

1.0 Purpose

To document the responsibilities for control, storage and disposal of wastes generated by our operations

2.0 Scope

This procedure is applicable to all Formula Interiors, Formula RBA, Zenith Interiors, Zenith RBA, Zenith Manufacturing, Queensland Glass and S360 Plumbing Business Units unless otherwise stated.

3.0 References

Environmental Protection Act 1994
Environmental Protection (Waste Management) Regulation 2000
ISO14001:2004

4.0 Definitions

Nil

5.0 Description

Responsibility

- 5.1 The EMS Co-ordinator in conjunction with the Construction Manager, is responsible for identifying those wastes generated by our operations, which fall within the relevant Environmental Protection Legislation for trackable waste.

Identifying Trackable Waste

- 5.2 The EMS Co-ordinator shall include on the Environmental Aspects and Impacts Register (Ref. EM02F2) details of waste products generated.
- 5.3 Wastes on the Environmental Aspects and Impacts Register shall be categorised as being trackable waste, general landfill using the relevant state regulations as the basis for classification or recycled waste.
- 5.4 The inventory of trackable waste shall be reviewed at least annually and/or when a new process has been introduced or an old one modified.

Waste Management

- 5.5 Where wastes are generated, the EMS Co-ordinator shall arrange for a specific bin (where relevant) to be set up to receive wastes. It shall be protected from weather and labelled as being for a particular type of tracker waste, including the relevant code for each waste type (as required), or general landfill and identify what wastes can be disposed of into the bin. Materials such as aluminium, plastics and steels etc shall be recycled.
- 5.6 The bin must be placed in such a position as to prevent waste from entering drainage systems. All employees shall adhere to the Waste Management Plan
- 5.7 Where the waste is a liquid, the EMS Co-ordinator shall ensure that suitable collection facilities are provided and maintained. Such facilities shall include protection against spillage to sewer or storm water courses. Liquid waste (usually in the form of paint or paint related products), shall either be left with the client for their future use, taken back to our factory and stored for re-use on future works or disposed of into specified recycling bins.

Waste Reporting

5.8 The Factory Manager captures details of all waste returned/collected from site and compiles a Report (EM05F6-F) to be saved on the Company server and is submitted to the monthly Management Review meetings for review.

Operator Training

5.9 Standard Work Instructions, Project Risk Assessment (PRA) and/or training relevant to the activities, which generate or handle / process the waste may include the correct use of the waste disposal systems provided.

The training and/or instructions, may include:-

- a) Legislative requirements
- b) Waste collection, segregation and storage
- c) Hazards of wastes generated on site
- d) Spill and emergency response
- e) Waste minimisation

Disposal

5.10 Only authorised agents and vehicles may be used to transport trackable wastes.

5.11 All wastes requiring transport certificates shall be "married up" with each delivery for the project file (wherever possible). This will allow the quantities disposed to be determined. The EMS Co-ordinator shall prepare an annual return summary.

5.12 The EMS Co-ordinator shall ensure that all general waste shall be recycled wherever possible and segregated from non-recyclable waste. Bins clearly identified as 'Recycle' shall be used throughout the office, factory and work-sites wherever possible.

5.13 All records applicable to this procedure shall be retained in accordance with QM15P – Records Management

6.0 DOCUMENTATION

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|----|----------|---|
| 1. | EM05F1 | Waste Management Plan |
| 2. | EM02F2 | Record of Environmental Aspects and Impacts |
| 3. | EM05F3-F | Electricity Usage Graph |
| 4. | EM05F4-F | Scrap Metal recycle Graph |
| 5. | EM05F5-F | Plastic Recycle Graph |
| 6. | EM05F6-F | Waste Management Report |