





Environment, Health and Safety Management System

Waste Management

	EHSMS Operational Procedure	Doc. No:	HCT/EHS/OP-024
	Waste Management	Rev. No:	1.0
		Doc. Date	February/2021

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1. Purpose

The purpose of this procedure is to handle and manage waste generated by HCT campuses by assessing the risks associated with the handling, transporting and disposing waste, and implementing control measures in accordance with the environmental hierarchy of controls to prevent pollution.

2. Scope

This procedure applies to all generated wastes whether potentially hazardous or non-hazardous in HCT campuses excluding:

- wastes discharged to atmosphere in the form of gases, vapours, fumes, aerosols, dusts and particulates;
- radioactive wastes; and
- sewerage water or effluents released from the industries.

3. Terms and Definitions

HCT	:	Higher Colleges of Technology
HQ	:	Head Quarter
EHS	:	Environment, Health and Safety
EHSMS	:	Environment, Health and Safety Management System
OSHAD	:	Abu Dhabi Occupational Safety and Health
ADPHC	:	Abu Dhabi Public Health Centre
PPE	:	Personal Protective Equipment
CWM-AD	:	Center of Waste Management – Abu Dhabi

Special/hazardous waste: Waste is defined as special if it displays hazardous characteristic such as oxidizing, flammable, or toxic properties.

Difficult waste: waste can be defined as difficult if in certain circumstances it can be harmful to the environment and have physical properties that present handling problems e.g. Machining fluids, aerosols, greases, car batteries, and air condition / refrigeration units

4. Procedure

4.1 Training and Competency


Environment, Health & Safety specialist/ in charge – campus level shall ensure that employees and contractors understand the risks associated with waste handling and disposal and the control measures put in place by the employer.

Training for employees shall be competency-based and include:

- Waste classification and segregation; waste storage, transport and disposal methods; Waste manifest / transfer note requirements;

- Specific hazardous waste requirements; and Emergency procedures.

Records of the required training shall contains the following information:

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Name and ID number;
Emirates ID number of the employee;
Subject(s) of training;
Dates(s) of training; and
Person(s) providing the training

4.2 Roles and Responsibilities

4.2.1 Environment, Health & Safety specialist /in charge

Undertake appropriate risk assessment to ensure hazards from the generation, handling, segregation, recycling, storage, transportation and disposal of waste are identified and appropriate control measures are implemented in all HCT campuses.

4.3 Waste Classification

The identification and classification of different waste stream shall be based on:

The definition of waste stipulated in Law No. (21) of 2005 Concerning Waste Management in Abu Dhabi Emirate;

- Wastes (according Federal 21): Includes the ordinary, medical, industrial, hazardous and other types of waste

The classification of hazardous wastes and medical wastes stipulated in Regulation Concerning Handling of Hazardous Substance, Hazardous Wastes and Medical Wastes under the Executive Order Federal Law No. (24) of 1999;

- Hazardous Wastes: residues or ash of different activities and operations containing properties of hazardous substances.
- Medical Wastes: Wastes constituted wholly or partially of human or animal tissues, blood or other body fluids or excretions or drugs or other pharmaceutical products or bandages, needles, syringes, sharp medical objects or any other contagious, chemical or radioactive wastes produced by medical or nursing activities, treatment or health care, dentistry or veterinary and pharmaceutical practices or manufacturing, research, teaching, sample taking or storage.

Waste classification guidelines by the Center for Waste Management Abu Dhabi (CWM-AD)

4.4 Waste Generation

Waste generation shall be minimized at the source, by preventing the generation of waste and introducing source segregation.

Environment, Health & Safety specialist/ in charge – campuses level shall ensure that the following is being carried out:

Waste identification and classification;

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Segregation of non-hazardous / hazardous / medical waste to be recycled into appropriate recycling bins (glass, metal, plastics, paper, and cardboard), or special coded bins / containers for the hazardous waste;
Storage of all wastes on site correctly to minimize adverse impact to environment and human health as per the applicable regulations of the CWM-AD for Abu Dhabi Campuses and relevant laws in the Emirates
Incompatible wastes are not to be mixed;

Registered Service Providers (RSP's) in Abu Dhabi shall have valid permits from the CWM-AD as per applicable requirements;

All wastes from Abu Dhabi Campuses shall be transferred to an appropriate waste management facility that is permitted by the CWM-AD to receive the classified waste.

Environment, Health & Safety specialist/ in charge – Campus level is responsible for the correct handling / disposal / reuse / recycling of the waste in the Abu Dhabi campuses until it leaves the generation point and is handed over to a permitted RSP to be taken to a CWM-AD designated facility for further treatment /disposal.

Appropriate manifest/transfer notes records certificates records shall be kept as evidence of appropriate handling from the final destination of the waste for a period of at minimum 5 years.

