

## Management of Waste Procedure

### 1. Purpose:

This procedure seeks to ensure the Y complying with the requirements for the management of Waste risks in the workplace in accordance with the is protected from harm as an exposure to waste, infectious or hazardous substances generate during delivery of supports.

### 2. Scope:

This protocol applies to all YMCA Whittlesea staff, volunteers and contractors.

### 3. Management of Waste Procedure:

The steps below shall be followed in order to appropriately manage waste. Infection control processes and appropriate PPE will ensure the safety of persons involved during the management of waste.

#### 3.1 Safe storage of high risk equipment/ materials prior to use

Appropriate storage facilities for high risk equipment/ materials prior to use which may cause harm, such as needles will be available for staff use. This appropriate storage will be specific to an individual's need and the purpose of equipment / materials, depending on the equipment or materials this may be with transport bag or locked medication container.

#### 3.2 Safe storage of waste

After use the Y will provide appropriate storage containers for high risk equipment/ materials now known as waste material. This waste may potential cause harm so will need to be treated with care during transport or movement (from area use to storage area)

- Needles will be stored in a clearly label sharps container, all locations will have larger sharps containers and all excursion bag will include compact sharps container bags.
- Used sanitary napkins to be disposed of in appropriate sanitary waste bins
- Soiled continence aid to be disposed of in appropriate and designated nappy bins
- Solid clothing to be stored in single use disposable bag for collection of family member or carer. Staff are not to rinse or was these items to reduce risk.

### 3.3 Safe disposal of waste

Extreme care must be taken in the management and disposal of sharps waste. The goal in sharps waste management is to safely handle all materials until they can be properly disposed of.

Regular disposal of waste items with storage container will be arranged by management however it is the responsibility of all staff/volunteer to notify management if a storage container requires replacement sooner than scheduled disposal. Contracted waste disposal companies will remove waste and replace containers.

This includes;

- Australian Standard Sharps container
- Sanitary Waste bins
- Nappy Bins

### 3.4 Sharps don'ts

Following these nine rules will help keep everyone safe from needle sticks.

- **Don't** throw loose sharps in the trash.
- **Don't** put sharps in recycling bins.
- **Don't** keep sharps containers where children can reach them.
- **Don't** flush sharps down the toilet.
- **Don't** use glass bottles, plastic water bottles, milk jugs or cartons, or soda cans as do-it-yourself sharps containers.
- **Don't** fill sharps containers past the fill line or two-thirds full, and don't force needles inside.
- **Don't** wait. Put your sharps into the container immediately after use.
- **Don't** bend or break needles.
- **Don't** recap others' needles; if you don't have a sharps container, you may want to carefully recap your own needles.

### 3.5 When an incident is a Management of waste incident reported

All unscheduled incidents involving infectious material, body substances or hazardous substances are to be reported via an incident report on YMAC, this will enable a review by management of the incident, investigation completed with any improvements made and external reporting made if required.

What is considered scheduled;

- Use of needles as documented in a person's medical plan i.e., Diabetes Management plan
- Use of nappies and continence aids
- Use of sanitary napkins
- Use of enteral (PEG) feeding equipment

### 3.6 Emergency management of waste

The Emergency Response Manual will guide the emergency management of waste including sharps and blood exposure.

All locations and activities include Bio hazard spill kits that help minimize risk; they;

- Are used to control, contain and clean up spills. Bio Hazard spill kits components are easily replaced individually and can be modified to suit the YMCA's requirements.
- Contains a range of absorbents and accessories that allow staff to quickly contain and clean up spills.

#### 4. Definitions:

**Emergency-** A serious, unexpected, and/or often dangerous situation requiring immediate action.

**Hazard** - A source of potential harm or a situation with a potential to cause loss or damage

**PPE** - Personal Protective Equipment

**Sharps** - Needles, syringes and lancets

**Waste** - A material, substance, or by-product eliminated or discarded as no longer useful Or required after the completion of a process.

**Emergency Management Plan (EMP)-** The written documentation of the emergency arrangements for a facility generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency, roles, responsibilities, strategies, systems and arrangements.

#### 5. Related Policies

- Occupational Health and Safety Policy
- Risk Management Policy and Procedures
- Diabetes Policy and Procedure
- Incident Reporting and Investigation Procedure
- Critical incident Policy and Procedure

#### 6. Related Procedures and Supporting Documents

- Incident reports
- Location Specific Emergency Management Plan
- Emergency Procedures Manual
- Access to Hazardous- Manual Handling Compliance Code
- Chemical manual Handling Code

#### 7. Legislative and Industry Requirements

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- NDIS Quality and Safeguard Commission Quality Indicator Guidelines 2018
- Environment Protection (Industrial Waste Resource) Regulations 2009
- Biohazard Waste Industry Australia and New Zealand (BWI) Industry Code of Practice for the Management of Clinical and Related Wastes (the Code of Practice).

## 8. Consequences of Breaching this Policy

All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

## 9. Policy Owner

The Community Services Manager is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

## 10. Document Control

Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate YMCA personnel.

Policy available on Y-MAC>Communication>Manuals and Files>Policies and Procedures  
This document is due for review on 26/06/2022.

Version:	Description of Amendment, Approver and Date:	Amended by:	DCR Updated	New Issue Date:	Policy Location:
V1	Policy creation, in line with NDIS Commission requirements	Annette Jurisch	08/07/20	26/06/20	Shared:Drive>YMAC>Policies _Final>Community Services