



# General Occupational Risk Assessment Report

**Company:**

*Green Skips Waste Services Ltd*

**Address:**

Ta L-imriek, Ramla Road,  
Maghtab Malta

**Inspector:**

Anthony Frank Bezzina

**7<sup>th</sup> March 2017**

This report should be reviewed on the: 7<sup>th</sup> March 2018

<b>CONTENTS</b>	<b>PAGE</b>
1. 1 About the Company	<b>2</b>
1.2 Purpose of the Report	<b>3</b>
1.3 Legal Notices	<b>4</b>
1.4 Classification of Waste Types	<b>5</b>
1.5 Methodology	<b>6</b>
1.4 Risk Definitions	<b>7</b>
1.5 Risk Rating Matrix	<b>7</b>
1.7 Limitations	<b>8</b>
2.0 Risk Assessment Administration <b>(A)</b>	<b>9-25</b>
2.0 Risk Assessment Workshop <b>(B)</b>	<b>26-29</b>
2.0 Risk Assessment Cardboard <b>(C)</b>	<b>30-32</b>
2.0 Risk Assessment Hazardous Material <b>(E)</b>	<b>33-39</b>
2.0 Risk Assessment Others	<b>41-52</b>
3.0 Recommendations	<b>53-59</b>
4.0 Pictures and Signage	<b>59-77</b>
Document Control	<b>78</b>

## 1.1 About the Company:

**Green Skips Services Ltd** is a family owned private liability company. It started in October 1992, and succeeded in giving industrial and trade waste producers, alternative and more modern and cost effected services for the management of waste. The company owns its 8000 Square meters complex incorporating the administration building, work shop, stores and garages and run a complete effective management facility.



**Green Skip Services:** Waste Management Facility Malta.

Company Profile		
<b>Company Director</b>	Ms. Mary Gerthy & Ms Doris Sammut.	
<b>Employed Employees</b>	36-37 employees	
<b>Operation</b>	7 days a week <b>Mon-Fri</b> , 07:30- 16:00 <b>Sat</b> 07:30- 13:00hrs	
<b>Company Business</b>	Waste Management Facility	
<b>Safety Representatives</b>	Kanitao Boukar Coupe Pace Kasap Evans	Foussejni Gnare Jason Stephanie Tania Marie Stephen

## 1.2 Purpose of this report:

The objective of this report is to highlight any potential hazards to the Health and Safety when managing waste at Maghtab. This report evaluates possible activities and site's potential for injury in accordance with the local Health and Safety legislation.

The risk assessment attached to this report is based solely on waste management working practices of Green Skips waste facility Malta.

Nevertheless, the assessor disassociates from any known or concealed dangers, which were not forwarded to the assessor's attention prior to or during the risk assessment. Furthermore, it is the sole responsibility of the employer and/client to implement all the health and safety control measures indicated in this report accordingly.

### 1.3 Legal Notices/References

*The risk assessment is based on the Occupational Health and Safety Authority Act XXVII of 2000 and following legal notices.*

- L.N. 353/2007- Protection of Health and Safety of Workers from Risks related to Chemical Agents at work (Amendment) Regulations, 2007.
- L.N. 158/2006- Work place (minimum Health and Safety requirements for the protection of Workers from risk resulting from exposure to noise. Regulations, 2006.
- L.N. 371/2005- Work place (minimum Health and Safety Requirements for the protection of workers from risks resulting from exposure to Vibration) regulations 2005
- L.N. 282 of 2004, Work equipment (minimum safety and health regulations), 2004
- L.N. 227/2003- General provisions for health and safety at work regulations, 2003
- L.N. 11 of 2002, Workplace (First Aid) regulations 2002 including the amendment issued in L.N.348 of 2011
- L.N.44 of 2002, Workplace (Minimum Health and Safety) regulations 2002
- L.N. 45 of 2002- Workplace (Provision of Health and Safety signs) regulations 2002
- L.N.121 OF 2003- minimum requirements for use of persons protective equipment at workplaces regulations 2003
- L.N. 35 of 2003- protection against risks of back injury at workplace regulations, 2003
- L.N. 74 of 2014 Classification of Waste Types
- L.N. 323 of 2006. Protection of Workers from the Risks related to Exposure to Asbestos at Work Regulations [S.L.424.23].
- L.N. 179 of 2015. Control of Major Hazards Regulations, 2015.

The contents of the referred Act and Legal Notices may be obtained from the website of the Occupational Health and Safety Authority: [www.ohsa.org.mt](http://www.ohsa.org.mt)

#### **1.4. Classification of Waste Managed at Green Skips Waste Facility**

**Class A1:** Construction and Demolition Waste

- Management of industrial waste

**Class A2:** Road Services and Furniture (Bulky Refuse, Road Cleaning, and Beach cleaning)

**Class A3:** Canteen waste and municipal waste RCV only

- Management of Organic Waste
- Management of Mixed Waste

**Class A4:** Separated waste including non hazardous

- Management of cardboard
- Management of metals
- Management of non-hazardous plastics PET
- Management of cardboard

**Class A5:** Other non- hazardous waste

**Class B:** Vessels used for transportation of waste at sea, this includes vessels dredging barriers, B1 Vessels to carry waste oil, B2 Carrying other waste B3. This does not include waste to carry general goods, waste in containers and vehicles

**Class C1 Sharps, Hospital, and Pharmaceutical waste**

- **Management of Bio Hazardous Waste**

**Class C2** other class C waste except C1 and animal bi product waste

**Class D1** Liquid Waste

- Management of Chemical Waste

**Class D2** WEEE electrical waste

- Management of electronic waste WEEE

**Class D3** other hazardous waste

- Asbestos\*
- Acids and Alkalis
- Flammable Paints
- Flammable Solids

\* Asbestos is managed by an appointed third party contractor.

### 1.5. Methodology

The report is divided as follows:

The first part contains a checklist is used to point out shortcomings related to health and safety at the premises, and includes an assessment of the risks they present. The form is used as follows:

1. Column 1. Activity and Person/s involved.
2. Column 2. Identification of the Hazard i.e. Hazard is the potential to cause harm.
3. Column 3. Identification of the Risk i.e. Risks are taking chances.
4. Column 4. Pre-control risk rating This is the multiplication of the likelihood and severity of the current risk factor – this is a simple multiplication of the scores indicated in columns 4 and 5 to provide a numeric representation of the level of risk. Thus the maximum score would be  $10 \times 10 = 100$  (refer to section 1.6).
5. Column 5. Control measures to be implemented to reduce the risk
6. Column 6. Post control Risk rating– this is a simple multiplication of the scores indicated in columns 4 and 5 to provide a numeric representation of the level of risk. Thus the maximum score would be  $10 \times 10 = 100$  (refer to section 1.6).
7. Column 7. Any further comments by the inspector/assessor.

***The assessment of risks carried out in columns 3 to 6 is an assessment of the combined risks for each section. Further more detailed risk assessments may be required.*** One of the main purposes of the risk assessments is to enable the arranging of risks in rank order which will then make it relatively simple to prioritise remedial actions. It also helps with a better understanding of how and where risks arise in the business.

The second and third part of the report contains details of the actions recommended to deal with the issues highlighted in the report. This is presented in priority-order.

The fourth section presents photos supporting the hazards identified and listed in the report.

The fifth section contains safe operational procedures and appendices.

1\* Likelihood

2\*\* Severity

**Risk = Likelihood X Severity**

## 1.5 Risk Rating Matrix

			Severity									
			Little or no injury	Trivial Injury	Minor Injury (self-treated)	First Aid (0-day Injury)	1- to 3-day Injury	Over 3-day Reportable Injury	Major Injury	Major Injury (leading to permanent disability)	Single Fatality	Multiple Fatality
			1	2	3	4	5	6	7	8	9	10
Likelihood	Continuous	10	10	20	30	40	50	60	70	80	90	100
	Very Highly Likely	9	9	18	27	36	45	54	63	72	81	90
	Highly Likely	8	8	16	24	32	40	48	56	64	72	80
	Regular	7	7	14	21	28	35	42	49	56	63	70
	Common	6	6	12	18	24	30	36	42	48	54	60
	Likely	5	5	10	15	20	25	30	35	40	45	50
	Quite Possible	4	4	8	12	16	20	24	28	32	36	40
	Unlikely	3	3	6	9	12	15	18	21	24	27	30
	Highly Unlikely	2	2	4	6	8	10	12	14	16	18	20
	Very Highly Unlikely	1	1	2	3	4	5	6	7	8	9	10

## 1.6 Risk Definitions

Risk Rating	Risk Definitions	Many events, without proper planning, can have unreasonable levels of risk. However, by applying risk management strategies, you can reduce the risk to an acceptable level.
60-100	Extremely High Risk	Activities in this category contain unacceptable levels of risk leading to fatalities and/or major injuries that are highly likely to occur. Organisations must eliminate or modify activities that still have a rating of 60+ after applying all reasonable risk management strategies.
26-59	High Risk	Activities in this category contain potentially serious risks that are likely to occur. Application of proactive risk management strategies to reduce the risk is advised. Organisations should consider ways to modify or eliminate unacceptable risks.
7-25	Moderate Risk	Activities in this category contain some level of risk that is unlikely to occur. Organisations should consider what can be done to manage the risk to prevent any negative outcomes.
1-6	Low Risk	Activities in this category contain minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned.



### 1.7 Limitations

The report itself is based on a physical inspection of conditions carried out on **7<sup>th</sup> March 2017** and on information that was provided by the following personnel:

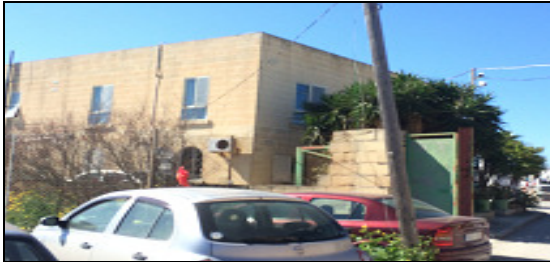
	Name	Responsibility
1	Ms Tania Kasap	PA to the Managing Director/ Safety Representative

**Its scope is therefore limited in this way.**

Although some good practice was noted during the inspection, there were some areas of concern found that place workers and others at risk, and expose the Company to legal action.




