vehicles.

Other hazards you should be aware of may include the following:

• **Violence/road rage.** Avoid confrontations with other motorists. If confronted by an angry driver, do everything possible to move away in a safe manner and do not engage in any gestures or verbal assaults. As an employee, you’re expected to defuse aggressive motorist behavior by separating yourself from the potentially dangerous situation. If you are unable to separate, notify your supervisor and do not engage with the other party.

• **Vehicle breakdowns.** If you incur mechanical problems while driving, pull over to the safest possible location and away from oncoming traffic as quickly as safely possible. Ensure that your emergency signals are immediately activated and call for assistance. If traffic warning devices are available, place them as soon as possible to deter and caution oncoming traffic. Do not attempt to continue operating the vehicle. Do not leave your vehicle if it is unsafe for you to do so.
Overloaded/overweight vehicle. Safety issues arise when a vehicle is overloaded or overweight, such as increased potential for brake failure, tire blowout, rollovers, etc. Care should be taken to avoid overloading vehicles or exceeding vehicle capacity.

Flat tire/blowout. In the event of a flat tire or a tire blowout, immediately release the accelerator, hold the steering wheel with both hands, and let your vehicle come to a slow gradual stop. Attempt to ensure that the vehicle stops on the roadside or at a location out of the traffic pattern.

Hydroplaning. Hydroplaning occurs when roads are wet and your vehicle tires are not meeting the road surface. This may be avoided by having good tires, driving slower in wet conditions, avoiding puddles of water, and not swerving or making sharp turns. In the event your vehicle starts to hydroplane, immediately release the accelerator and keep the steering wheel straight.

Overhead hazards. Most front-end loaders have a clearance of about 19 feet with the arms at their highest point. Every driver should know the clearance of his/her vehicle. These pointers will help you avoid overhead accidents:

» Accidents with overhead obstacles can be avoided. Most frequently damaged are building overhangs and overhead wires. Front-end loaders are more exposed to overhead hazards, but all drivers should be aware of hazards.

» Always survey your clearances when you approach a container. Assume there is a power line or overhang until you see that there is not.

» Never take routine stops for granted. The container may have been moved, the building may have been modified, or wires may be sagging.

» Never take a chance with close clearances. Distances may be deceiving.

» If there are overhead problems, contact your supervisor before proceeding with pickup.

Avoiding the Rear-End Collision

One of the most common and easily avoidable accidents is a rear-end collision. At times there may be situations that leave you vulnerable to the mistakes of another motorist. However, most rear-end accidents can be prevented by consciously attempting to avoid the circumstances which create the potential for this type of accident.

Five Driving Principles to Avoid Rear-Ending a Vehicle

1. Maintain a safe following distance. A safe following distance is directly related to the ability of a vehicle to stop, and will vary throughout the day. The amount of time it takes a vehicle to make a safe stop depends upon several factors:

   » Driver reaction. Awareness and early detection are key to protecting yourself and attempting to anticipate traffic problems—not just those that may affect you, but also those that may impact the drivers that surround your vehicle. Follow the Smith System 5 Keys, which will ensure that you have awareness, early detection, and time to stop.

   » Brake lag. A commercial vehicle has different brakes than a passenger vehicle. Commercial vehicles use an independent brake system, which has a 0.6-second activation delay. Therefore commercial vehicles require more following distance than passenger vehicles. In ideal weather conditions, 4 seconds is a minimum safe following distance.

   » Brake fade. This is the process of brakes losing a percentage of their stopping power. As a result, it can take more time and force to apply the brakes, because resistance is reduced. As the brakes heat up due to frequent stops and/or weight load, they create less friction. As the day progresses, the overall distance needed to brake increases.

   » Tires. Our tires are made of a harder material than a passenger vehicle tire because of the weight they must carry, so there is less friction between tire and the road. Truck tires have about 70 percent as much braking capacity as a passenger car, which means that it takes longer to stop. When leaving a dirt road or landfill, mud on the vehicle’s tires will reduce traction.
Weight. As weight on the vehicle increases, braking distance increases. Know and understand your load. Adjust speed and following distance. Do not exceed the maximum legal weight for the vehicle being operated.

