

**THE CORPORATION OF THE
TOWNSHIP OF MATTICE - VAL CÔTÉ**

BY-LAW NO. 619

Being a By-law for maintaining
a system for the collection,
removal and disposal of garbage.

WHEREAS Municipal Councils are empowered under the Municipal Act, S.O. 2001, Chapter 25, to pass by-laws to establish and maintain a system for the collection, removal and disposal of garbage;

AND WHEREAS the Council of the Corporation of the Township of Mattice - Val Côté deems it advisable and necessary to revise such by-law;


NOW THEREFORE the Council of the Corporation of the Township of Mattice - Val Côté enacts as follows:

1. For the purpose of this by-law, the following words shall have the meaning set out hereafter.
 - a) "Council" shall mean the Council of the Corporation of the Township of Mattice - Val Côté;
 - b) "Dwelling" means one or more habitable rooms occupied by an individual or family as an independent and separate housekeeping establishment in which separate kitchen and sanitary facilities are provided for the exclusive use of such individual or family with a private entrance from outside the building or from a common hallway or stairway inside the building;
 - c) "Garbage" shall include all waste meat, fish, fruit and vegetables and other kitchen waste, all boots, shoes and other wearing apparel, all grass, weeds and household sweepings, metal cans not exceeding five gallons each in capacity, and shall include ashes and incombustible residue of any fuel that has been burned and shall include soot and other cleaning of chimneys provided such ashes and residues are cold and contained within an airtight bag or container, but garbage shall not mean or include the following:
 - i) Manufacturer's waste;
 - ii) Celluloid cuttings, moving picture film, oil-soaked or gasoline-soaked rags and any explosive or highly combustible material;
 - iii) Large pieces of broken plaster, lumber or other waste or residue resulting from the construction, alteration, repair, demolition or removal of any building or structure;
 - iv) Swill and other organic matter not properly drained and wrapped;

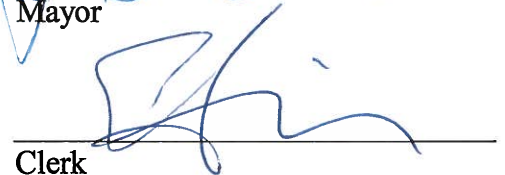
- v) Liquid waste;
 - vi) Loose bandages, needles, dressings and other such waste from medical care;
 - vii) Hay, straw and manure;
 - viii) Carcass or any animal;
 - ix) Warm and/or improperly sealed ashes, sawdust or wood shavings.
- d) "Household" shall mean any dwelling, hotel, restaurant, apartment house, office building, public institution, shop, store or other building or any portion thereof respectively;
- e) "Municipality" shall mean the Corporation of the Township of Mattice - Val Côté.
2. Garbage collections shall take place once a week for each household, twice weekly for commercial units. The collection schedule shall be as established and adjusted from time to time by the Municipality.
3. All residential garbage shall be deposited before nine o'clock in the morning of each garbage collection day and shall be placed at the street line, on municipal property and/or in an appropriate location as determined by the Municipal CAO.
4. a) Residential garbage receptacles should be of lightweight metal or plastic, and every such container shall be provided with a good cover. Receptacles and objects weighing more than 60 pounds (approximately 27 kilograms) shall not be included in the definition of garbage for the purposes of this By-law.
- b) Notwithstanding Section 1-C, broken glass or sharp object should be put in containers or packages permitting safe handling.
5. a) All garbage receptacles shall be carefully handled and such receptacles shall not be removed or wilfully damaged by collection staff.
- b) All garbage shall be removed in a prompt, clean and careful manner. The Municipality shall not allow, or permit to be done, anything in connection with the collection and removal of garbage which shall be offensive or filthy in relation to any person, place, building, premises, highway or lanes. Any garbage which may be scattered about any place, premises, highway or lanes by the Municipality shall be immediately removed by the Municipality.
- c) Any garbage properly placed in a covered container as per section 4 (a) here above and which may be scattered about any place, premises, highway or lanes by any unknown object, person or animal may be removed by the Municipality immediately but such an incident shall be deemed an exception and if the case occurs abusively in the opinion of the municipal employees, the CAO should be advised at once of the place of occurrence and the frequency of such in order that proper actions are taken.

- d) Where garbage is placed in unprotected plastic bags or other inadequate containers, the Municipality may, in the event that this garbage has been scattered, refuse to collect it; in such events, the Municipality will make reasonable attempts to advise the owner who shall be expected to correct the situation and clean up his mess.
10. a) The Municipality shall provide for the collection, removal and disposal of garbage in accordance with this By-law, and for such purpose will provide all necessary equipment and labour.
- b) The cost of the said work shall be levied on all ratable property in the Municipality and shall be included in the general tax rate.
11. Any person guilty of a breach of the By-law shall be liable upon conviction to a penalty not exceeding One Hundred Dollars (\$100.00) exclusive of costs, and for each day that a person contravenes the provisions of this By-law it shall be deemed to constitute a separate offence and be subject to the penalty as herein provided.
12. Where a person has committed an offence under section 11, the Municipality may, at the discretion of the CAO, withhold any collection services until the penalty has been accounted for and/or the problem resolved.
13. This By-law shall come into force and take effect on the date it is passed by Council.
14. This By-law once in force repeals By-law no. 87.