**GREEN SKIPS Services Ltd**

<b>Operation/Task:</b>	Waste Management Facility	<b>Employees at Risk:</b>	9	
<b>Location/Area:</b>	<b>A: Administration</b>	<b>Other Persons at Risk:</b>	Members of public, visitors.	
<b>Assessor:</b>	Anthony Bezzina	<b>Key Responsible Personnel:</b>	Contracts Managers & Supervisors	



## 2.0 Risk Assessment

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
<b>1.0. ASBESTOS</b> ( Administration):  1.1. have all areas containing asbestos been identified, marked, and an up to date record kept?	N/A	N/A				N/A				No asbestos is available in the administration block
1.2. is all the asbestos in good condition and/or sealed in and monitored?	N/A	N/A				N/A				
1.3. has the risk of exposure to asbestos dust and fibres been assessed and an up to date record kept?	N/A	N/A				N/A				
1.4. is there a plan for specialist removal of asbestos where there is	N/A	N/A				N/A				

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
a risk of exposure?										
1.5 are there any other asbestos-related issues?	✓		5	6	30	A suitable area confined and segregated is assigned for minor asbestos waste	2	3	6	Please see section D below
<b>2.0. CHEMICALS</b> 2.1. <b>Containment</b> - are all containers clearly labelled with contents, hazard warnings, and the precautions to be taken?	✓		3	3	9	Domestic chemical are used for cleaning the administration area	1	6	6	
2.2. <b>Production</b> - are hazardous substances (inc fumes etc) produced through work processes?		✓	3	2	6		1	6	6	
2.3. <b>Assessment</b> - have COSHH assessments been carried out?		✓	2	3	6		1	6	6	
2.4. <b>Controls</b> - are appropriate control measures being taken?	✓		3	3	9		1	6	6	
<b>3.0. CLEANLINESS</b> 3.1. are work surfaces, walls, and floors kept tidy, and cleaned regularly?	✓		1	6	6	Offices cleaned to high standards	1	6	6	1 cleaner is employed and works on office hour duties
<b>4.0. ELECTRICAL</b> 4.1. <b>Maintenance</b> - are all electrical equipment, fittings and tools regularly checked and maintained?	✓		3	3	9	Electrical equipment in the administration area in good condition	1	6	6	
4.2. <b>Training</b> - are staff trained in their safe use?	✓		1	6	6		1	6	6	

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
4.3. <b>Faults</b> - is there a procedure for reporting faulty equipment and for taking it out of use until repaired or replaced?	✓		1	7	7		1	6	6	Faults are reported to the operation Manager
4.4. <b>Access</b> - Is access to high voltage equipment and other switchgear restricted to authorized people only?	✓		1	7	7	Suitable circuit breakers are available in all levels  Employees are aware how to isolate electrical circuits	1	6	6	

Activity/Persons Effectuated	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
<b>5.0. FIRE PRECAUTIONS</b> 5.1. <b>Storage</b> - are there separate storage arrangements for flammable materials?	✓		1	6	6	The archives area requires better management of storage items.	1	6	6	Minor flammable materials in the administration area
5.2. <b>Disposal</b> - are bins regularly emptied and rubbish safely disposed of?	✓		1	6	6	Bins are regularly emptied	1	6	6	
5.3. <b>Smoking</b> - are cigarettes and matches disposed of separately from other rubbish?	✓		2	3	6	Designated smoking area is available	1	6	6	
5.4. <b>Procedures</b> - are clear fire instructions displayed throughout the workplace?	✓		2	3	6	Directional signs are to be fitted in the corridors and the stair case	1	6	6	Fire plan is available in the administration area
5.5. <b>Ignition</b> - have sources of ignition been made safe eg. portable heaters?	✓		2	3	6	No electrical sources in the administration area	1	6	6	
5.6. <b>Drills</b> - are fire drills carried out regularly?		✓	4	3	12	The next fire drill is planned in June 2017  Assembly point signs are fitted at entrance area.	1	6	6	
5.7. <b>Detection</b> - are fire alarms and detectors checked and tested at least once a week?	✓		1	7	7	Fire detection is available for the administration area only	1	6	6	See picture 1
5.8. <b>Reach</b> - can the alarms be heard throughout the workplace?	✓		2	3	6	To be tested in the fire drill	1	6	6	

Activity/Persons Effectuated	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
5.9. <b>Audibility</b> - are there other forms of alarm for people who have problems hearing?		✓	3	3	9		1	6	6	
5.10. <b>Tests</b> - are fire extinguishing systems regularly checked and tested?	✓		3	3	9	Fire extinguishers are tested on a yearly basis by a third party contractor	1	6	6	
5.11. <b>Lighting</b> - is there adequate emergency light provision that is regularly tested?		✓	3	3	9	Strategic areas of the building are to be fitted with emergency lighting	1	6	6	
5.12. <b>Escape</b> - are fire escape routes clearly signed, kept clear, and wide enough to prevent a crush, and do they lead directly to a place of safety?	✓		3	4	12	Fire exit routes are to be kept clear.  More signs are required at stair cases.	1	6	6	
5.13. <b>Routes</b> - are fire doors and exits clearly marked, kept clear on both sides, kept closed, and do they open easily in the direction of travel?		✓	3	2	6	Main entrance door should open in the direction of travel	1	6	6	No fire doors are available at this premises
5.14. <b>Training</b> - are all employees given information, instruction and training on fire risks and precautions, and fire procedures?	✓		3	4	12	Fire training is required to be completed	1	6	6	

Activity/Persons Effectuated	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
<b>6.0. FIRST AID, ACCIDENTS AND ILLNESS</b> 6.1. <b>Boxes</b> - are an adequate number of first aid boxes provided that are fully equipped and accessible to staff?	✓ ✓		1	6	6	There is available first aid box at the administration area.	1	6	6	A fully first aid kit is to be available and it is fully stocked
6.2. <b>First aiders</b> - are there an adequate number of properly trained first aiders on the premises at all times?		✓	3	3	9	A sufficient amount of first aiders are required	1	6	6	It is planned that 3 first aiders will be trained.
6.3. <b>Cover</b> - is there an adequate number of first aiders to cover all shifts, and does staff know how to contact them?		✓	3	3	9	Training is on plan	1	6	6	
6.4. <b>Mobile workers</b> - are travelling first aid kits made available if necessary?	✓		1	6	6	Vehicles contain a mobile first aid kit. Vehicles contain a spill kit	1	6	6	
6.6. <b>Reports</b> - are accidents, near-misses and illnesses recorded and reported?	✓		3	3	9	An incident reporting system is to be implemented see appendix 1	1	6	6	
<b>7.0. GAS SAFETY AND PRESSURE SYSTEMS</b> 7.1. <b>Checks</b> - are appliances regularly checked and serviced by qualified people?	N/A	N/A				N/A				No gas or vessels in the administration area. See D below for gas storage.

Activity/Persons Effected	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
7.2. <b>Training</b> - are staff trained to use appliances safely?	N/A	N/A				N/A				
7.3. <b>Emergencies</b> - do staff know what to do in an emergency?	N/A	N/A				N/A				
<b>8.0. LIGHTING</b> 8.1. <b>Brightness</b> - is the light bright enough, especially over workstations?	✓		1	6	6	Suitable lighting is provided	1	6	6	
8.2. <b>Stairs</b> - are stairs and corridors properly lit?	✓		2	6	12		1	6	6	
8.3. <b>Replacements</b> - are lamps replaced promptly?	✓		1	6	6		1	6	6	Reported to the operations manager
8.4. <b>Diffusers</b> - are light shades and diffusers clean and in good repair?	✓		1	6	6		1	6	6	
8.5. <b>Clarity</b> - are windows clean on both sides and free from obstructions?	✓		1	6	6		1	6	6	Windows are cleaned from the inside
<b>9.0. LIFTING AND MANUAL HANDLING</b> 9.1. <b>Assessment</b> - have manual handling assessments been		✓	3	3	9		1	6	6	Minor manual handling is conducted at the offices,



Activity/Persons Effected	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
carried out?										
9.2. <b>Lifting aids</b> - is mechanical equipment used whenever possible, have staff been trained in its use, and is there enough space to use it?	N/A	N/A	-	-	-		-	-	-	See section e below
9.3. <b>Training</b> - where mechanical assistance is not possible, are staff trained in safe lifting techniques, and is there enough space to use them?	N/A	N/A	-	-	-		-	-	-	
9.4. <b>Breaks</b> - are there sufficient rest breaks to allow staff to recover from physically demanding work?	✓		1	6	6		1	6	6	
9.5. <b>Routines</b> - can work routines be changed to spread physically demanding work more evenly between staff and shifts?	✓		1	6	6		1	6	6	
9.6. <b>Storage</b> - are heavy items stored at convenient or adjustable height to suit the user?		✓	3	3	9	Storage areas are clear from clutter	1	6	6	The storage area requires better maintenance. See picture 5 below
9.7. <b>Markings</b> - is the weight of loads known and clearly marked, and are they small and light enough?	✓		1	6	6	Suitable controls are to be taken when storing items onto shelves	1	6	6	
9.8. <b>Loads</b> - are unbalanced, uneven, slippery, sharp, or too hot or too cold loads avoided?	✓		3	3	9	Items are stored securely Items are free from falling	1	6	6	

Activity/Persons Effected	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
9.9. <b>Security</b> - are loads securely packed to avoid them shifting or moving?		✓	3	3	9	At the entrance are items stored onto shelves require attention	1	6	6	
9.10. <b>Comfort</b> - are work surfaces at a comfortable or adjustable height to suit the user, and at compatible heights to reduce lifting from one to another?	✓		1	6	6	Ergonomic seating is available Sufficient spaces is available	1	6	6	
9.11. <b>Positioning</b> - is frequent or prolonged stooping, stretching or reaching above shoulder height, or sideways twisting of the body avoided?	✓		1	6	6	Step stool is available	1	6	6	
9.12. <b>PPE</b> - is personal protective equipment provided eg. Gloves	✓		1	6	6	Provided to the housekeeper P.P.E. is replaced as required	1	6	6	The director of operations is to supervise the activity.
<b>10.0. EQUIPMENT</b>	✓					Most office employees are trained how to optimize their workstation				
10.1. <b>Training</b> - are all staff trained to use, clean, and adjust equipment safely?			1	6	6	DSE assessments are required to be completed	1	6	6	
10.2. <b>Checks</b> - is all equipment regularly inspected and maintained?	✓		2	4	8	PAT testing should be implemented, checking computers, portable equipment on a yearly basis	1	6	6	
10.3. <b>Faults</b> - is there a procedure for reporting faulty equipment and taking it out of use until it is repaired or replaced?	✓		2	4	8	A defective log book is to be implemented Faults are to be repaired by competent persons	1	6	6	Reported to the operations manager

Activity/Persons Effected	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
10.4. <b>Guarding</b> - are all dangerous parts of machines adequately guarded?	N/A	N/A	-	-	-		-	-	-	No industrial machines in the administration block
10.5. <b>Guards</b> - are machine guards in operable, and in good working condition?	N/A	N/A	-	-	-		-	-	-	Industrial machines See B,C,D below
11.0. <b>NOISE</b> 11.1 <b>Levels</b> - are noise levels below the recommended maximum (rough guide – you should be able to talk to someone a metre away without shouting)?	✓		1	6	6		1	6	6	Low noise levels in the administration block
11.2. <b>Measurement</b> - has any noise monitoring been carried out?		✓	1	6	6		1	6	6	
11.3. <b>Sources</b> - have the causes of noise been tackled?	✓		1	6	6		1	6	6	
11.4. <b>PPE</b> - as a last resort, is hearing protection provided to staff?	✓		1	6	6		1	6	6	
11.5. <b>PPE Storage</b> - is hearing protection properly stored, checked, and maintained?	N/A	N/A								Not required in the administration block
12.0. <b>OVERCROWDING</b> 12.1. <b>Space</b> - is there enough	✓		3	3	9	Ensure that isles are kept clear Emergency routes are kept clear	1	6	6	Ample space is available in the administration area.

