

**OPERATIONS MANUAL
FOR
USED OIL COLLECTORS**

PREPARED ON OCTOBER 2017


REVISED ON JANUARY 2022

BY

LIHLE MQAYI

ROSE Environmental Compliance Advisor




	Document Type:	ROSE System Procedure	
	Title:	SECTION 1: CONTENTS PAGE	
	Document Status:	Third Edition	
Reference:	S1-22	Date of issue:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1

Section Item

- 1 Contents Page
- 2 History of Change
- 3 Legal Guideline
- 4 The Main Objects of ROSE
- 5 Compliance Code
- 6 Collector Checklist
- 7 Training
- 8 Transport Procedure
- 9 Storage Procedure
- 10 Record Keeping Requirements
- 11 Dangerous Goods Guidelines
- 12 Safety Data Sheet
- 13 Placarding
- 14 Health Information
- 15 Oil Leaks and Spill Procedures
- 16 Injury Procedure
- 17 Fire Procedure
- 18 Accident Procedure
- 19 Incident Reporting Procedure
- 20 Emergency Information
- 21 Housekeeping Guideline
- 22 Incentive Procedure
- 23 HSE Guidelines

Annexure

- 1 Bulking Points/Transfer Station Requirements
- 2 Processor Requirements
- 3 Compliance Code
- 4 Used Oil Generator Guidelines
- 5 UN3082 Tremcard
- 6


	Document Type:	ROSE System Procedure	
	Title:	SECTION 2: HISTORY OF CHANGE	
	Document Status:	Third Edition	
Reference:	S2-22	Date of issue:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1

History of change

Reason for Change – Index


A	As a result of incidents	E	Change from ROSE Office
B	Changes in Legislation	F	Change in Training requirements
C	New procedure format	G	Changes in Operating Procedures
D	As a result of audit findings	H	Change due to spelling or grammatical error

Date of change	Revised Item (Section); Specify reference number	Reason	Name of reviewer	Signature of file owner

	Document Type:	ROSE System Procedure	
	Title:	SECTION 3: LEGAL GUIDELINE	
	Document Status:	Third Edition	
Reference:	S3-22	Date of issue:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1

The complete legal guideline is available at ROSE Office. You can contact the following numbers:

ROSE Foundation office
Admin
021 448 7492
Environmental Compliance Advisor
Lihle Mqayi
0761021957

	Document Type:		ROSE System Procedure
	Title:		SECTION 4: THE VISION, MISSION AND OBJECTIVES OF ROSE
	Document Status:		Third Edition
Reference:	S4-22	Date of issue:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1

VISION

Ensure that all available used lubricating oil and related waste is collected, recycled and managed in an environmentally responsible manner.

MISSION

We promote and encourage environmentally responsible management of used lubricating oils and related waste in South Africa.

STRATEGIC OBJECTIVES

1. Influence the collection of all collectable used lubricating oils and related waste.
2. Support Government in implementing enabling legislation to manage used oil and related waste in an environmentally responsible manner.
3. Continue to create awareness that used oil is a hazardous waste.
4. Members to influence the behaviour of their customers in the management of used oil.
5. Develop sustainable partnerships with groups that have similar objectives.
6. Raise awareness of ROSE's role and initiatives within member companies.
7. Expand the enviro-centre concept and the number of drop off sites nationally.
8. Roll out bulking points in outlying areas.




	Document Type:	ROSE Record Example	
	Title:	SECTION 6: COLLECTOR VEHICLE CHECKLIST	
	Document Status:	Third Edition	
Reference:	56-22	Date of issue:	January 2022
Revision No.:	03	Compiled by:	Lihle Mgayi
Page number of section:	01 of 01	Total pages of section:	1

Assessed Item	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Operations manual kept with all the procedures																															
ROSE accreditation valid and filed																															
Driver's and assistant training certificates on file																															
Treecard (if applicable)																															
Waste Manifest correctly completed																															
Municipal waste transport permit displayed and filed																															
Relevant drivers license with POP or PrDP-Q																															
Vehicle and trailer license disc displayed																															
Indicator lights working																															
Headlights working																															
Brake lights working																															
Wiper blades and hooter working																															
Reverse lights or siren working																															
Windscreen and side mirrors (not cracked)																															
Vehicle seat and clean (inside and outside)																															
Wheels and spare wheel in good condition																															
Engine oil leaks																															
Vehicle registered with oil spill insurance																															
Drip tray neat and dust free																															
UN Approved Chemtainer(s)/ Drums neat and no leaks																															
UN Chemtainer certificate and audit sheet filed																															
Load properly secured and no overload																															
Hoses and Couplings in good condition																															
Pump to drip tray neat, tidy and secured																															
Spill kit on vehicle (items complete)																															
First Aid kit on vehicle (items complete)																															
Fire extinguisher serviced and secured in the vehicle																															
Canister used during loading and offloading																															
Appropriate signs displayed correctly on tanks and vehicle																															
Oil/rag container secured in the vehicle																															
Warning triangle placed in the vehicle																															
Well-informed about environmental incidents eg Spillage																															
Previous audit findings attended to																															

