

Safe Work Instruction	Issue date: 20/10/10
<b>Security Inspection, Emptying and Cleaning of (Safer by Design) Bins on Stations</b>	Review date: 20/10/13

<b>Document no.</b>	<b>Work description</b> Security Inspections and Emptying and Cleaning of (Safer by Design) waste bins		
SMS-06-SW-1486			
<b>Risk assessment ref:</b>	<b>Scope</b> Empty and clean waste bins, undertake regular security inspections of contents of waste bin and decommissioning of opening panel if required on (Safer by Design) waste bins located on stations. This SWI is applicable to both Presentation Services and Station Operations.		
<b>Review date</b>	<b>References</b> <ul style="list-style-type: none"> <li>SMS-06-GD-0001 Guide to Manual Handling</li> <li>Applicable Material Safety Data Sheets</li> <li>OHS Regulation 2001 chapter 6 Hazardous Substances</li> <li>OHS Regulation 2001 clause 9 Employer to identify hazards</li> <li>OHS Regulation 2001 clause 10 Employer to assess risks</li> <li>OHS Regulation 2001 clause 11 Employer to eliminate or control risk</li> <li>WorkCover Code of practice: Control of Workplace Hazardous Substances</li> <li>WorkCover Code of practice: Storage of Enzymatic Detergent Powders and Liquids</li> <li>Manual Handling Risk Assessment – Emptying Safer by Design Waste Bins – 8 October 2010</li> <li>Presentation Services Division Station Cleaning Manual</li> </ul>		
<b>PPE and precautions</b>		<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
Protective gloves, Face Mask (optional) Eye Protection (optional)		N/A	N/A
<b>Tools and equipment required</b>			
Cleaning trolley, alkaline and glass cleaner, clear plastic bags, Wheelie Bin, Bi-Lock Key, cleaning cloths, expandable barricades and wet floor signs			


### Warning

**Visual security inspections of bins are to be carried out prior to emptying the Safer by Design bin by applying the HOT principle**



If application of the 'HOT' principle deems an item to be suspicious, isolate the area, do not attempt to decommission the bin or otherwise tamper with the bin


Bins are to be decommissioned during periods when visual inspections and emptying procedures can not be achieved. Staff will decommission the bin on authority of SM/OIC/Line Manager of the station.

<b>Decommissioning of the Safer by Design Bins</b>	
	<p><b>Bins are to be decommissioned:</b></p> <ul style="list-style-type: none"> <li>When the station is advised that the <b>THREAT</b> level has been escalated to <b>HIGH</b></li> <li>During periods when the implementation of visual inspections and emptying procedures can not be achieved</li> <li>During cleaning of the bin if it is required to do so</li> <li>If deemed 'HOT' the SM/Shift Manager/Line Manager of the station will authorise the decommissioning of the Safer by Design bin</li> </ul>
<ul style="list-style-type: none"> <li>Check contents of bin by carrying out visual inspection using 'HOT' principle</li> <li>Open door at front of bin using Bi lock key</li> <li>Push up the decommissioning panel until it clicks into place</li> </ul>	

Safe Work Instruction	Issue date: 20/10/10
<b>Security Inspection, Emptying and Cleaning of (Safer by Design) Bins on Stations</b>	Review date: 20/10/13

<b>Emptying waste bins</b>	<ul style="list-style-type: none"> <li>• Check contents of bin by carrying out visual inspection using 'HOT' principle</li> <li>• Open door at front of bin using Bi lock key</li> <li>• Pull frame containing rubbish bag forward</li> <li>• Remove the top of the garbage bag from the frame and slide out the bag taking care to keep bag away from body to avoid contact with potential sharp objects</li> <li>• If rubbish is identified as too heavy to be lifted into wheelie bin, seek assistance to lift the rubbish bag</li> <li>• Avoid twisting and turning whilst removing the rubbish bag and place in wheelie bin</li> <li>• Scrunch top of new rubbish bag and stretch over frame</li> <li>• Ensure bag is secured to frame then push frame back fully</li> <li>• Close door which will automatically lock in place and remove bi-lock key</li> <li>• Notify Station Manager/OIC/Leading Hand of time and location of the bin emptied for recording in the Inspection/Emptying Log</li> </ul>
----------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Cleaning waste bins</b>	<ul style="list-style-type: none"> <li>• Use expandable barricades to secure the area</li> <li>• Follow steps for emptying waste bin as per procedure listed above</li> <li>• Wipe all surfaces inside the cabinet using approved cleaning products</li> <li>• Remove clean and replace drip tray</li> <li>• Scrunch top of new rubbish bag and stretch over frame</li> <li>• Ensure bag is secured to frame then push frame back fully</li> <li>• Close door which will automatically lock in place and remove bi-lock key</li> <li>• Undertake visual inspection of exterior surface to ensure no hazards present before commencing cleaning</li> <li>• Wipe down outside surface of bin using approved cleaning products</li> <li>• Mop area surrounding bin if required, ensuring a wet floor sign is placed in the immediate area</li> <li>• Remove barricades and signage when complete</li> </ul>
----------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

 <b>Security Inspection of bins by Customer Service Station Staff</b>	<ul style="list-style-type: none"> <li>• <b>Visual security inspection is to be carried out by station staff a minimum of once every two hours</b></li> <li>• 'HOT' principle is to be applied when undertaking the security inspection and the incident response process followed if a suspicious item is identified</li> <li>• Station staff are to advise SM/OIC or delegated Line Manager of the time and location of security inspection – SM/OIC or delegated staff member to record time and location of security inspection in the Stations Safer by Design Bin Inspection Log Book</li> </ul>
-------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------