

# **SITE GUIDE**

# ORGANISING AN EFFECTIVE CLEAN UP EVENT

As a Site Supervisor (must be 18yrs or older) you are responsible for planning, coordinating and overseeing your registered Clean Up activities. This includes keeping records and acting as the main contact for enquiries. We suggest you let volunteers, your local council and media know of a suitable phone number to contact you on in the lead up to your Clean Up event.

## Site Safety Inspection

When planning your Clean Up Site you should take reasonable steps to avoid or minimise any potential risks – carry out a site inspection before your Clean Up Australia Day event.

If you are expecting more than 10 volunteers at your site, you should also undertake a full risk assessment.

Are there any areas that are rough, slippery, steep or sloping?	Yes	No
<b>RISK CONTROL e.g. Wherever possible, work up the slope</b>		
Are there holes, fallen branches or other trip hazards?	Yes	No
Are there overhanging dead branches that could be dislodged by wind?	Yes	No
Is the area thickly vegetated; could volunteers become lost?	Yes	No
Are there likely to be snakes, spiders, bees, wasps, ticks or bull ants?	Yes	No
Is there a bushfire risk?	Yes	No
Is there deep, murky or moving water nearby?	Yes	No
Will the Site be affected by tidal water?	Yes	No
Could volunteers be exposed to contaminated substances / sewage?	Yes	No
Are there likely to be discarded syringes at the Site?	Yes	No
Will vehicles be passing in close proximity?	Yes	No
Could asthmatics be exposed to dust or pollen?	Yes	No
Could volunteers be exposed to asbestos in old buildings or building material?	Yes	No
Is the Site isolated or remote from emergency assistance?	Yes	No
Will volunteers be working in direct sun?	Yes	No
Could volunteers experience temperatures that could cause heat stress?	Yes	No
Will volunteers be exposed to frost, cold winds or rains?	Yes	No
Is there a chance that electrical storms (thunder/lightning) could occur?	Yes	No
Will there be a large number of children volunteering?	Yes	No
Will there be several volunteers that are physically or intellectually disabled?	Yes	No
Will there be several volunteers who do not speak English?	Yes	No
Will there be several volunteers with challenging behaviours?	Yes	No
Will members of the public who are not Clean Up participants visit or pass through the Site while work is occurring?	Yes	No
Will members of the public visit the Site after the participants leave but before the rubbish is removed?	Yes	No

If you have answered 'Yes' to any of the above questions ensure that you also identify risk controls and incorporate these into your Site briefing (please see Risk Assessment form). You can approach your local council in planning to control these risks. You will also need to revisit your assessment the day before the Clean Up to ensure there have been no changes to the Site conditions.

All registered and approved Clean Up Australia Day Sites are covered by Clean Up Australia's Public Liability Insurance. Clean Up Australia does not provide Personal Accident or Injury Cover.

**Please note that CUA's public liability insurance does not cover liability of any watercraft exceeding 10m in length.**



### Promote Your Clean Up

Download the promotional material from the Resources section of our website: [www.cleanup.org.au](http://www.cleanup.org.au).

To ensure your Clean Up is a success it is essential to actively promote the day's events to the local public and media. The support materials sent to you contains posters and certificates.

Promote your Clean Up Site and attract volunteers by:

- Displaying posters in local shopping centres, libraries and community notice boards.
- Sharing on social media.
- Inviting local personalities to attend.
- Contacting your local radio station.
- Contacting your local suburban / regional newspaper. You can download a media release template that can be completed with your details and sent to your local media. You can also organise photos and contact local media with information on a regular basis.
- Inviting your local suburban/regional newspaper to attend your Clean Up Site. Let them know about interesting photo opportunities and any local personalities that will be at your Clean Up.
- Holding a local launch for the media or take them to visit the Site for 'before and after' photos.