Tick – Indicates working order according to standard;

Cross – Indicates working order NOT to standard

	Document Type:	Operating Procedure	
	Title:	SECTION 7: TRAINING	
	Document Status:	Third Edition	
Reference:	S7 - 22	Date of issue:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1


DRIVER'S AND ASSISTANT TRAINING REQUIRED

How to Use a Fire Extinguisher

First Aid

Dangerous Goods


Oil Spill Response

	Document Type:	Operating Procedure	
	Title:	SECTION 8: TRANSPORT PROCEDURE	
	Document Status:	Third Edition	
Reference:	S8-22	Date of issue:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1

Transport:


During transportation, containers will be under stress from braking and acceleration. Loads therefore must be correctly distributed in the vehicle and secured to minimize possible damage.

1. Driver and assistant driver must be fully trained
2. Vehicle must be roadworthy and registered to transport used oil
3. Distribute the weight evenly
4. Load light goods on top of heavy goods
5. Secure the entire load properly to prevent items falling over
6. Cover every container with a lid
7. Label every container "used oil"
8. Ensure a drip tray(s) that would effectively hold the occasional drips / leaking of valves while driving to the next destination

	Document Type:	Operating Procedure	
	Title:	SECTION 9: STORAGE PROCEDURE	
	Document Status:	Third Edition	
Reference:	S9-22	Date of issue:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1

For temporal storage the following guidelines must be followed:

1. No used oil must be stored in residential premises
2. Label all containers with Used Oil.
3. Ensure containers and tanks are in a good condition.
4. Inspect to see whether there is any rust, leaks, or "bad spots". If there is a problem fix it immediately.
5. Bund all storage areas. Each storage area must have a sump and a drainage valve that is locked. All used oil storage containers will be held within bund walls capable of containing 110% of the volume of the container. Where a bund wall encloses a group of containers, the bund wall must be able to contain 110% of the volume of the largest container in the group. Containers must stand on concrete, or otherwise sealed, base in order to prevent the leakage of contaminants into the soil.
6. Place drip trays under taps or valves
7. Used oil may **NOT** be mixed with any hazardous substance, this includes, but is not limited to antifreeze, acid, brake fluid, fuel, solvents and paint
8. Inspect all equipment regularly to ensure it is in good condition and not leaking

	Document Type:	ROSE System Procedure	
	Title:	SECTION 10: RECORD KEEPING REQUIREMENTS	
	Document Status:	Third Edition	
Reference:	S10 - 22	Date of Issue:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1


The following records need to be generated (is the correct word) by the Collector (FOR AUDITING PURPOSES):

1. Waste Manifest documentation
2. Environmental incidents **Non-Conformance report (NCR)**:
 - a. (See Page 2 of section 16)
 - b. Records of incidents must be on file
3. Oil collector checklist
 - a. (See Page 1 of section 6)
 - b. In order to receive the environmental incentive every collector needs to file these checklists.
4. Record of Interested and Affected Party (I and AP) complaints
 - a. It is a legal requirement to keep records of all Interested and Affected Party complaints for at least 3 years

The following information needs to be in the possession of the ROSE Accredited Collector:

1. Valid ROSE Accreditation Certificate (Photocopy will do)
2. Waste Manifest
3. Valid appropriate driver's licence
4. Professional drivers license for vehicle over 3,5t gross mass (PrDP-G, D)
5. Valid Safety Data Sheet (SDS)
6. Valid vehicle licence
7. Valid dangerous goods operator card
8. Municipal Waste transport permit
9. Environmental incident records (if any)
10. Operations Manual containing Standard procedures for spillage, fire, accident, injury and the reporting of incidents and emergencies Vehicle placarding
11. Training Certificates (Fire Training, Oil Spill Response Training, First Aid Training, Dangerous Goods Training)
12. Certificates of safe disposal from the waste licenced processor
13. All relevant / necessary permits

THE COLLECTOR MUST ENSURE THAT THE VOLUME OF OIL ON THE SAFE DISPOSAL CERTIFICATE (RECEIVED FROM THE PROCESSOR) IS TRUE REFLECTION OF THE VOLUME OF "DRY OIL" HE / SHE DELIVERED.

