



Waste Management Procedure

PURPOSE

The purpose of this document is to detail Structural Repair Solutions Ltd approach to waste management.

SCOPE

The scope of this procedure shall apply to all Structural Repair Solutions Ltd works and contracts. This includes waste generated at all construction sites and at Structural Repair Solutions Ltd head office.

DEFINITIONS

- Waste: Is any substance which is discarded after primary use, or is worthless, defective and of no use.
- Hazardous Waste: is waste that has substantial or potential threats to public health or the environment.
- WTN: A waste transfer note (WTN) is a document that details the transfer of waste from one person to another. You must ensure every load of waste you receive or pass to others is covered by a WTN
- Consignment Note: A Consignment Note is the document required for the movement of hazardous waste.
- PO: Purchase order

RESPONSIBILITIES

It is the responsibility of any operative, regardless of seniority, to dispose of waste in the correct manor and via the correct waste stream (i.e., used spill kits not being dropped into regular waste, etc)

It is the responsibility of the Director to ensure all Structural Repair Solutions Ltd Senior staff are made aware of this Procedure and their responsibilities covered by it.


It is the responsibility of Installation Managers to ensure all operatives and subcontractors are aware of Structural Repair Solutions Ltd waste management procedures and any site-specific waste management procedures.

It is the responsibility of the Director to maintain records of all approved Waste handlers, waste carriers' licences, as part of the approved suppliers list.

It is the responsibility of Installation Managers, Project Managers and or Project Directors to only use waste management companies from Structural Repair Solutions Ltd approved suppliers list, where possible.

If a company **NOT** from the list is planned to be used, it is the responsibility of the individual engaging them, to inform the Director.

It is the responsibility of Installation Managers, Project Managers and or Project Directors to ensure any and all companies engaged to handle waste for Structural Repair Solutions Ltd, are licenced to the relevant level.

	Waste Management Procedures
Quality / H&S / Environmental System	SR-ENV-007

PROCEDURE

1. Collection and or removal of all waste from any site on behalf of Structural Repair Solutions Ltd, shall only be completed by licenced waste carriers.
2. Structural Repair Solutions Ltd shall ensure that all its requirements under “duty of care”, in regard to waste management, are met as part of the supplier approval process.
3. Structural Repair Solutions Ltd shall make its waste carriers licence, policies and procedures and that of its subcontractors, available to all interested parties.
4. The Project Manager/Director shall establish at the outset of all projects, if waste management will be controlled by the site management or if Structural Repair Solutions Ltd will be required to arrange collection of waste materials.
5. The Project Manager/Director shall engage a waste carrier/handler, either, nominated by the client and or specific site management team or, from Structural Repair Solutions Ltd approved suppliers list.
6. If a new waste carrier is engaged, that is not on Structural Repair Solutions Ltd approved suppliers list, the individual engaging said waste carrier shall inform the Director, to arrange approval.
7. All waste collections shall be recorded on the project specific PO register.
8. All waste collections shall be booked on any site/project specific systems.
9. All WTN and Consignment Notes shall be stored onsite, as part of the site file.
10. All WTN and Consignment Notes shall be scanned and, recorded on drop box as part of the contract/project file.
11. Annual waste summaries shall be obtained and recorded from all waste carriers employed by Structural Repair Solutions Ltd.
12. This document is designed to be used in conjunction with Structural Repair Solutions Ltd Environmental Management System.

Signed – *Neil Smuts*

Date: 25.05.2024

Name: Neil Smuts

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