

## 4. Environment

4.1 General tidiness

4.2 Waste rubbish bins

4.3 Waste, mobile garbage bin removal  
and cleaning

Under review - July 2023

## Environmental Cleaning Standard Operating Procedures

### Module 3

#### 4.1 General tidiness

##### **Purpose:**

To keep public areas, inside buildings, covered walkways etc free of material that impedes use or compromises safety of the space.

##### **Background:**

- Departments may from time to time have the authority to dispose of furniture and equipment
- These items should be removed for recycling or disposal to the tip
- Inter department moves.

##### **Required standard:**

- The area appears tidy and uncluttered
- Floor space is clear, only occupied by furniture and fittings designed to sit on the floor
- Equipment is returned to its proper place by the person responsible for the material
- Furniture is maintained in a fashion which allows for cleaning
- Fire access and exit doors are left clear and unhindered.

##### **Equipment requirements:**

- Department heads to obtain approval for disposal and to initiate removal
- Environment Services Manager to advise and support the disposal process
- Resource Recovery Officer to maximize re-use and recycling opportunities
- Manual handling devices
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required.

##### **Risks:**

Hazard(s):	Control(s):
Manual handling	<ul style="list-style-type: none"> <li>• Where weights are likely to exceed manual handling guideline requirements, ensure that the appropriate manual handling equipment is used</li> </ul>
Infection	<ul style="list-style-type: none"> <li>• Follow the correct infection control procedures</li> <li>• Use correct colour coded personal protective equipment</li> </ul>
<b>Key Safety Rules:</b> <ul style="list-style-type: none"> <li>• Operate equipment in accordance with the manufacturer's instructions and facility requirements Install appropriate signage and barriers to maximise public safety during the cleaning operation</li> <li>• Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so</li> <li>• Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required</li> <li>• Always ensure hand hygiene is performed after each clean and after removing gloves</li> <li>• Use the correct manual handling techniques for the task required</li> </ul>	

##### **Procedure:**

##### **Material in public areas for more than 48 hours**

Step 1	Material observed in a public area for more than 48 hours
--------	---

## Environmental Cleaning Standard Operating Procedures

### Module 3

Step 2	Report material left in a public area to the Supervisor/Manager
Step 3	The Environmental Operations Supervisor/Manager contacts the local Site Manager to determine the ownership and clearance procedure
Step 4	The Environmental Operations Supervisor/Manager completes the documentation and sends it to the Area Manager Environmental Operations
Step 5	The Manager Environmental Operations contacts the Site Manager to advise on the issue

Under review - July 2023

## Environmental Cleaning Standard Operating Procedures

### Module 3

---

Step 6	The Environmental Operations Manager refers to the Director, Corporate Support for executive action
--------	---

#### Material identified for disposal

Step 1	Material identified for disposal by the Department Manager
Step 2	The Department Manager advises Environmental Services of the items, location and access details for viewing
Step 3	The Environmental Services Manager ensures assessment of the value for their use is undertaken
Step 4	The Environmental Services Manager assesses the scope of items for removal
Step 5	The Environmental Services Manager contacts the Resource Recovery Officer to remove, or advises the Department Manager they will have to raise a Requisition for the State Contractor (e.g. Wridgeways) to remove to tip

Under review - July 2023

## Environmental Cleaning Standard Operating Procedures

### Module 3

#### 4.2 Waste rubbish bins

##### **Purpose:**

To safely and effectively remove general waste from small bins and clean inside and out.

##### **Waste bins include:**

- Any general waste bin under 80 litres
- General waste - any non hazardous waste that is not capable of being composted, recycled, reprocessed or re-used.

##### **Required standard:**

- Waste / rubbish bins or containers are clean inside and out
- Waste / rubbish bins are free of dust, grit, dirt and cobwebs
- Waste / rubbish bins are correctly labelled
- Waste / rubbish bins have a bin liner in place.

##### **Equipment requirements:**

- Clear bags - range of sizes
- Mobile garbage bin - used to collect waste from floor bins
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Trolley (if required).

##### **Risks:**

Hazard(s):	Control(s):
Operational injury	<ul style="list-style-type: none"> <li>• Move one Mobile Garbage Bin at a time</li> <li>• DO NOT sort or compact waste by hand</li> <li>• Always take care when removing the contents of a bin</li> <li>• Carry garbage bags away from the body</li> </ul>
Waste leakage or sharps injury	<ul style="list-style-type: none"> <li>• Always take the Mobile Garbage Bin to the waste bin</li> </ul>
<b>Key Safety Rules:</b> <ul style="list-style-type: none"> <li>• Operate equipment in accordance with the manufacturer's instructions and facility requirements</li> <li>• Install appropriate signage and barriers to maximise public safety during the cleaning operation</li> <li>• Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so</li> <li>• Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required</li> <li>• Use the correct manual handling techniques for the task required</li> <li>• Always ensure hand hygiene is performed after each clean and after removing gloves</li> </ul>	

