

Waste Management Procedure (28)



Catholic
Safety & Injury
Management
South Australia



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1. PURPOSE

To provide guidance in the management of waste.

2. SCOPE

This procedure applies to all workers within the Catholic Church Endowment Society Inc. (CCES) self-insurance licence.

3. DEFINITIONS

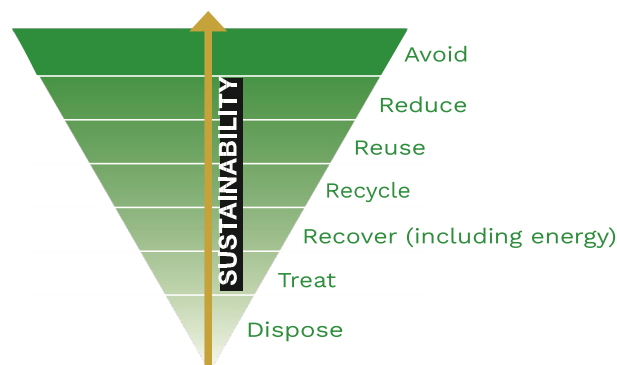
Definitions can be found on the [Catholic Safety & Injury Management Website](#).

3.1. Information

Waste is any item that is discarded, rejected, abandoned, unwanted or surplus to needs.

The waste management hierarchy is recognised internationally as an aspirational framework for sustainability.

Waste should only be sent for disposal to landfill once other options, in accordance with the waste management hierarchy, have been exhausted.



4. RESPONSIBILITIES

Specific responsibilities for carrying out actions required by the CCES have been allocated to particular position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers, and others in the workplace.

Responsibility, authority, and accountability processes have been defined in [Responsibility, Authority & Accountability Procedure \(12\)](#), and summarised in:

- [Responsibility, Authority & Accountability Matrix – Workers \(025G\)](#);
- [Responsibility, Authority & Accountability Matrix – Managers & Supervisors \(023G\)](#);
- [Responsibility, Authority & Accountability Matrix – Officers \(024G\)](#); and
- [Work Health & Safety and Injury Management Policy](#).



You are required to familiarise yourself with this procedure to understand the obligations that you may have in relation to its implementation and to carry out your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.

5. PROCEDURE

5.1. Waste Separation

Waste should be segregated according to stream at point of generation (e.g., recyclable paper, plastic, food, general landfill waste). Suitable containers for collection of items needs to be determined depending on the waste stream.

5.2. Waste Storage

Waste storage containers should be identified and clearly labelled, stored to reduce the risk of fire and arson, and preferably at a point where they are to be discarded.

5.3. Inspection of Waste Discharge Collectors

For information refer to [Waste Discharge Guideline \(040G\)](#).

5.4. Disposal of Waste

Disposal of materials shall include the removal of any waste. Table 1 provides a summary of disposal methods used for common waste streams.

Waste shall be disposed of in such a way as to reduce risks associated with manual handling, and safe transfer to other equipment such as compactors and shredders. Work instructions for collecting or producing waste shall identify any health and safety risks and environmental impact and the control measures associated with the disposal of waste material.

Plant and equipment used to transfer, compress or reduce the overall size of materials prior to disposal, or store wastes shall be subject to the requirements of [Plant Management Procedure \(15\)](#).

Table 1. Summary of Disposal Methods for Waste Streams

Material	Pre-disposal Treatment	Disposal Method
Excess or “out of date” hazardous chemicals	Chemical is identified, contained, packaged, and labelled as “out of use – for disposal.”	Approved chemical disposal site.
Solid Waste in Waste Traps	Solid waste from cleaning equipment filtered in traps fitted to equipment.	Waste bins
Grease in Grease Traps	Nil	Removal by Waste Disposal Contractor
Paper & Cardboard	Nil	Recycling
General Waste	Nil	Approved land fill site