	Document Type:	ROSE System Procedure	
	Title:	SECTION 11: DANGEROUS GOODS GUIDELINES	
	Document Status:	Third Edition	
Reference:	S11- 22	Date of issue:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 2	Total pages of section:	2

According to Annexure C of SANS10231-2010, the liquid hazardous waste (used oil) of 1000lts or less is exempted. Therefore, the vehicles (less than 3 500 kg GVM) that are carrying less than 1000lts of used oil are exempted from using dangerous goods placarding but mandatory to have Low Hazard placarding.

What documents do you need as the driver?

- Valid and relevant Training Certificates
- Valid and relevant driver's licence with PrDP-D (where applicable)
- Relevant Tremcard card(s) based on the load
- Waste Manifest/ Dangerous Goods Declaration/ Invoice document

What must be on the vehicle transporting Dangerous Goods?

Valid Dangerous Goods Operator Card displayed on windscreen

- Vehicle licence disc displayed on windscreen
- Correct placarding reflecting the load
- Designated Space in accessible place
- Orange Diamond


What are the responsibilities of the driver transporting Dangerous Goods?

Before driving to a loading site, the driver must ensure:

- Vehicle inspection checklist is done to ensure vehicle defects are noted and repaired
- Vehicle is in roadworthy condition as per the opinion of the driver
- Vehicle is free of any product likely to contaminate the load or create a safety hazard
- Necessary safety equipment is in accordance with the transport emergency card(s) on board including Spill Kit, First Aid Kit and 1 litre bottle of water
- The goods to be loaded are correctly classified, packaged and labelled


At the loading or offloading site, before loading or offloading commences, the driver must ensure:


- The area appears to be suitable for loading or offloading
- The vehicle is parked correctly as directed for loading or offloading
- Permission has been given for loading or offloading to commence
- The exempt quantity and compatibility requirements are adhered to
- The load is correct, undamaged, and properly secured

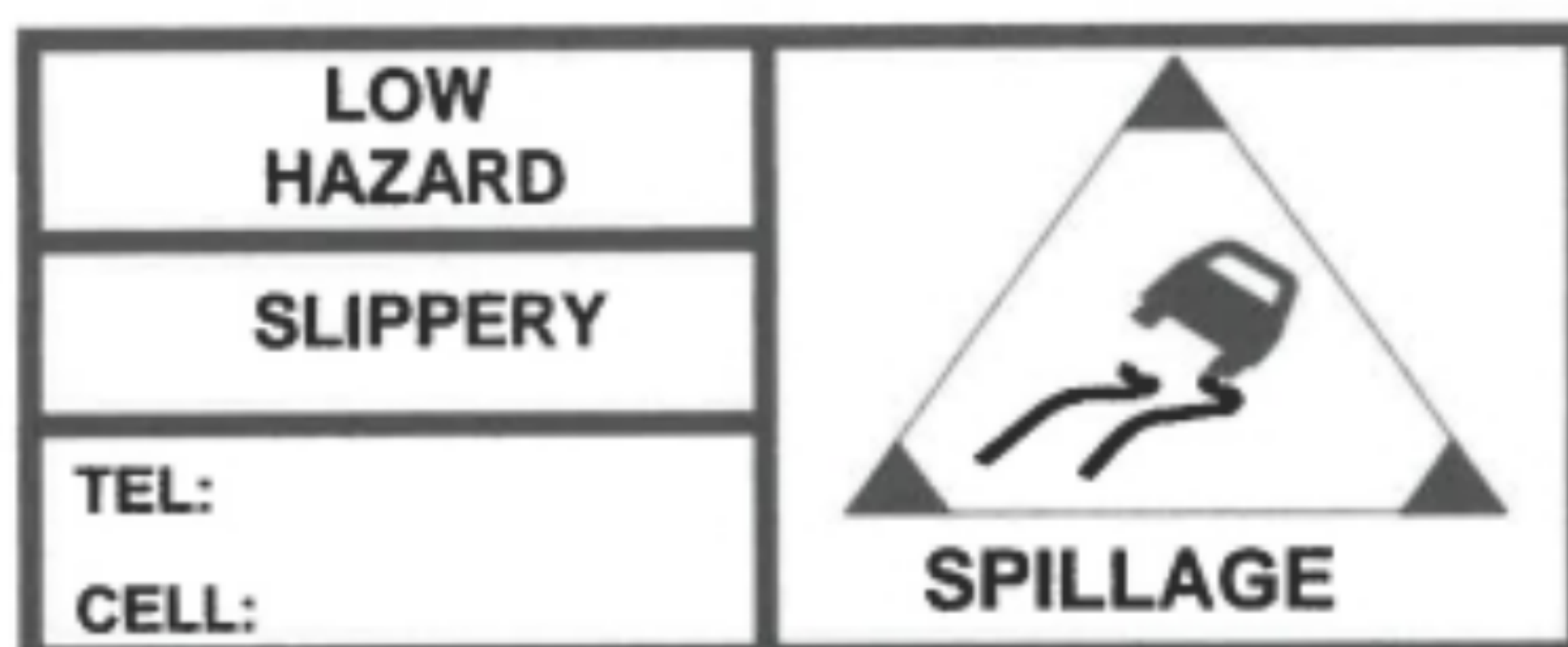
	Document Type:	ROSE System Procedure	
	Title:	SECTION 11: DANGEROUS GOODS GUIDELINES	
	Document Status:	Third Edition	
Reference:	S11- 22	Date of issue:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 2	Total pages of section:	2

