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& the environment**

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

**Waste Bureau**  
SOUTH AFRICA

# **WASTE TYRE DEPOTS: STANDARD OPERATING PROCEDURES**


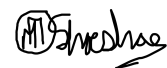
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<b>Name</b>	A. Bowers	<b>Name</b>	M. Moshoeshoe
<b>Designation</b>	Regional PM	<b>Designation</b>	Acting CEO

## CONTENTS

1	DEFINITIONS.....	4
2	RELEVANT LEGISLATION .....	6
3	INTRODUCTION.....	7
4	APPLICABILITY .....	8
5	REVIEW OF THE WASTE TYRE DEPOT STANDARD OPERATING PROCEDURES.....	8
6	DUTIES OF DEPOT OPERATORS .....	8
7	OPERATING HOURS AND CONDITIONS .....	9
8	GENERAL REQUIREMENTS FOR DEPOT SIGNAGE .....	9
9	MANDATORY DOCUMENTATION TO BE KEPT ON SITE .....	10
10	CUSTODIANSHIP OF WASTE TYRES.....	10
11	SALE OF WASTE TYRES .....	10
12	ACCESS CONTROL AND SECURITY .....	11
13	WASTE TYRE RECEIVING PROCEDURES.....	12
14	EQUIPMENT FOR MOVING TYRES .....	13
15	STACKING PROCEDURES .....	13
16	WASTE TYRE DESPATCHING PROCEDURES .....	14
17	PRE-PROCESSING OF WASTE TYRES.....	14
18	BALING OF WASTE TYRES .....	15
19	INEVNTORY MANAGEMENT PROCEDURES .....	16
20	DEPOT CAPACITY ASSESSMENTS.....	17
21	DEALING WITH COMPLAINTS.....	17
22	REPORTING AND RECORD KEEPING.....	17
23	INTERNAL, OVESIGHT AND EXTERNAL AUDITS .....	18
24	GENERIC HEALTH AND SAFETY SPECIFICATIONS .....	18

## 1 DEFINITIONS<sup>1</sup>

<b>Approved site layout plan</b>	A site development plan for a depot that has been approved by the relevant local authority for use as a Waste Tyre Depot
<b>Barrel Stacking<sup>2</sup></b>	Whole tyres are stacked on their side, on top of each other in a uniform fashion
<b>Competent Supervisor</b>	A person appointed by the Depot Operator with the authority to ensure that precautionary measures taken by the Depot Operator are implemented and carried out at specific Waste Tyre Depot
<b>Depot Operator</b>	A juristic person that is appointed to manage, operate, and maintain a Waste Tyre Depot
<b>Incidents</b>	Per Section 30 of NEMA: “an unexpected, sudden and uncontrolled release of a hazardous substance, including from a major emission, fire or explosion, that has caused or may cause significant harm to the environment, human life or property”
<b>Industry Waste Tyre Management Plan</b>	National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008): Industry Waste Tyre Management Plan. Government Notice Number 4542 of 20 March 2024.
<b>Laced Stacking</b>	Whole tyres are stacked overlapping to create a woven or laced arrangement.
<b>Offtaker</b>	Refers to any downstream user of waste tyres including processors, exporters and recyclers.
<b>OHS</b>	Occupational health and safety
<b>OHS Act</b>	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
<b>OTR</b>	Off the road
<b>PPE</b>	Personal protection equipment
<b>Tyre scrap</b>	Remnants or portions of tyres that are left after being cut or partially processed.
<b>Waste Tyre Depot ('Depot')</b>	The premises that is leased by the Waste Bureau for the purpose of the temporary storage of Waste Tyres and/or the pre-processing thereof, from which the Depot Operator will operate
<b>Waste Tyre Regulations</b>	Waste Tyre Regulations published under Government Notice Number 1064 of 29 September 2017 (as amended on 20 March 2024, Government Notice 4541)

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<sup>1</sup> **Note:** The definitions contained in the Waste Tyre Regulations (2017) and Industry Waste Tyre Management Plan are also applicable to this document

<sup>2</sup> Tyre Stewardship Australia (2019). *Best practice guidelines for tyre storage and fire and emergency preparedness*. <https://www.tyrestewardship.org.au/wp-content/uploads/2020/04/guidelines-for-tyre-storage-report-mar19.pdf>

**Waste Tyre Transporter/** A transporter registered with the Waste Bureau and contracted to collect and transport  
**Transporter** Waste Tyres as may be required by the Waste Bureau

## **2 RELEVANT LEGISLATION**

The following is a non-exhaustive list of relevant legislation applicable to waste tyre management:

