



SARMA GUIDELINE

SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD

WASTE

WASTE MANAGEMENT

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1. PURPOSE

- 1.1. To provide a procedure in terms of the Environmental Management Programme, to ensure that risks associated with waste are identified and managed, including the handling, containment, control and disposal of waste generated from activities, products and services at **EMPLOYERS** to prevent pollution of the environment. In addition the procedure must provide where possible for the reclamation and recycling of waste and
- 1.2. This procedure must include:
 - 1.2.1. Waste management programme;
 - 1.2.2. Refuse container removal;
 - 1.2.3. On site waste handling;
 - 1.2.4. Hazardous waste labelling [\[SHREQ_2.13-F01\]](#);
 - 1.2.5. Hazardous waste storage [\[SHREQ_1.22-F01\]](#);
 - 1.2.6. Hazardous waste transportation [\[SHREQ_1.18-F01\]](#);
 - 1.2.7. MATRIX / SHE plan and
 - 1.2.8. To achieve the cradle to grave principle.

2. SCOPE


- 2.1. This procedure is applicable to **EMPLOYERS** and
- 2.2. Its Members.

3. RESPONSIBILITY AND ACCOUNTABILITY

- 3.1 It is the responsibility of the Section 16(2) Appointees [\[SHREQ_5.11-F02-3\]](#), assisted by the Health and Safety Reps to identify the risks associated on form [\[SHREQ_1.24-F02\]](#) with waste generated on site, and to implement the waste management procedures [\[SHREQ_1.24-F01\]](#);
- 3.2 Section 16(2) Appointees [\[SHREQ_5.11-F02-3\]](#) are responsible for the drafting and implementation of all the relevant Best Operating Practices and Work Instructions. The Section 16(2) Appointees [\[SHREQ_5.11-F02-3\]](#) must assist the Health and Safety Rep [\[SHREQ_5.11-F02-8\]](#) and employees with the task and
- 3.3 The Section 16(2) Appointees [\[SHREQ_5.11-F02-3\]](#) shall ensure that hazardous waste removal companies are contracted in writing and their duties clearly specified, including waste permits [\[SHREQ_1.24-F03\]](#) and waste certificates [\[SHREQ_1.24-F04\]](#).

4. DEFINITIONS AND ABBREVIATION

- 4.1 "WASTE" is defined in Section 1 of the Environmental Conservation Act, no. 73 of 1998, as anything which:
 - 4.1.1 Is discarded by any person;

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4.1.2 Is accumulated and stored by any person with the purpose of eventually discarding it with or without prior treatment connected with the discarding thereof and

4.1.3 Is stored by any person with the purpose of recycling, reusing or extracting usable products from such matter.

Or

4.2 Waste in terms of the programme is defined as:

4.2.1 Waste: An undesirable or superfluous by-product, emission or residue of any process or activity;

4.2.2 General waste;

4.2.3 Hazardous waste: Waste that has the potential even in low concentrations to have a significant adverse effect on public health and the environment because of its inherent toxicological, chemical and physical characteristics. (DWAF, 1998 Minimum requirements handling classification and disposal of hazardous waste.);

4.2.4 Any material or substance that, if handled improperly, has the potential to harm people, property or the environment and

