


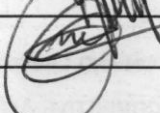
THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/PLAN/004
Implementation Date	03.12.2018
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WASTE MANAGEMENT PLAN



WASTE MANAGEMENT PLAN

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THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/PLAN/004	WASTE MANAGEMENT PLAN
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Table of Contents

1.	PURPOSE.....	3
2.	SCOPE.....	3
3.	RESPONSIBILITIES & IMPLEMENTATION	3
4.	ABBREVIATIONS.....	3
5.	DEFINITIONS.....	3
6.	GENERAL.....	3
7.	PLAN	3
8.	RECORDS	8
9.	REFERENCE	8
10.	SUPPORTING DOCUMENTS	9
11.	APPENDICES	9

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/PLAN/004
Implementation Date	03.12.2018
Revision / Amendment Number	0
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1. PURPOSE

The purpose of this plan will provide the requirements which **THENJIWE SUPPLIES & REPAIRS** and any other Contractor that it may employ will endeavour to comply with in order to handle waste.

2. SCOPE

This guideline applies to all areas whereby **THENJIWE SUPPLIES & REPAIRS** conducts work.

3. RESPONSIBILITIES & IMPLEMENTATION

Management

Management shall be responsible to oversee this procedure and enforce it throughout the entire Work areas.

Supervisors

Supervisors shall ensure that their area of responsibility comply with this procedure and that employees understand and acknowledge the procedure.

4. ABBREVIATIONS

HSE – Health, Safety and Environment

SWP – Safe Work Procedures

5. DEFINITIONS

Not applicable.

6. GENERAL

Not applicable.

7. PLAN

HAZARDOUS WASTE

Liquids

The following waste matters are included:

- Used lubricating oil
- Degreasers/solvents
- Pesticides/herbicides and empty containers
- Paint, used brush cleaning materials

Paint and cleaning liquids

This includes: All left over paint that cannot be used, redundant and old paint, cleaning liquids, such as turpentine or any other brush cleaners, rags and empty paint tins.

- No left over/old paint, liquid cleaner, cleaning rags or empty paint tins 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.

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/PLAN/004	WASTE MANAGEMENT PLAN
Implementation Date	03.12.2018	
Revision / Amendment Number	0	
Revision / Amendment Date	03.12.2018	

- No empty containers, cleaning materials etc. are to be left in any area other than the paint store.
- No paint or cleaning liquids are to be poured out onto the ground
- All left over, redundant, old paint and cleaning materials will only be disposed of by an authorised/permitted waste disposal contractor 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 of paint and liquid cleaners will be of such, that paints and liquid cleaners will be kept separately at all times.
- All facilities will at all times comply and conforms 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
 - Correct ventilation
 - 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 paint.
- The system will be reviewed every six months for efficiency and compliance and updated if required.

Solids

The following waste matter is included:

- Batteries
- Contaminated soil
- Contaminated medical waste (bandages, sharps, etc.)
- Expired medicines (pills, powders, etc.)
- Fluorescent tubes
- Grease
- Pesticides/herbicides and empty containers
- Cleaning chemicals
- Used waste rags
- All used aerosol cans (spray paint, furniture polish, etc.)
- Empty drums (solvents, degreasers, electrical cleaners and oil drums)
- Glass

Grease

- No waste grease generated in the production or packaging areas may be dumped into the effluent system.
- No grease generated in the workshop may be disposed of into scrap metal or domestic waste containers.
- All grease generated in these areas or workshops must be placed in drums and transported to a designated area for further removal and disposal by a competent disposal contractor.
- When transporting the containers to the storage area care must be exercised at all times to prevent pollution or contamination of the environment.

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/PLAN/004
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

WASTE MANAGEMENT PLAN

- General arrangement drawings must be kept on record for the continual update, indicating all storage areas for used grease.
- The design, construction and operation of all equipment and facilities required for the effective collection, containment, control and disposal of used grease will at all times comply with the current legislation to prevent the 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.
- An effective monitoring system will be implemented and kept in place to measure quantities generated and disposed of.
- The system will be reviewed for efficiency and compliance every six months and updated if required.

Oily/Greasy rags

This includes all used rags containing grease and oil, or any other substance.

