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|  DALHOUSIE UNIVERSITY | <i>Policy Sponsor:</i> Assistant Vice President Facilities Management | <i>Approval Date:</i> June 2010 |
| | <i>Responsible Unit:</i> Facilities Management | <i>Revisions:</i> |
| Facilities Management Handling Garbage Bags and Containers Safe Work Instructions | | |
| Service: Environmental Services | Shop: Custodial | |
| Hazards Identified: Heavy lifting, slippery conditions, poor lifting techniques, over exertion, over reaching, concealed objects, blood borne pathogens, overfilled trash containers, | | |
| Personal Protective Equipment Required: Safe footwear, safety gloves | | |
| Training Required: Proper Lifting Techniques | | |

These safe work practices must be followed at all times and are to be reviewed annually.

1. Only properly trained employees are to perform this task.
2. The required PPE must be worn at all times.
3. Only use heavy duty / industrial "weight" garbage bags.
4. Always assume that a bag of garbage is going to be heavy to lift.
5. Test the load before lifting and prepare for the lift accordingly.
6. Use smaller size garbage containers and bags to reduce the weight to be lifted.

7. Install false bottoms in garbage containers to reduce their capacity.
8. Tie off bags when they are half full, to control the amount of waste placed in a bag, and place another bag on top of the tied off bag.
9. Consider the time of year / level of campus activity when assessing how much waste may be in a garbage container.
10. Keep the area around garbage containers clean and free from debris, particularly slippery items or sharp objects.
11. Use a dust pan and broom to clean up any debris, broken glass or other objects that have spilled out of the bag and on to the floor.
12. Test the load before removing a garbage bag from its container.
13. Do not reach into the bag to remove items with your bare hands.
14. Do a visual assessment of the bag contents for obvious sharp objects.
15. Empty garbage containers as frequently as possible to avoid over filling of bags / containers.
16. Gather the top of the bag and use the ends to tie it together.
17. When lifting a garbage bag from its container listen for the rattle of broken glass or the scraping of sharp objects on the side of the barrel.
18. Avoid serious cuts by not letting bags brush against your legs.
19. When carrying a garbage bag support it close to but not touching your body.
20. Get help with heavy loads.
21. Bend at the knees to pick-up and replace smaller waste containers.
22. Do not repeatedly bend at the waste.
23. Support container on a waist high surface to empty container and replace bag.
24. DO NOT support the weight of a garbage bag by putting a hand under the bag.
25. Do not attempt to compress the bag contents.

26. Always wear heavy rubber gloves when collecting garbage.
27. Empty garbage containers frequently during busy periods of the year so they don't get to full.
28. Dispose of the garbage in the designated dumpster or garbage holding area.
29. Avoid the suction effect between the bag and sides of the containers by drilling holes in the bottom of the container.
30. If you must drag a garbage bag always check the floor areas where the bag was dragged.
31. Clean up any liquids that leak from garbage bags immediately.
32. Use a trolley to transport a number of bags at a time in order to reduce the distance you must carry a full garbage bag and the number of trips you must make.
33. Place dumpsters close to loading docks for ease of access.
34. Place a platform in front of dumpsters to make it easier to left garbage into the dumpster.