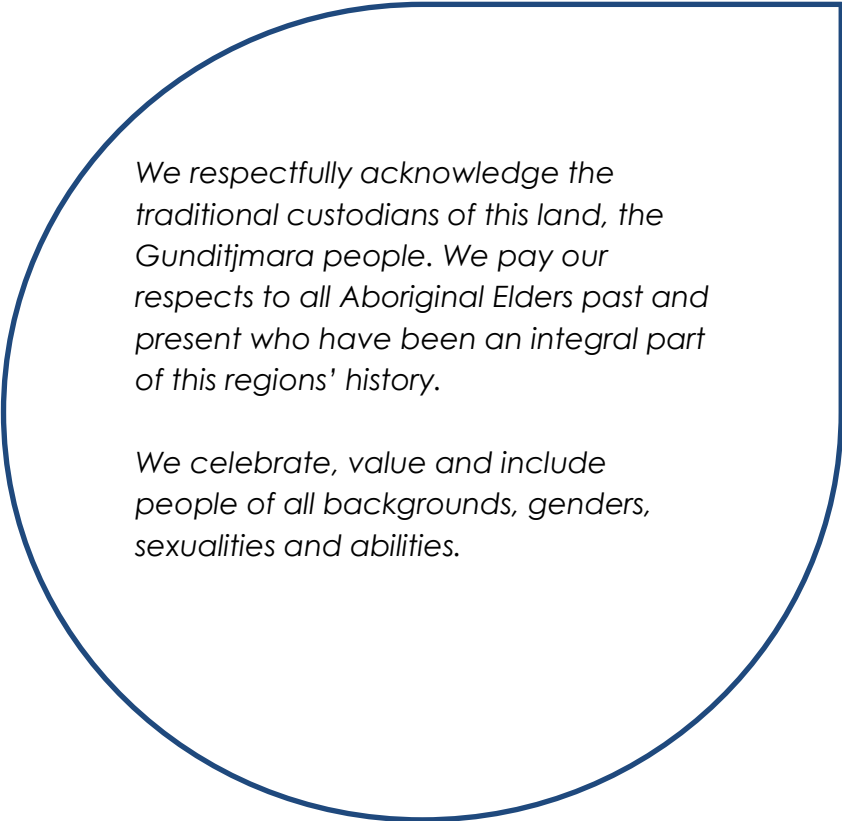Casterton Memorial Hospital

Environmental Management Plan (EMP)

2022-2026

We respectfully acknowledge the traditional custodians of this land, the Gunditjmara people. We pay our respects to all Aboriginal Elders past and present who have been an integral part of this regions' history.

We celebrate, value and include people of all backgrounds, genders, sexualities and abilities.

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CEO foreword

The Victorian Government has set a target to be net carbon zero by 2050 and Casterton Memorial Hospital will contribute to this reduction by embedding environmental sustainability within our business practices.

The Board of Directors, Executive and all employees understand the importance of environmental health as a major determinant of the well-being of our community. We have measured our impact across a number of environmental indicators and benchmarked these to our peers.

Through our Environmental Management Group we monitor our environmental footprint, seek best practice systems, communicate with our employees and community and work to improve our management of environmental resources.

Since introducing our first Environmental Policy in 2012 Casterton Memorial Hospital has shown that major change is possible;

- purchase of our first Hybrid vehicle reducing carbon emissions
- an upgrade to 276 LED lights throughout the facility has seen a 72% energy saving
- 333 solar panels installed with a total 100kW capacity which further reduces our renewable energy consumption
- improvements to waste management practices diverting more waste from landfill

Casterton Memorial Hospital commits to embedding sustainability and planning for increasing the resilience of the health service to climate change throughout the organisation and encourages all employees, contractors, business partners and volunteers to support the strategy.

We believe that we have been successful in our strategies and systems employed but understand our objective of reducing our environmental footprint will be an on-going one.

I invite all employees, Board Directors and the broader Casterton Memorial Hospital community to take ownership of this Plan, and treat what is the greatest moral challenge of our time with the seriousness it deserves.

Owen Stephens
Chief Executive Officer

1. Background

1.1 Introduction

All Victorians have a role to play in making Victoria a more sustainable state for future generations and maintaining our status as one of the world's most liveable places. Victorian Government departments and agencies, including health services, have a key role to play by integrating the environment into its planning, operations and policy decisions.