##### **Time:**

One person - 1 minute per Waste / rubbish bins\*

*\*Timings are approximate and are to only be used as a guide.*

## Environmental Cleaning Standard Operating Procedures

### Module 3

#### Procedure:

Step 1	Wear personal protective equipment as required for the procedure
Step 2	Collect the waste collection trolley or general waste mobile garbage bin from the storage area
Step 3	Wheel the trolley or bin on the collection round
Step 4	Remove the waste collection bag and place into the wheelie bin; place a new bag into the empty waste bin; carefully empty the contents of the smaller general waste bin into the trolley or mobile garbage bin
Step 5	Replace the plastic liner in the smaller bin, as required
Step 6	Report damaged or poorly labelled bins to the supervisor
Step 7	Clean all surfaces of the bin with neutral cleaning agent, as necessary, ensuring that the underside of the lid is clean
Step 8	Repeat the process until the collection round is complete
Step 9	If segregation or other problems are observed report to the supervisor
Step 10	Where environmental risks are observed, e.g. when clinical waste is found in general waste, notify the supervisor
Step 11	Where required empty waste bags from the trolley into appropriate mobile garbage bins
Step 12	When required, take the mobile garbage bin to the appropriate collection point for removal and disposal
Step 13	Remove personal protective equipment, and perform hand hygiene
Step 14	When the task is completed clean all cleaning equipment and return it to the cleaner's room or storage area, or discard as appropriate
Step 15	Perform hand hygiene

Refer to PD2005\_132 *Waste Management Guidelines for Health Care Facilities - August 1998*

Relevant sections from this policy cover

- ✓ Waste Stream Definition
- ✓ Waste Minimisation
- ✓ Waste Segregation
- ✓ Handling, Labelling, Containment, Transport and Storage

## Environmental Cleaning Standard Operating Procedures

### Module 3

#### 4.3 Waste, mobile garbage bin removal and cleaning

##### **Purpose:**

To safely and effectively clean and remove Mobile Garbage Bins (MGB) for collecting all types of waste and recycling.

##### **Mobile Garbage Bins include:**

- Mobile Garbage Bin for collecting general waste, clinical waste and recycling for transporting to collection point.

##### **Required standard:**

- There is no odour which is distasteful or unpleasant
- Room deodorisers are clean and functional.

##### **Equipment requirements:**

- MGB Removal:
  - MGB - 1100, 660, 240, 120 and 80 litre capacity
  - Plastic bin liner (if required)
  - Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
  - Deodoriser (if required).
- MGB Cleaning:
  - Bin liners
  - Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
  - Neutral detergent (diluted to the manufacturer's specification)
  - Foam gun attachment (where available)
  - Only clean where there is a drain to the sewer or on grassed area.

##### **Risks:**

Hazard(s):	Control(s):
Manual handling	<ul style="list-style-type: none"> <li>• Move one MGB at a time</li> <li>• Always take the MGB to waste (not waste to the MGB)</li> </ul>
Operational injury	<ul style="list-style-type: none"> <li>• Ensure the correct waste stream is observed at all times</li> <li>• Always observe the correct colour coding for a waste stream</li> <li>• Wear personal protective equipment</li> <li>• Do not empty the contents of a Clinical Waste bag, but carefully close the bag and place into a Clinical Waste MGB</li> <li>• Do not clean or wash clinical (yellow), cytotoxic (purple) or anatomical (burgundy) MGBs</li> </ul>
<b>Key Safety Rules:</b> <ul style="list-style-type: none"> <li>• Operate equipment in accordance with the manufacturer's instructions and facility requirements Install appropriate signage and barriers to maximise public safety during the cleaning operation</li> <li>• Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so</li> <li>• Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required</li> </ul>	

## Environmental Cleaning Standard Operating Procedures

### Module 3

- Always ensure hand hygiene is after each clean and after removing gloves
- Use the correct manual handling techniques for the task required

#### Time:

One person - 1 minute per unit\*

*\*Timings are approximate and are to only be used as a guide.*

#### Procedure:

#### Removal of MGB

Step 1	Wear personal protective equipment as appropriate for the procedure
Step 2	Collect the MGB from the storage area
Step 3	Ensure correct the bin liner is in place (if applicable)
Step 4	Wheel the MGB on the collection round
Step 5	Empty smaller bins into the MGB
Step 6	Only move one MGB at a time
Step 7	When the collection round is completed return the MGB to the storage area
Step 8	Remove personal protective equipment, and perform hand hygiene

#### Cleaning of MGB

Step 1	Wear personal protective equipment as appropriate for the procedure	
Step 2	Collect the MGB(s) and take to the dedicated bin washing area	
Step 3	<b>FOAM GUN ATTACHMENT</b> Put detergent in the Foam Gun attachment	<b>HOSE ONLY</b> Put detergent in the mobile MGB
Step 4	Attach the foam gun to hose	Hose out
Step 5	Spray wash inside and outside of the MGB(s)	
Step 6	<b>FOAM GUN ATTACHMENT</b> When all MGBs have been washed, change the setting on the foam gun attachment to water and rinse the MGBs with fresh water	<b>HOSE ONLY</b> Rinse the MGBs with fresh water
Step 7	Turn the MGB(s) upside down or on side to drain, allow approx 30 minutes for the bins to dry	
Step 8	Check the MGB(s) are dry and stand right side up	
Step 9	Line the MGB(s) with the appropriate size bin liner (if required)	
Step 10	Remove personal protective equipment, and perform hand hygiene	
Step 11	When the task is completed clean all cleaning equipment and return it to the cleaner's room or storage area, or discard as appropriate	
Step 12	Perform hand hygiene	