Road conditions. A driver must be aware of road conditions, which can change hour by hour or moment by moment, and adjust accordingly. On a wet road, reduce speed by one-third or more and increase following distance. On packed snow, reduce speed by one-half or more and increase following distance. On ice, reduce speed to a crawl and increase following distance. On a downgrade, shift to a lower gear.

Approaching intersections. Drop 10 mph and cover the brake. Never wave a vehicle or pedestrian through.

When stopping. Come to a complete stop behind the white line. Always leave one car length (approximately 15 feet) between yourself and the vehicle in front of you or a pedestrian crosswalk.

Accelerating out of a stop. Wait 2 seconds to proceed after the vehicle in front of you begins to accelerate, to ensure that it is committed to proceeding.

Keep the vehicle rolling as much and as long as possible. A moving vehicle may be able to take evasive action more quickly if needed. A vehicle that is already stopped must first roll again before making any defensive moves. Thus, the driver who maintains some momentum is one step ahead when instant action is required.

Driving Principles to Avoid Being Rear-Ended

- When slowing or stopping: Get off the throttle and coast, or begin braking if necessary, much sooner than the average motorist. This technique keeps your vehicle rolling longer and gives the driver behind you, who may be unaware of the need to stop, more time to react.

- Intersections and turning: Always be in the proper turning lane at least 200 feet (a block) from an intersection and 500 feet from an exit ramp. Do not encroach in another lane. Use proper turn signals at least 100 feet (half a block) in advance of a turn. When traveling at speeds of 40 mph or higher, signal at least 300 feet (a block and half) in advance of a turn or exit ramp.

- Tailgaters: Pay particular attention to patterns demonstrated by drivers to your rear. The primary danger from tailgaters is that there is very little time for them to react to the unexpected. If you, as the driver in the lead, must brake suddenly, your tailgater quickly becomes a hazard. Change lanes or take the earliest opportunity to let tailgaters pass. Get rid of them and your rear-end accident potential is instantly reduced.

- Emergency flashers and strobe lights: Turn on emergency flashers and strobe lights when the vehicle is traveling significantly slower than the posted speed, blocking or partially blocking a lane of traffic, or collecting trash during residential or rear load commercial operations—and while broken down (set emergency triangles out).

Remember, most accidents result from human error. A little practice and effort on your part can make the difference between avoiding and being involved in the rear-end accident.

Backing Policy

It is the goal of Advanced Disposal to eliminate all backing accidents. To attain this goal, the following procedures will be required of all employees who operate a commercial motor vehicle.

- Back only when there is no other option.

- Ensure that all required mirror systems and/or camera systems are operational, clean, and properly adjusted. Ensure that the backup alarm is functioning properly.

- If camera systems, mirrors, and backup alarms are not operational or functioning properly, the vehicle will be placed out of service until repairs are complete. The only exception to this policy will be for a non-working camera if the vehicle has more than one occupant. The passenger must serve as a spotter and direct the vehicle in backing.

- All employees who drive Advanced Disposal vehicles must be trained in proper backing procedures:

- Back only when there is no other option.

- Eliminate in-cab distractions. Devote full attention to backing, turn off the radio, and open a window for better hearing.

- Evaluate the situation. Check the road for overhead and side clearances, pedestrians, and fixed objects.

- If after evaluating the situation it is unsafe to back, stop and call your supervisor.
**SECTION 3: HAULING AND COMMERCIAL DRIVING**

» Plan the backing maneuver. Position the vehicle for a direct view, back straight, and keep the backing distance as short as possible. Do not back around a corner or into an intersection. Determine the stop point.

» Scan mirrors and camera monitor (where equipped) before beginning to back.

» When clear, tap the vehicle’s horn and then shift into reverse (but don’t tap the horn in pre-dawn hours, while on route).

» Scan mirrors and camera monitor (where equipped) while backing.

» Be alert to changing conditions. Be ready to stop. Stop immediately if someone/something moves into your lane of travel.

» When in doubt, stop. Get Out of the vehicle And Look (GOAL).

» Dual-drive trucks must back from the driver’s side only—no backing from the right side.

