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| **Safety Task Card** | | | | |
| **COM 03** | **Disposal of general Waste** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Sharp and pointed articles in bags or poly sacks  Manual handling hazards  Over-full waste bags that split open and spill contents onto floor  Mixed waste stream  Body fluids | | | Cuts  Puncture wounds  Back and muscle strain injuries  Slips and falls  Irritation and burns  BBV and infections | |
| **Safe System of Work** | | | | |
| * Only trained employees to carry out the task, all employees should be aware of sites waste streams and bag identification process. * PPE suitable to the environment and risk level to be worn. * Sufficient bins or sack holders to be provided and sited in suitable places in the workplace. * Sufficient stocks of poly sacks to be provided that are of adequate strength to hold the contents without breaking. * Bins or poly sacks to be removed and emptied frequently to prevent them becoming over-full. * Broken glass, china and other sharp objects to be securely wrapped before placing in a bin liner or disposed of separately in a rigid container. * Where glassware or broken glassware forms a significant part of the general refuse, separate glass bins must be provided. Bin liners must not be used inside glass bins and these should be emptied directly into the appropriate bulk refuse container. * Lids from opened food cans to be placed inside the can and the can to be squashed to prevent the lid falling out into the waste sack. * Any waste identified as in the incorrect waste stream should be segregated and identified to line manager. Any mixed waste to be disposed of via the ‘higher’ level risk waste stream. * No re- handling of waste to segregate should be carried out. * Suitable trolleys or other mechanical means to be provided and used to transport full waste bins and sacks to outside waste storage facilities where practicable. * All cardboard boxes should be opened using a safety blade cutter or knife and gloves should be worn when handling large amounts of cardboard and waster to reduce the risk of injuries * Implement the manual handling safety precautions. | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
| PPE to be worn while handling waste: | | | | |
| 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 |
| **Safety Card Training Record** | | | | |
| **COM 03** | **Disposal of general waste** | | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | | |
| Operative Name | | Signature | | Date |
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