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| **Safety Task Card** |
| **POR 19** | **Loading and movement of bulk waste bins 770l /1100l**  |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Sharp and pointed articles in bags or poly sacksManual handling hazardsOver-full waste bags that split open and squirt contents Lid not secured hitting operative  | CutsPuncture woundsBack and muscle strain injuriesSlips and fallsFireImpact injuriesSlips, Trips and falls |
| **Safe System of Work** |
| * Only trained employees to carry out the task.
* Suitable Personal Protective Equipment must be worn in accordance with waste handling procedures. always Use PPE safety shoes and waste gloves if damaged or mislaid report it to your manager.
* Check space around bin is clear to load to prevent twisting or leaning over other waste or objects
* Check bins brakes are locked to prevent movement while loading.
* Fold lid behind bin to secure or hold while using other arm to load.
* Assess weight of the bag prior to lifting, visually check for any protruding objects or leakage prior to picking up- ask for assistance if bags are heavy or items leaking or protruding – do not throw into bin.
* Check bin is not overloaded so lid can be closed and secured prior to moving.DO NOT press down on bags to ‘fit’ as objects may cause injury.
* Release brakes and move bin, pushing so you can clearly see route to avoid any possible collision with objects or other hospital users.
* Check after removing the bin from the stationary area /waste room there is no leakage from the base of the bin. if leakage stop to organise clear up and ‘follow ‘transport to remove any residue safely.
* Do not transport any waste on top of the bin as this can obscure any view of route.

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| **Site Specific Actions**List any actions required in addition to the above safe system of work |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. |
| Unit Manager Name | Signed | Date |

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| **Safety Card Training Record** |
| **POR 19** | **Loading of bulk waste bins 770l /1100l** |
| I confirm that I fully understand the risks and control measures associated with the taskand that I will follow the Safe System of Work at all times.  |
| Operative Name | Signature | Date |
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