ABN: 14 658 901 289

Company Name: Hope Disability Support Pty Ltd



**Module 4.4:**

**Waste Management**

April 2022

# WASTE MANAGEMENT POLICY AND PROCEDURE

## Policy and Procedure

The Waste Management Policy and Procedure is utilised within Hope Disability Support Pty Ltd, to ensure that all accessible waste produced by Hope Disability Support Pty Ltd, does not become a risk of injury for all relevant personnel and participants. Hope Disability Support Pty Ltd will establish protocols that will be adhered to by all workers, and ensure they possess an understanding of how to manage Hope Disability Support Pty Ltd’s waste, hazardous and infectious substances accordingly.

This extends to all employees and meets relevant laws and regulations and standards.

## Definitions

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| Waste | Use or expend carelessly, extravagantly, or to no purpose. |
| Waste Management | Waste management (or waste disposal) includes the activities and actions required to manage waste from its inception to its final disposal. This includes the collection, transport, treatment and disposal of waste, together with monitoring and regulation of the waste management process. |
| Hazardous | Risky; dangerous. |
| Infectious | (Of a disease or disease-causing organism) liable to be transmitted to people, organisms, etc. through the environment. |
| Personal Protective Equipment and Clothing (PPE) | PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protectiveequipment (RPE). |
| Infectious Disease | Infectious diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. |
| Chemical Contamination | Chemical contaminants are chemicals toxic to plants and animals in waterways. The phrase 'chemical contamination' is used to indicate situations where chemicals are either present where they shouldn't be or are at higher concentrations than they would naturally have occurred. |
| Radiation | Radiation is energy given off by matter in the form of rays or high-speed particles. All matter is composed of atoms. Atoms are made up of various parts; the nucleus contains minute particles called protons and neutrons, and the atom's outer shell contains other particles called electrons. |
| Medical Waste | Definition of Medical Waste Medical waste is any kind of **waste that contains infectious material** (or material that’s potentially infectious). This definition includes waste generated by healthcare facilities like physician’s offices, hospitals, dental practices, laboratories, medical research facilities, and veterinary clinics. |
| Surgical Waste | The **biological waste excised from a patient during surgery,** which is disposed of in hazardous waste receptacles at the end of the procedure. |
| Sharps Waste | Sharps waste means **any device having acute rigid corners, edges, or protuberances capable of cutting or piercing,** including, but not limited to, all of the following: hypodermic needles, syringes, razor blades and scalpel blades. |
| Personal Protective Equipment (PPE) | Personalprotectiveequipment (PPE) is clothing or equipment designed to be worn by someone to protect them from the risk of injury or illness. PPE can include... respiratory protectiveequipment. Eye and face protection, such as safety glasses and face shields. |
| Clinical Waste | Clinical or biohazard waste is that which is classified as having the potential to cause injury, infection and offence to the general population. |
| Pharmaceutical Waste | Pharmaceutical waste is drugs, remedies or medicine that have expired or are no longer required to treat a patient. Pharmaceutical waste poses a risk to people and the environment; therefore, cannot be disposed of as general waste. It has special handling, packaging and disposal requirements. |

## Policy

As Hope Disability Support Pty Ltd provides various aspects of services and support, it is only natural that waste will be produced. As well as general waste that will be produced by Hope Disability Support Pty Ltd’s distribution of services, hazardous and infectious waste will also be generated.

Hope Disability Support Pty Ltd will ensure that all personnel understand and comply with the standards of the Waste Management Policy and Procedure. It is important that all personnel who will be in contact with any type of waste, acknowledges and understands the correct storage methods. This is to ensure that any potential risks, such as infections, are eliminated where possible. Established measurements and protocols of disposing of waste will be taught to all Hope Disability Support Pty Ltd’s relevant personnel.

It is essential that workers who are managing and handling waste disposals, do so wearing the correct Personal Protective Equipment and Clothing (PPE). By utilising the correct PPE, this will minimise risks of health and safety complications. These complications may result in effects to one’s health by infectious disease, chemical contamination, and exposure to radiation. When a worker is participating in the handling of hazardous substances of disposal, the worker must be educated to safely and effectively maintain disposal. This will require the worker to follow instructions and training on the disposal of hazardous substances and safety gear (PPE).

