

Occupational health and safety policy and compliance audit for the sanitation worker in a waste management company

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Abstract. As part of our ongoing concern for the safety and well-being of our employees, CleanCity Services has decided to conduct an exhaustive occupational health and safety compliance audit. The purpose of this audit is to assess and ensure compliance with the highest OH&S standards and regulations, and to identify opportunities to improve our existing practices and procedures. In this audit, we will focus on assessing our compliance with applicable laws and regulations, the validity and updating of OSH documentation, the identification and proper management of occupational risks, the effectiveness of our OSH policies and procedures, as well as identifying opportunities to improve our system of occupational health and safety management.

Keywords: *occupational health, safety policy, physical integrity, compliance audit*

1. Audit objectives

Audit objectives include:

- compliance with OSH legislation and regulations:
 - we want to comply with all applicable laws and regulations to ensure our employees work in a safe and healthy environment.
- verification of OSH documentation
 - we aim to ensure the validity and updating of all relevant occupational health and safety documents.
- assessment and management of professional risks:
 - we are committed to correctly identifying and assessing all risks associated with our activities and implementing appropriate control measures to minimize these risks.
- effectiveness of OSH policies and procedures:
 - we care about the effectiveness of our existing policies and procedures and are open to improving them to ensure a safe and healthy work environment for our employees.
 - we strive to ensure that all our practices and procedures comply with industry best practice and recognized occupational health and safety standards.
- correct use of work equipment and tools:
 - we ensure that our employees are trained and use work equipment and tools correctly to reduce the risk of accidents and injuries.

- promoting the appropriate use of protective equipment:
 - we strive to promote the appropriate use of protective equipment and ensure that it is available and used appropriately by our employees.
- development and implementation of OSH training and training programs:
 - we are committed to providing adequate occupational health and safety training and education programs for all our employees.
- reporting and investigating work-related incidents and accidents:
 - we strive to have clear and effective procedures for reporting and investigating workplace incidents and accidents to prevent their recurrence in the future.
- employee health monitoring:
 - we care about the health and well-being of our employees and are committed to implementing appropriate monitoring programs to identify and manage risks to their health.
- complete and up-to-date OSH documentation:
 - we are committed to maintaining complete and up-to-date documentation on all aspects of occupational health and safety within our company.
- reporting health and safety issues at work:
 - We are open and transparent in our internal and external reporting of occupational health and safety issues and take prompt action to address them.
- identifying and implementing improvement opportunities:
 - we are committed to identifying and implementing continuous improvements in our occupational health and safety management system to ensure a safe and healthy working environment for our employees.
- correcting deficiencies and improving practices and procedures:
 - we aim to promptly correct any deficiencies identified and improve our occupational health and safety practices and procedures to ensure we achieve the highest standards of occupational health and safety.

The company respects the legislative norms in the field of safety and health at work [1], [2], [3], [4], [5], [6], [7], [8], [9], [10], [11], [12], [13], [14], [15], [16], [17].

2. Legal requirements applicable to the organization

The legal requirements applicable to the organization are set out below.

In order to ensure optimal working conditions, to protect the life, physical and mental integrity, and health of workers, the following provisions are applied in the performance of work processes:

- Law no. 319/2006-Law on Safety and Health at Work;
 - HG. No. 1425/2006-Methodological norms for the application of Law no. 319/2006;
 - GEO no. 243/2000-Emergency Ordinance – protection of the atmosphere;
 - Ord. no. 462/1993-Order for the approval of the technical conditions regarding atmospheric protection.
 - Methodological norms regarding the determination of emissions of air pollutants produced by stationary sources;
 - GEO no. 78/2000-Emergency Ordinance – on the waste regime;
 - GD no. 856/2002-Decision – waste management records and for the approval of the list of waste, including hazardous waste;
 - GD no. 349/2005-Decision on waste storage;
 - Ord. no. 647/2005-Emergency Ordinance – approval of the methodological norms regarding the elaboration of emergency plans in case of incidents involving dangerous substances;
 - GEO no. 200/2000 - Emergency Ordinance on the classification, labelling and packaging of hazardous chemical substances and preparations;
- Reference documents:
- SR EN ISO 9001/2015: Quality management systems. Requirements.

-SR EN ISO 9000/2015: Quality management systems. Fundamental principles and vocabulary. SR EN ISO 9004/2015: Quality management systems. Guidelines for improving performance.

-SR ISO 10005/2015: Quality management. Guide to drawing up quality plans.

-SR ISO 45001/2015: Occupational health and safety management systems. Requirements and Guidelines for Use

3. Audit program

The audit program is presented in table 1.

Table 1 Audit program

	Day 1	Day 2	Day 3
09:00 – 12:00	- Presentation of the objectives of the audit and its structure. - Introduction of the audit team.	-Verification of the condition and operation of the equipment and machinery used in sanitation activities, Evaluation of compliance with safety requirements for their use.	-Analysis of audit results and identification of major risks and non-conformities. - Elaboration of the final audit report.
13:00 – 16:00	-Site tour and visual assessment of the work area. - Inspecting the work area to assess general safety conditions and identify risks.	-Observing and evaluating the work practices of employees during sanitation activities, identifying compliance with the rules for handling tools and equipment, as well as work techniques	-Identification of problems related to the environment, material, equipment, dialogue with staff to assess the level of awareness and understanding of specific risks and safety measures.