READ AND ADOPTED IN OPEN COUNCIL
This 5th day of February 2008



Mayor



Clerk



CORPORATION OF THE TOWNSHIP OF MATTICE - VAL CÔTÉ

Issue Date: January 2008

Procedures: Safe Practice Procedures for Waste Collection

OVERVIEW

Township of Mattice - Val Côté uses a rear packing Waste Collection Vehicle for the collecting and hauling of municipal solid waste. By nature of the design of the equipment the packer is designed to be operated by a crew of 2 or 3 (a driver and one or two labourers). This procedure is for waste collection with a rear packing truck. The procedure is divided into three sections: collecting wastes, compacting waste, and dumping waste at the designated landfill.

Employees are also required to follow the Township's policies in regards to waste collection, specifically aimed at protecting all employees. Some of the key points of the Waste Collection policies are:

- Employees should generally not be required to reach into can to retrieve waste
 - Unknown liquid wastes are not to be collected
- It is recommended that personnel handling waste have performed warm exercises and stretching to reduce the likelihood of soft injuries.

SAFETY PRECAUTIONS

Collecting and handling of municipal solid waste may expose personnel to various hazards including soft tissue injuries (muscle strains/sprains), cuts. The Township employees working in the waste management department are required to wear proper Personal Protective Equipment (PPE - see below).

EQUIPMENT / MATERIAL SUPPLY / TOOLS

Standard Personal Protective Equipment (PPE):

- Safety boots
- Safety glasses with side shields
- Fluorescent vests
- Gloves

PRECONDITIONS

1. Vehicle is inspected, fuelled, and safe to travel.
2. Completed Vehicle Inspection Report is with the driver.
3. Ensure the rear door of packer is properly closed and latched / locked to prevent waste from dropping out of the unit.

PROCEDURE

Part A - Waste Collection

1. Drive to the area of the Town where waste collection is to begin, ensuring that all personnel in the vehicle are properly using their seatbelts.
2. Disembark from vehicle, maintaining the three point contact rule at all times.
3. Operator to remain in vehicle while second person remains in view of Driver and directs him to back up to bin if and when backing up is required and justified (see Part C).
4. **Waste is always collected on right hand side** of street or roadway; vehicle should never cross roadway to collect waste on left hand side of street or roadway.

Part B - Lifting waste in vehicle

Overview

This procedure is for operators to safely lift waste into the rear packing waste collection vehicle.

Procedure

4. Ensure the bags / cans are of regulation weight (60 pounds or less).
5. Check the weight of each can or bag by pushing it with feet or hands.
Note: Do not try to check the weight of collection items by first lifting into waste collection vehicle.
6. For cans weighing between 45 and 60 pounds, ask for assistance from your co-worker to prevent injuries.
7. Using radio transmitter, immediately report overweight bags / cans or other objects left behind to Public Works Supervisor or CAO.
8. Visually inspect cans / bags for sharp objects / protrusions.
9. Ensure proper footing
 - Shoulder width apart with toes pointing out
 - Level or near level ground
10. Determine the best way to pick up waste, depending on the shape.
11. Bend at knees, keeping back straight.
12. Grip waste firmly such that it will not fall when lifting.
13. Lift up waste with legs, keeping it as close as possible to your body.
14. Turn body to face collection hopper, ensuring that turning is accomplished by rotating your feet and not twisting your back.
15. Dump or place waste into hopper.
16. Return can by rotating feet and flipping can upside down.
17. Incorporate different muscle groups into your daily work routine; do not use repeated motions with same muscles.
18. Walk / ride to next pick up location.

Part C - Driving, riding on or working near refuse collection vehicles

Backing must be kept to a strict minimum

When backing is required, safe backing procedures must be observed as follows:

Drivers shall do the following:

- Always use a co-worker as a spotter
- Use standard hand signals to communicate between spotter and driver
- Stop backing immediately if visual contact is lost with spotter on foot
- Resume backing only when visual contact is restored with spotter on foot

Other crew members shall do the following:

- Step off the riding steps only when the vehicle is completely stopped **and** before the driver begins to back up
- Remain inside the vehicle cab unless needed to act as a spotter
- Never cross or step behind the vehicle when it is backing or when its backup lights are on

Spotter shall do the following:

- Remain visible in the driver's mirrors
- Maintain a clear view of the hazard area (driver's blind spot) behind the vehicle
- Stay clear of the vehicle's path
- Avoid walking backward
- Use standard hand signals to communicate with the driver
- Be sure that no one is on the riding steps or behind the vehicle before signalling the driver to start backing
- Immediately signal the driver to stop if any person or object enters the area behind the truck
- Signal the driver to stop if the spotter must change positions when the vehicle is backing