• If there is more than one person working on a vehicle, the following procedures must be followed:
  » Follow all backing procedures listed above.
  » The driver is responsible for the safety of the spotter.
  » A trained spotter must assist the driver using standard hand signals whenever the vehicle is backing, with the exception of backing while at a post-collection site.
  » The driver must not put the transmission into reverse until the spotter is in position and visible to the driver in the mirror.
  » The spotter must be off the vehicle and on the ground, on the right side when possible, guiding the vehicle back.
  » The spotter shall be no more than 10–15 feet behind the vehicle and in view of the driver’s mirrors.
  » The spotter must not walk behind the vehicle or walk backward (or turn his/her back to the truck) while vehicle is backing.
  » If multiple helpers/loaders (three-person crew) are working on a route, only one helper/loader will serve as a spotter in the backing process. The other helper/loader must be in the cab of vehicle with the driver.

» The spotter shall be in the view of the driver at all times.

» The driver must stop the vehicle immediately if he/she loses sight of the spotter.

» The spotter must continue to guide the vehicle back until it comes to a complete stop.

» If a backing situation arises where it is unsafe to have an employee behind the vehicle while backing, the spotter must ride in the cab while the vehicle is backing. These backing situations must have advanced written approval by the GM.

• All employees must strive to eliminate and/or reduce the number of backing situations they encounter.

• Any backing accident that occurs where the driver had another option available other than backing, yet chose to back, will be determined to be preventable and may lead to immediate release from employment.

• Any employee observed riding on the riding step of a vehicle while the vehicle is backing may be subject to immediate release, as may the driver of the vehicle.

• Any backing accident involving a vehicle with more than one person working on it may lead to immediate release of all employees working on that vehicle.

• Any driver observed backing a dual-drive from the right side may be subject to immediate release.

Any route where the driver must back down the road must be reviewed by a supervisor/manager and approved for backing. It is the employees’ responsibility to identify these areas and report them to their supervisor via the Safety Action Reporting (SAR) Process.

**Rollover Prevention**

Rollover accidents are considered to be one of the most serious and potentially deadly types of accidents on the road. According to the Department of Transportation, rollovers account for 8–12 percent of all truck-related accidents; however, they typically result in a fatality rate of 60 percent of the occupants involved.

The following steps will help minimize the potential for being involved in a rollover:

• Slow down; adjust the vehicle speed to at least 10 mph below the posted speed limit.

• Slowly accelerate when coming out of any curve.
• Maintain a good space cushion (4-second minimum) between you and the vehicle in front of you. Be alert and allow additional space for weather, road conditions, or unexpected hazards.

• Before leaving any disposal facility, make sure warning systems for hoists and tailgates are working. Never use nylon straps, bungee cords, or any device other than manufacturer-installed devices to secure tailgates. Ensure that all tailgates and doors are in the down and locked position before leaving the disposal facility.

• Know your load. Be aware of unbalanced loads, such as top-heavy or shifting loads, especially in wet, rainy conditions.

Securing Roll-Off Containers

Drivers must ensure that all roll-off containers are secured to the truck before driving with the container on the truck.

Before entering the roadway, check the container’s ability to retain all contents while traveling. Inspect all locking mechanisms, door latches, and safety chains. The use of any straps, wire, or other devices to secure the door latch is prohibited. Use only the door latch (in working order) and safety chain configured to remain in position while traveling.

Rear rail tie-downs must be used on all roll-off containers being transported in compliance with §393.134.

Truck and Equipment Fires

It is important to understand the simple prevention strategies to reduce the risk that your vehicle or equipment will be damaged by a fire. The following hazards can lead to fires:

• Hot loads
• Excessive grease buildup on or around the motor or chassis
• Paper or trash between packer blade and cab
• Incomplete or improper pre-trip inspections
• Defective wiring
• Poor or absent preventive maintenance

In the event of a fire, make sure you are ready to respond quickly to minimize damage and avoid endangering yourself or other people nearby.

Our trucks and heavy equipment must be equipped with a fire extinguisher. Your fire extinguisher is your first line of defense against a fire. Ensure that it is properly charged and readily accessible at all times. Larger collection vehicles (CDL class) should be equipped with a 20 lb. B:C extinguisher.

If a fire cannot be contained safely, stand clear and wait for emergency personnel to arrive. Remember, no vehicle is worth risking your health or safety.

