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PURPOSE: To ensure all waste items produced, handled, stored, transported, collected are disposed of in accordance with legislative requirements.

RESPONSIBILITIES:

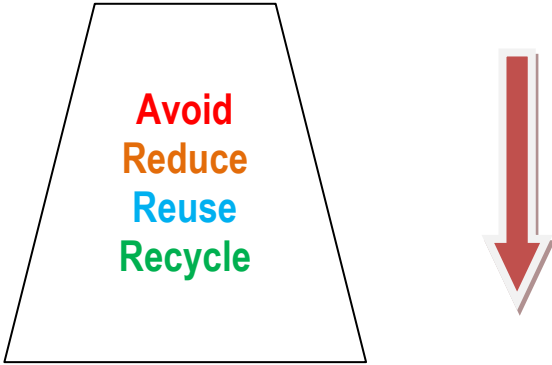
Managers are responsible for but not limited to ensure:

- A safe work environment through safe systems of work
- Effective consultation occurs with employees
- Provide appropriate facilities, equipment and PPE for the segregation and disposal of waste
- Support environmental initiatives/programs.

Employees are responsible for:

- Engaging in the consultative process
- Report all identified hazards and incidents of exposure
- Following all specific site waste management procedures
- Take all reasonable care to protect your health and safety and avoid adversely affecting the health and safety of any other person through an act or omission at work.
- Use equipment and PPE provided to facilitate safe work practices

ACTIONS:

Waste Hierarchy	<p>As far as is reasonably practicable, waste management and waste minimisation will be practiced through the following waste hierarchy approach:</p> <div style="text-align: center;">  </div> <p>The following link may benefit your site with strategies to reduce waste http://www.zerowaste.sa.gov.au/at-work/recycling-at-work/what-to-recycle</p>
Production	<ul style="list-style-type: none"> • Minimise waste production where possible by re-use and recycling • Monitor waste produced. • Worksite to determine frequency of waste collection • Note activities likely to produce additional or non-routine waste.
Handling	<ul style="list-style-type: none"> • Segregating and storing waste in the appropriate containers at designated areas. • Adopt good personal hygiene practices and wash hands regularly. • Depending on the exposure type, the Manager must be informed • Use PPE appropriate to the waste type. • Identify and implement safe handling methods

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Storage	<ul style="list-style-type: none"> • Store and contain waste in a safe manner e.g. general, hazardous and clinical/medical • Prevent unauthorized access to waste • Store waste to minimize risk of fire and arson. • Waste is segregated according to stream e.g. recycling – paper, plastic, garden etc • Waste shall be segregated and stored in containers appropriate to the waste type e.g. flammable, corrosive etc. • Waste containers are clearly identified and appropriately labeled for the waste type.
Disposal	<ul style="list-style-type: none"> • Disposal of waste must be in accordance with both local and legislative requirements e.g. Local Council, EPA and in accordance with the requirements of the MSDS • Hazardous waste must only be transported off site by a licenced waste organization (Refer to EPA for specific detail).
Collection/Transport	<ul style="list-style-type: none"> • Sites using third party contractors must consider impact to the site e.g. delivery/pickup for access/egress
Spills/Containment	<ul style="list-style-type: none"> • Spills will be managed in accordance with Hazard Management Principles • Spill kits can be purchased from various retailers or a basic spill kit for blood and body fluids can be developed (Refer Appendix 3 – Sample spill Kit Template) <p>NB: Where the spill involves a chemical, you must refer to the Material Safety Data Sheet. Also, refer to the Chemical Safety Guidelines.</p>
Documentation	<ul style="list-style-type: none"> • Waste transport certificates must be retained by site for listed hazardous wastes. These certificates are issued to the producer of the waste and require the completion of detailed information about the type of waste being transported. • Forms must be retained as specified in Table 1 e.g. site must retain ‘green form’ for a minimum period of 12 months • Waste tracking form is a simplified document developed by the EPA to track the movement of the following types of waste: <ol style="list-style-type: none"> 1. water based paints 2. waste oil 3. oil/water mixtures 4. wool scouring waste 5. grease trap waste 6. tyres 7. Intermediate landfill cover (contaminated soil).

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TABLE 1

Waste Transport Certificates and Log,

Waste Producer	Waste Transporter	Waste Depot
Complete Part A If the producer of the waste is not present during waste collections, the transporter may complete Part A on behalf of the site owner (waste producer).	Check Part A has been completed Complete Part B	Check Parts A and B have been completed Complete Part C
Retain the green copy for 12 months	Retain the blue copy for 12 months	Retain the yellow copy for 12 months.
Give the blue, yellow and white copies to the waste transporter	Give the green copy to the waste producer and forward white and yellow to the waste depot	Mail all white copies within seven days of receipt to the EPA

N.B. Forms are available from the Environment Protection Authority web sites (web link details provided in External Documents)

TRAINING:

All employees will be informed or instructed (where applicable) specific to their defined roles.