### Organise Equipment

Clean Up Australia provides registered Clean Up events with free support materials, subject to availability. In addition to this, the following equipment is recommended:

- Access to a Mobile phone in case of an emergency.
- A pair of tongs and heavy duty gloves to remove sharp objects.
- Buckets, extra gloves and rakes.
- Drinking water and refreshments.
- Small table, fold up chairs, umbrella and pens – for registration of volunteers.
- First aid kit and instructions.
- Bins/skips for rubbish and recycling (contact your local council or clean up).
- Sunscreen and spare hats.
- Hand washing facilities or antiseptic hand wipes.
- Food and equipment if holding a BBQ or function afterwards.
- Ensure you have the Volunteer Registration Form and have the Accident Incident Report on hand. You will also need tape to display the Risk Warning Poster.

For assistance with additional materials, you can approach local businesses, who are often willing to support Clean Up Australia through the donation of goods including refreshments, extra gloves, rubbish bags etc.

# ORGANISING AN EFFECTIVE CLEAN UP EVENT

## Make Your Clean Up More Successful

- Share information about other environmental issues and opportunities.
- Make it enjoyable and fun – arrange a BBQ after the Clean Up or give out prizes to outstanding volunteers.

## Contact Your Local Council

Ring your council to request:

- Assistance with rubbish collection and recycling. (Business & schools should contact their waste contractor.)
  - Permission to access public land.
  - A recommendation for a Clean Up location.
  - Promotion of your Clean Up event.
  - A waiver of tip/landfill fees.
- Clean Up Australia usually has contact details and information on the type of support a council will offer. For more information contact us – see back page of this Guide.

## Select & Brief Site Supervisor(s)

Each Site must have at least one person over 18 years who will oversee the Clean Up event during the day. They must be responsible and able to handle a variety of situations. If you have a large site, we recommend that you hold a briefing for area supervisors prior to your Clean Up day.

Supervisors should be at the Clean Up Site before the official start time to set up and then remain until the Clean Up is finished. It is a good idea for you to have more than one supervisor so that tasks can be divided between you. Encourage supervisors to visit their area prior to the day to familiarise themselves with the location of facilities, potential safety issues and the area to be cleaned.



## Volunteer Briefing

We recommend that you hold a briefing for your volunteers at the start of your Clean Up. The briefing should outline plans for the day, the role of Site Supervisors and address any potential safety issues. Aim to make the briefing motivating, informative and include time for questions.

### **Ensure all volunteers – including Site Supervisors and organisers – are registered.**

In your kit there is an A3 Template Volunteer Registration Form. **Each volunteer must complete and sign this official form (including the Site Supervisor and Site organiser).** Please photocopy this template if you require additional copies.

Volunteers who have registered online still need to fill in this form, providing their name and emergency contact details. Site Supervisors can log onto the website for a list of volunteers who have registered online, as well as accessing other Site details.

Please return the Volunteer Registration Form, to Clean Up Australia no later than 1 month after your Clean Up event has taken place. (See *Returning the paperwork*, page 7.)

# ON THE DAY

Site Supervisors should **arrive at the Clean Up Site at least half an hour prior** to the advertised start time and have everything ready to go when the first volunteers arrive, then remain until all volunteers have left and the Site is clear of rubbish.

1. **Erect a sign or banner** in a visible location at the Site entrance and the registration point. Use a Clean Up bag, poster or banner.



2. Position the Risk Warning sign provided, in a visible location, i.e. where volunteer registrations will take place.
3. Welcome your volunteers and have them complete and sign the registration form. For insurance purposes **it is essential that every volunteer on Site, including yourself, is registered.** This form must be returned to Clean Up Australia (See *Returning the paperwork*, page 7.) Children 15 and under must be accompanied by an adult and have a guardian sign the registration form, indicating their consent. Be aware of any pre-existing medical conditions that a volunteer may advise you of and discuss limitations with that volunteer to alter their activities accordingly.
4. Have a first aid kit with instructions close at hand, and **read the First Aid information in this site guide.**

5. Ensure participants are aware of safety requirements, have read the Risk Warning sign and have appropriate covered footwear and gloves - sunglasses and sun protection are recommended.
6. Distribute Clean Up bags and support material to volunteers and direct them to areas requiring cleaning.
7. Explain the system for collecting the rubbish and separating recyclables.  
**Note: Syringes and sharp objects should only be removed by the Site Supervisor.**
8. If you have volunteered to complete the Rubbish Survey, read the instructions carefully and brief participating volunteers.
9. If you find abandoned cars, weapons or suspicious items contact your local Police immediately.
10. If your Clean Up involves specialised activities (i.e. diving, abseiling etc.) please ensure that your volunteers are properly trained or certified.

