



# **Waste Management Policy**

## **Introduction**

This policy reflects a number of options to ensure effective waste reduction and aims to demonstrate continued improvement in waste management.

The duty to dispose of waste properly is set out in the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991.

Waste originating from NIMDTA premises is considered as being controlled waste as defined in the Waste and Contaminated Land (Northern Ireland) Order 1997. In accordance with the provisions contained in that Order, NIMDTA has a duty of care in relation to the handling, disposal and management of waste.

The aims of this policy are to:

- Ensure compliance with all relevant legislation
- Provide staff with guidance in the safe handling and disposal of waste in line with health and safety and infection control requirements
- Enable staff to recognise and comply with all legal requirements
- Identify specific responsibilities
- Identify and promote safe methods of disposal
- Reduce the impact that NIMDTA's business has on the environment

## **Policy Influences**

This policy has been influenced by the following:

- Environmental Protection Act 1990
- Environmental Protection (Duty of Care) Regulations 1991
- Employer's Liability (Defective Equipment and Compulsory Insurance) (NI) Order 1972
- Health and Safety at Work Order (NI) 1978

- SI 1994/1896 Litter (NI) Order
- SI 1997/2778 Waste and Contaminated Land (NI) Order
- SI 2002/3153 Environment (NI) Order
- The Waste Collection and Disposal Regulations (NI) 1992
- Radioactive Substances Act 1993
- The Controlled Waste Regulations (NI) 2002
- Waste and Emission Trading Act 2003
- Hazardous Waste Regulations (NI) 2005
- List of Wastes Regulations (NI) 2005
- Waste Electrical and Electronic Equipment (WEEE) Regulations 2007
- Environmental Management Policy
- Health and Safety Policy

## **Policies Impacted**

The following policies may be impacted by a change to this policy:

- Environmental Management Policy
- Health and Safety Policy

# Policy

## 1. DEFINITION OF WASTE

Waste is a substance, material or object that has been used, is no longer required and needs to be disposed of. Most waste goes to landfill or is incinerated or disposed of using a range of methods. Waste irrespective of its disposal method has the potential to pollute land, air and water (See Appendix 1).

## 2. ACCOUNTABILITY

**2.1** The Agency Board through the Chief Executive is responsible for ensuring the implementation of the Agency's waste management policy. The Agency shall endeavour to work towards the following objectives:

- Comply with relevant waste management legislation
- Provide for the setting and achievement of waste management objectives and targets for the organisation
- Ensure that all staff involved in handling waste receive appropriate information, instruction and training
- Encourage the reduction and recycling of waste and ensure the proper disposal of waste
- Make the Waste Management Policy widely accessible by inclusion in the staff handbook and on the website
- Facilitate communications with all stakeholders regarding the Agency's waste management policy and associated objectives, targets and performance against these

**2.2** The Chief Executive has ultimate responsibility and accountability for waste management and will ensure that, through effective policies and procedures, NIMDTA is compliant with all legal and statutory responsibilities

and directives issued by the DHSSPS.

**2.3** The Administrative Director is the appointed Executive Director with special responsibility for waste management and is responsible for ensuring that :

- Waste is disposed of in a timely manner and in accordance with the guidance set out in the policy
- Appropriate arrangements are in place for the collection, safe storage and removal of waste by approved contractors
- Approved containers, where appropriate, are provided for each type of waste
- Staff are compliant with this policy and staff are trained to carry out the duties associated with waste management
- Guidance is issued to staff regarding waste management and recycling initiatives
- Incident reporting and investigation procedures are carried out where appropriate
- Risk assessments are undertaken and action is taken to minimise risks identified
- Trends in waste reduction are monitored
- Relevant information is shared with the Health and Safety Committee

**2.4** All Senior Managers shall ensure that

- staff and others that work within their department are aware of, and understand the Agency's waste management policy and procedures.
- Personal protection and basic hygiene precautions are adhered to
- Staff are aware of and understand the nature and dangers of waste being disposed of
- a culture of waste reduction, re-use and cost savings is promoted and encouraged

**2.5** Each member of staff has a personal responsibility for the way in which their conduct impacts on the environment with particular regard to minimising waste. Staff should

- be familiar with the policies and procedures for waste management
- report dangerous waste situations to their line managers as soon as they are identified and assist with completion of the adverse incident report form accordance with NIMDTA's procedure for recording and reporting incidents
- not handle any waste considered to be too heavy or for which the correct method of disposal is unfamiliar
- ensure that personal protection and basic hygiene precautions are adhered to
- assist with the reduction of waste produced

**2.6** Domestic services staff employed by Island Cleaning are responsible for the disposal of 'household' waste and the cleaning and maintenance of waste receptacles

**2.7** The Health and Safety Committee will monitor and review arrangements for the management of waste and ensure that appropriate arrangements are in place for the effective management of waste to include

- Arrangements on waste minimisation, re-use of equipment and recycling, waste handling, transfer and segregation of waste
- Appropriate arrangements for the disposal of waste which are both effective and flexible enough to adjust to demand and future changes in regulations
- Appropriate arrangements for storage and transport facilities

### **3. GENERAL GUIDANCE FOR WASTE**

- Waste should be disposed of in the appropriate manner and in the appropriate container (see Appendix 2 for guidance)

- All waste bags should be removed for disposal when half full/ and or when they can be easily lifted (no more than 15 kilos) without causing strain
- Bins should only be used for the purpose they are designed for
- Waste collection points must be kept in a clean, accessible condition with due regard to fire protection
- All waste will be collected by a registered waste carrier and re-cycled

#### **4. WASTE MINIMISATION**

The cost of waste disposal is increasing, with the generation and disposal of waste requiring additional resources in materials, space and staff time.