Hope Disability Support Pty Ltd’s Emergency Plan addresses the management issues and incidents of clinical waste and hazardous substances.

## Procedure

The Waste Management Procedure specifies the correct methods in which a person must dispose of different types of waste. As Hope Disability Support Pty Ltd is constantly providing care and services of NDIS support to participants, a range of waste will be distributed. It is probable that Hope Disability Support Pty Ltd will invent waste such as medical, surgical and sharps waste.

It is the responsibility of Hope Disability Support Pty Ltd’s workers to ensure the disposal of any waste are done so in the correct and safe method. Hope Disability Support Pty Ltd will ensure that workers are trained adequately and possess the knowledge of appropriate and safe waste disposal. Where a worker may be unable to dispose of the required waste, then the CEO/ Director of Hope Disability Support Pty Ltd must be notified immediately. The CEO/ Director will then ensure that the waste that a worker was unable to dispose of, has been attended to. Hope Disability Support Pty Ltd will establish and maintain an appropriate waste management structure that all workers need to adhere to.

A waste management plan will be established and implemented by Hope Disability Support Pty Ltd. The waste management plan will outline the specific type of waste and the litter that will be produced. Hope Disability Support Pty Ltd will establish and maintain an appropriate waste management structure that all workers need to adhere to. As well as outlining the specific waste that will be produced, additional methods that will be developed in the waste management plan should include the training and support of waste development, information on how to reduce waste, health and safety obligations of Hope Disability Support Pty Ltd and auditing. Additional information that should be included in the waste management plan is Waste Management training and support methods for the sorting, processing, distribution, handling, and recycling of waste from various corporate areas. Lastly, information on systems for contract managing should also be displayed in the plan. Contract managing will consist of details of the relevant contractor, the agreements that were established, the disposal practices and as well as the appropriate insurance.

**Medical Waste**

Medical Waste is commonly defined as any form of waste that has been utilised for medical purposes and has potential or present infectious material. Medical Waste is classified as an infectious matter for that reason. The classifications of medical waste are determined and established by the amount of infection that has contaminated the waste, rather than the actual object itself. When workers are handling medical waste, they must minimise the amount of waste they transport. Workers are expected to utilised disposable gloves, protective eyewear any other required Personal Protective Equipment (PPE) when handling the waste. This is to ensure that the risk of transferring any infectious matter into various bins. When handling and managing medical waste, the sealed top of the bag must be kept away from the body of the worker. Once the waste has been collected, it must be disposed of immediately. As well as utilising disposable gloves, protective eyewear must be worn. The circumstance in which a worker is expected to wear eye lenses is when a participant is displaying symptoms of transmittable infection.

When handling medical waste, there are important components to comply with. Workers must ensure that the medical waste is immediately placed into the council bin. The bag must not exceed two-thirds of its capacity and ensure that the bag is completely concealed and the items are secured safely in place. Prior to sealing the bag, excess air must be eliminated, and compression of the waste inside should be avoided.

As stated in Section 2.6.3 of the Australian Dangerous Goods (ADG), all medical waste must be distributed into categories and are labelled.

**Minimisation of Waste**

Without reducing working standards, profitable outcomes, or the health of any of Hope Disability Support Pty Ltd’s workers, Hope Disability Support Pty Ltd must acknowledge how waste can be reduced. Strategies to minimise waste may involve recycling waste, where deemed safe and appropriate. Reduction of waste may also be a strategy. By conducting item replacements and modifications of waste, will enable minimisation of waste. Reuse of waste is also an adequate strategy that should be utilised where possible. However, reuse of waste should be done where it is deemed appropriate, safe, environmentally acceptable and efficient.