Activity/Persons Effected	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
space for staff to work safely?										
<b>13.0.PERSONAL PROTECTIVE EQUIPMENT</b> 13.1. <b>Provision</b> - is suitable PPE provided for staff free of charge?	✓		3	3	9	P.P.E provided to all workers P.P.E such as masks, gloves are replaced as required	1	6	6	
13.2. <b>Faults</b> - is there a system for reporting defects with PPE, and for obtaining replacements?	✓		1	6	6		1	6	6	Reported to the operational manager
13.3. <b>Overalls</b> - are clean overalls provided regularly?	✓		3	3	9	Suitable overalls are to be provided Hazardous Trivac suits are provided Suitable chemical suits are provided to operatives	1	6	6	
13.4. <b>Limitations</b> - is PPE recognized as being a measure taken only as a last resort or as a supplementary measure?	✓		3	3	9	Collective measures are taken	1	6	6	Personal protective equipment to be provided at a last resort
<b>14.0. SLIPS, TRIPS AND FALLS</b> 14.1. <b>Surfaces</b> - are floors and stairs in good condition, free from obstructions, and non-slip?		✓	3	3	9	Stairs are to be fitted with non slip tape see picture 4	1	6	6	
14.2. <b>Spills</b> - is there any provision for dealing with spillages?	✓		1	6	6	Spills are cleaned with saw dust	1	6	6	

Activity/Persons Effected	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
14.3. <b>Footwear</b> - is non-slip footwear provided where required?	N/A	N/A	-	-	-		-	-	-	
14.4. <b>Stairs</b> - do all staircases have securely fixed handrails?	✓		1	6	6		1	6	6	
14.5. <b>Trip hazards</b> - are trailing leads, cables, ropes etc properly secured?	✓		1	6	6		1	6	6	Non observed in the administration area
14.6. <b>Storage</b> - is there sufficient storage space to prevent items being left around as trip hazards?	✓		3	3	9	The storage room requires attention	1	6	6	See picture 5
14.7. <b>Access</b> - are steps or stools provided if required?	✓		1	6	6	Step stools and ladders are routinely checked A ladder register is available	1	6	6	
<b>15.0. TEMPERATURE</b>										
15.1. <b>Comfort</b> - is the indoor working temperature comfortable all year?	✓		1	6	6	Air condition is available. Temperature is kept constant 23°C	1	6	6	
15.2. <b>Breaks</b> - can breaks be taken away from hot areas?	✓		1	6	6	Suitable breaks are provided	1	6	6	
15.3. <b>Water</b> - in hot conditions, is cool drinking water provided, and can breaks be taken in the shade?	✓		1	6	6	H2O water dispensers are available	1	6	6	
15.4. <b>Clothing</b> - is warm/waterproof clothing provided as necessary?	✓		3	3	9	Rain Coats and thermal jackets are provided to truck drivers	1	6	6	

Activity/Persons Effected	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
<b>16.0. TOILETS, WASH AND REST</b>  16.1. <b>Well-kept</b> - are there enough toilets, and are they clean and in good repair?	✓  ✓		1	6	6	Toilets are routinely cleaned	1	6	6	
16.2. <b>Washing</b> - are washing facilities (hot water, soap and towels) provided?	✓		1	6	6		1	6	6	
16.4. <b>Lockers</b> - are lockers (or something similar) provided for staff?	✓		1	6	6	Better housekeeping is required in the workshop area	1	6	6	
16.5. <b>Rest-room</b> - is there a rest room that is clean, properly lit and ventilated?	✓		1	6	6		1	6	6	Kitchenette is provided
16.6. <b>Pregnancy</b> - are there suitable facilities for pregnant women and nursing mothers to rest?	✓		3	3	9	Pregnant workers risk assessments are completed by a competent person	1	6	6	
16.7. <b>Eating</b> - are there facilities for staff to eat meals?	✓		1	6	6		1	6	6	Kitchenette is provided
<b>17.0. VENTILATION</b>  17.1. <b>Fumes etc</b> - are fumes, steam and stale air removed?	✓		1	6	6	Suitable ventilation is available att the area.	1	6	6	Suitable ventilation is available

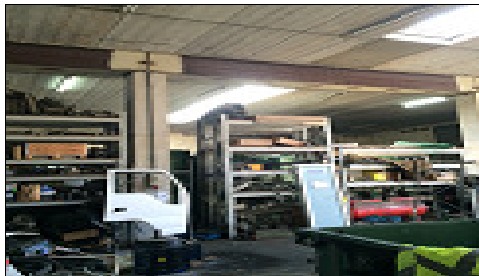
Activity/Persons Effectuated	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
17.2. <b>Fresh air</b> - is there an adequate supply of fresh air without draughts?	✓		1	6	6		1	6	6	
17.3. <b>Confined spaces</b> - are special precautions taken when working in confined spaces?	N/A	N/A								No confined spaces in the administration area. Employees are not required to enter in any confined spaces.
18.0. <b>VDU'S (COMPUTER USERS)</b>		✓				DSE assessments to be completed for administration employees				
18.1. <b>Assessments</b> - have workstation assessments been carried out?			3	3	9		1	6	6	
18.2. <b>Workstations</b> - are workstations and seating fully adjustable, and are staff trained and encouraged to make adjustments?	✓		1	6	6		1	6	6	
18.3. <b>Seating</b> - does seating give proper back support?	✓		1	6	6	Suitable ergonomic chairs are available	1	6	6	
18.4. <b>Foot rests</b> - are foot rests provided where necessary?	✓		1	6	6		1	6	6	Upon request these are provided
18.5. <b>Maintenance</b> - is furniture and equipment checked and maintained regularly, with faulty items taken out of service and replaced?	✓		1	6	6		1	6	6	

Activity/Persons Effected	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
18.6. <b>Screens</b> - can users easily read screens, and are they flicker and glare free?	✓		1	6	6		1	6	6	
18.7. <b>Pace of work</b> - is the pace of work comfortable and can breaks be taken?	✓		1	6	6		1	6	6	
<b>Eye tests</b> - are users offered full eye tests?	✓		1	6	6		1	6	6	
18.9. <b>Symptoms</b> - are reports of aches, pains, numbness or tingling in limbs investigated?	✓		1	6	6		1	6	6	
18.10. <b>Ergonomics</b> - is the work free from awkward postures, movements and very repetitive work?	✓		1	6	6	Ensure that correct posture is maintained	1	6	6	
18.11. <b>Training</b> - is training provided about the use of equipment, methods of work, and how to avoid ill-health effects?		✓	1	6	6	Employees are trained in safe ergonomics practices	1	6	6	
<b>19.0 VIOLENCE</b>		✓								
19.1. <b>History</b> - have workers experienced violence or threats of violence (verbal or physical)?			2	6	12	Ensure that any reports are investigated	1	6	6	
19.2. <b>Reports</b> - are they encouraged to report all incidents?	✓		3	3	9	Employees are to encouraged to report all incidents Handbook provided to employees	1	6	6	In the induction training security issues are highlighted. Equality, Harassment and others.



Activity/Persons Effectuated	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
19.3. <b>Controls</b> - are there preventative measures in place to avoid or minimize the risks?	✓		3	3	9	A security barrier is to be fitted upon entrance	1	6	6	16 CCTV cameras are available at the premises  See picture 34
19.4. <b>Alarms</b> - are panic buttons fitted, do they work, and are they quickly responded to?	N/A	N/A	-	-	-		-	-	-	
19.5. <b>Lone-working</b> - is there a policy or procedure for home visits, lone working and community-based working, and is this work avoided if it is unsafe?		✓	1	6	6		1	6	6	Lone working is occasionally done
19.6. <b>Training</b> - are staff trained in what to do and how to diffuse potentially violent situations?		✓	1	6	6		1	6	6	
19.7. <b>Counselling</b> - is counselling and support provided to victims?	✓		1	6	6		1	6	6	The company finds no objection to provide counseling if required.
<b>20.0 STRESS AT WORK</b>		✓								
20.1. <b>Policy</b> - does the organization have a policy on stress at work?			2	6	12		1	6	6	
20.2. <b>Training</b> - are managers and staff trained on stress at work?		✓	3	3	9	Suitable training is to be provided	1	6	6	A general health and safety course is planned.
20.3. <b>Stress factors</b> - does the combination of workplace conditions, workload, and culture increase the likelihood of stress?	✓		3	3	9		1	6	6	

Activity/Persons Effected	Yes	No	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
20.4 <b>Reporting</b> - do staff feel able to report cases of stress to their line mangers?	✓		1	6	6		1	6	6	
20.5. <b>Procedure</b> - is there a procedure in place to deal with stress?		✓	1	6	6	A suitable procedure is to be implemented	1	6	6	
<b>21.0. OTHER HAZARDS</b> See section C										

<b>Operation/Task:</b>	Waste Management Facility	<b>Employees at Risk:</b>	3	
<b>Location/Area:</b>	<b>B: Workshop</b>	<b>Other Persons at Risk:</b>	Visitors.	
<b>Assessor:</b>	Anthony Bezzina	<b>Key Responsible Personnel:</b>	Contracts Managers & Supervisors	


## 2.0 Risk Assessment

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
3.0. <b>WORKSHOP</b>	✓					Suitable lighting is available				Light tubes should be fitted with diffusers
3.1. There is sufficient lighting in the working area?			2	3	6		2	3	6	
3.2 .Emergency lighting is available at the area?		✓	3	3	9	Suitable emergency is to be fitted	1	6	6	
3.3 . Suitable fire signs are fitted?		✓	3	3	9	Fire directional signs are required	1	6	6	
3.4 The workshop employees are competent and trained?	✓					Selected employees are approved competent.				As advised all workshop/mechanics are competent
			3	4	12	Trainees are supervised	2	3	6	
						Apprentices are to be monitored and their task is to be limited				
3.5 There are sufficient fire provisions available?		✓	4	4	16	Fire suppression system is to be available	2	3	6	

