

KOOWEERUP REGIONAL HEALTH SERVICE POLICY AND PROCEDURE MANUAL

Environment and Sustainable Development Policy Statement

DOCUMENT TYPE

POLICY

PURPOSE

Kooweerup Regional Health Service is a public hospital that is committed to provide high quality health care services catering for the needs of the local communities. In accordance with our vision and values we adopt a philosophy of environmental sustainability and committed to become a climate friendly organisation.

Climate change is at the forefront of environmental sustainability issues in contemporary society. Kooweerup Regional Health Service (KRHS) acknowledges the link between environmental sustainability, climate change and human health for current and future generations.

Climate change/extreme weather events will greatly impact on our communities and in particular the most vulnerable in our community such as people of low socioeconomic status, people with disabilities, young children and elderly. An engaged health sector can help move the world towards a healthy low carbon future as there are many co benefits for health to be had from actions to address climate change.

Kooweerup Regional Health Service (KRHS) is committed to the principles of sustainable development and recognises the important role we play in protecting and enhancing the natural environment for future generations.

KRHS acknowledges the potential impacts that its activities have on the environment and is dedicated to ensuring environmental management is an integral part of the provision of health care.

KRHS contributes to making Victoria a more sustainable state by integrating sustainability and environmental considerations into its planning, everyday operations and policy decisions.

We seek an equitable balance between:

- Meeting the needs of consumers, employees and the community.
- Minimising environmental impacts and ensuring protection of environmental resources within our sphere of control.

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Staff this document applies to:

- This policy applies to all KRHS board members, employees, volunteers, contractors and consumers.

DEFINITIONS

Climate Change	A change in global or regional climate patterns, in particular a change apparent from the mid to late 20th century onwards and attributed largely to the increased levels of atmospheric carbon dioxide produced by the use of fossil fuels.
Environmental Sustainability	Responsible interaction with the environment to avoid depletion or degradation of natural resources and allow for long-term environmental quality.
Sustainable Development	Refers to resource use, which aims to meet human needs while preserving the environment, and without compromising the ability of future generations to meet their own needs.
Recycling	A process to change (waste) materials into new products to prevent waste of potentially useful materials, reduce the consumption of fresh raw materials, reduce energy usage, reduce air pollution and water pollution by reducing the need for "conventional" waste disposal and lower greenhouse gas emissions.
Waste	Any matter, whether solid, liquid, gaseous or radioactive, which is discharged, emitted or deposited in the environment in such volume, constituency or manner as to cause an alteration of the environment.

This policy is a statement of our current strategic objectives.

Goal - KRHS will be a climate friendly organisation and will continually reduce its ecological footprint by:

Objectives:

- The application of a sustainability lens across the organisation to ensure we work towards reducing our environmental impact through our planning, everyday operations and policy decisions.
- To increase capacity to respond to environmental and climate change adaptation and mitigation through integration of systems across the service.
- Commitment to continuous improvement through the systematic implementation of an effective environmental management system.
- Develop processes and policies that do not adversely affect the environment, including developing and improving operations and technologies to minimise and dispose of waste safely and responsibly, prevent air, water, and other pollution, develop sustainable procurement, transport models and minimise health and safety risks.
- To increase community resilience by increasing awareness, skills and actions of employees, consumers and the community to learn and adapt to climate change.

This will be achieved by:

1. Governance and Leadership

Environmental sustainability has been recognised within strategic plans since 2015 and is identified in the current 2018 – 2022.

To provide leadership and continue to develop sustainability and climate resilience initiatives that benefit our community. KRHS recognises that sustainability issues affect us and that we need to take action.

1. Establishment of a whole-of-organisation Environmental Management Plan and to report publicly on our environmental performance.
2. **Energy Management** – KRHS aims to reduce gas and electricity usage and associated gas omissions in the areas of its direct control.

Minimum requirements:

All KRHS employees and contractors are required to observe the following:

- DO look for ways to reduce costs associated with energy use.
- DO switch off lights and computers when not in use.
- DO NOT use electricity unnecessarily.

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2. **Water Management** – KRHS aims to prevent stormwater surface water and ground water and ground water pollution and to investigate options to reduce water consumption.

- All KRHS employees and contractors are required to observe the following:
 - DO NOT pollute water courses or drainage lines with rubbish, sewage, silt, fuel etc.
 - DO NOT discharge sediment laden or contaminated water to the environment.
 - DO NOT place stockpiles or felled vegetation within 30 metres of creeks or major drainage lines.
 - DO NOT waste or misuse water.

