

SAFETY OPERATING PROCEDURES – HAZARDOUS MANUAL TASKS

Handling of bins with wheels

**Take care when moving heavy objects.
Avoid awkward postures, twisting and excessive force when
moving bins.**



POTENTIAL HAZARDS

- Force (push and pull)
- Sprains/Strains
- Awkward posture
- Inhalation of dust
- Slip/Trip/Fall
- Strong odours
- Pinch/ crush injuries
- Hygiene control

PRE-OPERATIONAL SAFETY CHECKS

1. For hygiene and safety reasons lids should never be permanently propped open.
2. DO NOT climb into or on bins.
3. Test weight of wheelie bin before moving. Avoid overloading bins.
4. Avoid handling overladen wheelie bins and for handling multiple bins all at once.
5. Keep the wheels free of debris as far as possible. Replace split bins and damaged lids and wheels.
6. Introduce workplace processes to prevent overloading of bins and to assist with cleaner's health and safety.

OPERATIONAL SAFETY CHECKS

Wheelie bins.

1. Don't take shortcuts to save time by moving multiple bins. Back and shoulder injuries may result from moving heavy or overfull bins or too many bins at once. Move one bin at a time rather than pushing or pulling two or more bins.
2. Take care when moving bins up and down inclines. Use the flattest route possible to minimise injury risks.
3. Wherever possible, push a wheelie bin with two hands. On loose surfaces (e.g. gravel) you may find it easier to pull the bin.
4. If you are moving the bin up or down stairs, always make sure that the bin is below you and never exceed your own personal capabilities - ask for help when needed.
5. **Never** empty wheelie bins by hand. Use a bin lifter.
6. **Never** manually lift wheelie bins up to empty them into industrial bins. Use a bin lifter.

Industrial (front lift) bins.

1. Bins with hinged lids must not have a metal lid.
2. When the bin is not in use, ensure the lid is fully closed to minimise odours, and to keep flies and other pests (e.g. crows and ibis) away.
3. When opening the lid stand at the front corner and lift the lid carefully until you observe the safety latch engage. Use two hands.
4. To close the lid, stand at the side and release the safety latch slowly, ensuring your limbs and fingers are well away from any pinch points.
5. To reduce odours, bag waste prior to placing in the bin. Always bag dusty waste.
6. Avoid filling your bin during periods of high winds to prevent spillage and injury from unsecured bin lids.
7. Ensure that only permitted waste is placed in the bin.
8. Follow manufacturer instructions if using a bin lifter to empty wheelie bins.
9. When moving a bin, use two hands and the weight of your body to reduce shoulder and back strain. Use teamwork whenever possible. Note that some industrial bins should not be moved- check with your supplier.

HOUSEKEEPING

- Maintain wheelie bins in good operational order. Use bin liners to keep bins clean.
- Ensure industrial bins are not obstructed to allow effective rubbish removal at all times.
- Use good hygiene practices- wash your hands immediately after handling waste and bins.

See also: End of Year Clean Up and Relocations – Staying Safe <http://education.qld.gov.au/health/docs/clean-up-activities.pdf>

Date of last review _____

Signature _____



Review this document to develop safe workplace practices relevant to your work tasks. Make use of any Cleaner Training programs to complete tasks correctly.

Organisational Health
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