**1. Introduction**

Provide an overview of the waste management plan, including its purpose and objectives.

Example: "This waste management plan outlines our company’s strategy for managing waste responsibly and sustainably. It aims to reduce waste generation, promote recycling and reuse, ensure compliance with regulations, and minimise our environmental impact."

**2. Company information**

Include basic information about your company.

* **Company name:**
* **Address:**
* **Contact person:**
* **Phone number:**
* **Email:**

**3. Site details**

Provide specific details about the site where the waste management plan will be implemented.

* Site name:
* Location:
* Project description:
* Site manager:
* Contact information:

**4. Waste audit**

Conduct a waste audit to assess the types and quantities of waste your company produces.

* **Types of waste generated:**
* General waste
* Recyclables (paper, cardboard, plastics, metals)
* Organic waste (food, garden)
* Hazardous waste (chemicals, e-waste)
* **Waste sources:**
* Office areas
* Manufacturing processes
* Construction sites
* Retail operations
* **Quantities of waste:**
* Daily/weekly/monthly waste generation (provide estimated weights/volumes)

**5. Objectives and goals**

Set clear, measurable objectives and goals for waste reduction.

* Objective 1:
	+ Description: Reduce overall waste by 20% in the next 12 months.
	+ Measurable target: Decrease waste from 10 tonnes to 8 tonnes per month.
* Objective 2:
	+ Description: Increase recycling rates by 30%.
	+ Measurable target: Recycle 6 tonnes of waste per month.

**6. Waste types and management methods**

Detail the waste types expected and their management methods.

* **Concrete**: Reuse as fill material, recycle through concrete recycling facilities.
* **Metals**: Segregate and send to metal recycling facilities.
* **Timber**: Reuse for formwork or donate to community projects.
* **Plastics**: Sort and recycle through local recycling programs.
* **Hazardous waste**: Store securely and dispose of through licensed hazardous waste facilities.

**7. Waste management system**

Develop a system for waste segregation, collection, and disposal.

* **Segregation**:
	+ Provide separate bins for general waste, recyclables, and organic waste.
	+ Colour-coded bins: Red for general waste, blue for recyclables, green for organic waste.
* **Collection**:
	+ Regular collection schedule: Daily/weekly/monthly pickups.
	+ Collection points: Specify locations for waste collection points.
* **Storage**:
	+ Proper storage areas for different types of waste.
	+ Secure storage for hazardous waste.
* **Disposal**:
	+ Methods for safe and compliant disposal of waste.
	+ Partnerships with licensed disposal and recycling facilities.

**8. Waste handling procedures**

Outline procedures for handling, transporting, and disposing of waste.

* **On-site handling**: Segregation and proper handling techniques for different types of waste.
* **Transportation**: Methods and schedules for transporting waste to disposal or recycling facilities.
* **Disposal facilities**: List of approved facilities for different types of waste.

**9. Waste reduction strategies**

Implement strategies to minimise waste generation and promote recycling and reuse.

* **Source reduction**:
	+ Optimise processes to reduce material waste.
	+ Use digital documents to reduce paper waste.
* **Reuse**:
	+ Reuse materials where possible (e.g., packaging, containers).
	+ Donate usable items to local charities.
* **Recycling**:
	+ Set up recycling programs for paper, plastics, metals, and e-waste.
	+ Partner with local recycling facilities.
* **Composting**:
	+ Implement on-site composting for organic waste.

**10. Hazardous waste management**

Outline procedures for handling, storing, and disposing of hazardous waste.

* **Identification**:
	+ List types of hazardous waste generated.
* **Handling**:
	+ Safe handling procedures and protective equipment required.
* **Storage**:
	+ Secure, labelled containers for hazardous waste.
* **Disposal**:
	+ Compliance with local regulations for hazardous waste disposal.
* **Training**:
	+ Regular training for employees on hazardous waste management.

**11. Monitoring and review**

Track waste generation and management performance. Review and update the plan regularly.

* **KPIs**:
	+ Key performance indicators to track progress (e.g., waste reduction percentage, recycling rates).
* **Data collection**:
	+ Methods for collecting and analysing waste data.
* **Review schedule**:
	+ Regular reviews (e.g., quarterly, annually) to assess the plan’s effectiveness.
* **Continuous improvement**:
	+ Strategies for continuous improvement based on review findings.

**12. Employee engagement and education**

Involve employees in waste management initiatives and provide ongoing training.

* **Training programs**:
	+ Initial and ongoing training on waste management practices.
* **Communication**:
	+ Regular updates on waste management goals and achievements.
* **Incentives**:
	+ Reward programs for employees who contribute to waste reduction efforts.

**13. Roles and responsibilities**

Assign responsibilities to ensure the waste management plan is implemented effectively.

* **Site manager**:
	+ Overall responsibility for plan implementation and compliance.
* **Environmental officer**:
	+ Monitors waste management practices and regulatory compliance.
* **Employees**:
	+ Follow waste segregation, handling, and disposal procedures.
* **Contractors**:
	+ Comply with the company’s waste management plan.

**14. Emergency procedures**

Prepare for potential waste-related emergencies.

* **Spill response**:
	+ Procedures for handling waste spills or accidental releases.
* **Emergency contacts**:
	+ List of emergency contacts and reporting procedures.

**15. Compliance and documentation**

* Ensure compliance with all relevant regulations and maintain proper documentation.
* **Regulatory compliance**:
	+ List applicable local, state, and national waste management regulations.
* **Documentation**:
	+ Maintain records of waste audits, disposal methods, and regulatory compliance.
* **ISO 14001 certification**:
	+ Achieve and maintain ISO 14001 certification for environmental management systems.