After loading or offloading, the driver must ensure:

- The correct Tremcard card(s) and Dangerous Goods Declaration(s) are stored in the Designated Space
- Only relevant emergency documents for the current load, licences and permits are stored in a Designated Space and all non- related documentation is removed
- The documents reflect the change in load
- Ensure no residues remains on the vehicle and that the vehicle is free of contamination
- If after offloading the vehicle cannot be cleaned, the placards must remain until cleaning of the vehicle is possible

	Document Type:	ROSE System Procedure	
	Title:	SECTION 12: SAFETY DATA SHEET	
	Document Status:	Third Edition	
Reference:	S12-22	Date of issue:	September 2021
Revision No.:	04	Compiled by:	WSP Environmental (Pty) Ltd
Page number of section:	1 of 3	Total pages of section:	3

	Document Type:	ROSE Operating Procedure	
	Title:	SECTION 13: PLACARDING	
	Document Status:	Third Edition	
Reference:	S13 - 22	Date of issue:	January 2022
Revision No.:	04	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1




Above placarding is applicable to vehicles less than 3 500kg GVM and carrying a load that is less than 1000 litres of used oil.



Above placarding is applicable to vehicles greater than 3 500 kg GVM and those exceeding the exempt quantity of 1000 litres. The signage must be fitted on three sides of the vehicle. The orange diamond must be fitted on right front of the vehicle carrying dangerous goods.




Non-smoking, cell phone and open flame sign must be on three sides of the vehicle carrying any flammable hazardous waste.

	Document Type:	ROSE Operating Procedure	
	Title:	SECTION 14: HEALTH INFORMATION	
	Document Status:	Third Edition	
Reference:	S14- 22	Date of issue:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1

1. Utilise barrier cream on hands to ensure the skin is protected.
2. Wash hands thoroughly after use, and always wash hands before eating, drinking and smoking
3. Avoid prolonged contact with used motor oil. Brief intermittent skin contact with used motor oil is not expected to have serious effects in humans if the oil is thoroughly removed by washing with soap and water.
4. Remove contaminated clothing as soon as possible, wash with soap and water
5. Harmful if swallowed
6. Harmful if absorbed through skin; probable carcinogen
7. Personal Protective Equipment (PPE) should include:
 - a. Overalls that fit the driver and crew
 - b. Gloves
 - c. Safety shoes with a hard tip


	Symptom & Effect	First Aid
Skin	Prolonged and repeated contact with skin may cause severe irritation; Toxic if absorbed through the skin; potentially carcinogenic	Wash with soap and water until no odour remains. Remove contaminated clothing and wash underlying skin as soon as possible.
Eyes	Contact with eyes may cause redness, tearing, blurred vision and moderate irritation.	Flush eyes with clean water for 15 minutes. Seek medical advice if irritation persists.
Ingestion	Harmful or fatal if swallowed. Ingestion of this product may cause central nervous system effects, abdominal discomfort, nausea and diarrhoea	If victim is alert, give large amounts of water or seek medical advice. Small amounts can be washed from mouth until no taste remains. If advice cannot be obtained, take person with container and label to nearest emergency treatment centre. Never give anything by mouth to an unconscious person.
Inhalation	Excessive exposure may cause respiratory tract irritation. Repeated prolonged exposure to high concentrations may lead to central nervous system effects, headaches, dizziness and loss of co-ordination.	Immediately remove to fresh air. Give oxygen if required. Seek medical advice if required.

