

<b>SWMS Title:</b>	Picking up, handling Rubbish, and Emptying Rubbish Bins	<b>Description of Task / Activity:</b>	Picking up rubbish, emptying rubbish bins and disposing of rubbish into skip bins
<b>Partner Site:</b>	All Partner Sites		
<b>SWMS prepared by:</b> Donna Smith	<b>Position:</b> Regional HSE Manager CIMS	<b>Date:</b> 27/02/2024	<b>SWMS reviewed by:</b> Gavin Reiske
<b>Authorisation:</b>			
<b>Authorised by:</b> Operational Business Unit Manager or Delegate		<b>Date:</b>	

Hierarchy of Control	Risk Matrix																																																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffff00;"> <th colspan="5">RISK ASSESSMENT PROCESS</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="2">Step 1 Determine Probability</th> <th colspan="3">Step 2</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th colspan="2" rowspan="2">LIKELIHOOD</th> <th colspan="3">CONSEQUENCE</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th>PERSON</th> <th>ASSETS</th> <th>ENVIRONMENT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">Practically impossible</td> <td style="text-align: center;">1</td> <td>Minor Near Miss</td> <td>Under \$500 Damage and Minimal Productivity Disruption.</td> <td>No Damage</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">Not Likely to Occur</td> <td style="text-align: center;">2</td> <td>First Aid Treatment Injury</td> <td>\$500–1000 Damage and/or Slight Production Disruption.</td> <td>Minor Damage</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">Unusual but Possible</td> <td style="text-align: center;">3</td> <td>MTI or Short Term LTI</td> <td>\$1000–5000 Damage and/or Production Disruption.</td> <td>Reversible Damage</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">Quite Possible</td> <td style="text-align: center;">4</td> <td>Long Term LTI</td> <td>\$5000–10,000 Damage and/or Project Contingency Plan Required.</td> <td>Serious Damage</td> </tr> <tr> <td style="text-align: center;">E</td> <td style="text-align: center;">Almost Certain</td> <td style="text-align: center;">5</td> <td>Fatality, Permanent Disability</td> <td>More than \$10,000 Damage and/or Large Reorganisation of Project.</td> <td>Major Damage</td> </tr> </tbody> </table>		RISK ASSESSMENT PROCESS					Step 1 Determine Probability		Step 2			LIKELIHOOD		CONSEQUENCE			PERSON	ASSETS	ENVIRONMENT	A	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage	B	Not Likely to Occur	2	First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage	C	Unusual but Possible	3	MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversible Damage	D	Quite Possible	4	Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage	E	Almost Certain	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.	Major Damage						
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Required PPE (Personal Protective Equipment)									
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1. Hazard / Hazardous Event	2. Current Controls
Preparation/Prestart	<ul style="list-style-type: none"> <li>Using headphones and in-ear listening devices is not permitted at any time whilst on site.</li> </ul>
Preparation/Prestart - Exposure to Hazardous Waste	<ul style="list-style-type: none"> <li>Cut resistant gloves and disposable non latex gloves should be always worn when handling rubbish, rubbish bins and bags.</li> <li>Always dispose of non-latex gloves and wash hands thoroughly after handling rubbish or emptying rubbish bins.</li> </ul>
Preparation/Prestart - Cuts, Stab, or Puncture injuries	<ul style="list-style-type: none"> <li>Cut resistant gloves and disposable non latex gloves should be always worn when handling rubbish, rubbish bins and bags.</li> </ul>
Picking up Rubbish - Manual Handling	<ul style="list-style-type: none"> <li>A litter picker or long-handled brush and shovel should be used for picking up rubbish from the floor and depositing into a rubbish bin.</li> <li>A Wheelie-bin or rubbish bags should be used for collecting rubbish on sales floor and externally.</li> <li>Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent.</li> <li>Avoid repetitive motions or awkward postures for prolonged periods.</li> </ul>
Emptying Rubbish Bins - Exposure to Hazardous Waste	<ul style="list-style-type: none"> <li>Ensure all rubbish is always contained within a bin.</li> <li>Ensure all rubbish bags are tied up before removal from bins.</li> <li>When removing the rubbish bag from bins take time to visually inspect the bag and ensure it is not damaged and nothing is protruding from the bag.</li> <li>Place rubbish bags in a wheelie bin or trolley to transport to skip bin.</li> </ul>
Emptying Rubbish Bins - Cuts, stab or Puncture injuries	<ul style="list-style-type: none"> <li>Visually inspecting the rubbish bin contents to ensure that there are no broken or sharp objects amongst the rubbish or protruding out of the bin or the rubbish bag.</li> <li>Avoid pushing down or handling the rubbish with hands.</li> </ul>
Emptying Rubbish Bins – Manual Handling	<ul style="list-style-type: none"> <li>Visually inspect the rubbish bin and bag prior to removal to ensure the contents are not overloaded or too heavy.</li> <li>All bins over 120L require two people to remove the bin liner.</li> <li>Place rubbish bags in a wheelie bin or trolley to transport to the skip bin..</li> <li>Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent.</li> <li>Avoid repetitive motions or awkward postures for prolonged periods.</li> </ul>

Emptying bins with no Rubbish bag	<ul style="list-style-type: none"> <li>• Wheel bin or transport on a trolley to the industrial skip bin</li> <li>• Wearing cut-resistant gloves, Lift items from the top of the bin and put them in the skip.</li> <li>• When you can't reach any more items in the bin, lay the bin on the ground and raise the bottom of the bin to empty the remaining contents onto the ground.</li> <li>• Pick and shovel up the remaining items and place in the skip bin. Ensure all waste is swept up.</li> </ul>
Emptying Rubbish Bins – Slip hazards	<ul style="list-style-type: none"> <li>• Visually inspect the bag and bin contents for any liquid waste, leaks from the bin, or spilled liquid on the ground.</li> <li>• Place rubbish bags in a wheelie bin or trolley to transport to the skip bin.</li> <li>• Immediately clean up any spilt liquid or rubbish.</li> </ul>
Entering Goods Inwards Area – Forklift and truck hazards	<ul style="list-style-type: none"> <li>• DO NOT ENTER the physically isolated area. STOP and wait until you are able to communicate with the Forklift Operator or a Team Member.</li> <li>• NEVER push a gate or physical barrier aside and NEVER enter without being invited into the area by the Forklift Operator.</li> <li>• Continue to adhere to designated walkways and NEVER go within 3m of an operating forklift or it's load.</li> </ul>
Disposing of rubbish into industrial skip bins	<ul style="list-style-type: none"> <li>• Wear cut-resistant gloves</li> <li>• If the Lid to the skip is closed – seek assistance to open</li> <li>• Ensure all rubbish bags are tied and visually inspect for damage and rubbish protruding from bags</li> <li>• Rubbish bags that have sharp/broken or hazardous items protruding from them should have a second bag placed over them before they are lifted into the skip.</li> <li>• Visually assess the rubbish bags to ensure they can be comfortably managed by one person – if not, seek assistance before lifting.</li> <li>• Bins are not to be lifted and emptied directly into the skip. Rubbish is to be contained in the rubbish bag and removed from the Bin.</li> <li>• Do not throw rubbish bags into the skip – bring the trolley containing the rubbish bags as close as possible to the skip. If the load is manageable for one person, carefully lift the bag up the edge of the skip, rest it on edge and gently push over into the skip, allowing gravity to do the work for you.</li> </ul>

<b>3. Additional Information</b>	
<ul style="list-style-type: none"><li>• For Additional Information, contact the HSE Team.</li></ul>	
<b>4. Activity Risk Rating:</b>	Low (B2)