

# Waste Management Procedure

## 1. Purpose

This procedure is a guide for staff in the disposal, removal and management of waste from ANC's premises, including general waste, paper and cardboard, redundant furniture and fittings, mobile phones, pallets and toner and ink printer cartridges.

All staff are responsible for complying with this procedure to ensure the safe and effective management of waste by ANC.

## 2. Scope

ANC is committed to recycle and reuse waste products wherever possible to produce an effective waste management system that maximises conservation of natural resources and minimises environmental harm.

ANC acknowledges different materials require a different waste management approach.

## 3. Definitions

### ANC

*All land, property, buildings, warehouses, structures, installations, aircraft or vehicles owned by, controlled by or under contract or lease to ANC.*

### General Waste

*General waste is any waste that is not classified as clinical or related waste. It includes paper, plastic, glass, liquid and organics.*

### Clinical Waste

*Clinical 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.*

### Related Waste

*Related waste is contaminated with cytotoxic, pharmaceutical, chemical or radioactive materials.*

### Waste Management

*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.*

## 4. Responsibilities

### Managers and Supervisors

- Ensuring waste management policies and procedures are effectively implemented
- Workers are trained in all procedures regarding waste management

### Workers

- Compliance with Waste Management Procedure

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## 5. Procedure

### 5.1. Paper and Cardboard

Receptacles for wastepaper and cardboard are provided on the premises in offices or at workstations. These are emptied by nominated workers daily. If necessary, individual staff may empty wastepaper/cardboard into the larger paper/cardboard container located in the warehouse.

Confidential or sensitive documentation is to be shredded. Ask line manager for location of Shredder Bin.. When the shredder bin is organise with your line manager for bin to be collected and replace with empty bin..

### 5.2. General Waste

Rubbish bins for waste other than paper and cardboard are provided in the kitchen areas and are emptied every night by nominated worker.

Rubbish bins in the kitchen are used for food and recyclable waste.

### 5.3. Redundant Furniture and Fittings

Where possible, furniture/fittings in a good state of repair are either reused by ANC or donated to a local service.

Broken furniture is to be tagged and put in the storeroom for safe disposal to the tip.

The removal of white goods is negotiated with the deliverer of the replacement white goods.

Computer equipment is reused where possible.

### 5.4. Mobile Phones

Broken phones are disposed of via a satchel collected from Australia Post. The phone with the battery connected is placed in one section of the satchel and accessories in another section. The satchel is mailed or dropped off to Australia Post by nominated worker.

### 5.5. Photocopier Toner and Printer Ink Cartridges

Where possible, remanufactured toner cartridges are used. When replacing toner cartridges, staff follow manufacturer's instructions supplied with the toner cartridges for the replacement, storage and disposal of used cartridges.

All used toners are placed in the toner cartridge bin located in the warehouse storeroom. Once this bin is close to capacity the recycling company is called to collect and replace the bin.

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## 5.6. Pallets

Broken pallets are disposed of and taken to the tip on a weekly basis by nominated worker or 3<sup>rd</sup> party provider.. Pallets which can be re-used are collected by various other companies for re-use.

## 5.7. Clinical Waste

Clinical waste is only handled by trained staff using appropriate personal protective equipment.

## 5.8. Related Waste

Handling of related waste is supervised by qualified staff using appropriate personal protective equipment.

## 6. Related Documents

- Environmental Policy
- Waste Management Policy

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