



MANAGEMENT OF WASTE POLICY

Wide Bay Respite Services



Management of Waste Policy

PURPOSE

Provide clear guidelines to manage waste in a manner that meets environmental and the Work Health and Safety Act requirements.

SCOPE

For all support staff to know how to manage waste products in the same manner. To ensure that all people accessing or using our services are safe in their environment. To ensure that all support staff are trained to respond to emergencies and incidents in an appropriate manner.

POLICY

All people who access Wide Bay Respite's services or any other person in the home are protected from harm because of exposure to the waste, infectious or hazardous substances generated during the delivery of supports.

Exposure to waste, infectious or hazardous substances is to be referred to the Manager to manage the relevant processes that all staff and participants

PROCEDURE

WASTE DISPOSAL

Wide Bay Respite has clear guidelines on how waste should be managed.

Waste is classified into three main groups of waste:

- general
- clinical
- pharmaceutical.

All waste should be stored in secure areas until collected.

Waste should be removed in a timely manner. Waste bags should be tied before removing from the area.

GENERAL WASTE DISPOSAL

Place in general waste bin for removal.

CLINICAL WASTE DISPOSAL

To be double bagged & placed in an outside bin as soon as possible.

Single-use sharps should be placed (by the user) into a sharps container that meets the Australian and New Zealand Standards AS 4031:1992 and AS/NZS 4261:1994.



PHARMACEUTICAL WASTE DISPOSAL

When uncertain about how to dispose of leftover pharmaceuticals, they should be returned to pharmacy for correct disposal.

Ratified by the Board of Management:

Date / /

Circulated to staff:

Date / /

To be reviewed:

Date / /

Signed

Manager

Signed

President