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Child Care Services Taree & Districts Inc.

Waste Management Policy

Child Care Services Taree & Districts Inc. acknowledges that the correct storage and disposal of Waste plays an important role in helping individuals to maintain health and prevent infectious disease.

The Purpose of the Policy:

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. Each participant, each worker and any other person in the home is protected from harm as a result of exposure to waste, infectious or hazardous substances generated during the delivery of supports. Child Care Services Taree & Districts Inc. is committed to reducing and minimising waste disposal.

Responsibilities

This policy is to be used by all NDIS workers under Child Care Services Taree & Districts Inc. It is the service's responsibility to both store and dispose of general and clinical waste appropriately.

1.0 Types of Waste commonly found in the workplace

- 1.1 Clinical Waste – Includes bodily fluids and blood, human tissue and sharps
- 1.2 Pharmaceutical Waste – Includes pharmaceuticals or other chemical substances
- 1.3 Chemical Waste – Includes domestic and industrial chemical waste
- 1.4 Recyclable Products - Items which are composed of materials or components, capable of being remanufactured or reused
- 1.5 Liquid Waste - These wastes include grease trap waste, used lubricating oil and waste normally discharged to the sewer.
- 1.6 General Waste - Any waste not included above. Which is not capable of being composted, recycled, reprocessed or re-used. This stream includes incontinence pads, sanitary waste and disposable nappies.

2.0 Child Care Services Taree & Districts Waste Handling and Disposal

- 2.1 Clinical Waste - At Child Care Services Taree & Districts Inc. all clinical waste is to be handled using the appropriate Personal Protection Equipment (PPE) and disposed of in sealed containers. Staff should wipe up spot immediately with a damp cloth, alcohol, or paper towel and wash hands thoroughly after the waste has been removed. Sharps will be disposed in accordance with guidelines set if the situation arises where sharps will be used.
- 2.2 Pharmaceutical Waste – All Pharmaceutical Waste should be stored in accordance with the Medication Management Policy.
- 2.3 Chemical Waste – All chemical wastes should be handled using the correct PPE and stored and disposed of in accordance with the instructions on their labels and the Safety Data Sheets (SDS) located in the Communication Folders.
- 2.4 Recyclable Products – Where possible recyclable waste should be disposed of in designated containers using the appropriate PPE.
- 2.5 Liquid Spills – Liquid spills should be cleaned up as soon as possible to reduce the likelihood of trips and slips. A mop and bucket should be used where possible and PPE equipment such as gloves should be worn when handling any chemical products to clean up the liquid waste.

2.6 General Waste – This kind of waste must be placed in a sealed waste bag or container. Bags should not be overfilled and should be carried away from the body. Once filled waste bags should be placed in a location ready for collection.

General waste includes incontinence pads, disposable sanitary items and nappies. In the home these should be sealed in a plastic bag and placed either in a designated sanitary bin inside or taken directly out to the rubbish if no sanitary bin is available. This type of general waste should not be disposed of in locations where food is handled such as the kitchen or in general living areas or sleeping quarters. Appropriate PPE should be used at all times when handling incontinence aids and sanitary items and hands should be washed immediately afterwards.

3.0 Emergency plans and procedures in place to respond to clinical waste or hazardous substance management issues

3.1 All staff should follow the waste handling and disposal procedures in accordance with the type of waste or substances as described above.

3.2 In the instance where the waste comes into contact with a person and is either an infectious or hazardous substance an incident report should be written and the incident should be reported to the manager. First aid should be applied as required and in accordance with the type of waste. For chemical substances the Safety Data Sheet should be followed. If the premises must be evacuated for Health and Safety reasons the Emergency Management and Evacuation Policy should be followed and the Record of Evacuation Procedure Form should be completed.

3.3 A Hazard Report should be completed for any hazards that are identified in the workplace including hazards caused by clinical waste or hazardous substances.

3.4 A risk assessment should be completed for each new location that is visited by workers in order to identify any hazards and the risks they present.

3.5 All measures possible should be taken to reduce, minimise or eliminate any contact with dangerous waste and substances.

4.0 Personal Protection Equipment

Types of Personal Protective Equipment that may be required when in contact with waste include:

- Gloves
- Gowns
- Aprons
- Eye Protection
- Masks
- Appropriate footwear (covered in)

5.0 Hand Washing Procedure

Hands must be washed after contact with waste and hazardous substances.

A mild liquid hand wash (with no added substances which may cause irritation or dryness) should be used for routine hand washing. To minimize chapping of hands, use warm water and pat hands dry rather than rubbing them. Liquid hand wash dispensers with disposable cartridges, including disposable dispensing nozzle, are preferable to refillable containers, which may predispose to bacterial colonization

Workers should periodically wash their hands during the day. To wash hands properly, workers should first wet them under the faucet and then use liquid or bar soap. Hands should be held out of the water until all skin surfaces are scrubbed and lathered for at least twenty seconds. Workers can then rinse with clean water and dry their hands with a disposable towel. To wash hands with a hand sanitizer, workers should apply the appropriate amount of sanitizer into the palm of the hand, and then rub hands together until they are dry, being careful to cover all surfaces of the hands.

Management will:

- Ensure that staff are aware of their obligations and responsibilities in the safe handling and disposal of waste
- Provide a policy for workers to follow
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing including appropriate training in the handling and disposal of waste or hazardous substances
- Provide appropriate safety equipment and personal protective equipment
- Inform workers on any changes to waste management and the waste management policy
- Monitor and Review the Waste Management Policy regularly
- All incidents involving infectious material, body substances or hazardous substances are reported, recorded, investigated and reviewed.

Workers will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules in accordance with current legislation.
- Participate in training and update skills as required
- Report health and safety hazards and incidents
- Use safety equipment and personal protective equipment as instructed.
- Stay current with the Waste Management Policy

Relevant Legislation and Standards

- NDIS Practice Standards
- NDIS Code of Conduct
- NSW Disability Service Standards (NSW DSS)
- NDIS Terms of Business
- Privacy and Personal Information Act 1988 (NSW)
- The National Strategy for Quality Use of Medicines
- Poisons Act (1971)
- Poisons Regulations (2008)
- Disability Services Act (2011)
- Disability Services Regulations (2015)
- National Standards for Disability Services
- Australian Commission on Safety and Quality in Healthcare - National Infection Control Guidelines
- Protection of the Environment Operations Act 1997
- NSW Health - Clinical and Related Waste Management for Health Services Policy Directive
- Environmentally Hazardous Chemicals Act 1985
- Environmental Offences and Penalties Act 1989
- 2018 National Waste Policy: Less waste, more resources