During your shift, be alert for smoke and/or discoloration when driving, servicing containers, etc. If you have a hot load, you should act quickly and do the following:

• Call your dispatcher/supervisor immediately.
• Pack the load as tightly as possible to smother the fire.
• Attempt to extinguish the fire if safe to do so.
• If it can be safely accomplished, the driver should eject the load (preferably on a flat, paved surface) and then move the truck away from the burning refuse. Sometimes a hot load fire can grow to a point where the load cannot be ejected safely. In these cases the driver should move away from the truck and wait for the fire department.
• Contact 9-1-1 for emergency support.

In case a fire arises between the cab and the packer blade, you should do the following:

• Immediately use your fire extinguisher.
• Call the dispatcher/supervisor.
• Contact 9-1-1 for emergency support.

A fire occurring in the cab of your truck may be an electrical fire. Before you attempt to put the fire out, and if it can be safely accomplished, turn off the power by positioning the battery disconnect switch in the “off” position.
Spill Response
As an Advanced Disposal employee, you must respond quickly and efficiently to any spill. In the event of a spill, do the following:

- Locate the source of the spill:
  - Shut off engine
  - Shut off PTO
  - Shut off main hydraulic valve
- Contain the spill as quickly as possible by using:
  - Truck spill kits
  - Oil dry
- Notify dispatch or your supervisor to:
  - Respond with additional materials to assist in cleanup.
  - Properly clean up and remove any contaminated soil.
  - Notify the proper authorities if the spill is large enough to be a threat to the environment or public safety.

All trucks must be equipped with a spill kit.

Driver’s Daily Log and Hours of Service (HOS)
All Commercial Motor Vehicle (CMV) drivers are subject to hours of service regulations (FMCSR Section 395). Drivers exceeding 12 hours on duty, or traveling beyond a 100 air-mile radius from the location, must complete a daily log. These regulations ensure that drivers are afforded the opportunity to get adequate rest so they can perform safely.

Commercial vehicle drivers may not drive:
- More than 11 hours, following 10 hours off duty.
- Beyond the 14th hour after coming on duty, following 10 hours off duty.
- If more than 8 hours have passed since the end of the driver’s last off-duty period of at least 30 minutes.
- After 60 hours on duty in 7 consecutive days or 70 hours on duty in 8 consecutive days.

A driver may restart a period of 7 or 8 consecutive days after taking 34 or more consecutive hours off duty, which includes two periods from 1 a.m. to 5 a.m.

There may be circumstances where a driver may be assigned driving duties outside these general guidelines. Drivers must check with management to ensure that any alternative schedule is in accordance with relevant regulations.

All employees who may operate commercial vehicles exceeding 10,001 lb. gross vehicle weight rating (GVWR) must have a DOT Driver Qualification file and are subject to HOS requirements.

Drivers Vehicle Inspection Report (DVIR)
Before leaving the facility, drivers must perform a complete pre-trip inspection to ensure that their vehicles are safe and fully operational. Drivers are not authorized to move the vehicle if defects are noted during the inspection. Proper inspection procedure is as follows:

Vehicle Prepares to Leave for Route
- Driver reviews the previous day’s white copy of DVIR. If defects were noted, the driver confirms that all safety related defects have been corrected. The driver then signs and returns the original DVIR (white) to maintenance and the yellow copy goes to operations for review. Maintenance will file the original in a 90-day retention folder in accordance with regulations.
- If the defects have not been corrected, maintenance must perform the necessary repairs and/or certify that the vehicle is safely operational before moving it.
- Today’s DVIR is created by completion of a pre-trip inspection by the driver (paying close attention that the previous days defects were corrected).
- Driver proceeds to the route with today’s DVIR and, where required by state law, the yellow copy of the previous day’s DVIR.

Vehicle Returns from Route
Driver completes today’s DVIR (Post-Trip inspection), then returns it to the maintenance department with or without defects noted. The form should be dated and signed.
Maintenance Department Reviews

- Shop supervisor reviews a daily DVIR log provided by operations, which lists all trucks that were routed for the respective day. The shop supervisor then reconciles the DVIRs turned in to make sure a DVIR was received for each truck operated that day. The form should be dated and signed.
- Shop supervisor reviews each DVIR. If defects were noted, then the vehicle is brought in for repairs. After the repairs are made, the mechanic records the repair order number and signs off that the repairs were made. If the defects noted do not affect the safe operation of the vehicle, the mechanic notes it and signs off stating this.

