# **GFNY Trash Collection Training Manual**

**Environmental Services – ESFM Tesla GFNY**

## **📌 Purpose**

Ensure EVS staff assigned to trash and recycling runs perform duties **safely, efficiently, and in compliance** with Tesla GFNY standards. Proper trash handling supports site cleanliness, safety, and sustainability goals.

## **🎓 Core Training Modules**

* **OSHA Waste Handling Safety** – lifting, PPE, and hazard awareness.
* **PPE Compliance** – gloves, safety shoes, and eye protection required at all times.
* **Chemical & Biohazard Awareness** – recognition of sharps, chemicals, and unsafe waste; escalate immediately if found.
* **Sustainability Training** – Tesla zero landfill and recycling goals.

## **🛠️ Role-Specific Training**

* **Line-Side & Office Collection**
  + Collect trash and recycling from **cafés, offices, warehouses, and production lines**.
  + Replace liners and wipe bin rims.
  + Sweep the floor area around serviced bins.
* **Sorting & Recycling**
  + Ensure recyclables are placed in correct containers.
  + Follow waste segregation rules (cardboard, plastics, mixed recycling).
  + Report contamination or improper disposal.
* **Exteriors & Grounds**
  + Empty exterior trash and recycling bins.
  + Service bus shelters, entrances, and parking lot bins.
  + Remove litter and debris during each run.
* **Closets & Waste Rooms**
  + Keep staging areas and trash rooms neat, safe, and odor-free.
  + Compact waste where equipment is provided.
  + Ensure all containers are properly closed and safe for pickup.
* **Equipment Handling**
  + Use trash carts/dollies safely—do not overload.
  + Report any broken bins, missing lids, or unsafe containers.

## **📍 Zone-Specific Focus**

* **Cafés / Break Areas** – high-volume bins; ensure food waste is double-bagged if leaking.
* **Offices / Conference Rooms** – discreet, professional handling of trash and recycling.
* **Warehouses / Production Areas** – line-side bin collection; remove debris from walk paths.
* **Exteriors / Entrances** – replace liners, sweep around cans, remove goose droppings/litter.

## **📱 QR Process (Exit-Only Compliance)**

* **Scan on Exit Only** – after completing all assigned trash runs in the zone.
* **Notes Required** – log overflowing bins, damaged cans, or contamination issues.
* **Urgent Escalation** – spills, broken glass, or hazards must be noted in QR **and verbally reported**.
* **Missed Scan = Missed Zone** – compliance failure recorded in EVS X-Ray.

## **⏱️ Training Frequency**

* **Onboarding:** All new staff must complete trash collection and safety training before independent work.
* **Quarterly Refreshers:** Waste segregation, PPE, and recycling updates.
* **Weekly Toolbox Talks:** Focus on hazards, contamination, and sustainability reminders.

## **🎯 Standards to Remember**

* Trash bins must be **emptied before overflow occurs**.
* Liners must be **intact, tied, and replaced** every run.
* Bins and surrounding floor areas must be **clean, safe, and odor-free**.
* All runs must be **documented with QR scans**.
* **No shortcuts**—skipping bins or failing to replace liners is a compliance violation.