

Community - Waste & Recycling Tour

Terms & Conditions

Thank you for registering your interest in a Cairns Regional Council Community Tour.

****PLEASE NOTE**** Prior to this tour going ahead, Council requires a minimum of 15 registered individual participants. Council's Waste Education Officer will contact you to confirm these details.

Subject to confirmation of the tour proceeding, please take a moment to review this guide.

INFORMATION ABOUT YOUR BOOKING

Terms & Conditions:

PLEASE NOTE: Tours & Presentations may need to be shortened, rescheduled, or cancelled with short notice in the event of extreme weather conditions, staff illness or due to Council operational requirements.

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| Who can take part? | Residents/Groups of the Cairns Regional Council local government area. |
| Available days | Tuesday – Thursdays, excluding public holidays |
| Cost | Tours are free of charge for residents/groups of the CRC local government area. Please note, transportation costs for groups is not included. |
| Age restriction | This opportunity is designed for adults, though children can join with parents/carers. For groups with higher numbers of children, Council recommends booking a tailored early learning or school session. |
| Minimum/Maximum Participants | Minimum 15, maximum 50 participants per tour |
| Site clothing and safety | All visitors require: <ul style="list-style-type: none">• Closed-toe shoes. No sandals or high heels. Those without proper footwear must stay in their vehicles or depart Council facilities.• Weather-appropriate clothing like sunscreen, hats, rain gear, and insect repellent. |
| Community Group supervision | <ul style="list-style-type: none">• During the tour, please remain respectful and considerate of other participants, your host and Council staff.• Remain with the facilitator and follow their directions at all times.• Parents/carers are responsible for the safety and behaviour of accompanying children for the duration of the tour.• Only handle items if instructed to do so, avoid touching any machinery or equipment. |
| Accessibility | All tour sites are wheelchair accessible. Disability-friendly toilets are located at the Rediscovery Centre & Buy Back Shop. Please let your host know if you will require the use of these facilities. |
| Emergencies | In an emergency, all visitors should adhere to the instructions given by your host or operational staff. The Rediscovery Centre elevator must not be used in the event of a fire. |
| Public Liability | Cairns Regional Council has appropriate public liability cover |
| Child Related Employment | Council's Waste Education Officer has current Bluecard accreditation. |

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Further information or assistance:

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| Waste Education Officer (host) | Scott Paterson |
| Contact Details | Mobile: 0488 096 895 Ph: 4044 8352 Council Customer Service: 1300 692247 |
| Email Address | wasteeducation@cairns.qld.gov.au |
| Website | http://www.cairns.qld.gov.au/ |

Community Tour Overview:


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| Tour Introduction | |
| <p>Join us for a comprehensive 2-hour community tour showcasing Council's waste and recycling processes. Get insights into what happens to residential waste and recycling, learn about proper usage of kerbside bins, Council Transfer Stations, and discover the CRC Resource Recovery Precinct's role in landfill reduction in the region.</p> <p>The tour includes a visit to the fascinating CRC Rediscovery Centre, a dedicated education space offering a firsthand look at the machinery, technologies, and the people behind Council's resource recovery efforts. Let's explore how we can collectively reduce, reuse, and recycle better to make the most of resources in the Cairns region and help safeguard our environment for future generations.</p> | |
| The 2 hour tour covers the following learning areas: | |
| <ul style="list-style-type: none">• Understanding diverse types of waste• Examining the environmental impacts of waste• Investigating the waste management process specific to the Cairns region• Exploring methods for reducing, reusing and recycling waste as best as possible | |
| Sites visited during the standard tour | |
| <p>Materials Recovery Facility & Rediscovery Centre – Facility for sorting and processing of kerbside & commercial recyclable materials from the Cairns region and surrounds.</p> <ul style="list-style-type: none">• Glass Processing Facility – Specialised plant dedicated to the recycling of screened glass (derived from the MRF) into a sand substitute.• Portsmith Capped Landfill – A viewing of the closed and environmentally monitored landfill site including an overview (birds eye view) of the Advanced Resource Recovery Facility, the site responsible for processing kerbside waste and recovery of organic materials from general waste. | |
| Risk Assessment Information | Please see information below |
| Additional education opportunities | Council offers extended tours tailored for groups, schools, and early learning centres. Whilst additional sites are accessible for tours, they necessitate chartered buses (costs to be covered by visiting groups). For groups unable to participate in tours, our Waste Education Officer can arrange an age-appropriate incursion/presentation, covering all aspects of the tour, available Tuesdays through Thursdays. Please refer to the booking page on the Council website for more information |

