

TIPS FOR organising a Clean-up



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PLANNING AHEAD



It is important to have a coordinator who is responsible for planning, coordinating, and overseeing the event, and who is the first point of call for any issues arising during the day. The coordinator should liaise with Keep Australia Beautiful WA (KAB WA) regarding any necessary documentation and act as the main contact for any enquiries.

To make your event more successful, you may wish to consider:

- choosing a clean-up site that will enhance a local landmark or take action on a well known 'grot spot'.
- contacting your local council to gain support and any required permission (for example, access to a particular site). KAB WA may be able to assist with contact details.
- taking "before" and "after" photos of the site so that you are able to demonstrate what you have achieved.
- taking action photos that you can send to your local / community newspapers or share on social media after the event.

Community involvement

Here are some ideas for involving a wide range of volunteers from different sectors of the community in your clean-up:

- **promote the event** using social media, posters displayed in local shops, at the library, on community, school or church noticeboards.
- **contact the media** at your local radio station or newspaper well in advance calling for volunteers and providing details of the event.
- **invite a local personality** to attend the event.
- **reward the volunteers** with a barbecue or refreshments provided at the end of the event, certificates, and/or prizes for outstanding volunteers.

Safety checklist

Having chosen the place for your clean-up, please visit the site and complete the following safety checklist. If you answer “YES” to any of the questions, you will need to develop a risk control strategy. See the example below.

Will volunteers be working in direct sun? Y/N

Risk control: Before the event, ask volunteers to bring hats and sunscreen. Provide sunscreen and drinking water for all volunteers.

Are there any areas that are rough, slippery, steep, or sloping? Y/N

Are there holes, fallen branches, or other trip hazards? Y/N

Are there overhanging dead branches that could be dislodged by wind? Y/N

Is the area thickly vegetated; could volunteers become lost? Y/N

Are there likely to be snakes, spiders, bees, wasps, ticks or bull ants? Y/N

Is there a bushfire risk? Y/N

Is there deep, murky or moving water nearby? Y/N

Will the site be affected by tidal water? Y/N

Could volunteers be exposed to contaminated substances / sewage? Y/N

Are there likely to be discarded syringes at the site? Y/N

Will vehicles be passing in close proximity? Y/N

Could asthmatics be exposed to dust or pollen? Y/N

Could volunteers be exposed to asbestos? Y/N

Is the site isolated or remote from emergency assistance? Y/N

Could volunteers experience temperatures that could cause heat stress? Y/N

Will volunteers be exposed to frost, cold winds or rain? Y/N

Will there be a large number of children volunteering? Y/N

Will there be volunteers who are physically or intellectually disabled? Y/N

Will there be volunteers who do not speak English? Y/N

Equipment

Before the clean-up, you will need to ensure you have all necessary equipment and materials. If you have registered to Adopt-a-Spot some of these items will be supplied when you register. You may need to have:

- a mobile phone or landline access in case of emergencies
- a pair of tongs and heavy duty gloves to remove heavy duty objects
- buckets, extra gloves, rakes
- large plastic bags to collect rubbish – *available from Keep Australia Beautiful*
- bins / skip bins for collecting rubbish and recycling
- a large container of sunscreen and spare hats to provide to volunteers
- drinking water and refreshments
- hand washing facilities or antiseptic hand wipes or cream
- first aid kit and instructions
- small table, fold up chairs, umbrella and pens if registering volunteers
- enough copies of forms for volunteers to complete and certificates (a pad of pre-printed forms available from KABWA)
- A sign or banner to designate your clean-up site
- food and equipment if holding a barbecue afterwards

You may consider approaching local businesses as they are often willing to provide some of these materials (e.g. food for the barbecue, rubber gloves) as a donation to the event.

Remember to advise volunteers in advance to dress for the occasion: enclosed, comfortable footwear; sun-protective clothing, hat and sunglasses; raincoat.

PUBLICITY



Clean-ups can be excellent community events and provide great local stories. Let your local media know what you are doing and you may attract publicity, get recognition for your efforts and encourage others to do the right thing with litter and keep Australia beautiful.

Targeting the media

To get editorial coverage or a mention on local radio, contact the editor or producer of your local newspaper or radio station. There are no guarantees that your story will be covered, but by finding an interesting angle to your story or a catchy introduction, you have a better chance.

