

**PROJECT NAME**

**Fit-out Works – Location**

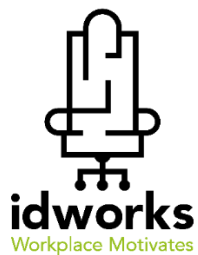
## **SITE WASTE MANAGEMENT PLAN**

**Doc. No.: IDW-QA-02**

**Date: Month/Year**

**idworks**  
Workplace Motivates

Prepared By:



<b>Client Logo</b>	<b>SITE WASTE MANAGEMENT PLAN</b>	
	Project:	
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11.1 Appendix A: Pre-Demolition Audit

11.2 Appendix B: Waste Carriers & Final Destination Register

11.3 Appendix D: Reviews of swmp

11.4 Appendix C: Actual Versus Estimated Waste Figures (On project completion)

11.5 Appendix Actual Waste Quantities {m<sup>3</sup> or Te} (On project completion).

11.6 Appendix D: Completion Review

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## 1.0 Introduction

The Site Waste Management Plan (SWMP) has been prepared for works to take place at **Client location**

The Plan is specific to this project and has been prepared in line with Client location guidance for Construction Contractors and Clients and in line with the ID WORKS Site Waste Management Procedures.

ID WORKS will ensure a copy of the plan is kept at the site office at all times and will be available for inspection to those enforcing authorities as required whilst carrying out their duties. Once ID WORKS leave/hand over the site then the plan will be handed over to the Client or Facility Management and a copy will be held at the company's head office for a period of two years.

In complying with the company procedures for Site Waste Management, ID WORKS and the Client will take all reasonable steps to ensure that:

- *All waste from site is dealt with in accordance with the waste 'General Environmental Regulations And Rules for Implementation of Saudi Arabia*
- *Material will be handled efficiently and waste managed appropriately.*
- *Material reuse, recycling and recovery is maximized where reasonably practicable.*
- *The Plan will be reviewed, revised and refined as necessary, to ensure that any changes irrespective roles and responsibilities are clearly communicated to those affected.*
- *Take reasonable steps to ensure that sufficient site security measures are in place to prevent the illegal disposal of waste from the site.*

## 2.0 Scope of Works

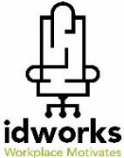
Scope of the works include, but aren't limited to the following:

- Demolition of Existing Finishes (gypsum ceiling, gypsum walls, existing flooring, etc)
- Fit-out Works
- MEP Works
- Furniture Supply & Installation

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### 3.0 Goals and Objectives for Waste Avoidance & Reduction

No	Description	Yes	No	Comments
	Eliminate waste as a priority			
	Prefer suppliers who have waste minimization/environmental plans/credentials			
	Arrange with suppliers to reduce packaging			
	Use construction methods that allow for deconstruction			
	Use products and materials that reduce waste			
	Use products and materials that are low maintenance			
	Use salvaged/second-hand materials			
	Use prefabricated materials and materials prepared off-site			
	Schedule works to minimize time between delivery and installation			
	Recycle and reuse waste that is created on the job			
	Set up dedicated recycling area using appropriate container and signage			
	Provide detailed plans and instructions to staff and subcontractors			
	Other			

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## 4.0 Responsibilities

Figure 1 overleaf illustrates where waste management responsibilities lie within IDWORKS management. Essentially it demonstrates that all personnel, across several departments within IDWORKS have a responsibility towards implementing good waste management practice.



**Figure 1**

### 4.1 All Employees

- Follow the Waste Hierarchy principles when managing wastes (waste prevention, minimization, reduction, reuse, recycling, energy recovery and disposal).
- Ensure that all wastes are handled in compliance with the requirements of the Duty of Care Regulations
- Ensure sites are operated so as not to cause pollution of the environment, harm to human health or serious detriment to local amenities.

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#### 4.2 Estimating and Planning Department

- Consider the Waste Hierarchy during the site preparation phase.
- Identify any client specific requirements for recycling, re-use, monitoring or reporting and communicate this information to the Operations Director.
- Arrange collection of additional waste information from surveys/assessments and allow time in project schedule for necessary assessments.
- Confirm waste management responsibilities with the client
- Include key waste management issues in the Project Risk Register.

#### 4.3 Project Director

- Ultimate responsibility for wastes transferred from site.
- Carry out Pre-Demolition Audit during the site preparation stage.
- Review the information and waste recovery and /or disposal options provided in the Site Waste Management Plan (types and quantities of waste to be produced) -and then forward to the Haulage Manager for the management of the waste.
- Establish if a Site Investigation (SI) has taken place and organize further analysis is required (in consultation with a competent person).
- Ensure key waste management issues are included in the Project Risk Register.
- Communicate waste issues to the Project Team during handover meetings.
- Organize intrusive Site Investigations.
- Give consideration to the carbon emissions generated by each disposal option when selecting suitable waste management approaches.

#### 4.4 Site Manager

- Update the Operations Director and Project Manager regularly on waste management costs.
- Identify permitted/licensed disposal options (taking into account any client specific requirements).
- Update the Approved Waste Contractor List.
- Register sites for Hazardous Waste removal with Environmental Agency
- 

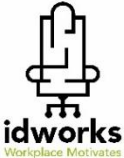
#### 4.5 Health, Safety and Environment Department

- Oversee intrusive site investigations and Waste Acceptance Criteria (WAC) testing.
- Maintain a list of companies and individuals who can assist with waste management issues

Site management team:

- Project Director —
- Project Manager —
- Site Manager —

To assist with the implementation of the SWMP the Project Manager, should in particular be concerned with training & communications of subcontractors and appointing trained and competent persons to check skips, vehicles, record waste types and amounts being produced on site.

