

Waste Management Policy HSP-007

• 1. Aims

Inner City Traffic Managements waste management policy is based on the following principles, which are in order of preference priority:

- *Reduction*
Wherever possible reduce the purchase and use of single use items, examples include none-rechargeable batteries.
- *Re-use*
Before discarding an item ensure that it is at the end of its useful life and that someone else cannot make use of it, examples include furniture & computers.
- *Recycling*
Be aware of any Company initiatives; support them and encourage other suppliers to adopt good practice. Where practical, buy products made from recycled material in preference to first generation materials thereby helping to sustain a market.
- *Risk Minimisation*
Minimise risks of immediate and future pollution or harm to human health.

• 2. Responsibilities

Inner City Traffic Management is committed to the protection of the environment through the implementation of an effective waste management programme that meets or exceeds all legislative and regulatory requirements placed on it.

All employees of Inner City Traffic Management have a personal responsibility for the way their conduct impacts on this policy and should take reasonable care to ensure that a responsible and approved disposal system is in place before undertaking any activity that results in the production of waste.

All employees of the Inner City Traffic Management should satisfy themselves that any disposal, for which they are responsible, is conducted in a manner approved by Inner City Traffic Management. Should there be any doubt contact should be made in the first instance with the directors who will either offer guidance or make the necessary introductions to ensure compliance.

- *Office Waste*

Prior to placing orders for waste removal or disposal, guidance should be sought from the directors regarding approved suppliers who have suitable environmental policies and practices in place.

Responsibility for the disposal of general office waste, that is waste, which is a by-product of everyday office activities, rests with the Operations Director. The Operations Director is responsible for ensuring that the aims outlined above are known and achieved.

- *Confidential Waste*

The disposal of confidential waste is the responsibility of the Operations Director and is to be undertaken in a manner approved by Inner City Traffic Management. In disposing of confidential waste due reference should be made to the Data Protection Act and all required certificates must be obtained and retained. This responsibility cannot be delegated or passed to another department.


- *Chemical and Bio Waste*

Written procedures for the purchase, use and proposed disposal of all hazardous chemicals, including by-products and waste materials should be drawn up as part of the obligatory COSHH assessment process.

- Under no circumstances should any hazardous substances be brought on to any Inner City Traffic Management site prior to the completion of a COSHH assessment.

- *Production Waste*

The removal and disposal of waste resulting from Inner City Traffic Management is the responsibility of the Operations Director. This includes separating and segregating scrap waste, such as paper, steel, chemical products and general waste.



STEVE YOUNG.

Managing Director Dated 24th November 2023