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| **Safety Task Card** |
| **POR 21** | **Manual Litter sweeper** |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Vehicles, bicycles and plant and machinery Ground conditionsWeather conditionsPeople Broken glass/sharp or rusty rubbishDiscarded needlesDiscarded batteries /waste chemicalsDiscards Infectious/clinical waste- faeces, nappies, swabs | Collision with moving vehiclesSprains ,muscle damage and broken bonesSunstroke/sunburn/extreme cold/slippery conditionviolence and abuseCuts and infectionsBloodborne Virus riskBurns, explosion, irritation  |
| **Safe System of Work** |
| All sweepers to wear hi visibility jacket or vest suitable to weather conditions.Sweeping to take place during day light only. Be aware of vehicles around you during the shift and if you have to enter the roadway face the direction of oncoming traffic.Show extra caution around plant machinery and HG vehicles due to restricted visibility.All sweepers to wear steel toe capped slip resistant boots to stabilise the ankle on uneven ground, sweepers to report any specific hazards to management team.All operators to be provided with site radio to allow communication to helpdesk and team leaders control desk to be able to contact in event of emergency.Any concerns involving events of suspicious behaviour or threats of violence to be reported via radio for site security to be alerted. Sweeper to remove themselves from risk as soon as feasibly possible.Any isolated areas of site covered by sweepers to be risk assessed separately to ensure adequate controls for any specific risk for area. Sweepers to be provided with suitable tools to prevent manual contact with potential risks. All broken glass/ sharp or rusty rubbish to be disposed of in suitable box to prevent possible injury. * If discarded needles or medical sharps are found to be disposed of in sharp box (available in waste compound) request for box via radio.
* Use tools provided and never use hand to pick up sharp
* All sweepers to have attended occupational health and received immunisation injections.
* All discarded to be reported as near missies

Discarded batteries or waste chemicals must be referred to porter control to organise safe disposal and report to trust environmental manager.Any item of rubbish or discarded equipment report via helpdesk to organise hit team to remove safely.All rubbish must be disposed of in suitable waste stream bag. |
| **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 21** | **Manual Litter sweeper** |
| 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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