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
						Fire hose reel are to be fitted Fire detection is to be available in the work shop				
3.6 .Hazardous substances contact with used engine oil etc during servicing?	✓		3	3	9	Suitable P.P.E is worn and used The operations manager monitors the operation.	2	3	6	
3.7. Truck engine running inside, toxic exhaust fumes, e.g. carbon monoxide?		✓	3	3	9	Engines are switched off indoors Suitable extraction is available in the work shop area	2	3	6	
3.8.Noise assessments have been carried out in the area?		✓	3	4	12	Noise assessments are to be completed as required	2	3	6	These are to be conducted if the management deems they are necessary.
3.9 .First aid provisions are available at location?	✓		3	3	9	Suitable first aid kit is available First aid kits are routinely checked by the safety representative	2	3	6	
3.10. An eye wash station is available in the area?		✓	4	4	16	Eye wash station keep hygiene clean.	2	3	6	
3.11. Batteries are charged during working hours?		✓	4	4	16	Ensure that suitable controls are taken when recharging batteries Ensure that whilst filling batteries with distilled water, eye protection is used	2	3	6	The operator is to check that battery chargers are switched off at the end of the working day.
3.12. Compressed air explosion proof guards available?		✓	4	6	21	Tires are over inflated Ensure that tire pressure is not acceded Use Tire pressure guards Competent persons inflate tires Damaged tires are replaced and not inflated	2	3	6	
3.13. Lifting of equipment, manual handling assessment carried out?		✓	4	4	16	Manual handling assessment carried out by a competent person assessing individual tasks	2	3	6	

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
3.14. There is sufficient space in the workshop area?	✓		3	3	9	The mechanic has sufficient room to work safely	2	3	6	
3.15. There are sufficient welfare provisions available?	✓		2	3	6	Provision of drinking water is provided There are suitable toilets available	2	3	6	
3.16. There are suitable storage arrangements available?		✓	4	4	16	Suitable shelves are provided Spare parts are stored in suitable areas No items are left on the floor area	2	3	6	
3.17. The area is clean well organised and tidy?		✓	4	4	16	Routine cleaning is done	2	3	6	
3.18. Pest control treatment is routinely conducted?	✓		2	3	6	Regular pest control treatment is provided	2	3	6	CPC as necessary
3.19. Hydraulic jacks are routinely checked and inspected?	✓		4	4	16	Jacks are regularly inspected Jacks are of the appropriate type Vehicles are secured during repair	2	3	6	
3.20. Hot work permits are conducted during hot works?		✓	4	4	16	A suitable area is located for welding works No flammable materials near welding areas	2	3	6	A designated welding area is recommended. Welding masks are to be in good condition.
3.21. Welfare area is clean and tidy?		✓	5	3	15	Toilets and sinks are clean	2	3	6	
3.22. Discarded material not to be left to accumulate?		✓	5	3	15	Discarded material to be removed Replaced spare parts disposed correctly	2	3	6	
3.23. Smoking is strictly prohibited in the area?	✓		5	5	25	Designated smoking area Monitoring for any abuses No-smoking signs fitted at prominent areas	2	3	6	
3.24. Pneumatic tools are in good repair and are regularly checked?	✓		4	7	28	Ensure that tools are used by competent persons Ensure that they are repaired by	1	6	6	The director of operations is to Ensure that suitable tools are used

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
						genuine parts A visual test is performed prior to use Pneumatic tools are stored in suitable areas after use				
3.25. Pneumatic hoses and connections are in good repair?	✓		4	7	28	Hoses are in good condition Hoses are checked on a routine basis Correct hoses are used	1	6	6	
3.25. Suitable precautions are used whilst using hand tools e.g. chaser, nail gun, grinders, impact tool etc?	✓		4	4	16	Suitable P.P.E. is worn and used e.g. Safety Glasses, Safety Gloves, Ear Muffs. Flammable sources are kept away from equipment. Metal Fragments are cleaned Other persons keep sufficient distance from the worker	1	6	6	The operational manager is to monitor the activity and is to ensure that suitable protective equipment is worn and used.
3.26. Use of step Ladders?	✓		4	4	16	Ensure that the step ladder is in good condition  Ensure it is on a stable ground	1	6	6	A ladder register could be Implemented

<b>Operation/Task:</b>	Waste Management Facility	<b>Employees at Risk:</b>	7	
<b>Location/Area:</b>	<b>C: Cardboard Storage</b>	<b>Other Persons at Risk:</b>	Members of public, visitors.	
<b>Assessor:</b>	Anthony Bezzina	<b>Key Responsible Personnel:</b>	Contracts Managers & Supervisors	


## 2.0 Risk Assessment

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
<b>3. C CARDBOARD STORAGE</b>		✓								
4.1 There cardboard storage is well organized?		✓	4	4	16	Cardboard is not to be left to accumulate Cardboard is to be compacted Cardboard is not to be mixed with other waste	2	3	6	Cardboard is to be regularly compacted and stored in suitable areas.
4.2 There is suitable fire detection In the area?		✓	5	6	30	Fire detection is fitted at the area Sufficient detectors are available	2	3	6	
4.3. There are suitable fire extinguishing equipment e.g. sprinklers?	✓		5	6	30	Provision of fire extinguishers are available Hose reels are available Overhead sprinklers are available	2	3	6	
4.3 All machines in the area contains their original guards and are in good working order e.g. compactor	✓		3	5	15	All original machine guards are in place Machines are fitted with emergency stop devices	2	3	6	During the date of the inspection

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
4.4 Suitable storage arrangements are available?		✓	4	4	16	Better storage arrangements are required	2	3	6	Tuesday Friday Saturday Clear
4.5 Waste is suitably segregated and classes identified?	✓		5	4	20	Waste is not mixed	2	3	6	Signs are to be fitted
4.6 Electrical insulation is routinely checked by competent persons?		✓	3	3	9	Routine inspections are conducted by third parties	2	3	6	Lock out tag out to be implemented when maintaining machinery
4.7 Suitable mechanical aids are available to shift loads?	✓		3	3	9	Forklift truck in use Pallet stacker, lifter in use	2	3	6	Fork lift truck operators must be competent for the job
4.8 Cardboard bails are not over stacked?		✓	4	4	16	Cardboard bails are suitably stacked and not over stacked	2	3	6	
4.9 Cardboard bails are not placed near heat sources?	✓		3	3	9	No heat sources are near cardboard bails	2	3	6	
4.10 Cardboard bails are properly stacked and safe from falling?		✓	3	3	9	Cardboard bails are secured	2	3	6	
4.11 Cardboard bails are secured with straps	✓		3	3	9	Suitable nylon straps are used to secure bails	2	3	6	
4.12 There are sufficient ventilation in the area?	✓		3	3	9	Suitable extractor is fitted Extractor is to be switched on when using the FLT	2	3	6	Extractor fans are fitted
4.13 Cardboard do not obstruct evacuation routes?	✓		4	4	16	No cardboard bails are placed at the entrance or exit	2	3	6	
4.14 Pest control is constantly maintained?	✓		3	3	9		2	3	6	A third party company is appointed
4.15 End of shift checks are completed?		✓	5	4	20	End of shift checks are completed by the employee	2	3	6	



Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
4.16 Authorized personnel only enter the area?	✓		3	4	12	Signs are prominently displayed	2	3	6	The main entrance is left open
4.17 Warning signs e.g. forklift use are available?		✓	3	4	12	Signs are prominently displayed. Signs identifying the material is to be displayed.	2	3	6	
4.18 Cardboard compacting machines are used by competent persons?	✓		3	3	9	As authorized the company	2	3	6	As advised by the director, the operators are all competent
4.19 Emergency lighting is available in the area?		✓	3	3	9	Suitable emergency lights are provided	2	3	6	
4.20 The structure and solidity is checked by a competent person?		✓	1	9	9	A competent person assesses the structure and solidity of the storage on an annual basis. This is in process	2	3	6	Items are to be stacked securely and free from falling. The height of bails is to be stored sufficiently. No persons are to be allowed to pass from any stacks.

<b>Operation/Task:</b>	Waste Management Facility	<b>Employees at Risk:</b>	9	
<b>Location/Area:</b>	<b>D: Hazardous Material Storage</b>	<b>Other Persons at Risk:</b>	Members of public, visitors.	
<b>Assessor:</b>	Anthony Bezzina	<b>Key Responsible Personnel:</b>	Contracts Managers & Supervisors	

## 2.0 Risk Assessment

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
<b>4. HAZARDOUS MATERIAL STORAGE.</b>		✓				Waste is identified and is placed in separate compartments				Compartments are available however not always separated. Risk of spontaneous combustion
5.1. Waste is separated and not mixed?			4	3	12		2	3	6	
4.21 I.B.C are stored correctly stored and not in direct sunlight?		✓	4	4	16	I.B.C. are stored suitably and free from falling I.B.C are not stored in direct sunlight	2	3	6	
4.22 Are I.B.C. inspected before storage?	✓		3	3	9	I.B.C. are inspected prior to use and suitable actions are taken if	2	3	6	

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
						any I.B.C. is found broken.				
5.3 Suitable segregation areas are arranged?		✓	4	5	20	Flammable materials are segregated in particular Acids and Alkalis	2	3	6	
4.23 Safety showers are available in the vicinity and are in operation?		✓	3	3	9	Safety showers are near the proximity of the area  Safety showers are checked on a weekly basis	2	3	6	
4.24 MSDS and COSHH assessments are requested from the supplier?	✓		3	3	9	MSDS of chemicals are requested from the disposer  COSHH assessments are requested from the disposer	2	3	6	Ensure that all documentation is obtained.  As advised by the directors
4.25 Are flammable materials kept away from direct sun light?		✓	4	4	16	Ensure that flammable material is not left in direct sunlight especially in hot and summer periods	2	3	6	Not always, during inspection some material was noted to be stored in open areas.
4.26 Intrinsically safe (ex) electrical equipment is installed at the facility?		✓				Electrical fittings are ex marked	2	3	6	
4.27 Suitable precautions are taken Class D waste?	✓		5	5	20	Flammable materials are suitably handled  Flammable materials are placed in suitable containers	2	3	6	
4.28 Area is restricted to authorized persons only?		✓	4	4	16	No third party person is allowed in the area without supervision Visitors are to sign in and given passes	2	3	6	Suitable pre-cautions are required see picture 34

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
4.29 Suitable fire detection is available at the area?		✓	5	6	30	All waste area are fitted with suitable fire detection e.g. addressable fire alarm system	2	3	6	
4.30 Is there a suitable fixed wet system which is fitted to a fire pump and ready to be operated in the event of fire?		✓	5	6	30	The pump is regularly maintained The pump has a pressure of above 8 bar. All Hydrants are well maintained All supplied equipment such as pressurized hoses, branches are in good condition	2	3	6	See picture 40,41,42
4.31 Are there sprinklers/ drenchers fitted in waste hazardous areas?		✓	5	6	30	Suitable sprinklers are fitted at ceiling level of the storage  Sprinklers are checked by third party company?	2	3	6	See picture 40,41,42
4.32 Emergency lighting is available at the area?		✓	3	3	9	Emergency lighting ex rated are fitted above ceiling level	2	3	6	
4.33 Are there portable fire extinguishers sited near the segregation areas in particular CO <sup>2</sup> and Powder?	✓		3	3	9	Fire extinguishers are sited at the entrance of each compartment	2	3	6	
4.34 All hazard I.D. signs are set up in the proximity of each compartment?		✓	4	3	12	Suitable material identification signs are fitted on each compartment CLP signs are fitted in a prominent area determining the hazard	2	3	6	
4.35 All waste is stored securely and any chances of collapse or falling avoided?		✓	5	6	30	Ensure that all stacks are secured Use of plastic film to secure the load. Ensure that euro pallets are in good condition	2	3	6	
4.36 All personal protective equipment is provided such as	✓		3	3	9	All personal protective equipment is provided to employees	2	3	6	Monitoring by the operational

