

Safe Work Instruction	Issue date: 09/07/10
Cleaning Wheelie & Waste Bins	Review date: 04/05/13

Document no. SMS-06-SW-0454	Work description Cleaning wheelie and waste bins		
	Scope Cleaning bins on stations		
Review date 04/05/13	References <ul style="list-style-type: none"> • SMS-06-GD-0001 Guide to Manual Handling • Applicable Material Safety Data Sheets • OHS Regulation 2001 chapter 6 Hazardous Substances • OHS Regulation 2001 clause 9 Employer to identify hazards • OHS Regulation 2001 clause 10 Employer to assess risks • OHS Regulation 2001 clause 11 Employer to eliminate or Control Risk • WorkCover Code of practice: Control of Workplace Hazardous Substances • WorkCover Code of practice: Storage of Enzymatic Detergent Powders and Liquids • Manual Handling Risk Assessment – Cleaning wheelie and waste bins 29 July 2007 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	<ul style="list-style-type: none"> • Rubber gloves • Safety glasses (Optional) • Disposable apron (Optional) 	N/A	N/A
Tools and equipment required			
Hose, trigger nozzle, tongs, deck scrubber or brush, broom and scoop and cleaning product			
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

Do not move more than one wheelie bin at a time

Do not turn bins upside down by yourself. This task must be completed by 2 staff.

Prepare work area	Prepare the work area: <ul style="list-style-type: none"> • Clear the work area of any rubbish and obstructions • Transport wheelie bins to the cleaning area – one at a time • A trolley can be used to transport waste bins to the cleaning area • Set up all cleaning equipment – hose, trigger nozzle, tongs, deck scrubber, broom and scoop and cleaning product
Cleaning bins	<ul style="list-style-type: none"> • Wear the appropriate PPE • Empty the rubbish from the bins • Hose the bin and apply cleaning solution • Scrub the inside and outside of the bin with the scrubber or brush • Lower the bin on its side and empty the bin of all residue. • Hose the bin and turn the bin upside down to drain. For wheelie bins 2 persons must complete this task.
Packing up	<ul style="list-style-type: none"> • Clean and tidy the work area • Store cleaning equipment • Sweep dirty water into sewer drains • When the bins are dry, turn the bins to upright position. For wheelie bins 2 persons must complete this task.
Additional controls	
<ul style="list-style-type: none"> • Staff with specific special needs or restrictions should not undertake this task. 	