4.2.5 Waste Manifesto.

5. LEGAL REFERENCES AND OTHER REQUIREMENTS

5.1 General

5.1.1. Minimum requirements for waste disposal;

5.1.2. Minimum requirements for the handling and disposal of hazardous waste;

5.1.3. Minimum requirements for monitoring at waste management facilities;


5.1.4. Environmental Conservation Act (No 73 of 1998), Sections 19, 19A, 20 & 24;

5.1.5. Government Notice R1986 of 24/08/90
R1064 of 30/09/94
R287 of 20/02/76;

5.1.6. Health Act (Act No. 63 of 1977), Section 38;

5.1.7. National Water Act (Act No. 36 of 1998), Section 21(g);

5.1.8. Constitution of the Republic of South Africa (Act No. 36 of 1998), Section 8(2), 23, 24(A), 24(B), 32 & 38;

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- 5.1.9. National Environmental Management Act (Act No. 107 of 1998) Section 1 (xxiv) (c), 2(4) (a) (iv), 28, 29, 31 (1) (a & b);
- 5.1.10. Hazardous Substances Act (Act No. 15 of 1973) Section 2, 3, 3(a) & 21;
- 5.1.11. Government Notice R2777 G.G.9533 of 21/12/84
R1382 G.G.15907 of 12/8/93
R1302 G.G.13299 of 14/6/91
R690 G.G.11823 of 14/4/ 89
R246 G.G.14596 of 26/2/93
R247 G.G.14596 of 26/2/93
R453 25/3/77;
- 5.1.12. Nuclear Energy Act (Act No. 131 of 1993);
- 5.1.13. Government Notice R150 of 05/04/63
R263 of 26/02/71
R2410 of 28/11/80
R1132 of 13/06/85;
- 5.1.14. Occupational Health and Safety Act (Act No. 85 of 1993) Section 7, 9, 10, 13, 37, 43 and
- 5.1.15. Government Notice R773 of 10/04/87 Regulation 17
R745 of 10/04/87
R1449 of 06/09/96
R1847 of 16/09/88
R1179 of 25/08/95
R18608 of 16/01/98.

Multilateral Agreement and Treaties to which The Republic of South Africa is a party.

5.2 Legal Reference


- 5.2.1. Legal Register

5.3 Other Requirements

- 5.3.1. Client & Local authorities.

6. RECORDS

Rec. Nr.	Reference Nr.	Description	Storage Space	Retention Time
6.1.	EMPLOYERS	Impact assessments		
6.2.	EMPLOYERS	Local authority permits		
6.3.	EMPLOYERS	Waste disposal certificates		

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6.4.	EMPLOYERS	Waste stream controlled copies		
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7. PROCEDURE

7.1 WASTE MANAGEMENT PROGRAMME

7.1.1. Waste inventory and classification:

7.1.1.1. An inventory of all hazardous and non-hazardous waste shall be completed stipulating the following;

- 7.1.1.1.1. Area of waste generation;
- 7.1.1.1.2. Waste;
- 7.1.1.1.3. Waste type, solid, hazardous, spillages;
- 7.1.1.1.4. Waste stream;
- 7.1.1.1.5. Measured yes/no;
- 7.1.1.1.6. Method of disposal;
- 7.1.1.1.7. Recyclable;
- 7.1.1.1.8. Spill kits available for spillages;
- 7.1.1.1.9. Risk type and
- 7.1.1.1.10. Reference

7.1.1.2. A system shall be implemented to ensure that the inventory is kept up to date;

7.1.1.3. Hazardous waste is classified according to an acceptable code; the waste inventory indicates the classification and hazard rating (risk of hazards);

7.1.1.4. A risk assessment shall be completed and recorded in respect of all wastes, and all routes travelled by such waste and collection vehicles and

7.1.1.5. A site plan with demarcated waste areas shall be completed which will reflect waste collection and removal routes.

7.1.2. Waste minimisation study:


A waste minimisation study shall be completed to determine which wastes can be:

- 7.1.2.1.1. Re used;
- 7.1.2.1.2. Re-cycled;
- 7.1.2.1.3. Avoided ;
- 7.1.2.1.4. Decreased in volume and
- 7.1.2.1.5. Decreased in toxicity

7.1.3. Waste minimisation programme:

7.1.3.1. Where potential for waste minimisation exists, objectives and targets shall be set to promote waste minimisation;

7.1.3.2. Separate bins shall be provided for recyclable and all other waste types and

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- 7.1.3.3. Recycling companies shall be contracted in writing [\[SHREQ_5.43-F02\]](#) and invoices retained as records for 3 years.

