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## 1 Programme Administration

### 1.1 Vision Statement (mission, goals, objectives, milestones)

The University of Canterbury (UC) is a complex organisation with a large body of people potentially on campus at any one time. In addition, it has responsibility for significant property within the South Island and its outreach facilities across New Zealand. Furthermore, like other tertiary institutions, UC's staff and students are mobile within New Zealand and internationally.

This Plan details the management process of an incident on any UC property or involving any UC staff or student. However, in many cases, the Plan refers specifically to the Ōtamahua and Dowdside sites. Emergency Management Plans for Field Stations and Outreach Facilities are contained within separate companion documents to this Plan.

The University community is akin to a small town or community and as such, has its share of critical issues and incidents to deal with.

The University of Canterbury's priorities in any emergency situation are as follows:

1. To save life and avoid any further injury;
2. To preserve the University of Canterbury's assets and operations;
3. To minimise impact on the local community and environment;
4. To support, where possible, a timely emergency response;
5. To return to business as usual as soon as practical.

Within the Civil Defence structure for the Canterbury region, the University of Canterbury holds a small share within Christchurch City Council Emergency Operations Centre. This essentially means that in an emergency that impacts the whole city, the University must be prepared to look after itself, at least in the initial period during the event and quite possibly for some time after the event.

The University has given consideration to various options for responding to a range of incidents, from the lowest level through to a major catastrophe. The decision was taken to align our control system to the nationally and internationally recognised "Coordinated Incident Management System" (CIMS). This system of control is currently in use by all emergency organisations across New Zealand.

While most minor emergency incidents would routinely be handled by Learning Resources or Health & Safety staff as part of their daily business, there will be occasions where the escalation of an incident or even a long term incident necessitates the activation of the Incident Management Team (IMT). Depending on the type of the event, an Emergency Operations Centre (EOC) may also be established either within the UC Security Services Centre, (small events), or most preferred, in the dedicated EOC. Temporary premises may be used if damage to buildings necessitates this.

Waste management design guidelines. Site waste management plan template doc. Waste management plan example. Construction waste management plan template doc.

