

A handbook
for workplaces

Safe collection of hard waste

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November 2008



On 18 June 2017, the Occupational Health and Safety Regulations 2017 (OHS Regulations 2017) replaced the Occupational Health and Safety Regulations 2007 (OHS Regulations 2007), which expired on this date. **This publication has not yet been updated to reflect the changes introduced by the OHS Regulations 2017 and should not be relied upon as a substitute for legal advice.**

Information on the key changes introduced by the OHS 2017 Regulations can be found in the guidance titled *Occupational Health and Safety Regulations 2017: Summary of changes* - available at https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0011/207659/ISBN-OHS-regulations-summary-of-changes-2017-04.pdf. However, this guidance document contains material of a general nature only and is not to be used as a substitute for obtaining legal advice.

1.

Introduction

This handbook has been developed by WorkSafe Victoria in conjunction with industry stakeholders, including waste industry associations, waste and recycling employers, local government and unions.

It provides employers, contractors and councils working in the waste collection industry with information on how to safely collect domestic hard waste and bundled green waste. The guidelines apply to collections arranged privately and those provided by councils. They do not apply to the collection of industrial waste, construction waste or scrap metal, but the information may be useful when undertaking this work.

This handbook does not provide general advice on risk management or compliance with the *Occupational Health and Safety Act 2004* (the OHS Act). This information is available in a range of existing publications at worksafe.vic.gov.au.

The advice in this handbook is recognised by the waste management industry as current good practice. However, employers have responsibility to continuously improve and update management of occupational health and safety.

Risks to the safety of the public from collection practices is an area of significant concern and must be considered when designing collection schedules and providing instruction to residents about placing waste on the kerb for collection. This handbook does not explicitly address these risks. Broadly it is recommended that:

- waste be placed on kerbs for a minimum period
- hard waste is stored and collected from within the property for at-call services
- residents are clearly instructed on what hazardous waste will not be collected
- residents are provided with alternative collection methods (eg information about collection companies and locations of garbage tips) and contacts for hazardous waste such as the Sustainability Victoria 'Detox Your Home' program or Mobile Muster
- councils respond promptly to hazardous waste placed on the kerb.

Recommended safe collection practices

The solutions for identified hazards recommended in this handbook may not be appropriate for all conditions where hard waste is collected. Councils and collectors need to assess their own circumstances and apply the safest collection practice. Issues to consider in determining the safest collection practices are the:

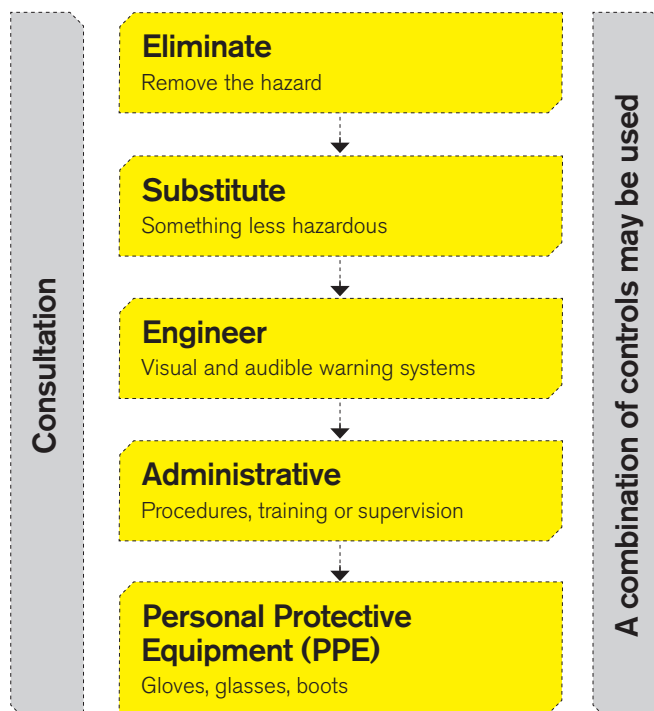
- physical environment in which waste is collected
- type of waste collected
- methods of collection used.

How to use this handbook

Section 2 of this handbook, '**Hard waste collection – hazards and controls**' applies a risk management approach incorporating the hierarchy of control (see Figure 1) to address specific hazards. Elimination of hazards is the preferred approach but where that is not reasonably practicable, lower order controls need to be implemented to reduce the risk so far as reasonably practicable. The recommended process for using this handbook is:




1. Identify hazards associated with your collection practices.
2. Find the identified hazard in the table.
3. Eliminate the hazard where practicable.
4. If elimination is not reasonably practicable, implement lower order risk control methods.




Figure 1: Hierarchy of control









2.





