



POLICY NAME: Waste Management

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1. Purpose

To ensure safe, hygienic, and environmentally responsible handling and disposal of all waste generated at the daycare, reducing risk of disease, contamination, and environmental harm.

2. Scope

Applies to all staff handling dog waste, general rubbish, cleaning materials, and potentially infectious or hazardous items at the facility.

3. Responsibilities

- **All staff:** Properly collect, segregate, and dispose of waste. Maintain cleanliness in assigned areas.
 - **Manager / Supervisor:** Monitor compliance, provide training, maintain waste disposal equipment, and liaise with waste collection services.
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4. Types of Waste

Waste Type	Examples	Handling / Disposal
Dog waste	Faeces, used poop bags, bedding soiled with faeces	Collect immediately in biodegradable bags. Place in covered bins. Dispose via council-approved organic waste or sewer system if allowed. Clean and disinfect area daily.
General rubbish	Food wrappers, paper towels, disposable gloves	Collect in designated bins. Empty daily or when full. Dispose via council rubbish collection.

Waste Type	Examples	Handling / Disposal
Hazardous / contaminated	vomit, cleaning chemicals	Use gloves and PPE. Double-bag contaminated materials. Dispose following Queensland Health and Workplace Safety regulations.
Recyclables	Cardboard, plastic containers, paper	Segregate in clearly labelled recycling bins. Dispose via council recycling services.

5. Waste Collection & Handling

1. **Daily cleaning schedule:**
 - Clean all indoor and outdoor areas daily.
 - Remove dog waste immediately during play and after walks.
 2. **Use PPE:** Gloves, masks (if needed), and aprons when handling waste.
 3. **Bagging:** Use biodegradable or strong plastic bags. Tie securely.
 4. **Bins:**
 - Covered, clearly labelled bins for dog waste, general rubbish, and recyclables.
 - Empty bins daily or when full to prevent odours and pests.
 - Waste to be removed by JJ Waste and Recycling once a fortnight.
 5. **Cleaning & disinfection:**
 - Use disinfectants approved for pet areas (e.g., diluted bleach solutions or veterinary-approved products).
 - Clean food bowls, bedding, toys, and kennels after use.
 - Remove any contaminated water immediately.
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6. Waste Storage

- Store waste in a **designated secure area** away from dogs and food storage.
 - Do not allow accumulation for more than 24 hours.
 - Ensure bins are **cleaned and disinfected regularly**.
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7. Regulatory Compliance

- Comply with:
 - **Brisbane City Council waste disposal requirements**
 - **Queensland Environmental Protection Act 1994**
 - **Animal Care and Protection Act 2001** (hygiene and animal welfare)
 - **Workplace Health and Safety Act 2011** (staff safety during handling)
 - Maintain records of hazardous waste disposal if applicable.
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8. Staff Training

- Staff must be trained in:
 - Safe handling and disposal of dog waste
 - PPE usage
 - Cleaning and disinfection procedures
 - Segregation of hazardous, recyclable, and general waste
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9. Monitoring & Review

- Supervisors must inspect waste management practices weekly.
 - Review SOP annually or after incidents (e.g., contamination, pest issues, spills).
 - Address non-compliance immediately with retraining or corrective actions.
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10. Key Reminders

- Dog and staff safety come first.
- Handle all waste promptly and hygienically.
- Keep facility clean to prevent disease and pest infestations.
- Follow Brisbane council and Queensland environmental regulations.