
	Waste management procedure	SHE-WMP-001
	Revision	00
	Effective Date:	14 October 2016
	Page:	1 of 16

Table of Contents

1.	Introduction	2
2.	Definitions	2
3.	Guidance for Implementation	2
3.1.	Identify waste	2
3.2.	Classify waste	3
3.3.	Identify waste management requirements	4
3.4.	Identify waste management options	4
3.5.	Define and implement site waste management arrangements.....	5
3.5.1.	Disposal of waste at source.....	5
3.5.2.	Collection of waste	5
3.5.3.	Movement of waste on site.....	6
3.5.4.	Sorting of waste.....	6
3.5.5.	Storage of waste	6
3.6.	Dispose of waste	7
3.6.1.	Waste collection	8
3.6.2.	Waste delivery.....	8
3.7.	Monitor waste streams and measure waste quantities	8
3.7.1.	Monitor waste streams	8
3.7.2.	Measure waste quantities.....	8
4.	Analysis and Review	9
5.	Training	9
6.	Records	10
8.	Reason for change	10
9.	Change History	10
10.	Approval	10
	Annexure 1 - Waste Register	11
	Annexure 2 – Waste Management Report	12
	Annexure 3 - Waste Management Checklist	13

	Waste management procedure	SHE-WMP-001
	Revision	00
	Effective Date:	14 October 2016
	Page:	2 of 16

1. Introduction

Every process, activity and task performed in the workplace results in waste of some sort being generated. This leads to substantial quantities of waste being generated by even the smallest work areas or departments.

Waste and waste management is heavily legislated and regulated. An organization's waste management effort therefore needs to ensure that the organization complies with the requirements applicable to the waste it generates. This is especially important when an organization generates hazardous waste.

It is important for organizations to manage the waste they generate to prevent the accumulation thereof. Accumulated waste often results in the creation of unnecessary, and often unidentified, hazards that increase the organization's risk exposure.

It is however not enough merely to manage generated waste. It is becoming increasingly difficult, and therefore expensive, to get rid of hazardous waste. An organization's waste management effort should therefore also provide for minimisation of generated waste.

2. Definitions

Waste cycle	The life cycle of waste, generally from where it is produced to where it is finally disposed of.
Waste stream	A type of waste generated by a particular process, activity or task.
Waste source Organization	The point where waste is generated for the first time. The client

3. Guidance for Implementation


Proper waste management can only be achieved if waste is managed through a waste management programme that ensures the responsible management of waste streams throughout the waste cycle.

At the heart of any effective waste management programme is a waste management plan that defines the waste streams that is or will be generated and how each waste stream is managed. This waste management plan must be developed by the organization and updated on an ongoing basis.

The development of a comprehensive waste management plan is however not an easy task. The following points provide a guideline which, if followed, results in the development of a comprehensive waste management plan.

3.1. Identify waste

Waste management plans are generally quite good in addressing the obvious waste streams an organization generates. Obvious waste streams typically include waste such as process waste, scrap, and hazardous waste. Less obvious waste streams such as general dust and

	Waste management procedure	SHE-WMP-001
	Revision	00
	Effective Date:	14 October 2016
	Page:	3 of 16

dirt cleaned from floors and substance containers are however often overlooked, which results in such waste being managed and especially disposed of incorrectly.

A comprehensive waste management plan can therefore only be achieved if all the waste that is or will be generated is identified first. Waste that is or will be generated is identified by analysing and examining every process, activity and task that is performed as part of the organization's operations.

Personnel involved in processes, activities and tasks are consulted during such an analysis and examination which aims to identify:

- What waste will be generated;
- How much of the waste will be generated;
- Who/what will be the generating waste;
- Where the waste will be generated; and
- When the waste will be generated.

Each process, activity and task in the organization, regardless of how insignificant it may seem, is analysed and examined in this way to ensure that all the waste the organization is, or will potentially be generating is identified.

The identified waste streams are listed in the waste register in Annexure 1.

3.2. Classify waste


The identified waste streams are classified following their identification as the different waste classes have different requirements and specifications relating to them. The characteristics of each waste stream are evaluated and the waste stream is classified into one of the three waste classes below.