- National Environmental Management: Waste Act (59/2008) and subsequent amendments (NEMWA);
- National Environmental Management Act (107/1998) and subsequent amendments (NEMA);
- Waste Tyre Regulations (2017);
- National Environmental Management: Waste Act: National Norms and Standards for the Storage of Waste (Government Notice 926, 2013)
- National Environmental Management: Waste Act (59/2008): National Norms and Standards for the sorting, shredding, grinding, crushing, screening or baling of general waste (Government Notice 628, 2017)
- National Environmental Management: Waste Act: National Norms and Standards for Disposal of Waste to Landfill (Government Notice 636, 2013)
- Occupational Health and Safety Act (85 of 1993)
- Applicable land-use, planning and building management bylaws of the local authority where a Waste Tyre Depot is located

### 3 GENERAL REQUIREMENTS OF DEPOT OPERATORS PER THE INDUSTRY WASTE TYRE MANAGEMENT PLAN

3.1 Duties, roles, and responsibilities of Depot Operators in the implementation of the IndWTMP is per Clause 5.9. Depot Operators must:

- a) Operate and manage the allocated Depot, inclusive of the physical area thereof and the staff component he or she may appoint;
- b) Register with the WMB;
- c) Conclude a contract with one or more Implementers<sup>3</sup>;
- d) Receive mutilated or pre-processed Waste tyres from registered Transporters, and are prohibited from selling such Waste tyres;
- e) Keep record of the required data and report as contemplated in paragraph 4.8.1, 4.8.2 and 4.8.3 above;
- f) Keep record and report to the Implementer and the WMB on the pre-processing method applied to the Waste tyres under the control of the relevant Depot Operator, and submit such information together with its monthly progress report;
- g) Pre-process Waste tyres according to the requirements and specifications as contemplated in paragraph **Error! Reference source not found.**
- h) Provide the fire prevention measures as per statutory prescriptions, to be in place;
- i) Meet the storage requirements contemplated in regulation 10 of the Waste Tyre Regulations;
- j) Institute labour intensive practices where it can be done practically, feasibly and safely;
- k) Meet all statutory prescribed health and safety standards;
- l) Make use of efficient and practical pollution prevention measures and mitigate all negative environmental impacts as soon as it is detected;
- m) Report negative environmental impacts to the relevant Implementer and the WMB;
- n) Prevent environmental degradation through efficient and practical pollution prevention measures;
- o) Nominate a representative from all of the registered Depot Operators to serve as a member of the IAC; and
- p) Immediately report any fire incidents to the local Municipality.

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<sup>3</sup> Once this aspect of the IndWTMP is implemented

## **4 INTRODUCTION**

- 4.1 This *Waste Tyre Depots: Standard Operating Procedures (SOP)* document serves as a guide for Waste Tyre Depot Operators ('Depot Operators') that have been appointed by the Waste Bureau to manage Waste Tyre Depots ('Depots'). It outlines the standard operating procedures for Waste Tyre Depot management, including duties and compliance requirements.
- 4.2 All Waste Tyre Depot Operators are monitored and evaluated on their ability to fulfil their contractual obligations; their compliance with the requirements of the Waste Bureau, as well as other applicable legislative requirements. The Depot Operator undertakes to comply with all applicable legislation governing Waste Tyre Depots.

## **5 APPLICABILITY**

- 5.1 All Waste Tyre Depots operated by the Waste Bureau or its agents. It also applies to contractors/subcontractors to Depot Operators that are working at a Depot.
- 5.2 Third parties that have been duly authorised by the Waste Bureau to undertake specific activities on the site alongside the Depot Operator.

## **6 REVIEW OF THE WASTE TYRE DEPOT STANDARD OPERATING PROCEDURES**

- 6.1 These Waste Tyre Standard Operating Procedures may be reviewed by the Waste Bureau as and when deemed necessary.

## **7 DUTIES OF DEPOT OPERATORS**

- 7.1 The following are the general duties of the Depot Operators:
- Receiving and inspecting tyres from transporters
  - Sorting and storing tyres in accordance with the stockpile layout plan
  - Pre-processing and processing of tyres in accordance with the exigencies of the waste tyre value chain and as directed by the Waste Bureau
  - Despatching tyres in accordance with Waste Bureau procedures
  - Compliance and Safety
  - Documentation and Reporting
  - Customer Service
  - Environmental Protection



## **8 OPERATING HOURS AND CONDITIONS**

- 8.1 Depots must be open Monday to Friday from 07:30 to 16:30.
- 8.2 Depots must receive or dispatch waste tyres from 08:00 16:00.
- 8.3 Depots may operate outside normal operating hours based on operational requirements and with the authorisation of the Waste Bureau.
- 8.4 Depots must be closed on weekends and Public Holidays.
- 8.5 Depots must only be accessible to registered Waste Tyre Transporters for the purposes of delivering and collecting tyres as directed by the Waste Bureau.
- 8.6 Processors and exporters may be granted access to the depots only when authorised by the Waste Bureau for a specific purpose.
- 8.7 Access to, and use of, Waste Tyre Depots must be granted to third parties to carry out specialist pre-processing activities as directed by the Waste Bureau. Such third-party service providers will need to adhere to the conditions prescribed in this SOP. Arrangements for the accommodation of such specialist pre-processing activities on Waste Tyre Depots will be coordinated by the Waste Bureau in conjunction with the Depot Operator and third-party service providers.

