

Environmental Management Plan 2018-2023

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Foreword

Omeo District Health (ODH) recognises the link between environmental sustainability, climate change and human health and therefore is dedicated to reducing our environmental impact.

To play our part in contributing to greater environmental health and for the health of the local community, ODH is committed to improving environmental sustainability and aims to achieve through various initiatives such as reducing unnecessary operation of air conditioning and lighting after hours, using partly recycled paper and exploring options to replace, re-use and recycle water.

To monitor and track the progress made and for accountability purposes, ODH is committed to providing annual public environmental sustainability reports.

Ward Steet

CEO

1. Introduction

1.1 Background

All Victorians have a role to play in making Victoria a more sustainable state for future generations and maintaining our status as one of the world's most liveable places. Victorian Government departments and agencies, including health services, have a key role to play by integrating the environment into its planning, operations and policy decisions.

The Department of Health is embedding sustainability principles in its activities and is committed to embedding sustainability within the broader Victorian public health system.

An integral part of embedding sustainability within the public health system is the adoption of appropriate environmental management planning processes at the health service level, such as this environmental management plan for ODH.

This plan has been prepared in accordance with the requirements under the Department of Health's 2018-2023 Environmental Sustainability Strategy.

1.2 About the organisation

1.2.1 Overview of organisation

Omeo District Health (ODH) is located in the high country of East Gippsland, Victoria (elevation 685 metres) and provides a wide range of health and support services to the communities of Omeo, Benambra, Swifts Creek, Ensay, Dinner Plain and surrounding areas, spanning across 5641km² and servicing a population of 1472.

Omeo District Health provides a broad range of health and support services to communities of the Omeo district. Our services include:

- **Acute Services-** including Four (4) acute illness beds, one (1) Inpatient Transitional Care Bed and one (1) Community Transitional Care bed and an emergency stabilisation facility, which receives and treats patients who are in need of urgent medical attention. Our Aged Care facility consists of ten (10) high level care and four (4) low level care residential aged care beds.
- **Community and Home Based Services-** including Physiotherapy, Occupational Therapy, Social

Work, Youth Work, Health Promotion, Home and Community Care, District Nursing, Dietetics, Speech Pathology, Podiatry, Foot care, Adult Planned Activity Group (PAG), Diabetes Education and Chronic Disease Management. Omeo District Health also provides a community gym and group fitness programs for all age groups including gentle exercise groups, fitness classes and kinder gym and supports the High Country Men's Shed based in Omeo.

- **Omeo Medical Centre**- a modern medical practice that provides General Practice services to the Omeo District, including outreach clinics to the Ensay Bush Nurse Centre and the Swifts Creek Bush Nursing Centre.
- **Omeo Dental Clinic**- provides a community dental service that offers both private and public dental care.

Service delivery is enhanced where necessary, through partnership arrangements that strengthen the ability of ODH to provide a wide range of services to the community.

1.2.2 Scope of the Emergency Management Plan (EMP)

This EMP addresses all relevant aspects of the operation of ODH, including all sites, agency activities and the delivery of services, including but not limited to:

- hospital and residential aged care services,
- corporate offices and facilities,
- support services (e.g. catering, cleaning),
- education,
- delivery of campaigns/programs/events,
- community based health services,
- facilities operations, and
- new capital works.

1.3 Prior actions and achievements

Environmental achievements of ODH to date have included:

- 2015 – The establishment of an Environmental Policy to manage the impact of the Omeo District Health on the natural environment and help ensure the ecological sustainability of the Health service.
- 2016 – The establishment of a monthly Waste and Energy Management Report to the Quality and Safety Committee each month, which provides trending data on:
 - general waste collection;
 - recycling of plastic and green waste;
 - energy usage;
 - energy bill anomalies; and
 - progress on implementation of alternative energy sources.
- 2017 - Installation of LED lighting throughout ODH premises.
- 2017 - Researching the possibility of installing double glazing throughout ODH premises.
- 2017 - Applied for a low interest loan for installation of 50kwh solar panel system to cover hospital premises and clinician's residences. (ODH was successful in its application and is awaiting instillation)

- 2017-18 Carpet installation will reduce heating costs.

2. Environment Policy

ODH's Environmental Policy is attached as Appendix A.

3. Baseline Environmental Performance

The data for 2017/18 represents the baseline data from which performance of this plan will be measured.