**Minimum Fundamentals for Waste Disposal**

The disposal of any hazardous or dangerous material generated by the services and facilities of Hope Disability Support Pty Ltd, must be operated and implemented in cooperation with the necessary workers and be focused on a process of hazard management used to plan and enforce hazardous waste disposal. Any contaminated or hazardous products must be disposed of correctly and abide by any set-out Waste Management guidelines, standards and protocols.

**Waste Isolation**

There are many different important aspects to maintain efficient waste management of Hope Disability Support Pty Ltd. By utilising various landfill sources of Hope Disability Support Pty Ltd’s waste will enable the effectiveness and efficiency of waste management. It is the responsibility of Hope Disability Support Pty Ltd to ensure that all waste is segregated upon disposal of waste. One method that will assist in maintaining isolation of waste if to implement training and knowledge to all workers on the waste procedures that are required. By maintaining and organising the waste produced by Hope Disability Support Pty Ltd, utilising colour codes and labelling of the waste bags will assist with this. This is to ensure that all waste is placed in the correct location and cross-contamination of infectious of hazardous waste has not occurred.

Where there is detected hazardous waste and substances, the relevant safety data sheet should be reviewed and examined. This is to ensure that all workers are conducting the correct and safe handling of hazardous goods and chemicals.

**Disposal of Waste**

The Waste Management Policy and Procedure specify the management of surgical, medical and sharp waste, which is the most probable to be produced while distributing NDIS products by Hope Disability Support Pty Ltd. If waste is combined or contaminated with any of the landfills mentioned in this segment, it must be treated as infected or hazardous waste.

Where there is hazardous or medical substances and waste, workers of Hope Disability Support Pty Ltd must ensure that they are safely stored in the appropriate bag. When it is placed and secured in the bag, then it must be labelled to reflect what type of hazardous or medical goods are contained inside the bag. In the event waste needs to be free from deterioration, then it is important that this waste is frozen and preserved.

All waste and bins that are produced by Hope Disability Support Pty Ltd must be maintained and kept at a safe distance. A safe zone should be established for the storing of waste and bins. Hope Disability Support Pty Ltd should ensure that the waste safe zone has limited access.

**Labelling Waste**

It is essential that when distributing waste into the correct categories, labels are placed on the waste bags. Where there is medical and clinical waste present, it should be placed in a compact and disposable container. The label of clinical waste is known as UN3291.

When organising and disposing UN3291 clinical waste into disposable bags and containers, there are considerations that should be followed when doing so. It is important to ensure that the container is able to obtain all liquids and ensure there is no spillage or leakage throughout the duration of transportation. Another consideration that should be taken into account is ensuring that all containers and bags are organised by colour codes and can be easily identified.

Hope Disability Support Pty Ltd will ensure that all portable and compact bins that have clinical waste present will be labelled, organised and placed in the correct category. Hope Disability Support Pty Ltd will adhere to the requirements of Codes of the Australian Dangerous Goods, which is stated in sections 5.2 and 5.3.

Where Hope Disability Support Pty Ltd possess a bin that exceeds the amount of 500L, then an Emergency Information Panels (EIPs) must be placed and remain clearly visible.

It is significantly important that all bins utilised and placed in Hope Disability Support Pty Ltd’s facilities are labelled and marked and state the contact information of Hope Disability Support Pty Ltd’s waste manufacturer. Information that must be displayed is, name of the organisation or the manufacturer, as well as the address, including the information of the manufacturer's name and address, each bin should be displayed with the Division 6.2 label. It should also be marked with ‘UN3291’ and with the correct and appropriate shipping titles. The shipping titles should be chosen in accordance with waste, which is REGULATED MEDICAL WASTE, N.O.S., CLINICAL WASTE, UNSPECIFIED, N.O.S. and (BIO) MEDICAL WASTE, N.O.S.

Where there is clinical or medical waste produced by Hope Disability Support Pty Ltd, that has been produced as a result of medical treatment to participants, the appropriate shipping name for waste of UN3291 is as listed below:

“CLINICAL WASTE, UNSPECIFIED, N.O.S.” or "(BIO) MEDICAL WASTE, N.O.S." or "REGULATED MEDICAL WASTE, N.O.S.".