There is a need for everyone working in NIMDTA to minimise waste and be aware of and make use of ways of preventing unnecessary waste. NIMDTA promotes waste prevention, recycling/recovery and reuse and the following practical methods of doing so are commended to staff.

- Re-using files and stationery when appropriate
- Re-using office equipment and furniture, ensuring all items are checked for safe use and meet relevant health and safety legislation.
- Producing electronic copies of documents and avoiding dependence on paper copies
- Making full use of email for document/information dissemination but think before you print of a document or email – is it necessary to have a hard copy?
- Photocopy and print documents double-sided
- Re-use scrap paper for printing draft documents or making notes
- Re-cycle printer cartridges – empty printer cartridges must not be disposed of but brought back to the general office for re-cycling

## 5. MONITORING AND REVIEW

The Director with responsibility for waste management will make an annual report to the Board.

The Health and Safety Committee will be responsible for dealing with all health and safety issues including environmental management and will play a significant role in monitoring and reviewing all aspects of the system. The Health and Safety Committee will report directly to the Audit Committee. The terms of reference are attached in Appendix 2.

This policy may be amended as and when it becomes necessary and the risks associated with the management of waste will be recorded in the Agency' risk register.

*This policy should be read in conjunction with environmental legislation available from [www.netregs.gov.uk](http://www.netregs.gov.uk) and [www.niea.gov.uk](http://www.niea.gov.uk)*

*More information on the management of waste can be obtained from the office of the Chief Executive.*

## APPENDIX 1

# TYPES OF WASTE

### Hazardous Waste (non-clinical)

Batteries

Fluorescent Tubes

Oils/lubricating/hydraulic/insulating

Asbestos

Solvents/refrigerants/aerosol propellants

Electrical equipment eg computers; printers; photocopiers; televisions

Printer/photocopier cartridges

### Non-hazardous Waste

Wooden furniture

Waste paper

- Confidential
- Non-confidential
- Cardboard

Food waste

- Cooking oil
- General

General waste

- Glass
- Plastics

Metal

- Aluminium cans
- Scrap

### General/domestic

Material that poses no risk to health may be disposed of by landfill. In the main general waste is that arising from offices, staff, kitchens, stores and other areas where there is no risk of potentially infected materials being present. The following principles should be adhered to:

- Clinical/special waste should not be mixed with general waste
- Black bags should be used for disposal of general waste
- Black bags should be adequately sealed

## Appendix 2

# WASTE DISPOSAL PROCEDURES

<b>Waste Type</b>	<b>Method of Disposal</b>
General Office	Place in office bin for daily collection by domestic assistant and disposal in re-cycling bin
Food waste	Place in kitchen bin for disposal by domestic assistant
Professional cleaning products	Empty containers should be rinsed out by domestic assistant for disposal in recycling bin
Confidential waste	Shred and leave for collection by Island Cleaning staff for disposal by Wastebeater.  Large quantities of confidential waste should be placed in confidential waste bags, sealed and left for collection by Iron Mountain for shredding and disposal.
Cardboard	Flat pack and store neatly for daily disposal by domestic assistant
Fluorescent tubes	Contractor to remove from premises following replacing with new tubes
PCs, TVs, printers, photocopiers, white goods, mobile phones	To be disposed of as directed by Administrative Director
Printer cartridges/drum units	Place in green recycle bags supplied with each new toner cartridge; black recycle bag supplied for each new drum and return to general office for collection and recycling
Photocopier cartridges	Dispose of as per supplier instructions on box
Wooden furniture	To be disposed of as directed by Administrative Director

## **APPENDIX 3**

### **Health and Safety Committee – Terms of Reference**

The Health and Safety Committee is representative of both management and staff side and reports directly to the Audit Committee.

#### **Composition and Membership**

Dr Terry McMurray	Chief Executive
Miss Margot Roberts	Administrative Director
Miss Roisin Campbell	HR Manager (Fire Safety Officer)
Mrs Gillian Dennison	Fire Officer
Mrs Lyn Bickerstaff	Fire Officer

#### **Terms of Reference**

- To agree arrangements for devolving responsibility for health and safety, fire safety, environmental matters, waste management and security across the organisation
- To monitor the adequacy of health and safety communication and awareness to include fire safety, waste and environmental management, and security arrangements within the workplace
- To appraise the effectiveness of health and safety training to include fire safety, environmental awareness and waste management training
- To agree the arrangements for the identification and management of all health and safety risks
- To ensure that risk assessments in relation to all health and safety issues are completed and are reviewed at least annually
- To consider health and safety audit reports
- To produce an Annual Report for submission to the Board for the purpose of demonstrating improvements that have taken place

## Policy Proforma

Subject of Document: Waste Management Policy

Producer: Margot Roberts

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Amendment Form

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2.0 (draft)	11 November 2008		Further revised by Health and Safety Committee following review of Waste arrangements	Health and Safety Committee
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2.0	February 2009		Issued to staff	