

**WASTE
MANAGEMENT
PLAN**

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SECTION 1 - Introduction

This Waste Management Plan describes the current policies and procedures for Northside Clinic. It provides goals & targets to ensure ongoing improvements in all aspects of waste management, including the generation, handling, storage and disposal of all forms of waste. This facility is committed to minimising waste, in accordance with the NSW Government legislative requirements.

This plan is based on the NSW Health Department - Waste Management Guidelines for Health Care Facilities - August 1998, NSW Health PD2007_036: Infection Control Policy, relevant legislation relating to Environmental Protection, and Workplace Health and Safety. As legislation and policies are constantly revised, this plan should be reviewed annually.

To be effective, this plan must be widely promoted throughout the hospital.

1.1 Aims

- To provide a safe working environment in relation to waste management.
- To protect everyone's health and safety.
- To minimise the environmental impact of waste generation, treatment & disposal.
- Reduce waste handling & disposal volumes/costs without compromising health care.

1.2 Objectives

- To adopt and implement the Waste Management Plan throughout the hospital.
- To monitor performance and report KPIs quarterly.
- Review the Waste Management Plan every year.
- Adopt a waste management policy which incorporates realistic purchasing guidelines.
- Develop concise waste segregation principles and provide practical guidelines for re-usable products.
- Foster commitment from all staff and management to actively participate in waste avoidance, reduction, reuse and recycling programs.
- Develop and maintain a waste management education program for all staff to

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increase awareness of Workplace Health & Safety issues and waste minimisation principles.

- Adopt policies and procedures to minimise the environmental impact of waste treatment and disposal.

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SECTION 2 – Definitions

Hospital Waste can be divided into seven broad categories which are defined in the NSW Health Department’s Waste Management Guidelines for Health Care Facilities (1998). Clinical, cytotoxic, pharmaceutical, chemical and radioactive wastes are classified as Hazardous wastes under Part 3, Schedule 1 of the Waste Regulation and section 3 of the Waste Guidelines.

Hospital Waste can be divided into the following broad categories.

2.1 Clinical waste



IDENTIFICATION

Clinical waste is identified by the colour **YELLOW** and the international biohazard symbol shown, printed in black.

Clinical Waste is defined as waste that has the potential to cause sharps injury, infection or offence. This includes the following types of waste:

- Sharps*;
- Human tissue (excluding hair, teeth and nails);
- Bulk body fluids and blood**;
- Visibly blood stained body fluids and visibly blood stained disposable material and equipment:
- Laboratory specimens and cultures,
- Animal tissues; carcasses or other waste arising from laboratory investigation or for medical or veterinary research unless treated to standards approved by the Director General of NSW Health.

*Sharps: Any object capable of inflicting a penetrating injury, which may or may not be contaminated with blood and/or body substances. This includes needles and any other sharp objects or instruments designed to perform penetrating procedures.

** Bulk: Free flowing liquids normally contained within a disposable vessel or tubing, not capable of being safely drained to the sewer.

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2.2 Cytotoxic Waste (For Reference Only on Definition – not applicable waste stream for Northside Clinic)



IDENTIFICATION

Cytotoxic waste is identified by the colour **PURPLE** and the International Symbol shown, printed in white. This symbol represents a cell in telophase.

Cytotoxic waste is waste material that is contaminated by a cytotoxic substance, a cytotoxic substance being drugs known to be toxic to cells principally through their action on cell reproduction and primarily intended for the treatment of cancer. This includes any residual cytotoxic drug, and any discarded material associated with the preparation, transport or administration of cytotoxic drugs/therapy.

2.4 Pharmaceutical Waste

Pharmaceutical Waste consists of pharmaceuticals or other chemical substances specified in the Poisons List under the Poisons and Therapeutic Goods Act 1966 and [Poisons and Therapeutic Goods Regulation 1994](#). Pharmaceutical substances include expired or discarded pharmaceuticals, filters or other materials contaminated by pharmaceutical products.