	Document Type:	ROSE Operating Procedure	
	Title:	SECTION 15: OIL LEAKS AND SPILLS PROCEDURE	
	Document Status:	Third Edition	
Reference:	S15- 22	Date of issue:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1

In case of a spill or leak:


1. Put on the required Personal Protective equipment (safety clothing).
2. Remove all ignition sources if it can be carried out without personal risk. (Like an open flame or someone smoking)
3. Stop the oil from flowing at the source.
4. If a leak from a container or tank can't be stopped, put the used oil in another holding container or tank.
5. Contain the spilled oil. Try to make a small berm (a small containment wall) with the absorbent around the spill.
6. Try to regain as much of the used oil as possible, if it is possible, pump or scoop it into a container. Recycle the used oil as you would have before it was spilled. Demarcate the area by means of barricading tape and orange cones.
7. Clean up the remaining oil by starting at the berm and working towards the middle of the spill. For this a broom or spark proof spade could be used.
8. All absorbent materials used to clean up used oil will be considered hazardous waste. (These include any cloth or rags, any absorbent material like saw-dust, sand, peat or absorbent booms.) Dispose of these products in a legal manner. Many collection points have a container for hazardous waste substances. Ensure that you dispose of the absorbent materials in one of these containers.
9. Ensure that the product does not enter the storm water drains or waterways. Protect environmentally sensitive areas and water supplies.
10. Remove, repair or replace the defective tank (or container) or equipment immediately.
11. Ensure that the cause of the leak is identified and make plans to prevent such an incident from happening again.
12. Report this occurrence on the incident form. Contact the appropriate authorities in all cases where the consequences cannot be quickly and effectively controlled.
13. Prevent leaks and spills wherever possible.
14. Transfer oil carefully
15. Maintain pump, containers, and tanks in good working condition.
16. Order new absorbent materials, so that you have enough available on site.



	Document Type:	ROSE Operating Procedure	
	Title:	SECTION 16: INJURY PROCEDURE	
	Document Status:	Third Edition	
Reference:	S16- 22	Revision Date:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1

In the case of an injury act quickly, calmly and correctly.

1. Make the area safe
2. Phone for assistance
3. Ask if anyone had first aid training or a medical background
4. Do not move the casualty unless he / she is in immediate danger, ensure the neck and back is supported if there is a risk of spinal or neck injury.
5. Check that the casualty has an open airway and that breathing is normal, if not start Artificial Ventilation
6. Check for any severe bleeding and try to control the bleeding
7. If the casualty is unconscious; place the person in the recovery position and establish the level of responsiveness (Do not move the patient if there is a risk of spinal or neck injury)
8. Reassure the casualty and remain calm
9. Keep the casualty warm, quiet and lying down until skilled help arrives
10. On arrival of skilled help, make way, provide as much information as could help the casualty.
 - a. History of the injury
 - b. Description of the injury
 - c. Level of responsiveness and changes
 - d. Any unusual behaviour by the casualty
 - e. Any treatment given


	Document Type:	ROSE Operating Procedure	
	Title:	SECTION 17: FIRE PROCEDURE	
	Document Status:	Second Edition	
Reference:	S17- 22	Revision Date:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1

1. In case of a fire put on your Personal Protective Equipment (if it not on already)
2. Use a dry chemical powder to put out the fire.
3. In case of a small fire, sand or soil can be used
4. Keep the fire from spreading at all costs.
5. The vehicle's battery should be disconnected to prevent sparks causing further ignition
6. Point the hose of the fire extinguisher to the base of the flame and spray the content.
7. POISONOUS GASES ARE PRODUCED IN A FIRE
8. Use water spray to keep fire-exposed containers cool
9. Vapours may flash back from a source of ignition
10. Fire Extinguishers should be serviced at least once a year by an approved supplier
11. Routinely pick up the extinguisher and tilt it to mix the contents

SMALL FIRES: Use CO₂, sand, soil, foam or dry chemical.


LARGE FIRES: Use CO₂, fluoro protein foam or dry chemicals to extinguish the fire. Use water to cool fire-exposed containers/structures and to protect personnel. Avoid spraying directly into the containers because of the danger of boil-over. Trained personnel wearing approved breathing apparatus should deal with fires in confined spaces. Combustion may release harmful chemicals; utilise respirators; avoid low-lying areas.