## **9 GENERAL REQUIREMENTS FOR DEPOT SIGNAGE**

- 9.1 Mandatory notice board/s (per applicable legislation) will normally be provided by the Waste Bureau through its Lessor. Requirements for signage applicable to the Depot Operations will be specified in the bid documents and Service Level Agreement concluded with the Depot Operator. (Refer to Annexure A for typical signage requirements).
- 9.2 Signage required outside the depot

Signage should be waterproof and legible in at least 2 (two) official languages (English and appropriate language prevalent in the region). Notice boards should be displayed at the entrance of the Depot facilities and should be of size 2.3m x 2.3m (or similar). The signage must include the following:

- National norms and standards of the storage of waste, i.e.
- The risks involved in entering the site;
- Hours of operation;
- Telephone number of the Depot;

- Address of the Depot;
- Contact details of the Fire Department
- Emergency contact details of:
- Depot Manager;
- Ambulance services;
- Fire department;
- South African Police Services

#### 9.1 Signage required inside the depot

Waste Tyre Depots must have durable and legible signage placed in strategic locations around the Depot in accordance with OHS Act 1993. The Depot operator must be responsible for determining the requirements for safety signage on their site as detailed in their Health and Safety Plan. The signage would typically (inter alia) include:

- PPE requirements
- Prohibition of smoking
- Location of fire extinguishers and first aid box
- Assembly point
- Restricted zones

## 10 MANDATORY DOCUMENTATION TO BE KEPT ON SITE

- Waste Bureau registration certificate
- Norms and Standards registration Certificate/s
- Municipal approval and fire clearance documentation
- Health and Safety file

## 11 CUSTODIANSHIP OF WASTE TYRES

11.1 Once a tyre has been collected from a Collection Point and/or has entered a Depot it is registered on the Waste Bureau system and is deemed to be a waste tyre. The Waste Bureau is the custodian of waste tyres stored at Waste Tyre Depots.

## 12 SALE OF WASTE TYRES

12.1 The sale of waste tyres is not permitted at Depots. Depot Operators may only provide waste tyres to authorised entities/individuals through an official Waste Bureau order or an instruction by a Waste Bureau

official.

### **13 ACCESS CONTROL AND SECURITY**

- 13.1 Depots must be equipped with access control infrastructure (fencing and access gates as specified by the Waste Bureau) to prevent any unauthorised entry into the Depot.
- 13.2 The Depot Operator must appoint an independent PSiRA accredited security service provider to be deployed at the Depot to monitor and patrol the site and take measures to prevent any unauthorised entry during operational and non- operational hours. The appointed security company must ensure that the security guard deployed to the Depot is trained in basic firefighting and is able to contact the fire department and the Depot Manager in case of an emergency.
- 13.3 There should be a minimum of 1 day-shift guard and 2 night-shift guards on site at all times.
- 13.4 The Operator shall ensure that a licensed and accredited 24-hour armed response service is in place to support on-site security operations at the Depot. This service must be available at all times to respond to any security breaches, emergencies, or threats to the safety of personnel, assets, and materials stored at the depot.
- 13.5 All Waste Bureau staff, Depot staff, Waste Tyre Transporters and visitors must complete an access control register when arriving at the site.
- 13.6 Security guards must inspect the inside of vehicles wanting to enter the Depot if they suspect there are hazardous or unauthorised items and other waste categories. Vehicles found in possession of hazardous or unauthorised items and other waste categories must be prevented from entering the Depot
- 13.7 The following information must be provided on the access control register for visitors (excluding Transporters):
- Date
  - Time in and time out
  - Name of the company (where applicable);
  - Names of the visitor/s (where applicable);
  - Contact number
  - Vehicle registration;
  - Purpose of the visit.
- 13.1 The following information must be provided on the access control register for Transporters:

- Date
- Time in and time out
- Name of the company (where applicable);
- Names of the driver;
- Contact number
- Vehicle registration;
- Trailer registration;

