

Site Supervisor Checklist

A Guide to Organising Your Site

1. Before Your Clean Up

- **Select a Clean Up Site**

Choose an area near you which you think is in need of a Clean Up. If you need some inspiration, your council may be able to advise regarding suitable areas.

Please bear in mind when choosing your site that for health and safety reasons roadside Clean Ups may only be carried out on municipal (council) roads, not arterial roads or freeways. Roadside Clean Ups are also subject to additional safety requirements which may be found [here](#).

- **Get permission to access your Clean Up Site**

Your local council should be able to assist with this. If the site is on private land, you must obtain the landholder's permission before proceeding.

- **Organise the removal of rubbish from your site**

Will you be removing the rubbish yourself? If you would like your local council to assist you with removing the rubbish, please confirm this with them before registering on our website.

- **Register your Clean Up Site and receive your Clean Up Kit**

Register [online](#) or call us on 1800 282 329.

Clean Up Kits for sites registered for Clean Up Australia Day are sent out in February. Kits for sites registered at any other time of the year are sent out immediately and will take up to two weeks to arrive.

Basic Clean Up Kits contain:

- Rubbish and recycling bags
- Gloves
- A site supervisor vest
- Documentation including Site Guides and volunteer registration forms. Copies of these may also be found [here](#).

If required, a sharps container can be included with your kit upon request.

Business Clean Up Kits contain:

- Rubbish and recycling bags
- Gloves
- A site supervisor vest
- A sharps container
- Instructions regarding online documentation

- **Complete a Site Inspection**

Utilise the Site inspection checklist in your Site Guide to implement risk controls.

- **Organise volunteer facilities and any extra equipment which you need on the day**

Although Clean Up Australia is able to provide a certain number of gloves and bags gratis with our Clean Up Kits, we suggest larger groups request their volunteers bring additional supplies along. If you would like to purchase extra items they are available through our [online store](#).

- **Promote your Clean Up to the local community and media**

Read through your Site Guide for further ideas of how to promote your event using the documentation included in your Clean Up Kit.

2. On the Day

For a more detailed checklist of activities to be completed on the day, please consult your Site Guide.

- **Put up a sign or banner to advertise your site**

- **Set up your volunteer registration stall and position the risk warning poster**

- **Hold a volunteer safety briefing**

Welcome your volunteers, brief them about safety and how rubbish will be handled on the day. Assign appropriate tasks to volunteers.

- **Distribute bags and gloves to volunteers**

- **Have fun!**

3. After Your Clean Up Event

- **Ensure that the removal of rubbish is organised**

Make sure that rubbish is in an easily accessible for collection (i.e. as close as possible to the road) and not blocking public thoroughfares.

- **Thank volunteers and present certificates**
- **Collate volunteer registration forms and complete end of Clean Up rubbish Checklist**
- **Leave the site clean and tidy**
- **Report back to Clean Up Australia on your site activities**

Remember to submit your End of Clean Up Report, completed and signed Volunteer Registration Forms and any Accident Incident Reports generated on the day.

Following your Clean Up you can send us your stories and photos from the day and enter our competitions.

If you have queries or require additional information please email cleanup@cleanup.com.au or call 1800 282 329.