




**Allora**  
OPTIONS

# WASTE MANAGEMENT PLAN

Allora Options

## Purpose

The purpose of this communication plan is to ensure the effective dissemination of the Waste Management Plan to workers, clients, and support networks. By providing clear and concise information about the plan, we aim to enhance preparedness, response, and recovery capabilities during various disaster events

<b>Organisation name</b>	Allora Options		
<b>Authored by</b>	Nicholas Kakoliris	<b>Date</b>	21/09/2023
<b>Approved/Reviewed:</b>	Nicholas Kakoliris	<b>Date</b>	21/09/2023
<b>Signature:</b>			
Review Date: 21/09/2024			

## Distribution list

- All personnel.
- Uploaded on our website.

Waste Type	Management Guidelines
<b>General Office Waste:</b> <ul style="list-style-type: none"> <li>- Coffee Pods</li> <li>- Office Bins</li> <li>- Food Waste</li> <li>- Sanitary Waste</li> </ul>	<u>Coffee Pods / Food Waste / Office Bins:</u> <ul style="list-style-type: none"> <li>- Disposed in office bins.</li> <li>- Office bins emptied every Monday.</li> <li>- Business Support Team / External Cleaners take bins out</li> </ul> <u>Sanitary Waste:</u> <ul style="list-style-type: none"> <li>- Disposed in sanitary bins in bathrooms.</li> <li>- Emptied quarterly by a third party.</li> </ul>
<b>Clinical Waste:</b> <ul style="list-style-type: none"> <li>- Used bandages and dressings.</li> <li>- Blood-stained body fluids, materials and clothing.</li> <li>- Bodily fluids.</li> </ul>	<p>Allora Options personnel will generally not need to dispose of the following. However, in the event personnel are required to the following PPE items must be utilised.</p> <ul style="list-style-type: none"> <li>- Gloves</li> <li>- Face masks</li> <li>- Apron (if appropriate)</li> <li>- Eye Wear (must purchase – not kept in office)</li> <li>- Yellow bio-hazard bags (must purchase – not kept in office)</li> </ul> <u>Used Bandages &amp; blood-stained material:</u> <ul style="list-style-type: none"> <li>- Any liquids should be carefully poured down a sewer, ensuring there's no risk of splashing or aerosolisation.</li> <li>- Solid materials, such as soiled clothing, should be placed in a yellow clinical waste bag with the biohazard symbol.</li> <li>- Dispose of the waste through incineration or other approved methods via a licensed clinical waste disposal contractor.</li> <li>- Allora Options will contact the following organisation to assist if there is an instance of clinical waste being disposed (<a href="#">click here</a>).</li> </ul>
<b>Sharps waste:</b> <ul style="list-style-type: none"> <li>- Needles and syringes</li> <li>- Blades</li> <li>- Finger prickers</li> <li>- Epi pens</li> </ul>	<p>Nil sharps that require specific waste management strategies are kept within the office. Allora Options Personnel will generally not dispose of sharps. Allora Options will contact the following organisation to assist if there is an instance of sharp waste being disposed (<a href="#">click here</a>).</p>

<b>Pharmaceutical Waste:</b> <ul style="list-style-type: none"> <li>- Products no longer required</li> </ul>	<p>There are nil pharmaceutical products kept in the office that require specific waste management strategies. Allora Options Personnel will generally not dispose of pharmaceutical products. Allora Options will contact the following organisation to assist if there is an instance of sharp waste being disposed (<a href="#">click here</a>).</p>
<b>Green Organics:</b> <ul style="list-style-type: none"> <li>- Grass clippings</li> <li>- Raw fruit</li> <li>- Food scraps</li> </ul>	<p><u>Green Organics:</u></p> <ul style="list-style-type: none"> <li>- Placed in the Green bin (emptied every second Monday).</li> </ul>
<b>Recycling:</b> <ul style="list-style-type: none"> <li>- Paper</li> <li>- Printer toner</li> <li>- Cardboard</li> </ul>	<p><u>Recycling:</u></p> <ul style="list-style-type: none"> <li>- Placed in the Yellow bin (emptied every second Monday).</li> </ul>
<b>Sensitive Waste:</b> <ul style="list-style-type: none"> <li>- Confidential documents</li> </ul>	<p><u>Sensitive Waste:</u></p> <ul style="list-style-type: none"> <li>- Placed in the confidential bin (emptied on an ad hoc basis).</li> </ul>
<b>E Waste:</b> <ul style="list-style-type: none"> <li>- Computer</li> <li>- Phones</li> </ul>	<p><u>E Waste:</u></p> <ul style="list-style-type: none"> <li>- Item is wiped clean.</li> <li>- If item is in good working order attempt to sell the item and/or take it to cash converters.</li> <li>- If item is not in good working order, take it to an E Waste depot (<a href="#">click here</a>)</li> </ul>

