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| **Safety Task Card** |
| **CAT retail 6** | **Costa Coffee bin disposal unit (knock out draw)** |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Sharp surfaces /uneven edges Manual handling Contact with moving partsEntrapment  | Cuts and BruisesTrapped hands Impact injuries  |
| **Safe System of Work** |
| * Check coffee bin ‘holding screws/ Fixings’ are in place and secure- organise replacement or repair before use.
* Full removal only to be completed by trained staff
* After cleaning the bin ensure the plastic bin liner is correctly fitted to cover the sharp edges of the bin holding.
* Bin to be emptied on regular bases and not overfilled.
* Used for coffee grounds – clear up any spillages /leakage from the bin on regular basis.
* Train staff to open bin in controlled manor to prevent it being pulled from holdings and falling.
* If at any time, there is a problem and the bin is not opening and closing or the cover will not fit – inform manager or supervisor to rectify the issue.
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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 |