

# 4 STEPS TO SAFE SORTING

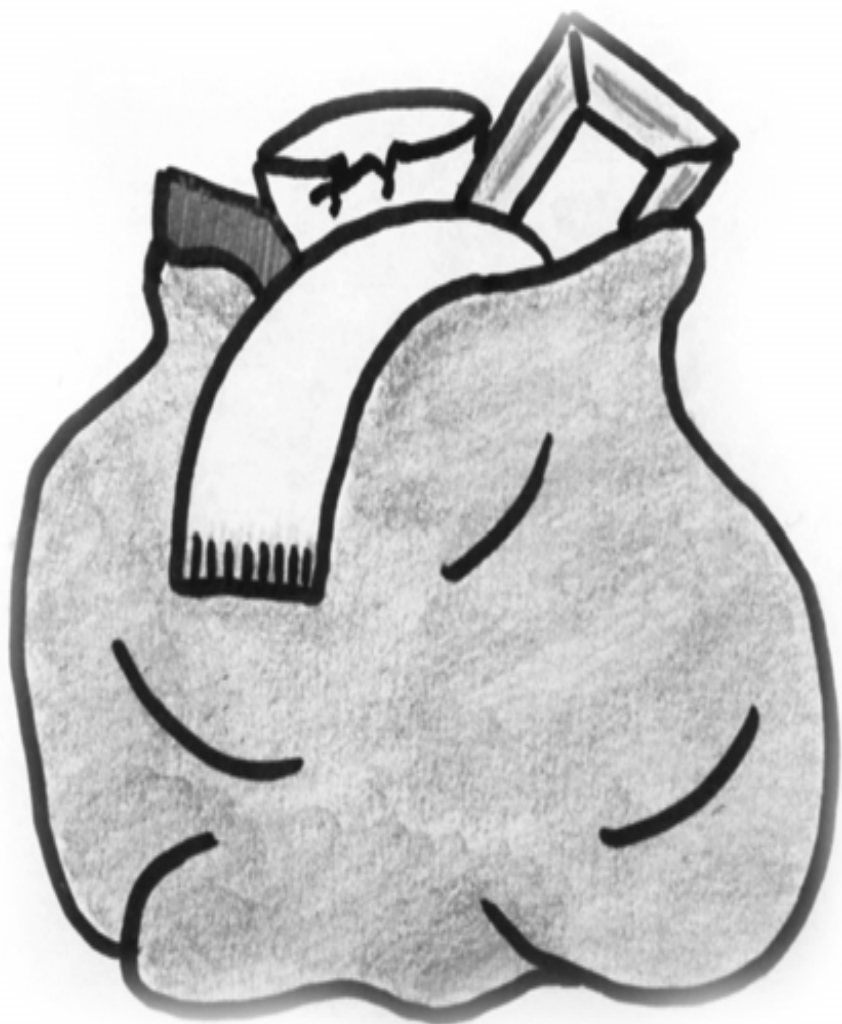
## Step 1: Preparation

- ✓ Have suitable gloves ready
- ✓ Clear the sorting table



## Step 2: Initial Sort

- ✗ Don't thrust your hand into sacks or boxes
- ✓ Empty the contents onto the sorting table
- ✓ Look through for sharp, broken, or soiled items
- ✓ Dispose of these carefully by wrapping them in newspaper, etc.



## Step 3: Second Sort

- ✓ Sort the remaining stock as normal
- ✗ Don't overfill rubbish or rag sacks

## Step 4: Finally

- ✓ Wash your hands
- ✓ Talk to your Shop Manager if you can think of ways to sort more safely