

## Safe Work Practice (SWP)

<b>Name of Task:</b> Garbage Handling	
<b>Department/Unit:</b> Custodial	
<b>Personal Protective Equipment or other required equipment or other safety considerations:</b> CSA Approved Safety Footwear, Gloves	
<b>Hazards:</b> Pulled muscles, Strained back, Cuts to hands, Dropping heavy objects on feet.	
<b>Required Training</b>	Hands on training with instruction for proper safety procedures.
<b>Steps to be taken to complete task safely:</b>	
1	<b>Pre-Operational Safety Checks</b> Checking the weight of garbage can by tilting it or pushing it. Checking the surface of garbage for any sharp objects sticking out.
2	<b>Prohibited Activities</b> Over loading the garbage. Lifting garbage over head.
3	Inspect required personal protective equipment and replace if required.
4	Put on all required personal protective equipment.
5	Test load and weight of garbage before lifting.
6	Ensure there are no sharp objects sticking out of cans/bags.
7	Keeping knees bent and back straight before lifting garbage cans/bags. <b>CAUTION:</b> Lift garbage with legs not back.
8	Balance small garbage can on rim of large garbage barrel to remove trash and to replace garbage bag.
9	With knees bent and back straight return small garbage can to original position.
10	To place garbage bags in a dumpster, bags are to be lifted and dropped, not thrown into the dumpster.
11	<b>Housekeeping</b> Sweep up any fallen debris from floor. Mop up any spills.
<b>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</b>	
<b>Responsibilities, Completion and Review</b>	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
<b>Completed by and Date:</b>	<b>Approved by:</b> ROM Committee
<b>Last Reviewed / Revised by and Date:</b> Feb 24, 2017	<b>Note:</b> This task will be monitored periodically to ensure compliance and effectiveness.

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*