2.5 Chemical Waste / Hazardous Substances

Chemical waste is generated from the use of chemicals in medical applications, domestic services, maintenance, laboratories, during sterilisation processes and research. It includes mercury, cyanide, azide, formalin and glutaraldehyde which are subject to special disposal requirements. Chemical wastes included in the [Work Health & Safety Act 2011](#) and [Work Health & Safety Regulation 2011](#) and [Poisons and Therapeutic Goods Regulation 1994](#) are also indicated in this stream.

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2.6 Radioactive Waste (For Reference Only on Definition – not applicable waste stream for Northside Clinic)



IDENTIFICATION

The colour **Yellow** with the radioactive symbol shown, printed in **Black**.

Radioactive waste is any material contaminated with a radioisotope arising from the use of radionuclides. It is produced, for example, during nuclear medicine, radioimmunoassay and bacteriological procedures, and may be in a solid, liquid or gaseous form and includes the body waste of patients under treatment. Reference should be made to the Radiation Control Act 1990 (NSW) and the Radiation Control Regulation 2013 (NSW).

Radioactive waste, once lead shielded and allowed to decay to a safe level as set by the Regulatory authority, is no longer deemed to be radioactive waste. Certain radioactive wastes are classified as hazardous waste in the Waste Regulation.

2.7 Recyclable Products



Recyclable products are Items composed of materials, or components capable of being remanufactured or reused. Items are considered recyclable if facilities are available to collect and reprocess them.

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2.8 Organic Products

This includes wood, garden waste, food and vegetable scraps and natural fibrous material, all of which are biodegradable.

2.9 Liquid Waste

Liquid wastes are defined in the Waste Regulation. These wastes include grease trap waste, used lubricating oil and waste normally discharged to the sewer.

2.10 Trade Waste

Trade waste means water-borne waste from business, trade or manufacturing premises, other than-

- a) waste that is a prohibited substance: or
- b) human waste: or
- c) stormwater.

2.11 General Waste

All waste not included in any of the preceding categories may be classified as general waste, including:

- ***Non recyclable paper, plastic, glass and aluminium items***
- Gloves
- Blueys
- Plastic aprons
- Paper towels
- Paper soiled with body fluids
- Soiled bandages
- Incontinence pads (if not heavily soaked)
- Wound dressings (if not heavily soaked)
- Empty catheter bags
- Nasogastric tubes
- Oxygen tubing and masks
- ETT tubes
- Empty IV bags – with no pharmaceutical additives

NB. The risk of infection from waste prior to placing into a general waste bin should

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always be assessed. Where uncertain, dispose of waste into clinical waste bin.

SECTION 3 - Organisational Structure

Northside Clinic is a fully accredited Tier 1 Mental Health facility, providing a range of inpatient and outpatient services.

No Inpatient Beds: 112

FTE: 140

Chief Executive Officer: Ms Anne Mortimer

3.1 Employer’s Legal responsibilities

Employers have a number of legal responsibilities, which include:

- Developing and maintaining a safe work environment and safe work practices (Work Health and Safety Act 2011).
- Ensuring hospital activities do not breach environmental standards prescribed in the State and Federal legislation;
- Providing staff training and education for the safe handling of waste.

3.2 Employees’ Responsibilities

Employees also have responsibilities, which include:

- Complying with safety instructions and use safe work practices for their own protection and for the protection other staff and the public (Work Health and Safety Act 2011).
- Actively supporting environmental initiatives introduced by the Environmental Focus Group.
- Being aware and complying with the requirements for the handling of chemical substances according to Safety Data Sheets (SDS).

Nominated Waste Management Coordinator: Catering / Housekeeping Manager

Reports to the Health & Safety Committee

3.3 Licensing requirements

Northside Clinic is licensed with the EPA. (Refer to license folder).