## Risk Assessment

Category	Risks	Rating	Control strategies	Risk Rating	Are control strategies acceptable?
General Waste	<ul style="list-style-type: none"> <li>• Untidy office</li> <li>• Smell</li> <li>• Unhygienic office</li> <li>• Pest attraction</li> <li>• Overflowing bins</li> <li>• Mould growth</li> <li>• Environmental pollution</li> <li>• Potential health hazards</li> </ul>	L-M	<ul style="list-style-type: none"> <li>• Weekly professional office clean (Poppins + cleaning).</li> <li>• Regular ad hoc cleaning by team members.</li> <li>• Every office has a bin with bin liners.</li> <li>• Sanitary bins in bathrooms.</li> <li>• Waste Management Policy + Plan</li> </ul>	L	yes
Clinical Waste	<ul style="list-style-type: none"> <li>• Potential spread of infections or diseases.</li> <li>• Attraction of pests due to organic materials.</li> <li>• Unpleasant odours.</li> <li>• Contamination of regular waste.</li> <li>• Potential biohazard if not handled properly.</li> <li>• Legal implications due to improper handling of biohazards.</li> </ul>	L-M	<ul style="list-style-type: none"> <li>• Infection control training (all staff)</li> <li>• Waste Management Plan (with links of external provider who can dispose of clinical waste).</li> <li>• Waste Management Policy.</li> <li>• PPE in office (gloves and face masks).</li> </ul>	L	Yes
Sharps Waste	<ul style="list-style-type: none"> <li>• Potential transmission of blood-borne pathogens sharps are contaminated.</li> <li>• Accidental injuries to staff or cleaners.</li> <li>• Legal repercussions due to mishandling of biohazardous waste.</li> <li>• Contamination of regular waste.</li> </ul>	L-M	<ul style="list-style-type: none"> <li>• Infection control training (all staff)</li> <li>• Waste Management Plan (with links of external provider who can dispose of sharps waste).</li> <li>• Waste Management Policy.</li> <li>• PPE in office (gloves and face masks).</li> </ul>	L	Yes
Pharmaceutical Waste	<ul style="list-style-type: none"> <li>• Environmental Impact: Improper disposal of pharmaceuticals can lead to contamination of waterways and groundwater, which can harm aquatic life and enter the human water supply.</li> <li>• Public Health Concerns: Unused or expired medications can be accidentally ingested, leading to poisoning or unintended side effects.</li> </ul>	L-M	<ul style="list-style-type: none"> <li>• Infection control training (all staff)</li> <li>• Waste Management Plan (with links of external provider who can dispose of pharmaceutical waste).</li> <li>• Waste Management Policy.</li> <li>• PPE in office (gloves and face masks).</li> </ul>	L	Yes