Maintenance Returns DVIR

Maintenance returns the white copy of all DVIRs for the next driver to review. If defects were noted, the driver then signs off on the DVIR acknowledging the maintenance department has signed it stating the repairs were made or that it is safe to operate.

Points to Remember:

- The driver must completely fill out the DVIR form.
- If defects are noted, maintenance must make all repairs or note that the defects do not affect the safe operation of the vehicle.
- DVIR with defects noted must be signed by the mechanic and have the repair order recorded on the DVIR.
- Prior day's DVIR with defects noted must be signed by the driver, acknowledging that the maintenance department has stated that the repairs have been made or that the vehicles are safe to operate.
- White DVIR sheet: Filed each day for and retained for 90 days.
- Yellow DVIR sheet: Returned to vehicle for next day's operation, where required by state law.
- Drivers/operators who do not report known vehicle or equipment malfunctions on their daily Driver Vehicle Inspection Report (DVIR) will be subject to disciplinary action.
SECTION 4: POST-COLLECTION/MAINTENANCE OPERATIONS

Landfill Working Face

The working face of a landfill has multiple moving parts. Large vehicles are constantly moving in and out, heavy equipment is moving waste, and employees or other drivers may be on the working face. Drivers must be careful to avoid contact with other vehicles, heavy equipment, pedestrians, and temporary excavations.

Employees and drivers working in the disposal area must avoid potential risk, such as hazards from other vehicles that are unloading or from heavy equipment that may be working nearby.

Equipment operators must also work to avoid potential risk by staying alert and aware of employees, drivers, and other equipment operators who may be in the operating area.

The following minimum standards must be observed when on the working face of the landfill:

- Only the driver may exit the vehicle while at the facility. All other vehicle occupants must remain in the vehicle.
- The driver must stay within arm’s length of the vehicle while at the dump face area. This individual will open doors, tailgates, etc. When opening swinging doors, the driver is to stay with the moving door until it is opened and properly secured prior to unloading.
  
  » NOTE: If the door is for a pressurized container, the driver should not hold the door or door chain when it is initially opened; but then, once opened, the driver is to stay with the door, walk it around, and properly close it.
- Maintain a distance of at least 15 feet between trucks (length of trailer + 10 feet for end dump/frameless trailers).
- Personnel shall never walk across the active area or clean-out area to the landfill equipment or to another vehicle.
- Vehicles are not to be left unattended while unloading or on the working face of the landfill.
- Once unloaded, the driver will close vehicle doors, tailgates, etc. When closing swinging doors, the driver must stay with the moving door until it is closed and properly secured.
- After doors are closed and properly secured, the vehicle may then proceed to the designated clean-out area or immediately exit the facility.
- Under no circumstances will a vehicle be pushed. If a vehicle needs to be towed, it is to be properly pulled, not pushed.
- Before leaving the clean-out area, the driver must walk around the vehicle and check the packing mechanism (the blade) or undercarriage for any loose material that could get caught on the drive shaft or axle, and check the vehicle for any damage. If debris must be removed, proper lockout/tagout procedures will be followed.
- Scavenging by any person is strictly prohibited. Employees who are observed scavenging will be subject to immediate disciplinary action, up to and including release from employment. All scavenging activity should be immediately reported to your supervisor.

MRF or Transfer Station Tipping Floor

The tipping floor of a transfer station or MRF should be considered a restricted work area. Large vehicles are constantly moving in and out, heavy equipment is moving waste, and private cars or pickup trucks may be present on the tipping floor. Drivers must be careful to avoid contact with other vehicles, heavy equipment, private vehicles, or pedestrians.

Employees and drivers working in the tipping area must avoid potential risk, such as hazards from other vehicles that are unloading or from heavy equipment that may be working nearby.

Equipment operators must also work to avoid potential risk by staying alert and aware of employees, drivers, and other equipment operators who may be in the operating area.