**Sharps Waste**

As sharps waste can be extremely dangerous to all individuals who are handling the waste, the appropriate PPE must be utilised. Not only is it dangerous as there are sharps objects; however, blood-borne virus infections may affect anyone who does not adhere to the safety precautions of disposing sharps waste.

Various requirements should be considered and implemented, in the event sharps are found or utilised. The first requirement that should be adhered to is to ensure that all sharps are disposable and is out of reach of children, and only authorised and competent individuals can manage sharps. If for any reason there is suspicion of present sharps in general waste, then it is significantly important that hands or fingers are not used to retrieve the item. Instead, long-handled tongs or brushes are recommended to be utilised when salvaging the sharps.

Another requirement is to ensure that the individual who initially took the sharps, must dispose of them as well. It is not acceptable for more than one person to dispose of sharps. A person should never remove the needle for a syringe that has been either used or not utilised. As well as ensuring the needle is not removed, it is also essential that all sharps are not broken, manipulated, or burnt. This will cause additional risk to an individual who is managing the waste. It is highly encouraged that all personnel adhered to the safety precautions when utilising all sharps, and that additional caution is present, as sharps are highly dangerous. Hope Disability Support Pty Ltd is committed to ensuring that all workers are competent and possess the knowledge and understanding of how to dispose and handle sharps waste accordingly.

**Chemical Waste**

Labelling

It is incredibly important that chemical waste containers are labelled and reflect the correct contents in the containers. All containers that are utilised for chemical waste should display the contact details and name of the Australian manufacturer.

All chemical waste will be categorised into the types of hazard classification they obtain. A clearly visible product description must also be shown, along with the appropriate and relevant hazard symbols and pictograms. If for any reason any of the labels or marking for the chemical waste have disappeared or is difficult to read, then a replacement must be made immediately.

There are three components of hazard classifications that can be utilised for categorising chemical waste. They are Corrosive, Flammable and Toxic. Corrosive substances are commonly known as substances such as hydraulic acid, nitric acid and sulfuric acid. It is commonly known as anything liquid, obtaining a pH of less than or equal to 2 or greater than or equal to 12.5. Flammable hazard classifications are any chemical waste are liquids that will burn. The last component is a toxic hazard classification. Waste containing dangerous microorganism, such as used syringes, is sometimes considered to be toxicwaste. Poisoning occurs when toxicwaste is ingested, inhaled, or absorbed by the skin.

Disposing of Chemical Waste

Chemical waste is commonly known as any solid, gaseous or liquid waste material, that if incorrectly disposed, can potentially pose substantial hazards to human health and the environment. As chemical waste can be highly dangerous to any individual who is managing it, all personnel must be competent and trained. When it is required to dispose of chemical waste, then it is significant personnel review and checks the tag as a guide on the utilisation of the chemicals involved. Any personnel who is in contact with chemical waste, ensure that they are utilising the correct and appropriate PPE. The recommended PPE for disposal of chemical waste is safety glasses and gloves and should be worn before and after becoming into contact and handling waste. If the disposal is not conducted correctly, then a high risk of injury is present.

**Pharmaceutical Waste**

Labelling Pharmaceutical Waste

Like all waste, pharmaceutical waste must be labelled and ensure that the label is visibly seen to all. Where containers, packages or bags contain products and substances of pharmaceutical waste, then a label of ‘PHARMACEUTICAL WASTE’ must be placed and visible.

In the circumstance in which a container is utilised for sharps waste, then it must be labelled as so and must include the Division 6.2 label, as shown to the left. A marking of ‘CLINICAL SHARPS’ must also be clearly displayed on the sharp’s container.

Disposing of Pharmaceutical Waste

When disposing of all pharmaceutical waste of Hope Disability Support Pty Ltd, it should be done so in a safe, appropriate and ecologically responsible manner. All personnel must ensure that any medication and/or remedies are labelled correctly and reflect the correct information and contents. Once they have been placed in the appropriate location and have been done so safely and correctly, then the pharmaceutical waste will be transported to a local pharmacist. The pharmacist will then ensure that the waste is obliterated and done so by utilising the correct protocols and guidelines set by the Return Unwanted Medicine service.