Hard waste collection – hazards and controls




Hazard	Source	Example	Recommended hazard control			
			Elimination	Engineering	Administration	Personal protection
Manual handling	Large, bulky and awkward items		Encourage residents to self transfer oversize waste to transfer station	Ensure all lifting devices are fit for purpose Lift heavy or bulky waste above waist height using a lifting cradle attached to bin lifters Use trolleys to transfer waste for loading Use tailgate lifter	Establish and apply a knock-back policy for overweight/ oversize items Educate residents on unacceptable waste Organise training in and encourage use of two-man lifts	Gloves
	Manual handling of loose waste into compactor		Encourage residents to self transfer waste to transfer station Use mechanised collection for green waste Collect loose waste as part of regular domestic collection		Organise training in safe lifting and load assessment Establish and apply a policy of minimum acceptable size for collection Issue a requirement that residents: • bag small waste items • bundle or tie green waste	Gloves
Lacerations	Sharp waste		Containerise waste		Issue a requirement that residents wrap sharp waste (eg glass) Issue a requirement that residents bundle or tie branches	Gloves Long pants Long sleeved shirts

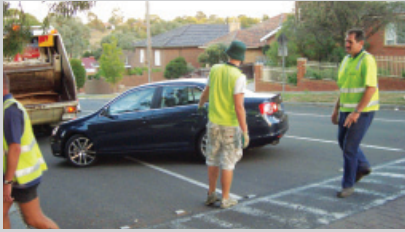
Hazard	Source	Example	Recommended hazard control			
			Elimination	Engineering	Administration	Personal protection
Noise	Compactor components clash together Motor is not geared correctly		Reduce noise exposure limits to less than 85 dB(A) per eight hours of exposure	Align components to prevent scraping Ensure motor is working efficiently	Make sure collectors stand forward and away from bowl during compaction. Establish a job rotation system	
Slips and trips	Slippery/uneven surfaces Rushing				Ensure adequate time is allowed for collection Ensure collection takes place during daylight hours or that adequate lighting is provided Organise training in site risk assessment	Enclosed non-slip foot wear
	Waste on pathways		Collect from within property lines		Educate residents on safe placement of waste Establish a surveillance program for compliance and enforcement Ensure waste is not placed on kerb before the nominated collection date Collect waste within five days	

Hazard	Source	Example	Recommended hazard control			
			Elimination	Engineering	Administration	Personal protection
Falls from heights	Fall from vehicle		Prohibit riding on external parts of vehicles	Transport crew in the truck cabin Transport crew in crew carriers that include a safety bar, warning device and seat belt Ensure mirrors, cameras and communication devices allow communication between driver and jockey		
	Accessing the vehicle roof while away from the depot		Perform all work at depot Work at ground level or on a solid surface (eg vehicle platform)	Use passive fall prevention system (eg scaffolding) Fit a safety rail (minimum 100mm high) around the perimeter of the roof Install fixed/portable ladders	Designate pedestrian 'No-Go' zones Use travel restraint systems	
Compactor Entry	Contamination of the atmosphere of the internal body cavity		Clean and maintain from outside the compactor		Develop a system of work that eliminates the need to enter the space Adopt a Lock Out Tag Out process Actively supervise during access	Note: spaces where respirators are required are not to be entered at any time

Hazard	Source	Example	Recommended hazard control			
			Elimination	Engineering	Administration	Personal protection
Plant	Crushing in compactor Crushing by tailgate			<p>Install emergency stop interlock systems that trigger on entry to the internal body cavity</p> <p>Install visual or audible warning systems that trigger when tailgate has left the locked position</p> <p>Ensure mirrors, cameras and communication devices allow communication between driver and jockey</p>	<p>Prohibit riding in bowl</p> <p>Prohibit adding to bowl when compaction in progress</p>	High visibility clothing with reflectors
	Burns due to failure of hydraulic hoses and piping			<p>Ensure pipes and hoses do not come into contact with hot surfaces, friction or other impact that might cause damage</p>	<p>Regularly inspect and maintain hoses and fittings</p> <p>Complete a pre-start safety checklist</p>	<p>Long sleeved shirt</p> <p>Long pants</p> <p>Gloves</p> <p>Safety glasses</p>
	Ejection of dust and flying particles		Containerise or encapsulate waste	<p>Provide air extraction or pressurised cabins with filtered air</p>	Stand forward of compactor during compaction cycle	Safety glasses

Hazard	Source	Example	Recommended hazard control			
			Elimination	Engineering	Administration	Personal protection
Environmental hazards	Extreme temperature UV exposure Sun glare reducing visibility		Use mechanised collection methods Do not collect during hours of extreme heat or cold	Use airconditioning to provide controlled thermal environments	Provide clean drinking water Rotate tasks through crew Schedule rest breaks	UV rated clothing Sunscreen Hat with neck cover Tinted protective glasses Safety glasses
	Reduced visibility due to fading light		Conduct collection during times of reasonable visibility	Fit trucks with side lights to illuminate waste on kerb		
	Spillage of waste during transport		Prohibit collection of liquid waste Refer to council for collection information			
	Waste entering drains		Collect from within property line Encourage residents to containerise waste		Ensure waste is not placed on kerb before the nominated date for collection Collect waste within five days	

