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Waste Management Plan

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Commitment and Policy

The purpose and scope of this Waste Management Plan (WMP) is to document the waste management process adopted for the Department of Housing Maintenance contract.

- **Object of the WMP**

The objectives of this waste management plan is to

- Encourage the most efficient use of resources and to reduce environmental harm in accordance with the principles of ecologically sustainable development
- Provide for a continual reduction in waste generation
- Minimize the consumption of natural resources and the final disposal of waste by encouraging the avoidance of waste and the reuse and recycling of waste
- Encourage the use of recycling and materials recovery facilities.

Aspect	Impacts	Objectives	Mitigation Measures	Action
Construction Activities	Generation of waste	Comply with the <i>Waste Avoidance and Recovery Act 2001</i> for waste minimization and management	<p>Appropriate and lawful disposal of waste associated with the Contract, including:</p> <ul style="list-style-type: none"> • Packaging materials • Replaced or redundant parts or materials • Chemicals • Oils and grease from machinery • Paints and solvents including the cleaning of equipment, tools and brushes • Cleaning materials and rags • Trade waste • Materials unsuitable for re-use • Other waste 	<p>Ensure records of waste disposal are kept and monthly waste register completed.</p> <p>Identify lawful places for disposal of all types of waste generated as a consequence of the Contract.</p> <p>Ensure that no waste from the site is conveyed to or deposited at any place that cannot lawfully be used as a waste facility for that waste.</p> <p>Record, for all waste, the method and location of disposal, and whether or not that location was a place that could lawfully be used as a waste facility for that waste.</p> <p>Submit to the Principal's Representative reports, including the record of waste disposal and method and location of disposal; and immediate reports of the details of any waste from the site which has been conveyed or deposited at any place that cannot lawfully be used as a waste facility for that waste</p>

Aspect	Impacts	Objectives	Mitigation Measures	Action
Construction Activities	Waste from procurement and delivery of materials	Minimize waste	<p>Where possible, waste should be avoided through the ordering of materials in sufficient but not excessive quantities.</p> <p>Suppliers of construction materials should be requires to reduce unnecessary packaging or to use durable re-usable packaging, pallets, crates and drums, where possible</p>	<p>Ensure jobs are scoped correctly and quantities of materials ordered are appropriate.</p> <p>Select suppliers based on their ability and willingness to commit to these criteria.</p>
Construction Activities	Waste from use of materials	Waste avoidance and recovery	<p>Encourage the most efficient use of resources and reduce environmental harm in accordance with the principles of ecologically sustainable development.</p> <p>Provide for a continual reduction in waste generation.</p> <p>Minimize the consumption of natural resources and the final disposal of waste by encouraging the avoidance of waste and the re-use and recycling of waste.</p>	<p>Provision for the separation of recyclable materials.</p> <p>Maintenance of records supplied by subcontractors.</p> <p>Encouragement of the use of recycling facilities and material recovery facilities.</p>
Construction Activities	Personnel waste	No pollution from amenities use	Use of self-contained temporary amenities units	All site sewage to be contained in “port-a-loo” type units, collected an disposed of off-site in accordance with relevant local regulations

Implementation

- **Waste Management responsibilities of the contractor and subcontractors.**

Subcontractors who have been engaged by Envy building will be required to work and comply with the Waste management Plan. Subcontractors will be inducted into the Waste Management Plan at the general induction.

- **Responsibilities**

All personnel on site, including subcontractors are responsible for implementing and maintaining Waste Management controls associated with their work activity and reporting any breaches to the Contracts Manager.

- **Procedures Monitoring and Inspections**

Waste Management monitoring shall be undertaken on an ongoing basis including.

- Maintain receipts issued by recyclers
- Provision for a materials recovery facility
- Waste management checklists to be maintained

- **Responsibilities and Accountabilities**

The contracts Manager is responsible for this Waste Management Plan and ensuring it is submitted to the Principal's Representative

- **Emergency Response Procedures**

All environmental incidents are reported to the Principal's Representative immediately.

Measurement, Evaluation and Review

A monthly review of recycling documentation provided by recyclers and an evaluation of the waste management controls and procedures will allow the Waste Management Plan to be updated as required.

- Auditing Procedures
Envy building pty.ltd will cooperate with periodic waste management audits and rectify any waste management breaches identified within the time frame specified in the audit.
- Corrective Action
Any waste management incident or possible breach shall be recorded on Corrective Action Form F013.

The Principal's Representative will be notified of all Department of Environment and Conservation (DEC) or Local Government action and fines and the resulting Corrective Action.

Asbestos

The management of any materials containing or suspected to contain asbestos on any site will be in accordance with **Work Method Statement for Asbestos Removal, Issue A**.

All site supervisors, site staff and subcontractors will be separately and specifically inducted in the procedures contained therein and will refer to that separate document when managing any asbestos waste risk.

Site Safety / Environmental / Waste Management Inspection Check list

Sit Name:

Job:

Site Manager:

Date:

The Checklist is to be completed by the Site Manager and stored in the site specific safety folder. The Checklist is a guide only, and any other safety issues must be addressed.

