



Disposal of Scrap Metal Procedure

1. Guiding Principles

The WA Country Health Service (WACHS) is committed to:

- disposing of scrap metal via methods that meet all legislative and environmental requirements
- ensuring that scrap metal is disposed of via licensed scrap metal merchants
- ensuring that any recoup/reimbursement for scrap metal being disposed of is banked to WACHS public funds.

2. Procedure

All persons involved in the various parts of the process listed below are to comply with the WA Health system [MP0031/16 Code of Conduct](#).

All persons involved in the various parts of the process listed below, that are WACHS employees and/or volunteers are required to declare any conflict of interest in relation to this matter – on a case by case basis - and may be required to exempt themselves from the process.

All disposal of scrap metal by WACHS premises and/or business units is required to comply with the following:

- 2.1 All scrap metal is to be segregated from other waste and contained at the relevant health care site/premise in an appropriate container until ready for collection.
- 2.2 Scrap metal storage and transport is to ensure public health and amenity, to ensure on-site persons are not put at risk and is to meet all necessary requirements.
- 2.3 Each site is to ensure that scrap metal is sorted, stored and transported on and off-site in accordance with site-specific Standard Operating Procedures and associated requirements.
- 2.4 WACHS Engineering and Facilities is to inspect each site where scrap metal will be stored and transported to and from in order to ensure that appropriate risk management strategies are in place. For example avoiding slip trip hazards, eliminating working above shoulder height, reducing heavy loads by using trolleys smaller loads, use of appropriate gloves and preventing public access)
- 2.5 WACHS Engineering and Facilities is to be advised – in writing (e.g. email) - of the scrap metal requiring collection.
- 2.6 WACHS Engineering and Facilities is to arrange the collection of the scrap metal by a licensed scrap metal merchant (here-after referred to as merchant).
- 2.7 Prior to the scrap metal being collected from WACHS premises, approval is to be given by the delegate authorised to approve the 'means for disposal of public property' under the [WA Country Health Service Authorisations Schedule](#).
(Note: The current delegated authority is the Chief Financial Officer (Director Financial Services) for WACHS.)

- 2.8 WACHS is required to document the scrap metal being removed by the licensed merchant and the merchant is required to acknowledge receipt of same – all in writing.
- 2.9 The merchant is to arrange the sale of the scrap metal at market rates and reimburse WACHS for same.
- 2.10 Reimbursement received for scrap metal is to be banked to WACHS public funds as soon as possible.
- 2.11 Reimbursement from the scrap metal merchant is to be managed via one of the following methods:
- By miscellaneous receipt, i.e. the scrap dealer transmits the funds with no further action on WACHS behalf
 - or
 - Via invoice raised by Debtor Invoice Request on the documentation provided by the scrap metal dealer.
- (In either case the supporting documentation is to be submitted to the WACHS Regional Cashier to be reconciled against the amount received.)
- 2.12 WACHS is to conduct audits of scrap metal disposed of and the associated monies received every quarter to ensure that relevant procedures have been followed and monies received and banked as required.

3. Definitions

Licensed Scrap Metal Merchant	A vendor licensed as a ‘Second-hand Dealer’ as required under the Western Australia Pawnbrokers and Second-hand Dealers Act 1994 and Regulations 1996 and WA Police/Police Licensing Services requirements.
Scrap Metal	Includes aluminium, brass, copper, steel – ferrous and non-ferrous – and batteries that are surplus to requirements and/or have been replaced as a result of work undertaken at a health care site/business unit. Does not include gold, silver and any metal that may contain contaminated products (e.g. asbestos in metal pipes).
WACHS Engineering and Facilities	Business Units for this department are located in Regional Resource Centres and are responsible for managing all matters relating to infrastructure, equipment and machinery – servicing, maintenance, refurbishment and replacement.

4. Roles and Responsibilities

Initial responsibility is with the Engineering and Maintenance personnel based at WACHS premises. This includes obtaining delegate approval for disposing of the relevant scrap metal before the scrap metal is collected by the licensed merchant. (Note: The current delegated authority is the Chief Financial Officer (Director Financial Services) for WACHS.)

The Manager - Infrastructure and Support Services monitors, audits and has overall responsibility for the disposal of scrap metal in the WACHS district.

5. Compliance

Failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

This is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within the WACHS.

6. Evaluation

This procedure is to be reviewed annually by the Manager, Infrastructure and Support Services, WACHS Great Southern in consultation with the Infrastructure and Support Services Committee and the Manager Infrastructure (Central Office).

7. Standards

[EQUIPNational Standards](#) - 15.24.1, 15.25.1

- Buildings, plant and equipment – Buildings, signage, plant, medical devices, equipment, supplies, utilities and consumables are managed safely and used efficiently and effectively.
- Corporate Systems and Safety – Waste and environmental management - Waste and environmental management supports safe practice and a safe and sustainable environment.

8. Legislation

[Financial Management Act 2006 \(WA\)](#)

[Environmental Protection Act 1986 \(WA\)](#)

[Sales of Goods Act 1895 \(WA\)](#)

[Occupational Safety and Health Act 1984 \(WA\)](#)

[Occupational Safety and Health Regulations 1996 \(WA\)](#)

9. References

[WA Country Health Service Authorisations Schedule](#)

[The Environmental Protection \(Controlled Waste\) Regulations 2004 \(WA\)](#)

[Pawnbrokers and Second-hand Dealers Act 1994 and Regulations 1996 \(WA\)](#)

State Supply Commission [Disposal of Goods](#) Policy

10. Related Policy Documents

WACHS [Occupational Safety and Health Policy](#)

11. Related WA Health System Policies

[OD0264/10 Managing Conflict of Interest Policy and Guidelines](#)

[MP0031/16 Code of Conduct](#)

[Code of Ethics](#)

[MP0040/16 Discipline Policy](#)

[WA Health Financial Management Manual](#)

12. Policy Framework

[Financial Management Policy Framework](#)

**This document can be made available in alternative formats
on request for a person with a disability**

Contact:	Manager, GS Infrastructure and Support Services (K.Jones)		
Directorate:	Infrastructure	TRIM Record #	ED-CO-18-3939
Version:	1.00	Date Published:	17 May 2019

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.