

Waste Management Policy

1. Scope

ANC views responsible waste management as essential to reducing its environmental footprint and to providing a safe and healthy work environment for all workers, students, volunteers, visitors and clients.

2. Definitions

Waste Separation: is the process of separating waste at the point of generation and keeping types of waste separate during handling, accumulation, interim storage and transportation.

General Waste: is any waste that is not classified as hazardous waste. It includes paper, plastic, glass, liquids and organics.

Hazardous Waste: has the potential to cause sharps injury, infection or public offence. It can include sharps and blood-stained waste, human tissue and laboratory waste or waste which is contaminated with cytotoxic, pharmaceutical, chemical or radioactive materials.

Waste Management: is the collection, transport, processing, recycling or disposal, and monitoring of waste materials. The term usually relates to materials produced by human activity, and it is generally undertaken to reduce the effects of waste on health, the environment or aesthetics and to recover resources through recycling.

3. Principles

A range of waste management strategies is undertaken by ANC to create a safe, secure and environmentally friendly workplace.

The prevention and minimisation of waste material being created is an important method of waste management.

ANC uses additional waste reduction strategies including the reuse of products, repairing broken items instead of buying new, using refillable cartridges and reusable products, such as hand wash containers and using “green” bags instead of plastic shopping bags.

4. Outcome

ANC maximises conservation of natural resources and minimises environmental harm through effective waste management system of recycling and reusing waste products wherever possible.

ANC actively promotes the use of effective waste management strategies and waste is disposed of safely in a way that least harms the environment.

All staff are supported and encouraged to participate in waste management.

| Revision History | | | | | |
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5. Roles & Responsibilities

PCBU

- Endorse Waste Management Policy
- Compliance with Waste Management Policy

Managers & Supervisors

- Compliance with Waste Management Policy
- Establish and implement systems for waste management
- Ensure waste management policies and procedures are effectively implemented

Workers

- Compliance with Waste Management Policy
- Compliance with Waste Management Procedure

6. Policy Implementation

Responsible waste management is a shared, day-to-day responsibility. Mechanisms are in place to monitor implementation of this policy.

This policy applies to all workers, external waste contractors and clients of ANC. Removal of waste from ANC's premises includes general waste, paper and cardboard, redundant furniture and fittings, mobile phones, toner & ink printer cartridges and pallets.

7. Policy Statement

ANC is committed to maximising conservation of natural resources and minimising environmental harm from waste and the disposal of waste. Recycling and reusing waste products, safe disposal of waste, contributes to an effective waste management system.

7.1. Reduction of Consumption

All workers reduce consumption, conserve energy, reduce fossil fuel consumption, and reduce air pollution through strategies such as:

Preventing the need to use energy

- Installing block out blinds to reduce radiant heat in offices
- Fitting self-closing doors to reduce heat (or cold) loss from draughts
- Making sure equipment is the right size for the job

Minimising use

- Minimising the use of hot water
- Turning off equipment when not operating

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Supporting green purchasing

- Purchasing items with reusable, recyclable or no packaging
- Requiring suppliers to quote the energy consumption and costs of new equipment

7.2. Waste Minimisation

All staff minimise waste through strategies such as:

Reducing Waste

- Quantifying the waste produced
- Examining each work process steps to determine where wastes are produced and to devise measures for waste prevention or reduction
- Devising ways of reducing waste with employees so they too can share in the savings (for example rewards for workers to reduce waste)
- Partnering with a waste management contractor to assist with waste minimisation
- Keeping a running tally of waste production to track changes and improvement.

Reusing

- Reusing drums, cartridges and containers where possible
- Selling or donating waste to other organisations

Increasing recycling

- Segregating wastes wherever possible to aid recycling and provide an indication of why waste is forming
- Investigating alternative uses for organic waste that cannot be reduced or reused, e.g. composts or convert the waste to energy
- Diverting recyclable wastes from the general waste, identifying recyclers or waste disposal contractors and organising regular collections
- Joining with neighbouring businesses and organisations to get common waste recycled cost effectively and discussing waste contractors cost offsets by efficient serving of the area.

8. Waste Disposal

ANC workers dispose of waste in accordance with the Waste Management Procedure.

General Waste: is handled with appropriate care

Hazardous Waste: is handled by trained personnel using appropriate personal protective equipment.

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9. Acknowledgements

Legislation

- Environment Protections and Biodiversity Conservation Act 1999
<https://www.environment.gov.au/about-us/legislation>
- Environmental Legislation (All States)
[Environmental management and your business | business.gov.au](#)

Resources

- Resource NSW 2002, *Waste Reduction in Office Buildings: A Guide for Building Managers*, Resource NSW, Sydney
- Australian Government Department of Environment, Water, Heritage and the Arts, 2010, *National Waste Policy: Less Waste More Resources Implementation Plan*. Commonwealth of Australia.

Authorised by: James Taylor

Signature: 

Position Title: Director

Date: 01st Dec 2021

Revision History

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