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Tour Logistics

You may wish to print or photograph this page for your reference on the day of your tour.

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| Council Host | Scott Paterson, Waste Education Officer, Resource Recovery. Mobile: 0488 096 895 Office: 4044 8352 Email: wasteeducation@cairns.qld.gov.au |
| Transport | <ul style="list-style-type: none">• Visitors are to arrange their own transportation.• Maximum of 12 vehicles allowed at the Materials Recovery Facility at any one time. Your host may encourage car pooling to assist with group movements onsite.• Drivers should be cautious of operational traffic, adhere to signage, follow the direction of Council staff and drive carefully.• To ensure a smooth start to your tour and minimise any disruptions to the itinerary please reconfirm the starting location & safety requirements. Participants more than 30 minutes later than the scheduled start time must rebook their session. |
| Tour Locations | <p>The Community Tour commences at the Rediscovery Centre/Materials Recovery Facility - MRF), 17 Recovery Way, Portsmith. View 'Recovery Way' via google maps</p>  |
| Directions | <ul style="list-style-type: none">• The Rediscovery Centre/MRF is accessed via Redden and Recovery Way, Portsmith. This site cannot be access from the Lyons street/Ray Jones Drive facilities at Portsmith Transfer Station.• On your tour day, your host will meet you at the Rediscovery Centre/MRF gates. If unattended, use the intercom (on the gate) or call 0488 096895. |

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Tour Itinerary

| Community Tour: |
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| <ul style="list-style-type: none">• 9:30am - Arrive at Site #1, the Rediscovery Centre (17 Recovery Way) for the Resource Recovery presentation. Ensure you're at the correct location, not the Waste Transfer Station on Lyons Street/Ray Jones Drive.• 10:30am – Conduct Walkway viewing of the Materials Recovery Facility• 10:45am – Q&A Session – Recycle Right – What belongs in Waste & Recycling• 11:15am – Subject to group size, after the presentation, group returns to vehicles and under direction with the Waste Education Officer complete a driving tour of the Resource Recovery Precinct site, including a viewing of the capped Landfill shade structure.• 11:30am – Depart Council Facilities |

Contact Information:

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|--------------------------------|---|
| Waste Education Officer | Scott Paterson |
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RESOURCE RECOVERY - WASTE EDUCATION PROGRAM Risk Assessment Documentation

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RISK ASSESSMENT NOTE PAD

Location of the OHS risk, concern or issue:
Schools and Community Group locations/facilities.

Describe the OHS risk, concern or issue: **Cairns Regional Council Resource Recovery Tours, Presentation & Public Engagement** Risk score before control **E-73**

Your name: **Scott Paterson** Persons Likely to be Affected (employees, public or others): **Staff and members of the public including; early learning age children, school students, teachers/group leaders. All participants of Waste Education engagement program.**

| Access the likelihood & consequences from the Hazards or Risk | | | | | |
|---|---|--|---|---|---|
| Consequences | | | | | |
| Likelihood | Insignificant No Injury <\$1,000 cost | Minor First Aid only no time lost \$1,000 - \$5,000 cost | Moderate < 4 days off –cuts sprains & sprains \$5,000 – \$50,000 cost | Major >4 days off broken/fractured bones etc \$50k- \$250k cost | Catastrophic Death or loss of limb or bodily function >\$250K |
| Almost certain <i>Is expected to occur most times</i> | M-52 | H-64 | E-76 | E-88 | E-100 |
| Likely <i>Will probably occur most times</i> | M-44 | H-56 | H-68 | E-80 | E-92 |
| Possible <i>Might occur at some time</i> | L-36 | M-48 | H-60 | E-73 | E-84 |
| Unlikely <i>could occur at some time</i> | L-28 | L-40 | M-53 | H-65 | E-78 |
| Rare <i>May occur in exceptional circumstances</i> | L-20 | L-32 | M-45 | H-57 | H-69 |

