


Environmental Management System – Environmental Waste Policy

					
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005	Added Amendment Page	N/A	N/A	06/12/2022	Simon Young
006	From Managing Director to HR director	2	5.2	25/06/2023	Malcolm Coates
	An addition to policy objectives	1	3.	25/06/2023	Malcolm Coates

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Definition (General Requirements)

The Company, which shall include J & E Hall Limited, J & E Hall Limited t/a J & E Hall International, Daikin Applied Service and Coulstock & Place Engineering Co., will conduct their operations to comply fully with statutory regulations concerning environmental regulations.

Waste Management Policy

1. Introduction

Due to the diverse nature of activities undertaken by The Company, a wide variety of wastes are produced and collected, ranging from general wastes and recyclable materials, to special and hazardous wastes.

The Company uses ISO 14001 across all sectors to make The Company's day to day operations more sustainable. Sustainability can ultimately save money, improve brand reputation, engage employees and build resilience against uncertainty as well as the ability to rapidly adapt to change.

The Company has a duty to ensure that all of these wastes are disposed of responsibly, using approved, registered waste contractors.

This policy sets down the framework for all waste management carried out by The Company. Detailed, up-to-date information on the correct disposal routes for all waste is contained within our environmental policies and procedures.

2. Policy Statement

The Company will adopt the principles of the 'best practicable environmental option' in the delivery of its waste management services. The Company will apply a 'waste hierarchical approach', to reduce, reuse, recycle and recover waste products in preference to the disposal of waste to landfill.

There is a legal requirement for all who produce, keep, or dispose of waste of any type to comply with the various regulations and the Duty of Care under Environmental Protection legislation.

The Company recognises the importance of meeting these legal requirements and managing its waste responsibly, reducing the volume of waste sent to landfill and maximise reuse and recycling where possible.

The Company requires all staff to comply with this Policy and associated The Company Environmental Guidance Notes, to ensure compliance with all waste legislation. In accordance with the Policy Statement The Company will fulfil the following Policy Objectives.

3. Policy Objectives

The objectives of this policy are to:

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects;
- Minimise waste generation at source and facilitate repair, reuse, and recycling over the disposal of wastes.
- Reduce the overall carbon footprint of business activities by identifying key areas and implementing appropriate solutions
- Promote environmental awareness in order to increase and encourage waste minimisation, reuse, and recycling.
- Ensure the safe handling and storage of wastes at all locations and construction sites;
- Provide appropriate training for staff on waste management issues;
- Appoint competent person(s) to provide waste management advice.

4. Application

This policy applies to all activities undertaken by (or on behalf of) The Company.

5. Organisation and Management

The responsibilities and organisational arrangements for this Waste Management Policy lie with a variety of personnel within the Company.

5.1. Managing Director

The Managing Director is accountable to Daikin for the Waste Management and Environmental performance of the Company. In particular this will require them to:

- Ensure The Company has a Waste Management policy and Environmental policy that meets statutory obligations;
- Ensure that the policies contain a demonstration of their personal commitment by the inclusion of a signed and dated Policy Statement;
- Review the Policies to ensure that they remain comprehensive, relevant and up to date;

5.2. HSQE Manager

The HSQE Manager is accountable to the HR Director for the Waste Management and Environmental performance of the Company. In particular this will require them to:

- Ensure The Company has a comprehensive, up to date Waste Management policy and Environmental policy that meets statutory obligations;
- Review the Policies to ensure that they remain comprehensive, relevant and up to date;
- Liaise with HR, in monitoring the training needs of employees;
- Maintain records of employee environmental and health & safety training;
- Provide all new employees with a copy of this Policy.

5.3. Directors and Managers

All directors and managers are accountable to the Managing Director for the implementation of this Policy in their respective functions. In particular, this will require them to:

- Demonstrate their implementation of the requirements of this Policy;
- Ensure that the personnel under their control are competent and provided with adequate support, supervision, information, instruction, and training to execute their work without risk to the environment and abiding by the contents of waste management plans specific to the projects that they work on;
- Ensure that all activities for which they are responsible, including pre-contract and head office processes are, where appropriate, subject to the production of a site waste management plan, formal hazard identification and risk assessment;
- Ensure the implementation of the Company's environmental management system and waste management policy contained within this document.

5.4. Contracts Managers, Supervisors and Site Managers

All managers and supervisors, including Site Managers are accountable through the recognised chain of line management for implementing this, Policy. In particular, managers and supervisors are required to:

- Be familiar with and demonstrate their commitment to this Policy and promote continuous waste management performance;
- Where appropriate instigate a formal hazard identification and risk assessment for the activities under their control;
- Ensure that a project waste management plan is published, maintained and complied with for their Project and distributed to all relevant parties;
- Assign specific waste management duties to members of their site management team and subcontractors;
- Ensure that no toxic, noxious or offensive substance is discharged into the atmosphere, waterways or land.

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5.5. Sales

They will:

- Consider at the time of tender, the information contained in the enquiry related to waste management issues;
- Consider the possible impacts on the project by current legislation, approved codes of practice and other specific site constraints.

5.6. Employees

All employees are accountable through the management structure for conforming to the requirements of this policy and statutory requirements. In particular, every employee is required to:

- Be familiar with and implement this policy and take care and attention of the environment;
- Co-operate in fulfilling the company’s pursuit of continuous environmental and waste management improvement;
- Conform to the requirements of the project environmental and waste management plan, where applicable.

6. Glossary of Terms

6.1. Best Practicable Environmental Option

The Best Practicable Environmental Option refers to the analysis of different methods of waste disposal. The preferred option is the one, which minimises harm to the environment as a whole, taking into account what is affordable and practicable.

7. Recycling

The diversion of waste away from landfill or incineration and the reprocessing of those wastes either into the same product or a different one. This mainly includes non-hazardous wastes such as paper, glass, cardboard, plastic and scrap metal.

8. Responsible Person

The person who oversees the wastes to be removed from the premises at which it was produced or is being held.

9. Waste Hierarchy

The hierarchy lists the different ways of dealing with waste in order of preference.

9.1. Reduce

Also known as waste minimisation, to reduce the amount of waste materials being produced.

9.2. Re-use

To continually re-use an item in order to eliminate the use of resources in making new items.

9.3. Recovery

Energy: Waste is incinerated, and the heat is recovered to generate energy.

Recycling: The collection and reprocessing of wastes either into the same product or a different one.

Composting: Biological decomposition of organic material to create a soil conditioner.

9.4. Disposal

Waste is sent, untreated, to landfill.

HSQE Manger:		Date:	26/06/2023
Managing Director:		Date:	26/06/2023

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