


Work Health Safety: Safe Work Practice: Cleaning & Security

Waste disposal

 Risks	Risk rating	Risk Controls
Infection from wastes or vermin	Likelihood B Consequence 4 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Staff to wear required PPE when handling waste <input checked="" type="checkbox"/> At the end of each shift bins in Mercy catering kitchens must not be left with any food matter in them. <input checked="" type="checkbox"/> All rubbish bins must have proper fitting lids when not being used. <input checked="" type="checkbox"/> Check that internal bins are clean and sanitized inside and out <input checked="" type="checkbox"/> Sharps disposed of in sturdy and sealed container
Poisoning from chemicals, mercury, or other heavy metals	Likelihood E Consequence 3 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Staff to wear required PPE when handling waste <input checked="" type="checkbox"/> If a compact fluorescent globe containing mercury breaks¹: (1) Open nearby windows and doors to ventilate the room. (2) Use a brush to carefully sweep up the pieces and then use a paper towel, preferably moist, to wipe up any remaining glass fragments and phosphor powders. DO NOT use a vacuum cleaner because this can spread the contents of the bulb and contaminate the cleaner. (3) Use disposable rubber gloves. (4) Place all of the pieces of the light bulb and clean-up materials into a sealed plastic bag for disposal in your waste bin.
Injury due to incorrect manual handling	Likelihood: D Consequence: 2 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Staff competent in and following correct manual handling <input checked="" type="checkbox"/> All bins must not be overfilled where they have to be manually handled. <input checked="" type="checkbox"/> Bend knees to reach low items. <input checked="" type="checkbox"/> Use trolley for to take heavy bags waste to bins
Environmental damage from unnecessary or inappropriate waste to landfill	Likelihood: D Consequence: 2 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure that waste to be recycled is not contaminated by other waste <input checked="" type="checkbox"/> Ensure that hazardous waste is disposed of correctly

Equipment required:.

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Bin, bin liner, sanitiser, hand washing materials (at Mercy sites) Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support. Personal Protective Equipment required: gloves	Bin, bin liner, sanitiser, hand washing materials (at client's home)

¹ http://www.ehow.com/how_5724432_clean-broken-fluorescent-tube.html

Activity	Worker behaviour	Client/other's behaviour
<p>1. Preparation</p>	<p>a. Put on gloves. b. Sharps should be placed in a sealed container c. Check the freezer for any fish waste or similar placed pending the waste collection day d. Chemical Containers should be triple rinsed to remove any residual quantities of chemical left in the container, remove the cap, puncture container and dispose of in your garbage bin.</p>	<p><i>At a Mercy catering site - clients to stay away from the kitchen and waste disposal areas</i></p> <p><i>At a clients home – clients & their household members to inform staff of any sharps and keep these in a safe place awaiting disposal</i></p>
<p>2. Prepare items for recycling bin such as:</p> <ul style="list-style-type: none"> - glass bottles and; - plastic bottles and containers (marked 1-7 and R); - milk and juice cartons, and tetra packs; - aluminium cans, pie trays, and clean foil; - steel cans including aerosol, food, and dry empty paint cans. 	<p>a. Rinse all cans, bottles, and plastic containers b. Remove and dispose of all lids (except steel can lids) c. Crush all bulky items to make more space d. Do not place recyclables in plastic bags.</p>	<p><i>At a Mercy catering site - clients to stay away from the kitchen and waste disposal areas</i></p> <p><i>At a clients home – clients & their household members to instruct staff on their arrangement for recyclables</i></p>
<p>3. Remove organic waste</p>	<p>a. Where available - place organic waste in compost, worm farm or similar</p>	
<p>4. Hazardous and other wastes must be disposed of appropriately</p>	<p>a. Household batteries stored at Mercy Head Office then recycled via Aldi. Nickel-cadmium batteries are taken by Battery World, Toronto for a fee. b. Unwanted medicines should be taken to any pharmacy c. Chemicals – can be taken to Council's annual Chem CleanOut. d. Printer Cartridges – stored at Mercy Head Office then recycled via Colourworks, Inkquip <u>or</u> can be taken for recycling to any Officeworks store. e. E-waste e.g. computers , TV – stored at Mercy Head Office then recycled via Mai-Wel or NCC e-waste collection. f. Mobile phone handsets, batteries/accessories can be sent to Mercy Head Office or left at the local Council Administration Building or with most mobile phone retail stores. g. Fire extinguishers can be taken to Council's annual Chem CleanOut. h. Fluorescent tubes (unbroken) – stored at Mercy Head Office then recycled via LMCC</p>	<p><i>At a Mercy catering site - clients to stay away from the kitchen and waste disposal areas</i></p> <p><i>At a clients home – clients & their household members to inform staff of hazardous wastes</i></p> <p><i>At a clients home – clients & their household members to dispose of hazardous wastes</i></p>