| Hierarchy of control | Yes | No |
|---|-------------------------------------|-------------------------------------|
| <i>If yes, provide details of the selected control options in Control Options/Safety Precautions.</i> | | |
| Eliminate – Can the process or substance be eliminated completely? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Substitute – Can the process or substance be replaced with a safer one? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Isolate – Can the process or person be separated from the hazard/risk? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Engineer – Can the process be re-designed? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Administrative – Can we limit the exposure to the risk by job rotation or training? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| PPE – Can we use personal protective equipment? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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Describe the recommended control method: Visual monitoring, verbal communications and on-site management by use of visitor sign-in system and safety briefing.

Risk score
after
control

L-40

RECTIFICATION ACTION PLAN

| OHS risk, concern or issue | Risk level before control | Control / Corrective Action | Risk level after control | Responsible Officer | Date to be completed by | Action Verified |
|--|---------------------------|--|--------------------------|--|-------------------------|-----------------|
| 1. Visitors or Council Staff being exposed to COVID-19 during excursions/presentations | H-56 | <ul style="list-style-type: none"> In compliance with Council's Covid Safety measures approved by CRC WH&S the following requirements will be followed for each school/community group visit/presentation or public engagement activity: Council staff will follow directions specified by QLD Health, CRC Workplace Health & Safety The Rediscovery Centre will be cleaned routinely, including frequently touched surfaces (chairs, handrails, doorknobs, activities). Participant visitor logs will be completed and provided. Presenting staff will sign in at School/Community facilities as required | L-40 | Waste Education Officer/Resource Recovery Coordinator, Resource Recovery | 05/09/2023 | |
| 2. Exposure to odours, low level gases at Council Resource Recovery facilities | H-56 | <ul style="list-style-type: none"> Approved ventilation systems have been installed in the Rediscovery room. Waste Education officer or Tour facilitator are to run air conditioner at least 30 mins prior to any activities all other facilities visited sites are outdoors (or viewed from within chartered buses/vehicles). | L-40 | Waste Education Officer/Resource Recovery Coordinator, Resource Recovery | 05/09/2023 | |

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| <p>3. Exposure to recycling & waste materials processes within the Portsmouth Resource Recovery facilities that includes, but not limited to: Noise, dust, odour, mobile plant, possible flying debris, high pressure hydraulic fluids, high voltage electricity, stacked bails of product & fire.</p> | <p>E-73</p> | <ul style="list-style-type: none"> All Participants must be under constant supervision by Waste Education Officer/facilitator and facility staff for duration of tour. Transport Bus (coach) must park in designated zones to allow tour group to disembark directly from bus and into the Rediscovery Centre, Buy Back Shop, Portsmouth Shade Shed (and as directed by Council staff). Participants must exit transport vehicles and move directly to Rediscovery Centre and not be allowed to enter working areas of the Materials Recovery Facility, Portsmouth Transfer Station or Buy Back Shop Signed acknowledgement form (Emergency list/roll of all participants including teachers/facilitators) must be presented upon arrival for all groups. Any damage or incidents during visit must be reported discussed. In an emergency, under direction of Council staff group will be directed exit the Rediscovery Centre via single exit door & down western/or eastern facing stairs. Participants to depart MRF and gather at designated muster points | <p>L-40</p> | <p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p> | <p>05/09/2023</p> | |
| <p>4. Accessing Rediscovery Centre from stairway.</p> | <p>E-73</p> | <ul style="list-style-type: none"> Ensure Council staff member is positioned at top of stairway & Teacher/tour leader at bottom of stairway to assist visitors if required. Ensure visitors ascending & descending stairs face forward to steps at all times and maintain three points (3) points of contact. | <p>ST</p> | <p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p> | <p>05/09/2023</p> | |