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3.4 Health & Safety Committee (incorporating waste management)

Position	Responsibility
Management	Financial and administrative support.
Work Health & Safety Coordinator	Advise on Health and Safety issues, legislation and procedural change
Quality/Infection Control Manager	Consult on infection control issues. Liaison with the infection control committee.
Catering / Housekeeping Manager	Supervision of cleaning/ catering staff. Maintain records of waste generation. Liaison with Council and Waste Management provider. Advise on disposal issues and services external to the hospital. Independent audits of the hospital.
Other representatives (both clinical and non-clinical)	Consultation

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Table 1: Objectives for Waste Management

OBJECTIVES	STRATEGY
Increase staff knowledge of correct waste segregation through education and awareness programs and injury prevention.	<ul style="list-style-type: none"> ▪ Waste management is provided at orientation ▪ Waste brochures available ▪ Waste signage ▪ SteriHealth provides annual training ▪ Spills management training ▪ PPE available
Ensure Northside Clinic waste policy and definitions are clearly communicated to staff upon commencement of employment	<ul style="list-style-type: none"> ▪ Include waste management information within staff orientation material. ▪ Waste management policies available on intranet
Increase recycling within the hospital.	<ul style="list-style-type: none"> ▪ Promote collection of clean boxes from stores for storage and packaging. ▪ Encourage all departments to look for opportunities for recycling. ▪ Promote co-mingling in all departments.
Efficient and timely waste management by Housekeeping Services.	<ul style="list-style-type: none"> ▪ Current service provided by Housekeeping Services.
Review monthly waste report to ensure continuous improvement.	<ul style="list-style-type: none"> ▪ Suez (SITA) and SteriHealth provide reports
Build strong working relationship with EPA.	<ul style="list-style-type: none"> ▪ Investigate appropriateness of water wise program
Conduct an annual sharps and clinical waste audit and communicate results and recommendations to staff.	<ul style="list-style-type: none"> ▪ SteriHealth to provide as part of contract. ▪ Ensure information is relayed to staff

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Conduct annual waste audit to ensure compliance with legislation	<ul style="list-style-type: none"> ▪ Catering/Housekeeping Manager conducts annually.
Review NGER report	<ul style="list-style-type: none"> ▪ Maintenance Manager to provide
Review chemical register including dangerous goods and hazardous substances.	<ul style="list-style-type: none"> ▪ Catering/Housekeeping Manager review annually. ▪ Maintain ChemAlert data base ▪ Complete risk assessments on dangerous goods and hazardous substances. ▪ Ensure SDS are within 5 years from date of issue. ▪ Chemical training e-learning module

3.5 Purchasing Policy

Both the Stores Department and the Product and Logistics Committee are committed to waste avoidance and waste minimisation. Where the use of disposable products is unavoidable, their environmental impact should be assessed. In addition to infection control, health and safety, value for money, and environmental concerns will be taken into consideration when evaluating products. Existing research and evaluation information from other Hospitals/ areas will also be considered. Preference shall be given to products and packaging which are:

- Manufactured from recycled raw materials (provided they are cost/ performance competitive)*
- Manufactured from renewable resources.
- Re-usable (particularly non clinical products).
- Totally or partially recyclable or with recyclable components, e.g., toner cartridges, provided however that collection and recycling facilities are available.

* Where recycled products are rejected due to inferior performance, the manufacturer or supplier shall be provided with adequate feedback, and encouraged to improve the quality, performance and reliability of the product.

Where appropriate, tender documents shall require manufacturers, suppliers and

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distributors to:

- Correctly specify the materials used (MSDS), their origin, the recommended method of disposal/ re-use/ recycling, and the likely impact on the environment.
- Avoid the use of materials known to be toxic to the environment including chlorofluorocarbon (CFC) products and/or byproducts, phosphates and heavy metals.
- Keep packaging to the minimum necessary for the safe transport and delivery of the product.
- Specify whether packaging is recycled, recyclable, re-usable or biodegradable.
- Accept return of used packaging.
- Clearly specify the energy rating on appropriate appliances and fittings.

Where appropriate and cost effective, re-usable items should be purchased in preference to non re-usable items. Items which are intended for re-use should be able to withstand the appropriate cleaning, disinfection or sterilisation process. Products should be supplied with detailed manuals outlining cleaning procedures. When comparing re-usable items with non-re-usable items, a life cycle analysis should be conducted and should include (but not be limited to):

- Product cost.
- Product lifecycle analysis.
- Labour.
- Transport.
- Cleaning and maintenance.
- Energy (gas electricity etc).
- Water.
- Disposal.