## **14 WASTE TYRE RECEIVING PROCEDURES**

### **14.1 When a waste tyre Transporter arrives at the main gate:**

- 14.1.1 Security at the Depot must ensure that the Transporter completes the register.
- 14.1.2 Security may request that the driver and assistants undertake a random breathalyser test (see Clause 25.17 for further requirements).
- 14.1.3 Where a weighbridge is available, the incoming (laden) mass of the vehicle is to be recorded. The outgoing mass of the vehicle (tare weight) must also be recorded to determine the mass of waste tyres delivered. The system for managing and storing this data will be as directed by the Waste Bureau.
- 14.1.4 The Depot Manager must then direct the truck to the correct off-loading area

### **14.2 Offloading and counting procedures**

- 14.2.1 After completing the access and security control checks, the Transporter must stop at the designated off-loading area.
- 14.2.2 The Transporter must offload the waste tyres with both the Depot staff member and the Transporter counting the tyres while offloading.
- 14.2.3 The Transporter and Depot staff must maintain a safe distance away from the truck to ensure safety while the tyres are offloaded.

### **14.3 Verification and approval of offloaded tyre quantities**

- 14.3.1 The Depot Manager must request a collection/delivery note from the Transporter to validate the actual quantities of tyres offloaded.
- 14.3.2 Both the Transporter and the Depot staff member must agree on the categories and quantities of tyres offloaded.

- 14.3.3 The tyres will be recounted by both the Transporter and the Depot staff member where discrepancies have been identified.
- 14.3.4 The Depot Manager must sign the collection/delivery note as confirmation of actual quantities and categories delivered at the Depot by the Transporter.
- 14.3.5 The Depot administrator must keep a copy of the signed collection/delivery notes on file at the depot.
- 14.3.6 The Transporter must also retain a copy of the collection/delivery notes

## **15 EQUIPMENT FOR MOVING TYRES**

- 15.1 Depot Operators must be able to move Waste Tyres efficiently and safely during normal operations. Appropriate equipment includes forklifts, tyre grabs, excavators, bulldozers, front-end loaders or other earthmoving machinery.
- 15.2 Depot Operators will be required to supply their own equipment for moving Waste Tyres at Depots. The type of equipment deployed should be suitable for the ground conditions encountered at depots and the type of loading/stacking required (e.g. loose tyres, bales, shreds). The Waste Bureau may specify the type of equipment required when procuring service providers to operate Depots.
- 15.3 Depot Operators will be responsible for operating and maintaining the equipment they supply. Penalties may apply should equipment not be available. These will be specified in the Depot Operator's contract agreement with the Waste Bureau.

## **16 STACKING PROCEDURES**

- 16.1 Stacking should be done according to an approved site layout plan. The site layout plan should be developed in accordance with the requirements of the Waste Tyre Regulations, 2017 (as amended).
- 16.2 For ease of selection (for pre-processing and despatch) tyres should be stacked according to type:
  - Commercial/truck tyres;
  - Passenger tyres 13 in. to 22 in.;
  - 4x4;
  - Small recreational tyres;
  - Tubing;
  - Scrap; or
  - Bales

- 16.3 Solid tyres (typically OTRs or truck tyres) can be used to create a boundary around the edge of a stockpile to retain scrap. Preference should be given to using tyres that are not in demand from processors.
- 16.4 Barrel and laced stacking are the preferred methods for stacking tyres in stockpiles for long term storage. Tread up stacking is permissible when preparing large tyre types for despatch (truck tyres and larger).
- 16.5 Stacking tyres randomly in a pile for long periods (greater than a month) must be avoided. Where this has occurred (for example when offloading), tyres in the stockpile must be extracted and sorted by type and then re-stacked in accordance with acceptable long term stacking methods.
- 16.6 Aisles between tyre stockpiles should remain clear from all combustible material and allow for fire fighter access
- 16.7 Storing whole tyre bales for periods longer than six months is not encouraged and should be authorised by the Waste Bureau. Baling should be undertaken as a pre-process for downstream Processors and Exporters or for efficient transport.
- 16.8 Baled Tyre Scrap can be stored for long periods (in stockpiles compliant with the Waste Tyre Regulations) until such time as an Offtaker is able to make use of the Tyre Scrap stock.

## **17 WASTE TYRE DESPATCHING PROCEDURES**

- 17.1 Waste Tyres are ordered by registered Offtakers through the Waste Bureau's ordering process (typically weekly, or as directed by the Waste Bureau).
- 17.2 The Depot Operator must submit regular stock reports at intervals specified by the Waste Bureau. These reports inform the stock available at Depots and allow for the planning of transportation.
- 17.3 Orders and available stock are then evaluated, and orders issued to Transporters to collect the specified Waste Tyres from Depots for transport to Waste Tyres to Offtakers.
- 17.4 Depot Operators also receive the orders and must be prepare the stock ahead of the planned collection date. The orders will specify the tyre type, pre-processing requirements and planned order collection date.