Waste class	Waste characteristics
Inert	No threat to people or the environment
General	Potential threat to people or the environment
Hazardous	Immediate threat to people or the environment

Where there is uncertainty about whether or not waste is hazardous, such waste is classified as hazardous until it can be proven otherwise.

Hazardous or special waste is further classified into one of the hazardous waste classes below, based on the hazard rating of the waste under consideration (*The classification depends on the region and specific company standard*):

Hazardous waste class	Waste characteristics
Class 1	Explosives
Class 2	Gases
Class 3	Flammable liquids

	Waste management procedure	SHE-WMP-001
	Revision	00
	Effective Date:	14 October 2016
	Page:	4 of 16

Class 4	Flammable solids
Class 5	Oxidising substances and organic peroxides
Class 6	Toxic and infectious substances
Class 7	Radioactive substances
Class 8	Corrosives
Class 9	Other miscellaneous substances

Where hazardous substances are concerned, the hazardous waste class can normally be found on the substance's material safety data sheet (MSDS).

Waste could fall into more than one of the above classes, in which case such a waste is classified into all the classes into which it falls. This is done to ensure that the requirements and specifications related to each class a waste falls into, is suitably complied with and satisfied.

The classification of each identified waste stream is noted in the appropriate columns on the waste register in Annexure 1.

3.3. Identify waste management requirements

The identification and classification of the various waste streams on site allows for the identification of the waste management requirements and specifications related to each waste stream.

The legal and other requirements related to the organization is consulted and the waste management requirements and specifications related to each identified waste stream identified and must be provided to the waste management contractor.

If it is discovered that a certain type of waste and its management requirements are not reflected in the organization's legal register, the legal register is updated by registering appropriate actions in the Action Management System to facilitate and ensure its controlled and proper updating.


Special care must be taken to ensure that all the waste management requirements and specifications are identified, especially for hazardous waste.

3.4. Identify waste management options

Each waste stream is examined and the most appropriate option according to the waste management hierarchy for managing that particular waste is selected.

The waste management hierarchy advocates the following waste management options in the sequence in which they are shown:

1. Prevent – avoid generating waste in the first place
2. Minimise – reduce the quantity of generated waste

	Waste management procedure	SHE-WMP-001
	Revision	00
	Effective Date:	14 October 2016
	Page:	5 of 16

3. Reuse – items as many times as possible, often for similar but different applications
4. Recycle – everything that can be recycled if it can no longer be reused
5. Recover energy – from waste that can be incinerated to produce energy
6. Dispose – of waste only if none of the above options can be selected.

3.5. Define and implement site waste management arrangements

Following the identification of the waste management option(s) according to which each waste stream will be managed; waste management arrangements required for the implementation of each selected waste management option are put in place.

The particulars of each waste stream and the waste management option(s) selected for each waste stream is examined and waste management arrangements that would enable each waste stream to be effectively implemented and managed is identified.

The waste management arrangements referred to here, includes everything that is required to safely and effectively handle waste on site, for example:

- Containers
- Equipment for handling and moving waste i.e. skips and compactor trucks.

The following aspects of handling waste on site are considered when site waste management arrangements are identified:

- Disposal of waste at source
- Collection of waste
- Movement of waste on site
- Sorting of waste
- Storage and segregation of waste.


Knowledgeable personnel such as Line Managers, Supervisors and the employees actually involved in the various aspects of handling a waste stream are involved and consulted at the respective stages, when these requirements are identified.

3.5.1. Disposal of waste at source

The disposal of each waste stream at its source is considered and the containers, equipment and instructions required for the safe and proper disposal of the waste stream under consideration are identified. Waste disposal at source must be separated into their respective waste categories. Additional costs may be incurred by Rent-A-Drum to separate waste after collection.

3.5.2. Collection of waste

Waste needs to be frequently collected to prevent waste build-up in the workplace. Waste collection frequency is based on the rate at which waste is generated, the size of the waste disposal containers at a waste stream's source as well as any special collection requirements and specifications that may be applicable to a waste stream under consideration.

	Waste management procedure	SHE-WMP-001
	Revision	00
	Effective Date:	14 October 2016
	Page:	6 of 16

The collection of each waste stream at its source is considered and the containers, equipment and instructions required for the safe and proper collection of the waste stream under consideration is identified.

