



<b>Policy:</b>	<b>Waste Management Policy</b>	<b>Reference:</b>	<b>WMPSES0027</b>
		<b>Review Date:</b>	<b>05/2022</b>

### **Purpose.**

The purpose of this procedure is to detail the responsibilities for, and methods by which the disposal of waste produced is accomplished.

### **Scope.**

The scope of this procedure extends to all known and identified waste products produced and covers:

- Reduction of waste.
- Energy conservation.
- The segregation of re-usable and recyclable materials.
- Compliance with duty of care, including the maintenance of the necessary records.

### **Responsibility.**

It will be the responsibility of SES Engineering (Newark) Ltd.'s to ensure that the following controls are implemented.

#### **Reduction of waste.**

All waste will be kept to a minimum by pre-planning and recycling.

#### **Energy conservation.**

- All electrical equipment will be switched off when not in use.
- All plant and equipment will be turned off when not in use.
- Heat conservation within buildings will be monitored and optimum savings achieved.

#### **Segregation of Waste.**

An assessment of waste materials will be carried out in order to identify all re-usable or recyclable waste. This will then be segregated accordingly. Separate storage for paper, cardboard, wood, metal, and waste oils for recycling should be utilised. All such waste will be re-used on site where possible or sent for recycling via a licensed waste contractor.

Licensed waste contractor will transfer only materials that are suitable for landfill to a licensed landfill site.

All contaminated waste, chemical waste and sewage will be disposed of as special waste via a licensed waste contractor.

#### **Duty of Care & Records.**

Only selected licensed waste contractors will be appointed to remove any waste products from site to licensed tips. All such contractors will be audited to ensure compliance with duty of care requirements. All such transfers shall be fully documented with waste transfer slips. These slips shall be kept on file for inspection, and record of transfer of duty of care to the license holder.