

WASTE MANAGEMENT

The right waste. In the right bin. Every time.

Good waste management keeps our workplaces clean, safe and compliant with the law. It protects our clients, our team and the environment.



BE SAFE



WORK SMART



RESPECT



DELIVER QUALITY



REMEMBER

- ✓ Put waste in the correct bin.
- ✓ Do not overfill bins – use liners and change when $\frac{3}{4}$ full.
- ✓ Never mix different types of waste.
- ✓ Keep waste areas clean and tidy.
- ✓ Report any overflowing bins or damage immediately.



Good habits today create clean, safe environments tomorrow.

WE WORK IN MANY DIFFERENT ENVIRONMENTS

OFFICES



SCHOOLS



RESTAURANTS



HEALTHCARE



HOTELS



LEISURE & GYMS



✓ Different places, same high standards.

TYPES OF WASTE – EXAMPLES

- General waste
- Recycling
- Food waste
- Hazardous waste*
- Confidential waste

i These are examples only. Follow your client's waste procedures. If you are unsure, stop and ask.

* Sharps and hazardous waste must never be handled or disposed of unless the correct procedure, equipment and training are provided.

SHARPS & HAZARDOUS WASTE



Never put your hands into bins or bags.



Never compress waste with your hands or feet.



If you find a needle, blade, broken glass or other sharp object, **DO NOT** pick it up unless you have been trained and the correct equipment and procedure are provided.



Keep others away and report it to your supervisor or site contact.



Never put sharps or hazardous items into ordinary waste.

SAFE WASTE STORAGE & CONFIDENTIAL WASTE



SAFE WASTE STORAGE

- Keep waste securely contained.
- Keep bin areas clean, tidy and odour free.
- Keep lids closed where appropriate.
- Do not allow bags to leak.
- Do not obstruct fire exits, doors or walkways.
- Report overflowing or damaged bins.



CONFIDENTIAL WASTE

- Do not read, photograph or remove any documents.
- Do not place confidential paperwork in general or recycling waste unless instructed.
- Follow your client's confidential waste procedure.
- Report anything that appears to contain sensitive information.

WASTE MANAGEMENT – STEP BY STEP PROCESS



1 CHECK BINS

Check bins at the start of your shift. Make sure they are clean and have a liner.



2 USE THE RIGHT BIN

Place waste in the correct bin. Do not mix different types of waste.



3 DON'T OVERFILL

Change liners when bins are $\frac{3}{4}$ full to avoid spills, tears and odours.



4 REMOVE & TIE

Remove the liner, tie securely and check for leaks before moving.



5 TRANSPORT SAFELY

Use trolleys where available. Do not drag bags. Keep routes clear of people.



6 DISPOSE CORRECTLY

Place waste in the correct external bin or designated waste area.



7 CLEAN THE AREA

Wipe bins and the surrounding area. Remove any spills straight away.



8 CHECK & REPORT

Check bins are replaced and tidy. Report any issues immediately.

BEST PRACTICE

- ✓ Use the right bin for the right waste.
- ✓ Keep waste areas clean and odour free.
- ✓ Break down cardboard boxes.
- ✓ Keep lids closed.
- ✓ Wash hands after handling waste.
- ✓ Follow client site rules and signage.
- ✓ Report overflowing bins or broken equipment.

WHAT NOT TO DO

- ✗ Don't mix recyclable and general waste.
- ✗ Don't overfill bins.
- ✗ Don't leave waste on the floor.
- ✗ Don't compact waste with your hands or feet.
- ✗ Don't remove waste from site unless you are authorised.

ENVIRONMENT MATTERS

- ✓ Reduce waste.
- ✓ Recycle where possible.
- ✓ Reuse items where safe.
- ✓ Dispose of waste responsibly.



SPILLS & LEAKS

- ✗ Never carry a leaking waste bag through the building.
- ✗ Isolate the area.
- ✗ Use appropriate PPE.
- ✗ Follow the site's spill/waste procedure.
- ✗ Report the incident where required.

WHY THIS MATTERS

Happy Homes Cleaning Company has a legal duty to use appropriate waste arrangements and authorised waste carriers where required.

We take reasonable steps to ensure waste is transferred to authorised persons and accurately described.

Waste transfer notes (where required) are retained in line with legal requirements.



KNOWLEDGE CHECK

- Why is it important to use the correct bin?
 - To save time
 - To keep areas clean, safe and compliant
 - To fill bins faster
- When should you change a bin liner?
 - When it is completely full
 - When it is $\frac{3}{4}$ full or leaking
 - At the end of the week
- What should you do if a bin is overflowing?
 - Push the waste down
 - Leave it for someone else
 - Report it and replace the liner



Right product.

Right equipment.

Right method.

Every time.

TRAINING RECORD

I confirm that I have received, read and understood the content of Module 13 – Waste Management.

Employee Name _____ Date _____

Employee Signature _____

Trainer Name _____ Date _____

Trainer Signature _____

i This training does not replace site specific instructions or risk assessments. Always follow the rules and use your judgement.