



BRANDON UNIVERSITY

Safe Work Procedure

**Physical Plant
Safe Handling of Garbage**

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Reviewed by:
WSH Committee Member

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Potential Hazards:

H	M	L	Risk for Injury
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awkward / sustained postures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Biological pathogens
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemicals
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Combustibles / flammables
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical hazards
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extreme heat / cold
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Forceful exertions
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Material falling
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Moving machinery / parts
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Noise
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch points
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Repetitive motions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sharp points / edges
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Skin compression
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Surfaces causing falls
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Traffic – Vehicle or pedestrian
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Two Person Job
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vibration
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Violence / Psychological Hazard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other - _____

Risks: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your manager or supervisor immediately.

Equipment/Devices or PPE Required:

- Head Protection
 - Eye Protection
 - Ear Protection
 - Face Protection
 - Other Protection Dust Mask if required
 - Body Protection
 - Hand Protection
 - Foot Protection
 - High Visibility Wear
- CSA approved safety eyewear; latex gloves;
CSA approved footwear; CSA approved hearing protection

Required Training:

- WHMIS
- Task performed and reviewed by competent person
- other associated BSW SWPs

All employees shall be trained on required Safe Work Procedures (SWP) until competent. This will include a review of SWP documentation and hands-on training as required. Employees are responsible for performing the task in accordance with training, established health and safety regulations/guidelines, policies, and procedures. Managers, supervisors, or delegates will ensure all duties are performed in accordance with training, established health and safety regulations/guidelines, policies, and procedures.


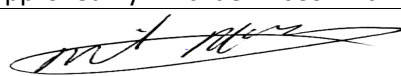
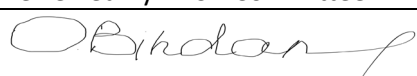
NOTE: Additional Potential Hazards

Only use cleaning products and equipment provided by the Physical Plant.
Do not leave equipment unattended.

Steps to Perform This Task Safely:

	Instructions	Photo
Pre-use	Inspect and don all required PPE.	
1.	Check the weight of the receptacle by tilting or pushing it.	
2.	Inspect contents of the receptacle for sharp points or protrusions.	
3.	Change hands to pick up and lower trash receptacles if handling multiple units.	
4.	Empty receptacles frequently to avoid accumulating heavy loads.	
5.	Use a cart, wheeler, or dolly to transport garbage bags to the dumpster.	
6.	Use gloves when handling garbage at all times.	
7.	Use proper lifting techniques when lifting big, bulky, or heavy items.	
8.	2 people may be required for lifting item(s) over 20kg or when the exertion level required is MORE than a moderate effort.	
9.	If 2 people are lifting, then one person should be the lift counter and the method of lifting should be predetermined.	
NOTE:	Proper lifting techniques can include, but are not limited to: <ul style="list-style-type: none"> ▪ Using a wide stance. ▪ Keeping items close to your body when lifting. ▪ Getting a good grip and using handles where available. ▪ Bending with knees and avoid twisting hips. ▪ Keeping a back straight, shoulders back, and elbows in. ▪ Lifting with legs. 	
10.	Take small steps to turn and avoid twisting of the back.	
Prohibited activities	Refrain from dragging garbage bags across the floor as it can damage the floor surface, and if the bag is leaking it might create slip and fall hazard.	

If an emergency situation or equipment malfunction occurs while using the equipment, shut the unit off immediately and report to your supervisor. Report any hazardous situation to your supervisor / WSH Advisor.

Author:	Approved By: Michael McCormick	Reviewed By: WSH Committee
		

RELATED MATERIAL – TBD by the Supervisor

REFERENCES - WSH Act/Regulations -

https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf