

Policy: Waste Management Policy	
Policy no.: POL046	Date of Issue: 10.08.2021
Policy Owner: People and Corporate Services	Authorised by: CEO
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1. Introduction
<p>Policy Statement</p> <p>ARA Property Services undertakes active management of waste on commercial properties. This policy establishes the minimum standards required of all employees and contractors to ensure that waste management activities, including waste generation, transportation, storage and disposal are performed with minimal negative impact on the environment.</p>
<p>Scope</p> <p>This policy applies to all employees and contractors of ARA Property Services.</p>

2. Types of Waste	
Waste	Any material, whether solid, liquid or gaseous, that is generated as a by-product of our operations and maintenance activities.
Special wastes	Special wastes refer to waste materials that have specific management regulatory requirements imposed in some jurisdictions. These include clinical wastes, hazardous wastes and other regulated wastes.
Regulated waste	Regulated wastes are specifically defined by state or national legislation for relevant jurisdictions, and may be referred to as trackable or prescribed wastes. These are specifically identified waste materials that require additional storage, tracking and disposal steps to be performed. Both clinical and hazardous wastes are types of regulated waste.
Clinical waste	While definition is specific to each jurisdiction, clinical waste generally applies to wastes generated in a clinical setting (e.g. hospitals, doctor clinics, veterinary clinics, contaminated PPE etc) and has the potential to cause disease. This includes sharps, human tissue waste, laboratory waste, animal waste, and waste resulting from dental, medical or veterinary research or treatment.
Hazardous waste	While definition is specific to each jurisdiction, hazardous waste generally refers to waste that is dangerous to health or the environment. It can take solid, liquid or gaseous form (e.g. discarded chemicals such as pesticides, fuels, by-products of manufacturing processes, etc)

3. Waste management Planning

3.1 Planning	<ul style="list-style-type: none"> Activities are performed in a manner that aims to minimise wastes generated as well as the environmental impact of associated waste transport, storage and disposal. Contracts and projects identify the types and quantities of wastes generated, received and/or disposed of in line with relevant jurisdictional requirements. Risks identified with wastes generated, received and/or disposed of are identified and documented as part of the site HSE hazard register or aspects and impacts register. 									
	<p>Waste management is performed in accordance with the waste management hierarchy:</p> <table border="1"> <tr> <td>Avoid</td> <td>Production of waste is avoided in the first instance where possible.</td> </tr> <tr> <td>Reduce</td> <td>The quantity of waste generated is reduced where possible</td> </tr> <tr> <td>Re-use</td> <td>Waste materials are reused in the same or similar processes where possible.</td> </tr> <tr> <td>Recycle</td> <td>Where disposal is required, recycling is prioritized where available</td> </tr> <tr> <td>Dispose</td> <td>Waste is disposed for no further use as a last resort.</td> </tr> </table>	Avoid	Production of waste is avoided in the first instance where possible.	Reduce	The quantity of waste generated is reduced where possible	Re-use	Waste materials are reused in the same or similar processes where possible.	Recycle	Where disposal is required, recycling is prioritized where available	Dispose
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4. Personal Protection Equipment (PPE)

All employees and contractors should comply to use minimum Personal Protection Equipment (PPE) when handling waste. Review of the SDS and risk assessment will determine if additional PPE is required when handling hazardous substances. Below are some example of PPE available for employees.

	A disposable respirator		Safety glasses with side shields or chemical goggles
	Impervious gloves		Disposable boot covers for shoes with laces
	Overalls		

5. Waste Disposal Bin Types		
<p>General</p>		<p>Waste that cannot be recycled. Materials that should be placed into your general waste bin include:</p> <ul style="list-style-type: none"> • Carrier bags / tissues, napkins and kitchen towels • nappies, bedding/ broken crockery or glasses/ cotton wool and buds <p>contents of your vacuum cleaner/ crisp and sweet wrappers - wrappers in a metallised form</p>
<p>Recycle</p>		<p>paper and cardboard / aluminium and steel cans / empty aerosol cans/ all hard plastic containers including yoghurt, ice cream and take-away containers glass bottles and jars / milk and juice cartons / pizza boxes /aluminium foil and trays / plastic toys</p>
<p>Paper</p>		<p>Paper and cardboard recyclables should be placed in your blue bin. These items may include newspapers and magazines (without the plastic wrap), cartons, envelopes and advertising material. The process saves precious natural resources, in fact making paper from recycled materials uses 99% less water and 50% less energy than if produced from raw material.</p>

<p>Clinical Waste</p>		<p>human tissue (other than hair, teeth and nails), bulk body fluids or blood visibly blood-stained body fluids, Contaminated PPE, materials or equipment, laboratory specimens or cultures, animal tissue, carcasses or other waste from animals used for medical research.</p>
<p>Medical Waste / Sharps</p>		<p>Staff must dispose of medical waste in specific hazard containers. If you put sharps into the general waste instead of the medical waste disposal containers, then all of that waste becomes contaminated. Medical waste must be stored in a secure area where the general public doesn't have access to it. Place all needles and other sharps in a sharps disposal container immediately after they have been used Note: Overfilling a sharps disposal container increases the risk of accidental needle-stick injury. When the sharps disposal container is about three-quarters (3/4) full, please contact site supervisor our account manager to arrange replacement of the container.</p>
<p>Sanitary Waste</p>	<p>Sanitary units located in female toilets are to be provided and serviced in accordance with the contractual service requirements by licensed service providers.</p>	

6. Waste Disposal	
All waste should be stored in secure areas until collected. Waste disposal companies licensed with the EPA will collect all clinical and pharmaceutical waste for disposal in specialised waste disposal facilities, which are also licensed by the EPA.	
General / Recycle Waste disposal	Place in general waste bin for removal
Medical Waste / Sharps	Waste disposal companies licensed with the EPA will collect all medical waste / sharps containers for disposal in specialised waste disposal facilities, which are also licensed by the EPA.
Clinical waste	Waste disposal companies licensed with the EPA will collect all clinical disposal in specialised waste disposal facilities, which are also licensed by the EPA.
Sanitary Waste	Sanitary units located in female toilets are to be provided and serviced in accordance with the contractual service requirements by licensed service providers
7. Other	
Incident Reporting	All incidents involving waste, including near misses, should be reported in accordance with the ARA Property Services Incident Management Procedure