

[insert organisation name/logo]

Environmental Sustainability Policy

Document Status: Draft or Final

Date Issued: [date]

Lead Author: [name and position]

Approved by: [insert organisation name] Board of Directors on [date]

Scheduled Review Date: [date]

Record of Policy Review

Review Date	Person Initiating/Leading Review	Other People Consulted

Triggers for Policy Review (tick all that apply)

- Standard review is timetabled.
- A gap has been identified
- Additional knowledge or information has become available to supplement the policy.
- External factors
 - Policy is no longer relevant/current due to changes in external operating environment.
 - There are changes to laws, regulations, terminology and/or government policy.
 - Changes to funding environment, including requirements of funding bod(y)ies
- Other (please specify).
- Internal / organisational factors
 - A stakeholder has identified a need, eg by email, telephone etc
 - A serious or critical incident has occurred, requiring an urgent review.
 - Need for consistency in service delivery across programs and organisations.
 - Separate, stand-alone policy is now warranted
 - A near miss has occurred, requiring a review to prevent a serious/critical incident in the future

Additional Comments

[for example, policy now covers details related to new legislation].

Environmental Sustainability Policy

1. Purpose and Scope

[insert organisation name] views responsible waste management as essential to reducing its environmental footprint and to providing a safe and healthy work environment for Board members, employees, students, volunteers, visitors and consumers.

2. Definitions

Waste separation is the process of separating waste at the point of generation and keeping types of waste separate during handling, accumulation, interim storage and transportation.

Types of Waste

Clinical waste has the potential to cause sharps injury, infection or public offence. It can include sharps and blood-stained waste, human tissue and laboratory waste.

Related waste is contaminated with cytotoxic, pharmaceutical, chemical or radioactive materials.

Cytotoxic waste may be contaminated with a cytotoxic drug which has been used in the preparation, transportation or administration of chemotherapy.

Pharmaceutical waste includes expired or discarded pharmaceuticals, filters, or other materials contaminated by pharmaceutical products.

Chemical waste is generated from the use of chemicals in medical applications, domestic services, maintenance, laboratories, during sterilisation processes and research.

Radioactive waste is contaminated with radioactive substances which arises from medical or research use of radionuclides.

General waste is any waste that is not classified as clinical or related waste. It includes paper, plastic, glass, liquids and organics.

Hazardous waste includes *clinical waste* and *related waste*.

Waste management is the collection, transport, processing, recycling or disposal, and monitoring of waste materials. The term usually relates to materials produced by

human activity, and it is generally undertaken to reduce the effects of waste on health, the environment or aesthetics and to recover resources through recycling.

3. Principles

A range of waste management strategies is undertaken by [name of organisation] to create a safe, secure and environmentally friendly workplace.

The prevention and minimisation of waste material being created is an important method of waste management.

[name of organisation] uses additional waste reduction strategies including:

- the reuse of products,
- repairing broken items instead of buying new,
- purchasing recycled products or more environmentally sustainable products where appropriate (e.g. refillable cartridges or reusable products, such as cotton instead of plastic shopping bags).

4. Outcomes

[name of organisation] maximises conservation of natural resources and minimises environmental harm through an effective waste management system of recycling and reusing waste products where ever possible.

[insert organisation name] actively promotes the use of effective waste management strategies and waste is disposed of safely in a way that least harms the environment.

All staff are supported and encouraged to participate in waste management.

5. Functions and Delegations

Position	Delegation/Task
Board of Directors	Endorse Environmental Sustainability Policy. Compliance with Environmental Sustainability Policy.
Management	Compliance with Environmental Sustainability Policy. <u>CEO/Manager</u> Ensure Environmental Sustainability Policy aligns with Occupational Health & Safety and Infection Control Policies.

	<p>Establish and implement systems for waste management.</p> <p>Ensure Environmental Sustainability policies and procedures are effectively implemented.</p> <p>[specify position] Responsible for management and implementation of all procedures related to waste management.</p>
Staff	Compliance with Environmental Sustainability Policy.

6. Risk Management

Risks involved with waste management are regularly assessed, identified and managed.

Employees are trained in waste management, including becoming familiar with types of waste and appropriate, safe handling and disposal methods.

Personal protective equipment is accessible available as required.

Appropriately qualified staff supervise handling of related waste.

[name of organisation] acknowledges that different materials require a different waste management approach and investigates appropriate avenues for disposal, particularly where waste may be dangerous and/or hazardous.

7. Policy Implementation

Responsible waste management is a shared, day-to-day responsibility. Mechanisms are in place to monitor implementation of this policy.

