


Document Title	Recycling Waste Policy	
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Document Approval	Douglas Leask	
Applicability	All areas of operations within the business	
Pages	2	

1.0 Purpose

The purpose of this policy is to ensure Leask Marine identifies the various recyclable waste streams generated by the company activities and ensure that a recycle program is active in the business to reduce waste, help conserve the natural resources and to cut greenhouse gases.

2.0 Scope

This procedure applies to all activities undertaken by Leask Marine employees who shall reduce the amount of recyclable waste materials generated in the workplace.

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.

3.1 Waste reduction

The commitment to Waste Reduction and Prevention by all employees will be through the following practices:

- ☉ Print and photocopy on both sides of a sheet of paper whenever possible
- ☉ Use E-mail to exchange documents and post business announcements to avoid using paper.
- ☉ Share magazines, periodicals, trade publications and newspapers.
- ☉ Remove names from business mailing lists for current and previous employees by contacting companies that send multiple copies of the same catalogue or literature.
- ☉ Circulate memos and documents using an employee routing slip wherever practicable
- ☉ Reuse packaging material (Styrofoam peanuts & bubble wrap) for shipments
- ☉ Re-use photo copy paper printed on one side from copiers and printers

3.2 Recycling

All employees shall comply with the company's recycling program, and will maximise opportunities to recycle their waste whenever applicable. They shall follow the recycling program guidelines as binning or improper materials in identified recycling containers create a contamination problems.

3.2.1 We will collect the following paper materials for recycling

White paper	Junk mail	Post-it notes
Coloured paper	Magazines	Cardboard
Newspapers	Catalogues	Folders
All envelopes		Computer print outs

3.2.2 We will collect the following glass, metal and plastic materials for recycling.

Plastic bottles	Clear glass
Food cans	Coloured glass
Beverage cans	

4.0 Review and Monitoring

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

5.0 References

- © Anti-Pollution Works Regulations
- © Environmental Protection Act



Signed:

Name: Douglas Leask, Managing Director

Date: 1st January 2020