Put together some information in the form of a media release or even a simple email that begins with the most important or overarching point of your story. For example, “A group of Dongara residents are getting their hands dirty next weekend in a clean-up of the town centre” or “A community clean-up in Dongara this weekend is part of a broader program by locals aiming to tackle the town’s litter problem”. See the example below.

Calling for volunteers

You may wish to call for volunteer assistance at your clean-up and, in turn, attract media interest. Inform the news desk of all details of the event using the information below.

Inviting the media to attend

If a photo opportunity is easily available to a newspaper journalist, you have a better chance of getting your story run. You will need to let them know at least one week before the event so that they can put the date in their diary. If you are hoping for media presence you will need to consider organising the date and time of your event to suit. Remember that regional newspapers often have early deadlines for their stories before going to print and most are weekly papers, so you will need to work out your own deadlines in the weeks before your event.

Taking the photos yourself

If the media cannot attend and you have a photographer in your group, take some photos anyway. Make sure you keep the number of people in the photo to a minimum, perhaps three or four at the most and make sure the photos are clear, close-up shots – avoid ‘police line-ups’ and photos where people are just tiny specks on the horizon. Offer the photos to the paper or email to Keep Australia Beautiful WA on kabc@kabc.wa.gov.au or share via [@kabcwa](https://www.facebook.com/kabcwa) on Facebook and Instagram.

Information to include:

- **Who** is taking part
- **When** it is taking place
- **Where** you are cleaning up
- **Why** you chose that particular location
- **What** is interesting or unique about your event
- **How** you are going to do your clean-up.

Don't be disheartened if your story is not covered, as other events may take precedence. Just make sure you and your volunteers have as much fun as possible and consider media coverage a bonus!

Sample media statement

(Date)

Community clean-up tackles litter problem

A group of *(town/locality name)* residents plan to get their hands dirty next month by holding a community clean-up.

The group has called for local volunteers to join the event and do their part to protect the town's environment and amenity.

(Group name or event) coordinator said *(town name)*, like many WA towns, had some problems with littering and holding a Keep Australia Beautiful clean-up was the first step to tackling the issue.

"We have a beautiful town and a great community and we don't want it spoiled by having rubbish lying around our streets," Mr/Mrs *(family name)* said.

"We'd like to see everyone get involved in this event and take some action now for the future."

Mr/Mrs *(family name)* said the Keep Australia Beautiful clean-up would be held at *(place)* on *(date and time)*.

For more information, contact *(name)* on *(number)*.

Ends release

Contact: *(coordinator name)* – *(phone number)*

ON THE DAY



The coordinator should arrive at least half an hour before the clean-up to ensure everything is ready to go when volunteers arrive, and remain behind afterwards to ensure all volunteers have safely left the site, equipment has been removed and the site is clear of rubbish.

1. Erect a sign or banner (if you have one) in a visible location at the site entrance.
2. Display the *Risk Warning* poster in a visible location for volunteers to read.
3. Welcome your volunteers. Children under 16 years must be accompanied by an adult. Ask about any pre-existing medical conditions highlighted on the registration form and discuss limitations with the volunteer and alter their activities accordingly.
4. **If receiving insurance from KAB**, make sure all volunteers have completed the *Volunteer Registration Form* and *Sign on Register*.
5. Keep your First Aid Kit close at hand and read the First Aid information in this guide. Inform volunteers of the location of the kit and of anyone who is first-aid trained.
6. Ensure participants are aware of safety requirements, have read the *Risk Warning* poster and have appropriate covered footwear and gloves. Sunscreen and sunglasses / eye protection are also recommended.
7. Distribute Keep Australia Beautiful clean-up bags or other required materials to volunteers and direct them to relevant areas for clean up.
8. Explain the system for collecting rubbish and separating recyclables. Please note: syringes and sharp objects should only be removed by the coordinator.

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

What to do at the end of your clean-up

10. Thank your volunteers and present certificates. (template available from KAB WA)
11. Record information on your *Clean-up Report* or via the [online form](#).
12. If receiving insurance from KAB WA make sure all volunteers *Sign Out*.
13. Confirm rubbish collection (if a contractor or council is collecting the rubbish).
14. Ensure rubbish is secure and easily accessible.
15. Leave the site clean and tidy.