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| <p>5. Accessing the Rediscovery Centre via elevator</p> | <p>E-73</p> | <ul style="list-style-type: none"> • Ensure elevator and controls are only operated by Council staff member. • Council staff member accompanies student/teacher/visitor on the elevator. • All passengers must observe the following safety requirements: <ul style="list-style-type: none"> • Maximum of 4 Adults (340kgs) at any time (Covid-19 requirement, max 2) • Elevator entry and exit doors must be locked after use, before any activities in the Rediscovery Room Commence. • Enter and exit elevator safely. • Hold belongings firmly. • Stand clear of the internal opening. • Keep hands, feet, head away from moving surfaces. • If there is a fire in the building use the stairs. | <p>ST</p> | <p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p> | <p>05/09/2023</p> | |
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| <p>6. Viewing Materials Recovery Facility from elevated walkway.</p> | <p>E-73</p> | <ul style="list-style-type: none"> • Ensure Council staff member always accompanies group and is positioned at beginning of group to assist visitors if required. • Ensure visitors walking along viewing areas face forward at all times, no running, jumping, climbing at any time. • Except in emergencies, group is to depart the walkway via the Rediscovery Centre stairs (if no fire, elevator can also be used) • In an emergency, under direction of Council staff group will be directed to exit walkway via western facing stairs/Rediscovery Room Stairs as required. Participants to depart Materials Recovery Facility and gather at designated muster points (or via direction by MRF staff). | <p>ST</p> | <p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p> | <p>05/09/2023</p> | |
| <p>7. Public perception of facility (poor housekeeping)</p> | <p>H-60</p> | <ul style="list-style-type: none"> • Prior to tours carry out a facility cleanout including floor areas, horizontal surfaces of walls & machinery, viewing windows, RDC bins, toilets, walkways and around external perimeter of facility. | <p>ST</p> | <p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p> | <p>05/09/2023</p> | |
| <p>8. Transport Vehicles (commercial or private) colliding with plant/ site infrastructure. Participants being struck by Public\Mobile Plant Vehicles in MRF, Portsmouth Transfer Station, Advanced Resource Recovery Facility, Buy Back Shop, roadways and carparks areas /adjacent to green waste drop off areas.</p> | <p>H-69</p> | <ul style="list-style-type: none"> • Council Staff to ensure tour groups remain away from traffic areas, tour participants with children must keep children in full view, not allowing them to leave the group area. • Drivers of commercial or private transportation must follow Council staff instructions/requirements and be mindful of all high vehicle movement volumes at the site. Extra care must be taken when driving around the Resource Recovery facilities. | <p>ST</p> | <p>Bus Drivers, Tour Group Leader(s), all drivers of private/commercial vehicles, Buy Back Shop & Portsmouth TS staff</p> | <p>05/09/2023</p> | |

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| <p>9. Viewing the Resource Recovery Precinct from the Landfill shade shelter.</p> | <p>M-45</p> | <ul style="list-style-type: none"> Council Staff to Ensure tour groups remain away from any moving traffic, tour participants with children must keep children in full view, not allowing them to leave the group area, viewing of the landfill site to be conducted within the boundary of the shade structure only. | <p>ST</p> | <p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p> | <p>05/09/2023</p> | |
| <p>10. Coming into contact with sharp, hot, heavy materials, trip hazards, falling items from shelving at the Buy Back Shop/Transfer Station</p> | <p>E-73</p> | <ul style="list-style-type: none"> Council Staff to ensure tour groups (especially children) are informed to 'look with eyes only' at the Buy Back Shop. Handling items only recommended by teachers/group leaders | <p>ST</p> | <p>Waste Education Officer/Facilitator/PTS/BBS Leading Hand</p> | <p>05/09/2023</p> | |
| <p>11. Applicable for community open days only - accessing internal CRC MRF plant working platforms (Waste Sorting Areas) via fixed walkways.</p> | | <ul style="list-style-type: none"> Ensure all electrical, mechanical & hydraulic systems are shut down, isolated & tagged as per Cairns Regional Councils Procedure #1021088 Ensure all participants are given safety briefing. Ensure all participants have enclosed shoes. Ensure Council staff member leads the group at all times. Ensure visitors ascending & descending stairs/walkways. Face forward to steps at all times and maintain three points (3) points of contact. Ensure visitors do not touch any machinery, loose pieces of waste, or wander from tour group at any time. Ensure participants comply with all instructions given by Council staff at all times. Ensure participants maintain social distancing requirements (1.5m apart) where possible. | <p>ST</p> | <p>Waste Education Officer/Facilitator/ MRF Supervisor</p> | <p>05/09/2023</p> | |

