



Waste Management

03-ENV-PRO-009



Statement

This procedure, including any associated forms and templates, shall not be altered without written Technical Authority Approval.

Control	Name	Job Title / Position	Date
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Approver:	Rebecca Young	HSE Advisor	14/10/2024

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1 Document Details

1.1 Purpose

To ensure that all personnel involved in waste management do so in the correct manner.

1.2 Scope

This procedure states how nexos manage waste in the correct manner and how waste is disposed across our projects, offices, and sites.

1.3 Policy Statement

This document is governed by the Environmental Policy Statement and the principles and ethics described therein.

1.4 Reference Documents

- Environment Protection Act 1990 (Section 34: The Duty of Care – A Code of Practice

http://www.netregs.org.uk/legislation/scotland/current/waste_legislation.aspx

1.5 Approval

This document is authorised by the Board and it is their expectation that this document and associated procedures are adhered to. Where this may not be possible any deviation should be clearly documented and authorised by Business Area Management.

2 Responsibilities

2.1 Chief Executive Officer

Chief Executive Officer shall:

- Ensure that personnel are aware of and fulfil the requirements of this procedure.
- Ensure that all staff involved in the handling of waste are adequately trained.
- Provide spill equipment to protect the environment and adhere to applicable laws and regulations.

2.2 Operations Director

Operations Directors shall:

- Ensure that Waste Management Procedure is sufficiently communicated amongst personnel.
- Provide suitable resources to support the implementation of this procedure.
- Ensure relevant training takes place for all personnel.

2.3 Contract Manager and Project Manager

Contract Managers and Project Managers shall:

- Implement this procedure as it applies to them.
- Ensure adequate information, training, and instruction to staff on waste management.
- Provide spill equipment to protect the environment and adhere to applicable laws and regulations.

2.4 HSE Manager / Advisers

HSE Manager shall:

- Monitor the application of this procedure through the audit mechanism.
- On request from other Managers or where needs arise arrange suitable training, instruction and, where appropriate, the supervision of waste management.

2.5 Worksite Superintendent/Supervisor

Worksite Superintendent/ Supervisors shall:

- Ensure that members of the workforce under their responsibility use the appropriate equipment and always follow this procedure when disposing waste.
- Bring any matter of concern regarding waste to the immediate attention of the Facility Manager, Project Manager or HSE Manager.
- Ensure that this work instruction is brought to the attention of persons under their direct control and that the rules concerning the proper handling of waste are strictly adhered to.
- Regularly supervise and check to ensure that the proper safety equipment is supplied to individuals and that it is being used in the approved manner.
- Ensure containers are kept in a secure area.
- Ensure suitable spill kits and emergency contact numbers are readily available.

2.6 All Employees

All employees shall:

- Follow this procedure as it applies to them
- Use the correct equipment whilst handling waste.
- Ensure hazardous substances are stored correctly and safely.
- Report any incidents regarding waste immediately to their supervisor or HSE Manager.

3 Definitions

- **Waste:** Is any substance or object that the person discards, or intends to discard, or is required to discard (Waste Framework Directive 75/442/EC).
- **Controlled Waste:** Relates to waste(s) produced by households, commercial premises or industrial sites.
- **General Waste:** Waste which is not deemed hazardous can be sent to landfill without the need for treatment.
- **Inert waste:** Uncontaminated earth and excavation waste which might include, for example, bricks, concrete, stone, building sand and gravel, ceramic materials, slates, weathered bituminous materials (inactive).
- **Special/ Hazardous waste:** Hazardous waste is controlled waste of any kind that is or may be dangerous or difficult to treat, keep or dispose of whereby hazardous provision is required for dealing with it. Such waste is defined as containing substances which are dangerous to life (active).
- **Duty of Care:** Is anyone who in any way has a responsibility for controlled waste is to ensure that it is managed properly and recovered or disposed of safely.
- **Waste Carrier:** Drivers of vehicles whose main aim is to collect waste(s) from producers and deliver those wastes to waste management facilities.
- **Waste stream:** The individual components of our total waste production.
- **Waste management licence:** issued to a facility will keep, treat or dispose of wastes, i.e., transfer station or landfill site.
- **Consignor:** the consignor normally the waste producer is the person who hands over the waste to the carrier.