Many reasons contribute to the destroying of medicine and remedies of Hope Disability Support Pty Ltd. One of the principal components of that is due to the medication becoming expired and have exceeded their date of use. Another factor to consider is if the medication is unable to be utilised, and there are no further requirements to distribute that specific medication to a participant. The last thing to take into account when determining if the medicine needs to be destroyed is if it has been incorrectly dispensed and has potential risks.

Hope Disability Support Pty Ltd will provide details and information on various organisations that can be utilised for assisting in eliminating unwanted medicines. These organisations will be local pharmacies that are registered to accept the unsolicited pharmaceutical products.

The waste container that is utilised for sharp waste is developed to be resilient from any potential spillage, breakage, leakage and ensure that no items penetrate the container. The sharps container includes a handle, which assists with durability and stability when transporting. Like all containers and bins, a capacity indicator will be displayed on the exterior walls of the container and must be visible to all. All sharps that are being disposed of must be done so in an appropriate and approved sharps disposal container. All individuals who are handling sharps waste must be wearing the appropriate PPE. Protective eyewear and gloves should be worn when conducting tasks involving sharps.

Where a participant of Hope Disability Support Pty Ltd utilises any items that are considered sharp waste, then it is highly encouraged that they possess and maintain a sharps container. This is to ensure that all harmful items can be removed and that there is no potential risk of injury to both Hope Disability Support Pty Ltd’s workers and participant. If for any reason a participant is unable to organise sharps container, then the workers of Hope Disability Support Pty Ltd will be supplied with a sharp’s container. For correct disposal of sharps where relevant, full sharps containers will be relocated to a local pharmacy, in which correct and adequate disposal will be conducted.

Only a sharps container must be utilised when disposing of all sharps waste. It is not acceptable or recommended that a worker uses items such as cardboard boxes, plastic bags, bottles or any other item that sharps waste may be placed. Not only is it a risk to the individual managing and handling the sharps waste, but it is also a risk that sharps potentially be placed into general household waste. This will then become harmful for community and council workers who will manage this waste in the future, if not placed in the correct location.

If it appears that the sharps waster is fulfilling capacity, then it is significantly important that workers are to remove immediately. They must not try to remove or push down the sharps waste, as an objective to create newfound space. As mentioned, all sharps containers require and must display visible labelling, and it is important that it is frequently washed.

**Storage of Waste**

All waste that is produced by Hope Disability Support Pty Ltd, as a result of distributing NDIS support and services, will be required to be stored in a waste area. The waste area will be established by Hope Disability Support Pty Ltd, and all personnel will possess an understanding of the location of each type of waste area. It is important that all waste areas established by Hope Disability Support Pty Ltd, are regularly cleaned and sanitised, and is free from any aromas and pests.

Hope Disability Support Pty Ltd shall provide an additional structure, such as shed garage, barrier, fenced area, or separate storage compartments for disposal if the waste produced by Hope Disability Support Pty Ltd if sufficient. This holding area will be isolated and away from the day to day operations. The structural and clinical recycle holding area may require refrigeration to prevent decomposition of the product if the material is not regularly taken.

**Personal Protective Equipment and Clothing (PPE)**

It is the responsibility and requirement of Hope Disability Support Pty Ltd to provide the appropriate and correct Personal Protective Equipment for all workers.

Workers must utilise PPE when managing and handling waste. Hope Disability Support Pty Ltd will ensure that all personnel are trained and understand the principals of PPE.

As well as ensuring that workers are utilising adequate PPE, the relevant waste contractors of Hope Disability Support Pty Ltd must also do so. They are also required to act following all Work Health and Safety standards.