The Department of Health and Human Services and Casterton Memorial Hospital recognises the link between the health and wellbeing of Victorians and the health and wellbeing of the environment. Climate change is a significant threat to public health, the health and human services system and the social determinants of health and wellbeing.

The *Environmental sustainability strategy 2018–19 to 2022–23* sets out the government's commitment to improve the environmental sustainability of the health system and to adapt the health system so it is resilient in the face of climate change.

Casterton Memorial Hospital is committed to reducing its environmental footprint through setting key objectives and targets, developing an environmental management strategy to achieve our goals, and monitoring and reporting our achievements.

1.2   About the organisation

Casterton Memorial Hospital is a small regional health care facility in South West Victoria, serving a population base of approximately 4,000 within the Casterton community and district. The Casterton Memorial Hospital provides healthcare in the following areas;

- Acute Care: 15 beds providing; Urgent Care, Day Stay with visiting surgeons and anaesthetists, GPs, Haemodialysis, Medical/Minor Surgical, Midwifery (postnatal), Palliative Care & Dietetics
- Residential Aged Care: 30 fully furnished single rooms with ensuite
- Allied Health Services: Dietician, Physiotherapy, Podiatry, Occupational Therapy, Speech Pathology, X-Ray & Audiology
- Primary Care: Community Health Nurse, Community Home Nursing, Community Transport, Ambulance, Home Maintenance, 'Seasons' Day Centre, Drug & Alcohol services, Meals on Wheels, Mental Health, Health & Wellbeing classes

Some key challenges faced when addressing sustainability issues include;

- How to strengthen the sustainability DNA while operating both profitably and mindfully
- Setting realistic and achievable sustainability goals with rising expectations and demands on business
- Increased levels of waste due to the introduction of single-use items.

Environmental sustainability in health care is not limited to decreasing energy use and waste, but extends to better procurement decisions, improved infrastructure and planning, public and preventative health care, and innovative care pathways.

Other benefits include reduced costs/increased savings; advanced equity and social inclusion and improves community liveability and vitality.

1.3   Scope of the environmental management plan

This strategy addresses all relevant aspects of the operation of Casterton Memorial Hospital, including all activities and the delivery of services, including but not limited to;

- Acute, Urgent, Residential Aged Care & Community health onsite services
- Corporate offices and facilities
- Environmental services including catering, cleaning, laundry & maintenance
- Education
- delivery of campaigns/programs/events
- community based health services
- facilities operations
- capital works

1.4   Existing or previous actions:
Below is a summary of Casterton Memorial Hospital's previous achievements;

- Solar implementation
- Lighting throughout facility
- Introduction of microfiber cloths to Environmental Services (Deleted x2 chemicals and chemical use by approximately 33%)
- Timers in Glenelg House bathroom heatlamps
- Purchase of a Hybrid electric vehicle
- Building design
- Garden placement
- Automatic timers on sinks and hand basins

2. Leadership, governance and reporting

2.1 Key strategic goals

2.1.1 Provide leadership and engagement

Casterton Memorial Hospital recognises its responsibility, not only by reference to the organisations obligations under environmental and associated legislation, but as a responsible citizen. In this regard we believe that seeking to continuously improve our environmental performance is fundamental to our business success and that sustainability principles should be incorporated into CMH activities and decision making at all levels.

The following principles underpin our commitment towards environmental sustainability;

- Striving for continual improvement in our environmental performance in ways that are sustainable, practical, meaningful, cost-effective and innovative;
- Identifying and monitoring the environmental impacts of CMH's business activities, where possible by establishing measurable objectives and targets aimed at improving environmental sustainability;
- Designing a program for regular review of environmental aspects of our business, conducted through a risk-based audit plan and corrective action program to manage environmental risks;
- Creating, promoting and communicating an environmentally sustainable and responsible culture across the Casterton community;
- Developing the knowledge and skills of our people and providing resources to facilitate the fulfillment of our environmental responsibilities and goals, including by fostering both accountability for, and recognition of, individual actions;
- Regularly consulting and communicating with employees and relevant stakeholders on environmental matters;
- Seeking out partnerships, where practical and in line with business objectives, designed to achieve organisational objectives (environmental and otherwise) more effectively and efficiently;
- Complying with all applicable laws and regulatory requirements whilst aspiring to higher standards.

