

METHOD STATEMENT - CLEANING WHEELIE BINS



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-033	FREQUENCY (TICK AS APPROPRIATE)				
Version Number :	4					
Task:	Cleaning Large Waste Bins	Daily	Weekly	Monthly	Quarterly	Yearly
Date Completed:	5 March 2025					
Re-Assessment Due*:	Two years from above date			✓		
Employee Participation and Inv.	Jose Quintero					
Method Statement Completed By:	HSEQ Department	Emergency Telephone Number:				
Designation:	Safety advisor	N/A				

STEP 2 – PERSONEL REQUIRED (DURING ACTIVITY)

Lone Worker	2 or More Persons	First Aider	Supervisor/Team Leader	Management
✓	✓			

STEP 3 – PROCEDURES TO BE CARRIED OUT (BEFORE STARTING WORK)

Training and Knowledge Company safety Site -induction form: F039	Training and Knowledge Of Equipment	Training and Knowledge Bio-Hazard training form F061	Understanding & Awareness of Method Statement CCRM-032 Bio Hazardous Waste Clean-Up Fluids	Understanding & Awareness of Method Statement CCRM-031 Bio Hazardous Waste Clean-Up 'Sharps'	Understanding & Awareness of Method Statement CCRM-020 Pressure Washing	Understanding & Awareness of Method Statement CCRM-012 Wet Vacuum	Place Warning Signs	Perform Visual Check of Equipment
✓	✓	✓	✓	✓	✓	✓	✓	✓

STEP 4 –POTENTIAL HAZARDS

Slips, Trips & Falls	Low or High Temperatures	Noise	Vehicles	Sharp and Needles inside bins	Biohazard	Flying Particles	Falling Objects	Electric Shock	Fire Risk	Manual Handling
✓		✓		✓	✓	✓		✓	✓	✓

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STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Mix with other products	Application / Equipment
Greenspeed Floreal Fresh	All purpose cleaner	All-purpose cleaner	40ml in 5L water	No	Pressure Washer Wet Vacuum Cleaners

STEP 6 – PRODUCT HAZARDS

Explosive	Highly Flammable	Oxidising	Corrosive	Toxic	Dangerous for the Environment	Harmful/Irritant	Serious Longer Term Health Hazards	Non-Hazardous
								Non-Hazardous
						✓		

STEP 7 – PERSONAL PROTECTIVE EQUIPMENT (PPE) to be used

Personal Protective Equipment to be used								
Apron	Face Visor	Goggles	Safety Glasses	Ear Defenders	Safety Wellingtons	Safety Boots	Anti-Static Strap	Fume/Vapour Mask
	✓	✓		✓	✓			
								OTHER (please state):
Respirator Face Mask FFP2/FFP3or Surgical Mask	Rubber Gloves	Protective Gloves	Lifejacket	Overalls	Hi-Visibility Jacket	Disposable Overshoes	Hard Hat	
	✓			✓	✓			

STEP 8 – METHOD STATEMENT

SAFETY

1. Wear personal protective equipment.
2. Use correct lifting techniques when moving bins.
3. Cover electrical sockets with plastic strips and masking tape.
4. **If using a pressure washer:**
 - a. Read safe system of works and method statement for using pressure washer (CCRM-020)
 - b. Place warning signs and barriers before you commence the task
 - c. Check electrical equipment, particularly plugs and cables.
 - d. Ensure circuit breaker is in power socket before inserting machine plug.
 - e. Cables must be behind machine as all times.
 - f. Do not allow cables to become taut at ankle level.
 - g. Take care to avoid splash back.
 - h. Plug in at a safe distance from the area being cleaned.
5. **If using a wet vacuum cleaner:**
 - a. Read safe system of works and method statement for using wet vacuum cleaner (CCRM-012)
 - b. Place warning signs and barriers before you commence the task
 - c. Check electrical equipment, particularly plugs and cables.
 - d. Ensure circuit breaker is in power socket before inserting machine plug.
 - e. Cables must be behind machine as all times.
 - f. Removed the dry cloth dust bag
 - g. Empty the tank from dust
 - h. Connect and test the RCD – If needed
 - i. Unwind the cable, plug into a mains socket (RCD) and turn on the machine.
 - j. When completed, turn off the machine and with dry hands, remove the plug and (RCD) from the mains socket and rewind the electricity cable.
 - k. Empty the dirty water tank in identified drain / sluice.
 - l. Collect all accessories.
 - m. Clean the machine and accessories.
 - n. Clean the main surface of the floor and any other equipment used, e.g. warning signs, etc.
 - o. Store the cleaned equipment safely and tidily in the correct storage area.
 - p. Return any items moved to their original positions.
 - q. Remove PPE and wash hands.
6. Inspect location as you work watch for sharps, body fluids and biohazardous contamination.
7. When handling waste be aware of sharps, broken glass or needles. This type of waste should never be place inside washroom bins (You MUST communicate and report any findings)



