**Sample safety program**

General waste management

***Insert company name***

**General waste management program**

***(Insert company name)*** operates under the following waste-handling hierarchy guidelines:

* Reduce the amount of waste at the source by only ordering the amount of materials or chemicals to do the job.
* Reuse a material if it is not too contaminated for continued use.
* Recycle or regenerate wastes for continued use.
* The last option dispose of waste in an acceptable manner.

When dealing with waste, it is important to identify the material and use it as intended or find an alternate user. If the material cannot be used, keep it segregated and obtain guidance on how to identify and dispose of it. Waste transported from locations must be accompanied with proper paperwork and have the correct markings.

Employees need to estimate the waste that will be generated prior to work being performed so that the need for containers and waste removal, if necessary, can be determined.

The company must coordinate with the project site or owner to ensure proper disposal of wastes or scrap materials. The company must ensure the owner is aware of whether wastes and scrap materials will be taken off site by the contractor or will be disposed of on the owner's site.

Typically ***(Insert company name)*** does not have projects or services that create a lot of waste on the jobsite. All chemicals leftover will be removed in the same containers they were brought in or appropriate containers that are marked and labeled. To ensure proper disposal or reuse, supervisors must assign the responsibility for proper waste or scrap materials disposal to an employee either by title or position on each jobsite.

The company must also address safe practices related to the immediate storage and handling of waste, scrap, or leftover materials. Most leftover chemicals will be reused and brought back to our facilities.

Normal required PPE (goggles, gloves, face shields, etc.) or other precautions are necessary to handle waste; these should be identified in the JSA process, SDS, and site-specific plans.

Waste materials should be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles must be covered to prevent dispersion of waste materials and to control the potential for run-off.

The company must ensure that project related wastes are stored and maintained in an organized fashion to encourage proper disposal and minimize risks to employees. For example, proper waste receptacles must be provided for trash and materials that may be reused or recycled during a project.

Employees will be instructed on the proper disposal method for wastes. This may include general instruction on disposal of non-hazardous wastes, trash, or scrap materials. If wastes generated are classified as hazardous, employees must be trained to ensure proper disposal.

The company requires proper segregation of waste materials to ensure opportunities for reuse or recycling.

**Expected project waste, disposal and handling:**

The following charts identify waste materials expected on this project, their disposal method, and handling procedures:

| **Material** | **Quantity** | **Disposal method** | **Handling procedure** |
| --- | --- | --- | --- |
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| **Total** |  |  |  |

Recycling operations

**Action \*\*\* Who When**

* Choose bins and collection methods \_\_\_\_\_\_\_\_\_\_\_\_\_
* Order bins - oversee deliver
* Site bins and collection sites for optimum convenience
* Sort or process wood
* Sort or process metal
* Sort or process cardboard
* Sort or process drywall
* Sort or process CSWD mandatory items (material)
* Sort or process (material)
* Schedule material pickups and drop-offs
* Protect materials from contamination
* Document material pickups and drop-offs

\*\*\* Depending on the service option chosen, these may be the responsibility of the field personnel, the hauler, a full-service recycling contractor, or the subcontractors.

Communication plan - Except for mandatory items (\*), check other items intended to be used.

**Action** **Who When Completed**

* Complete Waste Management Plan\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Hold Orientation or kick-off meeting\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Update and progress in weekly job-site meetings\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Encourage just-in-time deliveries \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Post targeted materials (Signage) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Distribute tip sheets for job-site personnel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Post goals and progress (Signage) \_\_\_\_\_\_\_\_\_

Motivation plan - Except for mandatory items (\*), check other items intended to be used.

**Action** **Who When Completed**

* Formal agreements committing subs to program \_\_\_\_\_\_\_\_\_
* Require mis-sorters to re-sort bin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Provide stickers, t-shirts, or hats \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Public recognition of participating subs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Letters of recognition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Awards luncheon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation plan - Except for mandatory items (\*), check other items intended to be used.

**Action** **Who When Completed**

* Perform short form waste audit \_\_\_\_\_\_\_\_\_
* Perform full waste audit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Perform mid-course assessment \_\_\_\_\_\_\_\_\_
* Perform monthly cost and materials tracking\* \_\_\_\_\_\_\_\_\_
* Perform final evaluation\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### *Insert company name*

### General waste management program acknowledgement

I, have received training on general waste management for standard operating procedures. I understand that I will receive appropriate waste management training prior to performing any non-standard job duty. I have asked and received clarification on all questions regarding this program. I understand that my failure to follow the requirements outlined in this program may result in disciplinary actions, up to, and including, termination.

 Employee signature Date

 Supervisor’s signature Date