

Site Waste Management Plan Checklist

Project name	
Project address/location	
Main contractor: <i>Contractor details, including signature of authorised representative</i>	
Client signature	
Signature of identified sub-contractor <i>(see Q3 & 4)</i>	
Signature of identified sub-contractor <i>(see Q3 & 4)</i>	

Project Stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Policy	1	Has your organisation adopted a waste management policy?	<input type="checkbox"/>	
	2	Has the client signed the Site Waste Management Plan?	<input type="checkbox"/>	
	3	Have relevant sub-contractors producing significant wastes streams been identified?	<input type="checkbox"/>	
	4	Have the identified sub-contractors signed the Site Waste Management Plan?	<input type="checkbox"/>	

Project Stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Procurement	5	Has a careful evaluation of materials been made so that over-ordering and site wastage is reduced?	<input type="checkbox"/>	
	6	Has full consideration been given to the use of secondary and recycled materials?	<input type="checkbox"/>	
	7	Is unwanted packaging to be returned to the supplier for recycling or re-use?	<input type="checkbox"/>	
	8	Can unused materials be returned to purchaser or used on another job?	<input type="checkbox"/>	
Project planning	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?	<input type="checkbox"/>	
	10	Has a project programme been developed to include likely waste arisings (how much, when, and what types)?	<input type="checkbox"/>	
	11	Has an area of the site been designated for waste management, including segregation of waste?	<input type="checkbox"/>	
	12	Have targets been set for the different types of waste likely to arise from the project?	<input type="checkbox"/>	
	13	Have measures been put in place to deal with expected (and unexpected) hazardous waste?	<input type="checkbox"/>	
	14	Has disposal of liquid wastes such as wash-down water and lubricants been considered?	<input type="checkbox"/>	
	15	Where relevant, has a discharge consent been obtained from the Agency?	<input type="checkbox"/>	
	16	Has agreement been sought from the sewerage company for trade effluent discharge?	<input type="checkbox"/>	
	17	Have opportunities been considered for re-use of materials on site?	<input type="checkbox"/>	

Project Stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Project planning <i>(continued)</i>	18	Have opportunities been considered for re-use of materials off site?	<input type="checkbox"/>	
	19	Have opportunities been considered for on-site processing and re-use of materials?	<input type="checkbox"/>	
	20	Have opportunities been considered for reprocessing materials off-site?	<input type="checkbox"/>	
	21	Have you considered what are the most appropriate sites for disposal of residual waste from the project?	<input type="checkbox"/>	
	22.	Are there opportunities for reducing disposal costs from waste materials which may have a commercial value?	<input type="checkbox"/>	
Site operations	24	Has responsibility for waste management on site and compliance with environmental legislation been assigned to a named individual?	<input type="checkbox"/>	
	25	Have toolbox talks been planned for all site personnel about waste management on site?	<input type="checkbox"/>	
	26	Are selected waste materials segregated to allow best value to be obtained from good waste management practices?	<input type="checkbox"/>	
	27	Are containers/skips clearly labelled to avoid confusion?	<input type="checkbox"/>	
	28	Are Duty of Care procedures complied with, including provision of transfer notes and checking authorisation of registered carriers, registered exempt sites and licensed waste management facilities?	<input type="checkbox"/>	
	29	Are any checks made that excavation waste is received at the intended site?	<input type="checkbox"/>	
	30	Is implementation of agreed waste management procedures monitored?	<input type="checkbox"/>	

Project Stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? If 'no', why not?
Site operations <i>(continued)</i>	31	Are reports regularly produced regarding waste quantities and treatment/disposal routes, and on costs incurred?	<input type="checkbox"/>	
	32	During site operations, are barriers to good waste management practice considered and noted for incorporation into the post-completion review?	<input type="checkbox"/>	
Post completion	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?	<input type="checkbox"/>	
	34	Has the final report been signed by the relevant sub-contractors and the client?	<input type="checkbox"/>	
	35	Have key waste management issues been considered for action at future projects?	<input type="checkbox"/>	

Please feel free to add extra sheets if you wish (e.g. if you wish to include a project site plan showing location of waste management facilities)