



Site Guide



Introduction

As a Site Supervisor (must be 18yrs+) you are responsible for planning, coordinating and overseeing your registered Clean Up.

Here's what you need to run a safe and successful event. And here's a hint – if you're looking for digital copies of any of the materials mentioned in this document, check the "Resources" tab on our website – www.cleanup.org.au

Clean Up checklist – overview

BEFORE your Clean Up

- ▷ review Clean Up Australia's support materials (including the QR code for volunteer sign-in and End of Clean Up Report)
- ▷ choose your Clean Up site
- ▷ conduct a preliminary site safety inspection
- ▷ confirm arrangements for rubbish collection with your local council
- ▷ share and promote your Clean Up event on social media

ON THE DAY of your Clean Up

- ▷ arrive early and set up
- ▷ conduct volunteer briefing and ensure volunteers are signed in via Clean Up Australia's QR code
- ▷ implement your rubbish separation, counting and recycling system
- ▷ complete End of Clean Up Report

AFTER your Clean Up

- ▷ Submit your completed End of Clean Up report and other paperwork to Clean Up Australia

Before your Clean Up event

Get organised

You'll need to know your site number and have familiarised yourself with the:

- ▷ QR Code – for volunteers to sign in on the day
- ▷ back up hard copy of the volunteer registration form (just in case volunteers can't sign in via the QR code)
- ▷ End of Clean Up Report
- ▷ Accident and Incident form
- ▷ site posters (risk poster, general poster, location poster)
- ▷ volunteer certificates

In addition to this, it is recommended that the following equipment is brought along on the day:

- ▷ mobile phone
- ▷ extra gloves, bags, buckets and tools
- ▷ drinking water
- ▷ first aid kit
- ▷ sun protection (sunscreen, hat, long sleeved shirt)
- ▷ hand sanitiser (if no hand washing facilities are available at your site)



Conduct a site safety inspection

When planning your Clean Up, please take all reasonable steps to consider the safety of volunteers by avoiding and minimising any potential risks. This includes:

- ▷ identify any hazards, eg tidal variations, steep slopes, trip or fall hazards, insect/animal nests, hazardous waste, or potentially dangerous objects
- ▷ assess potential risks associated with each hazard
- ▷ plan to control the risks by either removing the problem, isolating the area, or providing protective equipment and advice to volunteers
- ▷ check site access points in case vehicle access is needed
- ▷ if necessary, conduct a full risk assessment (see Risk Assessment form – in the “Resources” tab at cleanup.org.au)

All registered and approved Clean Up Australia sites are covered by Clean Up Australia’s public liability insurance. Clean Up Australia does not provide personal accident or injury cover insurance. Please note that CUA’s public liability insurance does not cover liability of any watercraft exceeding 10m in length.

Contact your local council

Your local council may be able to assist with:

- ▷ suggestion of appropriate sites
- ▷ permission to access public land
- ▷ rubbish collection and recycling (businesses and schools should contact their waste contractor)
- ▷ a waiver of tip/landfill fees
- ▷ promotion of your Clean Up event

Organise rubbish removal

If you are anticipating a large amount of rubbish to be collected 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 and you can approach local authorities to request a waiver of landfill fees.

Alternatively, volunteers with utes or trucks may assist with rubbish removal.

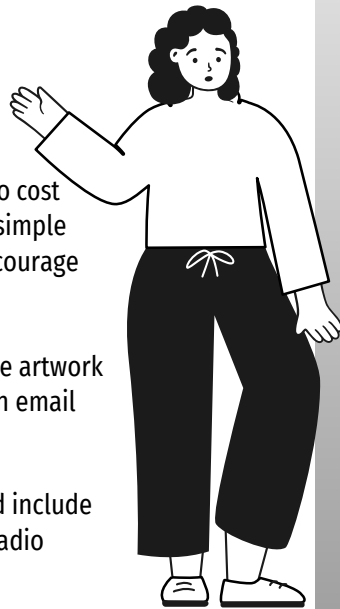
Promote your Clean Up

We're super keen to make your event a huge success! We have a whole stack of promotional materials and resources available you to download from our website and use at no cost so you can spread the word far and wide! It's a simple effective way to promote your Clean Up and encourage to Step Up.

Create a Facebook event (we've even created the artwork you!) and use the digital assets we provide as an email signature or as an Instagram post.

You could also download our media release and include your details and send it to your local paper or radio station.

Check out the assets in the resources tab at cleanup.org.au



On the day of your Clean Up event

Before your Clean Up event starts ...

The safety of you and your volunteers is the most important consideration at your Clean Up.

If a severe weather event or natural disaster has occurred during the weeks prior to your event, check with your local council that there are no issues of which you need to be aware.

If the event was the night before, check your site to see if it has been impacted.

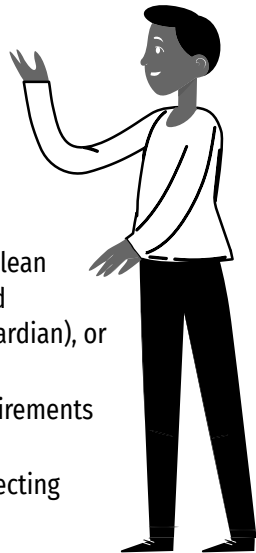
Site Supervisors should arrive at the Clean Up Site at least half an hour prior to the advertised start time. Tasks for set up include:

- ▷ help volunteers find your site by putting up a poster or signage
- ▷ find a visible and easily accessible (ideally shady) location to sign in your participants via the QR code and conduct a volunteer briefing
- ▷ review your Site Safety Inspection and mitigate any risks
- ▷ locate your first aid kit

Volunteer briefing

Your briefing should outline plans for the day and address any potential safety issues, including seeking clarification of any pre-existing medical conditions:

- ▷ ensure all participants have checked in via Clean Up Australia's QR code (children 15 years and under must be accompanied by a parent/guardian), or the hard copy form
- ▷ ensure participants are aware of safety requirements and have read the Risk Warning sign
- ▷ explain the system you'll implement for collecting rubbish and separating recyclables



- ▷ distribute Clean Up bags, gloves, and other materials
- ▷ direct volunteers to the areas within your site you feel are most appropriate for them, eg keep children away from water

After your Clean Up event ends ...

