

Safe Work Procedure		Loading and Emptying Garbage Bins	
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 H M L Risk for Injury <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Awkward / Sustained postures – bend / reach / lift <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Forceful exertions – lifting <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Surfaces causing falls – icy, snow in winter <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"/> Biological Pathogens – contact with waste		Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Leather Work Gloves to protect against rough/sharp surfaces and contaminants when lifting/moving bags ➤ Appropriate closed toe footwear ➤ Safety Glasses ➤ Consider using a cart for transport ➤ 2-Person Lift 	
		Training / Reference Information: <ul style="list-style-type: none"> ➤ SCHIPP Module 1 training ➤ Department Orientation ➤ WHMIS Training ➤ IP&C Training: Sharps Policy and Waste Management Policy ➤ MSDS Training 	
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"> ➤ Assess the load. Do not attempt to lift or carry heavy or awkward loads by yourself. Use lift aid or get assistance. ➤ When two or more persons are lifting or carrying a load, the method of handling the object should be prearranged before lifting the one person should determine the count to lift. ➤ Use stairs or a lift if items are 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 ➤ When picking up biological waste, ensure that the container is securely closed. ➤ 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 			

- Using the above technique, place bag into the bin or lift the garbage container and balance it on the ledge of the bin and tilt it to dump garbage. Do not try to swing and throw heavy bags or other items into the bin.