The following minimum standards must be observed when on the tipping floor of the transfer station or at the MRF:

- Only the driver may exit the vehicle while at the facility. All other vehicle occupants must remain in the vehicle.
- The driver must stay within arm’s length of the vehicle while on the tipping floor. This individual will open doors, tailgates, etc. When opening swinging doors, the driver is to stay with the moving door until it is opened and properly secured prior to unloading.
NOTE: If the door is for a pressurized container, the driver should not hold the door or door chain when it is initially opened; but then, once opened, the driver is to stay with the door, walk it around, and properly close it.

- No foot traffic is allowed within 15 feet of the facility’s mobile equipment when it is in operation.
- Personnel shall never walk across the active area or clean-out area to the mobile equipment or to another vehicle.
- Vehicles are not to be left unattended while unloading or on the tipping floor.
- Once unloaded, the driver will close vehicle doors, tailgates, etc. When closing swinging doors, the driver is to stay with the moving door until it is closed and properly secured.
- After doors are closed and properly secured, the vehicle may then proceed to the designated clean-out area or immediately exit the facility.
- Before leaving the clean-out area, the driver must walk around the vehicle and check the packing mechanism (the blade) or undercarriage for any loose material that could get caught on the drive shaft or axle, and check the vehicle for any damage. If debris must be removed, proper lockout/tagout procedures will be followed.
- Scavenging by any person is strictly prohibited. Employees who are observed scavenging will be subject to immediate disciplinary action, up to and including release from employment. All scavenging activity should be immediately reported to your supervisor.

**Traffic Control**

Traffic control is a key element for safe operations at a landfill, MRF, or transfer station. Each location must have a traffic control plan. The gate and/or scale house should be the first stop at these facilities. Signs must designate safety rules, speed limits, and the point of entry and exit for incoming vehicles.

While at the working face of the landfill, the tipping floor of a transfer station or MRF, vehicles will maintain a minimum of 15 feet of space between units or allow sufficient space between vehicles to avoid contact in the event of an overturn. For end-dump or frameless trailers, a distance of 10 feet plus the length of the trailer must be maintained. At no time should private passenger vehicles and commercial vehicles be allowed to tip or dump in the same area.

All employees are to observe posted speed limits and follow the posted facility rules. Employees will limit their access to authorized areas only.

Landfill, MRF, and transfer station personnel are responsible for ensuring that all rules and speed limits are followed. Violations of Company policy are to be reported to your supervisor immediately and may result in disciplinary action up to and including termination.

**Heavy Equipment**

Landfill, MRF, and transfer station operations generally involve the use of heavy equipment, including compactors, loaders, and excavators. In accordance with Department of Labor standards, only employees who are 18 years or older may operate heavy equipment. Before equipment is left unattended, the following shall be implemented:

- Keys will be removed from the unit.
- Parking brake will be set.
- If the unit is parked on an incline, the wheels will be chocked in addition to setting the parking brake.
- All unattended loaders will have their buckets or blades lowered to the ground.

In addition, the following practices will be observed:

- Prior to the beginning of each shift, an inspection will be conducted prior to beginning work, utilizing the Equipment Daily Inspection Sheet.
- Seat belts shall be used at all times while operating heavy equipment.
- Only qualified (and certified, where required) employees who have been approved by their supervisor are permitted to operate Company equipment.
- At no time are passengers allowed in Company equipment.
- Company equipment will be utilized only for the job for which it was designed.
- At no time shall Company equipment be removed from Advanced Disposal property unless approved by the facility’s general manager.
- Never walk under or work around raised blades, buckets, forks, or implements (e.g., brush hogs).
• Do not disconnect hydraulic lines on equipment without releasing pressure on the system.
• Lockout/tagout must be utilized before doing any maintenance or repair work on any equipment.
• Modifications or alterations to equipment are prohibited.
• Employees will not tamper with safety devices on any machinery or equipment. Safety devices include, but are not limited to, alarms, guards, fire extinguishers, and emergency shut-off switches.
• Safety devices must be in good working order at all times. Employees who fail to report safety device malfunctions, disconnect such systems, or disregard safety devices will be subject to disciplinary action up to and including release from employment.