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
chemical suits, eye hand, and respiratory equipment?						P.P.E. routinely audited Ensure that employees make use of P.P.E. when required				Manager. Disciplinary action to be taken for non-compliances.
4.37 Operatives are trained and competent and are aware of the risks?	✓		3	3	9	HAZMAT Training provided to operatives  CPC Training is provided	2	3	6	
4.38 Drivers are trained in ADR? ( Dangerous Good Transportation)	✓		3	3	9	Training is regularly refreshed Tool box meetings are held during morning briefings	2	3	6	Morning briefings are conducted
4.39 Emergency arraignments are provided including emergency phone at the area?		✓	3	4	12	Emergency phone fitted at the area A stretcher is available	2	3	6	No emergency phone provided
4.40 All waste liquids, solids and powder have hazardous labels determining the hazard and class of the material?	✓		3	3	9	CLP signs are fitted onto each bail	2	3	6	
4.41 Suitable action is taken for unidentified waste?	✓		3	3	9	Suitable precautions are to be taken The operations manager is advised The unidentified waste is traced and the disposer is contacted.  Unidentified waste is refused to be collected	2	3	6	These are reported to the director, and action is taken accordingly. A chemist is employed and samples are taken if the material is not identified.
4.42 Are bunds available which are grater than 25 % of the total volume stored for storage of flammable liquids?		✓	4	3	12	All loose waste flammable chemicals are temporally stored in suitable bunds	2	3	6	See picture section  No bunds are available
4.43 Are gas cylinders stored in well ventilated areas?		✓	3	6	18	All gas cylinders are to be stored in a well ventilated cool area away from direct sunlight	2	3	6	Some were noted to be stored in open areas. A cage will be manufactured.

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
4.44Are gas cylinders identified?	✓		3	5	15	All gas contents are identified e.g. propane, butane, medical gasses	2	3	6	
4.45Are gas cylinders inspected for any damages?	✓		3	5	15	Cylinders are visually inspected Damaged cylinders are not to be kept on site and are to be removed and disposed with care	2	3	6	
4.46Are gas cylinders stored in a suitable are segregated and the area is marked with suitable gas signage?		✓	3	5	15	Suitable gas signs are fitted	2	3	6	No signs are fitted
4.47Is there gas detection an the gas storage area		✓	3	5	15	Fixed gas detection is fitted at the area	2	3	6	
4.48Are acid separated from alkalis e'g. Batteries	✓		3	3	9	Acid and alkalis are identified and are segregated	2	3	6	A suitable location is required
4.49Are spillages carefully cleaned?	✓		3	4	12	Suitable spill kits are located in the proximity of the area  Suitable P.P.E. is worn and used whilst cleaning  Chemicals are not to left to run off into the water reservoir.	2	3	6	
4.50Are batteries stored in suitable areas and safety disposed of according to the law?	✓		3	3	9	A suitable location is designated Waste batteries are disposed appropriately	2	3	6	
4.51 Is there a designated for WEEE material?	✓		2	3	6	A suitable designated area is set up All signs are set up Over accumulation of Weee material is kept at a minimum	2	3	6	Mr. Andre Borg is the responsible person.
4.52 Are non-smoking signs prominently displayed?		✓	3	3	9	Signs are proximately displayed in the area	2	3	6	Non-smoking signs to be fitted

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
						Action is taken for non-compliances				
4.53Is there a hazard identification board prominently displayed?		✓	3	4	12	CLP signage are proximately fitted at each hazardous area compartment	2	3	6	
4.54Are employees trained in manual handling operations?		✓	3	4	12	Employees are trained in the LITE procedure and how to handle loads safely	2	3	6	A training program is on plan
4.55Are interceptors, drain covers available for any leaks?		✓	3	3	9	Suitable drain covers are available in the case of any accidental discharge of waste	2	3	6	Yes these are available
4.56Are vehicles which operate in the vicinity earthed?		✓	3	3	9	Suitable earthing rods are to be available	2	3	6	
4.57Are there sufficient lighting at the area, even at night time?		✓	3	4	12	Suitable flood lights are available at the area	2	3	6	There are lighting in the yard However, the lighting system may require an up grade
4.58Is there provision of power generation in the area?	✓		3	3	9	A power generator is available at the site	2	3	6	
4.59Is the generator routinely checked?	✓		3	3	9	Power generator routinely checked	2	3	6	
4.60Is the ambient temperature monitored on a daily basis?		✓	3	4	12	Temperature levels are monitored, thermometer fitted near waste cubicles	2	3	6	
4.61Is there a marked area for Asbestos?		✓	5	6	30	A suitable area confined and segregated is assigned for minor asbestos waste	2	3	6	Asbestos is managed by a third party sub contractor
4.62 Is there a procedure for asbestos management?	✓		3	5	15	A procedure is in place Asbestos material is handled with care Suitable P.P.E. is used Asbestos is segregated from other waste	2	3	6	Asbestos management is out sourced to a third party contractor.

Activity/Persons Effected	Yes	NO	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
4.63 Is medical waste addressed with care?	✓		3	3	9	All employees are aware of the hazards associated with contaminated waste. In ADR Training this is addressed	2	3	6	A Blood Bourne pathogen program is available
4.64 Is suitable P.P.E used whilst handling sharps?	✓		3	3	9	Employees are monitored	2	3	6	
4.65Is contaminated material addressed according to the procedures and disposed safely?	✓		3	5	15	Employees are aware of the handling procedures of the company. Blood borne pathogen program to be in place	2	3	6	The operation in monitored by the operations manager
4.66Are biological contaminated material labeled and stored in suitable containers?	✓		3	5	15	Biological waste is placed in suitable sealed containers	2	3	6	Ensure that physical exposure is reduced. No hands are to be i inserted into any boxes
4.67Employees are immunized as required?		✓	3	5	15	Regular immunization is to be conducted.	2	3	6	A program is to be implemented
4.68Radioactive waste is identified and not collected?	✓		1	9	9	Radioactive waste is not to be collected  Selected employees has done radio active training.	2	3	6	Suitable action is to be taken for any suspicious items
4.69 The structure and solidity is checked by a competent person?		✓	1	9	9	A competent person assess the structure and solidity of the storage on an annual basis.	2	3	6	



## 2.0 Risk Assessment, E: Others:

Activity/Persons Effected	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
Driving/Operating Green Skips	Inexperienced drivers	Contact with/by Vehicle/s Out of control	4	2	12	All Lorry Drivers are to have valid licenses conforming to transport Malta requirements Operators are to be medically fit to drive the vehicle, with good mobility and vision The winch/ crane is locked in position, when driving the vehicle All fundamental truck components are to be in working order Ensure that the skip does not leak any ink or material whilst in transit Seat belts are to be worn whilst driving the vehicle.	1	5	5	The company <b>MUST</b> ensure that written authorization is issued by the company to give authority to make use of specific vehicles of the company.  The vehicle key is not to be left in the ignition and is to be locked when not in use.  The vehicle is to be parked in a suitable area when not in use
Plant maintenance on site Green Skips	Failure to detect faults etc	Collapse and Entrapment, or Collision	5	3	15	Ensure that repairs of the vehicle in particular the SWL indicator are maintained by authorized and competent persons. Unauthorized repairs are not to be allowed. green skips are to be informed of any mal-function by the employee and the necessary action is to be taken Ensure that if the vehicle is elevated it is secure.	1	6	6	Repairs are to be in-complaint to regulations 36 of 2003  It was advised that mechanics are approved competent by Green Skips
Shredder Machines/ Crushing machines Compactors	Removed guards	Entrapment	5	7	35	For maintenance ensure equipment secured and engine immobilized before removal of guards	1	6	6	Ensure that all machine guards are in place and are in good working condition

Activity/Persons Effected	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
						<p>Ensure that routine and periodic maintenance is maintained</p> <p>All safety guards and switches are to be in place and are in good operation.</p> <p>Machines are to be regularly maintained by competent persons</p> <p><b>Lock out tag out to be implemented when maintaining machinery</b></p>				<p>See picture 45 below See L.N 36 OF 2003</p> <p><b>No Machine is to be used unless all original machine guards are in place</b></p>
<b>Dealing with Chemicals and IBC</b> Green Skips	Hazardous substances	Various	4	6	24	<p>Ensure that no physical contact is done.</p> <p>Ensure that material is identified and labels are fitted</p> <p>Ensure that operators are trained in safe handling.</p>	2	2	4	
<b>Falling Objects</b> Green Skips	Inexperienced personnel	Contact with/by Vehicle Out of control	4	6	24	<p>Qualified operators</p> <p>Skips should not be overloaded</p> <p>Hard hats should be worn by operators whilst skips are being loaded</p> <p>Pallets and items are to be stored sufficiently, and are to be secure from falling.</p> <p>Loaded skips are to be suitably covered.</p> <p>Trailer straps are to be used as required to stabilize any skip</p>	1	5	5	<p>Ensure that an exclusion zone is implemented whilst lifting IBC</p> <p>The operations manager is to check that items in the access area are stored sufficiently and waste products are not mixed.</p>
<b>Refueling</b> Green Skips	Fuel	Fire Contamination	4	2	8	<p>Use correct fuelling appliance to avoid splashes</p> <p>No smoking rule enforced</p> <p>Fire extinguisher (dry powder and AFFF foam) available on all attendant vehicles</p> <p>Mobile plant usually fuelled from</p>	1	5	5	<p>Standard on all major sites.</p> <p>Service vehicles with bowser often used on visiting basis.</p> <p>All fuel tanks on site to be double skinned and banded to 110%</p>

Activity/Persons Affected	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
						browsers having built in pump (mechanical/hand operated) with anti-spill nozzles Re-fuelling to take place on non-permeable base, with spill kits available				
<b>Plant and Vehicle movements on site</b>  Green Skips	Reversing	Major injury Contact with equipment	4	6	24	High level of personal awareness. Provision and use of high-vis clothing (jackets/coats) to EN471. Dedicated haul routes where possible Use of banks man to supervise reversing of lorries and vehicles with restricted rearward vision. Dedicated emergency/traffic lanes through site where possible Signs displayed on major sites displaying "No Reversing without Supervision". Reversing cameras encouraged to be fitted to heavy vehicles. Be aware of other operators and vehicles. The vehicle reverse alarm is to be in good working order	1	6	6	
<b>Work under or near overhead electric power lines</b> Green Skips	Electricity	Electric shock	3	6	12	Ensure that any electrical power lines are identified and suitable controls are taken at green skip site Contact the electrical company if in doubt	1	6	6	Working under power lines are to be avoided as far as reasonably practicable.  Lock out tag out to be implemented when maintaining machinery