## **18 PRE-PROCESSING OF WASTE TYRES**

- 18.1 Pre-processing of Waste Tyres entails (inter alia) baling, shredding, de-beeding and downsizing of OTR Waste Tyres.
- 18.2 Only baling of Waste Tyres is currently undertaken at Depots. This SOP document will be updated if/when

other modalities of pre-processing is implemented at Depots.

## 19 BALING OF WASTE TYRES

- 19.1 The baling process refers to the compression of Waste Tyres using a baling machine to maximise stacking at the Depot, for efficient loading of trucks and to maximise transport payloads.
- 19.2 The Waste Bureau will procure suitable baling equipment from time to time as operational requirements dictate. The Waste Bureau or its appointed baler supplier/service provider (not the Depot Operator) will be responsible for the installation of the baling equipment.
- 19.3 Training will be provided by the baler supplier or suitable service provider at the start of a Depot Operator contract unless otherwise specified. Depot Operators will be trained on how to operate and maintain the baling equipment. Certification will be provided to trained staff members. The Depot Operator must ensure that all new baler operators are trained before operating the machinery.
- 19.4 Balers must be serviced and repaired in accordance with the manufacturer's manual and service plan.
- 19.5 The Depot Operator must ensure the baling equipment is restored and handed back to the Waste Bureau in a satisfactory and clean condition in full working order, together with all maintenance and other records, at the end of a depot operations contract.
- 19.6 Bales must meet the nominal specifications as prescribed in Figure 19-1. Deviations to this specification based on the particular needs of a processor will be communicated to the Depot Operator.

Property	Value(s)
Length (of reference bale)	1.33 m (+ 0.08 m/- 0.06 m)
Width (of reference bale)	1.55 m (± 0.07 m)
Depth (of reference bale)	0.83 m (± 0.04 m)
Volume (of enclosing cuboid of reference bale)	1.70 m <sup>3</sup> (+ 0.24 m <sup>3</sup> /– 0.15 m <sup>3</sup> )
Mass (of reference bale)	810 kg (± 35 kg)

Figure 19-1 Bale specifications<sup>4</sup>

- 19.6.1 Where depots are equipped with a weighbridge or similar mass measuring device, each bale must be weighed. Penalties may apply, as prescribed in the Depot Operator contract, for consistently underweight bales. The mass of each bale produced must be recorded on a tally

<sup>4</sup> WRAP (2007). *Specification for the production of tyre bales for use in construction*. Publicly Available Specification (PAS) 108 developed by WRAP (Waste & Resources Action Programme) in collaboration with The British Standards Institution (BSI). Available [online] <https://www.westerntyres.co.uk/assets/pdf/PAS108.pdf>

sheet and retained on site for quality assurance purposes. The bales should be clearly labelled with their mass before transportation or storage.

19.6.2 Where depots are not equipped with a weighbridge or similar mass measuring device, bales should comprise:

- 115 to 125 passenger tyres per bale.
- 65 to 75 4x4 tyres per bale.
- The number of tyres used in each bale produced must be recorded on a tally sheet and retained on site for quality assurance purposes.

19.6.3 Tyres must be compacted and securely bound using steel or high-tensile wire to maintain the integrity of the bale. The binding material should be capable of withstanding the weight and pressure of the compressed tyres without breaking or loosening.

19.6.4 The tyres must be free from significant contamination such as oil, dirt, or debris that could affect the mass or safety of the bale.

## **20 INEVNTORY MANAGEMENT PROCEDURES**

20.1 The Depot Operator must capture all deliveries and collections electronically on a daily tracker/tyre movement schedule. The Waste Bureau will provide a template and will specify the format of the data to enable efficient analysis. The following information must be captured daily:

- Date;
- Transporter;
- Collection point;
- Collection type;
- Collection/delivery note number;
- Number of tyres; and
- Category of tyres.

20.2 The Depot Operator must submit the data to the Waste Bureau on a weekly basis. This should be done by close of business on the 1<sup>st</sup> working day of the week following (or on a day as agreed with the Waste Bureau).

20.3 Stock counts may be required to determine inventory levels at Depots from time to time. These will be managed by the Waste Bureau with the cooperation of the Depot Operator.



