

## Waste Management Plan Checklist

This checklist can be downloaded from [www.mbawa.com](http://www.mbawa.com)

<b>Project name:</b>
<b>Project location:</b>
<b>Responsible manager:</b>

Project stage	Checklist questions	Tick if yes	Action proposed	Tips
<b>Internal Planning</b>	Have you internally agreed on the need for a waste management plan and allocated staff responsibility?			Responsible staff need sufficient enforcement powers to make sure others comply with the plan.
	Have you checked any tendering, contractual or rating tool requirements for a waste management plan?			Check with the tendering documents, Green Building Council, or other rating body, to determine what is required to meet any targets.
	Have relevant sub-contractors agreed to follow the waste management plan?			Share responsibility for waste management with subcontractors.
<b>Design</b>	Have material quantities been selected to minimise over-ordering?			Minimise wastage allowances.
	Has consideration been given to the use of secondary and recycled materials?			Consider ordering from recycling facilities. Investigate whether you can reuse materials from your other construction jobs.
	Can unwanted packaging be returned to the supplier for recycling or re-use? Can unused materials be returned to the supplier or used on another job?			Choose suppliers who will take back packaging and off cuts and recycle them. Ask suppliers to backload wastes.
	Have designers used standard material sizes wherever possible?			
<b>Project Planning</b>	Has responsibility for waste management planning and compliance with environmental legislation been communicated to all staff and identified sub-contractors?			Documentation in subcontract orders is desirable. Provide for back charges if

				waste is not separated.
	Have you identified likely waste arising (how much, when, and what types)?			Use bills of quantities and previous experience.
	Has an area of the site been designated for waste management and bins?			This may require more planning on small sites.
	Has the time between delivery of materials and installation been minimized, to reduce the risk of damage to materials, which turns into waste?			Check quantity, condition and quality of goods on delivery, reject inferior goods if their quality will result in additional waste. Refuse oversupply as compensation for inferior quality or condition.
	Have waste targets been set for the different types of waste likely to arise from the project?			
	Have measures been put in place to deal with any hazardous waste?			Note obligations under the Contaminated Sites Act to report sites containing material harmful to humans or the environment. Controlled wastes, which include asbestos, clinical or related waste, tyres and batteries, cannot be disposed of at many landfill sites and should be separated.
	Have you considered the implications of the disposal of liquid wastes such as wash-down water and lubricants?			Set aside an area for wash downs. Protect storm drains from liquid wastes.
	Have you checked any requirements for water wastes with the Water Corporation or Swan River Trust (if applicable)?			It is best to prevent any silty or other discharge at source rather than causing a problem. The best way to prevent discharge is to ensure that stormwater and drainage is properly managed.
	Have opportunities been considered for re-use or reprocessing of materials on-site?			Consider having onsite crushing or compacting equipment. (Government approval may be required).
	Have opportunities been considered for re-use or reprocessing of materials off-site?			Consider using unwanted fill on other sites.
	Have you researched disposal costs for separated waste that may have a commercial value?			Remember that there may be lower disposal costs for separated wastes. Some wastes will be accepted at no charge by recyclers and some waste streams may even attract a rebate eg. metal.

<b>Recycling</b>	Has responsibility for waste management on-site and compliance with environmental legislation been assigned to a named individual regularly onsite?			
	Have toolbox talks or inductions been planned for all site personnel about waste management on-site?			Include a waste training component in site inductions.
	Are selected waste materials separated to allow best value to be obtained from recycling waste management practices?			
	Are containers/bins clearly labeled to avoid confusion/contamination?			Locate bins for different waste streams close to the work places generating material for recovery.
	During operations, have you monitored that waste is being placed in the bins correctly, if using the source separation system?			Make sure the bins do not overfill and ensure that all workers know their obligations.
	During site operations, are barriers to good waste management noted for incorporation into the post-completion review?			
	Have you made sure that the bins are, where possible, removed from view, to help avoid illegal dumping of rubbish?			Take special care to secure bins around Christmas time when illegal dumping becomes more frequent.
<b>Post</b>	Has a final report of use of recycled materials, waste reduction, and separation, with costs and savings identified, been completed?			
	Have key waste management successes been considered for action at future projects?			
	Have you considered promotional opportunities for any successes eg. awards programs, local media, industry media (eg. Master Builder Magazine) or in staff newsletters?			Submit successes to <a href="mailto:mba@mbawa.com">mba@mbawa.com</a> . Distribute media releases to local newspapers or organise an interview with a local radio station to discuss your achievements.