Observe safe riding procedures

Refuse collectors shall do the following:

- Ride in the cab or a separate vehicle when not on the collection route
- When collecting on streets or rural roads **excluding Hwy 11**, use riding steps only when the vehicle is moving forward for short distances (1,200 feet or less) at slow speeds (16 km/h per hour or less)
- After the vehicle has stopped, step - **do not jump** - on or off riding steps
- Wear slip resistant footwear and avoid narrow cleats or spikes
- Be extremely observant of the driver's blind spot behind the vehicle

Drivers shall do the following

- Wait for step riders to signal before putting the vehicle in motion
- Avoid sudden stops or starts that could cause riders to be thrown from the steps

Note #1 *No riding permitted on back when:*

- **Vehicle is on travelled portion of Hwy 11 including within town limits**
- **In rural roads with a greater span than 1,200 ft between pick ups and speed exceeding 16 km/h**
- **when vehicle is backing up**

Note #2 ***Riding between stops during the collection of waste is permitted under the following conditions:***

- ***Driver is aware that the labourer(s) is (are) on the vehicle***
- ***A maximum speed of 16 km/h is not exceeded***
- ***Workers are standing on the designated platform and maintain three point contact with the vehicle at all times***
- ***Vehicle must come to a complete stop prior to workers disembarking from the vehicle***

Part D - Compacting Waste

1. Shift to neutral, engage parking brake and P.T.O. to transfer power to the hydraulics for the packer.
2. Ensure no personnel, including the public, are standing behind the rear packer - remain at the side of the unit, clear of any debris.
3. Start hydraulic packer.
4. Repeat Steps 1 - 3 until the truck is full (do not exceed weight limitations) or until beat is completed.

Part E - Unloading Waste at Landfill

1. Check main latches / locking devices of the dump door, ensuring they are properly secured.
2. Drive to designated landfill site, ensuring that all personnel in the vehicle are properly using their seatbelts.
3. Proceed to the designated dumping area.
4. Observe all hazards while driving towards the active face of the landfill site.
5. Turn around and carefully back up to the active face of the landfill, using spotter.
6. Open latches / locking devices for the dump door.
7. Transfer hydraulic power to the main lift cylinder.
8. Raise cylinder and drive forward slowly until all the waste is out of the unit.
9. Lower cylinder until the compartment is in the fully down position.
10. Repeat procedure if beat is not completed or as directed by supervisor to assist with the completion of waste from other beats.
11. Close and properly latch / lock main dumping door.

Annexe "B"

Déchets qu'on ne ramassera pas

1. Matières potentiellement explosives ou très inflammables tels que des chiffons imbibés d'huile ou de gazoline ou n'importe quelle substance semblable;
2. Matières fécales de n'importe quel animal domestique qui ne sont pas accumulées habituellement dans une litière à l'intérieur d'une habitation;
3. Les carcasses, cadavres ou parties quelconques de n'importe quel animal;
4. Toute autre substance ou matière qui serait classée à titre de "substance ou matière désignée" en vertu de Loi de la Santé et la Sécurité au Travail, R.S.O., article 321, telle que modifiée;
5. Des substances ou matières dangereuses, tel que les poisons, insecticides, herbicides, acides, caustiques, explosifs, matières ou substances qui pourrait causer des problèmes à l'environnement;
6. Les matières pompées d'une fosse septique, les huiles usées, les vidanges brutes et les déchets de procédés industriels.

Les récipients de déchets, cendres ou autres ordures devraient rencontrer les normes qui suivent

1. Récipients étanches, munis de couvercles avec deux anses, d'un poids ne dépassant pas 60 livres lorsque rempli.
2. Sacs en plastique non consignés d'une capacité de 2.75 pi.cu. maximum, ayant une force sur impact de 2 mils, et pouvant soulever 60 livres dans toutes conditions climatiques.
3. Les déchets doivent être vidés de tout liquide.
4. Le verre devrait être porté au recyclage: cependant, le verre qui doit être destiné au dépotoir devrait être placé dans des récipients ou des boîtes à part, le contenu étant bien indiqué.

Préparation des déchets

1. Les cendres laissées pour enlèvement doivent être:
 - a) Froides
 - b) Placées dans un sac en plastique scellé, ou dans une boîte fermée et à part de tout déchet inflammable
2. Les broussailles, feuilles, déchets de jardin, vieux papiers, cartons, vêtement de rebut, sciure de bois et autres ordures ménagères et déchets de commerces doivent être:
 - a) Comprimés et liés en paquets ne dépassant pas un mètre de longueur et deux pieds de diamètre; ou
 - b) Placés dans des récipients; ou
 - c) Attachés solidement dans des boîtes à jeter.
 - d) La sciure de bois doit être placée dans des récipients scellés.