



Waste Management Policy

Overview

The purpose of the Waste Management Policy is to describe the principles, procedure and management of waste generated by staff and clients at [EveryHuman](#).

This policy aims to ensure that staff are familiar with and consistently apply the 7 R's principles of waste management to minimise waste wherever possible.

The 7 Rs to waste Management are as follows:

Rethink – Pause and consider if you truly need the item. Look for products that can be reused multiple times instead of single-use items.

Reuse – Instead of discarding, upcycle items whenever possible. Select products that are refillable or rechargeable. Evaluate how many times an item can be reused, such as paper/plastic bags, boxes, containers, clothing, and fabrics.

Reduce – Prioritize products with minimal or no packaging that have a long lifespan. Favor quality over quantity when making purchases. When feasible, borrow rather than buy, and opt for composting or recycling instead of sending items to landfill.

Repair – Attempt to repair or restore items by replacing parts or repairing what's broken, extending their usefulness.

Regift – Keep unwanted gifts circulating by passing them on to someone who will appreciate them, reducing landfill waste. Alternatively, donate used items to those who can use them.

Recycle – Ensure items are recycled whenever possible to reintroduce them into the waste stream. For instance, plastics can be melted down to create new products, and composted organic waste can fertilize gardens

Waste management helps reduce human impact to our environment. Managing waste also enhances our organisations reputation, benefit the community and the environment and minimise exposure to infection and disease. If relevant specify the deadline in which step would be typically completed.

Wherever possible, waste should be reduced, and we aim to develop a culture of proactive recycling, reusing, and composting. Reducing waste and actively recycling also reduces the cost of waste disposal for everyone.



WASTE MANAGEMENT POLICY

Every Human Disability Services Pty Ltd

Our Commitment

As consumers, our waste management practices have the potential to significantly and positively impact the environment. At EveryHuman, we are committed to implementing comprehensive waste minimization strategies to reduce our collective waste output. Management and staff are expected to adhere to this policy, focusing on recycling, reusing whenever possible, and minimizing waste generation to decrease our landfill contributions.

To facilitate these efforts, management will ensure that red, green, and yellow bins are readily available throughout our office for staff use. Regular checks will be conducted to ensure these bins are used correctly and effectively.

Types of Waste

Waste management involves the entire process of handling waste from its creation to its disposal. Waste consists of items that are discarded because they no longer function as originally designed or intended, serving no further purpose or need. Waste can come in various forms, generally falling into one of the following categories.

General Waste

General waste is items that are hazardous or not recyclable. This can include items like Styrofoam cups and containers, pens and Pencils, used tissues, broken cup glass and crockery. General waste is also known as mixed waste and waste that consists of both combustible and non-combustible waste.

To comply with this policy:

- General waste should be reduced wherever possible and should be disposed of in the RED bin
- Do not place recyclable waste in with General waste
- Only ever put approved General waste products in the RED bin



Clinical Waste

Clinical waste generated in a person's home can include bodily fluids (such as blood), wound dressings or swabs, pharmaceutical products like drugs, and any waste that could potentially cause infection to someone handling it. This may include waste from individuals suffering from infectious diseases.

To comply with this policy:

- When disposing of dressings or any first aid materials soiled with blood, use a bin with a foot pedal or automatic sensor lid to reduce the risk of contamination and infection. Tie the bag securely and dispose of it appropriately.
- Non-hazardous waste, if double-bagged and sealed, can be placed in the RED bin.
- Continence aids or sanitary waste that is not contaminated with infectious material should be placed in a garbage bag and disposed of in the general waste bin. However, if it originates from someone with an infectious disease, it should be treated as clinical waste and managed accordingly.



Sharps Waste

Sharps waste is any form of waste composed of any device or object used to puncture or lacerate the skin. Sharps waste is classified as biohazardous and must be handled carefully to reduce risks of needle sticks, cuts or punctures from loose sharps. Place all sharps immediately after use in a sharps-approved container (usually yellow) for disposal by a qualified waste management service that handles sharps.

To comply with this policy:

- Always dispose of sharps in a sharps-approved container
- Do not place sharps in any non-approved sharps container
- Always dispose of sharps immediately after use
- Do not attempt to recap needles with two hands – if you have multiple use insulin, you must use the one hand scoop method to recap the needle i.e. Place lid on a surface and scoop the lid onto the needle and then secure the cap.
- Do not attempt to retrieve anything from a sharp's container
- Do not fill a sharps container more than three quarters full or beyond the "fill" line
- Sharps-approved containers must be stored in a safe place when not in use such as a medication cabinet or out of reach of children



Pharmaceutical Waste

Pharmaceutical waste includes pharmaceutical products that have expired, that have not been used, that have split and become contaminated or are hazardous. pharmaceutical products are such things as drugs, vaccines and medications. Most of this waste is incinerated though a licensed medical site.

