

# CLEANING - EMPLOYERS AND CONTRACTORS

## WorkCover. Watching out for you. Guide 2003

### HEALTH AND SAFETY FOR CLEANING CONTRACTORS IN NSW

<b>WORK METHOD STATEMENT Contractor: Reliable Cleaning Co. Pty Ltd.</b>		<b>I approve of the use of this Work Method Statement Name Ms. D. Pendable Position Manager Signature D. Pendable Date 01.01.2002</b>
<b>Description of Activity</b> Waste Removal		<b>Area</b> Hotel
<b>Critical Steps in this Activity</b>	<b>Potential Hazards</b>	<b>Safety Controls</b>
<i>Rubbish collected from waste paper bins in hotel rooms into trolley.</i>	<ul style="list-style-type: none"> <li>– <i>infectious diseases from sharps</i></li> <li>– <i>strain/sprain injury from lifting bins off floor.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>ensure staff are trained in manual handling techniques, sharps collection and disposal and safe work procedures</i></li> <li>• <i>write up or reproduce and make available safe work procedures for the collection and disposal of sharps</i></li> <li>• <i>provide appropriate PPE</i></li> <li>• <i>provide mechanical lifting assistance as required. EXAMPLE</i></li> </ul>
<i>Rubbish collected via wheelie bins from kitchen.</i>	<ul style="list-style-type: none"> <li>– <i>sprain/strain from wheelie bin being overloaded and too heavy.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>ensure staff are trained in manual handling</i></li> <li>• <i>ensure staff are aware not to overfill bins</i></li> <li>• <i>all bins must be 100 litre or smaller</i></li> <li>• <i>ensure mechanical lifting is provided.</i></li> </ul>
<i>Rubbish collected from outside bins in garden areas into trolley.</i>	<ul style="list-style-type: none"> <li>– <i>slip trip or fall/strain or sprain from uneven paths or steps.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>all paths to be repaired</i></li> <li>• <i>bin to have plastic liners inside</i></li> <li>• <i>ensure trolleys are suitable for the task</i></li> <li>• <i>ensure staff are trained in manual handling.</i></li> </ul>
<i>Rubbish collected from bins in public areas, eg. toilets</i>	<ul style="list-style-type: none"> <li>– <i>infectious diseases from sharps</i></li> <li>– <i>strain/sprain injury from lifting bins off</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>ensure staff are trained in manual handling, sharps collection and disposal and appropriate safe work procedures</i></li> </ul>

	floor.	• write up or reproduce and make available safe work procedures for the collection and disposal of sharps.
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Critical Steps in this Activity	Potential Hazards	Safety Controls
Rubbish transferred from trolleys into industrial waste bins.	<p>– strain/sprain from opening heavy lid of industrial waste bin</p> <p>Fall from edge of dock – potential for slip/trip or fall if bin is overloaded and persons try to compact by jumping on rubbish.</p>	<ul style="list-style-type: none"> <li>• ensure staff are trained in manual handling</li> <li>• utilise mechanical lifting wherever possible</li> <li>• ensure lid manufactured of lightest material possible</li> <li>• ensure that edge of dock has a non-slip surface</li> <li>• make arrangements to ensure that dock is kept as dry as possible</li> <li>• if possible, exchange bin for mechanical compactor bin with all safety compliances fitted</li> <li>• instruct staff that under no circumstances are they to get into the bin</li> <li>• build steps to reduce lifting lid above shoulder height.</li> </ul>

**Training Required to complete activity**

EXAMPLE

**Codes of Practice, Legislation, Standards**

**which apply to this activity**

(List training required, eg First Aid, manual handling, polisher, laboratory)

- manual handling
- sharps collection and disposal
- safe work practices for the collection and disposal of sharps
- safe work practices general.

- OHS Act 2000
- OHS Regulation 2001
- National Standard for Manual Handling
- National Code of Practice for Manual Handling
- Code of Practice for Health Care Workers and other people at risk of the transmission of HIV and other blood-borne pathogens in the

workplace  
• Code of Practice for Risk Assessment 2001

List equipment/personal protective equipment required for this activity	List equipment checks required for this activity	maintenance	Engineering certificates/ permits/approvals required for this activity
<ul style="list-style-type: none"><li>• sharps container, tongs, heavy duty gloves</li><li>• suitable outdoor rubbish trolley</li><li>• suitable indoor waste paper trolley</li><li>• mechanical lifting device.</li></ul>	<ul style="list-style-type: none"><li>• checks on trolleys</li><li>• checks on mechanical lifting device if utilised.</li></ul>		nil

**Read and signed  
by all employees  
on site**

Name	Date
Name	Date
Name	Date
Name	Date