

Management of Waste from Council Operations

including, Contaminated Waste and Infectious Disease

Purpose

Describes the requirements for managing waste from and for all Council operations. Includes operations carried out at offices, worksites, depots, community facilities (such as, community centres, caravan parks) and community areas (such as parks and reserves).

This Procedure details the:

- handling and disposal procedures for contaminated wastes by Council staff,
- hygiene requirements when handling this waste, and
- first aid and needle stick response.

Scope

This Procedure applies to all personnel who carry out work for or on behalf of Council (employees, contractors, volunteers) and all wastes and contaminated wastes handled by Council staff.

CHCC-O-P-023 Version: WP (16/12/03) i

APPENDIX C

Summary

The object of the NSW Waste Avoidance and Resource Recovery Act (2001) is to encourage the most efficient use of resources, to reduce environmental harm, and to provide for the continual reduction in waste generation in line with the principles of Ecologically Sustainable Development (ESD or Sustainability).

To meet the objects of the Act, Council shall follow the resource management hierarchy to;

- Avoid unnecessary resource consumption,
- · Recover resources (including re-use, reprocessing, recycling and energy recovery) and
- Use Disposal as a last resort.

WRAPP the Waste Reduction and Purchasing Policy of the NSW Government is another initiative aimed at reducing waste, in four scheduled areas:

- paper products
- office equipment and components
- vegetation material; and
- construction and demolition material.

The Policy also requires that priority be given to buying materials with recycled content where they are cost and performance competitive.

Council is committed to securing the highest level of health, safety and welfare of staff and visitors to its facilities and within the community.

Many occupational groups within Council face the risks of exposure to contaminated waste infection or injury, including; road workers, bridge carpenters, street sweepers, cleaners, parks and recreation, water and sewerage workers, caravan park employees, surveyors, building and health inspectors, rangers, workshop mechanics and waste management facility workers.

There are a large quantity and variety of contaminated wastes, such as; discarded syringes, intra-venous lines, sewage, in the Coffs Harbour area and given the flexibility of the workforce, many varied tasks may present a worker with contact with contaminated waste.

CHCC-O-P-023 Version: WP (16/12/03) Page ii of 3

Contents

SECTIONS Page	
Purpose	i
Scope	i
Summary	ii
Contents	
Responsil	pilities
Definitions	
FlowchartError! Bookmark not defined.	
1.0	Waste
2.0	Managing Our 'Waste' Materials
Table 1.	Construction / Demolition Materials and Approved Methods of Disposal
Table 2.	Office Type Materials and Approved Methods of Disposal
2.1	Other Options for Reusable / Recyclable Materials
2.2	Setting Up Office Recycling
3.0	Contaminated Waste Handling
3.1	What are the Risks?
3.2	Who is at risk in Council?
3.3	Personal Protective Equipment
Table 3:	Minimum Personnel Protective Equipment for Handling Contaminated Wastes
3.4	Contaminated Waste Handling Protocol
3.4.1	Splash Contact with Contaminated Waste - Response
3.4.2	Needlestick - Response
3.5	First Aid Kits
3.6	Waste Storage Equipment
3.7	Training
3.8	Collection of Syringes and Sharps
3.9	Transport of Syringes and Sharps
3.10	Disposal of Contaminated Wastes.
3.11	Personal Hygiene
3.11.1	Special Consideration for Vulnerable Employees
3.12	Notification for Clean-up of Discarded Syringes
4.0	Infectious Diseases
5.0	References
6.0	Appendices

TABLES

Table 1: Minimum Personal Protective Equipment for Handling Contaminated Wastes

APPENDICES

- Appendix A WRAPP Tips for Reducing Waste
- Appendix B Internal Mail Envelope example cover sheet
- Appendix C Contaminated Waste and Associated Risk of Exposure