











Safe Work Instruction - Cleaning

DO NOT UNDERTAKE THIS TASK UNLESS YOU HAVE BEEN INSTRUCTED IN ITS EXECUTION

TASK	EMPTYING WASTE BINS	
SCOPE	This SWI describes the collection of loose rubbish and disposal into bins, before emptying. This SWI does not include using a bin lifter.	
EQUIPMENT REQUIRED	Cleaner's trolley	Sulo Bin
	Large garbage bags	Bin Liners
SUPPORTING REFERENCES	SWMS – Cleaning – General Areas	

PPE REQUIREMENTS – Verify all PPE is in good condition prior to use									
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hygiene Controls	Hand Protection	Protective Clothing	Disposable Mask	Sun Protection
									
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OTHER									

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<p>Safety</p> <ul style="list-style-type: none"> Do not lift any bin that is too heavy to lift comfortably Wear appropriate PPE Under no circumstance place hands into bins where you cannot see them Wash hands upon completion of task
<p>Environment</p> <ul style="list-style-type: none"> Always ensure that recycling is separated from general rubbish
<p>General</p> <ul style="list-style-type: none"> Adhere to of any specific client requirements Clean equipment and dry after use Emptying of bins is done before other work such as mopping and vacuuming

BEFORE YOU START TAKE 5 FOR SAFETY

STOP and think about the potential dangers of the task and work area	LOOK and identify new hazards, and report these to the manager	ASSESS the risk, consider any possible threats of damage or injury	CONTROL hazard with suitable control measure to reduce risk	DO the task and monitor hazards by keeping a look out for changes
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STEP BY STEP GUIDE

Pre-Operation

- Collect all equipment required from cleaner’s storage area or cleaner’s trolley
- Check condition of equipment for any damage or faults
- Wash hands and apply all required PPE, making sure it is in good working condition
- Plan the work and move methodically from your starting point to the point furthest away, ensuring that you do not miss any areas
- Manage waste collection from small bins to ensure they are emptied before they are too full (75% level)

Instructions

- As you enter an area, pick up large items from the floor and put into bin
- Assess each load - where do you need to move it from and where are you taking it to. Try and avoid unnecessary bending twisting and reaching
- Place trolley or Sulo bin as close to where you are working as possible
- Make sure you are balanced by keeping your feet apart. Crouch down to the load with your knees bent, keeping your back straight
- Take a secure grip and make sure you get a good grip of the bin, with your whole hand, not just fingers
- Keep the load close to the body; the heavier a load is, the more important it is to have the centre of gravity of the load close to the body as this will prevent excessive stress on the back and use the more powerful muscles in the arms
- Always move slowly, smoothly and without jerking
- When disposing of contents within bins, ensure you are aware of specific client requirements
- Empty bins into either:
 - A large garbage bag, which you will have placed into your cleaner’s trolley, until the trolley is full; or
 - More preferably, if the client uses Sulo bins you may be able to wheel one around with you and empty rubbish straight into it. This will prevent double handing (less lifting etc.) as you will not have to dispose of the garbage bags later.
 - Wash out bin if soiled and ensure that you replace bin liners as appropriate

Finishing Up

- Wash bin out if soiled and allow to dry

EMERGENCY REQUIREMENTS

- Be aware of site emergency response provisions and first aid requirements

FINAL CHECK

- Are all work areas clean and tidy?
- Have you put all equipment and materials away neatly?
- Have you reported any near misses or incidents?