2.1.2 Improve environmental performance

Casterton Memorial Hospital is committed to working toward the delivery of environmentally sustainable outcomes and to achieving continual improvement in environmental performance. Key areas of focus include:

- Seeking to continuously reduce energy consumption and carbon emissions, within the parameters and requirements of delivering high quality health care;

- Seeking to continuously reduce water usage as far as practicable maximizing efficient water management;
- Substitute harmful chemicals with safer alternatives;
- Seeking to continuously reduce waste and conserve resources through adopting sustainable purchasing principles where clinically appropriate and commercially viable and encouraging suppliers and contractors to address environmental management and performance;
- Incorporating sustainability principles wherever practicable in building design and refurbishment and evaluating whole-of-life savings of investing in plant infrastructure and equipment.

2.1.3 Adapt to a changing climate

Climate change affects health in many ways - at global, national and community levels. The goals of climate change adaptation are to reduce risk and vulnerability, strengthen resilience, enhance well-being and the capacity to anticipate, and respond successfully, to change.

In order to achieve this Casterton Memorial Hospital will build on past achievements, while raising our ambition levels to meet the environmental challenges of today.

Through employee and community engagement programs CMH will continue to build a culture of environmental awareness and good practices, seeking to improve on past activities by continually monitoring and updating environmental management measures and goals.

2.2 Governance & Reporting

Effective governance is critical to addressing evolving environmental sustainability priorities and expectations. The following governance structure and reporting mechanisms support the integration of the Environmental Management Plan across the organisations operations and the monitoring of commitments, targets and activities.

Governance Structure

Deparment Heads → Safe Environment Committee (OH&S) → Environmental Management Group → Board of Directors

Roles and Responsibilities

Department Heads and Safe Environment Committee: Support and guide the development and implementation of the EMP

Environmental Management Group: Monitor the implementation of the EMP, ensuring the appropriate support and coordination is in place to efficiently deliver it

Board of Directors: Endorse the EMP and review CMH's overall environmental performance

Report	Regularity and key dates	Responsible
Department Heads *Departmental KPI's*	Monthly	Managers & Executive
Safe Environment (OH&S) Committee *Environmental Action Plan*	Meets bi-monthly	OH&S Manager & Executive
Environmental Management Committee *Environmental Data Management System Benchmark report*	Meets quarterly	Committee Chair & Executive
Executive Board report *Environmental traffic light report & EMP Action Plan update*	Meets monthly	Chief Executive Officer
Annual Report *Environmental Performance data summary provided in the Annual Report as of 2021-22 reporting period*	Annual	CEO & Board Chair

A copy of the Meeting Terms of Reference for each committee is available upon request.

3. Environment policy

The Casterton Memorial Hospital Energy, Waste and Environment Policy is available on PROMPT and is displayed in key areas around the hospital and is made available in the New Employee Handbook. A copy of the Energy, Waste and Environment Policy is available at Appendix I.

3.2 Policies and procedures list*

- Energy, Waste and Environment - Policy
- Waste Management – Procedure
- Waste Management: Infection Control – Procedure
-

A copy of the Waste Management Procedures is available upon request.

4. Baseline environmental performance

The data for 2020-2021 represents the baseline data from which performance of this plan will be measured.

Table 1: Energy performance data table
Stationary energy

Total carbon emissions (thousand tonnes CO_2e)	Year 1	Year 2	Year 3
Co2 emissions	513		

Normalised stationary energy consumption	Year 1	Year 2	Year 3
Electricity (kW)	492,275		
Liquefied Petroleum Gas (kL)	54,699		

Water consumption

Total water (millions litres)	Year 1	Year 2	Year 3
Potable water	4,921		

5. Environmental targets

5.2 Overview

Management and communications

- Develop targets for improving environmental performance for waste, energy and water reduction by 2024 against the 2021 baseline.
- Increase our ability to measure our environmental impacts by establishing data collection systems or processes before June 2023.

Carbon emissions (pledge)

- Reduce total carbon emissions by 5% from 2021 baseline by 2024.

Energy efficiency

- Reduce stationary energy intensity per floor area / bed-day by 5% from 2021 baseline by 2024.

