

SCRIPT

Pre-Sort Safety Briefing

Read aloud by the supervisor at the start of every field day — about ten minutes

SITE	DATE	SUPERVISOR	CREW COUNT

1 • Today's plan

"Today we are sorting ____ samples of ____ from _____. The objective of this audit is _____. Our target pace is ____ samples per sort block, and we stop at _____."

2 • This site's hazards

"The JHA for this site is on the clipboard and I reviewed it this morning. The specific hazards here are: _____. The cordoned area is _____; mobile equipment operates _____; our walking route is _____."

3 • Never hand-sort

"These never get touched by hand: needles and sharps, biomedical waste, unknown powders, unlabelled or leaking containers, pressurized cylinders, pesticides, suspected drug waste, deceased animals — and anything you cannot identify. Tongs, set-aside container, tell me. I handle all set-asides." [Hold up examples or the F-09 cards.]

4 • PPE check

"Buddy check now: glasses with side shields, nitrile under cut gloves, hi-vis on, boots, sleeves down. Respirators are here if we hit dust or mould — tell me. Gloves change at every break and whenever torn."

5 • Sharps & exposure

"No hand goes where the eye cannot see. Bags are cut and spread, never searched by feel. If you are stuck: let it bleed, wash with soap and water, tell me immediately. Medical evaluation is same-day at _____ — _____ drives."

6 • Hygiene

"Gloves off before touching anything personal. No food, drink, gum, vaping or smoking in the sort area. Handwash at every break — the station is _____."

7 • Lifting & rotation

"Nothing over about 20–25 kilograms alone — team lift or split it. We rotate positions at every break, no exceptions."

8 • Emergencies

"The site address, spoken for dispatch, is _____. First aid kit and extinguisher are _____. First aider is _____. Assembly point is _____."

9 • The standing rule

"Anyone may pause this sort for a safety concern, at any time, without explanation. That includes stepping away from anything distressing. No questions asked."

10 • Data rules

"One sample on the floor at a time. Everything into a labelled bin. Unknowns come to me and my ruling gets written down. Nothing is disposed of until the recorder passes the mass balance."

Delivered by _____ · time _____ · crew initials: _____