	<p>Speers Point office or NCC administration building or taken to Council's annual Chem CleanOut.</p> <p>i. Gas cylinders - taken to Council's annual Chem CleanOut.</p> <p>j. Used motor oil can be recycled at Battery Brokers, 50 Clyde Street, Broadmeadow (02) 4969 5855.</p> <p>k. Vehicle tyres are accepted by C & R Tyre Recycling West Wallsend (02) 4902 6777.</p> <p>l. X-ray slides – radiology department at Calvary Mater hospital, Waratah</p>	
5. Remove bin liner	<p>a. Ensure full bin liner is not too heavy and there are no protruding objects.</p> <p>b. Tie bin liner</p> <p>c. Use two hands to lift bin liners.</p> <p>d. Use correct lifting methods.</p> <p>e. Maintain ergonomically safe posture - straight back, bent knees.</p> <p>f. Taking waste to whiz bin, using a trolley for heavy/multiple bags of waste</p>	<p><i>At a Mercy catering site - clients to stay away from the kitchen and waste disposal areas</i></p> <p><i>At a clients home – clients & their household members to either empty bin or allow staff a safe amount of space to do so</i></p>
6. Whiz bin positioning	<p>a. Lever bin backwards gently to assess weight and pivot ready for movement.</p> <p>b. Wheel bin to position, pushing the bin in front of self and keeping on even ground as much as possible.</p> <p>c. Ensure bin is in position either the afternoon before collection or before 6am on the day of collection</p> <p>d. Position bin approximately 1 metre away from other bins/cars/objects</p>	<p><i>At a Mercy catering site - clients to stay away from the kitchen and waste disposal areas</i></p> <p><i>At a clients home – clients & their household members to either take out the whiz bin or allow staff a safe amount of space to do so</i></p>
7. After waste handling	<p>a. At Mercy catering sites place empty bin on a trolley or similar height and sanitise using Frontier Sanitiser with paper towel.</p> <p>b. Spread the new bin liner around the rim of the bin, push the centre of the liner in and tie the outside of the liner so the bag won't slip into bin</p> <p>c. Place lid on waste bins.</p> <p>d. Remove gloves.</p> <p>e. Wash hands.</p>	<p><i>At a Mercy catering site - clients to stay away from the kitchen and waste disposal areas</i></p> <p><i>At a clients home – clients & their household members to provide bin liner and hand washing materials</i></p>
8. Follow-up	<p>a. Document any incident and report it to your Coordinator immediately</p>	

As at 27/09/16 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
All Mercy Services programs	All positions

Date for review of safe work practice: September 2019 (or if injury or changes require)

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COMPETENCY ASSESSMENT

Waste disposal

Alternately there is a competency quiz: <..\..\..\..\Shared\Training\SWP Quiz\waste disposal quiz.docx>

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff/volunteer to handle/dispose of domestic and kitchen waste without causing harm.

Knowledge required:

Manual handling, Infection control

Performance Criteria	Competence demonstrated	Comment
Preparation		
<i>Communicate requirements to client/carer</i>		
a. Put on gloves.		
b. Sharps should be placed in a sealed container		
c. Check the freezer for any fish waste or similar placed pending the waste collection day		
d. Chemical Containers should be triple rinsed to remove any residual quantities of chemical left in the container, remove the cap, puncture container and dispose of in your garbage bin.		
Prepare recyclables		
<i>Communicate requirements to client/carer</i>		
a. Rinse all cans, bottles, and plastic containers		
b. Remove and dispose of all lids (except steel can lids)		
c. Crush all bulky items to make more space		
d. Do not place recyclables in plastic bags.		
Organic waste disposal		
a. Place in compost, worm farm – if available		
Hazardous and other waste disposal		
<i>Communicate requirements to client/carer</i>		
a. Identify hazardous waste		
b. Locate information on the disposal options for hazardous wastes		
Remove bin liner		
<i>Communicate requirements to client/carer</i>		
a. Ensure full bin liner is not too heavy and there are no protruding objects.		
b. Tie bin liner		
c. Use two hands to lift bin liners.		
d. Use correct lifting methods.		

Performance Criteria	Competence demonstrated	Comment
e. Maintain ergonomically safe posture - straight back, bent knees.		
f. Taking waste to whiz bin, using a trolley for heavy/multiple bags of waste		
Whiz bin positioning		
<i>Communicate requirements to client/carer</i>		
a. Lever bin backwards gently to assess weight and pivot ready for movement.		
b. Wheel bin to position, pulling behind self and keeping on even ground as much as possible.		
c. Ensure bin is in position either the afternoon before collection or before 6am on the day of collection		
Position bin approximately 1 metre away from other bins/cars/objects		
After waste handling		
<i>Communicate requirements to client/carer</i>		
a. At Mercy catering sites place empty bin on a trolley or similar height and sanitise using Frontier Sanitiser with paper towel.		
b. Spread the new bin liner around the rim of the bin, push the centre of the liner in and tie the outside of the liner so the bag won't slip into bin		
c. Place lid on waste bins.		
d. Remove gloves.		
e. Wash hands.		
Follow-up		
Document the incident and report it to your Coordinator immediately		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee..... Date.....

Signature of assessor Date.....