Water efficiency and potable water consumption

- Reduce overall potable water consumption by 5% from 2021 baseline by 2024.

Waste generation

- Commence capturing data for waste generation.

6. Communications plan

Topic/Event	Date	Message	Activities	Target audience
Clean up Australia Day *Launch of Environmental Management Plan*	6 March 2023	Achievements to date & future direction Commitment of Executive & Board of Directors	All staff e-mail / Intranet / Newsletter Display boards All staff meeting Facebook	All employees Local community
World Water Day *"accelerating change"*	22 March 2023	Water achievements to date Cost/amount of water per bed-day Top tips for water efficiency	All staff e-mail / Intranet / Newsletter Information poster or signage on water use in relevant areas	All employees
Earth Day *Invest in our planet*	22 April 2023	How effective is our solar?	Newsletter Facebook /	All employees Local

Topic/Event	Date	Message	Activities	Target audience
		Tell story to our community regarding installation, efficiency etc	Newspaper article Earth Hour @ 8.30pm	community
Bike to Work Day *(sustainable transport)*	3rd Friday of May 2023	Encouragement of Ride to work day and of physical activity, reduced environmental impacts, personal cost saving	Walk rather than drive "Bike to work day" *(illustrated by bike n blend or other physical group activity)*	All employees
World Environment Day *"Ecosystem Restoration"*	5th June 2023	Trees absorb odors and pollutant gases and filter particulates out of the air by trapping them on their leaves and bark.	Plant a tree Newsletter Facebook / Newspaper article	All employees Local community
Plastic Free July	1-31 July 2023	Between 4.8 & 12.7 million tonnes of plastic pieces are dumped into our oceans yearly.	Bin audits to determine how much single-use plastic is used within the organisation	All employees
	<mark>Aug 2023</mark>			
	<mark>Sept 2023</mark>			
Sustainability Day	4th Wed of Oct 2023	Everyone can do a little Think tank: innovative ideas to make the healthcare sector more sustainable	All staff email / Intranet / Newsletter Workshop ideas / ballot box Facebook	All employees Local community
Recycling Week	Nov 2023	Correct waste segregation Target area: Dining Room, Clinical Areas, Non-clinical areas	Change to signage and positioning of bins Education	All employees

Appendix I

CMH Energy, Waste and Environment Policy

Casterton Memorial Hospital

Title: **ENERGY, WASTE AND ENVIRONMENT**

Manual: Hospital   **Type:** Policy

STATEMENT OF POLICY:
- Casterton Memorial Hospital acknowledges its environmental and community obligations and is committed to an active approach towards waste and energy minimisation and a safe and sustainable environment.

PRINCIPLES:
- Promote the principles and raise awareness of safe sustainability and environmental management.
- Educate, inform and instruct employees to enable them to complete their tasks with increased environmental awareness and decreased environmental impact.
- Work closely with employees, contractors, suppliers, consumers and the community to ensure that waste and energy safety is maintained.
- Meet or exceed legislative or regulatory requirements, government policy and DHHS guidelines in the performance of waste, energy and environmental activities.
- Occupational Health and Safety issues related to waste management are minimised.
- Develop, implement and maintain an effective Environmental Management Program to address potential adverse environmental impacts resulting from our activities. This will include a monitoring program to assess our environmental performance and communicate our progress to relevant stakeholders.

OBJECTIVES:
- Casterton Memorial Hospital will meet legal responsibilities with regard to Environmental legislation and regulations.
- Casterton Memorial Hospital will ensure compliance with Occupational Health and Safety principles by the appropriate and safe handling of waste materials.
- Casterton Memorial Hospital will meet social concerns and community expectations or responsible, good environmental practice.
- Casterton Memorial Hospital will:
  - ➢ Minimise waste and implement pollution prevention measures.
  - ➢ Implement a range of strategies to minimise energy consumption.
  - ➢ Meet social concerns and community expectations of responsible, good environmental practices.

