

MODULE 1-02

WASTE HANDLING

ALL EMPLOYEES ARE TO BE TRAINED PRIOR TO PERFORMING ACTIVITY

I. Purpose

Youth offender job assignments can benefit the community, an OYA facility, and offenders living within the facility. Job assignments, provide youth with important learning opportunities in following instructions, learning to cooperate with others, and practicing positive social and work skills. They also provide youth with an opportunity to be recognized positively for their accomplishments and achievement. One job that may be assigned is handling waste in a work situation.

Proper collection, transportation, and management of trash, recycling, and re-usable materials is important at any work location both for sanitation and safety of co-workers and the public.



II. Significant Environmental Aspects

Appropriately handling waste can have a significant environmental impact. Reducing the amount of waste handled and disposed of is an important goal. Where possible, a waste management plan should be developed to encourage reduction of non-recyclable waste, re-use of materials, and recycling of paper, cardboard, metal, and plastics. Certain types of waste such as batteries, fluorescent light bulbs, used paint, pesticide waste, motor oil, and anti-freeze can be considered hazardous waste and should be disposed of according to state and local rules. For more information on waste handling and sustainability, consult your immediate supervisor.

III. Pre-Operation

A. Inspection/Service

- Garbage can/waste basket liners should be “clear” not a black or opaque.
- Pre-drill any trashcans used outdoors to assist with drainage and break the vacuum that can occur when using a plastic can liner.
- Red-tag any trash cans or non-energized tools that require replacement or repair and remove from service.



IV. Sustainable Operation

A. Waste Reduction

- Where possible all recyclable materials such as glass, paper, metals, cardboard, and plastic should be recycled.
- Reuse or recycle building materials.
- Know what potentially hazardous waste is collected onsite and how to dispose of it.

OYA OFFENDER JOB TRAINING MODULES

V. Operation

A. Starting

- Bags should be light enough to lift and take out.
- Assess condition of each garbage can for need to clean or replace.

B. Personal Protective Equipment

- **Leather, rubber dipped or nitrile gloves.**
- **Litter Stick** – Carry a litter stick to pick up waste from ground and hard-to-reach places and to handle sharps of any kind.
- **Bucket/Sharps Container** – Use a bucket or sharps container for broken glass, needles and other material that can cause cuts or puncture wounds.



C. Site Assessment

- **Visual Inspection** - check for hazards: bees, biohazards, glass, drug lab chemicals or other hazardous materials, sharps of any kind, etc.
- **Slipping Hazards** - Be aware of potential slip and fall hazards, as you are carrying bucket or bag to reduce the possibility of falling onto the bucket or bag.

D. Operation Includes

- Carry litter stick and bucket or sharps container with you.
- **Lifting Bags** – Lift with your legs, not with your back! Keep the load close to your body but not touching body or legs. Needles and sharp objects can puncture bags and your skin. Stand close enough to lift with proper technique, flexing at knees to use legs to lift rather than straining back muscles.
- **Bag Too Heavy** - Use litter stick to transfer excess garbage to another bag or obtain assistance in lifting.
- **Close Bag** – Tie off bag before moving. Look for hazards.
- **New Bag** - Replace filled bag with new bag. Pull new bag down over lip of container and secure at the top of the can.
- **Loading Full Bag Into Truck** - Put full bag into truck through open tailgate. Avoid throwing bag over bed or rails to eliminate hazard of debris falling back onto you.
- Wear appropriate footwear and long pants.

E. Biohazards and Sharp Objects

- **Picking Up Litter** – When collecting debris from the ground, check for biological hazards and sharp objects. Pick up biohazards or sharp objects with mechanical means such as tongs, litter stick, dustpan and brush, not with hands, even when gloved. Place in bucket or sharps container.
- **Appropriate Clothing** - Wear leather gloves, long pants and leather shoes when picking up this type of debris. The object is to have another barrier protecting your natural skin barrier.



OYA OFFENDER JOB TRAINING MODULES

- **Biohazard Trash** – For biohazard trash recovered in bucket, use a red plastic bag having the biohazard symbol or triple bag the biohazard trash and label the bag as biohazard to be distinguishable from other debris bags. This includes rags, cloths or other materials with blood or other body fluids on them.
- **Reporting Biohazard Exposure:** If you have come in contact with any biohazards, wash exposed area immediately in warm soapy water for 15 seconds. Once you have washed, if you have a break in the skin barrier where you came into contact with a biohazard or if biohazard fluids got into mucous membranes (eyes, ears, nose, mouth), notify your supervisor immediately and ask to complete an 801 Worker’s Compensation Claim and an incident/injury report.

VI. Post-Operation

A. Clean Up, Hazard Warnings, Storage

- Unload trash at designated area, using techniques that will avoid strains and sprains
- Place hazard signs/tape to identify any park hazard for safety of staff and visitors.
- Clean and inspect vehicle, tools, and equipment for damage or needed maintenance.
- Red Tag any non-energized tools or equipment damaged during work project.
- Complete Lockout/Tagout process for any energized tools or equipment damaged during work.
- Schedule repairs or replacement of damaged tools or equipment.

VII. Demonstration of Proficiency

Anyone expected to handle waste must be trained in that process and is required to demonstrate proficiency prior to signing training roster.

OYA OFFENDER JOB TRAINING MODULES

PROFICIENCY TEST

MODULE 1-02 WASTE HANDLING

Multiple Choice:

1. When servicing trash cans you should use:
a) Black standard liners c) Green Liners
b) Clear liners d) White liners

2. Pre-drill holes for drainage and to break the vacuum in:
a) Nitrile and Latex trash cans c) Plastic Cans only
b) Metal cans only d) Any type of outdoor trash containers

3. When collecting trash, you should use the following personal protective equipment?
a) Leather gloves, bucket or sharps container, and litter stick
b) Latex gloves, long pants, and long sleeved shirt
c) Leather gloves, safety glasses, long pants, litter stick, and garbage bag
d) None of the above

4. If a trash can or garbage is too heavy to lift, you should:
a) Lift it anyway and get it into the truck as best you can
b) Ask for assistance from a park visitor
c) Transfer some of the trash to another or ask for assistance in lifting
d) All of the above

5. What is the proper lifting technique to use when lifting a trash can or trash bag?
a) Keep the load close to your body, without touching you and lift with your legs.
b) Drag the load to the truck and toss it in the truck
c) Sling the garbage bag over your back, holding on to the tie and toss it the truck
d) Bend over and pick it up and place it in the truck

True/False:

6. _____ You don't need to tie the garbage bag off when collecting trash.
7. _____ When doing a site assessment, you should look for slipping hazards and visually inspect for hazards such as bees, glass, etc.
8. _____ You don't need to check the condition of the can when collecting trash because it is someone else's responsibility.
9. _____ When installing a new trash bag, make sure it is secure at the top of the can.
10. _____ If you have a break in the skin barrier where you have come in contact with biohazards, or if biohazards splashed into mucous membranes (eyes, ears, nose, mouth), notify your supervisor immediately after washing.

Discussion Questions:

1. When is a trash bag too heavy to put in the back of a rig?
2. What kind of injury occurs from hauling trash and what behaviors prevent and reduce these types of injuries from occurring?

Employee Name: _____ Pass _____ No Pass _____ Date _____