Activity/Persons Effected	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
<b>Information and Training</b>  Green Skips	Ignoring safe procedures	Lack of safety awareness, leading to short cuts taken by employees	4	2	8	Suitable awareness training in safe use of hoists and lifting equipment is to be provided by a competent person. All operators are to be trained in the handling of hazardous materials by road ADR. All emergency contact information with authorities such as the Civil Protection Department/ HAZMAT section is to be kept in the vehicle glove compartment.	1	3	3	Green Skips have all controls in place.  Also As advised by Mary Gerthy operators have completed HAZMAT training  All operators have personal mobile phones with emergency numbers
<b>Supervision</b>  Green Skips	Unfamiliarity with the working procedures	Risk of Injury	3	4	12	Suitable supervision by competent person is to be provided to new employees Induction training for new employees Writing authorization is to be provided when the new worker and should satisfy the necessary criteria Routine spot checks are to be carried out by the management to ensure that suitable safe operational procedures in place	1	2	2	At the time of the report, all of the operators have been working for a number of years with Green Skips and are approved competent
<b>Collecting and Replacing Bins</b>	Contamination Manual handling injuries, dropped material	Injury contamination or ill health	2	4	8	Ensure that all lids are in place Ensure that bins are not damaged Ensure that all wheels and castors are in operation Ensure that regular pick up and disposal For manual handling see handling activity	2	2	4	Any damaged Bins are to be replaced

Activity/Persons Effected	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
<b>First Aid</b>  Green Skips	Lack of equipment	Injury to escalate, possibility of death from Infection etc	1	2	2	A well maintained first aid kit is available in the vehicle as per L.N. 11 OF 2002  All first aid kits are to be regularly checked.  Operators are to be trained in basic first aid	1	2	2	During the inspection all vehicles contained updated first aid kits
<b>Fire</b>  Green Skips	Out break of fire at clients premises, risk of the IBC, melting, thus releasing the content	Lack of training information or ability to use correct extinguishing media in the unlikely chances of fire, Risk of IBC leaking, explosion or environmental impact	4	2	8	Suitable fire provisions are to be available in the cabin of the vehicle. At a minimum a suitable fire extinguisher. All fire equipment is to be regularly checked to ensure that it is operation  <b>Operators are to be trained in Basic fire awareness</b>  The IBC is not to be left stored in direct sunlight were the vapors inside the IBC may increase due to pressure.	1	4	4	Ensure that IBC filled with chemicals are stored in a well ventilated area, away from direct sunlight
<b>Falls from Height</b>  Green Skips	Application of the waste cover at height	Risk of injury	4	5	20	Climbing onto waste, to cover the waste is to be eliminated. The cover is to be fitted in a way that it will not create a hazard  Climbing onto vehicles is to be avoided.	1	4	4	A suitable ladder may be used to fit the waste cover
<b>Skips loading and un-loading</b>  Green Skips	Material falling over, Hitting some one in the vicinity	Risk of injury	4	6	24	Skips are to be suitably covered whilst in transit. Waste is not to over hang from the skip sides Ensure that no persons are within the vicinity of the heavy vehicle	1	4	4	During established periods Green skips management is to conduct spot checks to ensure that all safety procedures are being adhered to.

Activity/Persons Effected	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
						<p>Indicators are to be switched on whilst loading and un-loading</p> <p>Competent operators' are to operate the winch.</p> <p>Skips are to be placed in designated areas</p> <p>Operator is to make use of provided P.P.E. in particular safety shoes overalls, hi-vis jackets and hardhats</p> <p>Ensure that the skips are lifted correctly and it is recommended that one skip per truck is lifted and transported.</p> <p>Ensure that skips loads are within the capacity of the truck.</p> <p>Use of safety harnesses as required</p> <p>Attention is to be taken whilst loading/unloading skips from the conveyor. The worker is to stand at a safe distance</p>				
Cleaning of rubbish trucks	Entrapment Lack of ventilation Biological hazards	Risk of Injury	4	6	24	<p>Ensure that all machinery is isolated</p> <p>Ensure that suitable P.P.E. is worn and used.</p> <p>Ensure that run off water does not create a hazard</p> <p>Ensure that no electrical portable appliances are in the vicinity of the area</p> <p>Ensure that the vehicle handbrake is secure</p> <p>Ensure suitable ventilation</p>	2	3	6	A confined space permit may be required for this operation.

Activity/Persons Effected	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
<b>Abnormal Temperature</b>  Green Skips	Fire to the material, causing damage	Risk of Injury, heat stroke or reduction in concentration ability Risk of dehydration to drivers	3	6	12	Avoid peak sunlight times for the pick of waste material.  Ensure that the waste is kept covered to limit the levels of oxygen  Bottled water is to be provided free of charge. Sunscreen SPF/50 is to be provided to operators and employees are to be encouraged to make use of it.	1	4	4	Drinkable water is provided. Pick ups are usually conducted in the early hours of the morning.
<b>Skip Movement or Shifting</b>  Green Skips	Unstable loads	Risk of injury, damage to property or to other vehicles whilst in transit	4	2	12	Ensure that the skips are secured into position by the hooks and chains. Prior to leaving the site, the skip is to be inspected to ensure that it is secured in position Trailer straps are to be used if required	1	5	5	The loading of skips onto each other is to be avoided
<b>Attachments (Forks, Chains, Hooks, Ropes etc)</b>  Green Skips	Snapping of ropes, causing the IBC to fail or to shift or to leak after the impact.	Risk of injury/fatality	5	6	30	Attachments are to be certified by competent persons. Attachments are to be stored in suitable areas and correctly when not in use Visual inspect the wire rope, carabineers, chains for any defects prior to lift Fill in the Heavy plant checklist check list accordingly Only competent persons are to make use of the equipment Ensure that lifting arrangements are in place Ensure that the attachments are connected securely to the winch	1	3	3	<u><b>Important Information</b></u>  Damaged attachments are not to be used.  Evidence of wire stripping or worn wire rope is to be immediately replaced with new attachments  Damaged or frayed strops are not to be used  Damaged carabineers/hooks evidence of cracks are not to be used and are to be disregarded

Activity/Persons Effected	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
						Ensure that the attachments will withstand the load to be lifted				
<b>Operational Procedures</b>  Green Skips	Stability of vehicles	Risk of shifting or vehicle movement or overturns	2	5	10	Ensure that the vehicle outriggers are extended as required by the manufacture Inspect the ground conditions prior to the lift for pot holes unstable grounds Ensure that the vehicle hand brake is applied	1	4	4	
<b>Slip trip and Falls</b>  Green Skips	Hydraulic oil leaks, leaks of material from IBC, Discarded waste left in the loading bay	Risk of injury, fractures	3	4	12	Periodic maintenance of the vehicle is to be provided by competent persons. Ensure that the IBC are inspected prior to loading. All caps , closing/ opening valves are to be set in closed position Any discarded material on the floor, loading area is to be removed and cleaned prior to leaving the location	1	3	3	
<b>Lifting of IBC containers</b>  Green Skips	Unstable Loads	Risk of Injury, spillage of material, or IBC to fall	4	6	24	Ensure that pedestrians/ workers are kept at a sufficient distance from the danger area The IBC is to be inspected prior to lift. <b>The operator/s are to be competent and approved by Green Skips to operate the heavy vehicle</b> <b>Any damaged IBC are not to be lifted or transported</b> The pallet is to be in good condition <b>Slings, attachments, wire rope, carabineers are to be in good</b>	1	4	4	



Activity/Persons Effected	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
						<b>condition and ensured to have valid certificates</b> Trailer straps are to be used if practicable to ensure stability <b>The load charts are to be observed</b> The operator is to ensure that the load is not heavier than the capacity of the vehicle Outriggers are to be set up prior to the lift and ground conditions are to be checked.				
<b>Waste Sorting</b>  <b>Green Skips</b>	Sharp objects Contaminated Material Broken Glass Fragmented Metal Sharp Plastic Weee electronic waste Contaminated Medical Waste	Cuts Cuts Infections Cuts Cuts Cuts Cuts Cuts Infections, transmitted diseases				Ensure that suitable P.P.E. is used in particular non permeable gloves, suitable coveralls, safety glasses.. Staff is to be aware about company policies and procedures. Employees are not to have physical contact with contaminated material				The operational manager is to supervise the activity and is to ensure that employees are using good practices. Action is to be taken for any non-compliance to the safety procedures.
<b>Pedestrians/ workers in the vicinity</b>  Green Skips	Contact with the load or hazardous substance	Risk of Injury, from falling objects	4	6	24	No children is to be allowed at the site Visitors are to be report to the administration area Any unauthorized personnel are to be escorted out of the site	1	3	3	Suitable signage is to be affixed see fig 1, 2, 3.

Activity/Persons Effected	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
Water Reservoir, and run off water	Contamination of water  <b>Build up of H2s</b>	Illness collapse	3	6	18	Ensure that contaminated run off water does not enter the reservoir  The reservoir water is chlorinated  Samples of the water reservoir is taken  Whilst cleaning all pre-cautions are taken, such as using suitable P.P.E. Such as SCBA.	1	5	5	The operation is to be monitored
<b>Weather Rain, Fog and Adverse Wind</b>  Green Skips	Traffic accidents, stability problems	Risk of skidding due to wet surfaces. Risk of movement of the vehicle, shifting of COG which in remote cases causes the vehicle to skid. Risk of vehicle to overturn or reduce stability.	3	6	18	Ensure that tires are inspected to ensure that tires have the correct pressure Ensure that vehicle tires are not worn up and are in good condition Ensure that heavy vehicle brakes are responsive and are in good working order Ensure that the vehicle hoist is not operated in high winds Ensure that all vehicle lights are in order	1	5	5	Rain Coats, Boots are to be provided to employees by Green Skips
<b>Use of the Hi-AB to lift Loads</b>  Green Skips	Unstable Loads	Risk of Injury, The load or material, May fall	5	3	15	Ensure that pedestrians are away from the danger area The load s to be inspected prior to lift. The operator is to be competent and approved by Green Skips to operate the tipper truck and Hydraulic winch Slings, attachments, wire rope, carabineers are to be in good condition and ensured to inspected periodically by competent persons	1	4	4	The Inspection checklist is to be completed as required by Green Skips  Prevent from extending the boom of the crane without need  Watch out for pedestrians/ workers in the vicinity of the working area

Activity/Persons Effected	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
						Trailer straps are to be used to ensure stability The safe work load indicator is to be in operation The load charts /capacity charts are to be observed and ensure that the load is not heavier than the capacity of the vehicle Ensure that outriggers are fully extended				
<b>Use of Forklift</b> Green Skips	Unstable loads	Risk of Injury, The load or material, may fall  Risk of impact or collision with people or vehicles	2	6	12	Ensure that FLT operators are trained and competent to use the FLT. FLT are to be driven on access routes and not pedestrian routes  Ensure that a suitable cage which I certified every 6 months by a competent person used for man riding. (If used)  The Pallet is to be inspected prior to loading onto the truck  The IBC's are to be loaded uniformly onto the truck  Any broken euro pallet is to be disregarded	1	5	5	Operated by trained and approved employees only  Request a banks man if required.  No rides are to be given  Seat belt is to be worn at all times  Supervision is required
<b>Grab Attachment</b> Green Skips	Damage to property, or fiscal illness	Risk of grab attachment to fall from position if not connected correctly Risk of releasing material onto persons	5	3	15	Grab attachment is to be attached by competent persons  Grab attachment is to be operated by competent persons	1	4	4	