Reference: *AS/NZ 3816-1998 Management of Clinical and Related Waste*
DHS Environmental Policy
Department Sustainability and Environment
ACHS EQUIP 5th Edition Criteria 3.2.3

Casterton Memorial Hospital

Title: ENERGY, WASTE AND ENVIRONMENT

Manual: Hospital   **Type:** Policy

Category (See CMH Policy)	Risk Rating
Likelihood of Adverse Event occurring. *(Almost Certain, Likely, Possible, Unlikely, Rare)*	Unlikely
Consequence *(Insignificant, Minor, Moderate, Major, Extreme)*	Insignificant
Overall Risk Rate *(Extreme, High, Medium, Low)*	Low

Monitoring Method (audit, survey, KPI, Clinical Indicator, Incident reports)	Waste Audits, Energy performance reporting,
Associated Standard (NSQHS, HACC, ACSA)	NSQHS Std 15

Document Version	Author of Changes	Date	Change Details
1.1	Owen Stephens	July 2020	♦ No changes to document

Signed:_____

Chief Executive Officer

Date:_____31/7/20_____

Author:	Owen Stephens – Chief Executive Officer
Validated:	Mary-Anne Betson NP, RM, Cert Crit Care, Nurse Immuniser, MN, MNP, Cert IV Tng & Ass
Approved:	Executive
Initial Compilation:	October 2012
Previous Review Date:	June 2016
Current review completed:	July 2020
Next review Due:	July 2023
Distribution:	Hospital Policy
File:	(J:)Hospital Policy & Procedure Manuals/Master Copies/Hospital Policy/Index E

Casterton Memorial Hospital – Environmental Management Plan

Appendix II

As attached.

