

**MANUAL HANDLING OF RUBBISH**

**Avoid manually lifting heavy loads.**

**Always maintain a high level of good hygiene practice and safety awareness.**





## POTENTIAL HAZARDS

◼ Repetition of movement ◼ Awkward posture ◼ Duration of task – over exertion

◼ Slip/trip/fall ◼ Sprains/Strains ◼ Inhalation of dust ◼ Puncture wounds ◼ Cuts/lacerations ◼ Exposure to putrescent waste

◼ Heavy/awkward objects ◼ Awkward grip

#### PRE-OPERATIONAL SAFETY CHECKS

1. Check the weight of the rubbish bin by tilting or tapping it. If the waste is too heavy, avoid lifting straight up. For heavy loads tilt the bin down to eliminate the need to pull rubbish vertically.
2. Remember to think before you lift and focus on the specific task. If too heavy, ask for team assistance.
3. Whenever possible, use both hands to pick up or move rubbish bins and bagged waste.
4. Use suitable mechanical aids where necessary e.g. trolleys, wheelie bins and other (lifting) equipment.
5. Do not overload bins as they will become too heavy and increase the risk of injury.
6. Maintain a high level of good hygiene practice to reduce the risk of infection – wear appropriate PPE. Always cover broken skin. Use approved method to handle/dispose of sharps and syringes.

**OPERATIONAL SAFETY CHECKS**

1. Wear PPE, including non-slip shoes and gloves when required prior to handling rubbish.
2. Visually look over the rubbish contents/bags before lifting or transferring or bags/waste to make sure nothing is protruding that can cause injury.
3. Pierce bag to eliminate suction when removing bags from bins. This will reduce the force needed to remove the bag.
4. Avoid bags brushing against the body (especially legs) when transporting waste.
5. For small classroom bins, one hand can be used but alternate hands whenever possible, especially when emptying a large number of bins over a short time.
6. Never manually push the rubbish down with your hands as there may be sharp objects.
7. Push a wheelie bin along rather than pull it to reduce forces and awkward postures.
8. Take extra care with your footing on slopes and stairs. Take care when moving bins down slopes or stairs, ensuring the bin does not over balance.
9. Do not carry excessively heavy loads or pull multiple wheelie bins to ‘save time’.
10. If an industrial bin is used for waste collection, a bin lifter must be used to unload wheelie bins. Direct manual loading of bagged waste into industrial bins is strongly discouraged as it places unnecessary strain on the shoulders and back.
11. Never climb into a wheelie or industrial bin to compact the load.

#### HOUSEKEEPING

◼ Remove and dispose of gloves at the end of the task to avoid contaminating other surfaces.

◼ Wash hands after handling waste.

**Note:** Employees at risk are encouraged to receive vaccinations such as [hepatitis B](http://education.qld.gov.au/health/pdfs/healthsafety/hepfact.pdf) and tetanus

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| **Date of last review** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |