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Acknowledgements:

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## Personal Protective Equipment (PPE)

The purpose of PPE is to reduce the user exposure to hazards present in his work environment.
The PPE shown have to be donned when discharging waste at the disposal facilities.

### Safety Gloves
**安全手套**
- Prevent cuts from sharp object
- 防止尖锐的物体割伤手

### Safety Boots
**安全鞋**
- Protect feet from crushing weight of heavy object
- 保护脚被重物压伤

### Safety Goggles
**安全护目镜**
- Protect eyes from flying object
- 保护眼睛被飞行物体割伤

### Safety Helmet
**安全头盔**
- Protect against falling object
- 防止落物击头

### Safety Harness
**安全甲胄**
- Arrest the fall and distribute its impact force evenly across the body
- 坠落发生时可拘捕佩戴者并均匀的分散冲击力到整个身体

### Safety Belt & Lanyard
**安全带和挂绳**
- Restrict wearer’s walking distance
- 限制佩戴者的行走距离

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Pre-Operation Vehicle Check
Conduct pre-operation checks for your vehicle at the start of each work day. Early detection of mechanical defects can prevent unnecessary operation disruptions and avoid accidents.

操作前日常检查
在每个工作日的开始，为您的车辆进行操作前检查。早期检测到机械故障可预防在操作时出现不必要的中断和意外发生。

Good Tyre 好轮胎
- Visible threads provide good friction force
- 清晰的螺纹提供良好的摩擦力

Worn Tyre 磨损的轮胎
- Tyre without thread will have no friction force therefore easily skid on wet or smooth surfaces
- 不带螺纹的轮胎不会有任何摩擦力，因此很容易在湿或滑面上打滑

Side Mirrors 侧视镜
- Mirrors should be clear and able to see the rear and front
- 镜应清晰，可看到后端与前端

Head/Signal Lights 车前大灯/信号灯
- Ensure all lights in working conditions
- 确保所有灯操作正常
Pre-Operation Vehicle Check

Water Level
水位

- Ensure coolant and water level is between the “Min – Max level”
- 确保冷却剂及水位在 “最低 - 最高水平” 之间

Oil Level
油位

- Check engine oil using dipper
- Visually check brake and clutch oil
- 使用探尺检查机油
- 目视检查刹车和离合器油
Pre-Operation Vehicle Check

Hooklift Controls 拉臂钩控制系统

- Main control in vehicle cabin
- Ensure all functions are working well
- 在车舱内的主控器
- 确保所有功能都运作良好

Hooklift Controls 拉臂钩控制系统

- Side control behind vehicle cabin
- Ensure all functions are working well
- 在车舱后的侧控制
- 确保所有功能都运作良好

Hook 钩

- Hook in good condition provides maximum lifting strength
- 完好的钩可提供最佳提升力度

Damaged Hook 损坏的钩

- Damaged hook will compromise the lifting strength hence is dangerous
- 损坏的钩会影响提升力度，因此是危险的
Steps in Loading of Bin
Follow the steps to ensure safe and proper loading of bin

### 1. Unplug Connectors
拆开连接器

- For compactors, disconnect the power plug, pipes and tubes
- For OTC, start with step 2
- 若是压实机箱，先拔下电源插头，管道和管件。
- 若是OTC，从步骤2开始

### 2. Reverse Hooklift Truck
倒退拉臂钩车

- Slowly reverse truck towards the bin
- Ensure hazard lights and warning sound is active.
- 朝垃圾箱慢速倒退
- 确保警示灯和警报声在运作

### 3. Lower Stabiliser
降下稳压器

- Use stabiliser to prevent truck from moving
- 使用稳压器可防止车被掀起

装载垃圾箱的步骤
请按照以下的步骤确保安全和正确装载垃圾箱
Steps in Loading of Bin

Follow the steps to ensure safe and proper loading of bin

4. Lower Hook Arm
   降下钩臂
   - Lower the hook arm to slightly below the bin ring
   - 降下钩臂到稍低于箱环位置

5. Hook Up to Bin Ring
   钩住垃圾箱环
   - Control the hook arm from outside the vehicle cabin (if possible)
   - （若可能）在车舱外操作钩臂

6. Drag Bin Away from Beam
   拖垃圾箱远离横梁
   - Drag the bin out of building if the beam is lower than required lifting height
   - 如果横梁低于抬起所需高度，先把垃圾箱拖到建筑物外

7. Lift Bin
   抬起垃圾箱
   - Look out for collision with the beam when lifting bin onto the vehicle
   - 抬起垃圾箱时当心碰撞到横梁
8. Check Alignment
检查定位
- Ensure both girders seat within the rollers
  - 确保两个桁梁都座位在滚筒范围内

