

WASTE MANAGEMENT AND RESOURCE RECOVERY POLICY – CCLHD

Document Number	PO2009_010
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Intranet location/s	Corporate – Environmental - Cleaning, Waste, Linen
Summary	This policy has been written to outline the responsibility of all personnel within CCLHD in relation to waste management and resource recovery.
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Endorsed By	Manager, Environmental Services Corporate Support Unit CCLHD Area Executive
Sector/Service	All Services within CCLHD
Audience	All CCLHD Personnel
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Review date	1 March 2017
Previous Reference No.	PO2009_010 v1.1
Related Policy/s	PD2005_132 Waste Management Guidelines for Health Care Facilities – August 1998 PD2008_004 Community Sharps Disposal by Area Health Services PD2007_036 NSW Health Infection Control Policy NSW Health Waste Reduction and Purchasing Policy Purchasing and Supply Manual for NSW Health System
Key Words	Waste, Resource, Recycling
Status	Active

WASTE MANAGEMENT AND RESOURCE RECOVERY POLICY – CCLHD

1. Scope of Practice

- All Local Health District staff and establishments

2. Expected Outcome

- A decrease in the generation of waste
- Correctly segregated waste streams
- Increase in recycling

3. Definitions:

- **CCLHD** – Central Coast Local Health District

4. Policy

4.1 Waste Management and Resource Recovery Policy

CCLHD is committed to develop, implement and maintain a waste management and resource recovery system throughout all levels of the business, which:

- avoids waste production through purchasing strategies, reuse, maximised recycling and proper handling and disposal of the remaining refuse
- complies with all relevant legislation relating to waste and resource recovery, environmental protection, and occupational health and safety, NSW Government Waste Reduction and Purchasing Policy, NSW Health Infection Control Policy (PD2007_036) and the NSW Health Waste Management Guidelines for Health Care Facilities, Aug. 1998
- is based on measurable objectives and continual improvement methods, and
- will provide a safe work environment and protect our environment from damage

4.2 Waste Management and Resource Recovery Policy Responsibilities

4.2.1 Departmental Management:

- Identify Waste Streams generated within the department using the Waste Stream Protocols
- Identify collection methods for recognised Waste Streams
- Achieve a waste segregation rate of 90% within the department
- Ensure compliance with Equip criterion 3.2.3
- Train staff in complying with collection methods according to the Waste Stream Protocols

4.2.2 Environmental Services Staff:

- Provide training for all staff in relation to waste management and resource recovery. The training should be incorporated with Orientation, Individual Departmental Inductions, and to Managers with a focus on performance reporting
- Provide appropriate reports, including benchmarking

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<i>Date Printed</i>	<i>14/5/13</i>	<i>Page No.</i>	<i>2 of 3</i>

4.2.3 All Staff:

- Be aware of the waste streams generated within their department
- Segregate waste stream according to the collection plan

4.3 Waste Management and Resource Recovery Policy Objectives

The objective is to:

- Maintain the standards set by relevant professional and statutory bodies and other regulatory / legislative requirements
- Determine and meet the waste management requirements of all departments through structured and continued feedback
- Foster commitment from all staff and management to actively participate in waste avoidance, reduction, reuse and recycling programs
- Provide a continuing waste and resource management education program for staff to increase awareness of waste minimisation principles, Occupational Health and Safety issues and quality improvement ethics
- Establish and maintain effective mechanisms to monitor, review, analyse and evaluate the waste management system and enable its continual improvement
- Reports and Statistical data published on the intranet for Stakeholders
- Develop benchmarking partnerships with facilities within and beyond CCLHD
- Manage the services within available resources
- Implement the Waste Management and Resource Recovery Operating Procedures and Work Instructions, throughout each facility to minimise the environmental impact of waste treatment and disposal.

5. References:

- [PD2005 132 Waste Management Guidelines for Health Care Facilities – August 1998](#)
- [PD2008 004 Community Sharps Disposal by Area Health Services](#)
- [PD2007 036 NSW Health Infection Control Policy](#)
- NSW Health Waste Reduction and Purchasing Policy
- AS NZS 3816:1998 DR 06374 : Management of Clinical & Related Wastes
- Purchasing and Supply Manual for NSW Health System
- Equip Guidelines
- Department of Environment and Heritage
- Waste Legislation <http://www.environment.nsw.gov.au/waste/index.htm>

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WASTE SEGREGATION TYPE

WASTE ITEM	CLINICAL WASTE	GENERAL WASTE
Wound and suction drainage bags / systems	Dispose of intact, <u>Do not cut or attempt to drain</u>	
Blood bags / blood giving set	Clinical Waste	
IV Giving sets (other than blood or cytotoxics)		Cut bag, drain, leave line attached
Giving set line with spike		Remove spike, place in sharp bin, place line in general waste if no blood
Incontinence pads (Bluey) Disposable nappies Sanitary waste	ONLY if heavily soiled and there is a possibility of leakage	NOT heavily soiled
Needles, scalpel blades and disposable scalpels, trocars, broken ampoules	Place in sharps container	
Urine bags	Undrained urine	Urine bags drained empty NOT cut
Patient care items e.g. wound dressings, swabs, gloves, plastic aprons, masks, disposable gowns	Visibly blood stained	NOT visibly blood stained
Syringes without needles	Visibly blood stained	NOT visibly blood stained

SD Waste Disposal Guidelines, CCLHD - Generic

General Waste	Clinical Waste	Sharps	Anatomical Waste	Chemical	Pharmaceutical	Cytotoxic Waste	Radioactive Waste	Paper & Cardboard	Co-mingle Recyclable Plastic & Aluminium / Glass / Tin Cans Magazines / Newspapers Paper Hand Towels	Furniture & Equipment
dark green / grey bins & clear / opaque bags	yellow bin & bags	yellow sharps bin	burgundy bins		either purple OR orange bin	purple bins bags	red signs / bins	blue bins	green bins with yellow lids	
Waste that cannot be recycled, reused or reprocessed.	Waste which has potential to cause injury, infection or offence and includes;	Any object capable of inflicting a penetrating injury	titanium metal hip and knee replacements	Used chemicals (refer to MSDS for disposal information)	Loose pills and unused medicines. return to pharmacy	Drugs and Materials associated with the preparation and use of cytotoxic drugs	Stored in lead lined containers	Office paper, magazines, newspapers, and envelopes	Plastics, plastic containers and plastic bottles - plastic types 1,2,3,4,5, & 6.	Broken furniture and equipment
food waste (including coffee cups and waxed milk cartons)	human tissue excluding hair, teeth & nails	needles	pathology waste				nuclear medicine	paper towel and other paper products	aluminium cans	contact private contractor for disposal
unwashed containers or food receptacles	visibly blood stained disposable material or equipment	scalpel blades	body parts	Hazardous and unknown substances			radio immunoassay		tin cans	
disposable nappies and incontinence pads	blood and visibly blood stained body fluids	broken ampoules	placentas				bacteriological procedures	flattened cardboard boxes	glass bottles and jars	
broken glass (place in cardboard box, seal and dispose of in general waste)	laboratory specimens and cultures	surgery staples	animal tissues, carcasses or other wastes from labs	contact Environmental Services for contractor to remove				confidential paper (shred for recycling with paper)	used paper hand towel	
drained dialysis waste	Undrainable wound, urine, and suction bags									
PPE (including items from isolation rooms that DO NOT contain blood or bodily fluids)								unshredded confidential paper-contact Environmental Services to arrange confidential bin	kinguard (bagged seperately) contact Environmental Services	unwanted furniture phone- 4320 3406
sanitary waste										

TONER & PRINTER CARTRIDGES Please contact Site Environmental Services Department for service details

BATTERIES Please contact Site Environmental Services Department for service details