Activity/Persons Effected	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
		in the vicinity Property damage				Ensure that pedestrian arraignments are taken if required				
<b>Spillages</b> Green Skips	Personal Injury Environmental hazard	Risk of injury if contents get in contact with operator, or persons in the vicinity.	2	4	12	Ensure that the spill kit is available in the cab of the vehicle Ensure that the IBC are inspected prior to loading and all nozzles are securely closed Ink containing skips are not to leak whilst in transit	2	2	4	Spill kits are available and placed in the vehicle cab (see picture 7)
<b>Static Electricity</b> Green Skips	Fire or explosion	Injury loss of property etc	2	4	8	Ground IBC if the content of the liquid in extremely flammable  Do not push the IBC /pallet on hard surface, this could generate sparks	1	2	2	Very low risk of static discharge
<b>Contact with hazardous materials/biological gas hazards</b> Green Skips	Infection and disease	Risk of weill's disease, or any other any other bacterial infection or death	2	4	8	Operators are to be immunized as required. Ensure that suitable P.P.E. is used such as neoprene gloves, masks Antibacterial hand wash is to be kept in the cab of the vehicle were operators are encouraged to use it Ensure that whilst eating or in brake times hands are to be kept clean.	2	2	4	Continuous monitoring is required.
<b>Ergonomics</b> Green Skips	Repetitive movement and posture	Back injury, Sprains Slip disks etc	2	6	12	The vehicle seat is to be in a good condition The seat is to be adjusted as required Ensure that the operator is seated in the suitable posture	2	2	4	
<b>Manual Handling</b> Green Skips	Back injury	Slip disks Carpal Tunnel Syndrome Repetitive Strain Injury	3	5	15	Ensure that physical exertion is reduced or eliminated such as the need to push the forks under the IBC	2	3	6	The operational director is to supervise the activity.

Activity/Persons Effected	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
		Work related Upper Limb Disorders Tendonitis				Use mechanical aids to lift loads Seek assistance from co-workers to lift a load Ensure that employees are aware of good lifting practices and trained Keep back straight and use back belts if required Assess the load				
<b>Explosive Suspicious Materials</b> Green Skips	Body Injury	Death Major Injury Amputations Loss of Consciousness Injury to others Property damage	1	9	9	Ensure that if any suspicious item are noticed it is to be reported to police.  Ensure that the item is not crushed into any machine  Request information about the item Do not open any suspicious item.	2	3	6	Leasing with the local police and follow actions.

### 3.0 RECOMMENDATIONS

**NOTE: All comments highlighted in bold type in this report may require attention as well as those mentioned as recommended actions.**

#### 3.1.1 **Urgent Action Required (Immediate)**

Immediate action is required for all hazards falling within the category of “High Risk” (26-59). The following control measures are recommended in order to minimise the risk as far as reasonably practicable:

##### 3.1.2 **A. Administration**

- No Items require immediate action.

##### 3.1.3 **B. Workshop**

- Storage arrangements require improvement at the area. Discarded material or any other unwanted item is to be removed.
- Storage areas in the workshop require re-assessment and improvement. Waste is to be stored secured and not mixed.

##### 3.1.4 **C. Cardboard Storage**

- Housekeeping requires improvement at the area.

##### 3.1.5 **D. Hazardous Material.**

- In the area there are discarded material and mixed items including IBC, gas cylinders, paints, solvents etc. It is important that stored waste is properly disposed not mixed and not left to accumulate.
- All containers with waste chemical liquid are to be stored in suitable compartments. Acids and Alkalis are to be stored in segregated areas, away from sources of ignition or direct sunlight.
- The overall illumination of the area at night time requires improvement. extra rated light fitting are to be installed at the compartments.
- Suitable emergency lighting is required to be installed at the area.

##### 3.1.6 **E. Access to Site**

- The access areas are to be kept clear and unsuitable stored items are to be placed in suitable areas. Storage of waste is to be limited in the site. Waste is not to be left to accumulate and is to be managed effectively.
- Some material was noted to be not stored correctly and may shift fall or cause injury of crushing, injury or ill health. It is important that a strategy is in place for storage of waste.

##### 3.1.7 **Others**

- **The crusher machine located near the garage requires suitable safety guards to be fitted. Presently the machine has no safety devices in place such as emergency switches or cut of switches.**

**It is advisable that all machines are checked and certified by a mechanical engineer and certification is issued. A machinery audit by a warranted engineer is to be undertaken in B,C,D, to ensure that all machines are in good condition, have their original guards fitted and that operatives are trained in safe use. See picture 45.**

**Lock out tag out to be implemented during maintenance works.**

### **3.2.1        Actions required within 1 month:**

#### **3.2.2    A. Administration**

- A fire blanket is to be fitted in the kitchenette area. See picture 7.
- Missing fire evacuation signage is to be fitted at landings. See picture 9.
- First Aid and fire training is to be refreshed to administration and yard employees.

#### **3.2.2    B. Workshop**

- The stairs in the workshop leading to the storage steps are narrow and can cause slip trip and fall hazards. See picture 19.
- Gas cylinders such as oxy-acetylene, LPG, etc are to be stored in suitable areas. Gas connectors etc are to be regularly checked for any leaks.
- A hot work permit system can be introduced for hot works.
- Better organisation of hand tools is required in the workshop.
- An emergency shower, eye wash is to be considered to be sited in a prominent area. This is to include suitable signage. All employees are to be aware of the safety shower/ eye wash and its hygiene is to be maintained at all times. See picture 44.
- A suitable location is required for the air compressor. Currently the air compressor is placed in an area which is unsuitable. Also there is lots of discarded material in the area. See picture 18.
- Paints, Solvents, are to be placed in a suitable storage and are not to be left in unsuitable area. See picture 14, 15.
- The welfare area requires a general clean up. Also hand wash sanitizer is to be provided and placed at a prominent area. See picture 20.
- The raised platform is to withstand the weight. This is to be checked by a competent person.
- The ramps are to be fitted with guard rails/ crash barriers, on the side to prevent any chances of falls. Also the structure and stability of this ramp is to be assessed by a competent person and ensures that the ramp withstands the weight/load of the vehicles.
- All MSDS are to be in place for chemicals and COSHH assessment completed as required.

#### **3.2.4 C. Cardboard Storage**

- All compacting machines are to have individual cut off switches. They are also to be checked by a competent person.
- Emergency lighting is to be fitted at the area.
- All industrial machines are to be fitted with emergency cut off electrical switches and emergency stop. These are to be routinely tested.

#### **3.2.5 D. Hazardous Material**

- Each compartment should be sufficiently organised, where all compartments are to be fitted with suitable CLP signage see fig.3
- All compartments are to be fitted with an appropriate fire extinguisher.
- Near the compartment P.P.E. signage is to be fitted see fig.2,
- Gas cylinders are to be stored in a suitable designated area. Gas cylinders are not to be left in direct sunlight or mixed with any other waste.
- All employees are to be provided with suitable P.P.E. such as chemical suits, SCBA, etc.
- No employees are to be allowed to eat or drink in the hazardous storage area. A sign is to be fitted as fig 6 is to be fitted.
- A health and safety surveillance program is to be implemented. All employees are to be immunised as required by law.

#### **3.2.6 E. Access to Site**

- Suitable general warning signage is to be fitted upon the entrance of the site, see picture fig.1.
- At the end of the working the it is important that a proximity check is conducted around the premises. All gates and access areas are to be closed.

#### **3.2.7 Others**

#### **3.3.1 Actions required within 3 months.**

##### **3.3.2 A. Administration**

- Considerations are to be in place so that suitable edge protection is fitted on the roof of the administration block. The area should be protected with edge protection to approximately 1m in height.
- Skid strips are to be fitted onto the marble stairs.
- Office doors are to be considered to be of a fire rated type. No fire compartment noticed.



- Fire hose reels are to be fitted.

### **3.3.3 B. Workshop**

- Fire detection is to be fitted at the area.
- Fire sprinklers are to be fitted at the storage area.
- Employees are to be trained in basic health and safety training.

### **3.3.4 C. Cardboard Storage**

- Fire detection is to be fitted at the area there are to be repeater boxes fitted to the main fire alarm system. see picture 24.
- Fire sprinklers are to be fitted see picture 24.

### **3.3.5 D. Hazardous Material**

- Fire detection is to be fitted at the area there are to be repeater boxes fitted to the main fire alarm system see picture 28
- Fire sprinklers/ fire suppression is to be fitted in the entire hazardous compartments See picture 28.
- Suitable bunds are to be considered, and placed in flammable liquid compartments.

### **3.3.6 E. Access to Site**

- An access barrier system is to be considered to be fitted at the entry area see picture 34.
- Smoking policy is to be enforced. Smoking is only to be permitted in designated areas. Action is to be taken for abuses. The operational manager is to ensure that sufficient action is taken. More non smoking signs are to be fitted.

### **3.3.7 Others**

- A fire pump/area is to be considered to be installed. There are to be fixed pipes fitted to fire hydrants which should be sited in front of each block A, B, C, D. The pump should be of a fire pump type and is to have the capacity of 8bar pressure. See picture 40.
- During cleaning of waste vehicles it is important that all safety procedures are taken. The operator must wear protective clothing such as full overalls, masks, gloves and face protection. Whilst cleaning all equipment is to be isolated to ensure that no crushing drawn in hazards exist.

- Climbing onto vehicles at height is to be strictly prohibited. If climbing onto vehicles and a risk of fall from height exists a suitable harness is to be worn.
- During loading/unloading onto trailers and trucks it is important that trucks are secure, handbrake on, and tire chokes are used. All items especially flammable liquids and hazardous substances are to be stored as required by law. Use of grounding equipment may also be required with potential flammable sources. Banks men are to be in a safe distance. No employee is to be located near, on any load.
- Forklift signs are to be fitted in prominent areas such as the entrance gate, loading and unloading areas etc. See fig.4
- Speed limit signs are to be fitted at the entrance area. See Fig 5
- Employees are not to eat or drink at 'D' area. A sign as per Fig.6 is to be fitted in the Biological Hazardous area storage.

### 3.4 **Managerial Actions required:**

The Company does however have the basis for a programme of improvement, and there is no reason why significant progress could not be achieved over a relatively short period of time.

