

	Raha International School		
	Occupational Safety and Health Management System		
	Waste Management Procedure		
	Document No: RIS-OSH-P09-SOP09		



Document Name	Waste Management Procedure		
Document Number	RIS-OSH-P09-SOP09		
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1.0 Purpose

The purpose of this document is to set out the process by which Raha international School i manages its waste materials. This is to ensure that all waste materials generated by Raha international School. i are:

- Reduced, reused and recycled as far as possible.
- Properly categorized for proper collection, storage, handlings, treatment, recycle and disposal based on sound health and environmental consideration.
- Traceable from generation source through to final disposal.
- Managed in accordance with the relevant applicable regulations.

2.0 Scope

This procedure describes the process for the management of all types of waste generated at Raha international School (herein after referred to as “RIS”) premise as required by:

- a. Requirements under Federal Law No. (24), 1999
- b. CoP No. 54.0 Waste Management

This Procedure does not apply to:

- Wastes discharge to atmosphere in the form of gases, vapors, fumes, aerosols, dusts and particulates;
- Sewerage water

3.0 Definition

Waste

An unusable or unwanted substance or material; wide ranging term taken to include any scrap material, effluent or unwanted surplus substance or article which requires to be disposed of.

Hazardous Waste

any waste which by reason of any of its physical, chemical, reactive, toxic, flammable, explosive or corrosive characteristics causes danger or is likely to cause danger to health or environment, whether alone or when in contact with other wastes or substances

Waste Generator

Raha international School and its operations.

Manifest

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A form used by entities transporting waste that lists identification information, type and quantity of waste, the generator it originated from, the transporter that shipped it, and the storage or disposal facility to which it is being shipped. It includes copies for all participants in the shipping process.

Recycle / Reuse

Minimizing waste generation by recovering and reprocessing usable products that might otherwise become waste (i.e. recycling of aluminum cans, paper, and bottles, etc.)

4.0 Responsibility

4.1 Head of Department

- Responsible for the implementation of this procedure.
- Co-ordinate and communicate with the HSE department.
- Ensure that the waste is collected and transferred in a timely manner.

4.2 HSE Officer

- Ensure the procedure is implemented and communicated to all staff and contractors.
- Responsible for maintaining the records relevant to this procedure.
- Coordinate hazardous and waste management activities.
- Co-ordinate waste disposal at each site or installation.
- Ensure that the appropriate container facilities are available for waste collection, segregation, storage and disposal, including labeling of these containers.
- Ensure that records are kept of all waste transfers.


4.3 Operation Manager

Ensure that a proper arrangement is in place to transfer the waste externally from RIS by an approved waste contractor through CWM-AD.

4.4 Contractors

All independent contractors are committed to dispose safely the wastes generated as a result of the course of their work within RIS premises. Supervisor in charge is responsible for monitoring the contractors and confirm that the waste is discarded properly. Moreover, contractors are responsible for removing the waste from the site after completion of work and they are not allowed to use the existing storage facilities of RIS.

4.5 Transporters

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- Obtain an Approval ID from EAD and CWM Abu Dhabi
- Comply with the manifest system requirements of CWM AD
- Appropriately address any hazardous waste discharges
- Only take hazardous wastes to facility designated by the generator

5.0 Procedure

5.1 General

- All the waste materials generated at RIS will be segregated and disposed into the trash bin provided in dedicated locations.
- All wastes shall be segregated
- Trash bins should be cleared on regular basis.
- Prior to disposal of the waste total waste should be quantified.
- HSE officer must ensure good housekeeping practice is established and maintained.
- Storage areas shall be kept clean and materials neatly stacked.
- Chemical/diesel spillage cleared properly
- Waste should be disposed through Registered Service Provider (RSP).
- RSP shall be approved by Centre for Waste Management (CWM)
- Waste disposal records and receipts from RSP shall be collected and maintained for inspection and audit purpose
- Manifest records shall be maintained as per CWM format.
- RIS shall ensure to keep appropriate manifest / transfer notes records certificates as evidence of appropriate handling from the final destination of the waste for a period of minimum 5 years.

5.2 Controls related to contractors and visitors

- Visitors shall dispose any waste in bins provided at RIS.
- Contractors work/activities generating waste shall be properly managed and shall be in accordance with this SOP.

6.0 Reference

- OSHAD SF Version 3.1
- OSHAD SF Version 3.1 Element 9 Compliance and Management Review.
- OSHAD SF Version 3.1 CoP 54.0 – Waste Management V 3.0



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