

## Site Waste Management Plan - Checklist

<b>Project:</b>	
<b>Site Address:</b>	
<b>Main Contractor:</b>	
<b>Client Signature:</b>	
<b>Signature of Identified sub-contractor</b>	

Project Stages	Questions to Consider	Tick if yes	Comment: If yes, what action have you taken/ propose to do. If no, why not?
<b>Policy</b>	1	Has your organisation accepted a waste management policy?	
	2	Has the client signed the Site Waste Management Plan?	
	3	Have relevant sub-contractors producing significant waste streams been identified?	
	4	Have the identified sub-contractors signed the Site Waste Management Plan?	

<b>Procurement</b>	5	Has a careful evaluation of materials been made so that over-ordering and site wastage is minimised / reduced?	
	6	Has full consideration been given to the use of secondary and recycled materials?	
	7	Is unwanted packaging to be returned to the supplier for recycling or re-use?	
	8	Can unused materials be returned to the supplier or used on another job?	

## Site Waste Management Plan - Checklist

Project Stages	Questions to Consider	Tick if yes	Comment: If yes, what action have you taken/ propose to do. If no, why not?	
<b>Project Planning</b>	9	Has responsibility for waste management planning and compliance with environmental legislation been assigned to a named individual at both main contractor and identified sub-contractors		
	10	Has a project programme been developed to include likely waste arisings (how much, when, and what types?)		
	11	Has an area of the site been designated for waste management, including segregation of waste?		
	12	Have targets been set for the diferent types of waste likely to arise from the project?		
	13	Have measures been put in place to deal with expected (and unexpected) hazardous waste?		
	14	Has disposal of liquid wastes such as wash-down water and lubricants been considered?		
	15	Where relavant, has a discharge consent been obtained from the Agency?		
	16	Has agreement been sought from the sewerage company for trade effluent discharge?		
	17	Have opportunities been considered for the re-use of materials on site?		
	18	Have opportunities been considered for the re-use of materials off site?		
	19	Have opportunities been considered for on-site processing and re-use of materials?		
	20	Have opportunities been considered for reprocessing materials off-site?		
	21	Have you considered what are the most appropriate sites for the disposal of residual waste from the project?		
22	Are there opportunities for reducing disposal costs from waste materials which may have a commercia value?			

## Site Waste Management Plan - Checklist

Project Stages	Questions to Consider	Tick if yes	Comment: If yes, what action have you taken/ propose to do. If no, why not?	
<b>Site Operations</b>	24	Has responsibility for waste management on-site and compliance with environmental legislation been assigned to a named individual?		
	25	Have toolbox talks been planned for all site personnel about waste management on site?		
	26	Are selected waste materials segregated to allow best value to be obtained from good waste management practices?		
	27	Are containers / skips clearly labelled to avoid confusion?		
	28	Are duty of care procedures complied with, including provision of transfer notes & checking authorisation of registered carriers, registered exempt sites & licensed waste management facilities?		
	29	Are any checks made that excavation waste is received at the intended site?		
	30	Is implementation of agreed waste management procedures monitored?		
	31	Are reports regularly produced regarding quantities and treatment / disposal routes, and on costs incurred		
	32	During site operations, are barriers to poor waste management practice considered and noted for incorporation into the post-completion report?		
<b>Post Completion</b>	33	Has a final report of use of recycled and secondary materials, waste reduction, segregation, recovery and disposal, with costs and savings identified been completed?		
	34	Has the final report been signed by the relevant sub-contractors and the client?		
	35	Have key waste management issues been considered for action at future projects?		

Example Only

## Site Waste Management Plan - Data Sheet

<b>Project:</b>	
<b>Site Address:</b>	
<b>Client:</b>	
<b>Person responsible for waste management on site( name and Job Title</b>	
<b>Person and company who will complete this form if</b>	

**Types of waste Arising (use a separate sheet if necessary)**

Material	Quantity (in m <sup>3</sup> )						
	Re-used on site	Re-used off site	Recycled for use on site	Recycled for use off site	Sent to recycling facility	Sent to WML exempt site	Disposal to Landfill
<b>Inert</b>							
<b>Active</b>							
<b>Hazardous</b>							
<b>Totals (in m</b>							
<b>Performance score as a</b>							
<b>SWMP Target % *</b>							

\*There is an option to develop this form as a measurement tool against targets to evaluate each waste stream.