



Waste Management Policy

Scope

This policy applies to Brook RED Community Members/NDIS Participants, Nominated Support People, board members, employees, volunteers, and students on placement.

Purpose

To provide guidelines for waste management.

Principles

Brook RED is committed to managing waste in a way that is both safe for the community and the environment and minimise exposure to infection and disease.

Policy

Wherever possible, waste will be reduced and a culture of proactive recycling, reusing and composting encouraged. Reducing waste and actively recycling also reduces the cost of waste disposal.

Brook RED Management will:

- Ensure each site has appropriate waste management equipment and services (as required)
- Ensure employees are trained to dispose of waste and recyclables in correct bins
- Ensure bins are correctly labelled or signposted to assist workers to correctly sort waste

Responsibilities of employees:

- Dispose waste in the correct bins provided
- Recycle all recyclables as directed
- Not disposing sharps, clinical or pharmaceutical waste in general waste
- Not disposing sensitive waste in general or insecure recycling

Procedure

Waste produced is generally one of the following categories:

- General waste including:
 - General household waste
 - Food waste
 - Sanitary waste, incontinence pads and disposable nappies
- Clinical waste including:
 - Blood-stained fluids
 - Body fluid stained materials or equipment
- Sharps waste including:
 - Shave blades
 - Auto-injectors such as EpiPens
 - Needles and syringes with needles
- Green organics including:
 - Grass clippings
 - Grounds maintenance
 - Flowers
 - Raw fruit and vegetable scraps, coffee beans
- Pharmaceutical waster including:
 - Pharmaceutical products expired or no longer required

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- Recyclables including:
 - Paper and cardboard
 - Glass jars and bottles
 - Aluminium and steel cans
 - Aerosol cans
 - Hard plastic (PET) bottles and containers
 - Plastic bags
 - Printer toner cartridges
- Sensitive waste including:
 - Printed material with personal or confidential information
 - Computers, storage devices and mobile phones used to store or handle personal information
 - Computer media (hard disks, CDs and USB memory keys) used to store personal information
- E-waste including:
 - Computers and computer parts
 - Photocopiers and printers
 - Mobile phones
 - Medical equipment
 - Household appliances such as TVs, radios, microwave ovens, irons and coffee machines.

PPE

For more information on PPE (personal protective equipment), refer to the WH&S Policy.

General Waste

- General waste should be reduced wherever possible
- General waste is insecure and not appropriate for sensitive information as this could increase risks of data breach (refer to the Information Security Policy)
- Recyclables should not be placed in general waste but recycled wherever possible
- Clinical waste and sharps must not be disposed of in general waste at any time due to the risk of injury or infection from these
- Pharmaceutical waste must not be disposed of in general waste at any time
- Where possible, green organic waste (including garden waste and kitchen scraps) should be composted or disposed of in organic waste rather than general waste.

Clinical Waste

- Clinical waste must be placed in separate bins designated for clinical waste
- When emptying clinical waste bags, PPE must be worn including gloves, apron and protective eyewear
- Do not fill clinical waste bags more than two-thirds of their capacity and secure the contents before closing the bag
- Do not secure clinical waste bags with staples or anything sharp
- Store clinical waste in a secure area with restricted access until collection by a clinical waste management service

Sharps

- Always dispose of sharps in a sharps-approved container
- Always dispose of sharps immediately after use
- Do not attempt to recap needles
- Do not attempt to retrieve anything from a sharps container

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- Do not fill a sharps container more than three quarters full or beyond the “fill” line
- Lock sharps-approved containers in the medication cupboard when not in use
- A qualified waste management service that handles sharps will dispose of the container

Pharmaceutical waste

- Must be returned to a pharmacy for safe disposal
- Must not be placed in general waste these as items are potentially dangerous and harmful to the environment

Green organics

- If possible and feasible, kitchen scraps (raw fruits and vegetable scraps, raw egg shells, used coffee beans) should be composted with organic garden waste rather than disposed of in general waste. Once broken down, matured compost can be used to benefit the garden
- Green organic garden waste and lawn clippings should be placed in organic waste collections operated by local governments (if available), or composted onsite

Recyclables

- Recyclables should be recycled wherever possible
- Yellow recycle bin for curb side collection - Paper and cardboard, glass jars and bottles, aluminium and steel cans, aerosol cans, hard plastic (PET) bottles and containers
- Used toner cartridges from photocopiers and laser printers
- E-waste collection services for computers, TVs, radios, household appliances
- Mobile phone recycling for old mobile phones
- Whitegoods recycling services for refrigerators, ovens, air conditioners or other whitegoods.
- Plastic bags should be reused for shopping where possible (Coles and Woolworths)

Sensitive Waste

- Sensitive paper waste must be either shredded or disposed of in secure paper recycling bins for collection by a secure document destruction service
- Do not dispose of printed material containing personal or confidential information in general waste
- Computers, computer storage, mobile phones, media and USB memory keys used to store personal information should be disposed of by a qualified secure E-waste service.

Handling waste

To reduce risks of injury or illness always wear PPE (personal protective equipment) that is appropriate to the type of waste handles.

Definitions of Terms Used

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References

NDIS (Quality Indicators) Guidelines 2018

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Document Control and Record of Changes

Version	Effective Date	Approved by	Summary of Change	Date of Next Review
Version 01	September 2019	Eschleigh Balzamo	Introduction of new policy	January 2020
Version 02	June 2021	Eschleigh Balzamo	Review and Update	June 2023

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.