File-sharing company Dropbox plans to take on Google Docs and Evernote with a new online word processing service. Or at least, it appears so. Dropbox | CloudOn The new product, Composer, surfaced today on Product Hunt, an online bulletin board for tech products, before Dropbox shut down access. Composer is an online notepad similar to Google Docs for creating documents, including the ability for group editing, according to one of several people who said they were able to access the service and who posted a screen shot.Dropbox declined to comment about Composer, which may have leaked out accidentally before it was ready for a public premiere.In developing the service, Dropbox appears to be challenging Google, whose online file-storage product Drive lets users create documents, spreadsheets, and presentations that are saved on its own servers rather than on the author's computer. Group editing is one of Google Drive's most useful and popular features. Rival online storage company Box already has an app called Notes for collaborating on documents while note-taking service Evernote offers a similar capability.Dropbox has been battling on multiple fronts against competing online file storage providers like Box, Google Drive, Evernote and even Apple's Cloud for quite some time. In the past year, the companies have all slashed prices, increased storage limits, and released new products like photo sharing from mobile phones and services that help third-party developers share data.Dropbox had already signaled its interest in getting into online documents and editing tools. Nearly a year ago, it acquired Hackpad, a startup building a service for collaborating on documents, and which may have been the basis for Composer. Dropbox also recently acquired CloudOn, a startup whose apps originally made Microsoft Office documents accessible from mobile devices, but eventually shifted into building its own tools that let mobile users create documents.Last year, Dropbox also unveiled Project Harmony, an ambitious initiative aimed at making it possible to collaborate in real-time on Microsoft Office documents that are saved in Dropbox. This past December, Dropbox made Project Harmony available for its enterprise customers.Composer could be targeted to a number of audiences including education. Google has already been pushing its word processing service to students and schools, and Dropbox could be planning to offer an alternative. Enterprise competitor Box is also going after the business market with various tools and products.While it's uncertain if or when Dropbox plans to officially release Composer, it's clear that the file-sharing company is hoping to expand beyond its roots and into areas once dominated by Microsoft Office. That market is now under assault by Google, Box, Apple, and now, probably, Dropbox. I find as part of almost all Development Applications that I lodge, Councils are asking for a waste management plan to be prepared. Many Council's have their own template which can be used, although where this is not the case, I have prepared my own template.I have decided to make this template open-source, should anyone wish to use it to prepare their own waste management plans. A free link to the word file is provided below. Choose a Google Doc Template: Go to the Google Docs Template Gallery, choose a template and make changes to it, then save it. Create a Template Folder: In Google Drive, choose New > Folder. Name the folder TEMPLATES and select Create. Add Custom Template: Go to New > Google Docs. Open the template. Select all (Ctrl+A), copy (Ctrl+C), and paste (Ctrl+V) to Google Doc. In Google Docs, you can use a template to simplify the document-creation process. Uploading your own customized template is easy with the paid version of Google Docs. It's a bit more involved with the free version, but we'll show you how to do it. The only thing you must have is a Google account and a few custom templates to work with. What tool you use to create those templates doesn't matter, as long as you can copy and paste the template content. This means you could create your templates from within Google Docs, or create them locally with a tool like LibreOffice. If you have created the templates with a local application, it's important that you do not upload those template files to Google Drive. If you create the template files in Google Drive, you'll only need to open the files, so you can copy and paste the content. You could also make use of one of the available templates within the Google Docs Templates Gallery. To do that, follow these steps: Open one of the templates from the Google Docs Template Gallery. Edit the template to suit your needs. Rename the template by selecting the current name (in the top left corner) and typing a new name. Use Enter/Return (on keyboard) to simultaneously pressing Ctrl+A on your keyboard. Next, copy the selected text by simultaneously pressing Ctrl+C. Go back to your empty Google Doc and paste the template contents by simultaneously press Ctrl + V on your keyboard. With the content pasted, rename the new template (in the same way you did earlier). Congratulations, you now have a new template to use. You might think using your newly added templates is as simple as opening one and filling in the necessary blanks. That's not the case. Instead, follow these steps: Navigate into your TEMPLATES folder. Right-click the template you want to work with. Press Make a copy. This will create a copy of the template you want to use. The new document will appear in the TEMPLATES folder and the filename will start with Copy of. Right-click the file name, and press Rename. Give the document a unique name, and you can then open it and begin adding content. Since you made a copy of the original document template, the template is still intact and can be copied as many times as needed. Thanks for letting us know! Tell us why! Waste Management Plan is a must and plays an important role in the HACCP plan of every food business, whether a restaurant, cafe, or hotel. The waste control covers everything related to waste management in your company and how food safety is ensured together with environmental sustainability. This includes the list of waste, activities to ensure food safety, the frequency of waste disposal, and who is responsible for it. When waste bins are not correctly stored, they risk physical contamination of food and may attract pests. It is a legal requirement to follow good industry practices and protect the environment and customers from foodborne illnesses. Keep your team always aware of the waste control plan to ensure that all waste is disposed of properly in accordance with relevant legislation. To put an efficient waste schedule together, consider the following: Types of waste Quantity of bins required Designated areas for the bins Moving routes An efficient waste control plan requires careful planning and preparation. In this article, we go through each step of the waste management planning process. Our aim is to help you create a waste plan that works for your business. In this article, you will find a waste management template that will help you put your waste schedule together and identify what action plan is required to allocate responsibilities accordingly. If you are looking to organize a successful waste management system, sign up for FoodDocs. You can find the easiest and quickest way to build your HACCP plan along with a waste schedule. In addition to the waste schedule, you can find all the most wanted parts of your HACCP plan from our HACCP plan free template hub. Go and check out the most needed ones. STEP 1: Types of waste To start creating your waste management plan, think through what different types of waste you have or produce and how you will separate and collect it. Types of wastes that are required to collect separately in a restaurant: Biowaste. This bin is meant for both - for Pre-Consumer Food Waste and Post-Consumer Waste. Pre-consumer waste is generated during the preparation of any dish or beverage within the restaurant, cafe, or store. It is any spoiled, expired, improperly cooked, or dropped food. It might be raw food products such as potato peel or roots from vegetables or trimming the fat or part off of a piece of chicken. Post-Consumer Food Waste is produced by the consumers. It comes from food and leftovers customers leave on plates to be thrown away by restaurants. Cardboard and paper. Keep all recyclable materials separately, including cardboard. Here, it's also important to keep in mind that your team scraps and presses the cardboard together before putting it into the bin. You'll also save space in your rooms like this. Glass waste. Always collect recycled glass separately. General waste bin. Put all other general waste that is not recyclable or repurposable in a designated bin. However, it is important to educate your team members on what can and cannot be recycled, to reduce the amount of recyclable waste going to improper places. To make it easier for your team to keep track of which rubbish should go where, label bins accordingly. STEP 2: Preventive actions in waste management and emptying frequency Think about the actions and how often they need to be done according to the waste schedule. For example, always wash and press together things like plastic, and throw away cans so that sharp edges are safe. Also, keep in mind to store bio-waste in a waste fridge to keep away parasites. Collect glass waste and hazardous waste always separately from other waste. The content of your HACCP plan must include a chapter on waste management with a detailed risk analysis. Your risk analysis must include storage space, storage containers, and waste management. For example, waste storing containers have a risk of harmful bacteria growth due to contamination. Prevention? Make sure your waste containers are in a sound condition and easy to clean. Keep your "waste container" cleaning schedule with the main cleaning schedule. Make sure you only use waste containers labeled correctly, made from sound, non-toxic material, and are covered with a tight-fitting lid. Train your team on how to handle waste and keep the premises clean, introduce a cleaning schedule and cleaning checklists. Always collect biowaste in the waste fridge. STEP 3: Set a team who is responsible for a waste management Depending on the restaurant's capacity and scope, the team may consist of one or more persons. It would be best if these people were involved in the food preparation because they know the job the best. On the other hand, the team is familiar with the type and quantity of leftovers. Train your team periodically. STEP 4: Waste management documentation In addition to your waste control plan, you need to create a thorough hazard analysis to identify the hazards associated with the waste management plan. You need to include the following information in your HACCP plan: PREVENTION: How can I avoid it? For example: Make sure that waste storage areas are clean, tidy, and pest-free. CHECK: How can I check? For example: Follow the cleaning checklist for the waste areas. ACT: What to do when the hazard happens? For example: Make sure waste storage areas are regularly cleaned according to your cleaning schedule and emptied by your staff or approved contractor. This is an example of how to build a waste control plan that will help to protect the environment and human health from foodborne illnesses. Not sure where to start with your waste management plan? Don't have enough time? FoodDocs platform directs you through all HACCP processes and gets your waste management documents done in no time so you can focus on what you really need to - managing your business.

Chemical waste labels. Follow the How to Label Chemical Waste Containers instructions when disposing of hazardous chemical waste. All hazardous chemical waste must be labeled with the UW label shown unless the material is still in its original manufacturer's container. Containers need to be labeled as soon as waste begins to be accumulated. ...

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