

SAFETY ALERT



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Hook bin entry

7 December 2021

Note the content of this Safety Alert is suitable to be shared as a toolbox talk

Incident Summary

A 660L bin slipped off forklift tines and dropped into the hook bin. Workers then attempted to lift the 660L bin out of the hook bin by entering the hook bin and standing on the edge of the hook bin.



Initial Actions Taken

- Once incident was reported, an Incident Cause Analysis Method (ICAM) investigation was completed.
- The Refund Point has shared learnings that are useful to all.

Key Controls

Key Learnings include:

- Forklift operation must include ensuring that the infrastructure is fit for purpose and the load is securely attached.
- Operation of the forklifts must be as per manufacturer's instructions and operated as per high risk licence requirements.
- No worker is to enter the hook bin at any time or attempt to mechanically retrieve any item.
- Any item needing to be retrieved from the hook bin must be done so by West Tip/Cleanaway only (as per their safe work processes).
- If an item needs to be retrieved by West Tip/Cleanaway, please contact West Tip/Cleanaway and they will organise the hook bin to be picked and replaced.
- The hook bin will need to be tagged out (Out of Service Tag) to ensure that it is not used until it is replaced (template Plant Isolation (Tag Out) Procedure can be found [here](#)).
- **Do not allow glass to be emptied into hook bin if something is in there that needs to be retrieved.**
- West Tip/Cleanaway will organise with Refund Point to return item back to Refund Point.

RPOs must also follow this instruction for the Compactor and utilise Remondis to remove any items as required.

REQUIRED ACTIONS/REVIEW TO BE TAKEN

CORRECTIVE ACTIONS	BY WHO	BY WHEN
1. RPOs to ensure that all workers understand the actions to be taken if an item is to be retrieved from a hook bin (or compactor).		
2. RPOs to ensure that forklift operators secure all items before moving or rotating items.		
3. RPOs to reiterate to all workers that safety must be a priority and actions "to get the job done" must be assessed as safe prior to doing them.		
4. RPOs to ensure that they have contingency storage in case the hook bin is tagged out.		