

Standard Operating Procedure

Empty Sanitary Bins

HAZARDS:

- Infectious disease from contaminated waste - Blood and body fluid/substance
- Could even occasionally come in to contact with sharp objects
- Sprain and strain
- Back/shoulder strain
- Slip and fall

WARNING NOTICE:

All bio hazard waste (Blood and body fluid/substance) must be treated as potentially dangerous and handled with care. Biohazard waste can cause a variety of health effects.

PPE / EQUIPMENT / MATERIALS:

- Protective thick gloves, mask, safety boots
- Collect the cleaning equipment (Bin liners and disinfecting chemicals such as Viraclean or disinfecting wipes)
- Sanitary bins and disposal units should be cleaned internally and externally on a regular basis.

PREPARATION:

- Ensure that all required PPE, material and equipment is with you before you start the task.
- Ensure that all staff have been trained on this task and fully understand how to complete this
- Client Relationship Manager/supervisor to ensure that staff fully understand the basics of the chemicals they are about to use, and have availability of SDS for the chemicals
- 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.
- Perform hand hygiene prior to wearing PPE.
- Put on all required Personal Protective Equipment (PPE) before task commences.
- Supervisor to ensure that staff wears the PPE provided

PROCEDURE:

- Remove the sanitary bin lid safely
- With your feet flat on the floor and keeping your back straight and using both hands with gloves on, carefully lift the liner out in one action and place it into the waste disposal container.
- Empty bins regularly to minimise the weight to maintain hygiene, as a guide do not allow them to go over 75% full.
- Seal the bin liner
- When moving the bin around take extreme care. Wear your 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 waste into the waste bin slowly and carefully.
- Remember that it could contain needles and sharp objects so do not press down on the contents before tying the bin liner and do not let it brush your skin as you remove it. 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.

- Next you should remove any products or debris from the bottom of the sanitary bin and once it is empty you should wipe down the interior using disinfectant wipes or wipe the surfaces with the disinfecting chemical. Make sure you cover all areas inside and outside the bin including around the lids, covers and other touch points.
- Allow the bin to air dry or wipe with a dry towel if necessary.
- Fit the sanitary bin with a fresh bin liner, ensuring it is fitted correctly and covers the entire inside surface.
- Replace the lid and check that the bin is clean and in working order. If necessary, give the edges and exterior a final wipe using the disinfectant chemical.

Dispose

- Safely dispose the sanitary waste into the general bin.
- Carefully dispose of your personal protective equipment into a bin liner and seal the bin liner prior to safe disposal.

Wash Hands

- Thoroughly wash your hands and arms with warm water and soap. After a vigorous washing, you may even want to consider using disinfectant wipes and hand sanitizer as a secondary measure.

NOTE: Pay attention at all times to complete tasks safely

FIRST AID

Perform first aid immediately, if any exposed skin becomes contaminated with blood or body substances, by washing the area thoroughly with liquid soap and water (after removing gloves) and use hand sanitizer as a secondary measure.

Contact your supervisor and complete an incident report

ENVIRONMENTAL:

- Dispose waste materials according to job site requirements and including recycling guidelines.
- Do not dispose waste down storm water drains.
- After use ensure you switch off equipment at power point with dry hands.
- 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.