 UP Building and Construction Pty Ltd

“Building dreams from the ground UP”

ABN 123 456 789

Environmental and Waste Management Policy and Procedures

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1. Policy and Procedure Statement

**Policy Statement**

UP Building and Construction Pty Ltd is committed to maintaining an environment-friendly and ecologically responsible organisation through the implementation of sustainable, efficient, and practical waste management efforts.

**Procedure Statement**

To achieve this, management has implemented and will maintain waste management procedures that reflect best practices and comply with legal requirements relevant to environmental protection and sustainability.

The site manager will be responsible for ensuring the enforcement of the procedures in this policy.

2. Scope

This document sets out the waste management procedures to be followed on all UP Building and Construction sites.

3. Policy Compliance

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| **POLICY DETAILS** | | | |
| **Policy Name** | Environmental and Waste Management Policy and Procedures | | |
| **Effective Date** | 1 March 2015 | **Policy #** | 00105 |
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| **VERSION HISTORY** | | | | |
| **Version** | **Author**  **and position title** | **Revision Date** | **Description of change** | **Approved by name**  **and position title** |
| 1 | Orshy Fredricksen  Legal Consultant | 1 March 2015 | New policy and procedures | Charlie Fredricksen  CEO |
| 2 | Orshy Fredricksen  Head of Legal | 1 March 2018 | Review and expand to clarify scope (articulate worker types) | Charlie Fredricksen  CEO |
| 3 | Adam Webb  Head of Operations | 1 March 2021 | Review, update procedure component in line with site expansion | Orshy Fredricksen  Head of Legal |

4. Context

This Environmental and Waste Management Policy and Procedures document references industry best practice in line with national and local legislation and regulations. All must be applied. Where there is a conflict between this document and any legislation or regulations, the legislation or regulation takes precedence.

5. Legislation Provisions

National legislative provisions that apply to waste management include, but are not limited to:

* [National Environment Protection Council Act 1994 (Cth)](https://www.legislation.gov.au/Series/C2004A04799)
* [National Greenhouse and Energy Reporting Act 2007](http://www.comlaw.gov.au/Series/C2007A00175)
* [Product Stewardship Act 2011](http://www.environment.gov.au/topics/environment-protection/national-waste-policy/product-stewardship/legislation)

For more information on the national governance for waste, refer to [Australian Government – Department of Agriculture, Water and the Environment](http://www.environment.gov.au/protection/waste/publications/national-waste-reports/2013/policies-and-governance).

6. Our Commitment

UP Building and Construction consistently monitors and reviews operations to ensure our projects are undertaken in a manner that will reduce any impact on the environment. UP Building and Construction has developed its Environmental Management System (EMS) to meet and exceed the requirements of ISO 14001:2004 and has gained external accreditation against this standard.

UP Building and Construction is committed to protecting the environment. We are committed to ensuring our operations are conducted in a manner that prevents pollution, preserves natural resources and conserves all heritages. We are focused on pursuing our corporate responsibility to minimise impact to land, water, air, flora and fauna.

To achieve our environmental corporate responsibilities, UP Building and Construction is committed to ensuring our operations:

* Comply with environmental legislative, contractual and regulatory requirements
* Maintain a management system that conforms to ISO 14001 requirements and integrate environmental considerations into business and decision-making processes
* Investigate, report and respond to all environmental incidents and implement corrective actions to prevent recurrence
* Collect and analyse performance indicators and incident data to drive the continuous improvement processes of our environmental performance
* Demonstrate appropriate leadership in our field of consulting and encourage clients to make informed decisions with respect to managing their environmental impacts, including the management of premises, plant, equipment, vehicles, substances, heritage listed items, waste management, land and water
* Conduct an environmental aspect assessment where necessary when purchasing or using premises, plant, equipment, vehicles, substances and systems of work
* Reinforce to employees and sub-contractors their environmental obligations through our programs of induction, education and training
* Managers and supervisors to be responsible and accountable for the environmental performance of their operations and activities
* Document, regularly review and assess processes, procedures, objectives, targets and the environmental impacts of our operations
* Communicate our policy to employees, sub-contractors and other stakeholders including the public.

We are committed to responding to the daily environmental challenges that we encounter in our business and hope to contribute to the foundation of an environmentally sustainable future for our community and future generations. This policy shall be approved by top management, communicated and agreed to by all staff and subcontractors so that all persons working for or on behalf of UP Building and Construction are committed to environmental protection while going about their work.

