**ZEDCARE ABILITY SERVICES PTY LTD’S EMERGENCY WASTE MANAGEMENT PLAN**

CREATED: SEPTEMBER 2020

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| 1. ABOUT THIS WASTE MANAGEMENT PLAN |

* 1. *Business Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Indicate the legal name, trading name and ABN/CAN of the business.

*1.2 Purpose of this Document\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Describe the purpose of this Waste Management Plan.

*[Example]*

*This document sets out [Business Name]’s Waste Management Plan – its system for ensuring care recipients, staff and others are protected from harm as a result of exposure to waste or infectious or hazardous substances generated during the delivery of [Business Name]’s supports.*

*1.3 Scope\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Describe how your business conducts its waste management planning.

*[Example]*

*<clinic> may generate waste that is unsafe to dispose of with general waste, as part of its delivery of service provision. Waste disposal is important for infection control. Different types of waste have different waste management procedures that need to be followed.*

*This Waste Management Plan sets out how <clinic> reduces, handles, stores and disposes of waste during the delivery of service.*

*The Plan has been developed in consultation with [list stakeholders such as staff and co-located services] and has been endorsed by <clinic>’s Waste Management Committee (WMC).*

*The WMC formally reviews and updates the Waste Management Plan at least annually.*

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| 2. GOVERNANCE |

*2.1 Waste Management Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

<clinic> must have a Waste Management Committee (WMC) that is responsible for implementing this Waste Management Plan (WMP). The WMC must:

* operate under specific Terms of Reference;
* include representation from key areas of the business; other entities covered by the WMP and Work Health and Safety; and
* include expertise in waste management.

Nominated Waste Management Coordinator: [insert name]

Meeting Frequency: [insert here]

Businesses included in the WMP: [insert here]

Waste Management Committee Members

The WMC must include representation from key areas of the business; other entities covered by the WMP and Work Health and Safety. It must also include expertise in waste management.

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| --- | --- | --- | --- |
| Position / Business | Name | Contact Number | Responsibilities |
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Terms of Reference

The Terms of Reference for the WMC should include:

* its purpose;
* its role;
* its membership and how this is elected / appointed;
* meeting, agenda and minutes arrangements;
* quorum and voting arrangements; and
* how the Terms of Reference can be varied.

*2.2 Waste Management Contractors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

It is likely that your business will need to engage contractors to provide storage containers, audit your waste management processes and transport waste safely for disposal. Detail these arrangements here, including Company Name, Contact Person and Contact Details.

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| 3. WASTE MANAGEMENT STRATEGIES |

*3.1 Compliance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Describe your business’ strategies for complying with legislative requirements, policy directives and Standards relating to waste management.

*3.2 Waste Minimisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Waste Avoidance

Describe your business’ strategies for waste avoidance.

Waste Reuse

Describe your business’ strategies for waste reuse.

Waste Reduction

Describe your business’ strategies for waste reduction.

Recycling

Describe your business’ strategies for waste recycling.

*3.3 Training and Waste Management Promotion\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­*

Describe your business’ strategies for training staff in effective waste management and promoting waste management in the business.

*3.4 Auditing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Detail when and how you will review suppliers and contractors as well as an auditing process and frequency, to help the WMC to determine if waste is being appropriately managed.

Audits should include:

* checking waste streams are appropriately used and managed;
* checking waste bags and containers are not filled more than two-thirds or three-quarters of their capacity, respectively;
* review of the Waste Management Plan;
* interviews with key staff; and
* review of records.

Auditing should be conducted by your business’ waste management contractor at a frequency determined by the contract (for example, on an annual basis) upon negotiation with the contractor and WMC.

*3.5 Measuring Waste Management Performance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Describe how you will measure how well your business manages waste. This could include describing targets and how achievement of these will be measured.

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| 4. WASTE HANDLING, CONTAINMENT AND TRANSPORT |

*4.1 Waste Segregation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Describe how you will segregate waste, for instance:

* education and training to all staff who generate waste;
* reviewing Safety Data Sheets for waste classified as hazardous (e.g. hazardous chemicals and dangerous goods) to ensure that waste components are handled safely, including storage and disposal;
* ensuring there is identifiable colour coding and labelling for waste;
* providing suitable containers and bags in appropriate locations;
* incorporating quick and efficient waste disposal methods into care recipient care procedures; and
* ensuring all waste can be easily, safely and correctly segregated at the point of generation.

*4.2 Waste Collection\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Detail waste collection arrangements for the business.

*4.3 Transporting Waste\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Detail how waste will be safely transported for storage and disposal.

*4.4 Storing Waste\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Detail how waste will be safely stored.

*4.5 Waste Disposal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Detail waste disposal arrangements for the business.

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| 5. INCIDENT PREVENTION AND MANAGEMENT |

*5.1 Incident Prevention\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Describe how your business prevents incidents relating to waste from occurring, including training requirements for staff (such as in emergency procedures, waste handling, use of spill kits, etc.). Also consider Safe Operating Procedures that staff should follow when handling waste.

*5.2 Incident Response\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Describe how your business will respond to incidents involving waste.

Spills

Describe your business’ procedures for managing waste spills.

*5.3 Insurance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

List the insurance policies you have in place to cover waste incident risks.

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| Type | Coverage | Exclusions | Insurance Company and Contact | Last Review Date |
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*5.4 Incident Investigation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Describe how your business will investigate incidents.

*5.5 Incident Review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Describe how your business will review incidents.

*5.6 Continuous Improvement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Describe how incident prevention and management activities will inform continuous improvement.