

De-Cluttering Program

Following a successful introduction of the initiative in October 2023, Health Support Services will conduct another organisation wide decluttering program. Further information will be circulated in the coming weeks, with collection to occur the week commencing Monday 27th May.

To ensure compliance to the NSQHS Standards, and maintain a safe environment, furniture and other items kept within wards and departments is required to be stored safely and appropriately, broken or damaged equipment is required to be sent for repair or disposed of, and consumables are to be maintained at levels that allow for safe storage.

Clinical Leadership and HSS require all areas to review equipment and furniture for repair and disposal, and storage of equipment and supplies to ensure a safe and tidy environment is maintained for staff, consumers and visitors.

What is the process for items that are broken or damaged and unable to be repaired?

Clearly label each item that is broken / damaged and unsuitable for repair that requires collection.

A removalist team will collect the items on designated dates in the week commencing Monday 27th May. Specific dates for each WH campus will be communicated closer to collection day.

Please complete the De-clutter Program checklist to record all items requiring collection. Please email your completed form to whlogistics@wh.org.au

Where possible clinical teams should place the items to be collected in a single location within their work areas. On the day of collection, the Manager or in-charge person must be available to direct the removalist team to all items for collection.

What is the process for Biomedical equipment that requires fixing or maintenance?

For Biomedical equipment that is faulty / damaged, please log a BEIMS request to have the equipment repaired.

For BME and CEL equipment that is no longer required or needs to be disposed of, please log a BEIMS requesting condemnation of the equipment for disposal.

What is the process for unwanted but still serviceable furniture?

Please check with your colleagues to see if they can make use of your unwanted items in their own work areas. Logistics will be happy to support the relocation of such items at a later time but has limited on-site storage availability.

What is the process for unwanted DTS assets?

DTS items will NOT be collected as part of the de-clutter program. Please log a Service Desk request and DTS will assist with your query.