



Joan Kirner Women's and Children's Quick Reference Guide

How to look after JKWC

Please:

- Ensure all displays are installed by Engineering in an approved holder and not adhered to surfaced with sticky tape or blu-tac
- A large “Knowing How We Are Doing” notice board is available in each staff room for communication and information.
- Equipment rooms and equipment bays have been included in the design of the building. There should not be a requirement to store equipment beyond these spaces. Corridors should be kept clear.
- Dispose of rubbish appropriately as per Western Health Sustainability policy
- Eat only in the designated staff areas
- Use provided dishwasher and avoid leaving dishes in the sink in staff areas
- Be responsible for maintaining the cleanliness of shared microwaves and fridges in staff areas
- Ensure you leave shared areas clean and clutter free
- Smoke only in designated smoking areas

RIGHT WASTE, RIGHT BIN SAVES RESOURCES

	Glass bottles		COMMINGLED		New glass containers, roads and sand in golf bunkers
	Drink cans		COMMINGLED		New drink cans
	Hard plastics		COMMINGLED		New plastic products
	PVC		PVC RECYCLING		Hosing, garden furniture, kids' playgrounds
	Paper		PAPER RECYCLING		Cartons and boxes
	Toners & cartridges		TONER RECYCLING		Remade into cartridges, Enviro-liners and rulers
	Steriwrap		STERIWRAP		Street furniture
	Batteries		BATTERY RECYCLING		New batteries
	Blade and suture set packaging		ALUMINIUM PEEL PACKS		New drink cans
	Diathermy cabling and electrical leads		METALS RECYCLING		New cabling
	Mobile phones		CONTACT sustainability@wh.org.au		Posted to 'Phone Cycle' in specified satchel
	Furniture		DONATIONS		Reused in third world countries
	E-waste		CONTACT ICT DEPARTMENT		Most components can be recycled.
	Broken furniture		CONTACT HEALTH SUPPORT SERVICES		Plywood, steel sections

Western Health