Safety is a paramount concern in our daily operations. A recent accident involving a team member has highlighted an unsafe practice. This Policy/Directive is implemented immediately to prevent recurrence.

- **All trash will be placed inside the curbside containers when possible.**
- **Bags that do not fit in the curbside containers shall be placed on the ground to the rear of the container.** (Side furthest from the street).
- **Trash bags should not be carried from the bottom to prevent injury due to the possibility of sharp objects being in the bag.**
- **Trash bags should be tied to prevent debris from coming out when the curbside containers are dumped by the trash truck.**

SAMUEL A. LEVIS,
Custodial Services Supervisor