

Environmental Waste Management

Policy

1. Activity

The correct and effective control of waste produced by H Monfared (Builders) Limited.

2. Purpose

Waste must be handled correctly on all sites, from generation through storage and carriage to recovery or disposal to ensure that the company is not in breach of the environmental management system or legal requirements.

3. Scope

The office and field operations of H Monfared (builders) limited

4. Responsibility

Health and Safety Officer

1 Ensure that H Monfared (Builders) ltd has a current and valid Waste Carriers Licence

2 Ensure that all current legal obligations with regard to waste are notified to all appropriate personnel.

3 Ensure that the list of licensed sites authorised to accept wastes is reviewed and updated on a regular basis, adding new sites and deleting those whose licence/exemptions have been revoked by the Environment Agency.

4 Ensure that the list of most common wastes together with their EWC codes in the Health & safety Folder for Operational Staff is reviewed and updated with new wastes as soon as they are identified.

Contract Manager

1: Establish client requirements for safety, health, quality & environment, trade and any other standards.

2: Carry out an initial assessment of likely waste generation and waste management requirements of the contract and record this on a waste registration form.

3: Obtain client's Premises Notification/Registration Code for consigning hazardous waste from the site to be maintained, where the client's code (as opposed to H Monfared (Builders) limited code) will be used.

To enable accurate recording of hazardous waste production all client contract sites will be encouraged to notify their premises, even where they may not exceed the 500kg per annum threshold.

5: Check the list of licensed sites on the EA website for the location of the nearest licensed Civic Amenity, landfill or waste recovery facilities accepting trade.

6: Contact Local Authority waste officer or local waste management contractor if contract/agreement needs to be set up.

7 When drawing up contract with client:

- Ensure definitions of wastes (controlled, hazardous etc) and producer/holder/consignor are included for contract clarification;
- Highlight H Monfared (Builder) Limited accreditation/standards which need to be met;
- Discuss procedure for generation and storage of Waste Transfer Notes and Consignment Notes and define responsibilities.

Manager

- 1: Ensure all engineers working on the contract undertake specific site induction that includes local waste management requirements and identifies appropriate licensed site(s).
- 2: Implement suitable and sufficient waste management facilities (on site, if necessary) following initial assessment of requirements. (Any radioactive substances?)
- 3: Where ever possible ensure that the client has registered its premises for the purposes of Hazardous Waste Producer with the EA (even though there may be less than 500kg produced annually from that site).
- 4: Ensure all waste carrier/broker/management licences of waste contractors to be used in connection with this the contract are obtained and checked prior to the contract beginning.
- 5 Ensure any on-site waste storage complies with Duty of Care re: escape of waste and protection from vandals.

Employees – Contract

- 1: Consult with Contract Manager as to who is the producer of the waste (H Monfared (Builders) Limited or client), under what circumstances and act accordingly.
- 2: Be fully aware of site specific waste management requirements.
- 3: Handle, store and dispose of waste correctly.
- 4: Regularly inspect any waste storage facilities for signs of cross contamination, wear and tear or damage and report any findings to site management and/or contract manager.
- 5: Supply the client with a consignment note if taking hazardous wastes from site.
- 6: Report any evidence of breach of H Monfared (Builders) Limited policies to site and/or contract manager.

5. Frequency

Ongoing

6. Legislation and Guidance

Environmental Protection Act (1990)
Control of Pollution Act (1989)
Control of Waste (Registration of Carriers and Seizure of Vehicles) Regulations (1991)
Control of Substances Hazardous to Health Regulations (2002)
The Landfill Regulations (2002)
Environmental Protection (Duty of Care) Regulations (1991) (as amended)
Environment Act (1995)
Controlled Waste Regulations (1992)
European Hazardous Waste Directive 91/689/EEC
Hazardous Waste (England and Wales) Regulations 2005
List of Waste (England) Regulations 2005 (European Waste Catalogue)
WM2 Hazardous Waste Technical Guidance
Using the List of Wastes to Code Wastes for Waste Transfer Notes, PPC
Permits, Waste Management Licensing in England and Wales; Living
Guidance from the Environment Agency; Version 1, April 2006
Waste Electronic and Electrical
Equipment Directive CHIP3

7. Method

1: Waste materials are to be placed in containers or bags provided. Where space allows materials are to be segregated for easier recycling/handling. All hazardous waste is to be placed in separate containers or bags.

Different hazardous wastes must **not be mixed**.

