

Recycle Right Tour & Workshop

This flyer explains how to prepare for the tour, safety considerations when touring a working recycling facility, and what you can expect on the day. To further discuss your requirements please contact Kurrajong Recycling using the details provided.

Tour timing and group size

The time taken for a site visit is 1-2 hours depending on the group size, age and requirements.

Tours are conducted on Tuesdays, Wednesdays and Thursdays, with high activity days (a high number of trucks unloading) being Tuesday and Wednesday between 9 am-2 pm.

To view machinery operating take your tour during staff work periods: 9.30 am-11.30 am, 12 pm-2 pm and 2.30 pm-4 pm.

Note that these times may vary during hot weather. Group size varies depending on the characteristics of each group and staff availability.

Pre-school and primary school groups require approximately one (1) adult (school-support staff/parents) to five (5) children to safely conduct the tour.

Group sizes for adults is between 15 (minimum) and 28 (maximum) people. Large groups may be split with half touring the site while the other half undertakes the training session and then swapped over. Please speak with the Kurrajong Recycling contact about your group and the most appropriate tour time.

Tour and workshop content

1. Site Orientation and Safety

This is conducted before starting the tour. Unfortunately non-compliant visitors will be asked to leave as they put themselves and others at risk.

2. Facility Tour: Closing the Resource Loop

This is a walking tour of the recycling facility viewing the processing, baling and storage of materials.

3. Workshop: How to 'Recycle Right'

Demonstration and discussion of what household items from the kitchen, bathroom, laundry and office can be recycled. It is delivered in the training room.

Site location and contact details

Kurrajong Recycling, 54 Chaston St,
Wagga Wagga NSW 2650

Cassandra Pokoney
Communications Officer
P: (02) 6925 5004
E: cpokoney@kurrajong.com.au

Safety



Considerations	Strategies
Access	
Trips and falls	<ul style="list-style-type: none"> • Visitors informed to wear enclosed shoes. • Walk only where allowed and watch where they walk as the surface is uneven in some areas and there may be dust, sand, liquids, or some recyclable materials. • Kurrajong Recycling staff clean materials from walkways daily.
Toilet facilities	<ul style="list-style-type: none"> • Disabled toilet facilities available on ground floor.
Training room (Wheel chair accessible)	<ul style="list-style-type: none"> • Training room on second floor up two flights of stairs or lift. • Kurrajong staff supervise lift operation if used. There is a strict limit of 2 people in the lift or operation is compromised—instructions and torch in lift. • Visitors advised to use stair handrails and walk at all times.
Site tour	<ul style="list-style-type: none"> • Relatively flat with some slight inclines, and paved area but some areas not easily accessible. • Visitors with walking difficulties may require assistance with some uneven and slightly inclined and slippery areas (due to loose materials). • Visitors advised and required to walk not run.
Safety	
Site orientation and safety instructions	<ul style="list-style-type: none"> • Non-compliant visitors will be asked to leave the site. • Visitors advised of safety aspects before tour undertaken.
Working with Children Check	<ul style="list-style-type: none"> • Kurrajong Recycling’s Education Officer holds a valid Working with Children Check.
Sun protection	<ul style="list-style-type: none"> • Visitors ensure appropriate sun protection enacted e.g. hat, sunscreen, and adequate clothing cover.
Hot weather	<ul style="list-style-type: none"> • Visitors ensure appropriate steps taken to keep safe e.g. adequate water. • Water available at our office and training room.
Recycled material contact (e.g. glass and metal)	<ul style="list-style-type: none"> • Visitors informed of risk and informed not to touch or pick up any materials, and wear enclosed shoes.
Detention pond unfenced	<ul style="list-style-type: none"> • Visitor tour does not include that site but be aware it is nearby.

Safety



Safety continued

Vehicle movement	Visitors informed of risk and high number of vehicle movements daily at the site. High visibility vests provided and must be worn. Visitors remain clear of loading, unloading and sorting operations. There are 'no access' signs in some areas. Site roads have 10 km speed limit signage. Designated visitor and bus parking. Site supervisors are notified of group visits. Sign placed on entrance roadside when tours underway. Zebra crossings in place and convex mirrors on road corners. Staff trained in safe-work practices.
Noise and dust during tour	Exposure minimal as tour is approximately 45 minutes with no time spent within enclosed buildings, and minimal time in close proximity to noisy or dusty operations.
Part of the site is a remediated gas works pit	<ul style="list-style-type: none">• Remediation works maintained (site managed according to EPA standards).• There is no visitor access to this area.
Stability of stacks of baled materials	<ul style="list-style-type: none">• Visitors kept safe distance from these materials.• Trained staff stack bales safely.
Snakes	<ul style="list-style-type: none">• Visitors informed of risk in warm weather and to wear enclosed shoes• If snakes reported the tour is kept to high visibility areas, and or within the training room.

Emergencies and first aid

An emergency situation occurring e.g. fire	<ul style="list-style-type: none">• Kurrajong Recycling staff trained to deal with emergencies.• Emergency procedures in place—alarms and emergency assembly points.• Visitors informed of assembly points in orientation and safety talk.
First aid required	<ul style="list-style-type: none">• The site has a First Aid Officer, first aid room and equipment.• Kurrajong Recycling is a 5 minute drive to the Base Hospital.

Photography/publicity

Photography permission	<ul style="list-style-type: none">• Visitors' permission is required before any photography undertaken. This can be discussed when booking tour.
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COVID-19

Minimising COVID-19	<ul style="list-style-type: none">• Our COVID-19 'Requirements for Tour Groups' brochure is updated as required and available on the Kurrajong Recycling Website's Resources page. https://www.kurrajong.com.au/businesses/recycling/resources/
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