7. Environmental Practice

Whereas practicable and does not compromise the quality of the work or the relationship with the stakeholders, UP Building and Construction is committed to reduce any impact on the environment, including:

* Land disturbance, including the design of erosions and sediment control devices, the management of contaminated stormwater and dust control
* Noise and vibration, including operating hours, vehicles and equipment and traffic
* Road cleaning
* Concrete batching plants
* Protecting infrastructure
* Waste minimisation
* Managing contaminated material and wastes.

As much as possible, engage in continuous improvements and conduct analysis of current controls. Upgrade and revise procedures and practices if needed. For further details, see ‘Waste Management’.

8. Waste Management

8.1 Waste Segregation Procedures

All waste generated on any UP Building and Construction projects must be sorted and segregated before disposal.

Specific procedures may vary, depending on the materials used, but as general guidelines, the following should be considered applicable to all project sites.

1. An adequate number of skips and/or containers must be provided for the waste generated during the project.
2. There must be one skip and/or container per waste type, and each must be clearly labelled.
3. Waste segregation and sorting must be done continuously throughout the project. Waste segregation must not be put off until the last moment.
4. Skips and/or containers must be regularly emptied to avoid waste overflowing. The frequency of emptying will depend on the capacities of the skips and/or containers.
5. Only materials that cannot be recovered and used on other projects will be disposed of.
6. On-site workers will be provided training on basic waste segregation as needed.

8.2 Waste Management Practice

Waste management plans must be prepared and approved before any project is carried out.

These plans must cover waste management at every stage of the project’s life cycle and have allowance for all the different types of waste that will potentially be generated during the project.

As much as possible without comprising the quality of work, try to divert construction and demolition materials from disposal by practicing source reduction, salvaging, recycling, and reusing existing materials. You can also buy used and recycled products and materials.

Some materials that can be diverted include:

* Landscape and land clearing debris
* Asphalt pavements
* Gravel and aggregate products
* Concrete
* Masonry scrap and rubble
* Clean wood
* Plastics
* Insulation materials

8.3 Material Recovery Procedures

UP Building and Construction highly encourages the reuse, reclamation, or recycling of materials from all our projects. These materials may be used in different projects to lower procurement and purchasing requirements.

1. The recovered material must be assessed to determine its quality. Depending on the quality, the material may be reused (highest quality), reclaimed, or recycled (lowest quality).
2. Complete the *Recovered Material Log* for each material type assessed.
3. Submit the completed *Recovered Material Log* to the procurement office.
4. Prepare the recovered materials for pick up.

As much as possible, all documentation and reports must be in electronic format to reduce the use of paper. If the use of paper is unavoidable, make sure to print on both sides of the paper. All used paper must also be placed in the recycle bin instead of throwing them away.

8.4 Removal of Existing Services[[1]](#footnote-2)

Construction and demolition activities can generate a wide range of different waste materials. According to EPA, this waste is not just rubbish and unwanted material, but also includes:

* excavated material such as rock and soil
* waste asphalt, bricks, concrete, plasterboard, timber and vegetation
* asbestos and contaminated soil

The removal of construction waste, including hazardous materials, must abide by the [**Protection of the Environment Operations Act 1997**](https://www.epa.nsw.gov.au/licensing-and-regulation/legislation-and-compliance/acts-administered-by-the-epa/act-summaries#poeo).

There may be **structures or services that need to be removed from the site,** such as an old septic tank or sludge pit, or old oil or petrol tanks. Sometimes areas of ground (both surface and substrata soil) become contaminated by leeching from tanks or chemical spills from neighbouring properties. Land may have been contaminated by lead which can be left behind from industry or old service stations.

EPA guidelines give information about the procedures for removal of contaminants. A site assessment is necessary when contamination is known or likely to be present. This involves checking the site's history and taking soil samples to identify the contaminants and their concentrations.

A risk assessment is necessary when a site assessment indicates the presence of contaminants that may be a risk to the health of workers on the site. If the risk cannot be completely removed, it should be reduced as much as possible.

The EPA recommends procurement officers and construction project managers be familiar with how their contractors and subcontractors manage and dispose of waste.

