



## SCOUTS RECYCLING SCHEME FACT SHEET: WHS

Human health and safety are essential in the daily operations of a donation site and should be placed at the forefront of a participating Scout Group's best operational practices.

Waste management systems and services should be designed and operated in a manner that prevents the potential risk of injury or illness associated with the collection, storage and transportation of material.

This includes risk to:

- Volunteers and other individuals managing the donation site's service, bins and equipment
- Youth and adult members meeting at the Group Hall and surrounding premises
- Members of the public donating their recyclable materials to Groups
- Others engaged in or affected by the donation site and the Group's recycling efforts
- Nearby residents and users of adjacent properties.

When considering to participate in the Scouts Recycling Scheme, it is important to accept that every Scout formation is different. Physical aspects such as layout, vehicle access and adjacent properties will determine whether your formation can safely accommodate a donation point. Spending the time at the start to carefully plan and design the collection area to mitigate risks will help prevent future injuries and complaints. It also can save time and money in the long run.

Below we have set out some guidance and recommendations. However, you should perform a risk assessment for your particular site, to identify hazards that are *specific* to your formation. This will improve your chances of success by achieving a collection point that is easier to use and safer to operate.

### **Is your Formation suitable for participating in the Scouts Recycling Scheme?**

When deciding whether to participate in the Scouts Recycling Scheme or not, it is important to accept that not every Scout formation is suitable. Physical aspects such as layout, vehicle access and adjacent properties will determine whether a donation point can even be accommodated. Also, there must be sufficient recycling volumes in your location as well as willing Scouts resources to maintain the donation site on an ongoing basis in order to make the Scouts Recycling Scheme a success.

The guide below can assist you in considering whether your formation is suitable or not. Once you have decided to proceed, you need to plan the layout and make sure that any structures that are constructed are sound, and that the area is maintained on an ongoing basis. Only once you have



determined that a donation point can physically be accommodated at your formation and there are sufficient volunteers to maintain it, should you consider proceeding.

### **Guide to Determining whether your Formation is suitable for a Donation Site**

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- Is there sufficient space to accommodate collection receptacles such as wheelie bins?
- Is glass currently permitted on the property?
- Is legal parking available near the receptacles, with room to manoeuvre a vehicle/trailer?
- Is the area well-lit and free of inherent trip hazards like deep gutters, open drains, large tree roots? (consider night time drop-offs)
- Is the area away from stormwater drains where stray containers can enter the stormwater system?
- No adverse impact to nearby residents? E.g. visual impact, increased activity, noise (the sound of bottles being dumped into a wheelie bin, can be very loud, especially at night time).
- Is the area relatively free of vandalism and dumping of rubbish? (Donation sites might be mistaken as a charity bin for the dumping of unwanted household goods).
- Are there sufficient scouting members and volunteers to set-up the site, maintain the site and transport the containers regularly (and have a trailer if applicable).
- Consider if there are other aspects that will determine whether your site is suitable or not.

*If you cannot answer 'yes' to all the above questions, your formation may not be suitable. If you still wish to proceed, you need to address these risks before proceeding.*

### **Design and Construction**

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Once you have decided to set up a donation site:

- Consider the exact location and layout, to comply with the above points.
- Carefully consider the type of receptacles to use – e.g. wheelie bins, milk crates, cages and how they can safely be handled and transported. Remember that cans cannot be redeemed if crushed, so this adds to the volume.
- Construct any structures securely – i.e. not collapse or blow away and hurt someone. Scouts might be held responsible if harm occurs from design. No sharp edges where people can cut themselves in contact. Avoid creating crevices for snakes etc. to reside. If 'second hand' materials are used, ensure they are sound.
- Consider the potential for vandalism or misuse e.g. use a 'hole-in-the-wall' set up, or locked receptacles to restrict access. Carefully consider any locking mechanisms such as padlocks - make sure that adults or children cannot become trapped or locked inside, either accidentally or during 'horse play'.
- Avoid using receptacles that can collect rainwater as this will increase weight.
- Prior to construction, conduct a risk assessment for the work. For example:



- Safe use of power tools
- Visual inspection of electrical cords
- Manual handling
- Traffic management (i.e. should cars be temporarily excluded from parking in the immediate vicinity on Scouts land while the construction is in progress?)
- Safety and courtesy for members of the public passing by
- Enclosed safety shoes
- Drinking water
- Do not climb on structures that are not designed to hold person's weight.
- Is asbestos present at that formation? If so, do not drill/cut.

Develop safety instructions for transporting to a collection point, and make sure volunteers are aware of these rules.

## **Handling Recyclable Materials**

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### *Safety Instructions*

The list below provides basic rules – add any rules that are specific to your formation.

