



Title: Manual Waste Collection & Cart Repair During Covid-19 Outbreak Safe Work Procedure

Procedure Number: 061

Corresponding Policy Number: Nil

Date Approved: March 31, 2020

Department: Public Works

Purpose: To ensure the health and safety of employees that are working at Town facilities during the outbreak of Covid-19.

Potential Hazards:

- Slips, trips, falls
- Property damage
- Sick or exposed public
- Pinch points
- Sharp/abrasive materials
- Damaged cart
- Awkward posture
- Pedestrians
- Working alone
- Vehicle accident
- Weather conditions
- Needles
- Strains/heavy lifting
- Medical waste
- Overhead powerlines
- Narrow streets

PPE and Equipment Required:

- Steel toe boots
- Reflective safety vest, coveralls or jacket
- Appropriate clothing for weather conditions
- Cleats (icy conditions)
- Puncture resistant gloves (additional pairs)
- Hand sanitizer
- Disinfectant and paper towels

Procedure:

1. Waste Collection Equipment Operators will come into work at different times so that they do not overlap when getting their trucks.
2. At the beginning of the shift, wipe the door handle, steering wheel, etc. with the disinfectant and paper towels and discard the used paper towel.
3. Prior to getting out of the truck, don gloves and then ensure three-point contact is used when exiting the vehicle.
4. Pay attention to the ground when walking to ensure there are no slip or trip hazards or ruts along the pathway. Use ice grips, when the conditions are slippery.



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5. Ensure that social distancing of at least 6 feet is to be maintained from any public that may be around when exiting the vehicle. If someone from the public approaches you, notify them of the protocol on social distancing and if needed, get back into the vehicle until they leave the area.
6. Open the lid of the garbage bin, tip the bin down to reach the bags or tip until touching the ground. Test the weight of the garbage bag.
7. If the bag is above the regulated 40lb weight, place a non-compliance sticker on the bag and take a photo of the non-compliance. Do not take the bag.
8. If the bag cannot be reached in the bin, leave it in the bin and tag it and make note of the address.
9. If the bag is within the acceptable limit, remove the bag from the garbage bin. If there is more than one bag in the bin, test each bag before lifting completely out.
10. If there is more than one bag, lift one bag out of the garbage bin at a time and place on the ground next to the bin.
11. Pick up one garbage bag at a time, unless the weights of the bags are light enough that one can be carried in each hand and then face the truck.
12. Walk to the truck and if more than one bag is in hand, lay one down on the ground beside the truck.
13. If a garbage bag breaks open as it is being carried to the truck, use a shovel and new garbage bag to dispose of waste.
14. If there is loose garbage in the bin, leave it in the bin. Only remove garbage bags that are accessible.
15. Still facing the truck, lift one bag at a time into the truck using two hands instead of throwing one handed which results in repetitive strain to a shoulder or elbow. If the height is too high for the truck, face the truck and throw one bag at a time.
16. Continue with this until all garbage at the location is collected and remove and throw away gloves.



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17. Get back into the truck, maintaining three-point contact. Use hand sanitizer to disinfect hands prior to touching the controls of the truck.
18. Drive to the next house that requires manual pick up, donning new gloves at each stop and disinfecting hands after gloves are thrown away at each stop.
19. Either once waste collection has been completed and the waste has been dumped or during the course of waste collection, the employee will perform cart repairs as provided by the Public Works Department.
20. When cart repair is being conducted, the employee is to don gloves prior to touching the carts. Once work is complete on the cart, gloves are to be thrown away and the employee is to use hand sanitizer on their hands.
21. Once work is complete, the employee is to disinfect all touched surfaces in the truck with the disinfectant and paper towels and throw the paper towels away when finished.

Revision History:

Revision:	Change Made:	Changes Made By:	Date: