

	ONE2ONE POLICY			
	Title	Waste Management	Policy No	54
	Indicator	CM4 – Provisions of Support (environment)	Review Date	

1. PURPOSE AND SCOPE

This policy outlines One2One’s guidelines for waste management. This policy aligns with One2One’s Infection Control Policy and aims to keep its community of staff, consumers, and families safe and minimise the risk of infection and disease. This policy also aims to reduce One2One’s waste related impact on the environment.

This policy has been framed around the NDIS Practice Standards and applies to all of One2One’s supports and services.

2. POLICY STATEMENT

In relation to waste management and waste reduction One2One will:

- ensure its office premises are serviced by appropriate waste management services
- ensure staff are trained to dispose of waste and recyclables in correct bins
- ensure bins are correctly labelled or signposted to assist staff to correctly sort waste
- facilitate and encourage composting of green organics and raw kitchen scraps where possible
- ensure sensitive paper waste is securely shredded or disposed of
- ensure sensitive E-waste is disposed of by a secure E-waste destruction service
- ensure staff understand and comply with this policy
- ensure staff have access to appropriate PPE (personal protective equipment) relevant to the type of waste handled
- audit waste management policy and practices

3. POLICY CONTENT

General waste includes:

- general household waste
- food waste
- sanitary waste, incontinence pads and disposable nappies.

One2One will aim to separate general waste as listed above on its office premise, by utilising local shire rubbish collection and contracted sanitary waste services.

Clinical waste includes:

- used bandages and dressings
- blood-stained body fluids, materials or equipment.

To comply with this policy One2One staff handling clinical waste must:

- not dispose of clinical waste in general waste unless it is already secured in a clinical waste bag
- not dispose of sharps in clinical waste bags

- wear PPE including gloves, apron and protective eyewear when emptying clinical waste bags
- not fill clinical waste bags more than two-thirds of their capacity and secure the contents before closing the bag
- not secure clinical waste bags with staples or anything sharp

Any consumers who may have clinical waste, must have appropriate waste bags, and make these accessible to any One2One staff member providing this support.

Sharps waste includes:

- needles and syringes with needles
- finger prickers, lancets or blades
- auto-injectors such as EpiPens

To comply with this policy One2One staff handling or exposed to sharps must:

- always dispose of sharps in a sharps-approved container
- not place sharps in any non-sharps approved waste such as general waste or clinical waste
- always dispose of sharps immediately after use
- not attempt to recap needles
- not attempt to retrieve anything from a sharp's container
- not fill a sharps container more than three quarters full or beyond the "fill" line
- lock sharps-approved containers in the medication cupboard when not in use.

Any consumers who utilise any sharps listed above, must have a sharps container accessible to any One2One staff member providing this support or who may be exposed to sharps during hours of work.

Pharmaceutical waste includes:

- expired pharmaceutical products
- pharmaceutical products no longer required

To reduce any risk to consumers and other staff, all pharmaceutical waste must be returned to a pharmacy for safe disposal, and not placed in general waste.

Green organics includes:

- grass clippings
- grounds maintenance
- flowers
- raw fruit and vegetable scraps, coffee beans.

Where possible and feasible, One2One will aim to compost kitchen scraps and organic garden waste, and not place in general waste.

Recyclables include:

- paper and cardboard
- glass jars and bottles
- aluminium and steel cans

- aerosol cans
- hard plastic (PET) bottles and containers
- plastic bags
- printer toner cartridges

Where recyclables are concerned, One2One will encourage best practice:

- recyclables will be recycled wherever possible and not be placed in general waste
- used toner cartridges will be recycled using a preferred provider
- plastic bags will be reused or returned a local supermarket and placed in bins provided

Sensitive waste includes:

- printed material with personal or confidential information
- computers, storage devices and mobile phones used to store or handle personal information
- computer media (hard disks, CDs, and USB memory keys) used to store personal information

To reduce risks of a data breach and to comply with this policy, all One2One staff must:

- ensure sensitive paper waste be securely shredded and disposed of
- ensure any computers, computer storage, mobile phones, media and USB memory keys used to store personal information are cleared prior to being disposed of by a qualified secure E-waste service

Staff must also comply with One2One's Privacy and Confidentiality Policies when handling sensitive and personal information related to a consumer.

E-waste includes:

- computers and computer parts
- photocopiers and printers
- mobile phones
- medical equipment
- household appliances such as TVs, radios, microwave ovens, irons and coffee machines

To reduce any danger and harm to the environment One2One will ensure e-waste is disposed of using a preferred E-waste disposal service.

Emergency response plan

In the event of a clinical waste related accident, injury or spill staff are required to report immediately to their Service Coordinator. Following this staff must follow One2One's Incident Reporting Procedures and complete an Incident Report Form and/or a Staff Accident Hazard Form.

4. POLICY REVIEW

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One