7.2. SCRAP AND REFUSE CONTAINER REMOVAL

- 7.2.1. Adequate bins provided in designated areas;
- 7.2.2. Containers are adequate for the purpose;
- 7.2.3. Lids provided and used where necessary;
- 7.2.4. Schedules for removal established and followed and
- 7.2.5. Locations marked appropriately.

7.3. WASTE HANDLING

- 7.3.1. A permit register [\[SHREQ_1.24-F04\]](#) shall be available for all off site waste disposal sites;
- 7.3.2. On site facilities managed according to the set standard and;
- 7.3.3. Potential spillage risks assessed and actioned.

7.4. HAZARDOUS WASTE

7.4.1. Hazardous waste labelling:

- 7.4.1.1. Hazardous waste containers labelled according to contents and hazard [\[SHREQ_2.17-F01\]](#);
- 7.4.1.2. Label includes dates of first accumulation;
- 7.4.1.3. Labels clear and complete and;
- 7.4.1.4. Employees familiar with meaning of labels.


7.4.2. Hazardous waste storage:

- 7.4.2.1. Dedicated hazardous waste storage areas demarcated and access controlled where applicable;
- 7.4.2.2. Ground impermeable and roof covering provided;
- 7.4.2.3. Containers suitable for content and in good condition;
- 7.4.2.4. Bunding of areas where/if required;
- 7.4.2.5. Record of hazardous waste stored for longer than 3 months;
- 7.4.2.6. Hazardous waste stored separately from non-hazardous waste;
- 7.4.2.7. General medical waste separated from sharps/needles;
- 7.4.2.8. Appropriate clean up or spill containment materials stored near storage areas and;
- 7.4.2.9. Damaged containers safely disposed of.

7.4.3. Hazardous Waste Transportation:

- 7.1.3.1. Hazardous waste Removal Company contracted in writing [\[SHREQ_5.43-F02\]](#) with duties specified;
- 7.1.3.2. Onsite emergency procedures know to driver – induction programme and
- 7.1.3.3. Routes evaluated and site audited (cradle to grave).

(PROCEDURE)

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7.4.4 **HAZARDOUS WASTE**

7.4.4.1 **Liquids**


Definition: *The following waste matters are included:*

- 7.4.2.10. Pesticides and empty containers;
- 7.4.2.11. Paint, used brush cleaning materials;
- 7.4.2.12. Acids and
- 7.4.2.13. Expired medicines

a. **Herbicides/pesticides**

This includes all weed killers and insect sprays, and empty containers.

- All redundant/expired weed killers and insect sprays must be placed in marked/sealed containers and responsibly be disposed of by the applicable contractor [\[SHREQ_5.43-F02\]](#);
- Any contractor or **EMPLOYERS** employee must pour no redundant/expired weed killer, insect spray or chemicals into any drain or sewage system;
- All redundant/expired weed killer and insect spray containers must be stored/kept separately (if any such is stored on site);
- Only authorised/registered contractors [\[SHREQ_5.43-F02\]](#) must be allowed to remove redundant/expired, herbicides/pesticides from the waste separation yard (if any) to a permitted toxic waste disposal site;
- Storage/holding facilities must be designed and constructed not to cause pollution to the environment;
- All plastic and metal containers which contained pesticides/herbicides must be punctured and flattened and be properly disposed of by a authorised and registered pest control contractor to a toxic waste disposal site;
- All Health, safety and risk aspects must be considered and adhered to by all employees and contractors;
- Attention must be given to;
 - Safe handling [\[SHREQ_1.22-F01\]](#);
 - Risk of fire or explosion [\[SHREQ_3.01-F01\]](#) and
 - Correct use of PPE [\[SHREQ_2.40-F01\]](#).
- An effective monitoring system will be implemented and kept in place to measure quantities used and disposed of;
- No contractors will be allowed to use any specific herbicides/pesticides without prior authorisation from management;


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- The applicable contractor [\[SHREQ_5.43-F02\]](#) will present a list of registered pesticides/herbicides to be used to the Health and Safety Reps and
- Only pest control contractors registered under Act 36 of 1047 will be allowed to use pesticides/herbicides at offices.

b. Solvents, agents cleaning liquids

This includes: cleaning liquids, such as turpentine or any other brush cleaners, rags.