3.5.3. Movement of waste on site

The movement of waste on the site is planned to ensure that waste is always taken to the closest possible suitable waste storage point. Waste movement routes are also planned to ensure that waste moves through as few work areas as possible while in transit, while still following the shortest possible route. This reduces the amount of time during which waste is handled, as well as the amount of time that waste in transit spends in the workplace, thereby reducing the risk of an incident being caused by handled waste in transit through the workplace.

Hazardous waste movement routes are planned to prevent hazardous waste from being moved through the workplace, where at all possible.

The movement of each waste stream is considered and the containers, equipment and instructions required for the safe and proper movement of the waste stream under consideration is identified.

3.5.4. Sorting of waste


The sorting of each waste stream is considered and the containers, equipment and instructions required for the safe and proper sorting of the waste stream under consideration is identified. The current identified method of waste storage and segregation are as follows:

WASTE CONTAINER AND LABELLING STANDARD		
Waste type	Label	Colour
Plastics	Plastic Bottles	Blue
Glass	Glass	White
Cardboard / Paper	Paper / Cardboard	Orange
Metals / Cans / Tins	Metal Cans	Grey
General	General Waste	Green
Hazardous	Hazardous Waste	Red
Hydrocarbons	Oil	Black
Fluorescent	Fluorescent Tubes / Globes	Brown
Radioactive	Radioactive	Yellow

3.5.5. Storage of waste

The various waste streams are examined to identify their -

- Sources;
- Storage and separation/segregation requirements; and
- Maximum probable storage quantities.

	Waste management procedure	SHE-WMP-001
	Revision	00
	Effective Date:	14 October 2016
	Page:	7 of 16

Waste storage areas are planned and located at points throughout the organization that -

- Limit the number of waste storage areas;
- Still provide waste storage areas of sufficient capacity as close as possible to waste sources;
- Provide for the adequate separation and segregation of incompatible wastes;
- Limit disruption of the flow of work and materials and without impeding operations; and
- Do not create hazardous situations.

Waste storage areas, especially for hazardous waste, is appropriately constructed and equipped with bunding to prevent waste spills from spreading and contaminating soil and water.

Waste storage areas are located to ensure easy access to them from the outside for waste disposal vehicles and contractors to prevent waste from having to be taken off site through the workplace. Access to all waste storage areas are limited to authorised personnel only, especially for hazardous waste storage areas.

The necessary arrangements to enable and ensure effective implementation and management of each waste management option for each waste stream are implemented once they have been identified. As with any other action taken in the organization, the actions required to implement waste management arrangements are documented.

Each waste stream's waste management arrangements are captured in the appropriate column in the waste register in Annexure 1.

3.6. Dispose of waste


The waste disposal requirements and specifications related to the waste streams generated by the organization and contractors are identified as part of the waste management requirements identification as described in paragraph 3.3. These requirements, together with the waste management option selected in paragraph 3.4, specify how the different waste streams are disposed of.

Following the establishment of the waste disposal requirements, arrangements have to be put in place to ensure that the waste disposal requirements can be met. Arrangements need to be put in place for the collection of waste from the site and the delivery of waste to the appropriate waste recycling/treatment/disposal site.

Waste shall be correctly, safely and properly -

- Collected from the site;
- Mixed waste separated;
- Recyclable or reusable waste compacted into bails if possible;
- Transported to the waste recycling/treatment/disposal site after being weighed; and
- Disposed of.

Building rubble will be disposed of at a designated on-site disposal area.

	Waste management procedure	SHE-WMP-001
	Revision	00
	Effective Date:	14 October 2016
	Page:	8 of 16

Radioactive waste, however, listed in the labelling standard SHALL NOT be handled and disposed of by Rent-A-Drum and is the sole responsibility of

3.6.1. Waste collection

Waste shall be frequently collected to prevent the build-up of waste in waste storage areas. Waste collection frequencies are based on specific collection requirements and specifications that may apply to certain waste streams, rates at which waste is generated and the capacity of waste storage areas.

A waste collection schedule is developed for each type of waste to ensure that all waste is collected from the site at appropriate intervals, as frequently as is necessary.