The [**Construction and Demolition Waste Management Toolkit (PDF 755 KB)**](https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/waste/20p2392-construction-demolition-waste-management-toolkit.pdf?la=en&hash=8738824D89EA8AF428488531DAC9ADAF901F241A) and [**Owners Guide (PDF 22KB)**](https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/waste/19p1761-construction-and-demolition-waste-disposal-fact-sheet.pdf?la=en&hash=3822163669297ABF8EAB0C4559C107A81CDE3911) are designed to help procurement officers and construction project managers to engage contractors and work on contracts that involve construction and demolition.

The toolkit and guide detail how to reduce the risk of unlawful or fraudulent behaviour by contractors and subcontractors during the tender, contract and project management phases of construction and demolition (C&D) projects.

Section 143 of the Protection of the Environment Operations Act 1997 requires waste to be transported to a place that can lawfully accept it.

Both the owner of the waste and the transporter are legally responsible for proving the waste was transported to a lawful place.

The owner of the waste and the transporter are each guilty of an offence when waste is transported to a place that cannot lawfully be used as a waste facility. The owner of the waste and the transporter can be ordered to clean up and pay for such waste to be taken to a lawful place.

Relying on advice from others, such as consultants, contractors or managers of waste facilities, is no defence for transporting waste to a place that cannot lawfully be used as a waste facility.

Owners of waste can protect themselves from fines and hefty penalties if they can show they did not transport the waste and can prove that

* the offence was due to causes over which they had no control, and
* they took reasonable precautions and exercised due diligence to prevent commission of the offence

If waste is illegally dumped and harms the environment, the maximum penalty is $5 million or seven-years in jail.

8.5 Removal of Common Hazardous Materials

**Friable asbestos** can be reduced to powder when squeezed. It is often found as insulation (also known as lagging) which was wound around old water pipes and steam pipes or in fibrous board. This type requires a Class A licence to remove the asbestos if the amount exceeds 10 square metres.

**Non-friable asbestos** does not become powdery under pressure. It is found in bonded asbestos cement (AC) sheet, eaves lining, some floor finishes and vinyl tiles and has a low risk of releasing fibres. A Class B licence is required to remove this asbestos in AC sheet.

If specialist contractors are required, they will need to carry out their work to stringent standards which may include:

* a report of the air quality in the immediate area
* the provision of full protective clothing and respirator to all staff
* the neat stacking and wrapping of the removed asbestos in plastic sheeting which must then be securely sealed and bound
* the disposal of the asbestos at a licensed disposal area
* a full report which establishes air readings before removal commences, progressively as the work is being done and at the completion of the removal.

In many cases, exhaust fans and other mechanical means are used to assist in maintaining the air quality of the immediate area and also the neighbouring area.

More information about Asbestos removal: [NSW Asbestos Waste Strategy 2019-21](https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/waste/19p1900-nsw-asbestos-waste-strategy-2019-21.pdf).

Disposal of **hazardous chemicals** must follow [EPA’s guidelines](https://www.epa.nsw.gov.au/your-environment/chemicals/chemical-control-orders). Never dispose of chemicals onto the ground, into water bodies, or the stormwater system.

A **lead** paint survey must be provided for any building constructed prior to 1980 and for any exterior structure (i.e. painted handrails) that may be affected by a construction project, regardless of age. Materials identified as having lead paint must be further characterized to determine if they are subject to hazardous waste disposal restrictions.

Lead survey information must be provided to the contractor and the contractor must comply with applicable training requirements as required by EPA.

Samples of caulking in buildings constructed prior to 1978 must be analyzed for the presence of **polychlorinated biphenyls (PCB)** if the material will be impacted by renovation or demolition activities. Caulking containing concentrations of PCBs equal to or greater than 50 ppm shall be handled and disposed of as hazardous waste.

**Fluorescent and high-intensity discharge (HID) bulbs** must be handled by trained personnel. Other specialty bulbs which also may contain mercury must be handled by EH&S as well. All spent lamps, or the container which they are in, must be labeled clearly using the following phrases: “Universal Waste—Lamp(s),” or “Waste Lamp(s),” or “Used Lamp(s)”. Lamp boxes are available through head office at no cost. Protect lamps from breaking and the containers from moisture.

9. Monitoring

The Head of Operations monitors implementation of this policy and reviews its contents for relevance and accuracy every three years or as needed.

10. Contact

Adam Webb – Head of Operations

Ph: (02) 9244 4410

<<END OF POLICY DOCUMENT>>

1. Source: [Construction and demolition waste](https://www.epa.nsw.gov.au/your-environment/waste/industrial-waste/construction-demolition)  © State of New South Wales through the Environment Protection Authority [↑](#footnote-ref-2)