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| **Purpose** | Service users, visitors and employees will be protected from harm as a result of exposure to waste, infectious or hazardous substances. |
| **Scope** | All services and premises. |
| **Policy** | The service is committed to environment friendly waste disposal processes and to the reduction of waste. |
| **References** | |
| **Legislation** | [Resource Management Act](http://www.mfe.govt.nz/rma/index.html)  [Hazardous Substances and New Organisms Act](http://www.legislation.govt.nz/act/public/1996/0030/latest/DLM381222.html)  [Waste Minimisation Act](http://www.legislation.govt.nz/act/public/2008/0089/latest/whole.html#DLM1154501) |
| **Documents**  **Guidelines** | [Household hazardous substances link](http://www.aucklandcouncil.govt.nz/EN/environmentwaste/naturalhazardsemergencies/hazards/Pages/hazardoussubstances.aspx#what)  [Licensed waste collectors](http://yellow.co.nz/auckland-region/waste-disposal?gclid=CIvsuu2s4bMCFfFepgodmhEAiQ&cid=_mkwid_sZRignJzI_pcrid_9736116860_kwd_city+waste+disposal_mt_b)  [Waste facilities](http://www.aucklandcouncil.govt.nz/EN/environmentwaste/rubbishrecycling/Pages/transferstations.aspx)  [Auckland City Council: Environment and Waste](http://www.aucklandcouncil.govt.nz/EN/environmentwaste/Pages/Home.aspx)  [Disposal of unwanted medicines](http://nzpharmacy.wordpress.com/2009/06/09/disposal-of-unwanted-medicines/)  [Sustainable waste management](http://www.econation.co.nz/waste-management.html#.U1BYTqIfhP0)  [Recycling guideline for offices](http://www.mfe.govt.nz/sites/default/files/recycling-jan04.pdf)  [Office recycling options](http://www.reclaim.co.nz/serviceitems.php?id=edit4cf832a8df09c) |
| **Standards** | NZS 8134:2008 Health and Disability Services Standards |
| **Organisational policies/procedures** | Health and Safety Manual  Adverse Event Management  Infection Prevention and Control Manual  Workforce Development and Training  Staff Orientation/Induction  Service User’s Information Pack |
| [**Definitions**](http://wasteplan.aucklandcouncil.govt.nz/table-of-definitions-cat/) | |
| **Waste** | ‘Anything disposed of, or discarded; and: includes a type of waste defined by its composition or source (e.g. organic waste, electronic waste, or construction and demolition waste); and to avoid doubt, includes any component or element of diverted material, if the component or element is disposed of or discarded’ (Auckland City Council). |
| [**Hazardous Waste**](http://www.mfe.govt.nz/publications/waste/module-1-hazardous-waste-guidelines-identification-and-record-keeping/hazardous) | A waste is considered hazardous if it poses a risk to people or the environment if it is not properly managed, stored, transported and disposed of. |

[**Protective equipment**](http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/personal-protective-clothing-and-equipment-pdf-fact-sheet)

**Training and education**

**At all times protective equipment is required**

**Staff/service user induction**

Person involved in a task that requires protective equipment.

Management is responsible that protective equipment is made available.

Person responsible for staff and service user induction

* Staff and service users will be inducted to this policy and procedure.
* Link to identify hazardous substances:

The following courses are available (free) on

<http://learnonline.health.nz/> as part of the infection control training:

* environmental management
* personal protective equipment

* [Getting staff to wear safety gear](https://www.business.govt.nz/news/health-and-safety-providing-protective-gear/).
* Follow instructions on the materials used.
* [Guide to use personal protective equipment](http://www.bpac.org.nz/BT/2014/November/exposure.aspx).
* [Personal protective equipment checklist](http://www.safety.uwa.edu.au/health-wellbeing/physical/?a=1776006) to be completed 6-monthly as part of the health and safety internal audit.
* Include protective equipment requirement on the organisations Hazard Identification template.

[**Managing Waste**](http://www.aucklandcouncil.govt.nz/EN/environmentwaste/rubbishrecycling/Documents/rubbishrecyclingguide2013.pdf)

**At all times waste is handled**

Any person handling waste at the services premises

Disposal

Storage

[Type of waste](http://temp.aucklandcouncil.govt.nz/en/environmentwaste/rubbishrecycling/documents/rubbishrecyclingguide.pdf)

* Compost bin.
* Bukashi fermentation bucket.
* Worm farm/bucket.

Once the material is compost it can be put in the garden.

Ensure food and garden waste is stored so vermin or other animals cannot access it.

Use a bucket with a lid.

Food and garden waste examples: food scraps, leftovers, and food that has gone off, tea and coffee grounds.

Recyclable house hold waste examples: paper, cardboard, plastic bottles, cans, glass bottles and jars, empty aerosols, plastic containers.

In the Council's specific recycling containers.

Check the Councils [collection times](http://temp.aucklandcouncil.govt.nz/EN/environmentwaste/rubbishrecycling/Pages/CollectionsSearchResult.aspx) for your area.

[Annual](http://www.aucklandcouncil.govt.nz/EN/environmentwaste/rubbishrecycling/Pages/inorganiccollectionssearch.aspx) inorganic rubbish collection, or by taking the waste to a [transfer (refuse) station.](http://temp.aucklandcouncil.govt.nz/EN/environmentwaste/rubbishrecycling/Pages/transferstations.aspx)

Keep the waste stored in a manner that prevents injury. Preferable take the waste to the transfer station within one month.

Non-hazardous inorganic waste examples: appliances, electronics, building waste, broken glass.

In the Council’s specific waste containers.

General waste. Do not include for example:

hazardous waste, hot ashes, medical waste, paint, garden waste, building material

Check the Councils [collection times](http://temp.aucklandcouncil.govt.nz/EN/environmentwaste/rubbishrecycling/Pages/CollectionsSearchResult.aspx) for your area.

Consult with the person producing the waste or with a cultural advisor.

Cultural sensitive waste examples: hair, nails.



Disposal

[Type of hazardous waste](http://temp.aucklandcouncil.govt.nz/EN/environmentwaste/rubbishrecycling/Pages/hazardouswaste.aspx#identify)

Storage and labelling

In line with the Council guidelines.

Batteries

Sanitary pads

Regular pick-up by the supplier of the disposal unit.

In an eco-friendly disposal unit in the toilet.

Return to a pharmacy weekly.

Store in the medication cabinet.

Medication

To be checked weekly and if 2/3 full return to a pharmacy.

Syringes/needles

Approved sharp-bins will be:

* in the toilets
* in the medication room
* with the service user
* in the company car

* Follow label storage instructions
* Store hazardous substances out of reach of children and away from pets.
* Keep all harmful household products, such as pesticides, locked in a cabinet, a well ventilated utility area or in a garden shed.
* Do not store large quantities of flammable substances inside your home. Keep them away from places where they could catch fire; fixed and portable heaters; and outdoor heaters and barbeques.
* Never store pesticides or other hazardous substances in cabinets where food is stored, or near food intended for people or animals.
* Never store pesticides where you keep medicines.
* Always store household products in their original containers so that you can read the label for directions.
* Never put pesticides or any other hazardous substances in soft drink bottles, milk jugs or other food containers.  Children, or even adults, may mistake them for something to eat or drink.

Petrol

Paint

Cleaners/bleach

Dispose at approved [transfer stations](http://temp.aucklandcouncil.govt.nz/EN/environmentwaste/rubbishrecycling/Pages/transferstations.aspx).

Pesticides

Rat/mouse/snail bait

Solvents

**Managing waste and hazardous substances incidents**

* To the health and safety representative who will report to the manager and if required to

[Work Safe NZ](http://www.business.govt.nz/worksafe).

(Follow processes in Health and Safety Manual.)

As soon as practicable

Person involved in the incident

Reporting

* The incident will be documented on the services incident management system.
* The Hazard Register/Identification will be updated.

On the same day

Person involved in the incident

Documenting

* Investigation implements the methodology of the

quality improvement system.

* Utilise Root Cause Analysis if appropriate.
* Develop Service Improvement Request (SIR).

Within 5 working days

Health and Safety Officer

Investigating

* Review the effectiveness of the measures put in place to manage future incidents as documented on the Service Improvement Request.

As specified on the SIR

As specified on the SIR

Reviewing

* Refer to the emergency flipcharts located at:

When the situation arises

Health and Safety Officer

Emergency plan

# Consultation

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| Group/Role | Date |
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