



**HOUSEHOLD HAZARDOUS  
WASTE**

**OPERATIONAL MANAGEMENT**

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## INTRODUCTION

Bunbury-Harvey Regional Council (BHRC) was established in 1990 as a waste management authority to manage the municipal waste generated from both the City of Bunbury and the Shire of Harvey. BHRC operates, on behalf of the two councils, the Stanley Road Waste Management Facility (SRWMF) which includes a Class II landfill, recycling transfer station and a Household Hazardous Waste collection facility.

As a prescribed premise, this facility is required to hold an Environment Protection Licence under Part V of the Environmental Protection Act 1986 and is managed in accordance with the operating licences issued by the DER.

Licence Number: L8949/2016/1

BHRC's vision is to be a leader in the development, implementation, and maintenance of innovative and sustainable waste reduction, recycling and collection services while managing waste facilities with best practice standards within an engaged community. BHRC plans to reduce the environmental impact of waste and maximise conservation of natural resources through reduced overall material use and increased materials and energy recovery.

## HOUSEHOLD HAZARDOUS WASTE

SRWMF houses a purpose built collection and storage facility for the safe disposal of Household Hazardous Waste, products that are no longer needed or have reached their end-of-life. These products may contain chemicals or substances that can be harmful to you, your children, your pets, or the environment. This may include a broad range of products that are flammable, toxic, reactive or corrosive.

By providing a drop off point for residents, our trained staff can sort and store the chemicals in a safe, environmentally friendly manner and arrange for the correct disposal.

## SAFETY MANAGEMENT

BHRC has a duty under the *Occupational Safety & Health Act 1984* to provide a safe working environment and to ensure that workers and other persons are not exposed to health and safety risks arising from its operation.

BHRC recognises that success in achieving a healthy and safe workplace depends on the commitment and cooperation of management, workers and authorised visitors to the facility and is committed to providing a workplace that enables all work activities to be carried out safely.

We will endeavour to take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the *Occupational Safety and Health Act 1984* and will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as is reasonably practicable.

The BHRC Safety Management System Plan and Policies and Procedures set out the safety arrangements and principles which are to be observed by BHRC, its workers, contractors and visitors to ensure compliance with the *Occupational Safety & Health Act 1984* and to provide appropriate mechanisms for continuing consultation and management of OSH matters.

## EMERGENCY MANAGEMENT

Materials that are accepted at site are generally a good source of fuel and a concern for fire, therefore it is necessary to monitor, control and reduce the risk of fire. Fire has the potential to damage infrastructure, disrupt operations, cause a threat to life and release harmful substances into the environment.

To minimise the risk of fire associated with smoking all BHRC employees, contractors and visitors are prohibited from smoking in all council buildings and enclosed work areas.

***Smoking is only permitted in a designated smoking area.***

In accordance with an employer's duty of care, outdoor designated smoking areas have been equipped to ensure the health and safety of users (i.e. Free of slips, trips and fall hazards etc.). Smoking is not permitted in outdoor areas where drift to the workplace can occur such as near doorways or ventilation systems.

'No Smoking' signs have been strategically placed at entrances and throughout the workplace and where a high ignition risk has been identified to alert employees, contractors and visitors, entering the workplace to this policy.

***Smoking is not permitted in or near the Household Hazardous Waste collection and storage facility.***

### Emergency Management Priorities

#### *Protection of Life*

The first priority is to ensure that all people who may be in danger are warned, and that action is taken to ensure their safety, before any steps are taken to prevent the spread of the hazard, to secure assets, or to eliminate the hazard.

#### *Prevent Spread of Hazard*

The second priority aims to control the extent of the hazard within the workplace and minimising its impact.

#### *Save Assets in the Affected Area*

The third priority is to prevent personal, Bunbury Harvey Regional Council and The Wellington Group of Council assets from being damaged in the event of an emergency.

#### *Eliminate the Hazard*

The final priority is to eliminate the fire or emergency by extinguishment or other practical means.

### Types of Emergencies

Emergencies that may necessitate a partial or full evacuation of the work site may include but not be limited to:

- Fire or explosion in the building
- Fire in landfill
- Fire in haulage vehicle
- Grass / scrub fire
- Civil disorder
- By direction of the Emergency Services
- Building structural damage
- Structural fault
- Chemical spill
- Bomb Threat
- Medical
- Natural Disaster

BHRC provides appropriately placed, regularly maintained and efficient portable firefighting equipment including extinguishes and fire blankets and has fully trained staff available at all times.

Muster points are located at suitable sites across the facility and are clearly marked.

## SPILL KITS

In order to deal with any leaks or spills, fully stocked spill kits are located at the Household Hazardous Waste collection and storage areas and are checked on a regular basis to maintain the integrity of the kits. Staffs are trained in Chemical Spill Response.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

All staffs are supplied with the appropriate PPE and BHRC will ensure that the clothing or equipment is in accordance with and complies with the relevant requirements of each Standard set out for clothing or equipment.