3. **General and Medical Waste – Management** – KRHS aims to reduce the amount of waste going to landfill and to implement waste recycling systems. KRHS is committed to reducing waste and reusing recyclable goods on site. Waste which cannot be reused or recycled will be disposed of “off-site” - in accordance with local authority requirements.

Additional containers are provided for recyclable goods such as glass, cans and paper.

KRHS staff and contractors will be made aware of the organisations Waste Management Plan and the need to reduce waste created or brought on to the site. Minimum requirements:

- DO ensure licensed contractors are used to remove hazardous or prescribed waste.
- DO secure waste materials from pests, fauna and wind.
- DO recycle waste and reuse in accordance with the KRHS Waste Management System.
- DO NOT store waste materials within 30 metres of a water course.
- DO NOT pollute the environment with waste generated from the activities related to the site.

4. **Air Quality Management** – KRHS aims to minimise dust, odour and gas omissions and effectively manage the nuisance impacts associated with dust and odour omissions. Minimum requirements:

- All KRHS employees and contractors are required to observe the following:

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- DO use air conditioners at set levels.
- DO use dust suppression techniques to reduce dust omissions.
- DO ensure that oils, fuels of hydrocarbon solvents are stored in labelled containers with fixed lids to minimise escape of volatile pollutants.
- DO ensure that vehicles and plant/equipment are regularly serviced.
- DO NOT store reactive materials next to each other that may generate toxic gases in the event of an incident.
- DO NOT allow vehicles or plant to idle for excessive amounts of time without sufficient reason.

5. **Noise Management** – KRHS aims to minimise noise pollution and avoid nuisance to neighbouring properties. Maintenance staff are to ensure that noise levels are controlled in accordance with State and Local Government statutory requirements. Minimum requirements:

- All KRHS employees and contractors are required to observe the following:
 - DO use equipment silences or mufflers.
 - DO regularly service equipment.
 - DO use low noise and vibration construction equipment wherever possible.
 - DO switch off equipment when not in use.
 - DO NOT conduct work outside the specified hours.
 - **Food** – KRHS will purchase and serve sustainable, seasonal produce from local suppliers to reduce food miles
 - Minimise single portion packaging
 - Minimise Kitchen waste – processes implemented to reduce food waste by ensuring high quality food monitoring.
 - Compost or repurposing for animal use of pre-cooked food waste

6. **Flora and Fauna Management** – KRHS aims to minimise impact on native fauna, reduce the instances of weed invasion and minimise loss of habitat to fauna. Should project work result in the injury of fauna or damage to vegetation, every effort will be made to provide aid or rectify damage. Minimum requirements:

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- All KRHS employees and contractors are required to observe the following:
 - DO NOT stockpile soil around tree roots or trunks.
 - DO NOT damage established trees during project works (unless approval is granted).
 - DO NOT intentionally harm wildlife unless risks to personal health is directly threatened.
 - DO NOT remove or disturb native vegetation without the necessary approvals.
7. **Land Management** – KRHS will aim to prevent the degradation of land including soil loss and sedimentation. Erosion of soil and the resulting deposition of excavated or eroded materials on adjacent waterways is to be avoided using controls such as temporary fabric filter fencing and other appropriate erosion and sediment control structures. Minimum requirements:
- All KRHS employees and contractors are required to observe the following:
 - DO retain topsoil on site for reuse in rehabilitation where practicable.
 - DO install controls such as sediment trays, hay bales, geo-fabric fillers where appropriate.
 - DO direct run-off around activities that expose soil and potential erosion.
 - DO NOT expose significant quantities of soil without applying controls.
 - DO NOT block drains with rubbish or soil.
 - DO NOT allow vehicles to travel off designated roadways.
 - DO NOT unnecessarily remove or disturb natural vegetation and ground cover.
 - DO NOT stockpile topsoil in the drip line of trees, drains, depressions or waterways.
8. **Storage and Handling of Hazardous Substances** – KRHS aims to prevent spills of dangerous goods, hazardous substances and other pollutants to land. Minimum requirements:
- All KRHS employees and contractors are required to observe the following:

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- Do ensure that containers are labelled as to contents and staff trained in correct handling techniques.
- DO ensure that fuels, lubricants and chemicals are stored in an impervious containment area.
- DO ensure spill kits are located onsite.
- DO comply with the requirements of applicable Australian and Industry Standards.
- DO NOT dispose of polluted or contaminated material (solid and liquid) onsite.
- DO NOT transfer oil or fuel without the necessary safeguards.
- DO NOT continue to use vehicles, plant/equipment with leaks of fuel, oil or hydraulic fluid.