3.6 Education and Training

Waste management education is provided for all staff via eLearning platform and on orientation.

The following topics are to be covered by all staff:

- Safe work practices
- Staff awareness of policies at orientation
- Legislation & licensing

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- Provision and safe use of PPE
- Infection Control and Hygiene procedures
- Waste stream definitions
- Costs and benefits of waste minimisation
- Reduce/reuse/recycle

3.7 Auditing

Auditing is an essential management tool, which measures the level of compliance with the hospital’s Waste Management Policies & Procedures. The waste management audit program comprises the following: -

- Annual Hospital Wide Clinical Waste Audit. Conducted by SteriHealth Pty Ltd
- Annual Hospital Wide Sharps Audit. Conducted by SteriHealth Pty Ltd
- Annual Waste Management Audit – Internal

3.8 Relevant Procedures

The following policies and procedures have been developed to support the hospital’s Waste Management program.

- Waste Management Policy
- Safe Sharps Management
- HICMR Guidelines
- Personal Protective Equipment

3.9 Licensing

General Waste

SUEZ (SITA Environmental Solutions) is appropriately licensed with the EPA for the disposal of general waste generated and collected at Northside Clinic

Clinical & Related Waste

SteriHealth Pty Ltd is appropriately licensed with the Environmental Protection Agency for the transport and treatment of clinical and related wastes. Clinical waste is disposed of at the approved facility at Wiblen Street, Silverwater; Reusable sharps

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containers are incinerated at an EPA approved facility at Silverwater.

Sanitary Waste is disposed of **Rentokil (Pink Hygiene)** which is licensed with the EPA.

Confidential Waste

Confidential document destruction services are performed by **Suez (SITA Environmental Solutions)** in accordance with the provisions of the Privacy Act.

Recycling

Cardboard and recycling services are provided by **Suez (SITA Environmental Solutions)** in accordance with EPA guidelines.

Used cooking oil is disposed of by **Syndye Recycling Oil Services – 95444323** in accordance with EPA guidelines

Grease Trap

Grease trap services are provided as required by **Suez (SITA Environmental Solutions)** vacuum tanker licensed with the Environmental Protection Agency to transport liquid waste.

RELEVANT LEGISLATION

- [Poisons and Therapeutic Goods Regulation 1994](#)
- [Waste Avoidance and Resource Recovery Act 2001](#)
- [Work Health & Safety Act 2011](#)
- [Work Health & Safety Regulation 2011](#)
- [Radiation Control Act 1990](#)
- [Radiation Control Regulation 2013](#)
- [Environmentally Hazardous Chemicals Act 1985](#)
- [Public Health Act 1991](#)
- [Local Government Act 1993](#)

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REFERENCE LIST

- Australian Commission on Safety and Quality in Healthcare (ACSQHC), 2011. National Safety and Quality Health Service (NSQHS) Standards
- Biohazard Waste Industry: Waste Management Association of Australia. Industry Code of Practice for the Management of Clinical and Related Wastes. 6th Edition, 2010.
- HICMR Pty Ltd Infection Control Consultants. Infection Prevention and Control Manual: Section 8 Clinical and Related Waste, and Linen. Version 4. September 2012.
- NHMRC (2010) Australian Guidelines for the Prevention and Control of Infection in Health Care. Commonwealth of Australia.
- New South Wales Environment Protection Authority (EPA) Authority February 2012.
- NSW Health PD2005_132: Waste Management Guidelines for Health Care Facilities - August 1998
- NSW Health PD2007_036 Infection Control Policy
- NSW Health PD2010_056: Hand Hygiene Policy
- NSW Health PD2011_066: Waste Reduction & Purchasing Policy 2011-2014.
- Ramsay Health Care, National Safety Guidelines Manual 2012, 2nd Edition. Section 3.15: Waste Management.
- Safe Work Australia, Code of Practice. Managing Risks of Hazardous Chemicals in the Workplace. July 2012
- Standards Australia. 1998. AS/NZS 3816: Management of Clinical and Related Waste.

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