IT Equipment	Removal of hard drive from computers	Removal by Waste Disposal Contractor
E Waste	Nil	Drop off at approved recycling location.
Batteries	Nil	Drop at approved battery waste disposal collection point
Biological	Stored in medical waste containers in a secure location	Removal by Waste Disposal Contractor
Sharps (i.e. needle)	Put in sharps disposal container	Return to pharmacy / local council.
Glass / Sharp Objects	Make safe (e.g. wrap in paper)	Waste bin.
Oily Rags	Dedicated oily rag bin	Removal by Waste Disposal Contractor

5.5. Disposal of Chemicals, Biological & Hazardous Waste

If required, chemicals shall be disposed of in accordance with [Management of Hazardous Chemicals Procedure \(19\)](#).

Spills shall be contained and cleaned up in accordance with [Management of Hazardous Chemicals Procedure \(19\)](#).

Disposal of biological waste shall be completed as described in [Infection Control Procedure \(25\)](#).

Asbestos containing materials shall be managed and disposed of in accordance with the requirements specified by legislation and local authorities and in accordance with [Asbestos Procedure \(4\)](#).

5.6. Waste Disposal Contract Organisations

Waste disposal contract organisations shall be engaged, monitored, and managed in accordance with [Contractor Management Procedure \(6\)](#).

Waste transport certificates and tracking forms (excluding Asbestos) issued to the worksite as the producer of waste, must be retained for a minimum of twelve (12) months.

Asbestos waste management refer to [Asbestos Procedure \(4\)](#).

5.7. Information, Instruction and Training

All workers shall be informed of the requirements of this procedure and training will be provided relevant to the handling of waste to the worker.

5.8. Records

Document used to manage Waste Management as prescribed by this procedure will be produced in a format that allows tracking for verification and review and be in accordance with requirements detailed in [Document Control Procedure \(23\)](#).



5.9. Review

This procedure will be subject to a planned review by the document owner in accordance with the requirements outline in [Document Control Procedure \(23\)](#).

6. RELATED SYSTEM DOCUMENTS

6.1. Policies & Procedures

Asbestos Procedure (4)

Audit Procedure (7)

Consultation Procedure (5)

Contractor Management (6)

Document Control Procedure (23)

Emergency Management Procedure (10)

Hazard Management Procedure (14)

Induction & Training Procedure (13)

Infection Control Procedure (25)

Management of Hazardous Chemicals Procedure (19)

Personal Protective Equipment (30)

Plant Management Procedure (15)

Purchasing Procedure (20)

Responsibility, Authority & Accountability Procedure (12)

WHS & IM Policy

6.2. Forms & Tools

Waste Management Process Flowchart (046T)

7. REFERENCES

Legislation and other requirements related to this procedure are defined in [Group Legal Register \(010T\)](#) which can be accessed via the Catholic Safety & Injury Management Website

7.1. Internal Resources

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)

Responsibility, Authority & Accountability Matrix – Officers (024G)

Responsibility, Authority & Accountability Matrix – Workers (025G)

Waste Discharge Guideline (040G)



7.2. External Resources

Nil

8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

- Waste transport and disposal certificates
- Inspection records (e.g., septic tank, grease pit)
- Risk Assessments
- Segregated waste disposal containers
- Signage
- Sharps Containers



9. VERSION CONTROL & CHANGE HISTORY

Version	Approved by	Approved Date	Reason for Development of Review	Next Review Date
V3	Sector Forums	May 2014	Legislation – New WHS Act	2017
April 2015 – Document consolidated across CCES sectors				
V1	Executive Manager CSHWSA	24/04/2015	Procedure consolidation	2017
V2	Executive Manager CSHWSA	15/03/2017	Procedure Review	2020
V3	Executive Manager CSHWSA	22/01/2021	Reviewed content, Reformatted template, Renumbered.	2023
V4	Director, CSaIM	02/02/2024	Reviewed content.	2029

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