9. Lock the Bin
锁上垃圾箱
- Activate the rear lock to keep bin in place during travelling
  - 将后锁锁上垃圾箱，避免它在行驶中晃动。

“A spill, a slip, a hospital trip.”
- Famous Workplace Safety Quote

10. Raise Stabilizer
升起支压器
- Raise the stabiliser before moving out
  - 行驶前先将支压器升起

11. Drive Away
驾驶离开
- Look out for incoming traffic when driving off
  - 驾驶离开时当心迎面驶来的车辆

“Just because you always did it that way, doesn’t make it right.”
- Famous Workplace Safety Quote
1. Untie Cover
   解开罩子
   - Safety helmet, goggle and shoes must be donned
   - 必须穿上安全头盔，护目镜和鞋

2. Remove Cover
   拆除罩子
   - Use a long pole to aid in removing the cover
   - 使用长杆来帮助取下罩子

3. Keep Cover
   收起罩子
   - Roll up the cover and keep in vehicle before proceeding to reception hall
   - 卷起罩子并存放在车内才前往接待厅

“Just because you always did it that way, doesn’t make it right.”
- Famous Workplace Safety Quote
Wrong Practice 错误做法

Climb onto OTC 爬上 OTC

- May suffer severe injuries if fall from height
- 从高处摔下可导致严重损伤
- Sharp object may puncture feet while stepping on the waste
- 脚在踩踏废物时可能被尖锐的物体刺穿

Best Practice 最佳做法

Use Automated Cover 使用自动化罩子

- Safe method to replace manual operation
- 取代人工操作的安全方法
- Time-saving and efficient
- 省时省力
Steps in Discharging Waste
排卸废物的步骤

1. Proper Parking 妥当的停车
   - Slowly reverse the vehicle until wheels are close to the kerb
   - 慢速倒退直到车轮靠近路堤

2. Apply Handbrake 运用手闸
   - Prevent vehicle from moving during discharging of waste
   - 在排放废物过程中防止车辆移动

3. Transfer Power to the Hook-Lift 传输电力到拉臂钩
   - Ensure central and rear locks are in closed position
   - 确保中央锁和后锁都在关闭位置
4. **Check Bin is Properly Locked**

- Ensure central and rear locks are in closed position
- 确保中央锁和后锁都在关闭位置

5. **Unlock Tailgate Door**

- Unlock the tailgate door from behind the parapet wall
- 站在护墙后面解开后挡板

5a. **If Need to Enter Fall Zone**

- Put on safety belt and hook lanyard to anchorage
- 戴上安全带并把挂绳钩在锚泊

5b. **If Need to Enter Fall Zone**

- Lanyard length should be adequate for driver to unlock the tailgate door but restrains him from onto the kerb
- 挂绳的长度应只够司机到后挡板解锁，但限制他到路提上

"Chance takers are accident makers."

- Famous Workplace Safety Quote
### Tip the Bin

- **ALWAYS** operate the hooklift from outside the vehicle cabin (if possible)
- (如可能) 应当在车舱外操作拉臂钩

### Do Not Jerk

- Jerking may cause the locks to dislodge, resulting in bin drop into the bunker
- 锁可能在揺动时被脱落，导致垃圾箱掉落坑里

### Loosen Stuck Waste

- Use a pole with hook to loosen stuck waste
- 使用带有钩子的长棍来松开卡住的废物
8 Reposition Bin
使垃圾箱复位
- Reposition bin to sit on sub-frame
- Drive slowly to move out of fall zone
- 复位废物箱到副车架上
- 慢速驾驶出坠落区

9 Lock Tailgate Door
锁上后挡板
- Clean up remaining waste at tailgate door and floor before locking
- 上锁前，清理在后挡板和地板上的剩余废物

10 Drive Off Slowly
慢速驾驶离开
- Look out for other vehicles
- 留意其他车辆

“Life did not begin by accident. Don’t let it end as one.”
- Famous Workplace Safety Quote
**Steps in Manual Waste Disposal**

1. **Wear Safety Harness & Lanyard**
   穿上安全甲胄和挂绳
   
   - Ensure safety harness is tight fitting
   - Lanyard should be energy absorber type
   - 确保安全甲胄紧身
   - 挂绳应具有能量吸收功能

2. **Board the Vehicle**
   上车
   
   - Board the vehicle before entering fall zone
   - 在进入跌落区前先上车

3. **Hook Lanyard to Appropriate Anchorage**
   将挂绳钩在适当的锚泊
   
   - Ensure lanyard is hook on to anchorage before reversing vehicle
   - 在倒退车前先确保挂绳已钩上锚泊
4. Proper Parking
妥当的停车

- Slowly reverse the vehicle until wheels are close to the kerb
- 慢速倒退直到车轮靠近路提

5. Dispose the Waste
投掷废物

- Watch your steps! Do not stand at the edge of vehicle.
- 注意脚步! 别站在车的边缘

6. Alight the Vehicle
下车

- Drive away from fall zone before allowing person at back of vehicle to alight
- 驾驶离开跌落区后才让车后上的人下车

“It’s better to lose one minute in life than to lose life in a minute.”
- Famous Workplace Safety Quote
Steps in Unloading of Bin
卸载垃圾箱的步骤

