



HS41: Project waste management checklist

1 Introduction

Site waste management plans on construction sites used to be a legal requirement. However, in line with the Government's drive to reduce red tape the regulations have now been repealed. More than two thirds of businesses continue to use SWMP's acknowledging their value in meeting environmental obligations. Businesses also recognise them as a tool that helps to identify savings in costs and material usage on projects.

Contract/Job Name	Somerton Car Wash, Newport
Contract/Job Number	Garage Demolition, Cromwell Rd, Newport
Site Address	Somerton Park Garage, Cromwell Rd, Newport, Newport, NP19 0HT
Date	
Prepared By	
Signature	

Waste Checklist	Details/comments/examples of how achieved
PLANNING AND PREPARATION	
Name the responsible person for the project waste management	

Consider the construction methods and materials that you can use to reduce the amount of waste your project produces	
Assess the quantities of materials you need to order to reduce over-ordering and waste	
Order materials that have less or reusable/returnable packaging	
Assess the waste produced at each stage of the project – the types - how much and when, including the processes involved	
Identify which of your operatives will produce waste	
MANAGING YOUR WASTE	
Set aside an area for storing new materials and waste, including separate containers for different types of waste. Ensure your storage areas are vandal-proof as far as possible	
Set targets for the different types of waste likely to be produced by the project. Include targets for the amounts of each waste type to be reused, recycled and disposed of	
Put measures in place to deal with expected and unexpected hazardous waste	

Consider on-site and off-site processing and reuse of materials	
DISPOSING OF YOUR WASTE	
Consider how you will dispose of liquid wastes such as wash-down water and lubricants	
Ensure you obtain agreement from your water and sewerage operator for trade effluent discharge	
Ensure you comply with your duty of care, including the use of transfer notes, or consignment notes for all movements of waste from your site and checking the credentials of those removing the waste	
Appoint a responsible person for checking that loads of waste leaving your site are accurately described and waste transfer notes and consignment notes are correctly completed	
Identify nearest waste sites	
Check that every waste carrier used is registered with your environmental regulator	
Check that all sites receiving your waste have the appropriate permits, licences or registered exemptions	

Consider how to reduce disposal costs by reusing or recycling waste materials with a commercial value	
ORGANISATION OF MATERIALS AND WASTE	
Consider returning unused materials to the supplier, selling them or using them on another job	
Consider using recycled materials	
Return unwanted packaging to the supplier for reuse or recycling	
Separate different types of waste to enable you to get the best value from good waste management practices	
Label your containers and skips clearly to avoid confusion. (colour coding will help)	
Ensure your storage areas are secure and weatherproof to prevent weather damage to your materials	
Ensure that all waste is netted or covered to prevent the spread of pollution	

COMMUNICATION AND TRAINING	
Ensure that everyone who will handle waste is aware of their responsibilities	
Arrange site inductions and toolbox talks for all site staff	
Ensure that all contractors and sub-contractors are trained, aware and understand their responsibilities	
Are the site waste management obligations written into contracts	
Arrange for occasional spot checks and staff monitoring to ensure compliance	
MEASURING AND MONITORING WASTE	
Check regularly and ensure that targets are being reached	
Check that the agreed waste management procedures are being carried out	

Produce regular reports on waste quantities, treatment/disposal routes and costs	
When construction is underway make notes of problems and record them for you next plan	
REVIEWING THE SUCCESS AND LEARNING FOR THE FUTURE	
Produce a final report on the use of recycled and secondary materials, waste reduction, segregation, recovery and disposal. (The report is to include identified costs and savings)	
Take account of any issues or problems that have arisen for action in future projects	
Utilise your results to help you win future contracts	