	Recommended or Mandatory	Maturity level	Category code	Actions	Responsibility	Timeline	Status	Associated information	SDG's (Sustainable Development	DHHS strategy alignment
Y		0	Comms	**Communications**						
Y	R	1	Comms	Develop education materials for patients and visitors regarding the hospitals sustainable practices, for example via information in public/patient areas and community education.	EO / EA	ongoing	WIP	Refer comms plan section of the EMP		
Y	R	1	Comms	Bi-annual review of communications plan to engage key internal and external stakeholders (e.g. clinicians) about sustainability issues and their involvement.	EO / EA	ongoing	WIP			
Y		2	Comms	Incorporate sustainability questions into existing staff surveys.	QIO					
Y		0	Edu	**Education and training**				Link action to the communications plan (in EMP) if this action is selected.	4	2
C	R	1	Edu	Incorporate environmental sustainability into an induction program for new staff, graduate program and contractors.	CSO	ongoing	In action			
C		1	Edu	Educate all staff and contractors regarding correct waste management practices within the hospital.	EO / CSO	ongoing	In action	See EPA Clinical Waste Guidelines, DHHS website and consult with waste contractor https://www.epa.vic.gov.au/about-epa/publications/iwrg612-1 https://www2.health.vic.gov.au/hospitals-and-health-services/planning-		
C		2	Edu	Improve procurement and purchasing staff's awareness of green products available and develop cost benefit analysis to identify when green products are a viable choice over standard products.	PO	ongoing	In action			
Y		0	EMP	**Environmental Management Planning (and reporting)**						1,2
C	M	1	EMP	Maintain a current EMP for the organisation	Executive / Environmental Management Committee (EMC)	ongoing	In action	https://www2.health.vic.gov.au/hospitals-and-health-services/planning-infrastructure/sustainability/planning-reporting		
C	R	1	EMP	Review environment policy and have it endorsed by BoD as part of EMP review cycle.	EMC / BoD	ongoing - 3 yearly	In action			
C	M	1	EMP	Report publicly on your environmental performance, targets and achievements in annual report.	Executive / BoD	Annually	In action			
C	M	1	EMP	Report data on energy, water, waste and transport into the environmental data management system.	PO	Monthly	In action	https://www2.health.vic.gov.au/hospitals-and-health-services/planning-infrastructure/sustainability/data-management-tools		
Y	M	1	EMP	Report against National Greenhouse Emission Reporting Scheme (NGERS) where thresholds exceeded.				http://www.cleanenergyregulator.gov.au/OSR/EERS/The-Emissions-and-Energy-Reporting-System		
Y	M	1	EMP	Report against National Pollutant Inventory (NPI) where thresholds exceeded.				https://www.epa.vic.gov.au/for-business/find-a-topic/national-pollutant-inventory-guidance		
Y	R	1	EMP	Add environmental management as standing agenda item on senior management meetings - Board Sub-committees, Department Heads, OH&S, Senior Nurses.	EA	Dec-22	WIP			
Y	R	1	EMP	Review implementation of the action plan .	EMC	Dec-22	WIP			
Y		1	EMP	Establish targets in the EMP (See EMP template).	EMC	Dec-22	not yet started			
Y	R	1	EMP	Report against key indicators quarterly to BoD, including reference to targets and progress on actions undertaken and future areas of focus for the next period.	EMC	Mar / Jun / Oct / Dec - annually	not yet started			
C	R	1	EMP	Establish environment committee Identify and recruit staff members for environment committee , including (at minimum) senior management representative, office/facilities manager, operations, purchasing, OH&S representatives. Develop Terms of Reference outlining activities, responsibilities and timetable for meetings.	Executive	Reviewed 3 yearly	In action			
Y		3	EMP	Gather ideas from staff on how the organisation can reduce its environmental impacts through establishment of Departmental environmental champions and staff suggestions box.		January	not yet started			
		0	Ene	**Energy**					12,13	2
C	R	1	Ene	Install timer system on Glenelg House bathroom heatlamps.	Maintenance	ongoing	completed	update as required		
C		1	Ene	Lighting: Make sure replacement lamps are energy efficient (LED) and that maintenance staff understand which technologies (LED) must be used when conducting reactive maintenance .	Maintenance	Ongoing	In action	Ensure responsible, recorded, disposal after end of life		
Y		0	Ene-S&G	**Energy - Supply and generation**					12,13	2
C	R	1	Ene-S&G	Instal solar panels.	Maintenance	completed	In action			
C	R	1	Ene-S&G	Configure installed solar to feed data into the EDMS.	Maintenance	ongoing	In action			
C	R	1	Ene-S&G	Share EDMS data to inform environment committee, staff and management of on-site solar generation.	PO	ongoing	In action			
Y		0	IT	**IT and office equipment**						2
Y		1	IT	Request eco setting on commissioning of new IT and office equipment.	CEO	December	not yet started			
Y		0	L	**Leadership**					16,17	1
Y	R	1	L	Review decision-making procedures and amend to ensure environmental considerations form part of decision-making.	Executive	ongoing	not yet started			
Y		0	Lan	**Landscaping and open space irrigation, biodiversity and water quality**					6, 14,15,	2
C	R	1	Lan	Ensure that all external waste receptacles effectively prevent waste escaping, becoming windblown and being scavenged by animals.	Maintenance	ongoing	In action			
C		3	Lan	Use gardens as part of providing sensory gardens and/ or on-site vegetable gardens that are managed by longer-term clients .	Maintenance / Nursing staff	ongoing	In action			
Y		0	P&I	**Planning and infrastructure**						2
Y		2	P&I	Purchase energy efficient steam cleaning equipment	PO / Maintenance			Pan flushers etc		
Y		0	P&P-CM	**Procurement and purchasing – Contract Management**						2
C	R	1	P&P-CM	Work with internal service providers (e.g. concessions) on agreed environmental management plans that reduce environmental impacts from their service delivery	PO	ongoing	In action			
Y		0	P&P-EWS	**Procurement and Purchasing - Engagement with suppliers**					12	2
	R	1	P&P-EWS	Review supplier agreements to determine potential for switching to products with higher levels of recycled content.	PO					
	R	1	P&P-EWS	Ensure that environmental specifications are incorporated into key service contracts, including cleaning, maintenance, catering.	PO					
		2	P&P-EWS	Review supplier agreements to determine potential for product or packaging take-back and/or minimum environmental performance.	PO					
Y		0	P&P-Prch	**Procurement and Purchasing - Purchasing**						2
Y	R	1	P&P-Prch	Set as internal policy that a high minimum star rating (e.g. 5 star) is a minimum requirement for EnergyRating label for electricity consumption and WELS rating label for water efficiency for all new whitegoods, IT equipment or other appliances where these rating labels are available	EMC / PO	ongoing	not yet started			
		3	P&P-Prch	Review existing supplier agreements to determine potential for existing more sustainable supply offers to be utilised.	PO			This could include review of HPV collective Agreements and DTF State Purchasing Contracts regular accessed.		

