



THE K3 GROUP

The K3 Group
Standard Operating Procedure
Waste Handling

Purpose:

The purpose of this operating procedure is to ensure the safe handling of waste at every facility.

Application:

All K3 Group staff.

Training:

Employees will receive a training class as well as on the job review of the expectations and guidelines to review proper waste handling procedures.

PPE Required:

Safety glasses, nitrile gloves, knucklehead X10 gloves (or similar), slip resistant footwear

Specific Guidelines for Procedure:

1. Don applicable PPE – Safety glasses, slip resistant footwear, nitrile gloves, knucklehead X10 (or similar)
2. Always visually inspect waste receptacles and waste bags before handling. Items to look for are aerosols, lighters, batteries, needles, razors, metal objects, toners and fluorescent light bulbs or other non-burnable items. If any aerosols, lighters, batteries, metal objects, toners or fluorescent light bulbs or other non-burnable items are found remove them from the trash. Place them in the correct receptacle in the satellite collection site.
3. If any type of needles, razors or other possible sharp items are discovered, immediately notify the supervisor on shift or HSE supervisor on shift. Do not remove the items until the supervisor or HSE supervisor are present. Make sure to update the JSA.
4. Collect and segregate waste according to site segregation requirements. Food Waste always goes in covered dumpsters. Bio waste containers go into a designated bio waste collection point. When the bio waste collection site becomes full contact the supervisor to arrange for pick-up.
5. Collect trash and place into a collection cart for transport to the dumpster. Never carry single bags of trash slung over your shoulder. While carrying trash keep your elbows next to your body and hold the trash away from you.
6. When replacing bags, make sure to double bag the larger waste receptacles. Waste receptacles in the guest rooms do not need to be double bagged. When collecting bags from guest rooms place them into a larger double bag set –up for transport.
7. When taking trash out to the dumpster you must wear the designated Knucklehead X-10 gloves over nitrile gloves. You can get those gloves from the supervisor on duty.
8. Make sure all bags that are headed out to the dumpster are double bagged to help mitigate any leaks. Report all drips, drops or spills immediately to security on radio channel 1.

9. Always use 2 crew members when taking trash out to the dumpster. Push the waste collection cart out to the dumpster to avoid any drips or drops. Look for wildlife, ice build-up, a full dumpster or any other hazard that may cause an injury while taking out the trash. If any hazards are noted **STOP** and contact the supervisor.
10. Make sure the dumpster doors are closed after throwing the waste into the dumpster.
11. If the dumpster is full, contact your supervisor to arrange for the dumpster to be exchanged with a new dumpster.
12. Do not add trash to an open dumpster and leave. This is an animal attractant and could pose a greater safety hazard.

Special Considerations:

The K3 Group does not manage the disposal or recycling of any waste at any of our locations. We must adhere to the specific requirements that each of the client locations we work with expect regarding waste handling and disposal. Ensure that all items that need to be segregated are separated into the specific and marked waste areas. If an issue arises regarding waste disposal, see your supervisor. The K3 group does not dictate the items ordered for projects we work and we will make every effort to minimally impact the environment with the chemicals we use and the food waste we produce.

I understand the operating procedure for waste handling and fully understand how to safely dispose of any waste, I understand the guidelines and will follow the procedures outlined above.

Signature: _____ **Date:** _____

Print name: _____

Supervisor Signature: _____ **Date:** _____