EXPLOSION HAZARDS: For fires involving this material do not enter any enclosed or confined space without self-contained breathing apparatus to protect against the hazardous effects of combustion products or oxygen deficiency.

	Document Type:	ROSE Operating Procedure	
	Title:	SECTION 18: ACCIDENT PROCEDURE	
	Document Status:	Third Edition	
Reference:	S18 - 22	Revision Date:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayl
Page number of section:	1 of 1	Total pages of section:	1

In the case of an accident

1. Make the area safe.
2. In case of a spill, injury or a fire follow the appropriate procedure
3. Ask a bystander to control the traffic, the person must be at least 50m from the accident (If the accident happened at night, use a torch and switch on the hazard lights of all vehicles on the scene).
4. Make sure you prevent leaks and spills.
5. Remove all ignition sources. (Do not smoke; remove open flames, disconnect the battery).
6. Identify potential risks and try to reduce the hazard.
7. Put your warning triangle down 8m behind the vehicle.
8. Phone for assistance.
Clearly state the following:
 - o LOCATION
 - o THE TELEPHONE NUMBER WHERE THEY CAN REACH YOU
 - o SEVERITY OF SITUATION (Is there a spill, injury or fire)
 - o YOUR NAME
 - o NAME OF WITNESSES
9. Notify the police.
10. Notify the insurance agency with your case number.

	Document Type:	ROSE System Procedure	
	Title:	SECTION 19: INCIDENT REPORTING PROCEDURE	
	Document Status:	Third Edition	
Reference:	S19 - 22	Revision Date:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 2	Total pages of section:	2

In the case of an incident complete the form on page 2 of this Section: (Please make copies of the template provided.)

In the case of an Emergency contact the ROSE Enviro-Advisor to assist you with the completion of an Emergency Report. See Section 3 for contact details.

Definitions:

Emergency:


Any spill greater than 200 liter contaminating a water course would be considered an emergency.

Any spill greater than 1000 liter with no danger of polluting a water course would be considered an emergency.

Incident:

An incident is a spill that is not defined as an emergency as above. It is a fire or spill that you are unable to clean up immediately after the spill with the equipment on hand. It therefore poses a risk to the environment or a hazard to the general public. In a water course a spill greater than 10 liters and on land a spill greater than 200 liters will always be considered an incident.

After completion of the incident report keep a record of the incident reports on file for the next audit.

	Document Type:	ROSE System Procedure	
	Title:	SECTION 19: INCIDENT REPORTING PROCEDURE	
	Document Status:	Third Edition	
Reference:	S19 - 22	Revision Date:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	2 of 2	Total pages of section:	2

How much used oil was spilled?

What caused the spill?

Where is the spill? (Road name, adjacent to which building)

What does the contaminated area look like? (Road surface, soil, water)


How did you clean up the area?

Could you clean up the entire area? Yes / No

If no, how did you ensure that the rest is cleaned up?

How can you prevent future spills of this nature?

What was the cost in time, lost production and materials


	Document Type:	ROSE System Procedure	
	Title:	SECTION 20: EMERGENCY INFORMATION	
	Document Status:	Third Edition	
Reference:	S20 - 21	Revision Date:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 1	Total pages of section:	1

Emergency Equipment (Carried in the Vehicle)

- Fire-extinguisher
- First-aid pack
- Protective clothing
- Spillage treatment material
- Spill kit
- Shovel
- Hard broom

Emergency Phone Numbers

Ambulance	
Fire Brigade	
Police	
Oil spill company	
Spill response team	
Immediate relative	
Other contact person	
Company Name	

	Document Type:	ROSE System Procedure	
	Title:	SECTION 21: HOUSEKEEPING GUIDELINES	
	Document Status:	Third Edition	
Reference:	S21- 22	Revision Date:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 3	Total pages of section:	3

1. Ensure that all equipment is clean and well looked after:

- a. Dirty equipment may hide cracks and holes in the containers and potential leaks become more difficult to detect.
- b. Equipment that is in poor condition is also subject to ruptures and cracks.
- c. Warning triangles that are too dirty may not be visible and should be kept clean. They must also be able to stand correctly on a surface, so that it remains visible to oncoming traffic.
- d. Check for missing parts and replace them.