## At The End Of Your Event...

11. Ensure the rubbish to be collected is secure, easily accessible for collection (i.e. as close as possible to the road) and not blocking public thoroughfares.
12. **Present certificates to volunteers and thank each volunteer on completion.**
13. Have the completed Volunteer Registration Form ready to return to Clean Up Australia.
14. Complete the End of Clean Up Report and, if necessary, the Accident/Incident Report and return to Clean Up Australia.
15. Leave the Site clean and tidy.

# WHAT TO DO WITH THE

## Rubbish Removal

Most Sites collect a large amount of rubbish and it is important to **have the removal organised well in advance**. Councils and local contractors will often provide bins and rubbish collection services free of charge.

Alternatively, volunteers with utes or trucks may assist with rubbish removal. You can approach local authorities to request a waiver of landfill fees.

Rubbish should be removed on the day of the Clean Up or as soon as possible afterwards. When a Site is chosen, remember to check for truck access for delivery and collection of the bins.

While inspecting your Site, identify any large, heavy or hazardous objects that you will need assistance in removing. For advice or assistance contact your council, local contractors, emergency service organisations or Defence Force units. Businesses and schools should contact their waste contractor.

## Removal of Hazardous Materials

Do not attempt to remove any hazardous material such as asbestos or any material (such as an unmarked drum) that you cannot identify. Isolate the area and report the location to your local council or State Government Environment Department.

## Recycling

One of the aims of Clean Up Australia Day is to encourage recycling. There are many important environmental benefits of diverting rubbish from landfill and recovering these resources. The amount of electricity saved by recycling a single aluminium can, for example, is enough to run the average television set for three hours.

Remember to plan for separating the recyclables from waste collected. Do not recycle contaminated materials. Volunteers may like to **collect rubbish in pairs; one person collecting recyclables and the other non-recyclables**.

The table on page 8 is a guide to the disposal of the more common rubbish types. Recycling and disposal will vary from area to area and this is intended as a guide only. Please contact your local council for more specific advice.

## Rubbish or Habitat?

Clean Up Australia views the issue of environmental protection very seriously and aims to ensure that Clean Up activities have a positive impact on the environment and its inhabitants. Sometimes rubbish can act as habitat for animals, particularly marine animals, if left in the environment for some time. To ensure you are aware of how to clean up without distributing existing ecosystems, Dr. Gee Chapman from University of Sydney's Centre for Research on Ecological Impacts of Coastal Cities, has provided the following advice:

*"The Centre for Research on Ecological Impacts of Coastal Cities has conducted detailed research into the use of rubbish as habitat for marine animals. We have found that many species are not that fussy and live on a range of material, including metal, wood and tyres. These results show that in some circumstances, **rubbish may provide important habitat especially in areas where natural habitat has been lost.***

*"If you are cleaning up a waterway and rubbish appears to have been in the environment for some time, please be mindful of the potential impacts that rubbish removal may have as it could be providing useful habitat."*

Dr M.G. Chapman, Former Deputy Director  
Centre for Research on  
Ecological Impacts of Coastal Cities  
Marine Ecology Laboratories A11  
University of Sydney

## Syringes & Sharp Objects

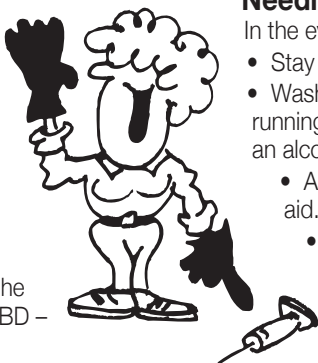
Used syringes are potentially dangerous and it is important to prepare for their removal.

Syringes and potentially harmful objects **should only be removed and handled by Site Supervisors.**

### Removal Of Syringes

1. Syringes must be collected in the Sharps Container provided by BD – not in bags or buckets.
2. Bring the Sharps Container to the syringe location.
3. **Wearing gloves**, carefully pick up the object **using tongs** and place the **sharp end point-first** into the container.
4. Replace the lid securely on the container – before moving.
5. Wash hands with soap and water on completion or use an antiseptic hand wipe
6. At the conclusion of the event, take the Sharps Container to your local hospital, council or health care centre.