Energy consumption

Total energy consumption by energy type (GJ)	2015/16	2016/17	2017/18
Electricity	728	817	714
Natural gas and LPG	1,723	1,686	2,066
Other energy types (e.g. steam, diesel)			
Total (gigajoules)			

Normalised energy consumption	2015/16	2016/17	2017/18
Energy per unit of floor space (GJ/m ²)	0.60	0.61	0.59

Greenhouse gas emissions

Total greenhouse gas emissions (tonnes CO ₂ e)	2015/16	2016/17	2017/18
Scope 1	120	125	121
Scope 2	236	217	206
Total	356	342	327

Normalised greenhouse gas emissions	2015/16	2016/17	2017/18
Emissions per unit of floor space (kgCO ₂ e/m ²)	81	88	75

Water consumption

Total water consumption by type (kL)	2015/16	2016/17	2017/18
Potable water	2465	2121	2557
Re-used / recycled water	N/A	N/A	N/A
Total	2465	2121	2557

Normalised water consumption	2015/16	2016/17	2017/18
Water per unit of floor space (kL/m ²)	0.54	0.47	0.56

Water re-use and cycling	2015/16	2016/17	2017/18
Re-use / recycling rate (percentage)	N/A	N/A	N/A

Waste generation

Total waste generation by type (Tonnes)	2015/16	2016/17	2017/18
Clinical waste	N/A	N/A	N/A
General waste	N/A	N/A	N/A
Recycled waste	N/A	N/A	N/A
Total			

Normalised waste generation	2015/16	2016/17	2017/18
Waste per unit of floor space (kL/m2)	N/A	N/A	N/A

Waste recycling	2015/16	2016/17	2017/18
Waste recycling rate (percentage)	N/A	N/A	N/A

3. Environmental Targets

3.1 Overview

Environmental targets are to be set to improve environmental performance. The targets are in line with the environment policy and focus on:

- improving reporting and data collection;
- the integration of environmental assessment into key decision-making processes;
- development of targets covering all entity operations; and
- reducing energy consumption.

3.2 Management and Communications

Develop targets for improving environmental performance for waste, energy and water reduction by 30 June 2019 against the 2017/18 baseline.

Increase our ability to measure our environmental impacts by establishing and improving data collection systems or processes before 30 June 2019.

3.3 Waste Generation

Add reporting of clinical waste to monthly environmental report, to improve overall waste monitoring.

3.4 Reducing Energy Consumption

Explore options for double glazing throughout ODH premises by end of 2019/20 financial year.

Complete installation of 50kwh solar panel system to cover hospital premises and clinician's residences by end of 2018/19 financial year.

4. Action Plan

Action	Campus <i>(location of where action is being implemented)</i>	Responsibility <i>(who is responsible for the action)</i>	Timing <i>(when the action will be implemented)</i>	Status <i>(what the status of the action is)</i>	Funding <i>(what the action will cost)</i>	Pay-back <i>(how quickly the action will pay-back investment)</i>
Management and Communications						
Develop targets for improving environmental performance for waste, energy and water reduction by 30 June 2019 against the 2017/18 baseline.	Organisational wide	CEO Facilities Manager	By 30 June 2019	In progress	N/A	N/A
Increase our ability to measure our environmental impacts by establishing and improving data collection systems or processes before 30 June 2019.	Organisational wide	Facilities Manager	By 30 June 2019	In progress	N/A	N/A
Waste Generation						
Add reporting of clinical waste to monthly environmental report, to improve overall waste monitoring.	Organisational wide	Facilities Manager	February 2019	In Place	NA	NA
Reducing Energy Consumption						
Complete installation of double glazing throughout ODH premises by end of 2018/19 financial year.	Organisational wide	Facilities Manager	By 30 June 2019	In progress	TBC	TBC

Action	Campus <i>(location of where action is being implemented)</i>	Responsibility <i>(who is responsible for the action)</i>	Timing <i>(when the action will be implemented)</i>	Status <i>(what the status of the action is)</i>	Funding <i>(what the action will cost)</i>	Pay-back <i>(how quickly the action will pay-back investment)</i>
Complete installation of 50kwh solar panel system to cover hospital premises and clinician's residences by end of 2018/19 financial year.	Organisational wide	Facilities Manager	By 30 June 2019	Complete	\$51,000	4.4 years

5. Communications Plan

5.1 Background

This communications plan has been prepared to promote the environmental commitment of ODH to its staff and stakeholders. The key messages of the communications plan are:

- the environmental achievements to date,
- the future environmental direction and commitment, and
- that environmental sustainability is everyone's responsibility.

The plan will be delivered by the Facilities Manager.

5.2 Objectives

The communications plan is aligned to the environment policy, scope of the EMP and agreed actions. The objectives of the plan are to:

- communicate to staff the environmental achievements to date,
- secure support of the executive to improve the organisations environmental performance,
- communicate the role of staff in implementing specific actions.

5.3 Target audience

The target audience is staff across the organisation, including clinical and non-clinical staff. It is noted that some audiences will need different messages. Specific groups that need tailored messaging include:

- Clinical staff and practitioners;
- Environmental and Hotel Services staff;
- Allied Health and Home Based Services staff; and
- Office based staff.

5.4 Key messages

The key messages of the communication plan are aligned with the environment policy, scope of the EMP and agreed actions. The key messages are both overarching, for example lower operating costs equals more funds for patient care, and specific to particular environmental impacts, for example shutting down computers.