			#	Code	Action	Responsible	Timeframe	Status	Reference		
		◔	3	P&P-Prch	Develop a comprehensive sustainable food service policy which focuses on increasing proportions of seasonal, local/regional, and/or organic food to staff, patients and visitors and waste minimisation.	EMC / PO			Reference: Public health and wellbeing plan 2019–2023, https://www2.health.vic.gov.au/about/health-strategies/public-health-wellbeing-plan Reference: Healthy Choices: policy guidelines for hospitals and health services, https://www2.health.vic.gov.au/about/publications/policiesandguidelines/healthy-choices-		
C		●	4	P&P-Prch	Implement options to systematically increase the re-use or donation of furniture and equipment in preference to waste disposal and purchasing new equipment and fit-outs	Executive	ongoing	In action			
Y			0	P&P-SPOA	**Procurement and purchasing – Strategic Planning, Opportunity Assessment**						2
Y	R	◔	1	P&P-SPOA	Build environmental capacity of procurement staff.	CSO					
Y	M	◔	1	P&P-SPOA	Develop action items related to one or more of the following of Victoria's Social Procurement Framework (SPF) sustainable procurement objectives within your annual Social Procurement Strategy -Adoption of sustainable business practices by suppliers -Use of recycled content in construction -Project-specific requirements to use sustainable resources and to manage waste and pollution -Project-specific requirements to minimise greenhouse gas emissions -Procurement of outputs that are resilient against the impacts of climate change	EMC / PO					
Y			0	T-Fle	**Transport - Fleet operation**				Mandatory requirements can be included in the Statement of Requirement (specification) and resulting contract. Preference criteria can be included in the 'invitation to supply' (tender), and if the successful respondent includes an offer, the item can be included in the Service contract		2
C	R	◔	1	T-Fle	Continue to improve the fuel efficiency of the fleet (including 4-cylinder vehicles, hybrid and electric).	PO	ongoing	In action			
Y			0	T-ST	**Transport - Sustainable Transport**					12,13,3	2,3
C	R	◔	1	T-ST	Use technological alternatives to travel (e.g. teleconference and video conference facilities) and introduce incentives to encourage staff to make use of them.	Executive	ongoing	In action			
Y	R	◔	1	T-ST	Communicate health benefits of active transport (walking and cycling) where appropriate	EO / EA	January	not yet started			
C		◑	3	T-ST	Introduce tele-health to reduce the need for patient transport to and from health facilities.	Nursing staff	ongoing	In action			
Y			0	Wst	**Waste**					12,13	2
C		◔	1	Wst	Create Hospital Waste Management Plan	EMC / Executive		completed			
Y		◔	1	Wst	Alter review period for Waste Management Plan to be bi-annual	EA / BoD	December	WIP			
Y	M	◔	1	Wst	Manage clinical waste in accordance with EPA publication IWRG61.1 Clinical and related waste – operational guidance and the departmemnt's supplementary guidance on clinical waste.	IP&CO / EMC			https://ref.epa.vic.gov.au/business-and-industry/guidelines/waste-guidance/clinical-waste-guidance		
C	M	◔	1	Wst	Provide system that diverts e-waste from landfill.	Maintenance	ongoing	In action	https://ref.epa.vic.gov.au/business-and-industry/guidelines/waste-guidance/ewaste		
C		◔	1	Wst	Provide clinicial waste training to all hospital staff.	IP&CO	ongoing	In action			
C		◔	1	Wst	Undertake periodical waste audit in accordance with DHHS Waste Audit Guidelines.	Executive / EO	ongoing	In action	DHHS Waste Audit Guidelines (https://www2.health.vic.gov.au/hospitals-and-health-services/planning-infrastructure/sustainability/waste/audit-guidelines)		
C		◔	1	Wst	Compare audit results with hospital's baseline and previous audits, identifying improvements and opportunities.				DHHS Waste Audit Guidelines (https://www2.health.vic.gov.au/hospitals-and-health-services/planning-infrastructure/sustainability/waste/audit-guidelines)		
C		◔	1	Wst	Review quarterly collection data from waste contractors across all waste streams (including contamination data where available).	PO	Mar / Jun / Oct / Dec - annually	In action			
