

WASTE MANAGEMENT PROCEDURE

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QHSE PROCEDURE

Viking Industrial

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1.0 PROCEDURES

1.1 MUNICIPAL SOLID WASTE

Municipal Solid Waste is not regulated for special disposal and can be placed into a general waste dumpster. Examples include office waste and any general waste that is commonly disposed of in a general bin for pick up by regional council and/or private contractors. Recyclable materials should be separated from this material and placed into the nearest recycling bin.

- Staff are responsible for depositing their waste in the nearest appropriate tidy bin or industrial sized waste bin, as appropriate.
- Viking staff whose responsibilities include emptying tidy bins, are responsible for collecting material from buildings and depositing them in the nearest appropriate industrial waste bin. Staff are responsible for closing the lid of the industrial waste bin after depositing material inside.
- Staff are responsible for ensuring that their material makes it into the industrial waste bin and debris is not left around the bin as a result of their disposal efforts.
- Industrial waste bins are on a routine service schedule to prevent overflowing bins. Service schedules are periodically adjusted as needed to reflect user demands.
- Any leaking or damaged industrial waste bins should be reported to the workshop manager.

1.2 BATTERIES

Batteries are hazardous items which should be disposed of appropriately at a major Waste Facility or participating battery recycling retailer. To prevent fire and safety hazards, never place batteries in wheelie bins or with mixed general waste. Fires have been started by batteries inside bin collection trucks.

1.3 RECYCLING

Recyclable, Recoverable, or Reusable Materials can be diverted from disposal in a landfill and accepted by the regional council's collection program. Materials currently collected under this program include, but are not limited to, the following:

- **Metal** including aluminium, steel, copper, tin, and brass.
- **Cardboard** should be flattened and placed in any recycling receptacle.
- **Glass** including clear and all coloured glass.
- **Plastics** includes all plastic such as coffee cup lids, yogurt cups, plastic bottles and caps, plastic bags, and plastic wrap. Toxic substance containers, such as motor oil, are not permitted. Styrofoam is not excepted.
- **White Paper** includes any white paper such as printer/copy paper, notebook paper, and spiral bound notebooks. Paper can be deposited in any white paper recycling bin or box or in the appropriate box in any paper recycling cabinet.
- **Mixed Office Paper** includes coloured paper, newspaper, magazines, envelopes, phone books, post-it notes, and index cards. Paper can be deposited in any mixed paper recycling bin or box or in the appropriate box in any paper recycling cabinet.

Staff are responsible for properly sorting as much of their recyclable, recoverable, or reusable materials as possible to reduce Viking Industrial's environmental impact.

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1.4 CLEANING & WASH WATER DISPOSAL

Cleaning and Wash Water Disposal should be handled according to the nature of the material being cleaned and the location where it will be cleaned. When possible, material that is suitable for disposal in the sanitary sewer should be washed in an interior drain such as a utility sink.

- Scrap Metal metals are a variety of metals that are hauled to scrap metal dealers.
- Scrap metal from construction, renovation, or maintenance projects can be deposited in the scrap metal drum/s in the Viking Yard or workshop.
- Oils are to be purged prior to disposal of metals into this container.
- The scrap metal dumpster should be covered when not in active use.

1.5 AEROSOL CANS

Aerosol Cans are classified as Hazardous Waste. All aerosol cans, regardless of their contents or whether they are unused, partially used, damaged, or empty should be collected for disposal. Cans should be separated based on whether they are empty or still contain product and can be collected in a cardboard box, clear plastic bag, or drum depending on volume generated.

1.6 CHEMICALS

Used or Obsolete Chemicals including but not limited to sealants, degreasers, paints, stains, and cleaning products should be collected and stored for proper disposal by external waste contractor. Managers and staff are required to use best management practices to ensure excess quantities of chemicals are not purchased. Storage areas should be checked regularly to ensure large quantities of chemicals are not accumulating.

1.7 ON SITE WASTE MANAGEMENT

Viking Staff are responsible for removing and disposing of any waste that they produce onsite. All waste must be removed and taken away from the site. The following checklist can be used when transporting hazardous chemicals:

- Avoid transporting with food, water or other reactive chemicals;
- Follow the separation and segregation rules for transporting mixed classes of hazardous; chemicals (those classified as dangerous goods);
- Secure hazardous chemicals on the vehicle so they can't move or fall – i.e. in an appropriate and approved container that is secured to the vehicle and will prevent any spillage;
- Keep a record of the chemicals you are carrying; and
- Separate foodstuffs from chemicals.
- Once back at the depot, ordinary waste management procedures can be followed.

2.0 REVIEW OF PROCEDURE/TRAINING

Supervisors are responsible for reviewing this procedure at least once every 24 months with all employees who have these job duties.

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3.0 REGULATORY IMPACTS

Improper handling and disposal of waste can have significant environmental and regulatory impacts. Staff should work to minimise the generation of waste the greatest extent practical and ensure that generated waste cannot generate additional waste by keeping industrial waste bins closed and covered.

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