SECTION E8 - MANAGEMENT OF WASTES

OBJECTIVE

To ensure wastes are appropriately handled, stored and correctly disposed so as to comply with the statutory and regulatory requirements applicable and to minimize their effects on the environment.

RESPONSIBILITIES

The Director-in-Charge or QE Manager is the Owner of this procedure and has overall responsibility and authority for its establishment and maintenance. QE Manager shall be responsible for the successful implementation of this procedure.

PROCEDURES

1. General

1.1 General wastes shall include:

(a) Waste paper, organic waste, office waste such as computers/office equipment/electrical hardware

(b) General wastes as listed in the schedule of the Environmental Public Health (General Waste Collection) Regulations

2. Collection

2.1 The QE Manager shall allocate a recycle corner with proper labels for collection of general wastes such as computers/office equipment/electrical hardware/recycle papers/cardboards/cartons in the office.

2.2 All the wastes will be placed at the designated recycle corner.

3. Disposal

3.1 Once substantial amount of paper wastes has been collected at the designated recycle corner, the ***HR Executive*** shall arrange for the paper wastes to be disposed by a general waste collector (i.e. paper recycling company).

3.2 For organic waste and office waste - Dispose at designated bins provided by the building owner /sell to recycling company / given to staff or contractor.

3.3 All personnel must be aware of the requirements for disposing the different types of general wastes.

4. Good Housekeeping Practices for Personnel

4.1 All personnel shall be assigned with the responsibilities pertaining to housekeeping in their work areas.

4.2 All personnel shall ensure that good and proper housekeeping is maintained within their work areas at all times.

4.3 Debris and unused materials must be removed regularly.

4.4 Stacking/storing of materials are to be done in a manner that will not cause any environmental impacts or obstruction to any access.

4.5 Clean up any spills immediately. Dispose wastes in appropriate containers.

4.6 Reduce storage of combustible materials such as paper, carton boxes, etc. in the office.

4.7 Organic waste shall be properly tied up or covered at all times.