

Waste Management Plan

Caves Beach Ambulance Station

21 November 2025

Document Control

Project	NSWAIP Caves Beach – New Ambulance Station
Address	2-4 Kayuga Close, Caves Beach NSW 2281
Document No.	LP-WMP-CBAS-v0.1
Version	v0.1
Date	21 November 2025
Status	For REF

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1 Site Details and Location Plan

Address: 2-4 Kayuga Close, Caves Beach NSW 2281

Lot: Lots 3 and 4 in DP 251324

Local Government Area: Lake Macquarie City Council



Figure 1 Aerial mapping of Site at 2-4 Kayuga Close, Caves Beach (Source: SDT Explorer, June 2025)

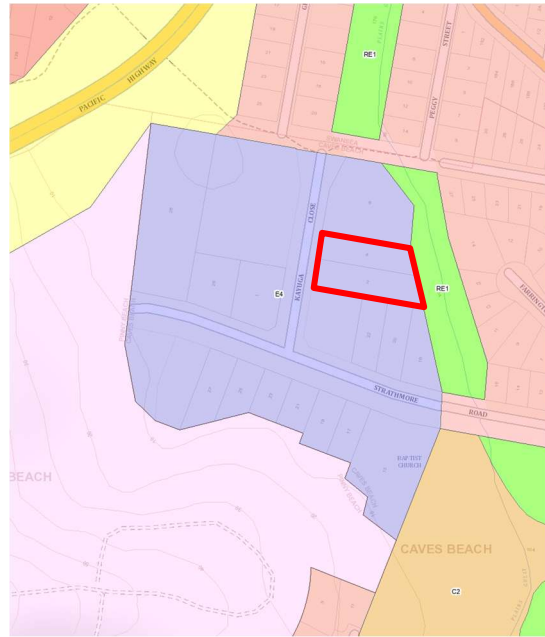


Figure 2 Excerpt from the zoning map. The Site at 2-4 Kayuga Close, Caves Beach (Source: NSW Planning Portal Spatial Viewer, June 2025)

2 Purpose and Scope

This Waste Management Plan (WMP) outlines the systems, responsibilities, and procedures in place for the safe, efficient, and lawful management of waste generated by Caves Beach Ambulance Station, operated by New South Wales Ambulance (NSWA).

The plan applies to all staff, contractors, and visitors. It covers:

- General waste (landfill and recyclables)
- Clinical waste (including sharps, cytotoxic, and pharmaceutical waste)
- Chemical and hazardous waste
- Spill and incident management
- Work health and safety measures related to waste handling

The plan ensures compliance with:

- NSW Health PD2020_049
- Work Health and Safety Act 2011 (NSW)
- Protection of the Environment Operations Act 1997 (POEO Act)
- Radiation Control Act 1990 (where applicable)
- AS/NZS 3816:2018 Management of Clinical and Related Waste

3 Waste Management Objectives

The waste management objectives for Caves Beach Ambulance Station are to ensure that all waste is managed in a safe, efficient, and environmentally responsible manner, in full compliance with relevant legislation, regulations, and NSW Health policies.

This includes adherence to the Work Health and Safety Act 2011 (NSW), the Protection of the Environment Operations Act 1997 (POEO Act), and the NSW Health Policy Directive PD2020_049 – Clinical and Related Waste Management for Health Services. The plan aims to minimise waste generation through effective segregation, recycling, and reuse wherever practicable, while safeguarding the health and safety of staff, contractors, and the public. It also seeks to ensure that all waste streams—general, clinical, hazardous, and recyclable—are correctly identified, contained, stored, transported, and disposed of by authorised personnel and licensed contractors. Continuous improvement, regular auditing, and training are integral to maintaining compliance, promoting sustainability, and reducing the environmental footprint of the station's operations.

4 Waste Streams and Segregation

All waste generated on-site must be **segregated at the point of generation** using colour-coded and labelled containers consistent with *AS/NZS 3816:2018*.

4.1 Waste Stream Summary

Waste Stream	Examples	Collection / Disposal
General Waste (Landfill)	Non-recyclable packaging, non-contaminated PPE, paper towels	Collected by Lake Macquarie City Council for landfill
Recyclables	Paper, cardboard, drink bottles, plastics	Collected by Lake Macquarie City Council for recycling
Clinical Waste	Blood-stained items, disposable gloves, dressings	Collected by licensed waste contractor
Sharps Waste	Needles, scalpels, lancets	Collected by licensed waste contractor
Pharmaceutical Waste	Expired or damaged drugs, contaminated containers	Collected by licensed waste contractor
Cytotoxic Waste (if applicable)	Cytotoxic drug residues (used in training or special medical cases)	Collected by licensed waste contractor
Chemical Waste	Cleaning chemicals, disinfectants	Managed and disposed of in accordance with Safety Data Sheet (SDS) instructions

5 Storage and Handling Procedures

5.1 Storage Areas

Storage areas are to be cleaned regularly and to be kept free from odour and vermin. Health services must provide an enclosed structure such as a shed, garage, cage, fenced area or separate loading bay to store waste.

