

# WASTE MANAGEMENT PROCEDURE (29) V2

## PURPOSE

To provide guidance in the management of waste.

## RESPONSIBILITIES

**Person Conducting a Business or Undertaking (PCBU) must ensure so far as is reasonably practicable that:**

- appropriate controls are implemented to manage the risks associated with waste management
- information, instruction and supervision is provided to workers regarding waste management
- consultation, coordination and cooperation occurs with other duty holders, workers and worker representatives about waste storage, handling and disposal.

### Officers must:

- exercise due diligence to ensure that the PCBU meets their responsibilities as above.

### Workers must:

- take reasonable care for their own safety and avoid adversely affecting the health and safety of others through any act or omission while working with waste
- follow reasonable instructions and procedure provided by the PCBU
- use and maintain Personal Protective Equipment (PPE) as instructed.

## DEFINITIONS

Definitions of terms can be found on the Catholic Safety website or via this link [here](#).

### INFORMATION

Waste is considered to be any item that is discarded, rejected, abandoned, unwanted or surplus to needs.

The waste management hierarchy is recognised internationally as an aspirational framework for sustainability.

Waste should only be sent for disposal to landfill once other options, in accordance with the waste management hierarchy, have been exhausted.



**ACTIONS**

<b>HAZARD IDENTIFICATION</b>	
<b>Identify Hazards</b>	<p>There are many hazards associated with waste management (e.g. infection, trauma, chemicals). Identify these through:</p> <ul style="list-style-type: none"> <li>• consultation</li> <li>• incident/hazard reports</li> <li>• government and regulatory body alerts/warnings</li> <li>• product information (e.g. chemicals)</li> <li>• observation</li> <li>• history of waste.</li> </ul>
<b>RISK ASSESSMENT</b>	
<b>Risk Assessment</b>	<p>When a risk assessment of activities/tasks related to the management of waste is conducted, consider such hazards as:</p> <ul style="list-style-type: none"> <li>• hazardous manual tasks</li> <li>• infection control</li> <li>• chemicals</li> <li>• biological factors.</li> </ul>
<b>CONTROLS</b>	
<b>Waste Avoidance</b>	<ul style="list-style-type: none"> <li>• Consider waste volume and content of products prior to purchase.</li> <li>• Bulk purchase of goods often reduces packaging waste.</li> <li>• Improve maintenance and operation of equipment to avoid waste production.</li> </ul>
<b>Waste Reuse/Recycle</b>	<ul style="list-style-type: none"> <li>• Determine waste streams for potential reuse.</li> <li>• Develop a recycling scheme, this can be simple.</li> <li>• Seek assistance from the government agency ZeroWaste: <a href="http://www.zerowaste.sa.gov.au/">http://www.zerowaste.sa.gov.au/</a>.</li> <li>• Promote a recycling scheme to workers through staff meetings and induction.</li> </ul>
<b>Waste Separation</b>	<ul style="list-style-type: none"> <li>• Waste should be segregated according to stream at point of generation e.g. recyclable paper, plastic, food, general landfill waste.</li> <li>• Determine suitable containers for collection of items, depending on waste stream.</li> </ul>
<b>Waste Storage</b>	<ul style="list-style-type: none"> <li>• Waste storage containers should be identified and clearly labelled.</li> <li>• Store and contain waste in a safe manner.</li> <li>• Preferably store at point where discarded.</li> <li>• Prevent unauthorised access to waste.</li> <li>• Store so as to reduce risk of fire and arson.</li> <li>• Refer to Management of Hazardous Chemicals Procedure 19 for the waste management of hazardous chemicals.</li> </ul>
<b>Spills/containment</b>	<ul style="list-style-type: none"> <li>• Manage spills in accordance with the site's emergency management procedures.</li> <li>• Spill kit and/or appropriate material for clean-up should be available according to risk assessment.</li> </ul>
<b>Collection Transport</b>	<ul style="list-style-type: none"> <li>• Worksite must determine frequency of waste collection (if not dictated by local government).</li> <li>• Where 3<sup>rd</sup> party contractors are used for waste collection consider the impact to the worksite e.g. access/egress, collection times.</li> </ul>

<b>Waste Disposal</b>	<ul style="list-style-type: none"> <li>• MUST be in accordance with local government and legislative requirements.</li> <li>• Determine if hazardous waste requires disposal             <ul style="list-style-type: none"> <li>◦ Seek guidance (<a href="#">Environmental Protection Agency Hazardous Waste</a>).</li> </ul> </li> <li>• Hazardous waste must be disposed of correctly and may require a licensed contractor.</li> <li>• Grease pits must be inspected annually, in accordance with legislation (add to the <a href="#">Preventative Maintenance Schedule</a>).</li> <li>• Septic Tanks must be inspected in accordance with the manufacturer's recommendation (add to the <a href="#">Preventative Maintenance Schedule</a>).</li> </ul>
<b>Personal Protective Equipment</b>	Supply and maintain appropriate PPE based on risk related to activity at worksite ( <a href="#">PPE Register</a> ).
<b>Sharps Management</b>	<ul style="list-style-type: none"> <li>• Includes any item that can pierce or puncture the skin.</li> <li>• Use heavy duty gloves and tongs if unknown sharp.</li> <li>• Place used sharps into an approved yellow Sharps container or an appropriately labelled hard container.</li> <li>• Sharps disposal can be at local Pharmacy or Local Government Office, unless collected through medical waste.</li> </ul>
<b>Medical Waste</b> <i>Includes human body tissue, blood and body fluids, animal carcass</i>	Refer to EPA Guidelines found <a href="#">here</a> .
<b>INFORMATION, INSTRUCTION AND TRAINING</b>	
	<ul style="list-style-type: none"> <li>• All workers shall be informed of the requirements of this procedure during induction.</li> <li>• Inform and instruct all workers on the waste management requirements at the worksite.</li> <li>• Provide training relevant to handling of waste for relevant workers.</li> <li>• Provide training in the use of any PPE supplied.</li> </ul>
<b>DOCUMENT CONTROL</b>	
	<ul style="list-style-type: none"> <li>• Retain documented risk assessments related to waste management as per Document Control Procedure 24.</li> <li>• Waste transport certificates and tracking forms (excluding Asbestos) issued to the worksite as the producer of waste, must be retained for a minimum of 12 months (EPA).</li> <li>• Asbestos waste management refer to Asbestos Management Procedure 4.</li> </ul>
<b>MONITOR AND REVIEW</b>	
	This procedure will be monitored for compliance and effectiveness by Catholic Safety Health & Welfare SA as per Audit Procedure 7.

### INTERNAL DOCUMENTS

Work Health & Safety and Injury Management Policy  
CCES Procedures No 1-31

### EXTERNAL DOCUMENTS

Work Health and Safety Act 2012 (SA)  
Work Health and Safety Regulations 2012 (SA)  
Environment Protection Act 1993  
Environment Protection (Waste to Resources) Policy 2010



**APPENDICES**

Nil

**FORMS**

[Preventative Maintenance Schedule](#)  
[PPE Register](#)

**VERSION CONTROL AND CHANGE HISTORY**

Version	Approved By	Approved Date	Reason for Development or Review	Review Date
3	Sector Forums	May 2014	Legislation – New WHS Act	2017
<b>April 2015 – Document consolidated across CCES sectors</b>				
V1	Executive Manager CSHW	24/04/2015	Procedure consolidation	2017
V2	Executive Manager CSHWSA	15/03/2017	Procedure Review	2020

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