The key messages of this communications plan are:

- Creating an environmental friendly workplace is everybody's responsibility
- Small everyday choices (i.e. not printing unnecessarily or turning off your computer at night) can make an impact in the long term
- Being environmental minded can save the organisation financial resources that can be re-directed elsewhere

5.4 Communication activities

The following table outlines the communication activities to be undertaken each month, the key messages and target audience.

- Launch of Environmental Management Plan – present to Quality & Safety Committee at

final draft.

- Publish on ODH Website when approved and accepted by Quality & Safety Committee and circulate to key stakeholders
- Monitor correspondence from DHHS Sustainability Department and action as required.
- Communicate updates with notice in staff tea room, all staff email and at all staff forum.

5.5 Evaluation

The communications plan will measure effectiveness of the plan and behaviour change activities through a key set of indicators. These indicators include:

- environmental outcomes achieved across the organisation and individual departments,
 - number of activities such as notices, reports and number of staff reached across all departments,
 - staff feedback, such as number and types of queries, staff suggestions
 - staff surveys before and after campaigns.
6. Monitoring, Review and Continuous Improvement

6.1 Monitoring schedule

What	How	How often	Records	Who
Carbon	Energy bills	Monthly	Energy data / carbon conversion factors	Facilities Manager
Energy use	Energy bills	Monthly	Energy data	Facilities Manager
Water use	Water bills	Monthly	Water data	Facilities Manager
General waste	Contractor data	Monthly	Spreadsheet	Facilities Manager
Clinical waste	Contractor data	Monthly	Invoice/ report from contractor	Facilities Manager

6.2 Review and progress reporting

The progress of this EMP will be reviewed monthly by the Quality and Safety Committee.

Progress in implementing this EMP will be reported to the Quality and Safety Committee and from there to the Board.

Performance progress and key achievements will be reported publicly through a report of operations in the ODH Annual Report. Reporting mechanism in line with the departments environmental reporting guidelines.

This EMP will be comprehensively reviewed and updated every two years.

Appendix A

ENVIRONMENTAL MANAGEMENT POLICY

Distribution: Corporate

Section: Leadership and Management

Authorised by: Signature

Date:

Ward Steet- Chief Executive Officer

Purpose

Environmental Management is the management and control of all factors that influence the impact of the Omeo District Health on the natural environment and help to ensure the ecological sustainability of the Health service into the future.

Policy

ODH will comply with all environmental legislation to ensure it minimises its impact on the environment, maximises the financial benefit of these activities, and abides by the community's moral expectations.

ODH will identify all areas of adverse impact on the environment from activities that are undertaken. All staff, residents, patients, visitors, and contractors are expected to ensure that the environmental sustainability is adhered to.

Guideline

Environmental Impact Reduction

Practices at ODH have been developed to meet the following environmental challenges:

- Reducing use of natural resources use such as water, power and gas.
- Minimising waste generation.

ODH will ensure all services are delivered in an environmentally responsible manner that minimises undue risk and adverse environmental impacts on human health, the natural environment and local economy.

ODH will actively seek out and support ongoing environmental initiatives to achieve efficient and sustainable outcomes for energy, materials and water

Process

We ask that all stakeholders assist in reaching the following environmental challenges:

1. Water

- Turn off taps when not in use.
- Report dripping taps to Maintenance department.
- Minimise towel use.

2. Gas

- Only use hot water when absolutely necessary.
- Turn off heaters when room not in use.

3. Electricity

- Turn off lights when not in use.

ENVIRONMENTAL MANAGEMENT POLICY

4. Minimise Waste Production

- Use recycling bins for glass, plastic, cardboard and other recyclable products.

MANAGEMENT AND REPORTING

Omeo District Health complies with all legislative and contractual requirements for environmental performance.

COMMUNICATION AND INVOLVEMENT

The involvement of regulatory authorities, suppliers, contractors and Omeo District Health staff and clients is sought in achieving environmental management goals.

Reporting Requirements:

Monitor to occur via Riskman reporting

ODH Maintenance Waste and Energy Management Report

Definitions:

ODH Maintenance Waste and Energy Management Report outlines volumes of general rubbish collection, recycled waste, power usage and any upgrades that improve our environmental impact is documented and sent through to the Quality and Safety Coordinator on a monthly basis.

Target Audience

All employees

Residents

Patients

Visitors

Contractors

Key Aligned Documents

Key Legislation, Acts & Standards

Environmental Protection Act 1994

Environmental Protection (Prescribed waste) Regulations 1998

Code of Practice for the management of clinical and related waste, 5th edition (2007) Australian and New Zealand Clinical Waste Management Industry Group (ANZCWMIG)

Radiation Act 2005 (Vic)

NSQHS Standard 1 Governance

AACQA Expected Outcome: 4.1 Continues Improvement, 4.4 Living Environment, 1.7 Inventory & Equipment

References:

Author / Contributors

Name	Position	Service / Program
Ward Steet	CEO	Corporate