If you are in any doubt contact Clean Up Australia. At no time should needles or syringes be touched directly with bare hands and no attempt should be made to cover, break or bend the needle.



## Needle Stick Injury

In the event of a needle stick injury:

- Stay calm.
- Wash the area with soap and running water (if not available use an alcohol-based hand rinse).
- Apply antiseptic and a band-aid.
- Any volunteer who has suffered a needle stick injury should seek medical advice within hours of the exposure. If possible, the needle should be safely contained and kept for testing if required.

Only a very small proportion of accidental exposures to blood result in an infection from a blood-born virus (i.e. HIV or Hepatitis B).

## Eye Injury

Please encourage all volunteers to wear sunglasses / eye protection to avoid eye injuries, particularly when working around bushes, shrubs or trees.

Foreign objects such as loose eyelashes, grit, dust, or insects may enter the eye. It is important not to rub the eye as this may damage the cornea or other parts of the eye.

See the St John's pages (10-11) for first aid advice.

## Returning the paperwork

This is an essential part of your role as a Site Supervisor and critical in ensuring the ongoing success of Clean Up Australia Day.

An envelope has been provided in your kit for you to return the following forms:

- The Volunteer Registration Form.
- End of Clean Up Report.
- Accident Incident Report (ONLY if an accident or incident occurred).

