

General Policy Statement

SKG Services implements a systematic approach to waste management and minimisation at all sites and in particular where waste management is an ongoing issue and included in the contract specification for specific sites. The company continues to finetune both this process and linked processes including the Cleaning Contracts Quality Plan, and the Contract Cleaning Management Process, so that updates fully reflect current legislation and regulations for waste management.

With all contracts SKG Services makes available suitable resources to enable the correct waste management and minimisation processes of collection and correct disposal in accordance with the Protection of the Environment Legislation Amendment Act (18 March 2021) and as this amends the Contaminated Land Management Act 1997 (current version 11 December 2020).

Key References

- SKG Services completed Risk Assessments for the particular site
- SKG Services Policies and Management Systems for – QMS, WHS and EMS
- SKG Services Site Manual for the Specific Site – contains all documents for cleaning site
- SKG Services Contract Cleaning Management Process
- SKG Services Contracts Quality Plan
- SKG Services Improvement Process
- SKG Services Regulatory Monitoring Process – provides links to relevant legislation and regulations
- Client contact details – including site specification
- Cleaning Report details

Responsibility for Waste Management

The promotion and maintenance of the environment in which we work is the responsibility of management. Management at all levels of the organisation and its contractors (contract sites) are required to contribute to the overall implementation of waste management and minimisation conditions at their places of work.

Each manager or supervisor is required to ensure that this policy and the program is effectively implemented in their areas of control and to support supervisors and cleaning staff and hold them accountable for their specific responsibilities.

Cleaner's Responsibility

Each cleaner is responsible and held accountable for taking all practical measures to ensure that:

the workplace under their control is free from polluting the environment and any refuse or waste product is to be removed placed in the provided receptacles, controlled, or treated to prevent pollution of the environment and further that all legislative requirements, under the act and corresponding regulations are being met.

Heirachy of Control for Waste Management and Minimisation

- 1 Identify and conform to Legislative requirements pertaining to our industry
- 2 Consult with the necessary authorities and clients regarding waste disposal

- 3 Organise and implement safe systems of operation
- 4 Organise and implement correct disposal processes
- 5 All cleaning chemicals or packaging is to be disposed of correctly
- 6 Management approval must be gained before using a chemical not allocated to the site
- 7 Implement an environmental preventative maintenance program at each work site
- 8 Implement an employee/sub-contractor training and awareness program
- 9 Instruct all staff and sub-contractors to immediately clean up any spillage or other damage and if severe notify management immediately
- 10 Ensure all staff and sub-contractors abide by this Policy