

8.3	<b>RUBBISH AND RECYCLING</b>
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<b>Applies to:</b> Staff/volunteers, clients, cleaners
<b>Specific responsibility:</b> Staff, HECIS Co-Ordinator, cleaners

<b>Version:</b> 1
<b>Date approved:</b> 5.8.2014
<b>Next review date:</b> Aug 21

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

### **POLICY STATEMENT**

HECIS will incorporate into everyday organisational activities:

- reduced generation of waste and rubbish
- responsible disposal of waste and rubbish
- recycling, and
- staff and volunteer awareness of the importance of these issues.

### **Reduction of waste and rubbish**

HECIS aims to generate as little waste as possible. This will:

- reduce contribution to landfill
- lead to financial savings in rubbish removal
- lead to benefits for the environment.

### **Responsible disposal of rubbish**

HECIS aims to ensure that waste and rubbish is managed to:

- minimise risks to health and safety
- reduce adverse environmental impacts; and
- meet legal, health and safety requirements.

### **Staff/ volunteer awareness**

HECIS is committed to educating and motivating staff, volunteers and service users to think and act in an environmentally responsible way.

## **PROCEDURES**

### **Guidelines**

HECIS will develop clear guidelines for staff, volunteers, cleaners and service users to adopt sound waste minimisation, rubbish and recycling work practices in everyday activities. These may include:

- public area rubbish bins emptied on regular designated schedules
- waste/ recycling segregation, storage and labelling
- transportation requirements
- emergency procedures
- spill control; and
- awareness of all associated hazards.

### **Rubbish/ waste disposal**

HECIS will ensure safe and responsible disposal of waste and rubbish in appropriate storage.

Hawkesbury City Council ensures that their waste contractor collects and disposes of non hazardous office and general waste (i.e. waste that does not pose a threat or risk to public health, safety and/or the environment) on a regular basis.

When required, the HECIS Co-Ordinator will organise for a waste contractor to dispose of hard rubbish (hard rubbish includes furniture, electrical goods and other non-hazardous waste items that, normally due to size, can not be disposed of through the normal disposal method for non-hazardous waste).

When required, the HECIS Co-Ordinator will organise a suitably qualified, experienced and registered hazardous waste contractor. (Hazardous waste poses a threat or risk to public health, safety and/or the environment. It includes sharps, biological, and chemical wastes).

### **Recycling**

The HECIS Co-Ordinator is responsible for developing and managing the organisation's recycling plan.

The recycling plan will involve the following elements:

- an audit of current waste and recycling output to determine optimum segregation, storage and labelling needs as appropriate e.g. cardboard/ paper products/ plastics.
- identification of items to be recycled (e.g. paper, cardboard; glass, cans, plastics; food scraps; batteries and printer cartridges). This should be undertaken with reference to local authority recycling policies.
- provision of sufficient, clearly labelled bins to ensure staff find recycling easy.
- reuse and recycling of materials within the organisation (e.g. scrap paper).
- purchase of recycled and recyclable products and services and others that help reduce waste (e.g. recycled paper products; products with minimal packaging)
- monitoring the recycling effort, providing feedback to staff and volunteers and improving implementation where necessary.

**DOCUMENTATION**

<b>Documents related to this policy</b>	
Related policies	
Forms, record keeping or other organisational documents	

<b>Reviewing and approving this policy</b>		
<b>Frequency</b>	<b>Person responsible</b>	<b>Approval</b>
Annually	The HECIS Co-Ordinator	Management Committee

<b>Policy review and version tracking</b>			
<b>Review</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Next Review Due</b>
1	18.8.15	HECIS Co-Ordinator	Aug 2016
2	4.8.16	HECIS CoOrdinator	Aug 2017
3	15.8.17	HECIS CoOrdinator	Aug 2018
4	6.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

**INDEXING**

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