
WASTE MANAGEMENT AND RECYCLING POLICY AND PROCEDURES

Purpose

The purpose of this Waste Management Policy is to outline Trendie's commitment to responsible waste management practices. The policy aims to minimise the environmental impact of our operations by promoting waste reduction, recycling, and proper disposal methods in compliance with Australian legislation and regulations. This policy provides clear procedures to ensure all staff members contribute to sustainable waste management practices.

Scope

This policy applies to all Trendie employees, contractors, and visitors. It encompasses all waste generated within the organisation's premises and during company activities, including general waste, recyclable materials, hazardous waste, and electronic waste. It also applies to waste management practices during off-site work or events representing Trendie.

Policy Statement

Trendie is committed to sustainable waste management practices. Our goal is to minimise waste generation, maximise recycling and reuse opportunities, and ensure the safe and legal disposal of waste. We strive to meet or exceed the requirements of relevant Australian legislation, including the Waste Avoidance and Resource Recovery Act 2001 (NSW), the Environment Protection Act 1994 (QLD), and any other applicable state or territory regulations.

Principles of Waste Management

- **Waste Minimisation:**

Employees are encouraged to reduce waste at the source by adopting practices that minimise resource use. This includes mindful purchasing, using digital documents instead of paper, and selecting reusable or recyclable products where possible.

- **Reuse and Recycling:**

Trendie promotes the reuse of materials and recycling whenever feasible. Employees should use designated recycling bins for paper, cardboard, plastics, glass, and metals. Items such as office supplies and equipment should be reused or donated where appropriate.

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- **Proper Disposal:**

All waste that cannot be reused or recycled must be disposed of in a manner that complies with local council regulations and environmental laws. Special attention should be given to hazardous and electronic waste, which must be handled according to specific disposal procedures.

- **Compliance with Legislation:**

Trendie adheres to all relevant Australian waste management legislation and regulations, including the National Waste Policy and state-specific regulations. Employees must be familiar with and comply with these laws to ensure the organisation's waste management practices are legally compliant.

Responsibilities

- **Employees:**

All employees are responsible for following waste management procedures, reducing waste generation, segregating waste correctly, and using designated bins for recycling and disposal. Employees must also report any waste management issues or non-compliance to their manager or the HR department.

- **Managers:**

Managers are responsible for ensuring their teams understand and comply with this policy. They should provide guidance on waste management practices and address any violations of the policy in accordance with company procedures.

- **Facilities Management Team:**

The Facilities Management Team is responsible for implementing and maintaining waste management systems. This includes providing adequate waste segregation and disposal facilities, arranging for regular waste collection, and ensuring compliance with relevant legislation.

- **HR Department:**

The HR department is responsible for including waste management training as part of the induction process for new employees and organising periodic refresher training for all staff.



Procedures for Waste Management

- **Waste Segregation:**

- Employees must segregate waste into appropriate categories: general waste, recyclables, organic waste, hazardous waste, and electronic waste.
- Clearly labelled bins will be provided for each waste category. Employees must ensure waste is placed in the correct bin.

- **Recycling and Reuse:**

- Paper, cardboard, plastics, glass, and metals should be placed in designated recycling bins.
- Items such as office supplies, furniture, and equipment should be reused or donated where possible.
- Employees are encouraged to use double-sided printing and digital documentation to reduce paper waste.

- **Hazardous Waste Disposal:**

- Hazardous waste, including chemicals, batteries, and fluorescent lights, must be disposed of according to the relevant guidelines and regulations. Special bins will be provided for these items.
- Employees handling hazardous waste must wear appropriate personal protective equipment (PPE) and follow safety procedures.

- **Electronic Waste Disposal:**

- Electronic waste (e-waste) such as computers, printers, and mobile phones must be disposed of through approved e-waste recycling programs.
- The Facilities Management Team will coordinate the collection and disposal of e-waste in compliance with the National Television and Computer Recycling Scheme (NTCRS).

- **Waste Collection and Disposal:**

- The Facilities Management Team will arrange regular waste collection and disposal services with licensed waste contractors.



- Waste contractors must provide proof of proper disposal, including certificates of destruction for sensitive materials.

Training and Awareness:

- All new employees will receive training on waste management practices as part of their induction.
- Annual refresher training will be provided to ensure ongoing awareness and compliance with the policy.
- Posters and signage will be displayed in key areas to remind employees of proper waste segregation and disposal practices.

Compliance and Enforcement

Trendie is committed to upholding this Waste Management Policy. Non-compliance with this policy will be addressed in accordance with the company's disciplinary procedures. Employees found violating waste management procedures may be subject to disciplinary action, up to and including termination of employment.

Monitoring and Review

- The Facilities Management Team will regularly monitor waste management practices and report on performance.
- This policy will be reviewed annually to ensure its effectiveness and compliance with current legislation. Any updates will be communicated to all employees.

Relevant Legislation and Regulations

- Waste Avoidance and Resource Recovery Act 2001 (NSW)
- Environment Protection Act 1994 (QLD)
- National Waste Policy
- National Television and Computer Recycling Scheme (NTCRS)
- Local council regulations on waste management



Trendie

Implementation

This Waste Management Policy is an integral part of Trendie's commitment to environmental sustainability. By following these procedures, employees will contribute to a more sustainable and environmentally responsible workplace. The policy will be accessible via the company intranet and employee handbook for reference.

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