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| **All Sites Handling Waste Material** | | | Procedure No.006 |
| Amendment No | | Action | Review Date |
| 02 | | First Issue | January 2023 |
| 1. | SCOPE : HANDLING WASTE MATERIAL | | |
| 2. | PROCEDURAL DETAIL.  Purpose: To ensure that waste materials are handled correctly and safely. | | |
| 2.1 | Waste that is generated on site shall be detailed on the ‘Waste Material Inventory’. The waste is categorised as the following:   * Recyclable controlled – scrap metal. * No recyclable controlled – domestic waste. * Recyclable special– water sump only. * Non- recyclable special/ hazardous- Oil Filter (Oil filters get taken away with the contractor).   Waste must be disposed of in the designated areas only i.e.:   * Wheelie bins at the back of the main office. * Contaminated rags in oil stores bins on main wall. * Oily rags and grease cartridges oil stores bins on main wall. * Scrap steel in skep near machine compound.   Waste collection points are checked fully as part of the safety inspection regime. | | |
| 2.2 | **Waste Carriers**  Licensed carriers remove waste from site only. The carriers must provide proof of registration, with copies of any waste management licences and any possible exemptions. These are kept on site in the Environment Management System. | | |
| 2.3 | **Waste Transfer Notes**  All waste transferred off site must be accompanied by a ‘waste transfer note’ or a ‘special waste consignment note’, fully completed descriptions of the waste complete with six digit code, the carrier and the destination of the waste.  Where regular removals occur, using the same carrier a 12 monthly note covering the removal is acceptable.  Copies of the transfer notes must be kept on site for a minimum of 2 years, or 3 years in the case of special waste. | | |

**DO NOT PROCEED WITH ANY TASK UNLESS SAFE TO DO SO**

I Authorised by Site Manger/ Director I I Date