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## 5.0 Waste Disposal Process & Location

Below is an illustration of how the Waste is disposed from the Project Site to Final Destination



Figure 02: Waste Disposal Process

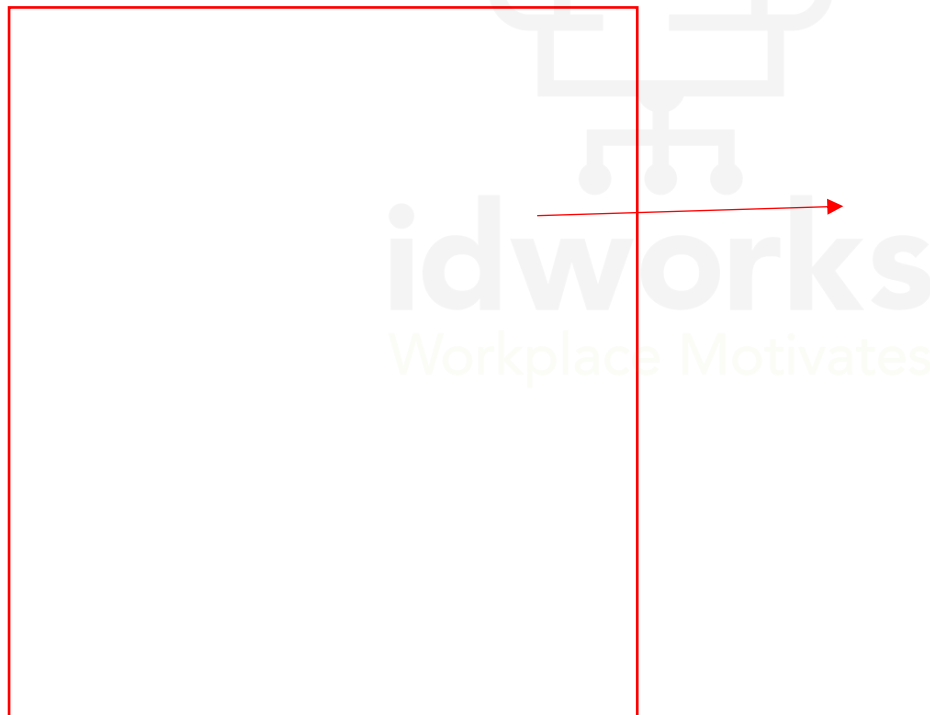


Figure 3: Waste Location

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## 6.0 Estimated Waste Types and Quantities

A [Pre-Demolition Audit](#) to be carried out by the Site Management Team

- Identify each waste type to be produced throughout the course of the project
- Estimate the quantity of each different waste type expected to be produced; and
- Identify the waste management action proposed for each different waste type, including reusing, recycling, recovery and disposal.

## 7.0 Waste Monitoring & Recording

All waste leaving site will be recorded by the site 'Checker' by way of Waste Transfer Notes (WTN) including relevant SIC codes or Consignment Note (CSN) in the case of hazardous waste. It is a legal requirement to confirm on all WTN and CSN notes that we have applied the waste hierarchy when transferring waste.

Information held on the WTNs or CSNs will be entered onto the 'Waste Disposal Spread sheet'. This details the waste types and quantities generated on site including information on their final destination. On completion of the project the data will be compared with the estimated waste production data for analysis.

The site will produce and communicate regular [Monthly Environmental Report](#) which records the types and quantities of waste produced ([Waste Data Sheet](#)) on site and the CO2 emissions arising from site operations such as fuel, electricity, vehicle movements and water consumption ([Environmental Worksheet](#)).

If applicable, the project will also report how much water has been discharged / used on site. A copy of the discharge license plus the schedule of conditions will be kept in the site filing system.

On completion of the project the SWMP and all associated documentation will be forwarded to the Client and Facility Management. A copy of the documents will be archived electronically.

## 8.0 Training

Every operative on site, including subcontractors will be given training and information on the SWMP as part of their induction. In addition, toolbox talks will be given reinforcing existing training and informing the workforce of the SWMP progress.

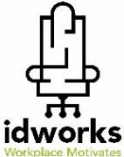
The on site-training will include the following topics: -

- The SWMP
- Roles and responsibilities □ Waste procedures on site
- Hazardous waste
- Duty of care/responsibilities
- Materials storage

The SWMP will be kept in the site office and be is available for inspection.

Records of training are held in Training folder of the site electronic filing system.



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IDWORKS will ensure the works are coordinated during the demolition works phase to ensure waste is managed according to the requirements of the SWMP.

## 9.0 Review of SWMP

The SWMP will be reviewed on a regular basis or in any case not less than every four months. A log will be kept of how often the plan was reviewed together with any outcomes including any deviation of the plan and the reason why. At the end of the project the plan will be reviewed and analyzed to produce a comparison between estimated and actual waste production.

## 10.0 Completion Review

Within four months of project completion the plan will be reviewed to: -

- Confirm that the plan was monitored on a regular basis to ensure that work progressed according to the plan and that the plan was updated in accordance with the regulation;
- Comparison of estimated quantities of each waste type against the actual quantities of each waste type generated;
- Details of any deviation(s) from the plan; and
- Estimates of the cost savings that have been achieved by completing and implementing the plan.

A signed copy will be sent to the Client. Signed review records will be logged in ID Works records.





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### 11.6 Appendix F: Completion Review

We, IDWORKS INTERIORS & Client, confirm that the plan has been monitored on a regular basis to ensure that work was progressing to the plan and the plan was updated.

Signature

Print Name

Date

This stage is designed to help you evaluate the success of your SWMP, and to identify key 'lessons learnt' to use on your future projects, it is helping you strive for continual improvement **Please explain any deviation from the original plan:**

**Please review how successful you believe the implementation of the SWMP was:**

**Actions planned for next project:**