



SITE RULES

TAL-KUS WASTE TRANSFER STATION



Tal-Kus Waste Transfer Station (EP 028/15/C)

Site Rules

The Gozo Tal-Kus Waste Transfer Station is operated by WasteServ Malta Limited (hereinafter referred to as the Company) which has full responsibility for the overall management of the facility.

All waste contractors, operators and their staff as well as all other users of this facility shall, without any exception, fully observe these Site Rules as laid down by WasteServ. Anyone who, for any reason whatsoever, will be considered by the Company to have breached these Rules, will be required to leave the premises and to pay any applicable fine/s that may be imposed.

These Rules are meant to ensure that the facility is organized in such a way that the interests of all parties are adequately safeguarded. The Rules also ensure that efficient systems, procedures and risk control methods are in place that will promote site safety and help to eliminate or reduce the risk of injury or ill health.

Although it is the Company's duty to ensure compliance at all times with these Site Rules, including site management rules and enforcement procedures for non-compliance, all waste contractors, operators and other staff as well as all other users of this facility should be fully aware of their personal responsibilities and of the consequences of breaches of these Rules. Full observance of these Rules is ultimately the responsibility of waste contractors and operators and their staff and the Company will be held harmless in the event of any injuries and/or damage caused on site by failure to observe strictly the application of these Site Rules.

These Site Rules as well as the guidelines set out in this document are based on environmental permit requirements and other relevant legal conditions and cover all areas under the direct control of WasteServ Malta Limited.

Section 1: General Rules

- 1.1 Waste may only be delivered by Waste Carriers registered for the purpose with the Environment and Resources Authority (ERA). All conditions in the registration document issued by ERA shall be observed at all times while in the confines of the site.
- 1.2 All vehicles are to report to the weighbridge upon entry and declare the nature of the consignment being delivered. All relevant paperwork e.g. Waste Transfer Note, Waste Carrier Registration, Consignment Permit, Consignment Note, etc. must be presented upon request. Any false declarations will be penalized according to the penalties listed at the end of these rules.
- 1.3 All vehicles must pass over the weighbridge both on entering and before leaving the site. Waste Carriers will be issued with a transaction receipt before leaving the site.
- 1.4 Persons below 18 years of age are prohibited from entering the site (unless in possession of a valid working permit) even if they are carried in the vehicle.
- 1.5 The opening hours of this facility for different waste streams are as outlined in Annex 1 to this document. Waste consignments shall be unloaded from the vehicle by the waste carrier and deposited only in designated areas as indicated by WasteServ personnel.
- 1.6 No open skips, whether full or empty, are to be left on site.
- 1.7 WasteServ Malta Ltd reserves the right to refuse admission as necessary.
- 1.8 Authorised company site employees are allowed to take any appropriate action and/or measures at any time if they observe any non-conformity with the provisions in these Site Rules. Waste contractors and operators and their staff are required to follow these instructions without fail.
- 1.9 Waste contractors, operators and their staff are encouraged to bring to the attention of the relevant site authorities their views and suggestions regarding any issues and/or deficiencies on systems and procedures, operations, etc. at the facility with a view to improved overall management of the site.

Section 2: Waste Acceptance Rules

- 2.1 Wastes that may be accepted at the facility are determined in accordance with the list of permitted wastes in the relevant operational permit. Unpermitted wastes shall not be accepted at the facility.
- 2.2 If the waste is deemed to be unacceptable, a non-compliance report is prepared by the inspector on duty. Waste will be moved by WSM to the quarantine area. Penalties may be applicable as per section below.
- 2.3 Waste will be accepted if all relevant waste acceptance procedures have been followed.
- 2.4 It may be required that particular waste is to go through formal waste acceptance procedures in line with the relevant regulations and permit conditions. When in doubt or require to deliver a new waste stream kindly contact WasteServ on Free phone 8007 2200 or email: wao.ws@WasteServmalta.com
- 2.5 WasteServ reserves the right to carry out compliance testing and to check every delivery through on-site verification to ensure that it consists of the declared waste and that the waste acceptance criteria at the facility are met. In any such event the carrier should cooperate fully with the company inspector on site.
- 2.6 In the event that the company's waste acceptance criteria are not met (e.g. unacceptable materials are present), the Company reserves the right to reject any such load. In any such situation of non-acceptance, the decision of the company's representative/s is final;
- 2.7 Users with repeated violations may be subject to the revocation of permission to dispose loads at the facility.