2. Prevent leaks:

- a. Check that the couplings don't leak. Couplings can be treated or secured with clamps, PTFE tape or hemp.
- b. Check that the hoses or pipes are firm and round. Perished or cracked pipes must be replaced. Check that new pipes do not form leaks with couplings, if they do re-treat them.
- c. Check and empty drip trays regularly during transportation to ensure leaking oil does not start to overflow.
- d. Check equipment prior to going on site to ensure that no equipment is leaking.


3. Ensure vehicles are clean:

- a. Dirty vehicles are extremely hazardous to the health and safety of humans. Some of the risks include: slipping, direct bodily contact with used oil, exposure to heat which may result in spontaneous combustion and the concealment of leakage from any of the transport containers.
- b. Dirty vehicles are extremely hazardous to the environment. In the event of rain, used oil is washed off the vehicle and enters the storm water or drainage system via the soil and/or water runoff.
- c. Vehicles must be washed on hard surfaces (such as cement slabs) with clean water and the used oil contaminated water must be drained appropriately to areas for the collection of dirty water which must then be disposed of appropriately.
- d. Vehicles can be taken to wash bays if your facilities are unsuitable.

4. Ensure that all equipment is positioned or situated in a pre-arranged place:

- a. Fire extinguishers should remain in an easily accessible area and transported with the vehicle at all times.
- b. First aid kit must remain on hand at all times and contain replenished supplies.


- c. Spill kits must also be transported with the driver and contain sufficient absorbent in case of any spill incident.
- d. Warning triangles must be placed in an accessible area in the vehicle.
- e. Containers must be evenly dispersed on the vehicle.
- f. Cloths must remain on hand and remain in an easily accessible place so that it may be used when needed.
- g. Containers / systems for the separation of dirty and clean water should remain in an easily accessible area.
- h. All other equipment should also have their respective places. A system of checking that all equipment is in its place is recommended.

	Document Type:	ROSE System Procedure	
	Title:	SECTION 22: INCENTIVE PROCEDURE	
	Document Status:	Third Edition	
Reference:	S21-22	Revision Date:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 01	Total pages of section:	1

All ROSE approved collectors must claim their environmental incentive from the ROSE Foundation for the used oil delivered to the approved processing sites.

All ROSE approved collectors must ensure the following when claiming the incentive:

1. Waste Manifest must be correctly and clearly completed with all the details of the generator, waste manager and waste transporter.
2. Incentive claims must be submitted to the ROSE office not later than 07th of each month, using the collector declarations spreadsheet
3. Cancelled copies of waste manifest must be filed for record keeping
4. The retained copies of the waste manifest must be kept for 5years by the collector and processor.

	Document Type:	ROSE System Procedure	
	Title:	SECTION 23: HSE GUIDELINES	
	Document Status:	Third Edition	
Reference:	S23-23	Revision Date:	January 2022
Revision No.:	03	Compiled by:	Lihle Mqayi
Page number of section:	1 of 02	Total pages of section:	2

BASIC PRACTICAL GUIDE IN TERMS OF HSE AND THE OHS ACT 85 of 1993

Basic Health, Safety and Environmental principles should apply to all used oil collectors and all should be aware of requirements for their own benefit, their employees and the environment they work in. Note that this is a basic guide for used oil collectors.

HEALTH

No.	Item	Action	Y	N
1.	EXPOSURE DURING EXECUTION OF DUTIES	Wearing and availability of appropriate Personal Protective clothing (PPE) when working Boots/ Safety Shoes and socks Gloves; Goggles; Overhauls; Ear plugs/ear muffs Masks where fumes/ gasses may be present		
2.	STORAGE OF CONTAMINATED PPE WITH CLEAN CLOTHING	Do not store together		
3.	PERSONAL HYGIENE	Ensure hands are washed after working with hazardous substances. Ensure hot water is used and available. Always wear clean PPE, keep vehicles clean especially the cab		
4.	MEDICAL	Ensure at least Annual visits to Doctor		
5.	INTOXICATION	Do not work when intoxicated or let someone work		
6.	FOOD SUBSTANCES	Do not keep food and oil/hazardous substances together		

SAFETY

No.	Item	Action	Y	N
1.	AVAILABILITY OF PPE	Wearing of appropriate Personal Protective clothing when working, also follow instructions of Companies where you are working Boots/ Safety Shoes - falling objects/ slipping Gloves – sharp edges on drums/ other contaminants Goggles – spillages into eyes Overhauls – Cotton preferable to protect from contamination Ear plugs/ muffs – noise of machines/ pumps/ engines		
2.	CONFINED SPACES	Do not work in confined spaces and if you do, always follow safety principles		
3.	WORKING AT HEIGHTS	Ensure when working on ladders that they are in good condition, if elevated use a harness		
4.	AVAILABILITY OF FIRST AID BOX	Ensure first aid box is filled and at your disposal, ensure you or assistant is trained		
5.	OIL IS HAZARDOUS	Ensure you know what you are working with and potential other substances in the oil.		

