

# Standard Operating Procedure

## Empty Bins

**HAZARDS:** Infectious disease from contaminated waste, sprain and strain, back/shoulder strain, slip and fall.

**WARNING NOTICE:**

All rubbish must be treated as potentially dangerous and handled with care.

**PURPOSE:**

The purpose of rubbish removal is to ensure that the small bins are emptied and all areas i.e. classrooms, laboratories, offices etc. of the Site is left in a clean, healthy and hygienic condition.

**EQUIPMENT / MATERIALS:**

- SMALL 120/140 litre bin
- 410X410X1080 mm Bin Liners
- 100cm Nifty Nabber Extension Fingers
- Disinfectant
- Clean Rags
- 4" Paint Scrapers
- Doodle Bug & Scourer
- Long handled Dust Pan
- Long handled Brush
- Full wet weather protection gear (if applicable)
- Rigger Gloves
- Goggles
- Dust Masks
- Flat top trolley to transport bins

**PREPARATION:**

- Ensure that all required equipment is with you before you start your cleaning.
- Ensure that all staff have been trained on this task and fully understand how to complete this
- Site Manager/supervisor to ensure that staff fully understand the basics of the chemicals they are about to use, and have availability of MSDS for these chemicals
- Put on all required Personal Protective Equipment like rigger gloves, goggles and dust mask before task commences.
- Supervisor to ensure that staff wears the PPE provided

**PROCEDURE:**

- The collection and disposal of rubbish should be considered as 3 separate hazards.
  1. Infection Risk
  2. Accident Risk
  3. Manual Handling Risk
- Each should be considered separately but dealt with in conjunction with each other.

- At the beginning of each shift, all staff should wash their hands to both clean them and identify any cuts or breaks in the skin.
- Cuts or abrasions should be covered with waterproof dressings, which are found in the First Aid Box.
- With your feet flat on the floor and keeping your back straight and using both hands with leather gloves on, carefully lift the liner out in one action and place it into the waste disposal container.
- We are all of different sizes and strength levels, if you have any difficulty doing this task, report it immediately to your Supervisor.
- So - Empty bins regularly to minimise the weight, as guides do not allow them to go over 50% full.
- If you do find a full or heavy bin, do not attempt to empty it - do not leave it for someone else, call for assistance and ask for help.
- When moving a bag or bin around take extreme care. Wear your issue of leather "Rigger Gloves" and use only your hands. Do not try to use any other part of your body to move a bag or bin around. You cannot see what is behind the bin, therefore move the bin slowly and carefully.
- If you find a leaking bin, do not empty it; call for assistance for someone to bring a mop, bucket and wet floor signs and to assist you to empty the bin. Mop up any spillages and wait for it to dry before leaving.
- Report any sharp edges, loose fittings etc., to your Supervisor, who will report it to the relevant Management immediately. Any torn bin liner, do not attempt to empty alone, call for assistance and pick up any fallen rubbish using a long handle dustpan and broom.
- Never pick up piles of swept rubbish from the floor by hand; always use your dustpan and brush.
- Be very careful when emptying cardboard boxes from the bins or other places. Place the box on the floor and empty the contents using your extension fingers (Nifty Nabs) to place the rubbish into the wheelie Bin. If you find a syringe – follow your site guidelines on the removal of "Needles or Syringe". When the Syringe has been removed safely, break down the empty box - never throw out a full box as some one else might use it as a hiding place.