Transport

- Fleet Vehicles – sustainable procurement considered and well maintained.
- Green transport options promoted such as use of public transport and cycling.

Procurement

- KRHS will procure safe sustainable products.
- Promote efficient use of materials and resources throughout the organisation including water, electricity, office supplies and other resources, particularly those that are non-renewable.

KRHS will adopt the principles of Social procurement identifying environmental sustainability as a key pillar for contract inclusion. This will include:

- Use of recycled content in construction.
- Adoption of sustainable business practices by suppliers.
- Asking supplier to demonstrate environmentally sustainable business practices.
- Insert a service agreement clause (where possible) for environmentally sustainable business practices. This may cover items such as:
- Percentage of procurement materials to be sourced from sustainable accredited supply chains.

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- Infrastructure sustainability design ratings (such as ‘excellent’).
- Application and achievement of Green Star Australia ratings.
- Application and achievement of ISO standards; and
- Application and achievement of industry recognised standards.

Communication

- We will communicate our environmental commitment to service users, and the public, provide evidence-based information and encourage actions and support through a range of multimedia as per communication strategy.

Resilient communities

- Improve local preparedness in relation to the issues of climate change/ extreme weather events.
- Increase awareness of climate actions to reduce environmental impacts.

<u>RESPONSIBILITY</u>	<u>Actions</u>
<p>Board/Chief Executive Officer/Director of Nursing</p>	<ul style="list-style-type: none"> ● Meet all relevant legislative, regulatory requirements, and where appropriate exceed other mandatory requirements placed on the public health service. ● To ensure business continuity in response to changing climate demands. ● To ensure design and purchasing decisions take into account both employee, patient and resident needs. ● Ensure appropriate systems are put in place for the maintenance and monitoring of our environmental impacts and ensure protection of environmental. ● Ensure agreed whole of government commitments will be monitored regularly, audited annually and published in our annual report.

	<ul style="list-style-type: none"> • Ensure the responsible use of energy throughout our business, including conserving energy, improving energy efficiency, and giving preference to renewable over non-renewable energy sources when feasible. • Be an environmentally responsible neighbour in the communities where Kooweerup Regional Health Service operate, act promptly and responsibly to correct incidents or conditions that endanger health safety or the environment. Report them to authorities promptly and inform affected parties as appropriate.
<p>Environment Management Committee and OHS Committee</p>	<ul style="list-style-type: none"> • Monitor the effectiveness of this policy. • Work towards a systematic reduction of energy consumption, and minimisation of greenhouse gas emissions, through a demand reduction strategy and increased use of renewable energy. • Systematic reduction of waste to landfill, by waste minimisation, improved segregation and increasing the quantities of waste recycled. • Benchmark our achievements and set challenging and quantified reduction targets, to monitor performance and periodically audit, and to review report on environmental performance. • Identify and analyse staff knowledge and skills in environmental management including heat health • Introduction of a biodiversity enhancement plan covering all land controlled by the health service.

<p><u>Site Induction and Environmental Training</u></p> <p>KRHS will conduct an environmental induction and education program for all employees as part of the orientation process.</p>	<ul style="list-style-type: none"> ○ Promote environmental awareness amongst employees and contractors. ○ Ensure that employees and contractors are aware of their environmental responsibilities. ○ Ensure all employees complete environmental pledge ○ Ensure that employees and contractors follow documented procedures, guidelines and standard work practices. ○ Training and supporting staff to work within the EMS framework and to reduce their personal lifestyle impacts. Ensure our EMS Policy is included in new staff orientation and contractor induction as per following: ○ Seek continuous improvement in working and living environments for consumers and employees and to contribute to more sustainable communities, including improved dialogue with relevant stakeholder groups.
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REFERENCES

- Resourcesmart 2009
- Guidelines for Environment
- Dental Health Services Victoria – Environmental Management Plan 2009.
- Prompt policies- Kerang and Orbost Environment

RELEVANT STANDARDS

Aged Care Quality Standards 2018 : 8 Organisational governance, 8.2 The organisations governing body promotes a culture of safe, inclusive and quality care and services and is accountable for their delivery, 8.3 Effective organisation wide governance systems relating to the following: Australian Aged Care Quality Agency : 2 Health and personal care, 2.2 Regulatory compliance, 3 Resident lifestyle, 3.2 Regulatory compliance, 4 Physical environment and safe systems, 4.2 Regulatory compliance, 4.4 Living environment EQulPNational by Standards : 1 Governance for Safety and Quality in Health Service Organisations, 15 Corporate Systems and Safety NSQHSS by Standards v2 : 1 Clinical Governance

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