## **21 DEPOT CAPACITY ASSESSMENTS**

- 21.1 The Depot Operator must continually monitor capacity consumed (and in turn remaining capacity) by assessing stock levels against the approved site layout plan. The Waste Bureau will provide the Depot Operator with a standard template on which to capture the data. This should be done on a weekly basis as follows:
- 21.1.1 The maximum holding capacity of the Depot must be calculated by summing the number of stockpiles on the approved site layout and multiplying this by the maximum allowable volume of each stockpile (600 m<sup>3</sup>)<sup>5</sup>.
  - 21.1.2 The Depot Operator must estimate the actual volume of each tyre stockpile visually and capture the type of tyres in each stockpile.
  - 21.1.3 Depots that are over capacity or are non-compliant are likely to have tyres in areas not designated for storage. The estimated volumes of these tyre piles must be captured separately.
  - 21.1.4 The actual volume of each stockpile (in designated and undesignated stockpile areas) must then be summed to calculate the total volume consumed.
  - 21.1.5 The capacity consumed is then the ratio of actual volume to total holding volume.
  - 21.1.6 The Depot Operator must submit this information by close of business on the 1<sup>st</sup> working day of the week following (or on a day as agreed with the Waste Bureau).

## **22 DEALING WITH COMPLAINTS**

- 22.1 All complaints from the public regarding the Depot must be recorded in the complaints register. These should be reported to the Waste Bureau within 24 hours of the complaint having been received.
- 22.2 Depending on the nature of the complaint, the Depot Operator may be required to investigate and report on the complaint. Mitigating actions to avoid a recurrence of the complaint must be implemented by the Depot Operator where necessary.

## **23 REPORTING AND RECORD KEEPING**

- 23.1 The Depot Manager shall report in writing to the Waste Bureau monthly, or at intervals as prescribed by the Waste Bureau. The report must contain the following information and will normally be submitted with monthly

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<sup>5</sup> Per the Waste Tyre Regulations the maximum volume of a stockpile is 10m (W) x 20m (L) x 3m (H)

invoices (where service providers are procured by the Waste Bureau to manage Depots):

- Tonnage and units per category delivered (inbound) to the Depot;
- Tonnage and units per category collected (outbound) from the Depot;
- The delivery notes and Transporter details of each load received from or provided to a Transporter;
- Details of existing jobs and new jobs created;
- Number of new people employed; and
- Number of people whose employment was terminated.

23.2 All of the above records shall be retained by the Depot Operator and should be available on site for auditing purposes as and when required.

23.3 The generic Health and Safety specification details the reporting and record keeping requirements for OHS (see Section 25)

## **24 INTERNAL, OVERSIGHT AND EXTERNAL AUDITS**

24.1 The Waste Bureau will provide a compliance audit template ('audit schedule') to be used for internal and external audits.

24.2 Depot Operators must conduct monthly self-audits ('internal audits') and submit these to the Waste Bureau on the 1<sup>st</sup> working day of the month following.

24.3 The Waste Bureau or its Agent will conduct 'oversight' audits on a quarterly basis.

24.4 An independent external auditor must undertake compliance audits biennially as prescribed in the applicable Norms and Standards.

24.5 Auditing of OHS compliance is detailed under Section 25 (Generic Health and Safety Specifications)

24.6 Penalties for non-compliances at the Depot will be as prescribed in the contract between the Waste Bureau and the Depot Operator.

## **25 GENERIC HEALTH AND SAFETY SPECIFICATIONS**

25.1 Application

- 25.1.1 This generic health and safety specification is intended for use as a guide to Depot Operators in developing their site-specific health and safety plan. It is not exhaustive and does not absolve the Depot Operator of their duty to ensure a safe working environment for their employees.

25.1.2 A Depot Operator will be required to develop a site-specific health and safety plan that addresses the OHS risks identified at the Waste Tyre Depot they have been appointed to manage on behalf of the Waste Bureau.

25.1 Provision for Health and Safety costs

25.1.1 The Depot Operator must make adequate provision for the cost of Health & Safety Measures during the execution of depot operations as informed by their site-specific health and safety plan and in compliance with this H&S specification.

25.2 Compensation for Occupational Injuries and Diseases Act (COIDA)

25.2.1 The Depot Operator must submit to the Waste Bureau a valid Letter of Good Standing from the Compensation Commissioner to as proof of registration before commencing with depot operations.

25.3 Health and Safety rules

The Depot Operator must develop site-specific health and safety rules that will be implemented to regulate the Health and Safety aspects on Site. Security and access control must be included in the rules.

25.4 Assigning responsible persons to manage and supervise health and safety on site

25.4.1 The Depot Operator must make management and supervisory appointments as well as any relevant Appointments in writing (as stipulated by the OHS ACT) prior to commencement of work. Proof of competency must be included.

