



WASTE SORT SAFETY PROCEDURE & EQUIPMENT CHECKLIST

Getting Ready

- Talk to building personnel – Many buildings have a facility or safety supervisor who can answer questions about proper safety procedures – including the use of safety equipment. Start with this person and have a discussion about the waste sort activity.
- Know the hazards/take precautions – It is important to identify potential hazards – even if small so you can act appropriately should they arise. Make a plan and take appropriate precautions to deal with each potential hazard you identify – even it is as simple as taking frequent breaks or calling 911 – then share that information with the waste sort team. Some potential hazards are: cuts; encountering hazardous materials such as chemicals; trips, slips, and falls; weather; and fatigue. Some general strategies to consider are:
 - Have a first aid kit on site;
 - Consider an eye wash station and use personal protective equipment;
 - Rotate people so they can take short breaks to use the restroom and stay hydrated; and
 - Dress appropriately (if sorting outside) and have a backup plan in case of poor weather.

Sort Day

On the day of the sort, make sure to review a few safety procedures with the sorting team, including:

- Short safety review – An event safety review just prior to the start of the waste sort is essential to ensure that everyone understands what is expected of them and how to participate safely. Describe the order/timing of activities, waste handling and sorting procedures, and proper use of all equipment – including safety glasses, gloves, and any additional safety measures.
- Emergency contacts - Know who to contact in an emergency, and write it down for others to see.
- Follow the proper sorting procedure – Using the **Waste Sort Planner**, review the sorting procedure and encourage all participants to look first, go slowly, and take their time identifying objects before grabbing them.

Personal Protective Equipment – check off each item as you receive it.

- First aid kit
- Eye wash kit or station
- Work gloves- protective, cut-resistant gloves
- Disposable gloves- (optional) rubber or latex gloves may be worn underneath work gloves to keep out liquid leaks
- Safety glasses
- Face mask- (optional) breathing masks should be used if airborne particulates are expected
- Protective footwear- closed-toe shoes are important and further protection may be necessary dependent on the sort
- Appropriate clothing- clothing that covers all skin and is able to get dirty is recommended
- Protective suits and aprons- (optional) can be used to further protect clothing

Sorting Equipment – most of these items are necessary to successfully conduct the waste sort.

- Camera
- Data sheet (or computer)- to record waste categories and weights
- Pens and markers
- Duct tape
- Thick garbage bags- to hold sorted waste categories
- Thick plastic film or tarps- to protect sorting surface and surrounding area from spills
- Containers or Bins- to hold sorted waste categories (especially those that may leak from bags)
- Bucket- to dump out liquid from bottles and cartons
- Sorting tables- any raised surface to place waste materials on for sorting
- Scale- floor scales are easiest to use, but handheld scales will also work
- Shovel/trash grabbers/rake- to collect hard-to-reach waste or to break up clumps of waste
- Step ladder- for better access to dumpster contents
- Broom/squeegee/dust pan- for clean up
- Cleaning supplies- sponges, rags, soap, etc. to clean surfaces upon completion
- Access to running water- for cleaning equipment upon completion