

Environmental Management Controlled Waste Disposal

For the Attention of all personnel & contractors working on Servosteel's site

Servosteel is committed to achieving and maintaining standards of safety, health, hygiene, environment and quality. In accordance with and compliance to the Environmental Protection Act of 1990, you have a duty of care to dispose of waste materials whilst working on this site by adhering to the following procedure.

1. Any **hazardous waste** including liquids that you may find must be reported to the Environmental Supervisor who will arrange for its identification and disposal under controlled conditions. This includes Fluorescent Tubes and Electrical Equipment, which may contain hazardous materials.
2. All waste paper, plastic and cardboard should be placed either within the dedicated mixed recycling bins located around the site or the Mixed Recycling Skip, which is marked up accordingly, if in any doubt please ask a member of staff. However it should be noted that this skip is only for **NON HAZARDOUS WASTE**.
3. All **oil contaminated** absorbents and other materials must be placed into the Oil Contaminated IBC's, please ask a member of staff for assistance.
4. Any and all waste oil that you may need to dispose of must be reported to the Environmental Supervisor who will arrange for it to be disposed of under controlled conditions.
5. Any waste chemicals either identified or otherwise found or used must be reported to the Environmental Supervisor who will arrange for its controlled disposal.
6. All metal waste must be placed into the Metal Waste Skips.

Please ensure that waste is segregated as above. Plastic cups etc. should not be put in metal scrap bins, or filter cake skips. **USE THE CORRECT SKIP!**

Bins and skips to accommodate the waste are located around the sites at strategic positions and it is your responsibility to familiarise yourself with their identity.

Spillages

This site borders the Fens Pool Site of Specific Scientific Interest (SSSI), which is protected by law. All surface water from this site (car park drains and building drains) drains to the Fens Pool SSSI, so anything spilt on our roadways has the potential of contaminating surface water draining to the Fens Pool SSSI. In order to mitigate any accident hazards, we have:

- Emergency Drain Covers, located in our weighbridge and in the Effluent Treatment Plant
- Emergency Spill kits located around the exterior and interior perimeter of the factory.
- Emergency Shut Off Valve to Fens Pool Outlet.

Should you have or witness a spillage of any kind, contact a member of staff immediately. Protection of the drainage network is of paramount importance!

Litter

Please ensure that all items of litter are safely deposited in waste bins located around the site. Be advised, we operate a “zero tolerance” policy for offences of fly tipping and unauthorised waste disposal.

Do's and Don'ts

Do act in an environmentally responsible manner.

Do clear up any waste/debris that your activities create.

Do inform management of any spillages as soon as possible.

Do wear adequate personal protective equipment

Do ensure that you have assessed the risks both environmental and health safety prior to conducting any work

Do not empty any substance into any site drains

Do not dispose of any waste without permission from a senior manager.

Do not light fires or burn waste

Do not drop litter

Smoking is limited to the three smoking points and forbidden anywhere else.

Failure to comply with our regulations will result in your expulsion and subsequent prohibition from working on this site.

Any Questions?

Should you have any questions regarding this information, or any other subject, the following contacts are available:

Health & Safety, Works Management	Andrew Smith	Ext 540
Maintenance & Engineering	Martin Skidmore	Ext 600
Quality & Environmental	Stuart Hill	Ext 700