

Work Instruction : Move Waste and Recyclables to and from collection points (and clean bins as required)

Introduction:

CSU prides itself on being at the forefront of environmental issues, which is why CSU campuses have a well controlled waste disposal system. High priorities are placed on recycling and the disposal of everyday waste. A wide range of bin types are utilised for specific waste such as those used for bottles and glass, cardboard and paper, domestic waste and a range of bins in laboratories to collecting hazardous waste.

Scope:

CSU Campuses General and Residential areas.

Purpose:

To create a hygienic living and working environment for both students and staff at CSU.

Safety Guidelines:

Read SDS for appropriate chemical before using

CSCS Online Induction Series

NB: Always assess each job for dangers and hazards. Never place yourself or others at risk. If unsure please see Supervisor prior to commencing work.

Recommended Equipment:

- Personal Protective Equipment (PPE)
- Bin liners



Charles Sturt Campus Services Limited

ABN 37 063 446 864

Registered Office:

Division of Finance, Building 8

Charles Sturt University

Wagga Wagga NSW 2678

Procedure.

Process step 1 – Large Bins

Assess

Work schedule for frequency

Area and identify hazards (report any issues - refer to CSCS Injury /Hazard/ Incident Report Form)

Check equipment for safety

Source Recommended Equipment

Process step 2

Tie the bin liner in a secure knot.

Process step 3

Check the weight of the bag prior to removing from the rubbish bin and seek assistance if required

Remove the liner filled with rubbish from the bin.

Process step 4

If bin requires washing, spray with recommended company chemical and wipe clean with [Blue](#) Micro fibre cloth.

Process step 5

Replace with a new liner and move to the next waste bin.

Repeat steps 3-6 until all waste bins have been emptied.

Process step 6

Place bag in relevant wheelie bin outside of building.

Process step 7

Take all wheelie bins to the designated pick up point on contracted days.

Process Step 8

Return bins once emptied to relevant building



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Procedure Small Bins: DFM and Residences as required

Smaller waste bins are usually located in toilet blocks and student rooms during Residential Schools ONLY.

Process step 1

Empty the contents of the smaller bin into appropriate wheelie bin outside and continue until all bins have been emptied.

Process step 2

If bin requires washing, spray with recommended company chemical and wipe clean **with Blue Micro fibre cloth.**

Process step 3

Replace liner in small bin as required if full or soiled

Process step 4

Take all wheelie bins to the designated pick up point on contracted days.

Process Step 5

Return bins once emptied to relevant building

All residences' rubbish must be located at the designated pick up point by designated pick up time.

References:

CSCS Online Induction Series

[Home - Charles Sturt Campus Services - Charles Sturt University Staff Resources](#)