

## Environmental Sustainability Procedure

### 1. Overview of the Procedure

This procedure is a guide for staff in the disposal, removal and management of waste from the organisation's premises, including general waste, paper and cardboard, redundant furniture and fittings, mobile phones and toner and ink printer cartridges.

All staff are responsible for complying with this procedure to ensure the safe and effective management of waste by [insert organisation name]. This procedure is to be read with the Environmental Sustainability Policy.

### 2. Considerations

[insert organisation name] is committed to recycle and reusing waste products where ever possible to produce an effective waste management system that maximises conservation of natural resources and minimises environmental harm.

[insert organisation name] acknowledges different materials require a different waste management approach.

### 3. Procedure Steps

#### 3.1 Paper and Cardboard

Receptacles for waste paper and cardboard are provided on the premises in offices or at workstations. These are emptied by the [insert cleaner or position] on a weekly basis. If necessary, individual staff may empty waste paper/cardboard into the larger paper/cardboard container located in the [insert location].

Confidential or sensitive documentation is to be shredded. The shredder is located in [insert location]. When the shredder bin is full it may be emptied into the large paper/cardboard container.

Bulk confidential or sensitive documentation may be placed in the [insert location] for secure disposal by a contractor (the bin is located [insert location]).

### **3.2 General Waste**

Rubbish bins for waste other than paper and cardboard is provided on the premises and is emptied [insert frequency] by the cleaner.

Rubbish bins in the kitchen are used for food waste.

### **3.3 Redundant Furniture and Fittings**

Where possible, furniture/fittings in a good state of repair are either reused by the organisation or donated to a local service.

Broken furniture is to be [insert action] for safe disposal to the tip or collected by local Council.

The removal of white goods is negotiated with the deliverer of the replacement white goods.

Computer equipment is reused where possible. Superseded or broken computer equipment is donated to the **[insert name of recipient, e.g. a computer recycling charity organisation]**. Prior to donation or disposal it is imperative the computer hard drives are properly emptied of all content

### **3.4 Mobile Phones**

Broken phones are disposed of via a satchel collected from Australia Post. The phone with the battery connected is placed in one section of the satchel and accessories in another section. The satchel is mailed or dropped off to Australia Post by the [insert position].

### **3.5 Photocopier Toner and Printer Ink Cartridges**

Where possible, remanufactured toner cartridges are used. When replacing toner cartridges, staff follow manufacturer's instructions supplied with the toner cartridges for the replacement, storage and disposal of used cartridges.

All used toners are placed in the toner cartridge bin located in [insert location]. The toner supplier collects used cartridges for recycling when delivering new cartridges. The [insert position] contacts the supplier as new cartridges are needed.

### **3.6 Clinical Waste**

Clinical waste is only handled by trained staff using appropriate personal protective equipment. **[insert organisation's procedures, if relevant]**

### 3.7 Related Waste

Handling of related waste is supervised by qualified staff using appropriate personal protective equipment **[insert organisation's procedures, if relevant]**.

### 3.8 Food Recycling

**[name of organisation]** has a compost food recycling program for its vegetable gardens and/or worm farm **[delete if not applicable]** as part of its commitment to sustainable environments. Only raw and clean vegetable waste is to be used for compost. No raw or cooked meats are to be discarded in compost bins or worm farms. Compost collection bins are kept separate in **[insert locations]** and are emptied daily.