The person who uses the clothing or equipment has been instructed in relation to the correct fitting, use, selection, testing, maintenance and storage of the clothing or equipment and has been informed of the limitations in the use of the clothing or equipment.

PPE is to be maintained in good working order will be replaced when it no longer provides the level of protection required to protect the wearer or user against the hazards identified in the Household Hazardous Waste collection and storage facility.

## SAFETY SHOWER AND EYEWASH STATION

A Safety Shower and Eyewash station is located within 10 metres of the storage facility and complies with AS 4775: Emergency Eyewash and Shower. The station is checked for effectiveness on a regular basis.

## FIRST AID FACILITIES

A suitable, fully stocked First Aid Kit is also located within the facility with qualified First Aid staff available at all times the facility is open.

## ACCESS AND EGRESS

Entry to site is controlled by the Weighbridge operator who will provide directions to the area that is required to be accessed. Access and egress to that particular site is then controlled by staff on a required basis.

For the purpose of collection from a third party for the removal from site of hazardous waste, staff on site will limit the traffic flow to allow the driver collecting the waste to safely remove it from site without harm to the public.

All vehicles must at all times obey the Traffic Management Plan by following the direction of signs and speed limits.

## RISK MANAGEMENT

The Household Hazardous Waste facility has been designed in consultation with government authorities and in accordance with the Western Australia Department of Environment Regulations, *Guidelines for the design and operation of facilities for the acceptance and storage of household hazardous waste*.

The principles of these guidelines are:

- Protection of staff and employees – facility design and operation must meet the appropriate standards for occupational health and safety.
- Protection of public health – facility design and operation must meet the appropriate standards for the handling and storage of hazardous substances and dangerous goods and measures must be put in place to protect the public.

- Protection of the environment – facility design and operation should minimise any potential impact on the surrounding environment.
- Safe disposal or reuse – facility design and operation should maximise the ability for materials collected to be disposed of or reused safely.
- Inherent safety through good design and planning – buildings and associated structures must promote safety through good design in location, construction and layout to minimise the possibility of any adverse incident occurring and to reduce the impact of any incident that might occur.

A structured risk management approach has been used to identify threats and opportunities in achieving the objectives of these principles. Responding to identified threats with appropriate controls is an ongoing and monitored task being achieved in consultation with the workers and other stakeholders.

## QUALITY OBJECTIVES

BHRC maintains a Quality Management System to achieve sustained, profitable growth by providing services which consistently satisfy the needs and expectations of its customers and suppliers.

This level of quality is achieved through adoption of a system of policies and procedures that reflect the competence of BHRC to existing stake holders, potential customers, contractors, suppliers and independent auditing authorities.

Achievement of this policy involves all staff, who are individually responsible for the quality of their work, resulting in a continually improving working environment for all.

The objectives of the Quality Management System are:

- To maintain an effective Quality Assurance System complying with ISO9001 (Quality Systems).
- To achieve and maintain a level of quality which enhances the Company's reputation with customers, suppliers and stakeholders.
- To ensure compliance with relevant statutory and safety requirements.

## ENVIRONMENTAL MANAGEMENT

BHRC believes it has an important duty to ensure good environmental performance in all aspects of operation and is committed to monitoring and improving environmental performance, pollution control and environmental protection and is committed to ISO 14001 Environmental Management Systems.

In accordance with the DER Licence condition 1.2.1, BHRC will operate and maintain a surface water management system that:

- Prevents stormwater run-off from becoming contaminated by the activities on the site.
- Directs all contaminated or potentially contaminated stormwater to lined stormwater basins.

This will also be managed such that:

- Overtopping of the containment infrastructure does not occur
- The integrity of the containment infrastructure is maintained.

Ground water monitoring is undertaken in accordance with Licence Conditions 2.1 and 2.3.

As per Licence condition 4.2 Reporting, an Annual Environment Report is submitted to the DER which contains:

- A summary of any failure or malfunction of any pollution control equipment and any environmental incidents that have occurred during the annual period and any action taken.
- Volume of waste accepted/rejected for each waste type.

- Monitoring of ambient groundwater quality.
- Annual Audit Compliance Report.
- Complaints summary.

## **INCIDENT REPORTING**

The main objective of incident reporting is prevention. BHRC has procedures in place to minimise the risk of incidents and injuries occurring at the workplace by identifying hazards and putting systems in place to control them.

By collecting near-miss reports, we help create a culture that seeks to identify and control hazards, which will reduce risks and the potential for harm. The focus is on learning what not to do, rather than what we did wrong or assigning blame.

Accidents are prevented by identifying hazards and potential causes of hazards and implementing appropriate controls to manage the risk.

## **FURTHER INFORMATION**

### **POLICY**

- Occupational Safety and Health
- Safety Management System
- Quality Management System
- Environmental Management
- Emergency Management
- Contractor Management
- Induction

### **PROCEDURE**

- HHW - Acceptance and Storage
- Chemical Spill Management
- Emergency Management
- First Aid
- Hazard/Risk Management
- Near Miss Reporting