



## Registering a Business Clean Up Site

Prior to registering you will need to:

- Think of a name for your site
- Be able to define its location eg South side of Cooks River from Wardell Road to Illawarra Road.
- Pick a date and time range
- Have your credit card handy (cost of business registration is \$150 per site)
- Identify a site supervisor and have his/her mobile number
- Have emergency contact for the site supervisor (name and number)
- Decide if you can dispose of collected rubbish via your normal waste channels. If not, you will need to make alternative arrangements. Your local council may be able to help. If you need details for the person to contact at your local council call/email **Wendy Chapman** 02 8197 3408.

## Site Supervisor's Responsibilities

### Prior to Clean Up Day

- Read our Site Guide and follow safety instructions in it.
- Inspect the site if you have not already done so. Identify any potential hazards.
- If you are expecting more than 10 volunteers, it is advisable to complete our risk assessment form to ensure you have considered all safety issues.
- Promote your Clean Up within your organisation. Resources to help you with this will be available here soon.
- Organise equipment. Refer to our [Site Guide](#). We will supply you with a starter kit which includes:
  - 25 bags
  - 10 pairs of gloves
  - 1 supervisor's vest
  - 1 sharps container
- 25 bags are generally enough. But each person needs a pair of sturdy gloves, similar to what you would use for gardening. Will you ask your staff to bring their own (if you have more than 10 people), ask a hardware shop in your area to donate some, or order extra from our shop?

### On the Day

You will need to ensure that you follow the procedures outlined in the [Site Guide](#). You will need the following paperwork, which is available [here](#):

- Volunteer Registration Form
- Risk Warning Poster
- Accident and Incident Form
- Thank You Certificates
- End of Clean up Report