All employees will be trained (where applicable) in any risk assessments and/or safe operating procedures developed as a result of this procedure

MONITOR & REVIEW:

This procedure will be monitored for compliance and effectiveness by the Education Sector Forum in-conjunction with Audit Policy No. 7. The document will be subject to review within a three year period of the date of issue or at any time pursuant to either legislative or CCES Policy change, or as required by any other change in associated legislation.

RELATED DOCUMENTS:

External Documents

- OHS & W Act 1986
- OHS & W Regulations 2010
- Environment Protection Act 1993, Environment Protection Regulations 2009
- Environment Protection Authority Waste Guideline:

- Waste Tracking Certificate - http://www.epa.sa.gov.au/xstd_files/Waste/Guideline/guide_wastetransport.pdf
- Waste Tracking Form - http://www.epa.sa.gov.au/xstd_files/Waste/Guideline/guide_wastetracking.pdf

Internal Documents

- CCSM Document
 - No. 14 Hazard Management
 - No. 19 Management of Hazardous Substances
 - No. 24 Document Control
 - Chemical Safety Guidelines.

APPENDICES

- Appendix 1 Definitions

FORMS

- Procedure Verification Form No. 26.2a

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APPENDIX No. 1

DEFINITIONS:

Waste	Any discarded, rejected, abandoned, unwanted or surplus matter, whether or not intended for sale or for recycling, reprocessing, recovery or purification by a separate operation from that which produced the matter; or Anything declared by regulation (after consultation under section 5A) of the Environment Protection Act 1993 or by an environment protection policy to be waste,
Hazardous Waste	Includes any unwanted or discarded material (excluding radioactive material), which because of its physical, chemical or infectious characteristics can cause significant hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed.
Clinical/Medical Waste	Waste containing (a) needle, syringe with needle, surgical instrument or other article that is discarded in the course of medical or dental practice and has a sharp edge or point capable of inflicting a penetrating injury on a person who comes into contact with it; or (b) human tissue, bone, organ, body part or foetus; or (c) a vessel, bag or tube containing a liquid body substance; or (d) any other article or matter that is discarded in the course of medical and dental practice that poses a significant risk to the health of a person who comes into contact with it.
PPE	Personal Protective Equipment
EPA	Environmental Protection Authority
MSDS	Material Safety Data Sheet



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APPENDIX No. 2

Waste Types

These may include but not be limited to:

- Infectious clinical waste
- Bodily/fluid waste e.g. blood, faeces, saliva, vomit
- Cytotoxic waste e.g. chemotherapy drugs
- Waste from maintenance activities
- Hazardous/non hazardous medicinal waste
- Contaminated materials e.g. asbestos
- Builders waste e.g. rubble
- Waste oils and misc. engineering fluids
- Garden waste e.g. lawn clippings/pruning's
- Paper/cardboard/packaging/wood
- Mercury (e.g. lamps)
- Toner cartridges
- Redundant IT equipment
- Other office waste
- Metals
- Chemical waste
- Radioactive waste
- Scrap furniture, machinery and equipment (non-electrical)
- Hazardous waste electrical & electronic equipment refrigeration & A/C plant, rechargeable batteries, lamps and fluorescent tubes, TVs / monitors
- Non hazardous waste electrical and electronic equipment, mains appliances and battery appliances
- Food/catering waste
- Confidential waste



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APPENDIX No. 3

SAMPLE SPILL KIT

Sample Contents may include (but not be limited to):

- 1 x Bucket with lid – suggest 8 litre minimum
- 1 x Goggles
- 3 x Disposable Gloves
- 2 x Disposable Aprons
- 3 x Disposable paper masks
- 1 x tongs/scrapper & pan
- 1 x roll paper towel
- 1 x scrubbing brush
- 1 x 100ml disinfectant
- 1 x 100ml cleaning product
- 1 x antibacterial hand gel
- 3 x plastic bags
- 1 x Absorbent powder e.g. zeofresh



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PROCEDURE VERIFICATION

TARGET	MEASUREMENT	RESULT SCORE	ACTIONS
100% of waste bins/skips are placed in appropriate locations to minimize risk of fire.	Visual inspection		
PPE is available for use in the management of site waste	PPE Register, SOP's, Visual check		
100% of staff have been informed about safe waste management practices	Validate training and induction records		
100% of waste disposal containers are clearly identified for their use.	Visual check		
TOTAL			

Each verification question is scored out of 1.

If the target is being met to indicate that the procedure is in place and being complied with then a score of one (1) is obtained, if not the score is 0

Record completed procedure verification on Audit Tracking Tool (Form 7).

Verification completed by:

Signature:

Name: **Date:**

Manager:

Signature:

Name: **Date:**