- No left over liquid cleaner, cleaning rags may be placed in any scrap metal containers or domestic waste bins;
- No items as above may be dumped or disposed of in any manner that could cause pollution or contamination to the environment;
- No empty containers, cleaning materials, are to be left in any area other than the designated store/place/cub board;
- No cleaning liquids are to be poured out onto the ground;
- All left over, redundant and cleaning materials will only be disposed of by an authorised/permited waste disposal contractor [\[SHREQ_5.43-F02\]](#) to a permitted toxic waste disposal site;
- General arrangement drawings must be kept on record for the continual updating, indicating all collection and storage points;
- The design and construction of all facilities required for the collection, containment and disposal liquid cleaners will be of such, liquid cleaners will be kept separately at all times;
- All facilities will at all times comply and conform to the current legislation to prevent pollution and/or contamination of the environment;
- All health, safety and risk requirements must be considered and adhered to by all employees at all times;
- Attention must be given to;
 - The risk of fire [\[SHREQ_3.01-F02\]](#);
 - Correct ventilation [\[SHREQ_1.13-F01\]](#) and
 - Use of correct PPE [\[SHREQ_2.40-F01\]](#).
- An effective monitoring system will be implemented to measure quantities used and disposed of;
- The system will be reviewed for the efficiency and compliance, every six months and updated if required and
- The system will be reviewed every six months for efficiency and compliance and updated if required.

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c. Expired Medicines

This includes sealed or unsealed liquid medicines such as cough mixtures, vaccines and antibiotics.

- General arrangement drawings must be kept for continual updating, indicating all collection and storage points for all expired medicines;
- The design, construction and installation of such collection and storage facility must comply and conform to all relevant legislation to ensure the safety against accidental use and acquisition by any unauthorised person or persons;
- The disposal of all expired medicines must comply with all relevant legislation;
- Where possible the original manufacturer must uplift their own expired items;
- At all times all containers must conform and comply with the relative legislation, so as not to create health hazard or cause pollution to the environment;
- An effective monitoring system will be implemented and kept in place to measure quantities generated and disposed of;
- Records to be kept of disposals to suppliers [\[SHREQ_1.24.-F04\]](#);
- The system will be reviewed for efficiency and compliance every six months and updated if required;
- Sent to the waste separation site as soon as possible for proper storage/disposal;
- Removed by an authorised/permitted waste removal contractor to a hazardous waste disposal site;
- All health and safety aspects such as burns, toxic fumes, and damage to company property must be taken into consideration with the handling/storage of caustic;
- An effective monitoring system will be implemented and kept in place to measure quantities stored, used and disposed of (dumping into effluent system);
- The system will be reviewed for efficiency and compliance every six months and updated if required;
- All on site contractors must conform to the above;
- Be kept/stored in clearly marked containers;
- Be prevented from contaminated clean/raw/effluent water systems;

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- General arrangement drawings must be kept on record for continual updating indicating all holding/storage facilities;
- The design, construction and operation of all equipment and facilities required for the effective collection, containment, control and disposal of any factory chemicals must comply to current legislation to prevent any pollution or contamination of the environment;
- All health, safety and risk aspects such as the possibility of chemical reactions, emergency clean-up of spills must be taken into consideration to prevent possible;
 - Chemical poisoning;
 - Burns/injuries;
 - Loss of life and
 - Pollution of the environment.
- An effective monitoring system will be implemented and kept in place to measure quantities used;
- All redundant/old chemicals as mentioned above must be disposed of by an authorised and permitted waste removal contractor [\[SHREQ_5.43-F02\]](#) to a licensed hazardous substance waste disposal site [\[SHREQ_1.24-F03\]](#), [\[SHREQ_1.24-F04\]](#) and
- The system will be reviewed for efficiency and compliance every six months and updated if required.

