

WASTE DISPOSAL POLICY

Organization:		Document ID:	
Effective Date:		Review Date:	
Prepared By:		Approved By:	

1. Purpose

This policy outlines the responsibilities and procedures for the safe, legal, and environmentally responsible disposal of waste generated during daily business operations. The objective is to minimize waste generation, maximize recycling and reuse, and ensure full compliance with local, national, and international waste management regulations.

2. Scope

This policy applies to all employees, contractors, visitors, and operations at all facilities operated by the organization.

3. Waste Classification

Waste generated at our facilities must be identified and segregated into the following categories:

- General Waste:** Non-hazardous municipal waste that cannot be recycled.
- Recyclable Waste:** Paper, cardboard, plastics, glass, and metals.
- Electronic Waste (E-Waste):** Computers, phones, batteries, and other electrical equipment.
- Hazardous Waste:** Chemical substances, biological waste, oils, and other materials requiring specialized disposal protocols.

4. Waste Segregation and Storage

- Appropriately labeled and color-coded bins must be positioned throughout the premises for proper waste segregation.
- No hazardous materials may be disposed of in general or recyclable waste streams.
- Storage areas for hazardous waste must be secure, well-ventilated, and designed to prevent leaks and spills.

5. Disposal Procedures

- General and recyclable waste must be collected regularly by licensed municipal or private waste contractors.
- E-waste and hazardous waste must only be handled by certified hazardous waste disposal services, and appropriate chain-of-custody documentation must be maintained.
- Fly-tipping or unauthorized dumping of any waste material is strictly prohibited and subject to severe disciplinary and legal action.

6. Roles and Responsibilities

Management: Responsible for providing necessary resources, training, and facilities to execute this policy.

Employees: Responsible for segregating waste correctly and reporting any improper waste disposal practices or hazardous spills immediately to their supervisor.

Waste Management Coordinator: Responsible for maintaining disposal records, coordinating with licensed external

disposal vendors, and conducting regular compliance audits.

7. Policy Authorization and Sign-Off

By signing below, the authorized representatives acknowledge acceptance of and commitment to the guidelines set forth in this Waste Disposal Policy.

Authorized Signature:

Name:

Title:

Date:

Authorized Signature:

Name:

Title:

Date:
