

FAQ on education and training

Education and training are vital for safely managing biohazardous waste. Here are some frequently asked questions on biohazardous waste management education and training based on the **Industry Code of Practice for Managing Biohazardous Waste (Including Clinical and Related Wastes)**, also known as the Biohazardous Waste Industry Code or BWI Code.

These FAQs give general guidance only. Biohazardous waste management is highly regulated with many measures required under law. Refer to the BWI Code and relevant regulations in your jurisdiction to understand both mandatory and recommended obligations.

Q1. Who needs to be trained to manage biohazardous waste?

All employees, including contractors, involved in generating, transporting, treating and/or disposing of biohazardous waste from the point of generation to final disposal need to be trained in safe management practices. This includes:

- those who generate the waste
- those who handle and/or transport the waste on and offsite
- those who operate or maintain the treatment equipment
- those who handle waste at the disposal facility
- reception and administrative staff
- managers and executive-level positions.

The extent of training needed depends on the types of biohazardous waste being managed, the role and responsibilities of the employee and the complexity of the work procedures and control measures needed to minimise the risk of exposure.

Q2. When should I train my employees?

All employee and contractor staff must be trained on induction and given follow-up training as needed. Repeat sessions and refresher courses keep employees interested and aware. Employees will also need more training if legislation and/or contractual requirements change.

Q3. What sort of training program do I need?

Training programs need to be competency-based to give staff the knowledge and skills to carry out their work safely. Indicative training topics are listed in *Section 13.3: Training programs* in the BWI Code.

WMRR NATIONAL OFFICE
57 ST JOHNS ROAD
GLEBE NSW 2037

(02) 8746 5000
INFO@WMRR.ASN.AU

WMRR.ASN.AU

Q4. What training methods should I use?

The best way to train staff is with hands-on training, either one-on-one or with small groups, with careful supervision.

Trainers should demonstrate correct techniques and explain the rationale behind established procedures.

Trainees should be given time to ask questions and practice techniques until they feel comfortable performing them.

Q5. How do I assess employees?

Testing employees on material taught is essential to assess the effectiveness of training programs. Testing should not be extensive – short quizzes or multiple choice would be sufficient. Testing should involve competency-based assessment, that is practical activities. Testing should:

- identify employees who need additional training
- identify problem areas that need emphasis or a different type of presentation in subsequent courses
- evaluate the effectiveness of the training program.

Q6. What records do I need to keep?

You should keep records of the courses and schedule in your training program, evaluations of courses and a record in each employee's personnel file that includes courses attended, training received and test results.

Q7. Do waste treatment facility operators need specific training?

Operators working at treatment facilities will need to be fully across the waste treatment technology used at the facility, as well as all the usual WHS regulations. See *Section 13.9: Waste treatment operator training* in the BWI Code for more information.

About the BWI Code

The BWI Code helps anyone working with biohazardous waste to understand their responsibilities and work towards environmental best practice in the safe and cost-effective handling, transport, treatment and disposal of biohazardous waste across Australia and New Zealand.

The BWI Code is published by the Biohazard Waste Industry (BWI) division under the Waste Management and Resource Recovery Association of Australia (WMRR) – the only national peak body for the \$15 bn waste and resource recovery industry.

To purchase the Code, email the WMRR national office at info@wmrr.asn.au

WMRR NATIONAL OFFICE
57 ST JOHNS ROAD
GLEBE NSW 2037

(02) 8746 5000
INFO@WMRR.ASN.AU

WMRR.ASN.AU