**Powered Industrial Trucks and Equipment**

Powered industrial trucks (PITs) are defined as mobile, power-driven vehicles, which carry, push, pull, lift, stack, or tier material. All personnel intending to operate powered industrial trucks, including forklifts, must be trained before operating. Training will include (but not be limited to) safety procedures for:

- Handling
- Storage
- Charging or changing batteries
- Fueling

**Important:** Employees are allowed to operate only the type of powered industrial truck they were trained on. For example, being trained on a forklift does not authorize you to operate a platform lift truck.

Before using a PIT, you must perform and document an inspection. Do not operate a PIT unless you have confirmed that the inspection has been completed. Deficiencies noted during the inspection must be addressed.

**Trenching and Excavation**

The hazards associated with trenching and excavation may include cave-ins, falls, falling loads, and hazardous atmospheres. The following general rules are set forth to safely protect employees from hazards that may be encountered in tasks involving trenching and excavations:

- Ensure that a competent person is identified to inspect trenches daily and, as conditions change, to ensure elimination of excavation hazards before worker entry.
- Position heavy equipment away from trench edges to properly maintain trench stability.
- Utilize safe access and egress to all excavations, including ladders, steps, ramps, or other safe means of exit for employees working in trench excavations 4 feet or deeper.
- Keep excavated soil and other materials at least 2 feet from trench edges.
- Identify all underground utilities before proceeding with digging operations.
- Test for atmospheric hazards such as low oxygen, hazardous fumes, and toxic gases when greater than 4 feet deep.
- Do not work under suspended or raised loads or materials.
- Ensure that personnel wear high-visibility or other suitable clothing when exposed to vehicular traffic.

**Tipper Safety**

Tippers may be used at post-collection sites to dump containers or trailers. Employees operating a tipper must be trained in the safe operating procedures for the tipper, on the use of the wind gauge, and in proper inspection of the tipper.

Drivers must wait for the operator to instruct them prior to backing onto or pulling off of the tipper, and they must obey all tipper operator instructions. After unhooking the trailer, drivers must return to and remain in the cab. Drivers must maintain visual contact with the tipper operator at all times. If visual contact with the tipper operator is lost, the driver must immediately stop until visual contact is reestablished.
Lab Safety

Employees working in a laboratory setting can protect themselves from the hazards associated with this environment by proper preparation and implementing various control measures. Follow these precautions when working in a laboratory:

- Dress appropriately by wearing close-fitting clothing—no skirts, open-toed shoes, or dangling items—and keep long hair confined.
- Wear standard PPE, which may include safety glasses or face shield, and safety gloves (nitrile/latex).
- Check to ensure that emergency supplies are on hand, such as a fire extinguisher, eyewash station, and first aid kit.
- Keep food in designated areas only, and wash your hands before eating. Never use laboratory glassware or tools to hold food.
- Practice good housekeeping by keeping work areas uncluttered, promptly cleaning up spills, and ensuring that chemicals are properly labeled and stored.

Conveyors

Conveyors are used at Advanced Disposal in MRF locations to transport a variety of materials. The most common conveyor used at Advanced Disposal is a belt conveyor. Conveyor injuries can occur at power transmission points, pinch points, spill points, and areas under counterweights.

To avoid conveyor incidents, follow these guidelines:

- Do not service conveyors until motor disconnect is locked and tagged out.
- Keep loose clothing, fingers, hair, and other parts of the body away from conveyor.
- Do not climb, step, sit, or ride on conveyor at any time.
- Do not remove or alter conveyor guards or safety devices.
- Keep all personnel clear of the conveyor before starting.
- Know the location and function of all stop/start buttons and pull cords.
- Keep all stopping/starting control devices free from obstructions.
- Keep walkways and ladders around conveyors clear of obstructions.

Aerial Lifts

Many types of aerial lifts are used at Advanced Disposal to make our jobs easier. However, there are hazards associated with operating an aerial lift, such as overhead objects, falling from an elevated level, tip-overs, and structural failures.

Important safety guidelines for using aerial lifts include:

- No employee is allowed to use an aerial lift before being properly trained. If there are different types of aerial lifts at the location, the employee must be trained on each one.
- A prestart inspection of the lift is completed.
- The work zone area is assessed before beginning work.
- Ensure that the ground is stable, and that there are no overhead obstructions or people in the area.
- After the area is assessed, set up work zone warnings to protect yourself and others.
- Fall protection must be worn at all times when on a lift.