- **Carrier:** the carrier is the person who collects waste material for transportation to the waste disposal company (consignee).
- **Consignee:** the consignee is the one who receives the waste, so will be the holder of an appropriate waste management license or operate a waste treatment process.

4 Procedure

4.1 Introduction

These procedures enable adherence to the relevant legislation and shall be enforced to prevent environmental degradation and litigation.

This procedure highlights the responsibilities of nexos personnel under UK and European law regarding the management of waste.

4.2 Waste Hierarchy Checklist

- 1) Eliminate.
- 2) Reduce.
- 3) Re-use.
- 4) Recovery (recycling, composting, energy recovery).
- 5) Disposal.

Before any waste (especially waste with hazardous contents) is assigned to a disposal route, alternatives such as reduction re-use and recovery shall be assessed. The priority is reduction of the amount of waste produced, followed by re-use and recovery.

Disposal is the least attractive option and efforts shall be made to promote the categories at the top of the waste hierarchy.

4.3 Waste Assessment

- Waste generated from all activities shall be identified by the Facility Managers as disposable waste or re-usable/recyclable waste when leaving the site or upon reception at a site.
- Facilities are to determine waste types, their disposal, special considerations, whether MSDS is required, what skip, or container can be used, and any other information required.
- Facilities are to ensure that materials are allocated to the correct disposal route and deciding whether the material can still be used within company activities or whether it can still be used in some way within its original intended purpose.
- If it can be used for its original intended purpose it is not waste and shall be allocated to an area or activity which can use the material, provided its re-use does not impair specified standards.
- Facilities shall ensure that all waste items are disposed of in accordance with the waste hierarchy checklist.

4.4 Storage

- The integrity of waste container(s) is to be checked by the Site Superintendent/Supervisor prior to use. If the waste containers integrity has been affected (i.e., holes, cracked lid, distorted vessel, thinning of container) report this immediately to Facilities or the Project Manager and request a replacement. A label shall be placed on the container clearly identifying that this container is not fit for the storage, uplift and disposal of waste.
- In the event of spillages/leaks from liquid waste(s) absorb with inert material such as sand, spill pads/booms etc. Ensure that the spill/leak does not enter drainage or contaminate ground – in this event contact the HSE Manager for advice.

- Waste containers must always be clearly labelled with their contents. Waste products must only be placed into those receptacles that have been allocated for that purpose.
- Waste for re-use, recycling, hazardous waste and general waste must be segregated and labelled.
- To prevent windblown pollution and contamination skips should be covered or enclosed unless stored undercover or within a building.
- Both waste oil and chemicals, and new oil and chemicals on site are to be stored in drums and within a bunded, secure area.
- All scrap metal should be held in enclosed skips where practical. For large items of redundant plant, these should be laid aside in an allocated area, and covered until earliest removal from site.
- Waste receptacles to be sited in appropriate locations to minimise visual impact.
- Waste containers should be inspected regularly for faults or leaks.

4.5 Authorised Carriers of Waste Material

- The company has a waste carrier's licence which covers vehicles, which carry the licence, for the transportation of waste material to a licensed waste management facility.
- The HSE Manager has the overall responsibility to ensure that the waste carrier's licences are up to date.
- All sub-contractors that carry waste shall hold a current, valid waste carrier's licence.

