

# ***Standard Operating Procedure***

## **WASTE SEGREGATION**

### **Objective**

This procedure is to ensure that waste streams in offices are managed in a way that facilitates recycling.

### **Responsibilities and authorities**

The EMS Co-ordinator is responsible for ensuring the following:

- all staff and contractors, including cleaners, are aware of this procedure
- appropriate recycling infrastructure is placed around the office and in the loading dock
- contractors collect the waste at appropriate times
- co-ordination of monitoring of waste management.

### **Procedure**

1. In the office, each waste stream is collected in a separate bin with clear signs and colour coding, or in a worm farm, as appropriate.
2. Adequate bins shall be positioned around the office. Bins are located at:
  - Three bins at Location 1 on the floor plan.
  - Three bins at Location 2 on the floor plan.
  - Three bins at Location 3 on the floor plan.
3. Limited general waste bins shall be placed in the office, not at each employee's desk.
4. Each employee shall have a tray, box or bin for clean paper waste at their desk.
5. Cleaners shall empty all bins in the office daily, and place segregated waste into specially marked bins in the loading dock for contractor collection.
6. Contractors shall remove waste and deal with it according to contract requirements. Significant contamination of waste for recycling shall be reported to the EMS Co-ordinator. Similarly, an occurrence of significant recyclable waste in the general waste bin shall also be reported.

### **Training and competency requirements**

This procedure shall be included in inductions for new staff, and new contractors who are expected to work in the agency's office for more than two days.

### **Associated documents**

- Standard Operating Procedure for Confidential Paper Separation
- Standard Operating Procedure for disposal of food scraps

Waste signs (Insert associated waste signage)