## TECHNIQUE

- Ensure you are wearing your PPE of leather "Rigger Gloves"
- Before the rubbish bag is lifted into the wheelie bin, tie off the filled bag. This will:
  - Give you a better grip when emptying the wheelie bin, and
  - Reduce the risk of rubbish or objects falling out when placing the bag into the waste disposal container.
- Practicing the safe lifting techniques previously discussed, place the rubbish bag into the waste disposal container.
- If the bag is heavy call for assistance, if there is no one to help you. LEAVE IT ALONE – Until there is someone to assist you.
- **DO NOT OVERFILL THE SMALLER BINS** – 50% full is recommended
- **DO NOT PUSH DOWN THE BAGS TO MAKE MORE ROOM**

**REMEMBER** you are removing unseen rubbish and it must be treated as potentially dangerous and it must be handled with extreme care. It is far better to make more trips to the disposal point, than place your health and safety at risk by trying to save time. At the point of disposal and using both hands, empty the wheelie bin by placing the rubbish into the waste container. Ensure that the rubbish bag does not brush your body and the bag is thrown into the container in one movement. **DO NOT hold the top with one hand and place the other hand anywhere else onto the bag.**

**Again, if the bag is heavy or bulky – Call for assistance.**

### *Rubbish Bags Left Inside the Cleaning Work Station*

**Note:** If you start your shift and find that a rubbish bag or bags have been taken from a wheelie bin or trolley and dumped into the workstation:

- Report it to your Supervisor and OH&S Representative immediately.
- **Dispose of offending material after reporting it using technique listed above.**

### **CARE OF EQUIPMENT:**

- Your small bins are used to transfer waste through a number of areas within the Site. It is very important that it is continually kept clean and free of germs and bacteria. At the close of your shift return to the cleaner's room and wearing your gloves rinse out the remnants of rubbish inside the bin using hot water, pick any remaining rubbish up with a dustpan and broom. **DO NOT TOUCH IT.**
- Have full wet weather & protective clothing on before washing and rinsing bins.
- Using disinfectant and a long handle deck scrubber – scrub the inside of the bin.
- Rinse off thoroughly with fresh water, using a doodlebug and a clean cloth.
- Dry the inside of the bin and when it is finished place the rag to soak overnight in a solution of 10 parts of Water to 1 part of Bleach in a 9 litre bucket. Repeat this process on the lid and outside of the bin.
- Cloths used to wipe rubbish bins will pick up bacteria in the process. Staff to soak cloths overnight in a sanitizing agent and then to put them into the washing machine the next morning – this will prevent the spread of bacteria the next time they are used.
- Your broom and dustpan should also be rinsed in a disinfectant solution and flushed with fresh water before they are re-used. Be sure to place them in a position where they can dry.
- Finally wash your hands thoroughly.
- **At the start of your shift:**
- Check your equipment to ensure that it has not been used by a different shift. If it has been used and left dirty report the matter to your Supervisor and OH&S Representative. They will follow the normal in-house procedures to ensure that it does not happen again.
- For your own Health & Safety, clean the equipment before you use it.

### **N.B. Report any equipment that is faulty or needs replacing to your Supervisor.**

### **SAFETY:**

Never put yourself at risk by disregarding safety rules. Always be vigilant and obey the proper instructions:

- Never push down rubbish in a bag or bin by hand.
- Empty bins regularly to minimise weight.
- Do not allow going over 50% full.
- When emptying large or heavy bins, use two people.
- When moving a bag or bin around take extreme care. Wear gloves and use only your hands.
- Do not try to use any other part of your body to move the bag or bin around.
- Never pick-up piles of swept rubbish from the floor by hand, always use the dust pan etc.
- Be very careful when emptying cardboard boxes from bins etc.
- Break down boxes before throwing out.
- Always wear the appropriate PPE before commencing any Rubbish Disposal.

NOTE: Pay attention at all times to complete the task safely

### ENVIROMENTAL:

- Remove minor chemical spills according to site requirements.
- Dispose waste materials according to job site requirements and including recycling guidelines.
- Do not dispose waste down storm water drains.
- Where applicable ensure correct bin liners and bins are used in accordance with site requirements and recycling guidelines.
- Turn off tap after use.
- Once you have carried out your cleaning duties where applicable switch off lights.

**NOTE:** Report any leaking taps, faulty appliances and incorrect disposal of waste materials to your site supervisor or manager.