Returning paperwork

This is an essential part of your role as site coordinator. Please collate the following applicable documentation and return to Keep Australia Beautiful **if you are being covered by KAB WA Insurance:**

- *All Volunteer Registration Forms*
- *Sign On Register*
- *Accident Incident Report (if necessary)*
- *Clean-up Report-please use the [online form](#)*

Please scan and send documents to adoptaspot@kabc.wa.gov.au or mail to Adopt-a-Spot Coordinator, Locked Bag 33 Cloisters Square, Perth, WA 6850

REGARDING RUBBISH



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 local council, local contractors, emergency service organisations, or Defence Force units. If you are having any problems obtaining assistance please contact Keep Australia Beautiful WA.

Recycling

We encourage you to recycle the litter you have collected. There are many important environmental benefits from diverting rubbish from landfill and recovering these resources. For example, the amount of electricity saved by recycling an aluminium can is enough to run an average television for three hours.

Remember to plan for separating the recyclables for waste collected. Volunteers may like to collect rubbish in pairs; one person collecting recyclables and the other non-recyclables. The table over the page 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

It is important to ensure that any events have a positive impact on environmental protection. Sometimes rubbish can act as a habitat for animals, particularly marine animals, if left in the environment for some time. Cleaning up the natural environment needs to be balanced with minimal disturbance to existing eco-systems.

Syringes and sharp objects

Used syringes are potentially dangerous and it is important to prepare for their removal. Syringes and other potentially harmful objects should only be removed and handled by coordinators.

1. Syringes must be collected in Sharps Containers, 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.

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:

1. Stay calm.
2. Wash the area with soap and running water (if not available use an alcohol-based hand rinse).
3. Apply antiseptic and a band-aid.
4. Seek medical assistance as soon as possible from your local doctor or hospital. NB: The risk of infection by HIV or hepatitis from a needle stick sustained in the environment (as opposed to a medical setting) is extremely low.

GUIDE TO RUBBISH ITEMS



ITEM	DISPOSAL / RECYCLING
Batteries – car / other	Council recycling or battery retailers
Cans – aerosol	Council recycling – certain areas only
Cans – aluminium	Council recycling or Cash-for-Can centres
Cans – steel	Council recycling
Cartons – milk / juice	Council recycling
Cigarette butts	Not recyclable
Clothing	Local charities or second hand centres
Computers / monitors / servers	Contact: Sims E-Recycling, Computer Angels or RecycleIT Centre. See contact details.
Glass – bottles and jars	Council recycling Note: Caps and lids are not recyclable, please remove
Hazardous waste / building materials i.e. Asbestos	Isolate the area and do not attempt to remove. Contact your local council, the Department of Environment and Conservation or emergency services.
Medicines or pharmaceuticals	Return Unwanted Medicines (RUM) is a free community service for the disposal of medicinal waste. Every community pharmacy is supplied with secured disposal bins.
Metals – scrap / car bodies	Contact your local scrap metal dealer. Or call The Smorgon Steel Scrap Roundup on 1300 669 102.
Mobile Phones	Call Mobile Muster to find your nearest collection point or for further information about the program.
Organic waste	Council composting or put on your garden / worm farm
Paper / cardboard / magazines	Council recycling Note: Paper laminated or with food scraps is not recyclable
Plastic containers – Symbols 1 and 2	Council recycling Note: Caps and lids are not recyclable, please remove
Plastic containers – Symbols 3 to 7	Usually not recyclable Some councils do recycle types 3, 4 and 5
Plastic bags	Clean bags can be recycled through supermarkets
“Green” polypropylene bags	Recycled at Coles stores. Simply place in the plastic bag recycling bins at the front of the store.
Shopping trolleys	Call the nearest retailer for collection of abandoned trolleys
Stolen/suspicious items	Credit cards, car number plates, etc – report to local police
Syringes	Dispose of in a Sharps Container (see Syringes and sharps section for more information)
Tyres	Contact: local tyre retailers, council or specific tyre recyclers
Weapons	Report to local police
Whitegoods	Local charities or second hand shops

For further details see the RecycleIT directory at www.zerowastewa.com.au

FIRST AID



You must have an up-to-date First Aid Kit and instructions at your site. The kit must contain (at least): non-stick dressings and dressing strips, bandages, tweezers, scissors, saline, sunscreen, disposable 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 to request an ambulance immediately. All injuries must be reported to Keep Australia Beautiful as soon as possible and the *Accident Incident Report* completed and returned immediately after the 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-DANGER

Ensure the area is safe for yourself, others and the casualty.

R-RESPONSE

Check for response—ask name—squeeze shoulders

If you get a Response

- make the casualty comfortable
- check for injuries
- monitor response.

