

# CUSTODIAL TRAINING GUIDE



## TRASH HANDLING AND DISPOSAL



# Objectives and Materials



- Proper disposal of trash is crucial in maintaining a clean, safe environment.
- Trash cans should be checked nightly and trash and recyclables should be removed.
- Trash barrels in custodial closet should also be emptied nightly.
- Materials needed include:
  - Several sizes of garbage bags
  - gloves



# Safety



- You can never be sure what is included in the trash you handle, so *always wear gloves* to protect yourself.
- ***NEVER USE YOUR ARMS OR LEGS TO PUSH DOWN TRASH TO MAKE MORE ROOM, USE ANOTHER SMALL CAN OR A PUSH STICK.***
- Ask for assistance with large, heavy trash items.
- Protect your back by wearing a back support belt.



# Trash Determination



- On several occasions, items that were not necessarily trash were thrown away on accident.
- In order to prevent this from occurring, please follow these trash determination rules.
  - Just because it looks like trash and smells like trash, doesn't mean it is trash.
  - Teachers sometimes set items on the trash cans that are not necessarily trash. Please look closely.
  - Always ask your supervisor when you have questions.
  - Never throw away an item in question.
  - You will *never be* reprimanded for saving an item in question

# Cardboard and Paper Handling



- All cardboard found in or near trash cans should be kept separately from trash and disposed of in the proper recycling bin.
- Paper should be disposed of in designated paper recycling barrels.
- Your supervisor will show you the location of the recycling bins and describe the way in which these materials should be disposed of.



# Metal Recycling



- Cans and some other metals are to be recycled.
- Check with your Supervisor for instructions.



# Glass Handling



- All labs have separate containers for broken/used glass wear.
  - Always wear gloves when emptying glass containers.
  - Check with your supervisor for specific handling instructions.
  - It is important to understand that glass should never be mixed with normal trash as it poses a large safety threat.
  - When glass containers are full, they should be emptied into heavy duty garbage bags and set near the garbage dumpster. Do not throw these bags into the dumpster!

# Biohazard Handling



- Biohazard bags are red with the biohazard symbol and label.
  - It is very important to understand that these bags are *not trash. They contain materials that could* pose a health threat to those who come in contact with it.
  - Wear gloves if you have to handle these bags!
  - Check with your supervisor for specific instructions.
  - Custodians do not usually handle these bags!

# Summary



- Always wear gloves when handling trash.
- Follow the trash determination rules to avoid discarding any items that may not be trash.
- Check with your supervisor for proper handling and disposal instructions for all materials.
- Follow proper disposal instructions for cardboard and paper.
- Use caution when handling glass.
- *Never touch red* biohazard bags unless you have received specific instructions.

