



SAFETY_02
Effective Date: 06/01/2025

# Commercial Customer On-Site Safety Standard Operating Procedures

## PURPOSE

- To ensure the safety of all visitors and Resource Recovery staff by clearly communicating the required safety practices when visiting.
- To establish and document the Corporation's standard operating procedures for Commercial Customer On-Site Safety.

## SCOPE

- This standard operating procedure applies to all commercial customers entering operational areas of Resource Recovery, including:
  - Central Landfill
  - Materials Recycling Facility (MRF)
  - Leaf and Yard Waste Composting Operation

## RESPONSIBILITIES

- All visitors must adhere strictly to the safety procedures outlined in this document to protect themselves, Resource Recovery personnel, and the environment.
- Resource Recovery is committed to integrating effective safety practices into every aspect of our daily operation.
- The staff is consistently striving to operate in the most effective and efficient manner. This may result in changes to the current operation. Full attention and adherence to all Resource Recovery signage and staff directives is essential to ensuring the safety of visitors and Resource Recovery staff.

## SAFETY REQUIREMENTS

### PERSONAL PROTECTIVE EQUIPMENT

- All visitors must wear:
  - High-visibility garment, such as a vest, jacket, or long-sleeved shirt.
    - A high-visibility vest can be purchased at the scale house.
  - Closed-toe shoes are mandatory, and puncture-resistant boots are strongly recommended.
  - Eye protection is recommended where heavy equipment or dust is present.

### PROHIBITED BEHAVIORS

- The following are strictly prohibited:
  - Cell phone use when operating any vehicle or equipment.
  - Smoking/vaping anywhere on-site
  - Scavenging anywhere on-site
  - Disposing of out-of-state waste

### TRAVELING WITHIN FACILITY

- When visiting Resource Recovery, visitors must:
  - Maintain a speed limit of 15 MPH.
  - Yield to heavy equipment operations and Resource Recovery personnel.
  - Refrain from unauthorized travel on site.

- Comply with all posted signage and Resource Recovery staff instructions.
- Exercise caution and remain alert and aware of surroundings.
- Remain with your vehicle at all times.
- Ensure children and pets remain inside the vehicle at all times.
- Keep loads securely covered until reaching the designated unloading area.
- Immediately report any accident or safety incident to the nearest Resource Recovery staff member.
- Comply with Federal Motor Carrier Safety Administration (FMCSA) and Rhode Island State regulations.

## PROCEDURES

### FACILITY ENTRY PROCEDURES

- Upon arrival:
  - Stop at the commercial vehicle scale house
  - A Resource Recovery staff member will:
    - Confirm you are wearing a high-visibility garment
    - Provide further instructions and answer any questions
    - Weigh your vehicle to determine the appropriate disposal fee
  - The commercial scale house utilizes a red/green light system to indicate when vehicles must halt and when it's safe to proceed.

### FACILITY-SPECIFIC UNLOADING GUIDELINES

#### 1. Central Landfill

- Commercial vehicles unload solid waste at the active face of the central landfill.
- Heavy equipment operators and additional Resource Recovery staff manage waste placement and compaction at the active face, to ensure maximum efficiency and optimal use of landfill space.
- Unloading guidelines:
  - Resource Recovery staff will direct commercial customers to the proper unloading area.
  - Resource Recovery utilizes the "typewriter" process, where vehicles unload sequentially along the edge of the active face from one side to the other.
  - Dump trailers must maintain a safe distance of 50 feet from any vehicle, personnel, or equipment while unloading.
  - All other vehicles must maintain a safe distance of 15 feet.
  - Proper PPE must be worn if a commercial customer must exit the vehicle.
  - Commercial customers are responsible for the safe operation of their vehicle, including:
    - i. Unloading on safe terrain
    - ii. Maintaining the required safe distance from other vehicles
    - iii. Unloading in a safe and controlled manner to prevent accidents and vehicle damage.
    - iv. Never approaching equipment operators
    - v. Directing any questions or concerns to Resource Recovery staff

#### 2. Materials Recycling Facility (MRF)

- Commercial vehicles unload single-stream recyclables at the MRF.
- Resource Recovery staff will direct appropriate commercial customers to the MRF unloading

area.

- Proper PPE must be worn if a commercial customer must exit the vehicle.

### **3. Leaf and Yard Waste Composting Operation**

- Commercial vehicles unload leaf and yard waste at the Leaf and Yard Waste Compost Operation.
- Resource Recovery staff will direct appropriate commercial customers to the Leaf and Yard Waste unloading area.
- Proper PPE must be worn if a commercial customer must exit the vehicle.

### **4. Exiting Procedures**

- Commercial customers must return to the commercial scale house for final weigh-out to complete the transaction.

### **5. Inclement Weather Protocol**

- During adverse weather conditions, Resource Recovery staff may advise commercial customers to remain in their vehicles until conditions improve.

### **6. Emergency Procedures**

- If a commercial vehicle becomes disabled, notify Resource Recovery staff and remain in the vehicle.
- In the event of a fire, evacuate immediately and notify proper authorities.
- For emergencies, dial 911 and report the address as 65 Shun Pike, Johnston, RI.

## **COMPLIANCE**

- Non-compliance with Resource Recovery's procedures may result in removal from the site and/or denial of future access.
- Resource Recovery has safety personnel on-site to reinforce safety standard operating procedures.
- Be advised that vehicles are subject to random load inspections. Cooperate fully to prevent delays.
- Do not dispose of hazardous waste, propane tanks, or lithium-ion batteries in general waste. Use designated collection areas.
- Resource Recovery reserves the right to update or revise these procedures at any time.

## **RELATED INFORMATION**

- The following information complements and supplements this document. The information is intended to help explain this standard operating procedure:
  - [www.rirrc.org](http://www.rirrc.org)

## **OWNER AND CONTACT(S)**

- Subject Matter Contact(s):
  - Director of Human Resources and Safety

## **HISTORY**

- Approved by:
  - Executive Director
- Revision history:
  - 06/01/2025
  - 04/01/2026