- All discarded used rags must be placed in drums/containers at the area where they were used for correct disposal.
- Used rags may not be buried or burned.
- All rags used on the premises and workshop will be disposed of into designated bins.
- No used rags may be disposed of into scrap metal or domestic waste containers.
- All health and safety aspects are to be taken into consideration during the handling and storage of used rags e.g., PPE and fire hazards.
- An authorised/permitted waste contractor will remove the greasy/oily rags to a licensed waste disposal site for final disposal.

NON HAZARDOUS WASTE

Liquids

The following waste matter is included:

- Detergents (washing up liquid)
- Water

Detergents

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

- All detergents must be used up before a new container is opened.
- The system will be reviewed for efficiency and compliance every six months and updated if required.

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.
- The system will be reviewed for efficiency and compliance monthly and updated if required.

Solids

The following waste is included:

- Scrap metals
- Plastic containers
- Domestic waste (paper, cans, plastic and food)
- Garden refuse
- Kitchen swill
- Scrap electrical cable

Plastic containers

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/PLAN/004	WASTE MANAGEMENT PLAN
Implementation Date	03.12.2018	
Revision / Amendment Number	0	
Revision / Amendment Date	03.12.2018	

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
 - Dumped
- 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.
- The system will be reviewed for efficiency and compliance every six months and updated if required.

Domestic Waste and garden refuse.

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

- All domestic waste will be sorted at source i.e. offices, workshop, etc.
- All domestic waste will be sorted into the following categories:
 - Paper
 - Cans, plastic and bottles
 - Food
- Domestic waste must not be disposed of with garden refuse.
- Scrap metal etc. must not be disposed with garden and domestic refuse.
- Domestic waste may be dumped in any registered municipal landfill site/waste site.
- An authorised/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, control and disposal of domestic waste will at all times comply with the current legislation to prevent pollution and/or contamination of the environment.

Scrap Electrical Cable

Electrical contractor performing work on site must remove all scrap electric cable from site after completion of a job.

WASTE DISPOSAL SITES (LANDFILL SITES)

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

It is the responsibility of management, employees and visitors of/or to the company to ensure that waste is kept to a minimum and environment is not polluted or contaminated.

IMPLEMENTATION

All bins must be clearly marked as to contents.

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.

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/PLAN/004
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

WASTE MANAGEMENT PLAN

The refuse and scrap trolleys situated throughout the premises shall be cleaned at regular intervals. Scrap metal from the plant and workshops shall be divided into different material types and stored in demarcated compartments. Maintenance controls the removal of all scrap materials, in liaison with the Finance and Risk Control Managers.

Municipality/Contractors shall be advised to remove filtration waste.

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

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

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

All waste plastic used for wrapping purposes shall be baled and removed by Contractor.

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

Waste inventory and classification

An inventory of all hazardous and non hazardous waste shall be completed stipulating the following:

- Area of waste generation
 - Waste
 - Waste type, solid, hazardous, spillage's
 - Waste stream
 - Measured yes/no
 - Method of disposal
 - Recyclable
 - Spill kits available for spillage's
 - Risk type
 - Reference
- (See attached Annexure for example)

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

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

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

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

Waste minimisation study

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

- Re used
- Re-cycled
- Avoided
- Decreased in volume
- Decreased in toxicity

Waste minimisation programme

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

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

Recycling companies shall be contracted in writing and invoices retained as records for 3 years.

SCRAP AND REFUSE CONTAINER REMOVAL

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/PLAN/004
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

WASTE MANAGEMENT PLAN

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

WASTE HANDLING

- A permit register shall be available for all off site waste disposal sites.
- On site facilities managed according to the set standard.
- Potential spillage risks assessed and actioned.

HAZARDOUS WASTE

Hazardous waste labelling

- Hazardous waste containers labelled according to contents and hazard.
- Label includes dates of first accumulation.
- Labels clear and complete.
- Employees familiar with meaning of labels.

Hazardous waste storage

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

Hazardous Waste Transportation

- Hazardous waste Removal Company contracted in writing with duties specified.
- Onsite emergency procedures known to driver – induction programme.

8. RECORDS

Waste Way Bills
Contractor 37.2 Agreements
SHE Plan

9. REFERENCE

SHE Policy
Internal Training Records
Contractor Management

Legal Reference

Occupational Health and safety Act 85 of 1993
National Environmental Management Act

THENJIWE SUPPLIES & REPAIRS

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Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

WASTE MANAGEMENT PLAN

10. SUPPORTING DOCUMENTS

Not applicable.

11. APPENDICES

Not applicable.