Y		◔	1	Wst	Provide clear signage on and above all bins for all waste streams.	HSO	December '22	not yet started			
Y		◔	1	Wst	Provide e-waste information and education for staff, patients and visitors.	EO	January '23	not yet started			
Y		◔	1	Wst	Encourage the use of electronic communications (internal and external) in place of print. Review records management policies and processes to accommodate electronic records.	CSO / Executive	January '23	not yet started			
Y		◑	2	Wst	Undertake spot litter audits to identify litter hotspots and monitor progress of any litter prevention interventions.						
Y		◑	2	Wst	Inform hospital staff of successes or areas to improve using data from visual assessments and audits	EA	Mar / Jun / Oct / Dec - annually	January '23	in newsletters		
Y	R	◑	3	Wst	Use waste audit, contamination and litter audit findings to develop training program for all staff (clinical, environmental services, maintenance etc.) to improve disposal of problem items, waste streams or areas experiencing high levels of littering and/or contamination rates.	EO					
Y			0	Wst-Rec	**Waste - Recycle**					12,13	2
Y		◔	1	Wst-Rec	Provide recycling collection for light bulbs and tubes. *(Zipp to find out if possible with Shire)*						
C	R	◔	1	Wst-Rec	Introduce co-mingled recycling throughout the hospital.	HSO / Maintenance	ongoing	In action			
C	R	◔	1	Wst-Rec	Introduce paper and cardboard recycling collection throughout the hospital.	CSO / Maintenance	ongoing	In action			
C	R	◔	1	Wst-Rec	Arrange for collection and recycling of printer cartridges (if reuse option not available).	PO	ongoing	In action			
Y			0	Wst-Red	**Waste - Reduce**					12	2
Y		◔	1	Wst-Red	Develop and implement a double-sided printing policy, including setting all machines to duplex phasing out non-duplex machines and guiding what should be processed electronically.	CSO					
Y		◑	2	Wst-Red	Investigate recipe sizes to reduce food wastage.	HSO					
Y		◑	3	Wst-Red	Investigate options for reducing waste generation from food services.	HSO					
Y			0	Wst-Reu	**Waste - Reuse**						2
C	R	◔	1	Wst-Reu	Remove individual bins at desks and replace them with bin stations (including landfill and recycling bins) at strategic points throughout office areas.	HSO	December	completed			
C		◑	2	Wst-Reu	Investigate development of end-of-life donation policy for computer/electrical equipment, furniture and fittings etc. that are still in good condition to staff, community organisations or charities, or sell at auction.	Executive / Maintenance / PO	ongoing	In action			
C		◑	2	Wst-Reu	For non-working equipment, send for repair or arrange for proper disassembly and recycling.	Maintenance	ongoing	In action			
C		◑	3	Wst-Reu	Donate appropriate unused edible food items to food charities.	HSO	ongoing	In action			
Y		◑	3	Wst-Reu	Identify alternative options for size of cartons/items supplied i.e 1ltr milk rather than 2ltr options to reduce waste	HSO / PO	December '22	not yet started			
Y			0	Wt	**Water**						
Y		◑	1	Wt	Implement and promote system for reporting and repairing water leaks.	Maintenance	December '22	not yet started			
C	R	◑	2	Wt	Undertake and progressively implement the key actions and recommendations from water and energy audits, such as flow restriction valves, AAA shower heads, dual-flush toilets.	Maintenance	ongoing	In action			
C		◑	2	Wt	Trial use of low-water / water-efficient cleaning procedures / processes (e.g. micro fibre, electrolyzed water).	HSO	ongoing	In action			
C		◑	2	Wt	Review cleaning practices to identify opportunities to reduce water and/or chemical use.	HSO	ongoing	In action			

Y			0	Wt-R&RU	Water - Recycling and reuse					6,14	
Y	R		1	Wt-R&RU	Recycle fire pump test procedures water. *(Zipp to ask)*	Maintenance			Refer to the DHHS guidelines for Water - Recycling and reuse opportunities and risk		Y
C			2	Wt-R&RU	Install water tanks at facilities for capture and reuse of rainwater and reject RO water.	Maintenance	ongoing	In action	https://www.vba.vic.gov.au/__data/assets/pdf_file/0008/99395/PN-61-Water-Savings-Options-available-when-testing-Fire-Safety-Systems.pdf		