

SWMS Title:	Handling of Industrial/Wheelie Bins and Operation of Bin Lifter	Description of Task / Activity:	Handling of Industrial/Wheelie Bins and Operation of Bin Lifter
Partner Site:	Coles Distribution Centres		
SWMS prepared by: George Covino	Position: Regional HSE Manager Vic/Tas	Date: 08/06/2023	SWMS reviewed by: Paul Nichols
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date: 08/06/2023	

Hierarchy of Control	Risk Matrix																																																																																																							
<p style="text-align: center;">Elimination</p> <p style="text-align: center;">Substitution</p> <p style="text-align: center;">Engineering</p> <p style="text-align: center;">Administration</p> <p style="text-align: center;">PPE</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffff00;"> <th colspan="5">RISK ASSESSMENT PROCESS</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="2" rowspan="2">Step 1 Determine Probability</th> <th colspan="3">Step 2</th> </tr> <tr style="background-color: #004a87; color: white;"> <th colspan="3">CONSEQUENCE</th> </tr> <tr style="background-color: #004a87; color: white;"> <th colspan="2" rowspan="2">LIKELIHOOD</th> <th>PERSON</th> <th>ASSETS</th> <th>ENVIRONMENT</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Practically Impossible</td> <td>1</td> <td>Minor Near Miss</td> <td>Under \$500 Damage and Minimal Productivity Disruption.</td> <td>No Damage</td> </tr> <tr> <td>B</td> <td>Not Likely to Occur</td> <td>2</td> <td>First Aid Treatment Injury</td> <td>\$500–1000 Damage and/or Slight Production Disruption.</td> <td>Minor Damage</td> </tr> <tr> <td>C</td> <td>Unusual but Possible</td> <td>3</td> <td>MTI or Short Term LTI</td> <td>\$1000–5000 Damage and/or Production Disruption.</td> <td>Reversible Damage</td> </tr> <tr> <td>D</td> <td>Quite Possible</td> <td>4</td> <td>Long Term LTI</td> <td>\$5000–10,000 Damage and/or Project Contingency Plan Required.</td> <td>Serious Damage</td> </tr> <tr> <td>E</td> <td>Almost Certain</td> <td>5</td> <td>Fatality, Permanent Disability</td> <td>More than \$10,000 Damage and/or Large Reorganisation of Project.</td> <td>Major Damage</td> </tr> </tbody> </table>	RISK ASSESSMENT PROCESS					Step 1 Determine Probability		Step 2			CONSEQUENCE			LIKELIHOOD		PERSON	ASSETS	ENVIRONMENT	A	Practically Impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	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Required PPE (Personal Protective Equipment)									
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1. Hazard / Hazardous Event	2. Current Controls
Working Around the Bin Lifter Slips, Trips and Falls Pedestrians and motorised material handling equipment striking hazards Overfilled receiving skip bins Overfilled industrialbins	<ul style="list-style-type: none"> • High visibility vest/Jacket with reflective tape and safety footwear to be worn at all Coles Distribution Centre Sites. • Adherence to Site Traffic Management Plan. • Ensure there is no waste, bins, stock, equipment or tools unnecessarily stacked around the Bin Lifter and keep the area clean and tidy prior to use. • Report any waste segregation issues to Line Manager. • Rectify any potential slip, trip or obstruction hazards effecting safe use around the Bin Lifter. • Report any waste, bin, stock, slip, trip or obstruction hazards that are unable to be rectified to supervisor or manager prior to use of the Bin lifter. • Avoid using overfilled industrial/Wheelie bins and report to Supervisor if overfilled. • Use the marked pedestrian walkways and doors.
Handling of Industrial and Wheelie Bins, Overfilled Bins Pinch Points Manual Handling	<ul style="list-style-type: none"> • Visually inspect the industrial bin prior to use to ensure it is in a serviceable condition. • Report any industrial bin damage or defects to your supervisor or manager. • Take note of “Pinch Point” caution signage on the large hinged industrial bins and never place hands in pinch point areas of the lid latch mechanism when raising or lowering lids. • Use protective cut resistant gloves when handling industrial bins. • Ensure the bin is not overloaded. Remove contents in the bin to reduce the load if required. • Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent. • Avoid over overstretching when removing the bin liner. • Use caution when moving industrial bins. • Do not use industrial bins that do not fit the bin lifter supports or bins that are damaged or split.
Conduct pre operational check on Bin Lifter prior to use. Entanglement / Crush Injuries Electrocutation	<ul style="list-style-type: none"> • Ensure the Bin Lifter is in a safe and operational condition. • Do not place hands, feet or body parts around, over or under protective guarding. • Use the emergency stop button where fitted and required. • Ensure no parts are missing, damaged and/or unsecured. • Ensure electrical charging lead is tested tagged and in date. • Report any faults to the Site Facilities Manager prior to use of the lifter. • Check that protective devices have not been disabled or bypassed. • Place an out of service tag on the compactor if it is damaged and or faulty then report to the site Facilities Manager. • Prior to operating the lifter ensure the path of travel is clear of people and obstacles when moving and operating the bin lifter.

<p>Operation of Bin Lifter</p>	<ul style="list-style-type: none"> • Only operate the bin lifter in accordance to the operating manual and report to Supervisor if manual is not at hand. • Avoid using the bin lifter where faulty and report faults to supervisor prior to use. • If portable bin lifter is being utilised: <ul style="list-style-type: none"> ○ Ensure unit is positioned and maneuvered on a flat stable surface. ○ Avoid operating the lifter on the edge of a raised dock or platform. ○ Activate brakes on castors to prevent movement of bin lifter. ○ Use the bin lifter push handle to move the lifter where fitted. ○ Where moving a mobile bin lifter ensure the castor wheels are fully unlocked prior to moving. ○ Ensure 240v electrical leads are disconnected from the power supply prior to moving the lifter. ○ Ensure travel paths are clear prior to moving the bin lifter and follow all site traffic management procedures. ○ Where poor lighting is present around a mobile lifter move the lifter to a suitable location where possible. ○ Ensure feet and hands are placed clear of the castor wheels prior to moving. ○ Where diesel fumes are present around a lifter move the lifter to a safe location where possible. ○ Operate and store lifter in a protected area away from potential water and rain. ○ Ensure bin lifter barrier protection is in good working order prior to use. ○ Ensure left wheel is located on the left side wheel guide to eliminate the requirement to manually attach the bin to the lifter. ○ Avoid placing hands, feet or body parts around, over or under protective guarding. ○ All other persons other than the operator to keep 2m clear while the lifter is in use. ○ Avoid using or storing the lifter within 2m of an unprotected edge or open railing. ○ Follow bin lifter operator instructions and avoid standing to the side of the lifter while in use. ○ Avoid using extension lead for bin lifter longer than 15m. • Ensure the immediate area around and above the bin lifter is clear of persons or objects during operation. • Keep lids of industrial bins being lifted closed during operation. • Ensure protective gates are fully in the closed position and gate switches are functional prior to use. • Ensure the bin lifting cradle is at ground level prior to opening the front gate. • Use caution during windy conditions to contain dust, liquids and other light waste. Ensure safety glasses and cut resistant gloves are worn. • Keep body clear of moving parts on bin lifter during operation. Stand according to the operators instructions. Keep others clear of the lift zone. • Disconnect and turn off bin lifter if not in use. Remove the key at the end of the task to prevent accidental operation.
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3. Additional Information	
<ul style="list-style-type: none">• For Additional Information contact the HSE Team.	
4. Activity Risk Rating:	Medium (C3)