

# Commercial Office Waste Management Plan

SAMPLE

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## Purpose and Scope

This Commercial Office Waste Management Plan sets out how [Company Name] will identify, manage and control work health and safety (WHS) risks associated with waste generation, handling, storage, transport and disposal in commercial office environments.

It is designed for operations that support or intersect with:

- Commercial cleaning services (day and night shifts)
- Hospitality and events (catering areas, function spaces, food courts)
- Retail and wholesale tenancies (shops, showrooms, storerooms)

The plan applies to all workers, including employees, labour-hire staff, contractors, subcontractors, volunteers and visitors who may be affected by office waste activities.

## Objectives

- To provide a systematic approach to office waste management that supports WHS compliance.
- To minimise risks of injury and illness associated with waste handling, including manual handling, sharp, hazardous chemicals and biological waste.
- To support environmental objectives by encouraging waste segregation, recycling and responsible disposal.
- To clarify responsibilities for managers, supervisors, workers, contractors and visitors.

## Legislative Context

This plan is developed with reference to, and should be read in conjunction with, relevant WHS legislation and guidance, including (as applicable in each jurisdiction):

- Work Health and Safety Act and Work Health and Safety Regulations
- Codes of practice relating to:
  - How to Manage Work Health and Safety Risks
  - Hazardous Manual Tasks
  - Managing the Work Environment and Facilities
  - Hazardous Chemicals
- Environmental protection and waste management legislation and local council requirements

[Company Name] will monitor changes in legislation and update this plan as required.

## Roles, Responsibilities and Consultation

### Officers (e.g. Directors, Senior Managers)

Officers must exercise due diligence to ensure [Company Name] complies with its WHS duties in relation to office waste. This includes:

- Ensuring appropriate resources and processes are in place for safe waste management.
- Verifying that hazards and risks associated with waste are identified, assessed and controlled.
- Ensuring workers receive appropriate information, training and supervision.

### Managers and Supervisors

Managers and supervisors are responsible for implementing this plan in their areas of control, including:

- Ensuring safe systems of work are in place for all waste management tasks.
- Allocating responsibilities for waste segregation, collection, storage and disposal.
- Ensuring incident reporting and investigation processes are followed for waste-related events.
- Liaising with building management, cleaning contractors and waste service providers.

### Workers

All workers must:

- Follow safe work procedures for waste handling and disposal.
- Use provided personal protective equipment (PPE) correctly.
- Report hazards, near misses and incidents related to waste.
- Participate in training and consultation activities.

### Contractors and Service Providers

Contractors (e.g. commercial cleaners, waste collection services, catering providers) must:

- Comply with [Company Name] WHS policies and this Waste Management Plan.
- Provide their own safe work method statements (SWMS) or procedures where required.
- Ensure their workers are trained and competent in safe waste handling.

## Consultation and Communication

[Company Name] will consult with workers and health and safety representatives (HSRs) on matters affecting their health and safety, including office waste management. This includes:

- Discussing proposed changes to waste systems, bins, equipment or procedures.
- Reviewing incident trends, hazards and improvement opportunities.
- Providing information through inductions, toolbox talks, safety meetings and signage.

### Checklist – Consultation and Responsibilities

- Roles and responsibilities communicated to all workers
- Contractor WHS requirements included in contracts
- Regular consultation on waste management issues
- HSRs involved in review of this plan

## Waste Streams in Commercial Offices

### Typical Office Waste Types

Commercial offices in cleaning, hospital, events, retail and wholesale operations commonly generate:

- General waste (mixed office rubbish)
- Recyclable waste (paper, cardboard, plastics, metals and glass)
- Food and organic waste (from kitchens, break rooms, events and catering)
- Confidential paper waste (documents requiring secure destruction)
- E-waste (computers, printers, cables, phones)
- Hazardous and chemical waste (cleaning chemicals, aerosols, batteries, toner cartridges)
- Clinical/biological waste (where applicable, e.g. first aid rooms, some hospitality settings)
- Sharps (needles, broken glass, knives from hospitality areas)

### Waste Stream Register

[Company Name] will maintain a Waste Stream Register to document each waste type, source areas and disposal requirements.