S-SEND for help

Call Triple Zero (000) for an ambulance or ask another person to call 000 and report back when this is done.

A-AIRWAY

Open mouth—if foreign material is present:

- place in the recovery position
- clear airway with fingers.

Open airway by tilting head with chin lift.

B-BREATHING

Check for breathing—look, listen and feel.

Normal breathing

- place in recovery position
- monitor breathing
- manage injuries
- treat for shock.

C-CPR

If the casualty is not breathing normally

Start CPR—30 chest compressions: 2 breaths

Continue CPR until help arrives or patient recovers.

D-DEFIBRILLATION

Apply defibrillator if available and follow voice prompts.

(Reference: St Johns DRSABCD Action Plan)

In the case of serious injury call 000

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 before dressing (for severe bleeding see below).
3. Cover dressing with a clean bandage.
4. If bleeding reoccurs apply a second dressing over the first.

Foreign objects in the eye

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

1. Ask the person to look up.
2. Gently draw the lower lid out and down.
3. If the object is visible, remove using the corner of a clean, moist cloth, or gently grasp lashes of upper lid and pull lid down over lower lid.
4. If this is not successful, wash the eye with a 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.

Fractures and dislocations

1. Follow DRSABCD Action Plan.
2. Leave limb in the position in which it was found.
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/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 casualty nothing to eat or drink.
9. Call 000 for an ambulance if bleeding is severe or persistent.

Sprains and strains

1. Follow the DRSABCD Action Plan.
2. Follow RICE Management Plan (below):
R Rest the casualty and the injured part.
I Icepacks (cold compress) wrapped in wet cloth applied for 15 minutes every 2 hours, then 15 minutes every 5 hours for the next 24 hours.
C Compression bandages, such as elastic bandages, should be firmly applied and extend well beyond the injury.
E Elevate limb.
3. Seek medical aid.

Snake or spider bites

1. Follow the DRSABCD Action Plan.
2. Calm casualty.
3. Apply a firm roller bandage starting just above the fingers or toes and moving as far up the limb as possible.
4. Do not move casualty.
5. Apply a splint to immobilise the limb.
6. Check there is still circulation in fingers and 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 the wound.
- Do not use a constrictive bandage (arterial tourniquet).
- Do not try to catch the snake.

Redback spider

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

Bee sting

1. Remove the 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 the 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 with a blanket.
9. Give small, frequent amounts of water. (Do not give water if they have an injury and are likely to have an operation in the immediate future)
10. Monitor and record breathing and pulse and skin colour 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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If in any doubt call 000 for emergency assistance.

**Learn First Aid with
St John Ambulance
- call 1300 360 455**

CONTACT NUMBERS



Keep Australia Beautiful WA	(08) 6467 5122
Emergency services (Police, Ambulance, Fire)	000
Local Police services (non emergency)	13 1444
Crime Stoppers www.crimestopperswa.com.au	1800 333 000
Fire and Emergency Services Authority www.dfes.wa.gov.au	13 3337
State Emergency Service - Emergency Assistance	13 2500
E-Recycling – Sims au.simsmm.com/Divisions/Sims-eRecycling	(08) 9236 3001
E-Recycling – Total Green Recycling recyclingnearyou.com.au/business/12894	(08) 9258 6009
E-Recycling – CMA Ecocycle www.cmaecocycle.net	(08) 9302 6887
Steel collectors – Sims Metal Management www.scrapmetal.com.au	1800 727 276
Mobile phone recycling – Mobile Muster www.mobilemuster.com.au/recycle-a-mobile	1800 249 113
Australian Red Cross – State Office www.redcross.org.au/contact-wa.aspx	1800 810 710
Good Samaritan Industries – Home Collection WA goodsamaritan.com.au/donating-to-good-sammy/free-home-collections	1300 466 372
St Vincent de Paul – Furniture and clothing donations www.vinnies.org.au/page/Contacts/WA	13 1812
Anglicare – Op Shop Collections www.anglicarewa.org.au/finance/assistance/op-shops/default.aspx	(08) 6253 3535
Eastern Metropolitan Regional Council www.rgang.org.au	(08) 9424 2222
Southern Metropolitan Regional Council smrc.com.au	(08) 9329 2700
Western Metropolitan Regional Council www.wmrc.wa.gov.au	(08) 9384 4003
Mindarie Regional Council www.mrc.wa.gov.au	(08) 9306 6303

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www.cleanup.org.au/files/site-guide.pdf