25.4.2 All appointments must be done by the Chief Executive Officer/Managing Director or their delegate in terms of Section 16 of the OHS Act.

25.4.3 Section 8 (2) (g) of the OHS Act (General duties of employers to their employees) is specifically brought to the attention of Depot Operators:

“ensuring that work is performed, and that plant or machinery is used under the general supervision of a person trained to understand the hazards associated with it and who have the authority to ensure that precautionary measures taken by the employer are implemented.”

25.4.4 In regard to the preceding sub-clause, the Depot Operator must appoint a competent supervisor with the necessary authority to enforce control measures in the interests of health and safety on site

25.5 Health and Safety policy

25.5.1 The Depot Operator must include a Health and Safety Policy in their Health and Safety file

signed by their Chief Executive Officer (or equivalent head of the company/entity). The Policy must outline objectives and how they will be achieved and implemented by the Depot Operator.

25.6 Health and Safety organogram

The Depot Operator must submit an organogram showing the health and safety site management structure including the relevant appointments / competent persons together with contact numbers. In cases where appointments have not been made, the organogram must include the intended positions. The organogram must be updated when there are any changes in the site management structure and should be site-specific.

25.7 Risk Assessment

25.7.1 The Depot Operator must develop risk assessments and method statements by a competent person for the risks that they foresee during depot operations.

25.8 Preliminary Hazard Identification

The following is a set of site-specific sources of risk that have been identified in managing Depots. This is not an exhaustive list and is intended only as a guide. The onus is on the Depot Operator to identify risks and controls measures and mitigating actions to prevent them in their health and safety plan.

- Fire hazards
- Slip, Trip, and fall hazards
- Ergonomic Hazards (handling of heavy tyres)
- Exposure to hazardous substances
- Injuries from machinery and equipment
- Pest and vermin infestations
- Noise hazards
- Heat stress
- Vehicle movement hazards
- Biological hazards (e.g. mosquitos)

25.9 Continuous training of all employees and contract workers should be undertaken, aligned to the Depot Operators risk assessment and method statements. Training should typically include the following:

- Precautionary measures to be taken;
- Procedures that the employees must apply to their work;
- Procedures for dealing with spillage and with accidents;
- Appropriate use of protective clothing; and
- The risks of hazardous substances, to which they are likely to be exposed, to their health.

25.9.1 A sufficient number of employees should receive training to cover for leave periods, and absence due to illness, public holidays or any other reason.

25.9.2 An attendance register must be kept and signed by each employee at each training session and this must be filed in the Health and Safety File.

## 25.10 Health and Safety Audits

25.10.1 The Waste Bureau, or its agent, will conduct quarterly health and safety inspections including a full audit of site activities and the administration of Health and Safety. Unannounced visits may be conducted as and when needed.

25.10.2 The Depot Operator must provide a corrective action plan within 3 days for all non-compliances found in the quarterly inspections/audits must include proof that all non-compliances have been rectified and an electronic copy must be sent to the Waste Bureau (or its Health and Safety Agent as proof that items have been closed out

25.10.3 The Depot Operator's appointed competent supervisor must conduct weekly inspections/audits and produce a detailed report that must be placed in the Health and Safety file.

## 25.11 Emergency procedures

25.11.1 The Depot Operator must submit a detailed emergency procedure and evacuation plan with assembly point/s and contact details in the case of any emergency. The procedure must detail the response plan including the following key elements:

- List of key competent personnel appointed to fulfil specific OHS duties as identified in the OHS site-specific plan;
- Details of emergency services.
- Actions or steps to be taken in the event of the specific types of emergencies;
- Information on hazardous materials
- Emergency procedure(s) must include, but shall not be limited to:
  - Fire, spills, employee accidents, use of hazardous substances, bomb threats, major incidents/accidents etc.

25.11.2 A contact list of all emergency service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and available to site personnel.

25.11.3 Emergency procedures form part of the Health and Safety file. The Depot Operator must ensure that their staff is trained to perform such duties as required by the OHS Act. All emergency procedures must be monitored on a regular basis.

25.12 First aid

25.12.1 The Depot Operator must appoint in writing First Aider(s). The appointed First Aider(s) are to be sent for accredited first aid training. Valid certificates are to be kept on site.

25.12.2 Depot Operators must supply their own first aid box which should be fully stocked all times.

25.13 Incident/accident reporting and investigation

25.13.1 Injuries are to be categorized into first aid, medical, disabling and fatal. The Depot Operator must stipulate in its Health and Safety plan how it will handle each of these categories. These categories should be used when reporting injuries to the Waste Bureau.

25.13.2 All incidents are reportable in terms of Section 24 of the OHS Act 1993 and must be reported to the Provincial Department of Labour (DoL) in the prescribed manner.

