

SAFE WORKING PRACTICES

LOCATION – EXTERNAL ENTRANCE & EXTERNAL AREAS

LITTER PICKING

1. Put on personal protective equipment (Protective overalls & protective gloves)
2. Assemble equipment and check for safety.
3. Place and erect warning signs. (If applicable)
4. Identify wastes to be cleared.
5. Collect wastes from bins and place into correct plastic sacks. (If applicable)
6. Report any needles (sharps) found and follow instructions for the safe removal of sharps items.
7. Remove cardboard, cartons, glass, tins and other items to the correct collection point
8. Segregate any clinical or hazardous wastes from other wastes and label for incineration by wastes clearing authorities.
9. Obtain help when handling heavy wastes.
10. Prepare cleaning solution according to manufacturer's instructions, adding detergent to water. (If applicable)
11. Clean surrounding areas and waste bins. (If applicable)
12. Reline waste bins, (if appropriate).
13. Report any signs of infestation.
14. Clean equipment and check for safety.
15. Return equipment, materials and warning signs.

It is the responsibility of the Cleaning Manager to emphasize and ensure that the above system of working is implemented and maintained at all times.

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