Management of Waste

POLICY NUMBER: **NDIS WHS 8**

INTENT

Real Living Options Association Inc. provides clear guidelines around the management of waste, in a manner that meets both the *Work Health and Safety Act (2011)* and environmental requirements.

DEFINITION

Hazardous Waste: *any waste that is explosive, flammable, poisonous, toxic, ecotoxic, or an infectious substance.*

Cytotoxic agent: *a substance that kills cells, including cancer cells. These agents may stop cancer cells from dividing and growing and may cause tumours to shrink in size.*

POLICY STATEMENTS

- Real Living Options Association Inc. has a responsibility, as far as practicable to protect its Participants and staff from harm by avoiding exposure to waste and any infectious and hazardous substances generated during the delivery of supports.
- Real Living Options Association Inc.'s policies, procedures and practices are in place for the safe and appropriate storage and disposal of waste and infectious or hazardous substances that comply with current legislation and local health requirements.
- Any incidents of exposure to waste, infectious or hazardous substances are to be referred to the Support Manager to implement relevant processes applying to Staff and Participants.

PROCEDURES

Incidents

All incidents involving infectious material, body substances or hazardous substances are:

- Reported online in Akuety in an Incident Report form
- Investigated by the Support Manager
- Reviewed and added to the Continuous Improvement Register.

Emergency plan

During an emergency, such as a chemical spill or biohazard, staff will:

- Where required, contact local emergency services, e.g. Police, Fire, Poison Information Centre
- Alert people at the workplace to an emergency, e.g. use bell alarm or if in a home environment inform the Participant and/or other people onsite
- Evacuate Participants, ensuring that correct processes are implemented for assisting any hearing, vision or mobility-impaired people

- Contact the Support team and advise of the situation
- Follow the emergency evacuation map in the workplace which illustrates the location of fire protection equipment, emergency exits and assembly points. If in a home environment, take the Participant and others to a safe location away from the home.

After the emergency, the General Manager or Support Manager will:

- Follow up on the incident
- Notify the regulator, if applicable
- Organise trauma counselling or follow up medical treatment as required

CYTOTOXIC WASTE

Cytotoxic drugs are substances used predominantly in chemotherapy and are capable of impairing, injuring or killing cells. They are the most hazardous of the pharmaceutical substances and must be handled using special precautions.

Cytotoxic drugs are used mainly to treat cancer and can be harmful to normal cells. These drugs are processed through the body and may be present in urine, faeces, vomit and fluid drained from body cavities for up to seven days after treatment.

People caring for patients receiving cytotoxic drugs must take precautions to reduce their exposure during chemotherapy administration and for seven days following treatment

Body fluid spills

- Wear gloves
- Wipe up spill with toilet paper and put into toilet
- If using paper towel this may be placed in household garbage following the household garbage guidelines below
- Clean area with water and detergent and rinse well
- Put gloves into household garbage (as per household garbage guidelines below)
- Wash hands well.

Household garbage

- Items such as medicine bottles, ointment tubes, disposable gloves, paper towels (used to clean up spills), ostomy bags, wound dressings and incontinence pads can be placed in the household garbage bin using the following guidelines:
    - Place above items/rubbish into a plastic bag then place into larger, stronger plastic bag and again seal, before placing into household garbage.

Washing contaminated linen

- Any linen or clothing that is contaminated with body waste during this time should be laundered immediately and separately from other washing
- If washing cannot be done immediately, the clothing may be stored for short periods of time in a sealed plastic bag
- Always wear gloves when handling cytotoxic contaminated linen, after use, dispose of gloves as per household garbage guideline
- Wearing gloves put linen/clothes into the washing machine, wash at maximum running cycle for one full cycle
- Where possible, dry linen in a clothes dryer using the 'hot' setting
- Perform hand hygiene after handling linen
- Store clean linen in a clean dry place, separate from used linen

DELEGATIONS

General Manager

- Ensure as far as practicable that all staff are aware of the Policy and Procedures relating to the management of waste, especially cytotoxic waste

Support Manager

- Ensure as far as practicable that all support staff are aware of the Policy and Procedures relating to the management of waste, especially cytotoxic waste.

All Staff

- Follow the procedures outlined in the Management of Waste Policy
- Complete an Incident Report for any cytotoxic, chemical or hazardous spills
- Advise the Support Manager if there is insufficient PPE for the Management of Waste

RELATED DOCUMENTATION

Incident Form
Policy Staff 13 Infection Prevention

REFERENCES

Sunshine Coast Hospital and Health Services Homecare Information Chemotherapy
Office of Industrial Relations Workplace Health and Safety Qld guide for handling Cytotoxic Drugs and Related Waste
NDIS Practice Standards and Quality Indicators
Work Health and Safety Act Qld (2011)
eviQ.org.au

AMENDMENTS/REVIEWS

Amended 07.09.23, Amended 06.02.25