4. OSH audit at SC. CleanCity Services S.R.L. for field activity

The purpose of the work process is to carry out sanitation activities in open spaces, including parks, public gardens, green spaces, squares, plateaus, block gardens and private gardens. The coordination of the teams is carried out in the following way:

- Team of cleaning coordinators - supervises and coordinates cleaning operations;
- The team of cleaning equipment operators - carries out cleaning equipment operation activities in the field;
- Team of cleaning workers - performs cleaning and maintenance activities of public and green spaces;
- The waste management team - carries out waste collection and management activities in the field;
- The team of quality inspectors - performs activities to check the quality of cleaning and maintenance services;
- Customer assistance and support team - carries out communication activities and management of customer requests.

5. The component elements of the work system in the sanitation activity

The component elements of the work system in the sanitation activity are:

Workload:

- Cleaning the land of waste and foreign objects, as well as the care and maintenance of cleanliness.
- Manual sweeping of driveways and surfaces.
- Mowing and cutting grass and weeds.
- Lawn aeration and scarification.

- Execution and maintenance of the beds around the trees.
- Removal of shoots from stems and roots.
- Rectification of curb edges and rebates.
- Removal of spent flowers after the season.
- Application of organic, chemical and foliar fertilizers.
- Phytosanitary treatments for plants.
- Excavation and maintenance of beds and roses.
- Weeding of hedgerows and hedgerows.
- Manual or mechanized cutting and maintenance of hedges, borders and other plant forms.
- Reseeding and replenishing damaged lawn areas.
- Installing the rolling lawn.
- Mechanized soil mobilization and crushing works.
- Manual leveling of the ground.
- Watering plants with a cistern.
- Pressure jet washing of platforms and walkways.
- Emptying the trash cans.
- Clearing snow and ice from driveways and work surfaces.
- De-icing treatments and sprinkling of specific substances on driveways.
- Preparation of various reports and documents.
- Compliance with the legislation and OSH rules.

Means of production:

- Garbage bags.
- Protective gloves.
- Brooms and rakes.
- Lawnmowers and trimmers.
- Machines for scarification and aeration.
- Hand tools such as spade, hoe and loppers.
- Atomizers for applying phytosanitary substances.
- Hedge shears, including petrol versions
- Lawn seeding machines.
- Motor cultivator for mechanized soil work.
- Tanker trucks for water transport.
- Snow removal equipment.
- Deicing agents such as sodium chloride.
- IT and communication equipment, including mobile phones, laptops and other tools needed to manage activities.

The work environment:

Sanitation employees' work is predominantly outdoors in various open environments, including parks, green spaces, sports fields, and others.

They are exposed to variable weather conditions, including extreme temperatures, rain, wind, snow and other meteorological phenomena.

The work environment can vary from natural light to artificial lighting, provided by public street lamps or other lighting sources.

It is essential that staff are trained and comply with occupational health and safety regulations to prevent accidents and maintain a safe working environment.

6.Summary description of the compliance audit for the analyzed organization

Following the application of the audit method, for the sheets A, B and C within the organization SC. CleanCity Services S.R.L., having the workplace as an audited objective welder, the data from table 2 were obtained for the General Compliance Level.

Table 2 Overall Compliance Level

Plug code	Name	Score		Level of conformare
		maximum (PM)	obtained (PO)	
A.	Employer's obligations	165	162	98,18%
B.	Workers' rights and obligations	48	48	100,00%
C. General Cerințe				
C2	Requirements minime for Signaling safety and/or health at work	90	89	98,89%
C3	Minimum safety and health requirements for the use of work equipment by workers at work	120	116	96,67%
C5	Minimum safety and health requirements for workers' use of personal protective equipment at work	18	18	100,00%
C6	Minimum safety and health requirements for manual handling of masses pose risks to workers, in particular from low back disease	9	6	66,67%
C7	Minimum safety and health requirements relating to the exposure of workers to noise hazards	45	45	100,00%
C8	Minimum safety and health requirements regarding the exposure of workers to the risks generated by vibrations	30	27	90,00%
C9	Minimum safety and health requirements at work to ensure the protection of workers against the risks related to the presence of chemical agents	36	35	97,22%
C15	Minimum health and safety requirements for temporary or mobile construction sites	105	105	100,00%
C21	Surveillance of workers' health	45	43	95,56%
C22	Measures that can be applied in periods of extreme temperatures for the protection of people employed at work	12	12	100,00%
		TOTAL		NCg
		510	496	97,25%

Following the application of the audit method, for the A, B and C sheets within the SC. CleanCity Services S.R.L. organization having the workplace as an audited objective welder, the data from table 3 were obtained for the General Security Level.