2: Engineers draw up a list of all wastes, recording which site it came from and identifying each container/bag, or set of containers/bags, with labels or tags accordingly. The appropriate job number is to be recorded on each waste container and on the list of waste materials.

3: Wastes are to be taken back to the office and put into the skips provided. 4 no skips are provided at the office, for Plastic, Wood, Plasterboard and general wastes.

4: When removing waste to a licensed waste disposal site, the engineer to inform the accepting site of the EWC code for each waste listed on the Waste Transfer Note or, in the case of hazardous waste, the Consignment note provided by the accepting site. Codes for wastes must be agreed by the authorised site operator **and** the engineer using reasoning based on knowledge of the process which produced the waste and the likely components or contaminants. If further assistance is needed, contact the Health & Safety Officer or the Environment Agency (telephone: 08708 506506).

The appropriate job number is to be written on the Waste Transfer Note or Consignment Note and a copy filed with the paperwork relating to the job.

5: The original Waste Transfer Note or Consignment Note is to be filed within the H Monfared (Builders) Limited central registry for Waste Transfer Notes or Hazardous Waste Consignment Notes, available for inspection on request by any auditor, EA officer or other authorised person.

6: Procedures for handling specific hazardous wastes:

Lamps / Batteries / Capacitors / Waste Electronic and Electrical Equipment

For smaller sites the above procedures (1 – 5) apply.

As the new legislation for batteries and WEEE takes effect similar “take back” services will be set up with electrical wholesalers. In all circumstances, Hazardous Waste Consignment Notes must be completed and a copy retained with the relevant job paperwork (with the job number added) And the original sent to the office for inclusion within the central registry.

Waste Management Policy

Spills and Spillages

1: Activity

The response to spillages of any hazardous substances such as chemicals, fuels or oils directly or indirectly relating to the activities of H Monfared (Builders) Limited.

2: Purpose

To ensure that any spillage of hazardous substances is effectively dealt with in order to minimise harm to individuals and the environment and that wastes are disposed of correctly

3: Scope

The office and field operations of H Monfared (Builders) Ltd Limited

4: Responsibility

Managers, Office Staff, and Engineers

5. Frequency

Ongoing

6. Method

Contract Manager

Establish client requirements for safety, health, quality & environment, trade and any other standards.

Carry out an initial assessment of likely spill risks arising from plant activities such as operation, handling, transportation and use of chemicals.

Ensure all engineers working on the contract undertake specific site induction that includes identified risks.

Provide suitable and sufficient spill control kits

Employees

Without risk to personal safety, attempt to stop the source of the spill and raise the alarm to alert people in the vicinity of any potential dangers. **Eliminate all sources of ignition.**

1: Determine the material involved. If unsure refer to the MSDS.

2: Seek assistance.

3: If there is danger to individuals, or you are unsure, evacuate the area and contact the Client's Security Control or the emergency services.

4: If there is no immediate danger, and the material is still leaking or spilling, take the appropriate action to stop (close valve, plug leak etc). Wear appropriate PPE.

5: If safe, contain the spill using appropriate Spill Kits provided to prevent the spill entering any drains.

6: To prevent the spill entering a storm drain or sewer it may be necessary to either cover or bund the relevant access point before containing the spill.

7: **Do not spread or flush the spill into drains.**

8: If some material has entered the storm drain or a watercourse, contact the Environment Agency Pollution Hotline. If material has entered the sewer system contact the local Water Service.

9: Absorb and collect the resultant material with reference to the relevant MSDS.

10: Dispose of all cleanup materials i.e. contaminated absorbent and PPE as hazardous waste (see waste disposal procedure).

11: Report the incident to Client's Duty Manager.

12: The Client and H Monfared (Builders) Limited will carry out a thorough review of the incident identifying any weaknesses and suggesting improvements, either in preventing similar spills occurring or in the response.

13: This procedure is reviewed annually and either a desk-top or real life simulation created to test its effectiveness.

In summary: **Close** off the source of the spill. **Contain** the spill. **Collect** the spilled material using appropriate absorbent material. **Communicate** with internal and external personnel as appropriate and **Clear** the spill away with reference to the relevant MSDS.

6. Related Documentation

- a) Environmental Waste Management Policy.
- b) HSF17 Duty of Care Controlled Waste Transfer Note.
- c) HSF 9 Waste Registration Form.

Signed



(Builders) Ltd

Hossein Monfared
(Managing Director)

H.Monfared Builders Ltd.

26th August 2014