25.13.3 The Depot Operator must provide an Incident Register and must record all incidents when appropriate.

25.13.4 The Depot Operator must immediately notify the Waste Bureau (and its health and safety agent were applicable) of any hazardous or potentially hazardous situations that may arise during the performance of depot operations immediately or within 24 hours by means of a flash report.

25.13.5 The Depot Operator is not permitted to communicate with any source of Media without the consent (in writing) of the Waste Bureau.

25.14 Investigation and reporting of environmental incidents

25.14.1 Depot Operators must ensure that all employees are capable of handling and reporting environmental incidents as prescribed in section 30 of the National Environmental Management Act , 1998 (Act No of 107 of 1998). This ensures that incidents are reported immediately, and any further environmental damages are mitigated.

25.14.2 When an environmental incident has occurred, the following actions should be taken:

- Take immediate action
- Notify the Waste Bureau
- Secure the scene
- Report the incident to all the relevant authorities
- Collect evidence
- Identify and interview
- Analyse evidence
- Clean up

- Incident review
- Reporting
- Documentation
- Follow ups

25.15 Health and safety awareness

The Depot Operator must ensure that onsite toolbox talks take place at least once per week. These talks should deal with risks relevant to site-specific depot operations. A record of attendance must be kept in the Health and Safety file. Depot Operators must ensure that the discussions are recorded in the health and safety file.

25.16 Personal Protective Equipment (PPE)

25.16.1 The Principal Contractor must ensure that all workers are issued and wear PPE, which should include (but not limited to):

- Hard hats
- Safety gloves
- Hearing protection
- Protective footwear
- Hi-Visibility ('hi-viz') vests and overalls.
- The Depot Operator should keep adequate quantities of SANS approved PPE on site always.

25.16.2 The Depot Operator must have the necessary control measures in place should employees continuously fail to use the prescribed PPE.

25.16.3 The Waste Bureau reserves the right to remove any person from the Depot who is working/visiting without necessary PPE.

25.16.4 All visitors to Depots must wear PPE as determined by the Depot Operator in the site-specific health and safety plan. As minimum this should include:

- Protective footwear
- Hi-Visibility ('hi-viz') vest

25.17 Alcohol and drug use

Depot Operators must ensure that they do not allow intoxicated depot staff to enter a Depot, whether under the influence of alcohol or drugs.

25.17.1 The Depot Operator must ensure that no alcohol and other drugs are allowed on site.

25.17.2 Depot Operators must develop a substance abuse policy as part of their health and safety file. This policy should be clearly communicated to their staff. The policy should detail how and when employees will be tested for substances and the consequences for staff that fail a substance abuse test. Depot Operators must use reputable testing equipment and clearly defined procedures for alcohol and drug testing.

25.17.3 Visitors may be subject to random alcohol testing upon entry to a Depot. The frequency of testing of visitors should be documented in the Depot Operator's site-specific health and safety file. Alcohol testing should be conducted using a breathalyser or any other approved method. Visitors who refuse to undergo alcohol testing or are found to be intoxicated will be denied entry to the depot.

25.18 OHS signage

25.18.1 The Depot Operator must provide adequate on-site OHS signage. Including but not limited to: "no unauthorized entry", "report to site office", "site office", and "hard hat area". Signage must be posted up at all entrances to site as well as on site in strategic locations e.g. Access routes, entrances to structures and buildings, scaffolding and other potential risk areas / operations. All Contractors to adhere

25.19 Health and Safety File (HSF)

25.19.1 The Depot Operator must keep and maintain all records to demonstrate compliance with this generic specification and with the OHS Act.

25.19.2 The Depot Operator must ensure that all records of incidents / accidents, emergency procedures training, inspections, audits, etc. are kept in a HSF.

25.19.3 The Depot Operator must maintain the HSF on site always. The HSF is a file with permanent records containing information on aspects of depot operations - which will be necessary to ensure the health and safety of any persons working at or visiting the depot.

25.19.4 The HSF must include all documentation required in terms of the OHS Act and Regulations.

25.19.5 The Depot Operator must appoint a suitably qualified person to prepare the HSF and to keep it up to date for the duration of the contract.

25.19.6 The HSF should contain as a minimum the following information:

- Copy of OHS Act (as updated)
- Proof of Registration and good standing with a COIDA Insurer
- OHS Plan including the foundational risk assessments and method statements



- A list of subcontractors and any third-party entities working on the site
- Appointment/Designation forms
- Registers
- Induction records

25.20 Health and Safety committee

- 25.20.1 The Depot Operator must as a minimum convene monthly Health & Safety meetings. Minutes and records must be kept.