- A Health and Safety policy is available however the safety policy may require update. The policy is to be divided into three sections as follows;
  - ✓ Section one: Statement of intent
  - ✓ Section two: Responsibility section
  - ✓ Section three: Arraignment section

**Note:** *The Health and Safety policy is to be signed and approved by the company director. The statement of intent is to be posted in a prominent area. **The policy is to include MAP, Major Accident Prevention Policy according to L.N. 171 of 2015, 6 no 1.***

- Regular spot checks are to be conducted by the management to ensure that all employees i.e. Part time employees are inline with there Health and Safety responsibilities and not cutting corners.
- Health and Safety committee meetings are to be arraigned, preferably on a monthly basis. A committee lead is to be appointed. In this meeting all safety issues are to be reported and actions are to be prioritised accordingly.
- New employees are inducted, were a 45m session is to be delivered. All safety procedures are to be explained such as fire, first aid, accident

reporting and general safety rules such as the use of P.P.E., use of equipment etc. Following the training a booklet is to be provided to associates and a consent form is to be signed.

- The structure and solidity of the building and fixtures are to be assured by a competent person.
- Lightening protection is to be considered at the Hazardous Area
- A bomb threat/ suspicious activity procedure can be implemented if the management deems it necessary this is to be checked with Green Skips. Any unattended items are to be removed with care, and if required the authority is to be contacted.
- Notice boards are to be available at the staff area. As a recommendation a specific notice board for safety information is preferred. Such information posted on the board would include first aid, fire and safety awareness. The health and safety policy statement of intent is to be fitted in a prominent area.
- A specific fire risk assessment is to be completed by a competent person.
- An appointed safety representative is required to represent workers in matters related to occupational Health and Safety. All employees are to be aware of the nominated person, this is on plan.
- Any specific risk assessment is to be completed for any reported pregnant workers refer to L.N. 92 of 2002.
- If any young person is employed, a specific risk assessment is to be completed, and consent is to be provided from their parents. Refer to L.N. 91 of 2002, 437 of 2012. Their work is to be limited according to the law.
- An arson strategy program is to be implemented and associates are to be trained and aware of it.
- Third party contractors are to abide with the green skips, rules and procedures. Any appointed contractors appointed to do any works are to be carefully selected by the director and ensure that they are competent to full fill their obligations. They are to provide any necessary risk assessments for the required works. Contractors are to be monitored and if any breach of safety rules is noted disciplinary action is to be taken.
- DSE assessments are to be conducted to office workers highlighting the risk of office work.
- Vehicles are only to be used by approved competent persons. Vehicles are to be regularly checked, maintained and serviced.
- End of shift checks are to be conducted by a nominated person to ensure that all equipment intended to be turned off when not in use.
- Green Skip management is to ensure that waste collection sites are safe and do not pose any hazards to the operator/s.

- During disposing waste into land fill all safely precautions are to be taken. Operators are to abide with all safety requirements of the landfill/dump.
- All safety equipment in all vehicles such as spill kits, first aid kits, etc are to be regularly checked and maintained. All information is to be listed in daily check list.
- A fire log book is to be introduced. All fire equipment, emergency lighting, records, etc are to be kept in this file
- All visitors are to report to the administration area. Access areas are to be limited. **No children are to be allowed in the site.**
- Water testing, for the water reservoir is to be routinely taken. Treatment of water is to be conducted on a routine basis.
- Asbestos management is sub-contracted to a third party. It is important that any asbestos containing material is to be properly identified, suitably stored and disposed of as required by the law.
- Blood Bourn Pathogen program to be implemented where Health Surveillance to employees working in **B, C, D.** employees health is to be monitored.
- Fire drills are to be completed every six months
- Emergency planning including procedures and specific advanced training in fire.
- All exposure limits according to SL 424.24 Schedule V, are followed and sufficient protection action is taken.

## 4.0 Pictures

### A. Administration



Picture# 1

An addressable alarm system is fitted in the administration block area.



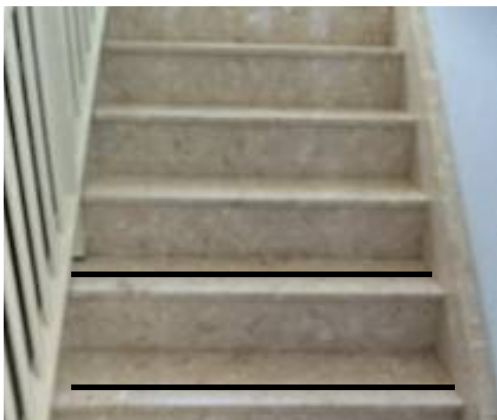
Picture# 2

First aid kits are available.



Picture# 3

No edge protection on the administration roof area.



Picture# 4

The stairs are to be fitted with skid strips.



Picture# 5

Housekeeping levels in the storage areas in the administration block require improvement.



Picture# 6

Items stored on shelves are to be secure and free from falling



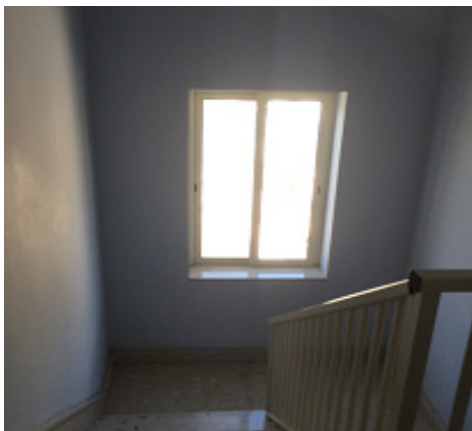
Picture# 7

A fire blanket is to be fitted in the kitchenette



Picture# 8

No fire doors are fitted



Picture# 9

Missing fire evacuation fitted



## B. Workshop



Picture# 10

The ramp is to be fitted with side fall protectors.



Picture# 11

First aid provisions are available in the mechanic area.



Picture# 12

Flammable gasses are to be stored in suitable well ventilated areas.





Picture# 13

Storage arrangements are to be fitted securely.



Picture# 14

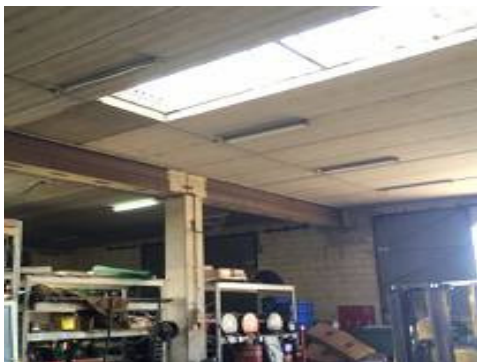
Better organization of tools is required.  
Paints are to be stored in suitable areas.

All power tools, are to be checked and are to be used by competent persons.



Picture# 15

Oils, chemicals and solvents are to be stored in suitable areas.



Picture# 16

Fire detection and Fire Suppression is required in the area.



Picture# 17

Better organization of spare parts is required.



Picture# 18

The air compressor should be located in a suitable area.

Risk of overheating and fire



Picture# 19

The steps require attention, risk of slips trip and falls.



Picture# 20

Housekeeping levels in the staff canteen requires attention.



Picture# 21

The raised platform is to withstand pressure and is to be solid and secure.

### C. Cardboard Storage



Picture# 22

All machines are to be routinely maintained and all safety guards are to be in place.

Waste is not to be mixed.



Picture# 23

Loose cardboard is to compacted and not left to accumulate.



Picture# 24

Fire detection and fire suppression such as fire sprinklers are required at the area.







Picture# 25



Picture# 26



Picture# 27

Machines are to be operated only by approved competent persons.



### Emergency switch to be fitted

No item is to be inserted into the machine other than that recommended by manufacturer. Precautions for stuck material is to be taken

Lock out Tag out to be implemented during maintaining any machine.

All machines are to have emergency stop switches fitted and electrical cut of switches.

No item is to be inserted into the machine other than that recommended by manufacturer.

House keeping requires improvement in the area.

## D. Hazardous Material



Picture# 28

Fire detection and fire suppression to be fitted in the hazard storage compartments.



Better storage arrangements are required.



Picture# 29



**All hazardous waste is identified and logged**



Picture# 30

Weee waste storage facility. The operator is to ensure to wear the required P.P.E.



Picture# 31



Picture# 32



Picture# 33

Risks of fire, suitable fire controls are required.

Suitable dust masks are to be worn

Hazardous waste, labeled identified and ready for shipment.

All CLP signage are to be fitted see fig.3, Waste separation arrangements require improvement.

The general storage of waste in the facility requires improvement.

## F. Access to the site



Picture# 34



Picture# 35



Picture# 36

A barrier requires to be fitted at the entrance area.

Suitable safety signage is to be fitted at the area see 4 safety signs.

Emergency phone numbers displayed.



## 1. Access Areas



Picture# 37



Picture# 38



Picture# 39

Better storage arrangements are required.

**Risk of collapse.**

**Better storage arrangements are required, risk of fire and collapse**

**Environmental Protection**



Bunding for waste materials

**Unsuitable storage methods.** IBC and flammable materials are not to be stored in direct sunlight.

## 2. Fire and First Aid



Picture# 40



Picture# 41



Picture# 42

**High pressure fire pump** Min 8 bar pressure is to be considered to be installed.

In all areas, **A, B, C, D** fire hose reels are to be fitted and marked. All fitted hydrants are to be kept in good working order

**Fire hydrants** are to be fitted at access areas i.e. upon entrance, near the hazardous storage area, all fire equipment such as high pressure hoses, foam attachments are to be supplied and placed in a suitable area



**Fire hose**



**Fire Branch**



Picture# 43

In all areas **A, B, C, D** there is to be installed suitable fire detection.



Picture# 44

A safety shower, eye wash station is to be fitted in a prominent area.

### 3. Others



Picture# 45



Picture# 46



Picture# 4

All machines are to have suitable safety guards and emergency switches.

**Safety guards are to be fitted risk of injury.**



**Lock out tag out during maintaining the machine.**

No item is to be inserted into the machine other than that recommended by manufacturer. Precautions for stuck material is to be taken.

**Forklift operators are to be competent and approved.**

**HI Vis Jackets/ Seat Belts/ Shoes to be worn at all times.**

Better management of electrical cables is required.

The yard should have suitable lighting for night periods.

#### 4. Safety Signage



**Fig. 1**



**Fig.2**



**Fig.3**

#### Main Information Signage Example

This sign is to be placed beyond the entrance gate of the facility.

#### Personal Protective Equipment

P.P.E mandatory signs are to be placed in areas A, B, C, D.

#### CLP Waste Symbols

These signs are to be fitted at the hazardous storage area and upon entering the site.





Fig.4



Fig.5



Fig.6

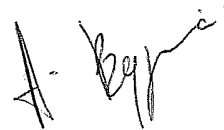
Forklift identification signage is to be fitted near the main gate area.

Speed limits are to be fitted.

Biological Hazard/ Do Not Eat or Drink in this area sign.

Disclaimer:

This risk assessment is based on the day of inspection

A handwritten signature in black ink, appearing to read 'A. Bezzina'.

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Mr. Anthony Bezzina  
Health and Safety Advisor  
Competent Person OHSA Malta