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| <p>12. Council Staff/Members of public being exposed to COVID-19 during school/community presentations or public engagement activities</p> | <p>H-56</p> | <p>In compliance with Council's Covid Safety measures approved by CRC WH&S the following requirements will be followed for each school/community group visit/presentation or public engagement activity:</p> <ul style="list-style-type: none"> • Council staff will follow directions specified by QLD Health, CRC Workplace Health & Safety • Council staff will follow requirements set by Schools/Community Groups, signing in where required, checking into site or presenting vaccination status • Alcohol based hand sanitiser will be in use • Council staff will cancel and postpone activities if unwell | <p>L-40</p> | <p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p> | <p>05/09/2023</p> | |
| <p>13. Exposure to recycling & waste materials & injury caused by faulty or unchecked equipment/props (wheelie bins, recycled/waste materials, sharp cans/tins & plastic)</p> | <p>M-45</p> | <ul style="list-style-type: none"> • All equipment in use is pre-checked before each session to ensure functionality. • Recycle and Waste material regular rechecking and removal of any sharp or potentially hazardous materials. Routine cleaning of materials able to be cleaned and disposal of unsuitable materials on a rotational basis. • Supervision during presentations, activities and discussion by Council staff & Teachers/Facilitators to ensure safe handling of materials | <p>L20</p> | <p>Waste Education Officer/Facilitator</p> | <p>05/09/2023</p> | |

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| <p>14. Trips and falls during Recycling Relay team activity.</p> | <p>M-45</p> | <ul style="list-style-type: none"> • Clear instructions provided to participants on taking part in activity, while remaining safe and being spatially aware of bin & material container positioning • Group briefed on acceptable and appropriate behaviour when taking part in the relay activity • Unsafe handling of bins, or inappropriate behaviour during activity will require the activity to cease, or removal of those participants involved • Suitable number of supervising staff based on numbers participating. Waste Education officer and staff to have current first aid certification | <p>L20</p> | <p>Waste Education Officer/Facilitator</p> | <p>05/09/2023</p> | |
| <p>15. Injury to Council staff member from moving equipment from Council vehicles to engagement activities (School, Community Group, Shopping Centre). Lifting, carrying, pushing, pulling, holding, moving materials.</p> | <p>E-73</p> | <p>Council staff will follow directions specified by CRC Workplace Health & Safety procedures</p> | <p>L-20</p> | <p>Waste Education Officer/Facilitator</p> | <p>05/09/2023</p> | |

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| <p><u>Person Authorising the Rectification.</u></p> <ul style="list-style-type: none">• Name:• Signature:• Payroll Number: | <p><u>Authorisation Levels.</u></p> <ul style="list-style-type: none">• Major Expenditure & Training: - Team leader and Coordinator / Manager.• Medium Expenditure: - Team leader & consultation with Coordinator / Manager.• Minor Expenditure: - Site Supervisor & consultation with Team leader. |
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Person who compiled this Risk Assessment Note Pad

Name: Scott Paterson
Waste Education Officer

Signature

A handwritten signature in black ink, appearing to be "Scott Paterson".

Date: 05/09/2023

Authorised by Manager Resource Recovery

Name: Steve Cosatto
Executive Manager Resource Recovery

Signature

A handwritten signature in black ink, appearing to be "Steve Cosatto".

Date: 05/09/2023