Cranes, Hoists, and Slings

Cranes, hoists, and slings are commonly used at Advanced Disposal. Examples include jacks, chain hoists, cranes on boom trucks, and engine lifts.

There are basic rules that apply to them all:

- Must be labeled with the load rating; the label must be legible.
- Any attachments that are used must be rated at least as strong as the primary unit.
- All must be inspected before each use.
- Know the weight of your load.
- Never exceed capacity.
- Make sure you have been trained prior to using.
- Use only as intended.

Specifics for cranes:

- Operate no less than 10 feet from power lines.
- Make sure the travel path is clear.
- Check for proper operation before using.

IMPORTANT: If any crane, sling, or hoist is found to be damaged, modified, or not functioning properly, it must be taken out of service! Notify your supervisor of the issue immediately.
Welding and Hot Work
The types of welding and hot work performed at Advanced Disposal operations may include grinding, oxygen-acetylene welding, arc welding, and gas welding. Welding produces fumes, dusts, and gases depending upon the metal being welded, the kind of welding, and the electrode coatings on the metal. Other hot work hazards include fires, burns, electric shock, and radiant energy. Welding and hot work should be done only by trained and authorized personnel.

Follow these guidelines when performing hot work:
- Wear safety glasses, leather welding gloves, a welding helmet, and other protective clothing as specified in the Advanced Disposal PPE Hazard Assessment.
- Designate areas in the shop for hot work.
- Inspect welding area before starting work.
- Remove flammable and combustible materials.
- Install screens and shields.
- Locate a fire extinguisher and ensure that it is nearby.
- Welding or cutting must not take place unless hazards are removed or screens installed.
- Do not perform hot work activities in areas close to degreasing, cleaning, painting, or fueling.
- Obtain a hot work permit before starting operations outside designated areas to ensure that all fire hazards are controlled.
- Post a fire watch person for 30 minutes after hot work operations have ceased.
- Utilize floor fans or local exhaust systems.
- Close cylinder valves when not in use.

Compressed Gases
Due to their pressure and contents, compressed gas cylinders can be extremely hazardous when misused or abused. At Advanced Disposal a few common compressed gases used are oxygen, acetylene, and argon.

Only trained personnel should handle compressed gas cylinders. Check connections and hoses before use, open valves slowly, and close all valves when not in use.

When moving cylinders, ensure that the valve cap is in place, secure to a cart or dolly, and handle with care. When stored, cylinders must be secured to prevent tipping and segregated by hazard class. Cylinders not in use must be capped whether they are empty or full.

Tire Safety
Tire and rim servicing can be performed only by trained personnel using proper procedures and tools. The air pressure contained in a tire can be explosive. The sudden release of pressure by a tire blowout or side ring separation can cause serious injury or death.
- Always comply with tire/wheel manufacturer’s instructions.
- Utilize the required PPE, which includes cut-resistant gloves, safety glasses, face shield, and hard hat.
- Use only approved tire tools, including restraining cages, clip-on chuck/in-line gauge, rim mallets, tubeless tire iron set, and bead unseating tools.
- These tools must be used only for tire servicing.
- Never re-inflate until all tire and rim parts are demounted, inspected, and matched in a restraining device.
- Do not stand, lean, or reach over the tire rim/wheel assembly in the restraining device during inflation.
- Truck tires should be inflated to within 80 percent of the manufacturer recommended pressure.
- Do not inflate beyond 40 psi to seat any tire beads.

Remember, everyone has the right and obligation to stop and question any job that causes concern about personal safety, the safety of others, or the safety of our services.

SERVICE FIRST. SAFETY ALWAYS.
I acknowledge that I have received, read, and understand the information included in the Advanced Disposal Loss Prevention and Safety Manual, including disciplinary measures.

I am committed to complying with the principles and guidelines contained therein.

____________________________________
Signature

____________________________________
Printed Name

____________________________________
Location

____________________________________
Date

It is mandatory that all Advanced Disposal employees detach and return this form to their supervisor.