7.4.3. Solids


Definition: The following waste matter is included:

- Cement/ fly-ash/ concrete;
- Contaminated medical waste (bandages, sharps.);
- Expired medicines (pills, powders.);
- Fluorescent tubes;
- Pesticides/herbicides and empty containers;
- Cleaning chemicals;
- Used waste rags;
- All used aerosol cans (spray paint, furniture polish) and
- Empty drums (solvents, degreasers, electrical cleaners) glass.

d. Medical Waste/Expired Medicine

This includes: All sharps, contaminated bandages, cotton wool, expired pills, capsules, liquids, powders and other items used that could be a health hazard.

- All medical waste will be kept separate from any other waste;


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- All medical waste will be contained in separate clearly marked containers;
- Expired medicines will be kept and contained separately from any other medical or general waste;
- General arrangement drawings must be generated and kept on record detailing all collection and storage points for all medical waste and/or expired medicines;
- The design, construction and operation of all waste containers required for the effective collection, containment, control and disposal thereof must comply with all relevant legislation to prevent the pollution and/or contamination of the environment;
- All containers will be designed in such a manner so as to prohibit the unauthorised removal of the items;
- All health, safety and risk requirements must be considered and adhered to by all employees and contractors at all times;
- All medical waste may only be disposed of by incineration, at an authorised and permitted facility;
- An effective monitoring system will be implemented and kept in place to measure quantities generated and disposed of;
- Quantities uplifted by original suppliers;
- The system will be reviewed for efficiency and compliance every six months and updated if required and
- Disposal certificate to be obtained and kept on record.

e. Fluorescent Tubes/Lamps

This includes fluorescent tubes, sodium vapour lamps and mercury vapour lamps.

- General arrangement drawings must be generated and kept on record, for continual updating, indicating all collection and storage points for the disposal of fluorescent tubes/lamps;
- All fluorescent tubes/lamps must be crushed/ground finely and placed in sealed drums;
- Abovementioned sealed drums must be sent to the waste separation site for the storage in a designated area;

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- Only designated persons [\[SHREQ_1.24-F04\]](#) may transport such containers;
- Only a permitted waste removal contractor [\[SHREQ_1.24-F03\]](#) will be permitted to remove the drums to a licensed waste disposal site;
- All health and safety aspects to be taken into consideration such as wearing of correct PPE during the handling of such containers;
- Emergency treatment must be given in the case of cuts;
- All on site contractors to conform to the above;
- An effective monitoring system must be implemented and kept in place to measure quantities generated and disposed of and
- The system will be reviewed for efficiency and compliance every six months and updated if required.


f. Pesticides/Herbicides

Refer to point 7.5 under liquids for details.

g. All used aerosol cans

This includes spray paint cans, furniture polish and solvents, quick start and other products contained in an aerosol container.

- No aerosol cans will be disposed of with general waste;
- No aerosol cans will be dumped in scrap metal containers;
- No aerosol cans will be incinerated or punctured;
- No aerosol cans are to be left lying on site or in the workshop;
- Separate clearly marked containers will be used for the collection of empty aerosol containers;
- Only an authorised and permitted waste disposal contractor will be permitted to remove collected empty aerosol cans to a permitted disposal site;
- General arrangement drawings must be kept on record for the continual updating, indicating all collection and storage points;

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- The design and construction of all facilities required for the effective collection, containment, control and disposal of empty aerosol cans will at all times comply with current legislation to prevent pollution and/or contamination of the environment;
- All health, safety and risk requirements must be considered and adhered to by all employees and contractors at all times;
- Attention must be given to risk of explosion;
- An effective monitoring system will be implemented and kept in place to measure quantities generated and disposed of and
- The system will be reviewed for efficiency and compliance every six months and updated if required.

h. Empty drums

Special attention must be given to the requirements as laid down in The Hazardous Substances Act (Act 15 of 1974) – Government Notice No. R453 25/03/77 Section 10.