**Forms MUST be returned to Clean Up Australia no later than ONE month after your Clean Up event has taken place.**

**Clean Up Australia  
193 Darlinghurst Road  
Darlinghurst NSW 2010**

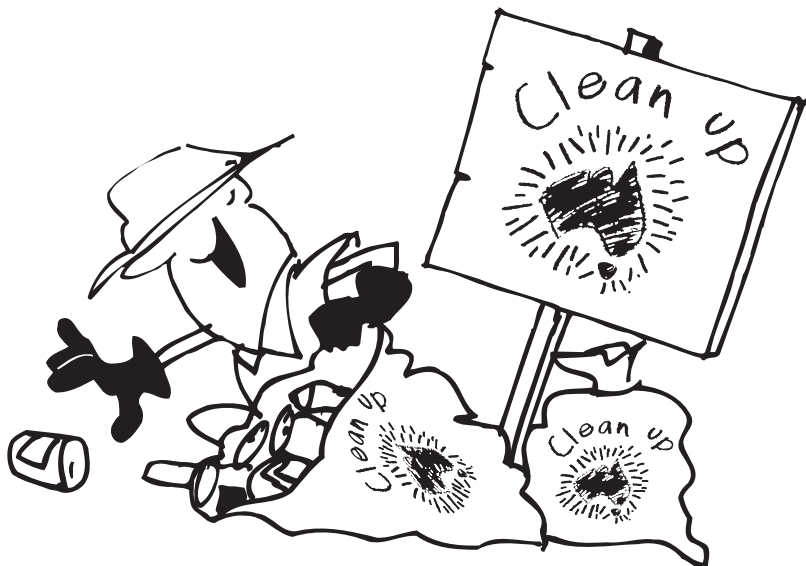
**We thank you for adding a stamp.**

**Fax 02 8221 9513 or scan to:  
cleanup@cleanup.com.au**

# GUIDE TO RUBBISH ITEMS

<b>Item</b>	<b>Disposal/Recycling</b>
Batteries – car/other	Council recycling, battery retailers or scrap metal dealers
Cans – aerosol	Council recycling – certain areas only
Cans – aluminium*	Council recycling or Collection Centres
Cans – steel	Council recycling
Cartons – milk/juice*	Council recycling
Cigarette butts	Not recyclable
Clothing	Local charities or second hand centres
Computers/Monitors/Servers	Check with your local Council for e-waste collection/drop-offs or go to <a href="http://recyclingnearyou.com.au">recyclingnearyou.com.au</a> for recycling options in your area
Furniture	Local charities or second hand centres
Glass – jars/bottles*	Council recycling or Collection Centres N.B. Caps and lids are not recyclable – please remove
Hazardous waste	Contact your local council, State Government Environment Department or emergency services
Hazardous Materials eg. asbestos, unmarked drums or unidentifiable items.	Isolate the area and do not attempt to remove. Contact your local council or State Government Environment Department or emergency services
Medicines or pharmaceuticals	Return Unwanted Medicines (RUM) is a free community service for the disposal of medicinal waste - <a href="http://www.returnmed.com.au">www.returnmed.com.au</a> Every community pharmacy in Australia is supplied with secured disposal bins for medicine collection.
Metals – scrap/car bodies etc.	Contact your local scrap metal dealer.
Mobile phones	Local Telco outlet or Mobile Muster.
Oils – motor/gear oil	Council disposal/recycling
Organic waste	Council composting or re-use on your garden or worm farm
Paper/cardboard/magazines	Council recycling N.B. Paper laminated or with food scraps is not recyclable
Plastic containers	Council recycling
Symbols 1* and 2	N.B. Caps and lids are not recyclable, please remove





<b>Item</b>	<b>Disposal/Recycling</b>
Plastic containers	Not usually recyclable.
Symbols 3–7	Some councils do recycle types 3, 4 & 5
Plastic bags	Clean bags (free of receipts and food scraps) can be recycled at bins through supermarkets.
'Green' (polypropylene) bags	Can be recycled at supermarkets nationally. Simply place in the plastic bag recycling bins at front of store.
Shopping trolleys	Contact Trolley Tracker <a href="http://www.trolleytracker.com.au">www.trolleytracker.com.au</a> or call the nearest retailer for collection of abandoned trolleys.
Stolen or suspicious items	Credit cards, car number plates, etc – report to local Police
Syringes	Dispose of in a sharps container. Wear gloves and carefully pick up the object using tongs. Place the sharp end point first into the container. Secure the lid. (See page 7.)
Tyres	Contact your local tyre retailers, council or specific tyre recyclers
Weapons	Report to local Police
Whitegoods	Local charities or second hand centres

*\* In SA, NT, NSW, ACT and QLD these items can be returned for a refund.*

# FIRST AID



**St John**

Each Site should have an up-to-date first aid kit and instructions. The kit should contain at least: *non-stick dressings and dressing strips, bandages, tweezers, scissors, saline, sunscreen, gloves and gauze. Ice packs are also recommended.*

Minor injuries can usually be taken care of onsite by following first aid instructions. **For more serious injuries, such as a suspected fracture or a serious fall, do not move the person, have someone stay with them and call 000 immediately.**

Clean Up Australia should be notified of injuries as soon as practical. All incidents, however minor, must be recorded on the *Accident Incident Report* form provided in your Clean Up kit and forwarded to Clean Up Australia immediately after your Clean Up.

## The St John DRSABCD Action Plan.

**This action helps assess a casualty for life-threatening conditions so you can decide if immediate aid is necessary.**

**The following information is no substitute for training.**

### **D** check for **DANGER**

- to you
- to others
- to casualty

### **R** check **RESPONSE**

- is casualty conscious?
- is casualty unconscious?

### **S** **SEND** for help

- **Call triple zero (000) for an ambulance**
- or ask another person to make the call

### **A** check **AIRWAY**

- is airway clear of objects?
- is airway open?

### **B** check for **BREATHING**

- is chest rising and falling?
- can you hear or feel air from mouth or nose?
- if no breathing, give 2 initial breaths

### **C** give **CPR**

- if no signs of life—unconscious, not breathing and not moving, start CPR
- CPR involves giving 30 compressions at a rate of approximately 100 compressions per minute followed by 2 breaths.

### **D** apply a **DEFIBRILLATOR** (if available)

- follow voice prompts

**In the case of serious injury call 000**

## First Aid for Common Injuries

### Cuts/Scrapes

1. Wearing gloves, clean the wound with saline or clean water and apply a non-stick dressing.
2. Major wounds may require pressure and elevation prior to dressing (for severe bleeding see below).
3. Cover dressing with a clean bandage.
4. If bleeding re-occurs apply a second dressing over the first.