1. **Reverse Hooklift Truck 倒退拉臂钩车**
   - Slowly reverse truck towards unloading point
   - Ensure hazard lights and warning sound is active.
   - 朝卸载点慢速倒退
   - 确保警示灯和警报声在运作

2. **Lower Stabiliser 降下稳压器**
   - Use stabiliser to prevent truck from moving
   - 使用稳压器可防止车被掀起

3. **Unlock the Bin 锁开垃圾箱**
   - Disengage the central and rear locks
   - 将中央锁和后锁都解开
### Unload the Bin

- Slowly unload bin onto metal plate
- Watch out for the beam

### Push Bin into Position

- Control the hook arm from outside the vehicle cabin (if possible)

### Unhook the Bin Ring

- Control the hook arm from outside the vehicle cabin (if possible)
7 Retract Hook Arm
收回钩臂
- Return hook arm to seat vertical on the sub-frame
- 将钩臂返回垂直座位在副车架上

8 Raise Stabiliser
升起稳压器
- Return stabiliser to horizontal position
- 将稳压器升起

9 Connect the Connectors
衔接连接器
- Connect the power plug, pipes and tubes
- 连接电源插头，管道和管件。

“When you gamble with safety, you bet your life.”
- Famous Workplace Safety Quote
# List of Non-Incinerable Waste

The following types of waste are non-incinerable and should **NOT** be brought into incineration plants

### 不可焚烧的废物名单
以下类型的废物是不可被焚烧的，因此不应该被带进废物焚化厂。

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Waste such as construction debris, earth, concrete, stone, sand, sludge, ash, slag and big metal pieces (e.g. washing machines, refrigerators, bicycles, motorcycles, metal chairs, wire rope, spring mattresses, tyre rims, large drums or containers, etc).</td>
<td>11</td>
</tr>
<tr>
<td>2</td>
<td>Human and animal waste, sludge from neutralisation pits, foul-smelling waste and animal carcasses.</td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>Liquid and volatile waste, oil sludge, paints, etc.</td>
<td>13</td>
</tr>
<tr>
<td>4</td>
<td>Poisonous and radioactive waste.</td>
<td>14</td>
</tr>
<tr>
<td>5</td>
<td>Chemical waste with chemical content which is unsuitable for incineration.</td>
<td>15</td>
</tr>
<tr>
<td>6</td>
<td>Large quantities of electrical parts and components such as printed circuit boards, cables, electronic cards, etc.</td>
<td>16</td>
</tr>
<tr>
<td>7</td>
<td>Explosive or highly flammable waste such as ammunition, dry and wet carbide waste, fireworks, self-igniting waste and excessive quantities of film.</td>
<td>17</td>
</tr>
<tr>
<td>8</td>
<td>Smouldering refuse.</td>
<td>18</td>
</tr>
<tr>
<td>9</td>
<td>Bulky waste exceeding 0.6 m in length or 0.6 m in width or 100 mm in thickness.</td>
<td>19</td>
</tr>
<tr>
<td>10</td>
<td>Tyres and woodwaste that can be recycled.</td>
<td>20</td>
</tr>
</tbody>
</table>
List of Non-Incinerable Waste

The following types of waste are non-incinerable and should NOT be brought into incineration plants.

<table>
<thead>
<tr>
<th>Refuse Disposal Facility</th>
<th>Contact Number</th>
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<tbody>
<tr>
<td>1 Tuas Incineration Plant (TIP)</td>
<td>68621677</td>
</tr>
<tr>
<td>20 Tuas Avenue 20</td>
<td></td>
</tr>
<tr>
<td>Singapore 638831</td>
<td></td>
</tr>
<tr>
<td>2 Tuas South Incineration Plant (TSIP)</td>
<td>68623641</td>
</tr>
<tr>
<td>98 Tuas South Avenue 3</td>
<td></td>
</tr>
<tr>
<td>Singapore 637821</td>
<td></td>
</tr>
<tr>
<td>3 Senoko Waste-to-Energy Plant (SWTE)</td>
<td>67530223</td>
</tr>
<tr>
<td>30 Attap Valley Road</td>
<td></td>
</tr>
<tr>
<td>Singapore 759907</td>
<td></td>
</tr>
<tr>
<td>4 Keppel Seghers Tuas Waste-to-Energy Plant (KSTP)</td>
<td>63729797 (ext 1301)</td>
</tr>
<tr>
<td>96 Tuas South Avenue 3</td>
<td></td>
</tr>
<tr>
<td>Singapore 637366</td>
<td></td>
</tr>
<tr>
<td>5 Tuas Marine Transfer Station (TMTS) / Semakau Landfill (SL)</td>
<td>68620480</td>
</tr>
<tr>
<td>98 Tuas South Avenue 3</td>
<td></td>
</tr>
<tr>
<td>Singapore 637281</td>
<td></td>
</tr>
</tbody>
</table>

For enquiries and more information relating to waste collection or non-incinerable waste, please contact us at below avenues.

| NEA Call Centre Hotline (24 Hours)                            | 1800-2255 632   |
| Enquiry Email                                                 | Contact_NEA@nea.gov.sg |