This includes empty solvent drums and other drums, which contained hazardous substances.

- General recording and record detailing all empty drum storage and collection points;
- No empty drums having contained hazardous substances may;
 - Be washed out in the working place where they were used;
 - Be buried or disposed of in any other place;
 - Be discarded on to any dump;
 - Be kept stored in any manner that can cause pollution to the environment;
 - Be used to contain water and
 - Be left in the works area.
- All empty drums as mentioned above must be sent to the waste separation site where they will be kept/stored in a designated area, for disposal by an authorised/permitted waste removal contractor for recycling of oil drums or disposal of other drums to a permitted site;
- All empty drums returned to the waste separation must be securely closed to avoid any loss of contents, prior to removal;
- All health, safety and risk aspects must be taken into consideration such as;
 - Correct PPE and


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➤ Emergency treatment [\[SHREQ_2.17-F03-1\]](#) in case of poisoning, fires.

- All on site contractors must conform to the above;
- An effective monitoring system will be implemented and kept in place to measure quantities generated, disposed of or recycled;
- Record all revenue received from the disposal of empty drums/containers;
- The system will be reviewed for efficiency and compliance every six months and updated if required;
- At all times care will be taken to eliminate any spills of oils still present in the filters, to prevent any pollution to the environment or contamination of the ground;
- All used filters will only be disposed of by an authorised /permitted waste disposal contractor, to a permitted waste disposal site;
- General arrangement drawings must be kept on record for continual updating, indicating all collection and storage points for used filters;
- The design, construction and operation of all equipment and facilities, required for the effective collection, containment, control and disposal of used filters will at all times comply to the current legislation to prevent any pollution and/or contamination of the environment;
- All health, safety and risk aspects must be considered and adhered to by all employees and contractors at all times;
- Attention must be given to risk of fire and
- An effective monitoring system will be implemented and kept in place to measure quantities generated and disposed of.

i. Glass (Cullet)

- Cullet or bottles may only be placed in the skip specially identified for cullet. No cullet may be placed in other scrap bins or containers, or in domestic waste bins;
- No items as above may be dumped or disposed of in any manner that could cause pollution or contamination to the environment;
- No cullet are to be pushed, washed or poured down in any draining system;
- An authorised/permitted waste disposal contractor will only dispose of all collected cullet;
- General arrangement drawings must be kept on record for the continual updating, indicating all collection and storage points;

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- All facilities will at all times comply and conform to the current legislation to prevent pollution and/or contamination of the environment;
- All Health, Safety and Risk requirements must be considered and adhered to by all employees at all times;
- Attention must be given to the use of correct PPE;
- An effective monitoring system will be implemented to measure quantities used and disposed of;
- The system will be reviewed for the efficiency and compliance every six months and updated if required;
- Consideration must be given to the introduction of a system to eliminate any waste of cullet and
- All on site contractors must conform to the above.

7.5. **NON HAZARDOUS WASTE**

7.5.2. Liquids

Definition: The following waste matter is included:

- Detergents (washing up liquid) and
- Water

j. Detergents

This includes: Washing up liquid, water soluble, degreasers and solvents.


- All detergents must be used up before a new container is opened.

k. Water

- An effective monitoring system will be implemented to measure and determine water usage, and the amount of water that is dumped to effluent;
- There will be continuous focus to ensure that water usage is kept to a minimum and
- The system will be reviewed for efficiency and compliance monthly and updated if required.

7.5.3. Solids

Definition: The following waste is included:

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- Cement/ Fly-ash/ concrete;
- Plastic containers;
- Domestic waste (paper, cans, plastic and food) and
- Kitchen swill.

l. Plastic containers


This includes all plastic containers, which did not contain any hazardous substances.