- Manual handling of recyclable materials must take place during daylight hours or when adequate lighting is available to prevent the likelihood of individuals tripping over obstacles and traffic hazards such as objects and uneven surfaces.
- Use appropriate manual handling techniques – see below.
- Wear PPE – sturdy enclosed shoes with non-slip soles, sturdy gloves and sun protection.
- Obey parking rules, and show courtesy for residents and passers-by.
- Consider using a spotter.
- Keep clear of reversing vehicles or trailers – make eye contact with driver.
- Clean up debris afterwards - Debris is NOT to be swept or hosed down storm water drains.
- Drivers must be licensed. If using trailer, ensure both car and trailer are registered and adequately insured, and the driver is sufficiently capable.
- Obey safety rules / parking rules at the collection point.
- Return the receptacles ASAP.
- Report damaged items and equipment.
- A first aid kit should be made available when collections are being transported.

## **Manual Handling**

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Use safe manual handling techniques, team lift for heavier loads.



**Avoid:**

- Repetitive or sustained force
- High or sudden force
- Repetitive movement
- Sustained or awkward posture

<i>Preparation</i>	<ul style="list-style-type: none"> <li>• Clear the lifting area of all hazards and obstructions</li> </ul>
<i>Check the load</i>	<ul style="list-style-type: none"> <li>• Check the characteristics of the load (size, weight, shape)</li> </ul>
<i>Correct foot position (to provide a stable base and even weight distribution)</i>	<ul style="list-style-type: none"> <li>• Your front foot should be placed beside the load and pointing in the direction you intend to move</li> <li>• Your back foot should be placed slightly behind and hip width from the front foot</li> </ul>
<i>Proper hold</i>	<ul style="list-style-type: none"> <li>• Hands should be diagonally opposite for security and comfort</li> <li>• Use the full length of your fingers and palms to avoid fatigue</li> </ul>
<i>Bend your knees</i>	<ul style="list-style-type: none"> <li>• Reach down to the load by bending your knees, using leg muscles instead of back muscles</li> </ul>
<i>Keep your back straight</i>	<ul style="list-style-type: none"> <li>• Keep your back as straight as possible</li> <li>• Raise your head with your chin just before lifting</li> </ul>
<i>Arm position and grip</i>	<ul style="list-style-type: none"> <li>• Keep your arms as close to your body with elbows tucked in as much as possible while lifting and carrying</li> </ul>



	<ul style="list-style-type: none"> <li>Do not change your grip whilst carrying a load</li> </ul>
Setting the load down	<ul style="list-style-type: none"> <li>Reverse these procedures when setting down a load</li> </ul>

## Maintenance

All recyclable materials should be stored in secure storage containers such as lockable wheelie bins to prevent litter. Sufficient space and disposal capacity should be included to ensure bins do not become overcrowded or overloaded. The correct size and type of bins and equipment should be used, for the purposes for which they were designed or intended.

All materials held in stackable storage (e.g. milk crates) should be stowed in a manner that minimises the risk of falling or being dislodged. No more than four milk crates should be stacked one on top of the other.

The storage area should be monitored to track donation volumes. Storage containers should be emptied and replaced as necessary to avoid overflow.

- Inspect area regularly, including checking that lighting works
- Make sure the pathway from vehicles to the collection point is free of trip hazards
- Establish additional pest management if needed.
- Provide broom and brush/pan nearby, to clear broken glass
- Monitor area and empty / replace receptacles as necessary to avoid overflow
- Use PPE e.g. enclosed shoes, sun screen, sturdy gloves (e.g. gardening gloves)
- Debris is NOT to be swept or hosed down storm water drains.

## Reporting Injuries and Incidents

### General Reporting Duties

Any individual who is involved in, witnesses or is alerted to an incident or accident causing damage to property and/or injury to persons must complete an Incident/Accident Report Form, which can be found on the Scouts Australia NSW website.



Where necessary emergency services must be contacted on '000' and individuals present and able must administer first aid to the injured/ill person to preserve the life and wellbeing of the person.

### *Significant Safety Incidents*

The CEO of Scouts Australia NSW must be notified immediately in the event of any incident which involves the following:

- attendance of emergency services including fire brigade, ambulance or police;
- the NSW Environmental Protection Authority (EPA);
- Government authority investigators;
- Health Department investigators;
- an incident which could be considered serious in that major consequences were only narrowly avoided (i.e. a near miss);
- an incident which attracts media attention;
- an incident relating to child protection (the Child Protection and Issues Management team must also be notified); or
- a 'notifiable incident' i.e. serious injury

In any investigation into an incident/accident/injury/near miss/hazard, individuals may be requested to be involved in a root cause analysis meeting to discuss and determine exactly the root cause of the event. In these discussions, a sequence of events that led up to the incident will be revealed and analysed. Risk controls for the future will then be put in place. Where there were already risk controls to prevent an incident, these will be reviewed and adjusted.