

1 PURPOSE

To ensure that waste generated by the University of Melbourne is managed in a manner that:

- minimises risks to health and safety.
- reduces adverse environmental impacts; and
- meets legal requirements.

2 SCOPE

This requirement applies to all staff, contractors, and students at all the University of Melbourne's campuses and each of the University's controlled entities.

3 DEFINITIONS

Hard Rubbish

Non-hazardous waste that, normally due to its size, cannot be disposed of through the normal disposal method for non-hazardous waste. It includes furniture, electrical goods, and other large items.

Hazardous Waste

Waste that poses a threat or risk to public health, safety and/or the environment. It includes sharps, biological, chemical, and cytotoxic wastes.

Non-hazardous Waste

Waste that does not pose a threat or risk to public health, safety and/or or the environment. It includes paper, cardboard, packaging, and food.

Prescribed Industrial Waste

Any industrial waste or mixture containing industrial waste, excluding those that:

- (a) are a Schedule 1 industrial waste (as per the Environment Protection (Industrial Waste Resource) Regulations 2009 [Vic]); or
- (b) have a direct beneficial reuse and have been consigned for use; or
- (c) are exempt material; or
- (d) are not category A waste, category B waste or category C waste (as per the Environment Protection (Industrial Waste Resource) Regulations 2009 [Vic]).

Environment Protection (Industrial Waste Resource) Regulations 2009 (Vic)

Prescribed Waste

Waste (or a mixture containing a waste) that is listed in Schedule 1 of the *Environment Protection (Prescribed Waste) Regulations 1998* (Vic). It includes numerous chemicals and compounds (e.g., nickel, lead, arsenic), oils, food processing effluent, clinical wastes and so on.

Trade Waste

Liquid or solid components of the waste stream sent to the sewer by industry or commerce. It includes chemical residue disposed of through a laboratory sink & a grease interceptor trap (a grease recovery device designed to capture food grease and solids before discharge of a waste to sewer).

Waste

Waste includes:

- any matter whether solid, liquid, gaseous or radio-active which is discharged, emitted, or deposited in the environment in such volume, constituency, or manner as to cause an alteration in the environment.
- any discarded, rejected, unwanted, surplus, or abandoned matter.
- any otherwise discarded, rejected, abandoned, unwanted or surplus matter intended for:
 - recycling, reprocessing, recovery, or purification by a separate operation from that which produced the matter; or
 - sale; and
- any matter prescribed to be waste.

Environment Protection Act 2017 (Vic)

Waste Stream

The flow of materials from the point of generation to that of ultimate disposal.

4 REQUIREMENTS

4.1 Waste stream management

The University of Melbourne must develop and maintain waste stream management systems as follows.

Hard Rubbish

The Director, Campus Management must arrange for a waste contractor to dispose of hard rubbish. Supervisors are responsible for arranging for hard rubbish to be delivered to collection points for pickup by the contractor.

Hazardous Waste

The Director, Health & Safety must engage a suitably qualified, experienced, and registered hazardous waste contractor.

The Director, Health & Safety must ensure hazardous waste collection is monitored to ensure adherence to University requirements by participating divisions.

Office and general waste

The Director, Campus Management must arrange for a waste contractor to dispose of non-hazardous waste.

Trade Waste

The Director, Campus Management | Business Services must arrange trade waste agreements.

The Director, Campus Management must sign the agreements on behalf of the University.

4.2 Waste Guidelines

The Director, Health & Safety must develop, maintain, and publish guidelines for the management of hazardous waste generated by the University of Melbourne in accordance with Section 4.1.

[Hazardous waste](#)

Waste streams, not under the control of the Director, shall be managed and maintained by the relevant department/division. Refer to [Maintenance, cleaning and removals](#) for more information.

The Head of Department/School must ensure that wastes generated in/by their department comply with the waste stream management system requirements outlined in Section 4.1.

The Head of Department/School may introduce systems other than the University's waste stream management system, providing a risk assessment has been completed, and suitable risk controls have been implemented.

4.3 Waste identification and disposal

The Supervisor must ensure that all waste is appropriately, labelled/identified, stored, and segregated with regards to the waste stream type in Section 4.1

For more information on the identification and disposal of hazardous waste refer to:

- [Hazardous waste](#)
- [Chemical management guidelines](#)

4.4 Waste management training

The Head of Department/School must ensure that staff and students generating or handling hazardous waste receive training in handling and disposing of the waste. This may include:

- waste segregation.
- storage requirements.
- transportation requirements.
- labelling.
- emergency procedures.
- spill control; and
- awareness of all associated hazards.

Hazardous waste training may be incorporated into other training. For example, hazardous waste generated from the use of chemicals may be incorporated into Chemical Management Training.

4.5 Emergency procedures

The Head of Department/School must ensure that emergency planning and procedures deal with emergencies involving hazardous waste.

5 REFERENCES

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety Regulations 2017 (Vic)

Dangerous Goods (Storage and Handling) Regulations 2022 (Vic)

Environment Protection Act 2017 (Vic)

Environment Protection (Industrial Waste Resource) Regulations 2009 (Vic)

Australian Code for the Transport of Dangerous Goods by Road and Rail 7th Edition

AS 4031: Non-reusable containers for the collection of sharp medical items used in health care areas.

AS 2243.3: Safety in laboratories: Microbiological aspects and containment facilities

AS 2243.2: Safety in laboratories: Chemical aspects and storage

[Health & Safety: Chemical requirements](#)

6 RESPONSIBILITIES

Head of Department/School

Executive Director, Infrastructure Services

Director, Campus Services

Director, Health & Safety

Supervisor

7 ASSOCIATED DOCUMENTATIONS

7.1 Forms

[Health & Safety: Chemical waste collection form](#)

[Health & Safety: Biohazard waste collection form](#)

[Hazardous waste labels](#)

7.3 Guidance

[Hazardous waste](#)

[Health & Safety: Hazardous waste guidance sheet](#)

[Chemical management guidelines](#)

[Maintenance, cleaning and removals](#)