

SD9

Waste Management

Thrive Care Group Subsidiaries



This policy is part of Thrive Care Group's (Thrive) comprehensive policy suite, designed to guide and govern operations across all subsidiaries. It establishes a unified framework that ensures consistent standards, accountability, and alignment with Thrive core values and strategic objectives. The policy applies to all employees, contractors, and stakeholders within Thrive and its subsidiaries, supporting seamless governance and compliance throughout the organisation.

SD9 Waste Management

Policy Statement

1. Thrive is committed to achieving a high standard of waste management that protects the health, safety and wellbeing of clients, team members and the community.
2. Thrive ensures that all waste, including infectious and hazardous substances, is managed in accordance with current legislation, local health district requirements and best practice guidelines.
3. Thrive will minimise the risk of exposure to infection, chemical contamination, radiation, or other health and safety issues through safe work practices and appropriate use of Personal Protective Equipment (PPE).
4. Thrive will promote waste minimisation practices that reduce costs and environmental impact.
5. Thrive will maintain systems for incident reporting, emergency response and continuous improvement.
6. Thrive will ensure all team members involved in waste management are trained and competent.

Procedures

1. Waste Streams and Management
 - a. Clinical Sharps Waste
 - i. Includes needles, ampoules, and other sharp objects capable of causing penetrating injury
 - ii. Must be disposed of in rigid-walled containers compliant with AS/NZS 4031 and AS/NZS 4261
 - iii. Must be incinerated or autoclaved and shredded
 - iv. Use autoclave tape and bag indicators
 - b. Clinical Waste
 - i. Includes unrecognisable human tissue (excluding hair, teeth, nails), bulk blood or body fluids, and visibly stained materials
 - ii. Must be incinerated or autoclaved and shredded
 - iii. Discharge fluids into sewer systems subject to Liquid Trade Agreements
 - iv. Reclassify treated waste per NSW Health guidelines

c. Pharmaceutical Waste

- i. Includes expired or discarded pharmaceuticals and contaminated materials
- ii. Must be incinerated at a licensed controlled waste facility
- iii. Authorised persons must destroy certain pharmaceuticals
- iv. Use lockable waste bins with orange lids

d. General Waste

- i. Includes non-hazardous waste from day-to-day caregiving
- ii. Contain in white or opaque bags labelled per the Waste Management Plan (WMP)
- iii. Separate into recyclable or compostable streams where possible

e. Recyclable Waste

- i. Includes paper, cardboard, and packaging
- ii. Collect and separate for recycling

f. Organic Waste

- i. Includes food and biodegradable waste
- ii. Encourage team members and clients to compost where possible

g. Electronic Waste (E-Waste)

- i. Includes batteries and small electronic devices
- ii. Collect separately and recycled through certified services

h. Hazardous Waste

- i. Includes cleaning agents and medications
- ii. Handle according to Safety Data Sheets (SDS) and dispose of via licensed contractors

2. Waste Handling and Disposal

Thrive will:

- a. Manage waste safely at the point of generation to prevent spills and contamination.
- b. Clearly label waste types to ensure correct processing.
- c. Use suitable containers to securely store waste.
- d. Store waste in designated areas that comply with safety and environmental regulations.

- e. Transport waste safely, ensuring proper containment and labelling.
- f. Dispose of waste using approved methods that comply with regulatory requirements.

3. Chemical Waste Management

Thrive will:

- a. Classify Chemical Waste using the *Waste Classification Guidelines Part 1* and the *Australian Dangerous Goods Code*.
- b. Follow Safety Data Sheet (SDS) recommendations for handling, PPE, and disposal.
- c. Label containers per Schedule 9 of the *WHS Regulation 2011* and the *Labelling of Workplace Hazardous Chemicals Code of Practice*.
- d. Ensure labels include product identifier, manufacturer/importer details, hazard pictogram, and hazard statement.

4. Spill Management

Thrive team members must:

- a. Use appropriate PPE and spill kits.
- b. Report spills according to Thrive's OM6 – Incident Management Policy.
- c. Include a description of the spill kit used and actions taken.
- d. Contact a manager in emergencies or if unsure.

5. Training and Competency

Thrive will:

- a. Provide training on infection prevention and control, waste handling, spill management and emergency response.
- b. Evaluate training effectiveness and provide refresher training at regular intervals and whenever procedures change.
- c. Require periodic first aid training including treatment for needlestick injuries.
- d. Maintain up-to-date records of all training and competency assessments.
- e. Ensure team members demonstrate competence in waste management practices before working independently.

- f. Offer post-incident counselling services.

6. Incident Management

Thrive will:

- a. Record all incidents involving waste management risks in accordance with Thrive's OM6 – Incident Management Policy.
- b. Investigate incidents and apply open disclosure principles when communicating with clients and carers.
- c. Use incident data to inform continuous improvement in waste management practices.

Related Business Procedures

- a. OM6 – Incident Management Policy
- b. OM8 – Information Management Policy
- c. SD5 – Infection Prevention & Control Policy
- d. SD7 – Medication Management & Monitoring Policy

Responsible Persons

1. The Chief Executive Officer must:

- a. Manage and monitor compliance with this policy.
- b. Support team member competence and compliance with this policy.
- c. Understand legislative requirements.
- d. Oversee audits and emergency plan evaluations.

2. Management must:

- a. Manage and monitor compliance with this policy.
- b. Ensure team members receive appropriate training, supervision and debriefing to comply with this policy.

3. All Thrive team members must:
 - a. Comply with this policy.
 - b. Participate in training and report any concerns or incidents related to waste management.

Definitions

1. **Chemical Waste:** Waste produced because of chemical use in medical procedures. It must be classified and disposed of according to relevant guidelines and codes.
2. **Client:** Any individual who receives support or care from Thrive or accesses the services provided by Thrive.
3. **Clinical Sharps Waste:** Any clinical object capable of inflicting a penetrating injury which may or may not be contaminated with blood and or body substance. This includes needles, ampoules and any other sharp objects or instruments designed to perform penetrating procedures. Clinical Sharps Waste may contain clinical material.
4. **Clinical Waste:** Waste with the potential to cause injury, infection or offence, including human tissue, bulk blood or body fluids, and materials visibly stained by such substances.
5. **Hazardous Substance:** A substance that may be harmful to health due to its toxic, irritant, sensitising, carcinogenic or corrosive properties.
6. **Hazardous Substance Accident:** An unintentional release, spill, leak, or exposure involving Hazardous Substances.
7. **Pharmaceutical Waste:** Expired or discarded pharmaceuticals, and contaminated materials.
8. **Team Member:** All Thrive employees, volunteers and subcontractors.
9. **Thrive:** Thrive Care Group Pty Ltd ABN 68 637 232 752, together with each of its subsidiaries.

References

1. Aged Care Act 2024 (Cth) and its associated regulations
2. National Disability Insurance Scheme (NDIS) Practice Standards and their associated regulations
3. Poisons and Therapeutic Goods Act 2008 (NSW)
4. WHS Regulation 2011 (NSW)
5. Waste Classification Guidelines Part 1: Classifying Waste (NSW EPA)
6. PD2013_043 Medication Handling in NSW Public Health Facilities
7. PD2017_010 HIV, Hepatitis B and Hepatitis C – Management of Health Care Workers Potentially Exposed
8. Australian Dangerous Goods Code
9. Labelling of Workplace Hazardous Chemicals Code of Practice
10. Environmental Protection Agency (EPA) Guidelines

Version Control

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