The waste manifest records should provide a description of the waste to be carried, the disposal site, the vehicle registration number and signatures of the driver and the producer.

Environment, Health & Safety specialist/ in charge shall ensure the details the waste manifests are entered into a Database and compiled into monthly reports

If the waste management facility rejects the waste, another appropriate location shall be identified by seeking guidance from the CWM-AD for the transportation / management of that waste.


If another location cannot be found, another way shall be identified by the Environment, Health & Safety specialist/ in charge – campus level to manage the rejected waste as per the CWM-AD directives.

The Environment, Health & Safety specialist/ in charge– Campus Level shall:

Be responsible for classifying the waste; Have a valid permit from the CWM-AD;

- (i) Determine the potentially hazardous properties of their waste;
- (ii) Determine constituents of the waste that give rise to those potentially hazardous properties;
- (iii) Ensure hazardous waste is stored and managed (including packaging, containment and labeling) according to the identified hazards to minimize risk to human health and the environment; and
- (iv) Complete relevant sections of the Manifest for Transporting Toxic and Hazardous Wastes as per all the applicable laws in the Emirate of Abu Dhabi.

4.5 Transportation:

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All types of wastes (waste water, used oils, hazardous waste, etc) originating from HCT shall be collected, transferred and disposed of through Environmental Service Providers (ESPs) approved by the Center of Waste Management –Abu Dhabi (CWM-AD).

4.6 Waste Container types and color

The type and color of the container used shall be dependent on the classification and Volume of the waste materials generated by HCT activities. This shall ensure that where practicable, wastes that can be recycled will be kept apart from those wastes that cannot. Where an approved waste disposal contractor (s) will also segregate reasonably practicable, special, hazardous and difficult wastes to facilitate the safe disposal.

4.7 Special and Difficult Wastes

All Wastes defined as “special” or “Difficult” shall be responsibility of the Central Services – Campus level who shall ensure that appropriate methods for collection, containment and disposal are put in place.

Any doubts about classification should be referred to the Environment, Health & Safety Specialist, who shall ensure appropriate classification in conjunction with the operations Manager.

4.8 Trip Tickets/ Internal controls

The environment, Health & Safety Specialist/In charge shall keep appropriate manifest/transfer notes records as evidence.

The waste manifest records should provide a description of the waste to be carried, the disposal site, the vehicle registration number and signatures of the driver and the producer.

Environment, Health & Safety specialist/ in charge shall ensure the details the waste manifests are entered into a Database and compiled into monthly reports.

4.9 Register of Approved Contractors


Register of all Approved waste disposal Contractors along with a copy of current Licenses approving for such disposal by the municipality shall be maintained. The Environment, Health & Safety specialist/ in charge shall ensure that all approved Contractors are supplied with and compliant with this procedure.

Approved waste handlers shall comply according to the local orders of each emirate:

Abu Dhabi (Including Al Ain and Western Regions) – Local order No. (21) for 2005, waste management in the emirate of Abu Dhabi

Dubai - Local order No. (11) for 2003, concerning public health and community safety in the emirates of Dubai.

Sharjah – Local order No. (6) for 1998, Incorporating environment and natural reserves authority of the emirates of Sharjah.

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Northern Region (RAK & Fujairah) – Local Law 2003, Establishment of environment, development and control section. The Cabinet decision No. 37 of 2001, was issued for the management of hazardous and medical wastes.

4.10 All office Admin Areas

The responsibility for all wastes issues within these areas lies with the relevant Central Services – Campus Level as appropriate. The responsibilities may be delegated to the relevant person to ensure that all people are aware of segregation requirements and recycling initiatives.

Drainage wastes includes waste water from the toilets laboratories, housekeeping, canteen, etc. All this wastes are discharge into the sewage system

4.11 Workshops

The responsibility for all waste issues within this facility lies with the responsible of each workshop. These responsibilities may be delegated to other person with the consultation of the head of department and Environment, Health & Safety Specialist/In charge.

4.12 Special Wastes

The facility shall identify secure containers for the interim storage of special waste products such as chemical packing materials, chemical drums, and prior to arranging for disposal.

4.13 Waste Oils

Waste oils from the workshops, equipment and maintenance in Abu Dhabi Campuses will be collected in oil bins and later it disposed through approved company (approved by center of waste management Abu Dhabi).

4.14 Waste Segregation and Recycling

It is HCT duty to segregate and recycle waste products where it is practically and economically viable to do so. The range of products to be recycled may vary from time dependent on market forces and legislation. The Environment, Health & Safety Specialist/In charge is also responsible for initiating the recycling of agreed products, arranging for the supply of appropriate containers and distribution of information relating to segregation requirements.

5. Forms

None

6. References

OSHAD – CoP 54.0 Waste Management version 3.0