


<b>Document Title</b>	Waste Management Policy	
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<b>Applicability</b>	All areas of operations within the business	
<b>Pages</b>	3	

## 1.0 Purpose

The purpose of this policy is to ensure Leask Marine identifies the various waste streams generated by the company activities and ensure that any duties of care are fulfilled. The hierarchy of waste reduction will guide the company's overall approach to waste management – i.e. reduce, re-use, recycle.

This policy outlines the general principles the company will adopt throughout all its operations to ensure that waste streams are identified, managed and controlled and that any recycling opportunities are maximised in a cost effective fashion.

## 2.0 Scope

This procedure applies to all activities undertaken by Leask Marine and the procedure is in two main sections.

- ☉ **Section A** which deals with our policy regarding compliance with legislation
- ☉ **Section B** which deals with the company approach to waste segregation and recycling

## 3.0 Responsibilities and Requirements

It will be the responsibility of the Management, vessel Master's and appointed Supervisors to ensure that this procedure is communicated and implemented.

Compliance with this procedure does not necessitate training or competency.

### Definitions

- ☉ The legal definition of waste is "any substance or object ....which the producer or the person in possession of it discards or intends or is required to discard."
- ☉ Controlled Waste is defined in the legislation as household, commercial or industrial waste.
- ☉ Special waste is defined as a waste to which a six digit code is assigned in the list set out in Part I of schedule 2 to the Special Waste regulations or displays any of the properties in Part II of that schedule. Similar codes & licences exist in other operational locations.

## 4.0 Section A

### Duties of care

#### PROCEDURE

4.1 Leask Marine's activities generate little waste however there are various types of waste and these will be subject to the following controls primarily geared towards compliance with legal requirements and environmental policy.

4.2 Leask Marine recognises that material supply can play a significant part in waste reduction, and to this end with supply chain partners continually assess scope for waste minimisation and green supply chain principles.

#### CONTROLLED WASTE TRANSFER & DISPOSAL

4.3 Where waste is to be removed from any company vessels or premises and is being transferred from the company to a waste carrier then Controlled Waste Transfer notes should always be completed with a copy held on site. Local waste control coding should be checked on the transfer note as should the waste being removed from site.

4.4 The carrier will have a supply of controlled waste transfer notes in the cabin of the hauling vehicle. It is the responsibility of the vessel master or management to request that a controlled waste transfer note be completed and held. These must be held within the company for a period of at least two years. The waste transfer note must detail the type of waste, its final disposal site and the carriers waste management licence number.

#### SPECIAL WASTE / HAZARDOUS WASTE TRANSFER AND DISPOSAL

4.5 Special or Hazardous Waste is disposed using a very similar documentation trail. Special or Hazardous waste transfer notes or permits are called consignment notes and these must be obtained from the local Environmental Authority. In most circumstances the waste carrier will hold a supply of these already pre-paid and these can be used, with the charge passed on via the waste carrier. If this is not the case the local Environmental Authority must have at least three days prior notice of any special or hazardous waste being moved. Copies of these shall be held for three years.

4.6 Typical Special / Hazardous wastes from Leask Marine may include:–

- ☉ Aerosol cans / spent gas canisters
- ☉ Contaminated fuels / oils
- ☉ Ground beneath fuel / oil storage areas
- ☉ Contaminated rags (paints / oils)

#### RECORD KEEPING

4.7 Records should be retained and held for review at any time.

### 5.0 Section B

#### **Waste Segregation & Recycling**

##### PROCEDURE

5.1 This policy recognises that we have varied waste streams which reflect the different operations undertaken, however the following principles must however be applied across the company.

5.2 Waste streams should be split wherever practicable into the following main categories. These are:

- ☉ Steel – Steel products only.
- ☉ Paper / Board – Only paper or cardboard products.
- ☉ Wood – Only timber or wood products.
- ☉ General / Mixed – Any other wastes that do not fit into the above categories

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5.3 In addition within the offices, plastic cups & bottles, aluminium cans and toner cartridges etc should be recycled as standard where feasible. Responsibility for ensuring that such a process is in place will be that of the management.

5.4 A waste stream analysis will be undertaken of all activities and waste stream quantities identified as part of the formal environmental management system. This will identify appropriate opportunities for reuse and recycling.

#### COMMUNICATION

5.5 A standard Tool Box Talk will be delivered to all staff by their Line Managers on the waste segregation policy. This will be delivered using the standard company issued Tool Box Talk for waste segregation.

5.6 New employees, visitors and contractors will be given similar instruction and information during their formal induction process.

#### WORKING OFF SITE

Any employee or contractor working on any other contractor or client premises will follow the waste management policy of the host company.

### 6.0 Review and Monitoring

Compliance with this procedure will be subject to ongoing monitoring for effectiveness and the procedure will be reviewed subject to legislative changes or recommendations from the Management.

This procedure will be reviewed as part of the company internal audit process.

### 7.0 References

- © Environmental Protection Act
- © Duty of Care regulations
- © Duty of Care Code of Practice
- © Special Waste Regulations
- © Hazardous Waste Regulations
- © Waste Electrical & Electronic Equipment Regulations



Signed:

Name: Douglas Leask, Managing Director

Date: 1<sup>st</sup> January 2020