	<ul style="list-style-type: none"> <li>• Drug Misuse: Pharmaceuticals left unsecured can be accessed and misused, potentially leading to addiction or overdose.</li> <li>• Accidental Exposure: Employees could be unintentionally exposed to harmful medications.</li> <li>• Legal Repercussions: There could be legal consequences for the office due to the mishandling of pharmaceutical waste.</li> </ul>				
Green Waste	<ul style="list-style-type: none"> <li>• Odour</li> <li>• Mould Growth</li> <li>• Pest Attraction</li> <li>• Fire Hazard</li> </ul>	L-M	<ul style="list-style-type: none"> <li>• Nil grass in office.</li> <li>• Dedicated Green office bin – collected fortnightly.</li> <li>• Waste Management Plan.</li> <li>• Waste Management Policy</li> </ul>	L	Yes
Recycling	<ul style="list-style-type: none"> <li>• Environmental Impact: Failing to recycle contributes to landfill expansion and increased environmental degradation.</li> <li>• Wasted Resources: Recyclable materials left in landfill are wasted resources that could have been repurposed or reused.</li> <li>• Fire Hazard: Accumulated paper and cardboard can pose a fire risk.</li> <li>• Clutter and Reduced Workspace: If recyclables aren't disposed of correctly, they can accumulate and lead to a cluttered, less functional workspace.</li> <li>• Pest Attraction: Food residues on recyclables, such as containers, can attract pests.</li> <li>• Reputation Damage: Failing to have a proper recycling system in place can negatively impact the company's image, especially if environmental sustainability is an essential part of the company's ethos.</li> <li>• Potential Fines: Not adhering to local recycling regulations can result in fines.</li> </ul>	L-M	<ul style="list-style-type: none"> <li>• Dedicated Yellow office bin – collected fortnightly.</li> <li>• Waste Management Plan.</li> <li>• Waste Management Policy.</li> <li>• Weekly office clean.</li> </ul>	L	Yes
Sensitive Waste	<ul style="list-style-type: none"> <li>• Data Breach: Improperly disposed confidential documents can be accessed by unauthorized individuals, leading to a data breach.</li> <li>• Identity Theft: Personal information found on such documents can be used for identity theft.</li> </ul>	H	<ul style="list-style-type: none"> <li>• Confidentiality policy</li> <li>• Secure Bins: Implement secure, lockable bins for depositing sensitive documents awaiting destruction.</li> <li>• Regular Disposal</li> <li>• Third-Party Vetting: If using an external company for disposal,</li> </ul>	M-L	Yes

	<ul style="list-style-type: none"> <li>• Legal Repercussions: Non-compliance with data protection regulations (e.g., GDPR, Australian Privacy Act) can result in severe fines and legal action.</li> <li>• Reputation Damage: A breach or mishandling of confidential information can tarnish the company's reputation and erode client trust.</li> <li>• Competitive Disadvantage: Leaked business strategies or proprietary data can give competitors an undue advantage.</li> <li>• Financial Loss: Confidential financial data, if leaked, could be used for fraudulent activities.</li> </ul>		<p>ensure they are vetted and certified for handling confidential waste.</p> <ul style="list-style-type: none"> <li>• Document Lifecycle Policy: Implement and enforce a policy that defines the lifecycle of all documents, specifying how long they should be retained and when they should be destroyed.</li> <li>• 99% of documents are stored online (One Drive).</li> <li>• Incident Response Plan: Have a plan in place for addressing any breaches or leaks of confidential information.</li> </ul>		
E Waste	<ul style="list-style-type: none"> <li>• Environmental Harm: Many electronic items contain toxic substances like lead, cadmium, and mercury, which can leach into the soil and water when disposed of improperly.</li> <li>• Data Breach: E-waste, particularly storage devices, can contain residual data that can be accessed if not appropriately wiped or destroyed.</li> <li>• Legal Repercussions: Many jurisdictions have strict regulations regarding the disposal of e-waste. Non-compliance can lead to fines and legal actions.</li> <li>• Resource Wastage: E-waste contains valuable metals like gold, silver, and copper that can be recovered and reused, but are wasted if not recycled.</li> <li>• Health Hazards: Workers exposed to improperly handled e-waste can face health risks due to the toxic substances present.</li> <li>• Reputation Damage: Improper disposal can harm a company's image, especially if environmental stewardship is vital to its brand or stakeholders.</li> </ul>	H	<ul style="list-style-type: none"> <li>• Waste Management Plan.</li> <li>• Waste Management Policy.</li> <li>• Confidentiality Policy</li> <li>• Certified E-Waste Recyclers: Engage with certified e-waste recycling vendors who adhere to responsible recycling standards (see above).</li> <li>• Data Sanitisation: Before disposal, ensure that all devices, especially storage media, are wiped clean of data. Consider using professional data destruction services when necessary (see above).</li> <li>• Resell items (see above).</li> </ul>	L-M	Yes