Hazard	Source	Example	Recommended hazard control			
			Elimination	Engineering	Administration	Personal protection
Biological hazards	Inadvertent collection of biological waste		Prohibit collection of biological waste Refer to council for collection information			
	Exposure of public to waste placed on kerb		Prohibit placing out of biological waste	Place biological waste in dedicated containers	Educate residents Establish and apply a knock-back policy for biological waste Establish a surveillance program for compliance and enforcement	
Fatigue	Temperature extremes Shift rotations Running between loads		Use mechanised collection methods	Use airconditioning to provide comfortable thermal environments	Schedule rest breaks Discourage work practices that lead to rushing or overwork Provide clean drinking water Rotate tasks through crew	

Hazard	Source	Example	Recommended hazard control			
			Elimination	Engineering	Administration	Personal protection
Hazardous substances and dangerous goods	Inadvertent collection of hazardous substances and dangerous goods Exposure of public to hazardous substances and dangerous goods placed on kerb		Encourage residents to self transfer waste to transfer station Prohibit collection of hazardous substances and dangerous goods Request immediate removal by residents Request council arrange alternative collection 24 hours from notification		Educate residents Establish and apply a knock-back policy for hazardous substances and dangerous goods Establish a surveillance program for compliance and enforcement Organise training in identification of hazardous substances Provide information on alternative collection methods	Gloves Masks Safety glasses Note: collection of waste requiring the use of respiratory protective devices is not to be undertaken.
Occupational violence	Residents Scavengers Other road users		Encourage residents to self transfer waste to transfer station	Provide mobile phones	Educate residents on restrictions and times Avoid collecting during busy times Ensure waste is not placed on kerb before the nominated collection date Collect waste within five days	

Hazard	Source	Example	Recommended hazard control			
			Elimination	Engineering	Administration	Personal protection
Traffic management	Other road users Poor visibility		Do not collect during busy times of road use Implement parking restrictions during collection times	Ensure rear cameras/mirrors are in good condition Fix guards at rear wheels and hazardous access points Install a speed limiting device Install reversing warning beepers	Collect from one side of the road only Allow two-sided collection only where the truck blocks the roadway, including cyclist traffic Use a trained 'spotter' during reversing Put caution signs at front and rear of vehicle Use lights and LED signs	High visibility clothing with reflectors
	Waste stacked and reducing visibility		Prohibit stacking waste near high risk traffic areas (e.g. school crossings, intersections)		Educate residents on waste placement	
Electrical hazards	Side or rear lifting arm working near overhead powerlines		Ensure designated pick ups are clear of overhead powerlines Consult Energy Safe Victoria for advice	Modify waste vehicle lifting mechanism to reduce its design envelope		

3.

Information and guidance

General

- Employees can contact their union or industry association
- Employers can contact their industry association
- WorkSafe Victoria advice and publications, toll free 1800 136 089 or email info@worksafe.vic.gov.au
- Visit worksafe.vic.gov.au

Legislation

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007

For copies of the OHS Act or Regulations go to dms.dpc.vic.gov.au or contact Information Victoria on 1300 366 356.

WorkSafe publications

Consultation on health and safety: A handbook for workplaces

Your health and safety guide to consultation

Your health and safety guide to managing young workers

Safety tips for young workers

Safe handling of industrial waste

Non hazardous waste and recyclable materials

Prevention of falls in the transport of waste and recyclables

Waste industry guide for working near overhead cables

Waste collection: Reducing the risks of reversing

Controlling OHS hazards and risks: A handbook for workplaces

Your health and safety guide to confined spaces

Useful websites

Sustainability Victoria – sustainability.vic.gov.au

Australian Standards – standards.org.au

Australian Transport Safety Bureau – atsb.gov.au

Vicroads – vicroads.vic.gov.au

WorkSafe Victoria

Advisory Service

222 Exhibition Street
Melbourne 3000

Phone.....03 9641 1444

Toll-free.....1800 136 089

Email.....info@worksafe.vic.gov.au

Head Office

222 Exhibition Street
Melbourne 3000

Phone.....03 9641 1555

Toll-free.....1800 136 089

Website.....worksafe.vic.gov.au

Local Offices

Ballarat.....03 5338 4444

Bendigo.....03 5443 8866

Dandenong.....03 8792 9000

Geelong.....03 5226 1200

Melbourne

(628 Bourke Street).....03 9941 0558

Mildura.....03 5021 4001

Mulgrave.....03 9565 9444

Preston.....03 9485 4555

Shepparton.....03 5831 8260

Traralgon.....03 5174 8900

Wangaratta.....03 5721 8588

Warrnambool.....03 5564 3200