

Safe Work Procedure		Handling Waste																																	
Department / Area: Physical Plant Services	Approved By: Regional Manager of Physical Plant Services	Date Created: September 5 2014	Review Date: Revised date:																																
Potential Hazards: Fill in those that apply <table border="0"> <tr> <td>H</td> <td>M</td> <td>L</td> <td>Risk for Injury</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Awkward / Sustained postures – bend / reach / lift</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Forceful exertions – lifting</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Pinch Points – bin lids</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Materials Falling – bin lids</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Sharp Points / Edges – sharp materials</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Surfaces Causing Falls – icy, snow in winter</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Biological Pathogens – contact with waste</td> </tr> </table>		H	M	L	Risk for Injury	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Awkward / Sustained postures – bend / reach / lift	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Forceful exertions – lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch Points – bin lids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Materials Falling – bin lids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sharp Points / Edges – sharp materials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Surfaces Causing Falls – icy, snow in winter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Biological Pathogens – contact with waste	Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Appropriate footwear – closed toe, non-slip ➤ Gloves for handling waste ➤ Safety Glasses ➤ Never make modifications to disconnect any manufacturer safety features ➤ Cart with Backsaver (if appropriate) ➤ Two people for lifting (if required) 	
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		Training / Reference Information: <ul style="list-style-type: none"> ➤ SCHIPP Module 1 training ➤ Department Orientation ➤ Operator's Manual ➤ IP&C Training: Sharps Policy and Waste Management Policy 																																	
Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.																																			
Employers must ensure that workers are trained and follow this safe work procedure. Steps to perform this task safely:																																			
<ul style="list-style-type: none"> ➤ Ensure all shields and guards, including discharge deflector, are in place and working properly. ➤ Assess the load. Do not attempt to lift or carry heavy or awkward loads by yourself. Use lift aid or get assistance. ➤ Wear gloves when handling garbage and garbage bags. ➤ Do not push down waste in garbage bags in order to close. Risk of contacting sharps when pushing bags down. Allow enough room for bag to be tied comfortably. ➤ When picking up biological waste, ensure that the container is securely closed. ➤ Use ladders or a lift if items are still beyond a comfortable reach or if reaching up is repetitive. ➤ If garbage bin is outside and has a lid, be aware of wind which could rip the lid out of your hand. Keep arms and head out of the lid path when closing or opening if wind has the potential to catch lid. ➤ If possible, ensure there is enough room to lift properly and travel by moving any obstructions. ➤ Proper lifting and carrying procedures are to: <ul style="list-style-type: none"> • Use a wide stance either side to side or front to back (lunge position) • Get close to what you have to lift • Get a good grip before lifting • Bend your knees and hips • Try to keep your back straight, shoulders back and elbows in 																																			

- Lift by pushing with your legs. If using a lunge position, push more through your front leg.
 - Don't hold your breath
 - Keep the load close to your body when lifting or carrying
 - Turn by taking small steps with your feet, **do not** twist your back when lifting, lowering, or carrying
- Do not try to swing and throw heavy bags or other items into the bin.
- When two or more persons are lifting or carrying a load, the method of handling the object should be prearranged before lifting and one person should determine the count to lift.