Section 3: Traffic Rules

- 3.1 Familiarize yourself with traffic routes and road signage i.e. no parking, restricted or no entry areas. Observe any one-way systems which may be in operation.
- 3.2 The maximum speed within the site is 10km/h. Extreme caution should be exercised in all areas within the facility.
- 3.3 Drivers must obey all traffic road signs and all directions or instructions given to them by any WasteServ employee without endangering themselves or others.
- 3.4 Vehicles must not be parked in any area, unless authorized to do so.
- 3.5 No vehicle maintenance is to be carried out on site unless a Permit to Work has been issued. This is also applicable to the access road. After initially completing a Risk Assessment of the task to be performed, the contractor carrying out maintenance work must be able to prove that the safe working procedures are being adhered to. The contractor must be competent and hold the necessary qualifications for that particular task being carried out. Evidence of this must be available on request.

IF THIS IS NOT POSSIBLE AND YOU ARE UNABLE TO COMPLY WITH THE ABOVE REQUEST REGARDING ASSESSMENT AND WORKING PROCEDURES, THEN MAINTENANCE MUST NOT BE CARRIED OUT ON SITE.

- 3.6 Before any work is carried out, the vehicle **MUST BE IMMOBILISED**. Removing the key is not enough; the battery must also be disconnected.
- 3.7 Pay attention to pedestrians at all times and in all locations. Some tasks have to be carried out on foot.

Section 4: Health and Safety Rules

REMEMBER THAT YOU ARE ENTERING A HIGH-RISK AREA.

BE AWARE OF MOVING HEAVY MACHINERY AND VEHICLES AT ALL TIMES.

- 4.1 All vehicles must be in good working order and have a valid certificate issued by a competent person as required by LN 282 of 2004, Work Equipment (Minimum Safety and Health Requirements) Regulations. Evidence of such certification must be kept available within the vehicle as required by Regulation 5(4) of the same Legal Notice. WasteServ reserves the right to request and inspect such certification at any time whilst the vehicles are on site.
- 4.2 No smoking or naked flames are permitted anywhere on site.
- 4.3 Before entering the facility, drivers must wear the following items of personal protective equipment as a minimum requirement:
 - c. Safety boots/shoes
 - d. High visibility jacket or vest

Whilst in the confines of the facility, all drivers must remain in their cab unless he is required to do otherwise to carry out work-related duties. Drivers must return to their vehicle as soon as possible.

- 4.4 All heavy vehicles are to be equipped with a rotating beacon and a reversing alarm. These should be in operation at all times while on site.
- 4.5 Mobile phones can only be used when the vehicle is stationary and in a safe location. Do not use your mobile phone while driving.
- 4.6 Stationary vehicles must be secure from inadvertently moving by use of parking brake.
- 4.7 All drivers must ensure that there are no other vehicles or pedestrians within 3 metres of the vehicle whilst waste is being unloaded.
- 4.8 Similarly, it is the duty of the driver not to venture within 3 metres of a vehicle from which waste is about to be unloaded.
- 4.9 Waste contractors and operators are required to ensure that vehicles for the transport of waste – whether owned directly by themselves, contracted or leased – should be of appropriate design and condition and fitted with appropriate safety devices.

IN CASE OF DIFFICULTY STAY NEAR/WITHIN YOUR VEHICLE AND SIGNAL FOR HELP. SOUND YOUR HORN OR CALL 112.

THE MAJORITY OF FATAL ACCIDENTS IN WASTE FACILITIES ARE CAUSED BY VEHICLE MOVEMENTS, MAINTENANCE AND NEGLIGENCE.

TO ENHANCE YOUR SAFETY AND THE SAFETY OF OTHERS PLEASE ENSURE THAT THESE RULES ARE ADHERED TO.

Section 5: Penalties

5.1 Without prejudice to other legal remedies, failure to observe these rules, the Company shall have the right to impose the following penalties:

- p. **First non-observance: written warning shall be issued to the client;**
- q. **Second non-observance: All vehicles registered under waste carrier shall be blocked from entering any of the WasteServ sites. Carrier shall have to pay a penalty of €25 in order to gain re-access to the use of the facilities.**
- r. **Third non-observance: All vehicles registered under the specific waste carrier shall be blocked from entering any of the WasteServ sites. Carrier shall have to pay a penalty of €50 in order to gain re-access to the use of the facilities.**
- s. **Fourth non-observance: All vehicles registered under the specific waste carrier shall be blocked from entering any of the WasteServ sites. Carrier shall have to pay a penalty of €100 in order to gain re-access to the use of the facilities.**
- t. **Consequent non-observance: entry may be restricted indefinitely for all clients' vehicles at all WasteServ facilities.**

5.2 In addition, any operator who obstructs or impedes in any way the operations carried out at this site will immediately be subject to ***Third non-observance: entry restricted for specific vehicle at all WasteServ facilities; a penalty of €50 to be paid in order for the client to gain re-entry***

Section 6: Waste acceptance hours

Day	Tal-Kus Waste Transfer Station
Monday – Sunday	07:30 – 12:00 12:30 – 17:30