

PROCEDURE FOR WASTE MANAGEMENT

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Revision Control Page

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0	01-Oct-2022	All	QHSE procedure prepared to comply with the requirements of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018	GM

1. SCOPE

The Purpose of this document is to define the procedure for the segregation, collection, and disposal of waste generated in the SMME facility or at project sites.

2. PURPOSE

This document aims to describe the way through which waste materials generated in the factory, office & project sites will be disposed of properly in accordance with local regulations & to protect the environment.

3. RESPONSIBILITY

The QHSE Manager is responsible for implementing this procedure

4. CLASSIFICATION OF WASTES

4.1. HAZARDOUS WASTE

These are materials, which constitute a high degree of hazard to public health and to the environment. Hazardous waste includes materials, which are ignitable, corrosive, reactive, toxic, radioactive or infectious.

4.2. NONHAZARDOUS WASTES

These are non-hazardous solids, which are biological or chemically reactive in the natural environment. Example including papers, wood, household garbage, some metal and digested sewage sludge.

4.3. INERT WASTES

These are wastes which are not biologically and chemically reacting in the natural environment examples include broken glass, most plastics and manufactured rubber products and general Production debris.

5. Identification & Classification of Wastes

- HSE Officer, in coordination with the Safety Committee and all department heads, shall identify all types of wastes generated and evaluate them based on the environmental aspects.
- Each type of waste shall be classified either as RECYCABLE (non-hazardous), NON-RECYCABLE (non-hazardous) and HAZARDOUS wastes; and shall be listed n Waste Master list.

Document No: MR-SMME-WM-014	Rev. No: 00	Date: 01-Oct-2022	Page 4 of 9
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- It shall be the responsibility of the HSE Officer to update the list of identified wastes whenever necessary.

6. Segregation & Storage of Waste

- HSE Officer and the Safety Committee shall ensure that all employees are aware and trained in implementing waste segregation. Waste segregation shall be applied to both hazardous & non-hazardous wastes.
- Waste segregation bins for each classification of waste shall be deployed and utilized with clear labeling.
- The recyclable waste shall be further classified in the following color-coding scheme.

CATEGORY OF WASTE	COLOR CODE
Recyclable (plastic)	Green
Recyclable (Paper)	Blue
Recyclable (General waste)	Red

- Waste segregation shall be implemented on the basis of the following criteria.
 - a) Flammable substance must be kept away from sources of ignition and from oxidizing agents.
 - b) Acids must be segregated from alkalis, and from other substances which they could react dangerously, such as compounds of arsenic and cyanide.
 - c) Strong corrosive agents must be kept away from gas cylinders and other types of container.
- Hazardous and non-hazardous wastes shall not be mixed-up together. However, in the event that both have been mixed together, it shall automatically be treated as hazardous waste (regardless of the amount of each waste).
- All segregated wastes shall be collected by assigned personnel on a daily basis and shall be temporarily transferred and properly stored at the designated Waste Storage Area, in order to minimize adverse impact to environment and human health.

Prepared By: QHSE Officer	Approved By: GM	For Revision Details Refer to Revision Control Page 2
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- HSE Officer, in coordination with the Safety Committee, shall ensure that the Waste Storage Area is properly identified and maintained; and the segregated wastes remain intact and free from spillage pending collection & disposal.
- There will be adequate provision to prevent the control of windblown material and to prevent the spread of pests and foul odors.

7. Collection, Transport & Disposal of Wastes

- All segregated wastes stored at the Waste Storage Area shall be collected, transported and disposed on a regular basis by an accredited Environmental Service Provider (also referred to as “ESP”, “waste collector” or “waste transporter”).
- All collected wastes shall be measured and recorded using the “Waste Master List” which shall contain the types of waste produced, generation process, amounts generated and transported to the waste treatment or storage facility. It shall be the responsibility of the HSE Officer to update this information on a regular basis.
- QHSE manager shall ensure that the company outsourced for transportation & disposal of waste has all the valid permits with regards to the transportation of wastes. In addition, QHSE Manager shall ensure that the Waste Management Facility, which is responsible for processing wastes, is permitted to receive the collected & transported wastes.
- SMME remains the “owner” of all wastes collected and transported by the outsourced company and shall ensure proper handling of wastes until it moves out from the premises.
- HSE Officer shall require the Waste Management Facility to submit receipts and/or certificates on the final disposal or treatment of wastes. These receipts and certificates shall be kept as records and shall be retained for a period of at least 3 years.
- In case the Waste Management Facility rejected certain wastes generated by SMME, HSE Officer shall identify another suitable location for the final disposal of wastes. If no suitable location is found, then the rejected wastes shall be returned back to SMME and shall remain under the custody of SMME pending the selection and approval of a new location for waste disposal.

