



MONTHLY SAFETY BRIEF: GENERAL WASTE MANAGEMENT

This month's safety brief is dedicated to waste management and recycling. This is a new policy required by our ISNetWorld clients.

7.38 General Waste Management

The purpose of a General Waste Management policy is to ensure that we handle our waste materials properly and in a manner to minimize the potential for a spill or impact to the environment and to protect the safety and health of employees by ensuring that generated waste is placed in the appropriate containers and correctly removed in a safe manner. Properly managed waste contributes to healthier work environment. All employees have a responsibility for proper disposal of waste.

General Requirements

Hygieneering work does not typically generate any significant amount of waste, but this policy is put in place for the occasion that we may. It is important to make an estimation of waste, trash, and scrap materials generated before commencing work. This allows for the correct number of containers and waste removal material can be determined. Information regarding whether waste material will be taken off site or disposed on site must be coordinated between the site owner and project manager.

It is important to be aware of the waste material being handled and that the proper personal protective equipment is used before handling. Protective clothing and equipment is required and should be appropriate for the job. This will be reviewed by your Project Manager.

When materials contain toxic waste, it must be disposed at a hazardous waste facility. Handling and disposing of hazardous toxic waste materials will require the use of personal protective equipment. Employees who use personal protective equipment during hazardous waste operations will ensure the following:

- a) Equipment that protects employees from site-specific hazards
- b) Employees maintain and store equipment properly
- c) Appropriate decontamination and disposal of equipment
- d) Employees are trained to use, wear, and inspect equipment
- e) PPE fits employee who uses it

Handling, Organization, & Storage

Properly storing and handling waste materials minimizes the potential for a spill or environmental impact. Store all types of waste or scrap materials generated in a proper and organized fashion. Proper waste receptacles for trash and waste materials will be provided as necessary for a project. Special care is required when handling certain types of waste. Barricades, barriers, and signs are required to be placed around waste materials. Signs must be visible at all times around waste material. Waste material must be removed as quickly as possible.

All affected employees will be instructed on the proper method of waste disposal. If wastes generated are hazardous, employees will be trained to ensure proper disposal. Hazardous waste refers to discarded substances in solid, liquid, or gaseous form that can harm humans, other living organisms, or the environment. OSHA 29 CFR 1910.120 defines hazardous waste as any substance which requires a Safety Data Sheet (SDS). Universal waste must be taken to or picked up by a handling facility which will recycle,



regenerate or dispose of the hazardous waste properly. Universal waste is identified as batteries, pesticides, mercury containing thermostats, and mercury containing light bulbs.

Recycling

Recycling is an easy way to protect the environment and ensure the wellbeing of our community for generations to come. Recycling depends on the active participation of everyone. By participating, people reduce the amount of trash that is disposed in landfills, encouraging the reuse of materials made from recycled products and continuing the recycling circle.

Recycling is processing used materials (waste) into new, useful products. This is done to reduce the use of raw materials that would have been used. Recycling also uses less energy and is a great way of controlling air, water and land pollution. Waste items that are usually recycled include:

- a) Paper waste: books, newspapers, magazines, cardboard boxes, and envelopes.
- b) Plastic waste: plastic bags, water bottles, rubber bags and plastic wrappers.
- c) Glass waste: beer and wine bottles.
- d) Aluminum waste: soda cans, fruit cans, and tomato cans.

Reducing and re-using are just as important as recycling. The most effective way to reduce waste is to not create it in the first place. Making a new product requires a lot of materials and energy - raw materials must be extracted from the earth, and the product must be fabricated then transported to wherever it will be sold. As a result, reduction and reuse are the most effective ways you can save natural resources, protect the environment and save money. Benefits of reducing and reusing include the following:

- a) Prevents pollution caused by reducing the need to harvest new raw materials
- b) Saves energy
- c) Reduces greenhouse gas emissions that contribute to global climate change
- d) Helps sustain the environment for future generations
- e) Saves money
- f) Reduces the amount of waste that will need to be recycled or sent to landfills and incinerators
- g) Allows products to be used to their fullest extent

Recycling features will be built into any Hygieneering project where there will be significant waste generated. We will strive to incorporate the “Three R’s” of general waste management in all our projects: Reduce, Reuse and Recycle!

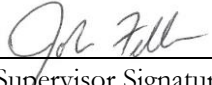


GENERAL WASTE MANAGEMENT QUIZ

- 1) All employees have a responsibility for proper disposal of waste.
 True
 False
- 2) Which of the following is NOT a part of the “Three R’s” of general waste management?
 - a. Reduce
 - b. Recognize
 - c. Reuse
 - d. Recycle
- 3) Waste items that can be recycled include which of the following except?
 - a. Paper
 - b. Metal
 - c. Glass
 - d. Hazardous materials
- 4) OSHA 29 CFR 1910.120 defines hazardous waste as any substance which requires a Safety Data Sheet (SDS).
 True
 False
- 5) Which of the following is NOT a benefit of reducing and reusing?
 - a. Saves energy
 - b. Saves money
 - c. Increases the amount of waste needed to be recycled
 - d. Helps sustain the environment for future generations

SCORE: PASS / FAIL

Employee Signature



Supervisor Signature

Date