



Yard Person - Additional Handbook Information

Issue date: November 2023

The information in this document is in addition to the GreenCycle Employee Handbook and details some of our expectations, and policies and procedures specific to your role.

Familiarize yourself with the contents of this document and the Employee Handbook as soon as possible, as it will answer some of the questions you may have. The policies and information in this document will change overtime. We'll let you know any changes and provide updated information.

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Regular Task List

Keeping the yard organised and tidy is a key part of how GreenCycle presents to our customers and ensures we all remain safe and we can complete our job efficiently.

Please complete these regular tasks:

On arrival

- Start WeighNZ software
- Check Eftpos handset is charged
- Check Operations phone is charged
- Check weighbridge scales are showing consistent weights

Daily Tasks

- Sweep weighbridge and weighbridge deck
- Sweep out office and shake mat free of stones
- Check driveway and sweep clear of stones if necessary
- Complete Daily Yard Form (pile temperatures, odour and dust assessment)
- Complete Machine Start-up Form
- Check Porta-loo and notify Seb if servicing is required.

As required

- Clean yard signs (front gate, direction, and speed signs)
- Clean office windows
- Collect rubbish on site
- Empty yard rubbish bins into main bin
- Order recycling bin empty from Reclaim
- Wipe office surfaces free of dust

Machinery as required

- Sweep out cabs and remove cobwebs (at least weekly)
- Remove material sitting on the exterior of machines.

Notify Seb of all maintenance issues that need addressing.

Yard Security

The GreenCycle yard gate is to be shut and locked before 7am and after 5pm.

The yard office is to be locked when no one is on-site.

Visitors to Site

All visitors to the yard are to sign the Visitors Sheet at the yard office. They are to comply with GreenCycle staff instructions and Health and Safety requirements.

All visitors to site must:

- wear closed toe shoes
- children under 15 years to remain in vehicle
- leave chippers on road

Machinery Refuelling

Waitomo Petroleum refuel machines on Tuesday and Thursday. On these days determine what machines need to be filled and inform Waitomo driver.

- Loader - every delivery.
- Grinder - every second Tuesday (unless instructed otherwise)
- Digger – as required

Cell Phone Use

The use of a hand-held mobile telephone while operating machinery is prohibited.

Accident and Injury Reporting

All injuries, regardless of how minor, should be reported immediately to Seb and recorded in the Incident Register.

Sick or Absent Notification/ Leave Requests

If you are sick or away for any reason you must notify Seb as soon as possible before your start time. This is important so we can arrange cover to ensure our customers receive continuity of service.

Leave (including sick) can be applied for via your MyHR account or in writing to Seb. Please apply for annual leave as early as possible in advance to allow for cover to be arranged.

More information on leave is available in the Employee Handbook.