

# Environmental Waste Management Policy

***Controlled Document – refer to Intranet for latest version***

Category: Health & Safety	Date Created: October 2020
Responsibility: Health & Safety Manager	Last Reviewed:
Approval: Chief Executive	Version: 20.1

## Purpose

This policy specifies how UCOL will minimise environmental waste by employing good recycling practices, complying with best practice and safe disposal while ensuring that we comply with the Waste Minimisation Act 2008 and any Local and Regional Authority By-Laws.

## Scope

This policy applies to all staff, students, contractors and visitors to any of our campuses.

## Responsibility

The Health and Safety Manager is responsible for the overseeing and the implementation of this policy. Although staff, students, contractors and visitors to our campuses have a responsibility to help minimise waste, other areas within UCOL have specific responsibilities for the management and disposal of any environmental waste, and they are:

Faculties/Department	Areas of responsibility	Management
<b>Facilities Management.</b>	General Waste/Cardboard/Paper/Cans/Furniture.	Waste Management Contract.
<b>Corporate Assurance and Risk.</b>	Confidential documents.	Crown Records Management.
<b>Faculty of Engineering and Applied Technologies</b>	Hospitality - Glass/Food Waste/Cooking Oils/Fat.	PNCC – Glass/Food Waste Vatman-Cooking Oils/Fats.
	Automotive –Tyres/Oil/Batteries.	Tony’s Tyres-Tyres. Exoil-Oil. McCauley - Batteries.

	Panel and Paint – Scrap Metal/Paint.	McCauley-Scrap Metal. Resene - Paint
	Engineering. – Scrap Metal	McCauley - Scrap Metal.
	Carpentry/Construction-Sawdust.	Waste Management
	Hair and Beauty – Sharps/PPE.	InterWaste
<b>Faculty of Humanities and Business.</b>	Creative - Sharps	InterWaste
<b>Faculty of Health and Science</b>	Veterinary Nursing – Sharps Laboratories – Chemicals/Sharps	InterWaste
<b>Information Systems and Technology</b>	PCs/Monitors/Laptops	IT Recycling
<b>NB: - Procedures for the disposal and recycling of our environment waste are held within the above identified Facilities. It is their responsibility to ensure that we meet all compliance requirements.</b>		

## Policy Statements

This Policy sets out the controls and various requirements that need to be in place to ensure environmental waste minimisation is achieved in accordance with the Waste Minimisation Act 2008, Local and Regional Authority By-Laws and other relevant legislation and Codes of Practice.

To achieve environmental minimisation across all our campuses we need to introduce a Waste Management Hierarchy, which is:

1. **Reduction.** - All waste disposal options have some impact on the environment. Reducing environmental waste by judicious purchasing will lessen the impact.
2. **Reuse:** - Before discarding, can the item be reused i.e. furniture, (if safe to do so).
3. **Recovery:** - Wherever possible UCOL will recycle.
4. **Disposal:** - UCOL will strive to keep waste sent to landfill to a minimum.

## Relevant Legislation

- Waste Minimisation Act 2008
- Code of Practice for School Exempt Laboratories 2016 – (pursuant to Sections 78 & 79 of the Hazardous Substances & New Organisms Act.

## Related Documentation

- Government Procurement Rules
- Sustainability Report (Monthly). Supplied by Waste Management to Facilities Management