This policy applies to all staff, external waste contractors and consumers of **[name of organisation]**. Removal of waste from the **[name of organisation]** premises includes general waste, paper and cardboard, redundant furniture and fittings, mobile phones and toner and ink printer cartridges.

8. Policy Detail

[insert organisation name] is committed to maximising conservation of natural resources and minimising environmental harm from waste and the disposal of waste. Recycling and reusing waste products, and safe disposal of waste, contributes to an effective waste management system.

8.1 Reduction of Consumption

All staff are responsible to reduce consumption, conserve energy, reduce fossil fuel consumption, and reduce air pollution through strategies such as:

Preventing the need to use energy

- Installing skylights in the roof or walls to reduce the need for artificial lighting
- Insulating rooms to minimise energy waste
- Fitting self closing doors to reduce heat (or cold) loss from draughts
- Making sure equipment is the right size for the job.

Minimising use

- Minimising expenditure on space heating
- Minimising the use of hot water.
- Turning off lights and equipment when not operating.

Use of efficient equipment, lighting, heating and vehicles

- Using energy efficient office equipment and power saving functions
- Using the most efficient motor vehicles
- Using the most efficient lights - triphosphor tubes are cheaper to run than fluorescent lights.

Using fuels with the least greenhouse impact

- Investigating alternative energy sources such as solar hot water, bio-ethanol and wind energy
- Using a clean fuel such as LPG or methanol.

Supporting green purchasing

- Purchasing items with reusable, recyclable, or no packaging
- Requiring suppliers to quote the energy consumption and costs of new equipment

8.2 Waste Minimisation

All staff minimise waste through strategies such as:

Reducing waste

- Quantifying the waste produced
- Examining each work process steps to determine where wastes are produced and to devise measures for waste prevention or reduction
- Devising ways of reducing waste with employees so they too can share in the savings (for example rewards for employees who reduce waste)
- Partnering with a waste management contractor to assist with waste minimisation.

- Keeping a running tally of waste production to track changes and improvement.

Reusing

- Reusing drums, cartridges and containers where possible.
- Selling or donating waste to other organisations.

Increasing recycling

- Segregating wastes wherever possible to aid recycling and provide an indication of why waste is forming
- Investigating alternative uses for organic waste that cannot be reduced or reused, e.g. composts or convert the waste to energy
- Diverting recyclable wastes from the general waste, identifying recyclers or waste disposal contractors and organising regular collections
- Joining with neighbouring businesses and organisations to get common wastes recycled cost effectively, and discussing waste contractors cost off-sets by efficient servicing of the area.

8.3 Waste Disposal

[insert organisation name] employees dispose of waste in accordance with the Waste Management Procedure.

General waste handled with appropriate care.

Clinical waste handled by trained personnel using appropriate personal protective equipment.

Handling of related waste is supervised / undertaken by qualified personnel using appropriate personal protective equipment.

9. References + Resources

9.1 Internal

Work Health and Safety Policy
Infection Control Policy
Waste Management Procedure

9.2 External

Legislation

Work Health and Safety Act 2011 (Commonwealth)
Model Work Health and Safety Regulations 2011 (Cth)

Resources

Resource NSW 2002, *Waste Reduction in Office Buildings: A Guide for Building Managers*, Resource NSW, Sydney.

NSW Health, *Waste Management Guidelines for Health Facilities*, NSW Health, Sydney.

Australian Government Department of Environment, Water, Heritage and the Arts, 2010, *National Waste Policy: Less Waste More Resources Implementation Plan*. Commonwealth of Australia.

This policy is taken from the NADA Waste Management Policy.

http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44

9.3 Quality and Accreditation Standards

EQuIP4

Provided by the Australian Council on Healthcare Standards (ACHS)

Standard 3.2: The organisation maintains a safe environment for employees, consumers/patients and visitors.

Criterion 3.2.3: Waste and environmental management supports safe practice and a safe environment.

Health and Community Service Standards (6th edition)

Provided by Quality Improvement Council (QIC)

Standard 1.4: The organisation's physical resources are managed to ensure an effective, safe and efficient service.

Evidence Question: What is the evidence that:

- a) the organisation's assets are adequate to meet its goals?
- b) the organisation's needs for physical resources are regularly reviewed?
- c) equipment and facilities are organised, recorded and regularly maintained to ensure a safe, effective, accessible and comfortable service?
- d) the organisation plans and implements responsible environmental practices and reviews those practices?

9.4 National Mental Health Standards

N/A

9.5 Recovery Oriented Service Self-Assessment Tool (ROSSAT)

N/A

9.6 NSW Disability Services Standards (DSS)

N/A