4.6 General Disposal Procedures

- Wastes are to be stored only in skips or enclosed containers.
- Check companies waste disposal licence prior to use. Where it is found that a contractor is not registered or the license has expired, the contractor shall no longer be used.
- Where a contractor claims he is exempt from licensing, contact SEPA to confirm that he is registered as an exempt activity. If the contractor is not registered, then waste shall be disposed of via an alternative route.
- The Superintendent/Supervisor is responsible for ensuring that hazardous wastes are not mixed with inert/general wastes and are allocated to an appropriate container.
- All employees shall ensure that waste is segregated into individual waste streams of steel, wood, plastic, mixed rubbish and hazardous waste.

4.7 Waste Containment on Sites & Projects

- Skips and containers on sites shall be clearly marked for their intended waste stream contents.
- Segregated waste shall be contained in vessels that are not rusty or leaking and that are suitable for the disposal of the particular waste type, e.g., correct volume and correct height for loading waste into.
- The Superintendent/Supervisor shall take reasonable precautions for preventing wastes contained on sites from accidental spillage or leaking by using netting or covers.
- The Superintendent/Supervisor is responsible for preventing waste from escaping, blowing in the wind or falling whilst being loaded, transported and stored.
- The Superintendent/Supervisor is responsible for ensuring that adequate access is provided for parking, manoeuvring and loading of vehicles transporting waste to and from the site.
- The Superintendent/supervisor is responsible for the security of waste storage areas to prevent unauthorised access and fly tipping. Security includes locked gates and locked containers.

4.8 Recycling

- Consideration to be given to minimising waste and reusing materials prior to disposal.
- Off cuts and scrap metal are recycled by an approved third party and it is important that no rubbish etc. is placed in the metal container as it makes it more difficult to recycle.
- Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and clearly marked.

4.9 Oil Storage & Disposal

- Each facility is to nominate a person responsible for oil storage and disposal.
- Any waste oil is to be kept in a drum of good structural integrity and stored in an area bunded to 110% of the largest container or 25% of the total volume whichever is greater.
- All waste containers are to be labelled according to waste type.
- Contact purchasing to organise a free of charge oil pickup.
- The waste carrier is required to Pre-notify SEPA concerning special waste transfer.
- On pickup obtain a special waste consignment note from the driver and send it to the HSE department.
- If oil is spilled use stores spill pads and granules to clean up.
- If a major spill occurs use the site spill response kit.

4.10 Hazardous Waste

- Hazardous waste, for instance waste generated when cleaning oil separators, septic tanks, fluorescent lights containing mercury, oil, paints and batteries is regulated under the Hazardous Waste Regulations 1996.
- When despatching any quantity of hazardous waste, personnel shall use the consignment note system. In most instances the hazardous waste contractor shall ensure all documentation is in place. To be sure the waste consignment is filled out correctly follow the hazardous waste consignment note guide.
- Should the hazardous waste contractor be unable to supply a hazardous waste transfer note, this shall be reported to the Health Safety and Environment Manager for further advice.
- All hazardous waste consignment notes shall be sent to the HSE department.

4.11 Hazardous Waste Transfer Procedure

Stage	Action
Before Transfer	Producer identifies waste and obtains a unique code to be assigned to the hazardous waste in accordance with the coding standard. Refer to Section 5 for examples of EU waste codes.
Between one month and three days before transfer.	The consignor or carrier fills in parts A and B of the consignment note, which contains general details of the consignment and a description of the waste to be consigned.
At time of transfer to carrier.	Carrier fills in and sign's part C of the note setting out the quantity and type of waste picked up, the carrier's registration number and vehicle registration. The carrier shall also certify that the consignment details and waste description on the note are correct.
At time of the transfer to Consignee.	Consignor fills in and sign's part D of the note, again certifying that the consignment details and the waste description are correct and that the carrier is an authorised person. The consignor retains one copy of the consignment note, handing over the other three to the carrier.
After transfer	Consignee fills in and sign's part E of the note providing details of the consignment. The carrier retains one copy of the consignment note, handing the other two to the consignee usually in the invoice.