The storage area for anatomical and/or clinical waste may require refrigeration to prevent decomposition of the waste, if the waste is not removed on a frequent basis. The holding area must be located away from food and clean storage areas, be inaccessible to the public, have a lockable door and rigid impervious flooring. If it is not practicable to lock the area, all bins in that area are to be locked. Clean up facilities, spills kits, appropriate drainage and bunding (i.e. retaining walls within the storage area to contain any material that has escaped) are to be provided.

5.2 Waste Handling

Requirements for waste handling as follows:

- Bags and bins are not to be overfilled (>¾ capacity).
- Sharps must never be placed in bags or general bins.
- Double-bag waste if leakage is likely.
- Only trained staff are to handle medical or hazardous waste.
- All PPE must be worn when handling any waste stream.

6 Waste Collection and Transport

While external transporters obligations are covered by the NSW Government waste contract, the requirements of the ADG Code may apply to the contractor for the transport of Division 6.2 Infectious Substances. When triggered, there may be requirements to supply the transporter with appropriate transport documents. Transport documents must describe the dangerous goods being transported, and appropriate emergency information for those goods. The ADG Code requirements commonly apply for the packing and transport of the following waste categories:

- UN 2814 (Category A Infectious Substances): Infectious substances affecting humans
- UN 3291 (Category B Infectious Substances): Infectious substances which do not meet the criteria for inclusion in Category A, which includes clinical wastes which are reasonably believed to have a low probability of containing infectious substances. (Refer to Chapter 2.6.3 of the ADG Code for further information on classification).

Refer to the SafeWork NSW factsheet - Packing and transporting clinical waste, which assists health services with the handling and transport of UN3291 clinical waste in accordance with Packing Instruction P62A of the ADG Code. UN 2814 waste may involve higher hazards and will need to comply with full packing and transport requirements of the ADG Code.

7 Auditing and Review

7.1 Waste Audits

Auditing is important to establish benchmarks and whether waste is appropriately managed. The WMP is to include working with the supplier and reviewing contractor information and include an auditing process, including frequency and selection of samples. Audits may include:

- checking waste streams are appropriately used and managed
- checking that bags and MGBs/trolleys are not filled with loads more than two-thirds or three-quarters of their capacity, respectively
- review of WMP
- interview with key staff
- review of records.

Auditing is to be conducted by the waste management contractor at a frequency determined by the contract upon negotiation with the contractor and WMC.

7.2 Review Cycle

The WMP is reviewed every 12 months or following:

- Legislative updates
- Changes to waste contractors
- Audit or incident findings

8 Training and Awareness

All workers need to know how to handle waste safely and notify incidents, including casual staff, contractors and volunteers. Undertaking a waste management education module shall form part of the orientation for all new relevant staff.

The Health Education and Training Institute NSW (HETI) offers online learning and training modules on waste processes through My Health Learning. Specific training shall be provided to:

- waste generators

- handlers, collectors
- transporters
- key management staff.

Training programs are to aim to prevent injury and disease by ensuring the health services include:

- infection control and hand hygiene procedures
- approved work practices, including specific waste handling and disposal, spill management, spill kit locations, etc.
- regulatory requirements and methods of compliance
- the provision and use of required PPE
- WHS and public health information relating to the equipment and chemicals/drugs used in the health service, e.g. SDSs for hazardous chemicals, handling of hazardous goods, hazardous manual tasks, operating manuals for clinical devices, sharps injury prevention, etc.
- first aid and treatment for needle stick and blood and body fluid (or body substance) exposure
- emergency response procedures and facilities (e.g. emergency showers, etc.)
- details of workplace vaccination program, post-incident counselling services with rights to privacy, etc.

9 References

1. NSW Health Policy Directive PD2020_049 – *Clinical and Related Waste Management for Health Services* Appendix X - NSW Health General...
2. *Work Health and Safety Act 2011 (NSW) and Regulation 2017*
3. *Protection of the Environment Operations Act 1997*
4. *Radiation Control Act 1990*
5. *AS/NZS 3816:2018 Management of Clinical and Related Waste*
6. NSW Health PD2013_043 – *Medication Handling in Public Health Facilities*
7. NSW Health PD2017_013 – *Infection Prevention and Control Policy*