

Safe Work Instruction	Issue date: 20/09/10
Removing Rubbish Pre-train Clean	Review date: 20/09/13

Document no. SMS-06-SW-0498	Work description Removing rubbish from passenger carriages and interior of crew compartment interior		
	Scope Applies to passenger carriages and crew compartment interiors		
Review date 20/09/13	References • SMS-06-SW-0405 Handling Sharps		
Responsible supervisor <i>Insert name in BLOCK letters</i>	PPE and precautions <ul style="list-style-type: none">• Red flag• High visibility vest• Safety boots• Rubber gloves	Competencies or qualifications <ul style="list-style-type: none">• Induction• On-the-Job Training• Track Safety Awareness/ Electrical Safety Awareness or RISI	Licences or permits required N/A

Tools and equipment required
Garbage bag, dustpan and broom, sharps container, tongs

IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT.

	Warning During rubbish removal care is to be taken to avoid injury from syringes, broken glass and sharp objects.
General	The first step in the cleaning process is to remove all rubbish so that detailing can occur.
	Warning Each worker is to place a red flag before starting work and remove it when they finish. Refer to SMS-06-SW-0489 Using Red Flags to Warn Drivers About Train Maintenance .
Preparation	<ul style="list-style-type: none"> • Collect cleaning equipment from store. • Proceed to train. • Place your red flag in the driver's compartment.
	Warning Look out for trains moving into and around the work area.
Removing rubbish	<ul style="list-style-type: none"> • Walk through each carriage picking up all rubbish and putting it into a garbage bag: <ul style="list-style-type: none"> ▪ use tongs, a dustpan and broom or heavy gloves to pick up rubbish ▪ watch out for sharp objects (especially needles and syringes) ▪ using tongs, put any needles and syringes into a sharps container ▪ use a duster to remove rubbish located between seat and wall ▪ squat, kneel or sit (where possible) rather than bending and twisting your lower back ▪ sweep broken glass into dustpan and dispose of it separately – do not place in garbage bag. • Be sure that you check for rubbish in the following places: <ul style="list-style-type: none"> ▪ under seats ▪ between wall and seat ▪ in joints between seats ▪ in corners ▪ in door runners ▪ in wet sills at car ends ▪ in transit areas between cars. • Empty rubbish containers from toilets and vestibules.
Clean up	<ul style="list-style-type: none"> • Remove your red flag from the driver's compartment. • Put all collected rubbish into an industrial waste container. • Return equipment to store.

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**Warning**

- Some items of rubbish are very unhygienic and may be dangerous. Make sure that you use the appropriate PPE or tools to remove them.
- Do **not** put your hands in places you cannot see.
- Do **not** carry more garbage bags than you can manage.
- Do **not** lift a heavy garbage bag above head height.
- Do **not** overfill garbage bags – they may break.

Additional controls