

Charity Retail Association®

The voice of charity retail

SORTING GOODS

SORTING DONATED GOODS – Safe Working Procedure

At all times comply with relevant Health & Safety legislation, specific site requirements and instructions from location representatives that may be advised from time to time.

PURPOSE

To minimise the risk of injury or ill health from contact with sharp, broken or dirty goods during sorting.

PROCEDURE

1. Handle bags and sacks of goods in accordance with Manual handling training and good practice.
2. Sorting table to be made available.
3. Empty bag on to a sorting table carefully. Do not thrust hands into bags.
4. Carefully check for any item that may cause injury or ill health, such as broken items, soiled/dirty items, sharp items and needles.
5. If any soiled/dirty goods are observed or suspected, protective gloves must be worn. Nitrile gloves (not latex) should be used for soiled/dirty items. Heavy duty gloves to standard EN388 should be used for protection against sharp items including broken glass and crockery and needles.
6. Soiled or dangerous items should be removed carefully and placed safely for disposal. Needles and other potentially contaminated items should be placed in a designated sharps box and disposed of via a pharmacy.
7. In the event of a puncture wound or sharps injury, encourage bleeding by squeezing rather than sucking the wound, wash with cold running water, apply dry dressing, transfer person to casualty, report incident.
8. Safe Sorting Poster and Puncture Wounds Notice to be displayed to reinforce the above procedures.

DATE

SIGNATURE PRINT NAME

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