

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 069 – RUBBISH AND WASTE DISPOSAL

1. PURPOSE AND SCOPE

Minimum requirements for segregation, handling and disposal of rubbish and waste at Illusions Australia.

Applies to general waste, recyclable materials, timber/metal offcuts, sharp waste and controlled/hazardous waste generated by workshop and site activities.

2. AUTHORISATION AND COMPETENCY

Workers must use the designated waste streams and understand any specific controls for hazardous or regulated waste.

Hazardous chemical waste, contaminated materials and special wastes must be managed under applicable SDS/site arrangements.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- Gloves appropriate to the waste handled.
- Eye protection where splash or sharp-fragment risk exists.
- Other PPE specified for hazardous waste.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Correct bin/container is available.
- Waste type is identified.
- Container is not overfilled or damaged.
- Sharp items can be contained without projecting.
- Chemical/paint waste is compatible with the designated container.
- Manual-handling method is suitable for the load.

5. SAFE OPERATING PROCEDURE

1. Separate waste into designated streams.
2. Place sharp metal, broken materials and similar waste so edges cannot injure handlers.
3. Keep lids fitted to controlled-waste containers where required.
4. Do not overfill bins.
5. Use mechanical assistance for heavy bins/items.
6. Clean minor spills during disposal using the approved method.
7. Keep waste areas clear of ignition sources where flammable waste is stored.

8. Arrange collection/disposal through approved workplace channels.

6. PROHIBITED PRACTICES

Workers must not:

- Place liquids, chemicals, batteries or controlled waste into general waste unless specifically permitted.
- Leave sharp objects protruding from bins.
- Overfill containers.
- Compress waste by hand or foot.
- Burn waste unless specifically authorised under a controlled process.
- Pour paints, solvents or chemicals into drains.
- Mix incompatible chemical wastes.

7. SHARP AND BULKY WASTE

Offcuts can create laceration, puncture and manual-handling hazards.

- Use appropriate containers.
- Break down bulky waste only by a safe method.
- Do not reach blindly into waste bins.

8. CHEMICAL AND FLAMMABLE WASTE

Contaminated rags, solvents, coatings and chemicals may create exposure or fire hazards.

- Follow SDS and designated waste-stream requirements.
- Keep incompatible wastes separate.
- Use suitable closed containers where required.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop if waste identity is uncertain, a container leaks, incompatible materials have been mixed, or a spill/fire hazard develops.

Isolate the area and obtain competent advice.

10. SHUTDOWN AND HOUSEKEEPING

- Leave waste areas tidy and access routes clear.
- Close/secure containers.
- Return bins to designated locations.
- Wash hands after handling waste.
- Report damaged or overflowing containers.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.

5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Waste cannot be positively identified.
- Correct disposal container is unavailable.
- Container is leaking/damaged.
- Load cannot be handled safely.
- Chemical incompatibility or fire risk is suspected.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 069 – Rubbish and Waste Disposal
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
Approved By	Managing Director
Status	Controlled Document