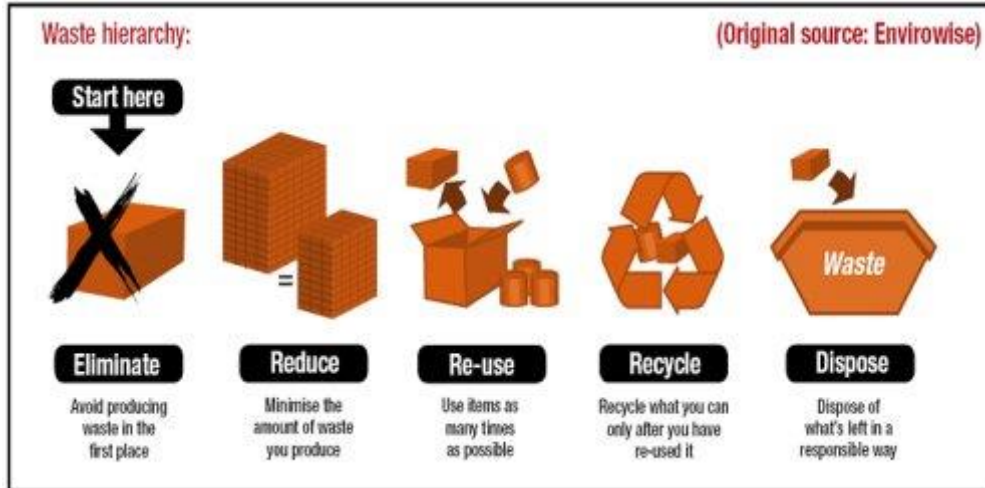




32.0 Waste Management



Where required by national legislation, a duty of care is imposed on;

- Those who produce waste.
- Those who carry waste.
- Those who dispose of waste.
- Those who keep waste.

32.1 Waste Hierarchy

The company implements waste management systems at each office to prevent or reduce the amount of waste generated and recycle more of its waste in accordance with the waste hierarchy.

Preferred Environmental Option





The following measures are taken to reduce the amount of paper used;

- Use of web based tendering.
- Use of project extranets such as ProjectStore.
- Viewing electronic documents onscreen rather than printing them out.
- Printing out relevant pages of large documents rather than the whole document.
- Saving electronic documentation, drawings, photographs in the project file.
- Viewing and saving e-mails electronically rather than printing them out.

32.2 Waste Carriers

The company shall ensure that all controlled waste is properly stored while on the premises and collected by a registered or exempt carrier. Records of the waste carrier's registration (or reason for exemption) shall be kept on file.

Exempt carriers include;

- Waste collection authorities, waste disposal authorities or waste regulation authorities.
- Waste producers carrying their own waste, except building or demolition waste.
- Charities or voluntary organisations.

Where the company transports its own waste the safety co-ordinator shall ensure that the waste is properly secured during transit.

32.3 Waste Transfer Records

The safety co-ordinator shall ensure that a suitable waste transfer record is kept for all controlled waste taken from the premises.

The waste transfer record shall contain a written description of the waste and the appropriate code assigned to the waste to ensure that anyone coming onto contact with the waste has sufficient information to be able to deal with it in compliance with the in accordance with national legislation. There should be a declaration that the waste hierarchy has been applied.

In the case of regular transfers, the waste transfer note will be renewed at least once a year and copies of all waste transfer notes will be kept on file for at least three years.

32.4 Recycling



The company implements recycling schemes at each office;

- Paper and cardboard collected separately for recycling.



- Aluminium cans collected separately for recycling.
- Ink and toner print cartridges returned to the supplier for recycling.
- Batteries returned to the supplier for recycling.
- Mobile telephones donated to charity for reuse or recycling.

32.5 Paper And Cardboard

Paper is a biodegradable material and if it goes to landfill it rots and produces methane, which is a greenhouse gas 20 times more potent than carbon dioxide. By recycling paper and cardboard, methane emissions are reduced which helps to lessen global warming.

For every tonne of paper used for recycling the savings are;

- At least 30,000 litres of water.
- Up to 4,000 kWh of electricity.
- 95% fewer polluting emissions to air.
- Reduced amount of dioxins released.

32.6 Aluminium Cans

Recycling 1 kg of aluminium saves 14 kWh of electricity, requires only 5% of the energy and produces only 5% of the CO₂ emissions as compared with primary production and reduces the waste going to landfill. Aluminium is the most cost effective material to recycle and can be recycled indefinitely as reprocessing does not damage its structure. The energy saved by recycling one aluminium drink can is enough to run a television for three hours.

32.7 Hazardous Waste

Where required by national legislation sites producing more than the specified amounts of hazardous waste may be required to register with the relevant enforcing authority.

- Fluorescent tubes.
- Ni-cad batteries.
- Ink and toner print cartridges.
- CRT monitors.
- Fridges and freezers.
- Waste fuels.
- Building waste.

Different types of hazardous waste shall not be mixed together and hazardous waste shall not be mixed with non hazardous waste, e.g. fluorescent tubes are collected for separate disposal.



32.8 Waste Electrical And Electronic Equipment



Where required by national legislation, systems are in place to take-back, reuse or treat and recycle used electrical and electronic equipment. This is intended to reduce the amount of untreated waste going to landfill and to ensure that what gets separately collected is dealt with properly.

Waste electrical and electronic equipment includes;

- Computers, printers, mobile phones.
- Televisions.
- Refrigerators, cookers, dishwashers.
- Vacuum cleaners.
- Lighting equipment, bulbs and fixtures.
- Electrical tools, e.g. drills.
- Smoke detectors, thermostats.

The company reuse computer equipment wherever possible by donating it to schools, charities or to employees. Records of each transaction shall be kept on file for three years. Damaged or unusable electrical and electronic equipment shall be treated as hazardous waste and collected by a registered or exempt carrier and a consignment note kept for three years.