

**SAFETY, HEALTH AND ENVIRONMENT**

**Department:**

**ALL CAMPUSES : Howard College**

**: Edgewood**

**: Nelson R. Mandela School of Medicine**

**: Durban Westville**

**: Pietermaritzburg**

Standard (STD)

**Subject: SECTION : 1.00 - PREMISES AND HOUSEKEEPING**

**ELEMENT : 1.24 - WASTE MANAGEMENT**

Protocol No	Author	Version No	Date Adopted	Replaces
124/2009	M Govender/J Frohlich	005	16/09/2011	004/04/2009

**Standard applies to: WASTE MANAGEMENT**

There will be sufficient bins for waste and each should be identified and kept in a clearly demarcated place. Regular checks will ensure that bins are emptied at routine intervals and that sufficient bins are provided to cope with waste. There will be no excuse for waste being dropped on the floors. Bins containing oily or other material likely to ignite spontaneously will be made of metal and fitted with a metal lid.

**1.24.1 WASTE INVENTORY AND CLASSIFICATION :**

- An inventory of all hazardous and non-hazardous waste will be made.
- Such an inventory will indicate the relevant waste handling contractor.
- Normal and abnormal wastes including wastes from potential incidents and emergencies will be taken into consideration.
- The inventory will be kept up to date and monitored on a regular basis.
- All hazardous waste will be classified according to an acceptable code
- The waste inventory will indicate the classification and hazard rating (risk of hazardous waste).

**1.24.2 WASTE MINIMISATION STUDY :**

- All efforts will be made to determine which wastes can be :
  - re-used,
  - re-cycled,
  - avoided,
  - decreased in volume,
  - decreased in toxicity.

<p><b>1.24.3 WASTE MINIMISATION PROGRAMME :</b></p> <ul style="list-style-type: none"> <li>● Where potential exists, the objectives and set targets will be established to promote waste minimisation.</li> <li>● From this Programme, suitable waste indicators will be developed to track the progress of waste management.</li> <li>● This monitoring Programme will establish a track progress towards the UKZN objectives and targets.</li> </ul>	
<p><b>1.24.4 SCRAP AND REFUSE REMOVAL :</b></p> <ul style="list-style-type: none"> <li>● Adequate bins will be provided for scrap material.</li> <li>● All scrap containers will be adequate for this purpose.</li> <li>● Lids will be used where necessary.</li> <li>● A removal schedule will be established and followed.</li> <li>● All waste bin locations will be marked in a suitable way.</li> </ul>	
<p><b>1.24.5 ON-SITE WASTE HANDLING :</b></p> <ul style="list-style-type: none"> <li>● Where necessary, permits will be obtained for on-site waste disposal or re-cycling facilities.</li> <li>● Should this be the necessary, on-site waste facilities management will be instituted according to set standards?</li> <li>● Should employees be subjected to hazardous waste, medical treatment / immunisation will be made available.</li> <li>● Assessment of potential spillage risk during handling hazardous waste will be instituted.</li> </ul>	
<p><b>1.24.6 HAZARDOUS WASTE LABELING :</b></p> <ul style="list-style-type: none"> <li>● All hazardous waste containers will be labelled according to their contents and hazard rating.</li> <li>● All labels will be clear and complete.</li> <li>● Employees handling such containers will be familiar with the meanings of the labels.</li> </ul>	
<p><b>1.24.7 HAZARDOUS WASTE STORAGE :</b></p> <ul style="list-style-type: none"> <li>● Dedicated hazardous waste storage areas will be demarcated and access controlled.</li> <li>● Impermeable ground and roof covering will be provided.</li> <li>● Containers storing such content will be suitable and in good condition.</li> <li>● Bulk storage areas will be suitably bundled.</li> <li>● Records of all hazardous waste will be kept.</li> <li>● All hazardous waste will be stored separately from non-hazardous waste.</li> <li>● Medical waste will be separated from sharp objects or needles.</li> <li>● Any damaged containers will be safely disposed of.</li> </ul>	

<p><b>1.24.8 HAZARDOUS WASTE TRANSPORTATION.</b></p> <ul style="list-style-type: none"> <li>• Were necessary, the waste removal company will be contracted in writing with specific duties specified.</li> <li>• The transport driver will be provided with adequate information on the nature and properties of the load.</li> <li>• A hazchem placard indicating the hazard will be displayed by the transport operator.</li> <li>• The loading procedure will be stipulated and supervised.</li> <li>• The vehicle will be inspected to ensure suitability for waste being transported.</li> <li>• Emergency procedures will be checked and driver instructed on procedures.</li> <li>• Transportation routes will be established in accordance with the road traffic rules.</li> </ul>	
<p><b>1.24.9 HAZARDOUS WASTE TREATMENT, RECYCLING &amp; DISPOSAL :</b></p> <ul style="list-style-type: none"> <li>• All hazardous waste will be disposed of at a suitable facility with permit classification.</li> <li>• The disposal site will be inspected and ensure compliance thereof.</li> <li>• A waste manifest will be provided for each load of hazardous waste removed from site.</li> </ul>	

**DELEGATION OF RESPONSIBILITY:** All premises will be divided into specific areas and delegated to the S.H.E. Representatives in writing together with the [Hazardous Substance Controller](#) (Howard Campus), Chemical Waste Officer (Co-ordinator – Howard College).

Approved by (Position)	Date approved	Signature

**Circulation List:**

The names listed below are confirming by attaching their signature that they have read and understood the contents and implications of this version and will follow the contents in maintaining the standards as laid down to maintain the high quality expected campus wide.

Staff Member Full name & surname	Designation	Date	Signature