

## **PURPOSE**

The purpose of this document is to detail TNS CONTRACTORS LTD approach to waste management.

## **SCOPE**

The scope of this procedure shall apply to all TNS CONTRACTORS LTD works and contracts. This includes waste generated at all construction sites and at TNS CONTRACTORS LTD head office.

## **DEFINITIONS**

Waste:	Is any substance which is discarded after primary use, or is worthless, defective and of no use.
Hazardous Waste:	is waste that has substantial or potential threats to public health or the environment.
WTN:	A waste transfer note (WTN) is a document that details the transfer of waste from one person to another. You must ensure every load of waste you receive or pass to others is covered by a WTN
Consignment Note:	A Consignment Note is the document required for the movement of hazardous waste.
PO:	Purchase order

## **RESPONSIBILITIES**

It is the responsibility of any operative, regardless of seniority, to dispose of waste in the correct manor and via the correct waste stream (i.e, used spill kits not being dropped into regular waste, etc)

It is the responsibility of the director to ensure all TNS CONTRACTORS LTD Senior staff are made aware of this Procedure and their responsibilities covered by it.

It is the responsibility of the director to ensure all operatives and subcontractors are aware of TNS CONTRACTORS LTD waste management procedures and any site-specific waste management procedures.

It is the responsibility of the director to maintain records of all approved Waste handlers, waste carriers' licences, as part of the approved suppliers list.

It is the responsibility of the director to only use waste management companies from TNS CONTRACTORS LTD approved suppliers list, where possible.

If a company **NOT** from the list is planned to be used, it is the responsibility of the individual engaging them, to inform the director.

It is the responsibility of the director to ensure any and all companies engaged to handle waste for TNS CONTRACTORS LTD, are licenced to the relevant level.



## Waste Management Procedure

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### PROCEDURE

1. Collection and or removal of all waste from any site on behalf of TNS CONTRACTORS LTD, shall only be completed by licenced waste carriers.
2. TNS CONTRACTORS LTD shall ensure that all its requirements under “duty of care”, in regards to waste management, are met as part of the supplier approval process.
3. The Project Manager/Director shall establish at the outset of all projects, if waste management will be controlled by the site management or if TNS CONTRACTORS LTD will be required to arrange collection of waste materials.
4. The Project Manager/Director shall engage a waste carrier/handler, either, nominated by the client and or specific site management team or, from TNS CONTRACTORS LTD approved suppliers list.
5. If a new waste carrier is engaged, that is not on TNS CONTRACTORS LTD approved suppliers list, the individual engaging said waste carrier shall inform the director, to arrange approval.
6. All waste collections shall be recorded on the project specific PO register.
7. All waste collections shall be booked on any site/project specific systems.
8. All WTN and Consignment Notes shall be stored onsite, as part of the site file.
9. All WTN and Consignment Notes shall be scanned and, recorded on drop box as part of the contract/project file.
10. The records of waste carriers’ licences maintained by TNS CONTRACTORS LTD shall be reviewed annually against the records from the Environmental Agency online  
<https://www.gov.uk/government/organisations/environment-agency>
11. Annual waste summaries shall be obtained and recorded from all waste carriers employed by TNS CONTRACTORS LTD.

Samuel Rayner

*Samuel Rayner*

Director – TNS CONTRACTORS LTD

Date – 07/09/2023

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