- All empty plastic containers must be collected at the workplace and sent to the waste separation site on a continual basis for resale;
- Empty plastic containers must not be;
 - Discarded into any scrap metal or domestic waste containers;
 - Burned (incinerated);
 - Destroyed in any manner and
 - Dumped.
- All containers generated in the factory or workshop must be brought back to the workshops for proper disposal;
- All health and safety aspects to be considered;
- All quantities generated and disposed of to be monitored and all revenue received from the resale of containers to be kept on record and
- The system will be reviewed for efficiency and compliance every six months and updated if required.

m. Domestic Waste

This includes paper, cans, plastic, bottles, food, and kitchen swill.

- All domestic waste will be sorted at source i.e. offices, clinics, workshops;
- All domestic waste will be sorted into the following categories;
 - Paper;
 - Cans, plastic and bottles and
 - Food.
- Domestic waste must not be disposed of with garden refuse;
- Must not be disposed with garden and domestic refuse;
- Domestic waste may be dumped in any registered municipal landfill site/waste site;

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- An authorized/permitted waste disposal contractor must dispose of all domestic waste to an authorised permitted waste/landfill site;
- Consideration must be given to the establishment of small business enterprise for the disposal of all paper, cans, plastic and bottles;
- General arrangement documents must be kept on record for all collection of domestic waste;
- The facilities required for the effective collection, containment, controls and disposal of domestic waste will at all times comply to the current legislation to prevent pollution and/or contamination of the environment and
- All health, safety and risk requirements must be considered and adhered to by all employees and contractors at all times.

7.6. **WASTE DISPOSAL SITES (LANDFILL SITES)**

Definition: A designated and permitted excavated site, for the disposal of non-hazardous waste, that is not reused, composted, recycled or incinerated.

- There will be no waste disposal/landfill sites at **EMPLOYERS** Offices;
- All waste material or substances, hazardous or non-hazardous will be removed by authorised waste disposal contractors to authorised disposal sites as detailed in section 6.1 to 6.3 of this procedure and
- Unless any scrap or waste item has been legally purchased from **EMPLOYERS** and in accordance with current S.O.P.'s.


7.7. It is the responsibility of management, employees, contractors and visitors of/or to **EMPLOYERS** to ensure that waste is kept to a minimum and environment is not polluted or contaminated. It is the duty of each department to introduce S.O.P.'s for a waste management program as detailed in 6.1 to 6.4 under the following responsibilities.

- SHE Rep [\[SHREQ_5.11-F02-8\]](#) and
- Section 16(2) Appointees [\[SHREQ_5.11-F02-3\]](#).
- When drafting such procedures the concept of "From the Cradle to the Grave" must be kept in mind and considered at all times.

7.8. **IMPLEMENTATION**

7.8.2. All bins must be clearly marked as to contents;

7.8.3. Refuse shall be removed from the plant and disposed of into the compactors/municipality bins/waste tech bins/or other in a manner, which does not contribute to environmental pollution;

	SARMA GUIDELINE	
	SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD	
	WASTE	

7.8.4. The refuse and scrap trolleys situated throughout the premises shall be cleaned at regular intervals;

7.8.5. Demarcated bins shall be used for all cullet. These bins shall be emptied into skips at the waste glass area whenever necessary;

7.8.6. Municipality/Contractors shall be advised to remove waste whenever necessary;

NB: Spillage into stormwater drains must be avoided at all costs, as this could result in criminal prosecution.

7.8.7. All other refuse bins, paper, cullet waste will be emptied whenever necessary. In high usage areas, Supervisors will ensure that bins are not permitted to overflow;

7.8.8. All scrap cans shall be baled and removed from the plant by Contractor at the agreed frequency and

7.8.9. All bins shall be maintained in a clean and sanitary condition.

8. ASSOCIATED DOCUMENTATION

No.	Description	Document Number
8.1.	Survey Waste management	[SHREQ_1.24-F02]
8.2.	Permit Waste removal	[SHREQ_1.24-F03]
8.3.	Certificate Waste dumping	[SHREQ_1.24-F04]

NAME		DESIGNATION	
SURNAME		DATE	
SIGNATURE			