



ACT Health

Policy Waste Management

Document number	AHDPD-90:2021
Effective date	June 2022
Review date	June 2026
Author branch	Strategic Infrastructure
Endorsed by	Corporate Governance and Finance Committee
Audience	ACTHD managers, staff and visitors at ACTHD controlled workplaces
Version number	1

Policy Statement

The ACT Health Directorate (ACT HD) is committed to managing waste effectively, by:

- ensuring that waste is handled and disposed of in accordance with:
 - relevant legislative requirements and standards
 - waste management systems and plans that provide a safe and healthy environment for staff and the community
- minimise the generation of waste
- maximise the recovery and re-use of resources
- minimise the amount of waste that goes to landfill, and
- minimising the impact of waste on the environment.

Purpose

The Waste Management Policy supports ACTHD to:

- comply with the waste management legislation
- support ACT Government waste management strategies
- minimise the impact of waste on the environment
- provide a safe and healthy environment for staff and the community, and
- support ACTHD reporting requirements.

Scope

This policy applies to all managers, staff and visitors at ACTHD controlled workplaces, including:

- 2-6 Bowes Street Offices
- Health Protection Services – 25 Mulley Street Holder
- Ngunnawal Bush Healing Farm
- DSD Hume Warehouse, and
- any new ACT Health Directorate sites.

There are specific additional requirements for the management of plant and equipment hazardous chemicals, asbestos and Ionising radiation sources. More information is available in the relevant WHS Guideline and Procedures.

Roles and Responsibilities

The Waste Management Plan and the following roles and responsibilities outline the roles and responsibilities of positions or groups implementing this policy.

Position	Responsibility
Strategic Infrastructure Group	<p>Develop and implement waste management systems to achieve the objectives of this policy.</p> <p>Manage domestic and environmental services contracts to achieve waste management objectives.</p> <p>Implement education programs for staff and visitors about the responsibilities of waste and environment management principles.</p> <p>Providing waste stream guidelines.</p> <p>Develop and implement waste performance, monitoring an audit programs.</p> <p>Ensure that effective waste management is considered in the development of performance agreements with health system partners that occupy ACT Government controlled premises.</p>
Domestic and environmental services contractor/s	<ul style="list-style-type: none"> • Provide domestic and environmental services to ACTHD controlled workplaces. • Achieve the specified targets for waste stream volume and environmental impact. • Comply with contracted service standards, including: <ul style="list-style-type: none"> ○ waste reduction targets ○ waste streaming targets ○ waste audits ○ measuring and benchmarking ○ performance measures, and ○ implementation of findings to achieve continuous improvement.
Managers	<p>Support waste management systems and plans by:</p> <ul style="list-style-type: none"> • ensuring that business unit standard operating procedures provide for the correct disposal of hazardous waste • supporting the implementation of waste management systems and plans • providing appropriate containers and equipment for waste streams, and • providing instruction and supervision of staff waste management.
Staff	<p>Comply with this policy and procedures for the handling of, and disposal of waste.</p>

References and Related Documents

Supporting documents

- Work Health and Safety Guideline
- Hazardous Chemical Procedure
- Radiation Safety Management Procedure
- WHS Management of Plant and Equipment

Legislation

- [Clinical Waste Act 1990](#)
- [Waste Management and Resource Recovery Act 2016](#)
- [Radiation Protection Act 2006](#)
- [Environment Protection Act 1997](#)
- [Medicines, Poisons and Therapeutic Goods Act 2008](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2011](#)

References

- ACT Waste Management Strategy 2011-2025
- Australian Standard 3816 (AS/NZS 3816):1998 2018 Management of Clinical and Related Wastes
- Environmental Standards: Assessment and Classification of Liquid and Non-Liquid Wastes
- Environment, Planning and Sustainable Development Directorate - ACTSmart Programs
- HB 202 – 2000: A Management System for Clinical and Related Wastes – Guide to Application of AS/NZS 3816:1998 Management of Clinical and Related Wastes
- Industry Code of Practice for the Management of Biohazardous Waste (Including Clinical and Related Wastes) (current edition)

Definitions

Term	Definition
Waste streams	Different types of waste managed according to specific protocols, including: <ul style="list-style-type: none">• clinical and related wastes, including sharps• confidential documents• residual waste (landfill – non recyclable)• food (organic waste)• paper• cardboard• paper handtowel/soiled paper waste

- co-mingled recyclables
- construction/demolition waste
- other waste, including:
 - toner cartridges
 - e-waste
 - office supplies
 - fluorescent tubes
 - batteries.

Waste stream measurement

Measurement by weight of each waste type

Staff

All staff within ACT Health Directorate and external agencies working on behalf of ACT Health Directorate, including, but not limited to, students, contractors and volunteers.

Version Control

Version	Date	Comments
Draft	March 2022	
1	August 2022	This document replaces DGD17-025.

Disclaimer: *This document has been developed by the ACT Health Directorate specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and the ACT Health Directorate assumes no responsibility whatsoever.*