Table 3 General security level

Plug code	Name	Score		Security level	Risk level
		Max. (PM)	Obt. (PO)		

A.	Employer's obligations	402	394	98,01	Low	
B.	Workers' rights and obligations	99	99	100,00	Risc mic	
C. General Cerințe						
C2	Minimum requirements for safety and/or health signage at work	249	246	98,80	Low	
C3	Minimum safety and health requirements for workers' use of work equipment	360	348	96,67	Low	
C5	Minimum safety and health requirements for workers' use of equipment personal protective measures at work	54	54	100	Low	
C6	Minimum safety and health requirements for manual handling of masses posing risks to workers, in particular from lumbar diseases	27	18	66,67	Very high	
C7	Minimum safety and health requirements relating to the exposure of workers to noise hazards	135	135	100	Low	
C8	Minimum safety and health requirements regarding the exposure of workers to the risks generated by vibrations	90	81	90,00	Medium	
C9	Minimum safety and health requirements at work to ensure the protection of workers against the risks related to the presence of chemical agents	105	102	97,14	Low	
C15	Minimum health and safety requirements for temporary or mobile construction sites	315	315	100	Low	
C21	Surveillance of workers' health	132	126	95,45	Low	
C22	Measures that can be applied in periods of extreme temperatures for the protection of people employed at work	36	36	100,00	Low	
				TOTAL	NSg	NRg
				2004	1954	97.50
						Low

The correspondence relationship between the level of security and the level of risk of the analyzed objective is presented in Table 4.

Table 4 Correspondence relationship between the level of security and the level of risk of the analyzed objective

Security level	Risk level
91-100%	Low risk
81-90%	Medium risk
71-80%	High risk
under 71%	Very high risk

7. Corrective action report

The correction action report is presented in table5.

Table 5 The correction action report

Cod	Description of the non-conformity	Corrective/preventive actions	Responsive	Deadline
A.3	A lack of staff was observed	Personal employment Redistribution of tasks	Employer	Permanent
A.9	It was observed that not all employees know the procedure in case of fire	Information session Display instructions exhaust in visible places	Designated worker/OHS	Permanent
A.39.	The employer allows workers to participate in discussing OSH issues, but workers do not seem to actively contribute	Reward system Feedback system	Employer	Permanent
C.3.16.	There are problems with electrical work equipment	Change of equipment with problems/repair	Technical staff	Permanent
C.3.30	Some workers do not use a the appropriate electrical work equipment	Information session System of surveillance	Designated worker/OHS	Permanent
C.3.39	Some workers do not use a the appropriate electrical work equipment	Information session System of surveillance	Designated worker/OHS	Permanent
C.6.1.	Mechanical equipment is used for manual handling, but there are still manual handling tasks	It raining employees in correct manual handling techniques to prevent injuries	Designated worker/OHS	Permanent
C.6.2	Back pain is hard to avoid the respective conditions	Programs of physical exercise Regular breaks	The leader of the workplace	Permanent
C.7.6	There is protective equipment (helmets), but they are not always used by the workers	Sessions of awareness Monitoring	Designated worker/OHS	Permanent
C.21.15	Cases of inefficient	Effective communication	Employer	Permanent

communication were found channels

8. Conclusions

The OHS compliance audit carried out for Eco Services S.R.L, a company specializing in sanitation services, revealed a safety level of 97.5%, indicating a low level of risk. This reflects the company's commitment and significant efforts in creating and maintaining a safe work environment for employees.

Employees undergo rigorous training and the company has robust risk prevention measures and well-established contingency plans in place. Any exceptions identified are minor and can be easily fixed

References

- [1] ASRO – SR EN ISO 45001:2015 Occupational Health and Safety Management Systems
- [2] The I.N.C.D.P.M. Bucharest Method for Assessing the Risks of Accidents and Occupational Diseases and Assessing the Risks of Health and Health at Work
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- [5] Law no. 319/2006 - Law on Safety and Health at Work;
- [6] HG. No. 1425/2006 - Methodological norms for the application of Law no. 319/2006;
- [7] GD no. 955/2010 - for amending and supplementing the Methodological Norms for the application of the provisions of the Law on Safety and Health at Work no. 319/2006, approved by Government Decision no. 1.425/2006
- [8] GD no. 971/2006 - Minimum requirements for safety and/or health signage at the workplace
- [9] GD no. 1048/2006 - Minimum safety and health requirements for the use by workers of personal protective equipment at the workplace;
- [10] GD no. 1051/2006 - Minimum safety and health requirements for the manual handling of masses that pose risks to workers, especially of dorso-lumbar disorders
- [11] GD no. 1028/2006 - Minimum occupational health and safety requirements regarding the use of equipment with a viewing screen;
- [12] GD no. 1146/2006 - Minimum health and safety requirements for the use of work equipment by workers at work
- [13] L 211/2011 – selective collection, designated responsible person, extended responsibility for production, etc.;
- [14] Law 107/1996, the water law;
- [15] Air Law 104/2011 on ambient air quality
- [16] Compliance with European Regulation 1271/2008 on the Regime of Hazardous Substances;
- [17] SR EN ISO 9001/2015, Quality Management Systems. Requirements