### Foreign object in the eye

If the object is small and is not embedded, it may be washed out by natural 'watering' (tears). If not successful:

1. Ask the person to look up.
2. Gently draw the lower lid down and out.
3. If object is visible, remove using corner of a clean moist cloth, or gently grasp lashes of upper lid and pull lid down and over lower lid.
4. If not successful, wash the eye with gentle stream of sterile saline or clean water.
5. If still not successful, manage as an embedded object—cover injured eye with eye pad or clean dressing and seek medical aid.

**If in any doubt call 000 for emergency assistance**  
**Learn First Aid with St John. Call 1300 360 455**

**Fractures and dislocations**

1. Follow DRSABCD Action Plan.
2. Leave limb in the position in which it was found. Use padding to support and immobilise.
3. Carefully control any bleeding and cover any wounds.
4. Call an ambulance for all suspected fractures and dislocations.

**Severe Bleeding**

1. Follow DRSABCD Action Plan.
2. Lie casualty down.
3. Remove or cut clothing to expose wound.
4. Apply direct pressure to wound using a dressing and pad (use gloves if available).
5. Bandage pad in place.
6. Raise and rest injured part, where possible.
7. If bleeding continues, place another pad on top and firmly bandage in place.
8. Give nothing to eat or drink.
9. Call 000 for an ambulance if bleeding is severe or persistent.

**Sprains and Strains**

1. Follow DRSABCD Action Plan.
2. Follow RICE management plan (below):

- |   |
|---|
| <p><b>R</b> Rest the casualty and the injured part.</p> <p><b>I</b> Icepacks (cold compress) wrapped in wet cloth applied for 15 minutes every 2 hours, for the first 24 hours, then 15 minutes every 4 hours for the next 24 hours.</p> <p><b>C</b> Compression bandages, such as elastic bandages, should be firmly applied to extend well beyond the injury.</p> <p><b>E</b> Elevate limb.</p> |
|---|

3. Seek medical aid.

**Snake, Funnel Web or Mouse Spider Bites**

1. Follow DRSABCD Action Plan.
2. Calm casualty.
3. Apply a firm roller bandage starting just above the fingers or toes and moving up the limb as far as possible.
4. Do not move casualty.

5. Apply a splint to immobilise the bitten limb.
6. Check circulation is still in fingers or toes.
7. Call 000 for an ambulance.

**WARNING**

- Do not wash venom off the skin – retained venom will assist identification.
- Do not cut bitten area or try to suck venom out of wound.
- Do not use a constrictive bandage (arterial tourniquet)
- Do not try to catch the snake.

**Red-Back Spider**

1. Apply icepack to bitten area.
2. Seek medical aid promptly.

**Bee Sting**

1. Remove sting by scraping it out sideways.
2. Apply a cold compress to relieve pain if necessary.
3. Seek medical aid if casualty displays allergic symptoms - rash, itching, swollen eyelids, face, neck, difficulty breathing.

**Shock**

1. Follow DRSABCD Action Plan.
2. Reassure the casualty.
3. Call 000 for an ambulance.
4. Control any severe bleeding and dress any wounds or cool burns.
5. Raise legs (unless fractured) above heart level.
6. Immobilise fractures.
7. Loosen any tight clothing around neck, chest or waist.
8. Maintain body warmth (do not heat).
9. If casualty doesn't have abdominal trauma and is unlikely to require surgery, give small amounts of clear fluid.
10. Monitor and record breathing and pulse at regular intervals.
11. Maintain a clear and open airway.
12. Place casualty in side recovery position if they have difficulty breathing, are likely to vomit, or become unconscious.

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# CLEANUP CHECKLIST

- Permission given to access Clean Up Site.
- Site safety inspection completed.
- Volunteer facilities available, e.g. toilets, shade, first aid kit.
- Arrangements confirmed for rubbish collection, i.e. local council or waste contractor.
- Additional equipment organised.
- Clean Up Site promoted to the local community and media.
- Clean Up support material received from Clean Up Australia.
- Certificates distributed to volunteers.
- Final reports completed and volunteer registration form are returned to Clean Up Australia.



Leading Partner



Founding Partner



Media Partners



Suppliers



For more information visit [www.cleanup.org.au](http://www.cleanup.org.au)  
or call **1800 CUA DAY/1800 282 329**

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Darlinghurst NSW 2010