3.6.2. Waste delivery

Waste delivery requirements are specified depending on the waste management option selected for each generated waste stream. The different waste management options that require the delivery of waste to an off-site location are:

- Recycle – when items are recycled
- Recover energy – when energy is recovered from waste
- Dispose – when waste is delivered to disposal sites.

The waste delivery requirements indicate where what waste is delivered to and for what reason it is delivered there.

The organization and contractor staff are made aware of the need for them to obtain, retain and hand over the required waste delivery documentation and records such as waste manifests and safe disposal certificates to their supervisors or heads of department.

Each waste stream's disposal particulars are captured in the appropriate column in the waste register in Annexure 1.

3.7. Monitor waste streams and measure waste quantities


The waste streams generated by the organization and the quantity of waste generated in each stream is continuously monitored and measured respectively to ensure that the organization remains in touch with its waste situation.

3.7.1. Monitor waste streams

Monitoring the generated waste streams allows the organization to keep abreast of generated waste streams, in order for arrangements to be –

- Added for new waste streams;
- Changed for altered waste streams; and
- Removed for obsolete waste streams.

3.7.2. Measure waste quantities

	Waste management procedure	SHE-WMP-001
	Revision	00
	Effective Date:	14 October 2016
	Page:	9 of 16

The measurement of waste quantities allows the organization to monitor the amount of waste it generates. It is also critical to measure the quantities of generated waste to be able to reconcile generated and disposed waste for legal reporting requirements.

Any discrepancies in terms of waste streams and quantities are addressed by initiating actions in the Action Management System to facilitate and ensure that the identified discrepancies are addressed.

4. Analysis and Review

The implementation of and compliance with the waste management plan is continuously monitored by the organizations environmental officers and Rent-A-Drum site manager.

Waste management inspections are however conducted on a regular basis to formally establish the level of implementation of, and compliance with, the waste management plan. These waste management inspections cover all the arrangements for managing waste on the site, from disposal at the source to storage for disposal.

The waste register is reviewed at least every year to ensure that –

- All the waste streams generated by the organization is reflected;
- Only waste streams that are actually generated are reflected; and
- Waste streams are accurately reflected.

The waste register is also reviewed as soon as it becomes apparent that –

- A new waste stream is being generated;
- A waste stream has changed; or
- A waste stream is no longer generated.

Waste management arrangements are reviewed at least every year or whenever –


- A waste-related incident has occurred;
- It is suspected or becomes evident that a waste management arrangement is no longer effective; and
- There has been a change to a waste stream that could impact on waste management arrangements.

Disposal arrangements are reviewed to establish whether they are still suitable, adequate and effective for ensuring that waste is properly and responsibly disposed of.

Where waste management requirements and arrangements are not complied with, the required corrective actions to prevent the recurrence of such non-compliance are recorded and a corrective action plan is developed to facilitate and ensure controlled and proper implementation of the required actions.

5. Training

Awareness training, covering the general waste management requirements and arrangements, is provided to those employees not directly involved in waste management activities.

 The Leading Organization in Waste Management Since 1989. (Pty) Ltd.	Waste management procedure	SHE-WMP-001
	Revision	00
	Effective Date:	14 October 2016
	Page:	10 of 16

Employees directly involved in waste management activities are trained more specifically to allow them to handle waste safely and responsibly. Waste management employees are trained in the waste management requirements and arrangements relating to the waste streams with which they work.

Employees involved in the transfer of waste, to designated waste areas for sorting and disposal, are trained in the safe transfer of the waste, the documentary requirements related to waste transfers.

6. Records

The following records are kept:

- Waste Register "Annexure 1"
- Waste Management Report "Annexure 2"
- Waste Management Checklist "Annexure 3"

7. Records

Record description	Responsible person	Indexing method	Retention period	Location
SHE-WMP-001	CEO	Date	Replace when updated	SHE Office

8. Reason for change

A. As a result of incidents	B. As a result of audit findings
C. New/ changes in governance	D. Changes in legislation
E. Changes in technology	F. Changes in machinery / equipment
G. Results of risk assessments	H. Change in training requirements
I. New document format	J. Change due to spelling or grammatical error

9. Change History

Change history			
Rev No	Changes	Pages	Effective date
1	Original document	All	14 October 2016
2			