- ▷ take some pics and share on social media with the hashtags #StepUptoCleanUp and #CleanUpAustralia – this way we can find and share your pics too!
- ▷ complete the End of Clean Up Report
- ▷ dispose of rubbish correctly (see below for more information)
- ▷ thank volunteers, and present with certificates (optional)
- ▷ leave the site clean and tidy

About the End of Clean Up Report

The information you supply about what was collected during your Clean Up is vital data that is published in our annual Rubbish Report. Compiling this information is an essential part of your role as a Site Supervisor and critical in ensuring the ongoing success of Clean Up Australia Day.

Since 1991, the Rubbish Report has proven to be an invaluable resource in identifying trends in the types and spread of rubbish throughout Australia. We share this data free of charge with not only the CSIRO, but state and local governments. Pooling our information allows us – and them – to recognise trends, identify hot spots and assess the impact of new legislation. We use this information in our advocacy for waste management reform and to demonstrate the importance of refusing, reducing, re-using and recycling rubbish.

You can choose to complete this report electronically or on the paper forms provided.

What to do with the rubbish

If you find abandoned cars, weapons or suspicious items contact your local police immediately.

Removal of hazardous materials

Do not attempt to remove any hazardous material such as asbestos, firearm/weapons or any material (such as an unmarked drum) that you cannot identify. Isolate the area and report the location to your local council.

Removal of syringes

Syringes/sharp objects should only be removed by the Site Supervisor and collected in the Sharps Container provided. 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.

- ▷ bring the Sharps Container to the syringe location
- ▷ wear gloves provided within your kit, carefully pick up the object using tongs and carefully place into the container
- ▷ replace the lid securely on the container
- ▷ wash hands with soap and water on completion or use an antiseptic hand wipe
- ▷ at the conclusion of the event, take the Sharps Container to your local hospital, pharmacy, council or health care centre.

Recycling

Clean Up Australia aims to conserve the environment. The recycling and reuse of materials transforms waste into useable resources that can bring both environmental and economic benefits.

For recycling information specific to your local area, please contact your local council.

We suggest you implement a system by which volunteers sort and separate recycling items.

Items that are usually recyclable include:

- ▷ drink bottles, cans and cartons (can be redeemed for cash through the container deposit scheme in your state)
- ▷ glass
- ▷ plastic containers
- ▷ paper and cardboard
- ▷ aluminium and steel cans
- ▷ scrap metal, car tyres, batteries, and engine oil (through specialized recycling services)

For more information on recycling, visit cleanup.org.au/recycling

Rubbish or habitat?

Clean Up Australia aims to ensure that Clean Up activities have a positive impact on the environment and its inhabitants. Sometimes rubbish can, if left in the environment for some time, act as habitat for animals, particularly marine animals. 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.

First aid

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.

For 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 must be recorded on the Accident Incident Report form provided in your Clean Up kit and forwarded to Clean Up Australia immediately.



FIRST AID FACT SHEET

DRSABCD ACTION PLAN



Danger

Check for danger and ensure the area is safe for yourself, bystanders and the patient.

Response

Check for a response: ask name and squeeze shoulders.

No response? Send for help.

Response? Make comfortable; monitor breathing and response; manage severe bleeding and then other injuries.



Send for help

Call triple zero (000) for an ambulance or ask a bystander to make the call. Stay on the line.

If alone with the patient and you have to leave to call for help, first turn the patient into the recovery position before leaving.



Airway

Open the patient's mouth and check for foreign material.

Foreign material? Roll the patient onto their side and clear the airway.

No foreign material? Leave the patient in the position found, and open the airway by tilting the head back with a chin lift.



Breathing

Check for breathing Look, listen and feel for 10 seconds.

Not normal breathing? Ensure an ambulance has been called and start CPR.

Normal breathing? Place in the recovery position and monitor breathing.



CPR

Start CPR – 30 chest compressions followed by 2 breaths.

Continue CPR until help arrives, the patient starts breathing, or you are physically unable to continue.



Defibrillate

Apply a defibrillator as soon as possible and follow the voice prompts.

© St John Ambulance Australia Ltd. (NOT for commercial sale or distribution). St John first aid protocols are for the Australian market only. All care has been taken in preparing the information but St John takes no responsibility for its use by other parties or individuals. St John encourages first aid training as this information is not a substitute for first aid training. This information is for use over a 12-month period only. For more information on St John first aid training and kits visit www.stjohn.org.au or call 1300 ST JOHN (785 646).

COVID-19 Notice

The health and safety of our volunteers, and of the broader community, is of paramount importance to us. Please be aware that all Clean Up Australia volunteers must adhere to the COVID-19 rules regulating these activities in accordance with their own state or territory requirements on the day of the event.



Gold Partners



Silver Partners



Founding Partner



Suppliers



For more information visit **cleanup.org.au**

or call **02 8197 3400** (or 1800 282 329)

Follow us on Facebook and Instagram @cleanupaustralia

Clean Up Australia

Level 4, 233 Castlereagh St

Sydney NSW 2000

Credits: Cover iStock; p3 Leni Kauffman; p5 Vijay Verma ; p6 Veronica Iezzi