

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR
WASTE MANAGEMENT**

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1. APPROVAL

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2. PURPOSE

The purpose of this procedure is to define the strategy to safely reduce and manage wastes within the control of **Insert Your Company**.

This procedure details the objectives and processes to enable compliance with state and national standards to safely manage waste, whilst ensuring operational needs are met.

3. SCOPE

This procedure applies to the processes by which waste is handled, transported and disposed of at **Insert Your Company** workplaces, to minimise the impact on the environment and the safety and health of personnel. It does not apply to waste classified as hazardous waste.

4. TERMS AND DEFINITIONS

Term	Definition
General Waste	Material that is free of any apparent or actual pathogens, infectious, flammable or hazardous chemical components. Examples of general waste include cloth, plastic, Styrofoam.
Hazardous Waste	Materials that, due to its quantity, concentration, physical, chemical, or infectious characteristics, may: <ul style="list-style-type: none"> • pose a significant present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise mismanaged. • contribute to an increase in mortality or an increase in irreversible or incapacitating illness.
Petroleum Waste	Products that have been made from crude oil or its derivatives. These include all oils, greases, organic cleaning solvents or solutions.
Pest Control Waste	Hazardous wastes and wastes that can affect amenities (e.g. odour), generated by industry and listed in relevant legislation (e.g. Prescribed Waste Regulations).
Recyclable Waste	Any discarded material which can be reprocessed for re-use. Recyclable items include paper, cardboard, aluminium cans, glass bottles, scrap metal and recyclable plastic.
Regulated Waste	Wastes that are non-domestic waste that are generated on-site, as defined by the Environmental Protection Regulation . These wastes must be handled by a registered waste transporter and require disposal at an appropriately licensed facility.

Term	Definition
Waste	Any material generated that does not have any further use and requires treatment, removal and/or disposal. Waste can be generated from several potential sources and has the potential to pollute the environment if not managed appropriately.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Ensuring compliance with this procedure.
- Engaging an appropriately qualified and licensed waste contractor to collect and dispose of waste appropriately.
- Coordinating all waste removal and consulting with the waste contractor with regards to waste management.
- Checking that contractors are disposed of waste appropriately and where possible, promoting waste hierarchy (reduce, reuse, recycle, recover).
- Maintaining and collating records of waste materials.
- Maintaining documentation and records as to the locations of bins including waste contractor bin IDs.
- Ensuring that there are enough waste receptacles provided on-site and that each waste receptacle is appropriately labelled.
- Assisting contractors in determining on-site requirements from operational and waste receiving perspectives.
- Requesting additional waste receptacles from the waste contractor where required.

Supervisors are responsible for:

- Organizing additional waste collection times and/or increasing the frequency of collection where required.
- Inspecting bins (i.e. monitoring generation on site and inspect waste receptacles to ensure they are segregated into correct bins).

Escalate any waste management issues to senior management at the earliest opportunity.

Support and participate in all waste improvement initiatives.

Waste Receptacle Contractors are responsible for:

- The provision of appropriately labelled waste receptacles in accordance with legislation.
- Ensuring prior approval for all waste streams to the Shire or neighbouring Shires landfill facilities, where the material is to be disposed of.
- Ensuring that disposal of waste is at an appropriate waste/recycling facility.
- Ensuring that waste is collected and disposed of in a timely manner.
- Providing records of the following on an ongoing monthly basis:
 - Waste types removed from site.