METHOD



1. Put on personal protective equipment.
2. Assemble equipment and check for safety.
3. Place warning signs.
4. Ventilate area if appropriate.
5. Close rubbish chutes, if appropriate.
6. Clear any waste bags from bin to be cleaned.
7. Use long handles litter picker to remove any loose waste in the bottom of the bin.
8. Add 10ltrs of water to the bin using a hose or bucket
9. Add 80 ml of GreenSpeed Floreal Fresh to the water.
10. Agitate with a deck brush to remove contaminants, paying extra attention to the internal walls of the bin.
11. Rinse of the inside of the bin with a hose or a bucket of water.
12. Use a Wet Vac (without the foot attachment) to extract the dirty water and loose debris. (ensure RCD breaker is installed)
13. Dry any excess water from the inside of the bin using a mop with a new dry mop head.
14. Leave the lid open to allow the bin to dry fully.
15. Using a disinfectant solution (40ml to every 5 ltrs water) wipe down the outside of the bin and the inside of the lid using a correctly colour coded cloth.
16. On completion, clean up any mess made on the floor around the bin created during the cleaning process.
17. Check bin wheels for free running before repositioning.
18. Place bin under the chute before re-opening it, if applicable.
19. Report any damaged or leaking bins, blocked drains or evidence of infestation.
20. Empty Wet Vac down a drain or designated waste water point, rinse out with fresh water and dry.
21. Clean remaining equipment and check for safety.
22. Return equipment, materials, and warning signs to store and close the ventilation if appropriate to store.
23. If the bins are on a cleaning rotation complete any paperwork to keep track of which ones have been cleaned and when.

CARE OF EQUIPMENT

1. Clean stiff yard broom / deck broom and allow to dry.
2. Clean buckets, mops, cloths to be washed in clean water and left to dry.
3. Wet Vac to be emptied, filter washed, rinsed out and left to dry

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STEP 9 – RISK ASSESSMENT (Likelihood X Severity = Risk)

CATEGORY	HAZARD	POTENTIAL HARM	LIKELIHOOD	Severity	Risk before Controls	Risk After Controls	COMMENTS
Slips, Trips & Falls	Slips, trips & falls	Broken bones/bruises/cuts	4	3	12	3	- Operatives trained in these operations. - Awareness of environment and other people's actions. Tool box programme in place - Staff instructed to report hazards to area managers. - Staff instructed to wear protective shoes
Equipment Operation	Electric shock	Electrocution/burns/seizure / shock / death	3	5	15	5	- Supervision along the shift is in place - Identifying and protecting any mains found within the area of operation - Electrical equipment is to be connected to a RCD. - The equipment and leads are to be PA Tested annually, - Visual inspection before use - Reporting of incidents and defective equipment in place
Cleaning Wheelie Bins	Sharp parts of wheelie bins	Cuts	4	3	12	3	- Operatives trained in these operations. - Awareness of environment and the equipment that used. - Staff instructed to report hazards to area managers. - Staff instructed to wear personal protective equipment
Equipment Operation (pressure washing)	Risk of Ejected Material / Noise Risk / Emission of Hand and Arm vibration	Cuts/bruises/puncturing/stabbing/impact/bruises/cuts/hearing loss/blue finger disease	4	4	16	8	- Staff trained on surface preparation to minimise or eliminate the risk of solid particles, debris and materials - Areas to be cleaned, will be submitted to an exclusion area of (10 to 8 mts around the machine) with barrier tape and visual signs to protect public - Operatives instructed to stop all work immediately as soon as a members of the public or an unauthorise person trespass the exclusion area. - Short-term use - Regular supervision is in place - Work in groups and PPE provided
Equipment Operation	Risk of entering of unauthorized public to the area to be cleaned	Serious injury with open wound, internal damage tissue, bleeding,	3	4	12	4	- Permit to work system - Areas to be cleaned, will be submitted to an exclusion area of (10 to 8 mts around the machine) with barrier tape and visual signs to protect public - Operatives instructed to stop all work immediately as soon as a members of the public or an unauthorise person trespass the exclusion area. - Regular supervision in place - Operatives trained in these operations. - Awareness of environment and other people's actions.

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Equipment Operation	High pressure water injury	Seriuos injury with open wound, internal damage tissue, bleeding,	4	4	16	4	- Operatives trained to follow safe system of work - PPE has been issue - Supervision along the shift is in place - Refresh trainnig in place
Perimeter area and Loading Bay	Delivery vehicles manoeuvring along / entering leaving the bay	Broken bones / bruises / cuts/ death	4	5	20	8	- All operatives wear high visibility clothing. - Operatives are trained safe practices and vehicles awarness - Operatives instructed to follow safe guidelines. - Refresh training and suppervision in palce
Manual Handling	Heavy objects/bending/ pulling / pushing/lifting	Back injuries, disorder of joints, injury to upper/lower limbs etc	3	3	9	4	- Staff trained on Manual handling, - Toolbox programme / suppervision / site induction
Equipment operation	Bacterial Infection Biological Hazard	(like Leptospirosis)	4	2	8	4	- Staff trained on Biohazard management - Use of PPE - Reporting of Injuries, Diseases and Dangerous Occurrences
OVERALL RISK RATING BEFORE CONTROL: 13.33			Very Low	Low	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROL: 4.77			Very Low	Low	Medium	High	
				✓			
LIKELIHOOD 1. IMPROBABLE OCCURRENCE 2. REMOTED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE		SEVERITY 1. <u>SLIGHT</u> : NO INJURY or Injury requiring first Aid treatment 2. <u>MINOR</u> : INJURY requiring medical treatment with absence from 3 days to 3 weeks 3. <u>MODERATE</u> : Injury illnes resulting in temporary disibility (eg. fractures) and absence over 3 weeks 4. <u>SERIOUS</u> : Severe injury or permanent disibility (e.g loss of limb, sight) property and equipment damage 5. <u>MAJOR</u> : Immediat danger exist, capable of causing death, loss or damage on a wide scale and serious business disruption (e.g. Explosion, fire, structural damage, etc.)				INTERPRETATION 4 and below very Low risk = No further action, but ensure controls are maintained an review 5 to 8 Low risk = Risk Can be tolerated or for only short term. Plan introduction of meassures with a define time period 9 to 15 Medium Risk = Planned and introduce further control measures to mitigate the risk within a time scale 16 and Above = Stop activity and immediate action	