6.	STACKING	Be careful not to stack too high taking into consideration weight and the volumes and height allowable		
7.	EQUIPMENT/ TOOLS	Tools and equipment to be serviced and kept in good order, do not use handmade tools/ equipment		
8.	TRANSPORTATION	Ensure that your vehicle has carrying capacity, tanks are secured and all valves closed. Make sure that all relevant documentation is in the vehicle		

ENVIRONMENT

No.	Item	Action	Y	N
1.	AWARENESS OF HAZARDOUS SUBSTANCES	Know and understand the type of substances you are working with. Understand the environmental risks working with oil and legislation governing it		
2.	SPILL MATERIALS/ TRAINING	Ensure you have a spill kit to contain spills and are trained in spill handling		
3.	EQUIPMENT AND TANKS	Ensure you regularly check your equipment especially tanks for leaks, always ensure drip trays are placed under tanks and pumps		
4.	REPORTING OF SPILLS	Spills should be reported as per identified quantities and if not able to remediate, call HAZCALL 0860 44 44 11		
5.	CONTAMINATION OF WATER CAUSEWAYS	Do not pump any contaminated substances into any river/ dam/ waterway/ storm water drain		
6.	CONTAMINATION OF SOIL	Once a spill has occurred, contain it, remediate it and pick it up		
7.	WASHING OF VEHICLES , TANKS, EQUIPMENT AND PPE	Always wash off contaminated substances in a facility which is suitable and never on soil/ road surfaces etc		
8.	SEPARATION OF WASTE	Keep oily rags and contaminated items separate for safe disposal		
9.	DISPOSAL OF CONTAMINATED WATER AND SLUDGES	Do not discard anywhere else but only at an approved site or ask for assistance from processors		

TRANSPORT EMERGENCY CARD - Road Transport

In accordance with SANS 10232-4

PROPER SHIPPING NAME

ENVIRONMENTALLY HAZARDOUS SUBSTANCE; LIQUID; N.O.S.

APPEARANCE

Liquid

UN No.	3082
Class	9
Subsidiary Risk	
Packing Group	III
Guide No.	171

POTENTIAL HAZARD (DANGER)

• Fire may produce irritating, corrosive and/or toxic gases. • Some may be transported hot. • Containers may explode when heated. • Inhalation of Asbestos dust may have a damaging effect on the lungs.

PERSONAL PROTECTIVE EQUIPMENT

• Protective goggles or face shield. • Protective gloves. • Protective shoes. • Eyewash bottle with clean water. • Respiratory safety device that will allow driver to escape. • Light protective clothing.

DRIVER INTERVENTION EQUIPMENT

• Chemical protective clothing that is specially recommended by the manufacturer. • Shovel.

DRIVER FIRST ACTIONS - Only if it can be carried out without personal risk

• Contact emergency services. • Stay upwind, uphill and/or upstream. • Stop the engine. • Avoid contact with spilled material.

DRIVER SPECIAL/ADDITIONAL ACTIONS - Only if it can be carried out without personal risk

• Stop leak if you can do it without risk. • Do not touch or walk through spilled material.

DRIVER ACTIONS IN CASE OF FIRE - Only if it can be carried out without personal risk

• Large Fire - Move containers from fire area if you can do it without risk. • Small Fire - Dry chemical, CO2, water spray or regular foam. • Large Fire - Do not scatter spilled material with high pressure water streams.

FIRST AID

• Administer oxygen if breathing is difficult. • Give artificial respiration if victim is not breathing. • In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes. • Move victim to fresh air. • Remove and isolate contaminated clothing and shoes.

SPECIAL INFORMATION FOR EMERGENCY SERVICES

ADDITIONAL INFORMATION

Exempt Qty: 0

TRADE NAME : WASTE



EMERGENCY TELEPHONE NUMBERS

0860 44 44 11 / 0860 66 72 72

PREPARED BY ROSE FOUNDATION Using Trek Card (PTY)LTD software. From the best knowledge currently available; no guarantee is provided that the information is sufficient or correct under all circumstances.

Preparation Date: 27-08-2019

Expiry Date: 27-08-2022

Reference: 1938-3082-3015345



Scanned with
MOBILE SCANNER