10. Approval

Designation	Name	Signature



Waste management procedure	SHE-WMP-001
Revision	00
Effective Date:	14 October 2016
Page:	13 of 16

Annexure 3 - Waste Management Checklist						
Company		Project/ department			Location/site	
Responsible person		Waste stream			Area	
Area location		Inspector name			Scheduled date	
					Inspection (actual) date	
Item #	Item description	Y	N	N/A	Comments	
1.	Disposal at source					
1.1.	Are an adequate number of waste receptacles provided where the waste is generated?					
1.2.	Are waste receptacles adequately marked?					
1.3.	Are waste receptacles located to not interfere with or impede workers or work/material flow?					
1.4.	Are the receptacles suitable for the type of waste?					
1.5.	Is adequate waste handling equipment such as tools and PPE provided?					
1.6.	Is waste disposed of at the source in accordance with requirements and specifications?					
2.	Waste collection					
2.1.	Is waste collected at regular intervals or as soon as receptacles are full?					
2.2.	Is waste collected in suitable receptacles?					
2.3.	Is waste collected in accordance with requirements and specifications?					
3.	Waste movement					
3.1.	Is waste moved to the nearest possible suitable waste storage point?					
3.2.	Is waste moved to storage areas through as few work areas as possible?					



Waste management procedure	SHE-WMP-001
Revision	00
Effective Date:	14 October 2016
Page:	14 of 16

Annexure 3 - Waste Management Checklist						
Company		Project/ department			Location/site	
Responsible person		Waste stream			Area	
Area location		Inspector name			Scheduled date	
					Inspection (actual) date	
Item #	Item description	Y	N	N/A	Comments	
3.3.	Is waste moved to storage areas along the shortest possible route?					
3.4.	Is hazardous waste prevented from being moved through the workplace at all if possible?					
3.5.	Is suitable waste movement equipment such as vehicles, trolleys and containers provided?					
3.6.	Is waste movement equipment suitable for the type of waste being moved?					
3.7.	Is suitable waste clean-up equipment such as spill kits available when waste is moved?					
4.	Waste sorting					
4.1.	Is waste sorted as necessary?					
4.2.	Is waste sorted according to applicable requirements and specifications?					
4.3.	Is suitable waste storage equipment such as tools and containers provided?					
4.4.	Is waste sorting equipment suitable for the type of waste being sorted?					
5.	Storage					
5.1.	Is access to waste storage areas limited and controlled?					
5.2.	Are waste storage areas suitable for the type(s) of waste being stored?					
5.3.	Are waste storage areas adequately marked?					



Waste management procedure	SHE-WMP-001
Revision	00
Effective Date:	14 October 2016
Page:	15 of 16

Annexure 3 - Waste Management Checklist						
Company		Project/ department			Location/site	
Responsible person		Waste stream			Area	
Area location		Inspector name			Scheduled date	
					Inspection (actual) date	
Item #	Item description	Y	N	N/A	Comments	
5.4.	Is waste stored in accordance with requirements and specifications?					
5.5.	Is waste storage equipment suitable for the type(s) of waste being stored?					
5.6.	Is waste storage equipment generally in good condition and inspected and maintained regularly?					
5.7.	Is incompatible waste suitably separated and segregated?					
6.	Disposal					
6.1.	Is waste disposed of in accordance with the selected waste management option(s)?					
6.2.	Are all waste disposal records established and readily available?					
6.3.	Is waste transfer equipment generally in good condition and inspected and maintained regularly?					
Actions required						



The Leading Organization in Waste Management Since 1989. (Pty) Ltd.

Waste management procedure	SHE-WMP-001
Revision	00
Effective Date:	14 October 2016
Page:	16 of 16

Annexure 3 - Waste Management Checklist

Company	Project/ department	Location/site			
Responsible person	Waste stream	Area			
Area location	Inspector name	Scheduled date			
		Inspection (actual) date			
Item #	Item description	Y	N	N/A	Comments
CAR/PAR reference		NOTE: CAR/PAR (Corrective/Preventive Action Request): All actions are managed through the action management process but are referenced from here to enable follow-up and close-out of inspection actions.			
Inspector signature					