To comply with this policy:

- All pharmaceutical waste must be returned to a pharmacy for safe disposal
- All pharmaceutical waste must not be placed in general waste.



Green & Brown Organics

Green organics include grass clippings, leaves, and food scraps, while brown organics consist of shredded paper, paper towels, cardboard food containers, and branches. These materials should either be composted or placed in garden waste bins for curb-side collection by local government. It is advisable to compost most food scraps instead of disposing of them in the green bin.

Composting is most effective when done in a designated area on the ground to attract worms. Mixing food scraps with dead leaves, shredded paper, or mulch aids the composting process. Once fully decomposed, matured compost enriches garden soil. However, not everyone has access to suitable composting spaces, prompting many councils to provide FOGO (Food Organics Garden Organics) containers for household use. These containers can be used alongside the green bin for disposing of all organic waste indoors.

Alternatively, setting up a worm farm is another viable option. It's essential to understand the dos and don'ts of worm farming before starting to ensure successful composting.



Sensitive Waste

Sensitive waste is any personal information that can potentially identify individuals. This includes details such as names, addresses, contact numbers, and financial data. Proper handling and disposal of sensitive waste are crucial to protect individuals' privacy and prevent unauthorized access or identity theft.

To comply with this policy:

- Avoid printing where possible to reduce the amount of sensitive information on paper.
- Sensitive personal documents or confidential printed material must be made unreadable by shredding, tearing or cutting them with scissors prior to disposing of them. This can also include identity documents.
- Consider using a document destruction service like Securabags (contact: 1800 958 322) if applicable and feasible.
- Dispose of computers, computer storage devices, mobile phones, media, and USB memory keys that store personal information through a qualified secure E-waste service, such as 1800ewaste.

These practices are essential to safeguarding personal and confidential information from unauthorized access or identity theft during disposal.



Electronic Waste

Electronic waste (also known as E-Waste) is any product that contains electrical components. This category includes items such as old computers, mobile phones, televisions, and other electronic devices. E-waste can pose environmental and health hazards if not disposed of properly.

To comply with this policy:

- Ensure all batteries and mobile phones are recycled by taking them to designated collection sites like Aldi and Optus.
- Used toner cartridges, computers, storage devices, media, and USB memory keys should be recycled whenever feasible. Alternatively, they can be disposed of at any local council recycling center.
- Always utilize a secure e-waste destruction service, such as 1800ewaste, for the disposal of electronic devices. This ensures data security and responsible recycling practices.



Handling & Reviewing Waste

To mitigate the risk of injury or illness during waste handling, it is essential for staff to wear appropriate Personal Protective Equipment (PPE). Taking precautions is important due to the potential for materials to break or leak. All waste should be securely bagged or placed in leak-proof containers, and containers must be correctly labeled to ensure safe handling and disposal in accordance with policy guidelines. Waste should be disposed of following approved methods to avoid contaminating landfill areas with non-approved materials. Additionally, bins should never be overfilled to prevent spillage and safety risks. These measures not only safeguard personnel but also promote responsible waste management practices.



Staff Responsibilities

The responsibilities of **Key Management Personell** include:

- Provide information on best practices for waste management.
- Ensure staff understand local council guidelines for waste and recyclables disposal in correct bins.
- Ensure bins are properly labeled or signposted to facilitate correct waste sorting by staff.
- Encourage and facilitate composting of green organics and kitchen scraps where feasible.
- Ensure sensitive paper waste is shredded or disposed of using secure document devices or services.
- Ensure E-waste is disposed of through secure e-waste destruction services.
- Ensure staff comply with the waste management policy.
- Conduct regular audits of waste management policies and practices to ensure alignment with current advice from local councils.

The responsibilities of all **Staff** include:

- Ensuring they read, understand and follow this policy
- Disposing of waste in the correct bins provided.
- Recycling all recyclables as per council guidelines.
- Undergoing any training that is recommended.

For more information:

For more information on PPE please refer to the infection control training or the WH&S policy.



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Additional Information

This policy does not cover anatomical, cytotoxic, or radioactive waste. For more information on waste, please click visit <https://www.epa.nsw.gov.au/your-environment/waste>.

Please refer to Infection Control Training or the WH&S policy for more information on PPE.