

Waste Management Procedure

January 2023

Description and Purpose

Waste management procedures and practices are designed to prevent or reduce the volume of waste by providing designated waste collection areas and containers, arranging for regular disposal, and training employees and subcontractors.

Application

This procedure is suitable for sites where the following wastes are generated or stored:

- Waste generated from demolition of existing structures and building construction
- Packaging materials including wood, paper, and plastic
- Scrap or surplus materials including scrap metals, rubber, plastic, etc.
- Domestic wastes including food containers such as beverage cans, coffee cups, paper bags, plastic wrappers, and cigarettes
- Construction wastes including steel and metal scraps, pipe and electrical cuttings, nonhazardous equipment parts, Styrofoam and other materials used to transport and package materials
- Personal Protective Equipment (PPE)

Considerations

IPS★ITCS must estimate the waste that will be generated prior to work being performed so that the need for containers and waste removal, if necessary, can be determined.

Typically, IPS★ITCS generates the same wastes or scrap materials for every project

Implementation

Waste materials should be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles must be covered to prevent dispersion of waste materials and to control the potential for run-off.

The following steps will help keep a clean site and reduce pollution:

- Select designated waste collection areas onsite.
- Locate containers in a covered area or in a secondary containment where possible.
- Provide an adequate number of containers with lids or covers that can be placed over the container to keep rain out or to prevent loss of wastes when it is windy.

- Plan for additional containers and more frequent pickup during high-waste production phase of project.
- Collect site trash daily, especially during rainy and windy conditions.
- Make sure that toxic liquid wastes (used oils, solvents, and paints) and chemicals (acids, pesticides, additives, curing compounds) are not disposed of in dumpsters designated for construction debris.
- Do not hose out dumpsters on site. Leave dumpster cleaning to the trash hauling contractor unless specified by contract.
- Arrange for regular waste collection before containers overflow.
- Clean up immediately if a container does spill.
- Make sure that construction waste is collected, removed, and disposed of only at authorized disposal areas.
- Employees must be instructed on the proper disposal method for wastes on each site. General instructions on disposal of non-hazardous wastes, trash, or scrap materials will be given in the toolbox safety meeting.
- If any waste generated is classified as hazardous, employees must be trained to ensure proper disposal.

Recycling

IPS★ITCS encourages proper segregation of waste materials to ensure opportunities for reuse or recycling when possible.

Education

- Have the superintendent or representative oversee and enforce proper waste management procedures and practices.
- Instruct employees and subcontractors on identification of solid waste and hazardous waste.
- Educate employees and subcontractors on solid waste storage and disposal procedures.
- Hold regular meetings to discuss and reinforce disposal procedures (incorporate into regular safety meetings).
- Require that employees and subcontractors follow solid waste handling and storage procedures.
- Prohibit littering by employees, subcontractors, and visitors.
- Minimize production of solid waste materials wherever possible.

Revision History

| Rev | Rev Date | Rev By | Approved By | Description |
|-----|------------|----------------|----------------|-------------------|
| 1.0 | 1/3/2022 | Shayne Torrans | Shayne Torrans | Initial Procedure |
| 1.1 | 11/23/2022 | Shayne Torrans | Shayne Torrans | Format Revision |
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Approvals:

Procedure Owner

Print Name

Date

Signature

Competency Assessment

| No. | Questionnaire | C/NYC |
|-----|---------------|-------|
| Q1 | | |
| A1 | | |
| Q2 | | |
| A2 | | |
| Q3 | | |
| A3 | | |
| Q4 | | |
| A4 | | |
| Q5 | | |
| A5 | | |

| Enclosed Attachments | |
|---------------------------------|-------------------------------------|
| Risk Assessment | <input checked="" type="checkbox"/> |
| Environmental Aspect and Impact | <input checked="" type="checkbox"/> |
| Training and Competency | <input checked="" type="checkbox"/> |
| Measure and Evaluation Tools | <input checked="" type="checkbox"/> |

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

| Procedure | Competency | Date | Competent YES / NO | Employee Signature |
|-----------|------------|------|-----------------------|-----------------------|
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(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

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***** *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By Employee: _____ Date: _____

Trainer: _____ Date: _____

Assessor:

Date:

Regional Manager:

Date:

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

| Activity | Aspect | Impact |
|--|---|--|
| Purchasing & Administrative Work | Consumption of goods | Conservation of natural resources |
| | Consumption of energy (eg. Electrical equipment and facilities) | Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss |
| | Generation of waste (eg. Paper) | Consumption of space for waste disposal; Habitat loss |
| Climate Control | Consumption of energy | Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss |
| | Generation of noise | Disturbance to community; Habitat loss |
| Cleaning of – offices / vehicles | Storage, use and release of chemicals | Contamination of air, water or soil; Risk to human health |
| Transport (Fleet vehicles / staff travel) | Consumption of energy | Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution |
| | Consumption of goods (eg. Oil) | Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts |
| | Generation of waste (eg. Oil) | Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss |
| | Exhaust emission | Release of greenhouse gases and atmospheric pollution |
| | Use of dangerous goods (eg. Batteries) | Potential contamination of air, water or soil; Risk to human health |
| | Generation of noise | Disturbance to community; Habitat degradation |
| Operations | | |

| Activity | Aspect | Impact |
|----------|--------|--------|
| | | |
| | | |

Risk Assessment

Risk Assessment // insert name here

| Step No: Logical sequence | Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps. Each step should be logical and accomplish a major task. | Potential Safety & Environmental Hazards/Impacts at the site of the Job Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job. | Risk Rating Refer to the risk matrix or HSEQT.PRO. Risk Mgt | Recommended Corrective Action or Procedure <i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i> Document who is responsible for implementing the controls to manage each hazard identified. | Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt |
|------------------------------|---|--|--|--|--|
| 1. | | | | | |
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| 5. | | | | | |

Audit

| Process: insert// Procedure: Insert // | | | Date: | Audited by: |
|---|----------|--|--------------------|--|
| | | | Location of Audit: | Area Manager/Supervisor: |
| Item | Question | Evidence Sited | Comments | Conformance Score 0,3,5 |
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| AUDITOR'S SIGNATURE: SAFETY REP'S SIGNATURE: | | CONFORMANCE SCORE: / 25 CONFORMANCE %: | | 0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance |