

# INGLIS PM

## SITE WASTE MANAGEMENT POLICY

Inglis PM are committed to conducting our business in a manner which is both professional and ethical whilst at all times paying attention to our environmental responsibilities including the correct disposal, re-use and segregation of waste. These responsibilities will be addressed by implementing the following:

- Strict compliance with all relevant legal requirements, codes of practice and regulations with an aim for zero waste.
- Organise our operations in order to minimise waste by considering materials and the method of construction at the design stage. We will forecast the type of waste and how it will be managed before construction commences.
- Seek to minimise waste by drafting a Site Waste Management Plan (SWMP) identifying the types of waste, recording any design stage considerations and build waste management targets into tender specifications.
- Train all staff to improve awareness of re-using materials and providing regular toolbox talks on site with workers.
- Careful selection in the choice of equipment, materials and working methods to make the most efficient use of stores, resources and leftover materials.
- Encourage energy savings throughout the company by ensuring that all power appliances and equipment is switched off when not in use.
- Re-use of parts and components where possible and encourage re-use of stationery in office and materials on site until unserviceable.
- All bulk waste paper disposals will be sent to recycling unit.
- Encourage customers to specify equipment which has the least environmental effect during manufacture, when in service, and which can be recycled at the end of its life.
- Ensure disposal of waste through approved disposal contractors in compliance with existing legal controls and retain waste disposal notes for all transactions removed from site.
- All records of SWMP's will be retained on site for inspection throughout the contract and retained in the office for 2 years after completion (A copy will also be given to the client on completion if required).
- Apply lessons learnt and resources saved to each new site.
- As waste is processed on site, the SWMP will be updated and reference made to waste transfer notes on an ongoing basis for all trades.
- General waste to be disposed of using segregated skips provided under contract arrangements.

This policy will be reviewed annually by the Managing Director.

Name:

Signed:

Date:

Job Title:

