

Purpose

The purpose of this standard is to reduce the impact of waste and to ensure compliance and maintain duty of care in relation to associated legal requirements.

Scope

Unless accompanied by an approved derogation this standard is applicable to all business streams and business units identified in [SHEMS-STD-GR-001](#).

Requirements

Plan:

- Assess the environmental impact of waste from activities and identify controls to reduce, reuse or recycle appropriately
- Classify waste using the correct European Waste Code / List of Wastes code. For soils, bituminous materials, unknown substances etc. this includes appropriate chemical sampling and analysis and interpretive report referencing WM3 waste guidance
- Obtain / generate a hazardous waste premises code (England / Wales)
- Ensure permits are in place and appropriate for all waste facilities that waste from Kier sites is sent to
- Ensure persons / organisations carrying waste are appropriately registered (including Kier businesses)
- Arrange pre-notification or obtain special / hazardous waste consignment notes prior to disposal of hazardous / special waste (Scotland / Northern Ireland)
- Register suitable exemptions, apply for permits or to store, treat or use waste, with review / approval by the relevant Environment Manager
- Implement Materials Management Plans (MMP) for the reuse of soils where relevant (CL:AIRE Code of Practice)
- Check supplier's format for waste transfer notes - use Kier versions if supplier's format is not adequate or is incorrectly completed
- Notify the regulator prior to disposing of PCB contaminated equipment

Do:

- Store waste correctly:
  - Segregate hazardous and non-hazardous waste
  - Contain waste appropriately
  - Segregate waste streams where possible; hazardous and non-hazardous wastes MUST be segregated
- Pre-treat waste destined for landfill via:
  - Segregation – prevent mixing
  - Treatment – e.g. bailing / bagging
- Ensure waste transfer note / hazardous waste consignment note accompanies waste and is checked / signed
- Maintain records
  - Waste transfer notes – two years
  - Hazardous / special waste consignment notes – three years
- Records of disposal methods used for PCB contaminated equipment
- Record details of waste leaving site:
  - Temporary construction sites and depots - all construction, demolition and excavation waste (including hazardous / special waste) and premises waste from site office / accommodation
  - Permanent offices - as a minimum, maintain a register of all hazardous waste removed from site (refer to Premises Management Plan)
- Where Kier businesses transport hazardous waste as a carrier - maintain a register
- Apply the principles of the waste hierarchy - reduce, reuse, recycle
- Report relevant waste-related incidents using Novade

Click on the boxes for Guidance Notes

SHEMS-REG-GR-005  
Legal & Other SHE Register

Permits and Authorisations  
(England & Wales)

Permits and Authorisations  
(Scotland)

Waste Duty of Care

Waste Characterisation &  
Classification

Hazardous Waste Premises  
Codes

Waste Destination Permits

Waste Carrier Registrations

Consigning Special Waste in  
Scotland & Northern Ireland

Waste Permits & Exemptions  
on Kier Sites

Reusing Soil: Waste  
Compliance

Waste Transfer Notes

PCB Contaminated Equipment

Waste Storage and  
Segregation

Waste Transfer Notes

Hazardous Waste  
Consignment Notes (England  
& Wales)

PCB Contaminated Equipment

Recording Waste Data

Hazardous Waste Register

- Report contact with / enforcement activity of environmental regulators using Novade

Some wastes have specific requirements for their management, see below for guidance:

Recycled Aggregate

Asphalt Waste Containing Coal  
Tar (AWCCT)

Plasterboard &amp; Wood Waste

Waste Storage &amp; Segregation

### Check:

- On a frequent basis; that all waste transfer notes are completed correctly and filed (paper or legible electronic copies)
- On a frequent basis; that all hazardous waste consignment notes are completed correctly and filed (paper or legible electronic copies) and Part E has been completed by the waste facility and returned
- That waste is taken to its intended destination
- That waste is appropriately segregated
- Waste storage areas / containers for run-off, litter, dust, over-filling etc.
- That waste data is being recorded as required

### Act:

- Prevent waste being stored, treated, used or transported without the appropriate authorisations and documentation
- Ensure waste data is being recorded accurately

### Responsibilities

A = Accountable R = Responsible C = Consulted I = Informed	Group Sustainability & Environment Team	Business Stream / Unit Environment Team	Business Stream / Unit SHEA Team	Business Stream / Unit Senior Management Team	Business Stream / Unit Pre-Start / Mobilisation Team	Contract / site / project team
Classify waste prior to treatment / disposal		C	I	A	R	R
Generate or obtain Hazardous Waste Premises code (England & Wales)		C	I	A		R
Obtain permits for waste facilities (where waste is sent off site)		C	I	A		R
Obtain waste carrier registration certificates		C	I	A		R
Register suitable exemptions to store, treat or use waste		R	I	A	C	C
Arrange for permits or Materials Management Plans are put in place for waste management activities		C	I	A		R
Check supplier waste transfer note format		R	I	A		C
Notify the regulator prior to disposing of PCB contaminated equipment		A				R
Store and segregate waste correctly		C	I	A		R
Notify regulator prior to removal of special / hazardous waste (Scotland & Northern Ireland)		C	I	A		R
Apply suitable pre-treatment of waste to landfill		C		A		R
Ensure waste transfer note or hazardous / special waste consignment note is completed		C		A		R
Maintain records (waste transfer notes and hazardous / special waste consignment notes / PCB contaminated equipment)		C		A		R
Record waste data	I	C		A		R
Maintain register for Kier-transported hazardous waste		C		A		R
Apply waste hierarchy		C		A	R	R
Report waste incidents	I	C	I	A		R
Report enforcement contact from environmental regulators	I	C	I	A		R

Check waste transfer notes / hazardous waste consignment notes		C	R	A		I
Check receipt of Part E of hazardous waste consignment notes (England & Wales)		C	I	A		R
Check recording of waste data	I	R		A		C

### Related documents

- SHEMS Documents:
  - [SHEMS-STD-GR-067 Environmental Aspect & Impact Assessment](#)
  - [SHEMS-STD-GR-011 Incident Reporting and Investigation](#)
  - [SHEMS-STD-GR-022 Regulatory Authority Contact](#)
  - [SHEMS-REG-GR-005 Legal and Other SHE Register](#)

Environmental Guidance Notes relevant to this Standard ([SHEMS-GUI-GR-065a-p](#)) are mandatory documents and the guidance must be followed where it is relevant to Kier activities.