8. Collection, storage & transportation of Hazardous Wastes

- It shall be the responsibility of the QHSE Manager to secure a valid permit(s) from the Waste collector for all hazardous wastes generated by SMME. It is also the responsibility of the

QHSE Officer to ensure that ESPs contracted by SMME for collecting and transporting hazardous wastes have the appropriate licenses obtained from the governing authorities.

- Hazardous wastes shall be stored and managed according to the identified hazards to minimize risk to human health and the environment. It shall be properly segregated and labeled for proper identification.
- HSE Officer shall secure a copy of the Manifest for Transporting Toxic & Hazardous Waste from the outsourced company and shall be kept as records.
- HSE Officer shall require from outsourced company the following requirements in handling, collecting and transporting hazardous & non-hazardous wastes:
 - a) Permits and licenses.
 - b) Any vehicle used to transport wastes shall be constructed and maintained so as to prevent spillage of wastes.
 - c) Any container used to transport wastes shall be secured safely on the vehicle used to transport wastes.
 - d) Any vehicle used by the person to transport wastes shall be covered when loaded;
 - e) Incompatible wastes shall not be mixed or transported together on any vehicle used by the person to transport wastes.
 - f) Any material segregated for recycling shall not be mixed with other wastes during transportation.
 - g) Wastes shall only be taken to a permitted Waste Management Facility.
 - h) Keeping a record of waste consignment no. and the waste transfer note for a period of at least 2 years.
 - i) Having insurance to protect the environment from incidents or spills. This shall include coverage for any clean-up costs that may be incurred.

9. Installation/construction/demolition waste

All waste generated on the project site as a result of SMME activities must be dealt with in accordance with this waste management strategy. Waste generated must be segregated in accordance with the sections above. This segregated waste must be carried to the client-specified location. If no such area or policy exists, it will be handed over to a waste management company. If garbage trucks are not permitted to collect from the site, SMME will transport the waste to the SMME facility and then dispose of it as described in above sections.

10. WATER WASTE:

The water waste consists of domestic sewage and other water if collected in septic tanks. A specialized service provider shall be engaged to collect water waste, HSE officer shall ensure that all the permits are in place and the reports/record are being maintained.

If sewage is being collected by Dubai investment park's sewer pipes, sewage record will be calculated from DEWA meter same is recommended by Dubai investment authority.

11. Application of Waste Management Methods

11.1. Source Reduction

- a) QHSE Manager, in coordination with the HSE Committee, shall consider the reduction of waste at the source as the first option to be implemented on the basis of the hierarchy of principles in waste management.
- b) In considering source reduction, the following may be applied as deemed appropriate, practicable and necessary by the QHSE Manager:
 - Material elimination;
 - Inventory control & management;
 - Material substitution;
 - Reduction in the consumption of natural resources;
 - Process modification;
 - Improved housekeeping;

11.2. Re-Use

Document No: MR-SMME-WM-014	Rev. No: 00	Date: 01-Oct-2022	Page 8 of 9
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- a) After all opportunities for source reduction have been considered, the QHSE Manager, in coordination with the Safety Committee and department heads, shall consider the second option which is the re-use of waste materials.
- b) In considering the re-using of waste materials, the following may be re-used as deemed appropriate, practicable, and necessary by the QHSE Manager:
 - Paint Drums
 - Wood-cut pieces
 - Other materials cut pieces
- c) In case waste materials are sent back to its suppliers for re-use or re-processing, this shall be properly coordinated, managed and controlled with the concerned supplier.

11.3. Recycling & Recovery

- a) The third option to be considered in managing waste shall be the application of recycling & recovery.
- b) QHSE Manager shall coordinate with all department heads and other interested parties in implementing a recycling and recovery program where the generation of wastes for disposal is minimized and where it is converted to other usable materials.
- c) Recycled wastes shall be clearly demonstrated by using and/or displaying recycled items for company use.

11.4. Treatment

- a) The last option to be considered after all other options were explored is the proper treatment of wastes.
- b) Waste may be treated according to any of the following:
 - Solidification, Stabilization, Encapsulation
 - Composting
 - Bio-treatment
 - Thermal methods (Incineration)

Prepared By: QHSE Officer	Approved By: GM	For Revision Details Refer to Revision Control Page 2
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11.5. Disposal

When all other means of waste management are considered and no solution is found, the QHSE Manager shall dispose of the waste as the last means of waste management.

12. Waste Record keeping

A log register shall be maintained by HSE officer in order to record the disposal of different types of wastes from the SMME facility.

13. Records:

Waste Master List – SMME-QHSE-WML-01

Waste Disposal Form – SMME-QHSE-WDF-01

Recyclable Waste Disposal Report – QPC-QHSE-RWDF-01