4.12 Waste Accounting Procedure

- Details of waste type, quantity and source from waste transfer notes are entered into the organisations waste spreadsheet by the HSE assistant.
- Once information has been recorded, both internal and external transfer notes shall be stored on site for duration of 2 years (3 years for hazardous waste consignment notes).
- The HSE department is responsible for maintaining the transfer notes in an orderly manner.

5 Waste Codes

Waste Category	Description	Waste Code	Type
Spent grit only	Waste blasting material	12.01.17	Non-Hazardous
Cans (Metallic packaging)	Cleaned crushed empty can and tins only	15.01.04	Non-Hazardous
Plastic packaging	Plastic only	15.01.02	Non-Hazardous
Mixed construction and demolition wastes	Uncontaminated mixed construction and demolition waste	17.09.04	Non-Hazardous
Paper and Cardboard	Office paper Cardboard for recycling – flatten boxes to save space and reduce journeys to recycling centre	20.01.01	Non-Hazardous
Wood	Pallets, packaging	15.01.03	Non-Hazardous
Metal	Ferrous metal Non ferrous Aluminium Scrap iron and steel stainless, duplex super, carbon steel and wire	16.01.17 16.01.18 17.04.02 17.04.05	Non-Hazardous Non-Hazardous Non-Hazardous Non-Hazardous
Batteries	Lead acid Ni-cad batteries Mercury containing batteries Alkaline batteries	16.06.01* 16.06.02* 16.06.03* 16.06.04	Hazardous/Special Hazardous/Special Hazardous/Special Non-Hazardous
Interceptor wastes Fuel oil/diesel Petrol Other fuels (including mixtures)	Oil and concentrates from separation, interceptor sludges Fuel oil/diesel Petrol Other fuels	13.05.03* 13.07.01* 13.07.02* 13.07.03*	Hazardous/Special Hazardous/Special Hazardous/Special Hazardous/Special
Mixed general waste skip	Mixed canteen and office waste	20.03.01	Non-Hazardous
LPG bottles	Gases in pressure containers (not containing dangerous substances)	16.05.05	Non-Hazardous
Spill Kit (oil spills)	Absorbents, filter materials, wiping cloths, protective clothing contaminated by dangerous substances	05 01 05*	Hazardous/Special
Cables	Cables (uncontaminated)	17.04.11	Non-Hazardous
Electrical	Discarded TVs and monitors	20.01.35	Non-Hazardous

equipment	Discarded electrical and electronic equipment containing hazardous components	20 01 35*	Hazardous/Special
Lighting	Fluorescent tubes and other mercury-containing waste	20 01 21*	Hazardous/Special
Antifreeze	Antifreeze fluids containing dangerous substances MONOETHYLENEGLYCOL (MEG)	16 01 14*	Hazardous/Special
	Antifreeze fluids other than those mentioned in 16 01 14	16 01 15	Non-Hazardous
	Wastes from cooling-water treatment	10 01 26	Non-Hazardous
Paint and Solvents	Waste paint and varnish containing organic solvents or other dangerous substances	08 01 11*	Hazardous/Special
	Waste paint and varnish other than those mentioned in 08 01 11	08 01 12	Non-Hazardous
Oil and Solvent rags etc	Absorbents, filter materials (including oil filters not otherwise specified), wiping cloths, protective clothing contaminated by dangerous substances	15 02 02*	Hazardous/Special
Asbestos	Insulation materials containing asbestos	17 06 01*	Hazardous/Special
Oily Water	Mineral-based non-chlorinated engine, gear and lubricating oils	13 02 05*	Hazardous/Special
	Sludges from oil/water separators	13 05 02*	Hazardous/Special
waste hydraulic oils	Oils	13 01 00	Hazardous/Special
waste engine, gear and lubricating oils	Oils	13 02 00	Hazardous/Special
Sewage	waste from sewage cleaning	20 03 06	Hazardous/Special
Aerosol	Aerosol containers – empty	15 01 04	Non-Hazardous
	Contaminated Aerosols	15 01 10*	Hazardous/Special