

OP24 – Waste Arising

What is this?

This is a written procedure that outlines the efforts to be made to minimise waste produced, and what is required to ensure that any waste that is produced by the company is managed and disposed of in accordance with current legislative requirements.

What does the responsible manager need to do?

The responsible manager must ensure that:

- All waste streams are identified
- Consideration is given as to whether it is reasonably practicable to segregate waste types
- Systems and processes are reviewed to identify whether wastes can be reduced, and if not whether they can be re-used or recycled (either internally or by a third party)
- Arrangements are in place so that all waste produced on site is stored safely and securely and dispatched to suitable processing, recycling or disposal facilities
- All employees are fully aware of their responsibilities regarding the control of waste and the legislative requirements that come with it
- All vehicles used to transport waste off site are operated by a company with a current registered waste carriers' certificate
- Controls are in place so that all waste materials leaving the site are covered by a waste transfer note and/or hazardous waste consignment note as appropriate, and in the case of consignment notes, suitable notice has been given to the receiving site and the Environment Agency (this may be undertaken by the company collecting the waste)
- All appropriate information regarding wastes removed from site is kept on file for a period of at least five years
- Controls are in place to minimise the act of 'fly tipping' within the proximity of the site
- All reported incidents of 'fly tipping' are formally reported and recorded.

Note: These responsibilities do not replace or dilute any conditions stated under permits issued by the Environment Agency.

What do employees have to do?

All employees must ensure that:

- They assist with any initiatives to minimise waste production
- Any waste produced is segregated and stored as appropriate, ready for recycling or disposal
- Regular litter picks are carried out on and around the site



- All incidents of 'fly tipping' are reported to the responsible manager immediately
 - They randomly check that vehicles coming onto the site have been given consent by the weighbridge clerk
 - All relevant documents are completed and filed appropriately, or submitted to an appropriate supervisor/manager.
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Associated documentation

EMS Section

- Solid Waste Management

Forms

- EF03 – Internal Communication
- EF15 – Incident Investigation
- EF16 – Load Rejection Record
- EF17 – Waste Audit Record
- EF18 – Landfill Site Monitoring Checklist