SITE SAFETY REPRESENTATIVES ARE TO COMPLETE THIS FORM ON SITES THEY ARE DIRECTLY SUPERVISING

**All defects must be rectified immediately and action documented.
(Please place your initials in the boxes do NOT use ticks or crosses)**

SITE AREA	YES	NO	COMMENTS & ACTIONS
a) Is the floor area clear of rubbish, or scattered materials, etc?			
b) Is there a rubbish / waste container on site?			
c) Area barricades / fences along / around trenches and hazardous work areas?			
d) Are there Construction warning signs displayed?			
e) Are excavations correctly shored, benched or battered?			
f) Are there suitable extinguishers on site?			
g) Is an emergency / serious accident procedure displayed on site?			
h) Where is the nearest telephone I case of an emergency?	***	***	Location
i) Is there an evacuation plan displayed on site and area all personnel aware of the plan?			

LADDERS & SCAFFOLDING	YES	NO	COMMENTS & ACTIONS
a) Is the scaffolding secured against tipping?			
b) Are handrails and toe boards in place along the full length of the scaffold?			
c) Are the planks secure?			
d) Is proper ladder access provided to get to scaffold working decks?			
e) If the scaffold is under erection, have safety barriers been set up near the scaffolding base?			
f) Are ladders in good repair?			
g) Do you have any equipment overdue for service?			

(Please place your initials in the boxes do NOT use ticks or crosses)

SITE AREA	YES	NO	COMMENTS & ACTIONS
a) Does the site have a Hazardous Substances Register listing the chemical used on site?			
b) Have Material Safety Data sheets (MSDS's) been obtained for all chemicals used on site and area copies of the MSDS's available?			
c) Are all containers of chemicals adequately labeled (including decanted ones)?			
d) Have site workers using chemicals been trained in how to use the site chemicals safely?			Is yes who conducted the training?

TOOLS	YES	NO	COMMENTS & ACTIONS
a) Do the machines/tools on site have guards fitted?			
b) Are the leads and plugs in good condition?			
c) Are the extension leads off the ground?			
d) Is there any electrical equipment overdue for inspection?			
e) Are there explosive tools on site?			
f) Are warning signs for explosive powered tools displayed?			

SAFETY DOCUMENTS	YES	NO	COMMENTS & ACTIONS
a) Have Safe Work Method Statements (SWMS) been provided for all trades?			
b) Have all SWMS been check and are site specific?			
c) If YES to (a) where are they?	***	***	
d) If NO to (a) has the activity commencement been deferred until the SWMS are provided?			

BASIC POINTS	YES	NO	COMMENTS & ACTIONS
a) Are Safety Helmets being worn by all personnel?			
b) What is the usual level of compliance?	circle	one	100% 75% 50% less than 25%
c) List group(s) not wearing helmets and action taken?	***	***	
d) Are safety boots being worn?			
e) What is the level of compliance?	circle	one	100% 75% 50% less than 25%
f) Are site workers wearing hearing protection whilst doing and/or working near noisy work?			
g) Are supervisors and site workers wearing UV protective equipment and clothing?			E.g. Hand, eyes, skin, respiratory
h) What is the level of compliance?			
i) Is there a fully stocked 1 st Aid box on site?			
j) Is there a qualified 1 st aid person on site?			Name/s
k) What informal safety rating do you give this site?			Poor Fair Good
l) Have written safety instructions been issued as a result of this inspection?			How Many - To Whom -

WORKCOVER VISITS	YES	NO	COMMENTS & ACTIONS
a) Have any NSW Work Cover representative(s) attended the site since the last inspection?			
b) If Yes to (a) when did they attend?	***	***	
c) Did Work Cover issue any Prohibition and Improvement Notices (PINs)?			If yes – provide details
d) Did Work Cover issue any on-the-spot fine to the Contractor and/or Sub-Contractors and/or employees?			If yes – provide details

ENVIRONMENTAL CONTROL	YES	NO	COMMENTS & ACTIONS
a) Are access and traffic management controls in place?			
b) Are Erosion and sediment controls in place and effective?			
c) Are siltation control measures in place around external drains and area they working effectively?			
d) Are the roads clear of dust/mud tracked from the work site?			
e) Is there a broom or suction sweeper available for clearing roads?			
f) Are dust control measures in place and are they effective?			
g) Is the site minimizing noise & complying with noise level criteria?			
h) Does the equipment on site appear to be in appropriate working order (e.g. noise, exhaust fumes, leakage)?			
i) Are spillage prevention and containment measures in place?			
j) Does the storage, transport and disposal of litter, debris, waste materials and effluent from amenities comply with Regulations?			
k) Are warning and emergency contact signs in place?			
l) Are personnel working to defined construction hours?			
m) Are all truck loads covered and tailgates sealed when traveling from site?			

n) Is material stockpiled in designated temporary stockpile areas only? Is sediment fencing in place around stockpiles?			
o) Is there a spill kit on-site? Have personnel been trained in use of spill kit?			
p) Is site tidy and rubbish/obstructions removed?			
q) Are Waste docket records being maintained?			
r) Have all new starters on site been given full site and environmental induction?			

WASTE MANAGEMNET CONTROLS	YES	NO	COMMENTS & ACTIONS
a) Is there a designated area on site for storage of materials for recycling?			
b) Has waste been disposed of in a legal manner?			
c) Had the waste been transferred to a waste disposal depot for recycling?			
d) Are there any salvageable materials?			
e) Where any heritage salvageable materials identified?			
f) Have the heritage materials been logged in the register, labeled and photographed and stored appropriately?			

General comments about this site (including rectification action)

Has Previous Required Follow up Action been completed?

YES/NO if no reason, to be recorded urgent and Instruction given.

SITE MANAGER (Signature) _____ DATE: _____

Once checklist is complete please return to office.