**Transportation of Waste inside Hope Disability Support Pty Ltd’s Premises**

Hope Disability Support Pty Ltd adopts and implement safety precautions and procedure regarding the process of waste collection and transportation. Procedures must also be put in place when transferring the waste from the internal of Hope Disability Support Pty Ltd to the external environment. When transporting any waste from inside of Hope Disability Support Pty Ltd’s facilities, then all personnel must understand the requirements of doing so. When a worker is required to dispose of waste from inside of Hope Disability Support Pty Ltd, then they must avoid all kitchen and food preparation facilities. Workers should only utilise clear pathways that extend to the doors of Hope Disability Support Pty Ltd, for safe disposal of waste. It is important that all workers utilised a clear path away from all food areas, as there may be a potential risk of contamination if an incident were to occur. Waste collection will be conducted regularly.

**Disposal and Transport of Waste**

As Hope Disability Support Pty Ltd produces various aspects of waste, hazardous and infectious waste is also produced. For waste that is contaminated or hazardous, then Hope Disability Support Pty Ltd will establish arrangements with a licenced contractor. The licenced contractor will then be authorised to dispose of the waste that contains hazardous, contaminated and infectious waste.

In some circumstances, contracted transporter will be required to ship any waste that contains Division 6.2 infectious substances. In the event that this occurs, then it is the responsibility of Hope Disability Support Pty Ltd to ensure that the hazardous materials that are being transported are identified and made aware. Hope Disability Support Pty Ltd may be required to provide transportation documents for the Division 6.2 substances. This requirement is generally relevant to clinical waste. The identification code is UN 2814 and UN 3291 numbers.

**Managing Spills and Leakage**

To ensure that there is no risk of spills or leakage of any waste, then a disposal management process will be established and implemented by Hope Disability Support Pty Ltd. When a disposal management process has been created and agreed upon, it will need to be implemented onto the disposal management plan.

It is important that spill pads are easily accessible for all personnel who are managing waste and ensure that they are labelled accordingly. In the event a spillage or leak has occurred, then workers of Hope Disability Support Pty Ltd must immediately attend, and resolve the situation. Workers must also have an adequate understanding of the disposal management process that is established of Hope Disability Support Pty Ltd. Workers must comply with the plan to ensure that all risks are eliminated.

Hope Disability Support Pty Ltd will provide and store emergency spill kits around Hope Disability Support Pty Ltd’s premises, along with the appropriate PPE. If a spill kit has been utilised, then it must be disposed of with the associated waste. This must be done immediately after the spillage occurred. If a kit has been used, it is the responsibility of the worker to notify Hope Disability Support Pty Ltd, to ensure a replacement is made.

**Documentation**

If an incident has occurred when managing any forms of Hope Disability Support Pty Ltd’s waste, then it must be immediately made aware and notified. The incident is to be reported in compliance with Hope Disability Support Pty Ltd’s Incident and Abuse Management Policy and Procedure.

If there has been a worker who has suffered injuries from needles or has become exposed to any type of bodily fluids or blood, then it is to be immediately reported. If further reference is required, Hope Disability Support Pty Ltd may utilise the Workplace Health and Safety Policy and Procedure.

## Supporting Documents

Documents relevant to this policy and procedure include:

* Work Health and Safety Policy and Procedure
* Emergency Plan
* Waste Management Plan
* Chemical Use Storage Policy and Procedure
* Incident Management Policy and Procedure
* Risk Register
* Medication Management Policy and Procedure
* Infection Control Policy and Procedure
* Participant Incident Management Policy and Procedure.

Hope Disability Support Pty Ltd can occasionally adjust these policies and procedures to enhance the efficiency of its operation. Typically speaking, this entire policy should be checked every year in conjunction with participants who use the service, their families, caregivers and workers.

## Policy Review

Hope Disability Support Pty Ltd may make changes to this policy and procedures from time to time to improve the effectiveness of its operation.  Generally, this entire policy will be reviewed in consultation with people using the service, their families and carers and workers every year.

All service planning, delivery and evaluation activities will include workers, participants and other stakeholders and their feedback.

All activities related to service planning, delivery, and evaluation will include workers, participants, and other stakeholders, and their feedback.

By signing this document, I acknowledge that I have read and understood the Waste Management Policy and Procedure. I need to comply with this policy and procedure, and that Hope Disability Support Pty Ltd can change or update the policy at any time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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