



Waste Audit Materials & Risk Prevention

Personal Protection Equipment (PPE)

- Gloves
- Long-sleeved safety shirts
- Long pants
- Breathing masks
- Eye protection (Sunglasses)
- Safety vests
- Aerogard / Rid
- Sunscreen
- First aid kit
- Two way radio
- Mobile phone
- Wet weather gear

Personal Cleaning equipment

- Box of disposable gloves
- Dry wash
- Paper towel
- Tissues
- Solvol soap
- Dettol
- Wet Ones
- Toilet paper
- Clothes horse

Audit materials

- Scales (2)
 - Tarpaulins (2)
 - Long handled BBQ tongs
 - Litter collection gadgets
 - Scissors
 - Cutting knife (1)
 - Prong
 - Pen and clipboard (3)
 - Audit sheets
 - Broom
 - Shovel
 - Dustpan
 - Rake
 - Disinfectant
 - Washing Detergent
 - Tape
 - String
 - Bulldog clips
 - Bucket (20l) x 3
 - Bucket (10l) x 2
 - Plastic bin (50l) x 2
 - Tape Measure
 - Camera
 - Permanent Marker
 - Lever arch file
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Waste Composition Study

| AWD Code | Material Type | Material Detail | Total Kg | Kg % | Kg Recycled | Kg Disposed |
|----------|--------------------------------------|--------------------------|----------------------------|------|-------------|-------------|
| A01 | Paper | Newspaper | | | | |
| A02 | | Magazine | | | | |
| A03 | | Misc. packaging | | | | |
| A04 | | Corrugated cardboard | | | | |
| A05 | | Package board | | | | |
| A06 | | Liquid paper containers | | | | |
| A07 | | Disposable paper product | | | | |
| A08 | | Printing, writing, books | | | | |
| A09 | | Composite, mostly paper | | | | |
| B01 | Organic Compostable | Food/ kitchen | | | | |
| B02 | | Garden | | | | |
| B03 | | Other putrescible | | | | |
| C011 | Wood, timber, textiles, rubber, oils | Wood | | | | |
| C012 | | | | | | |
| C02 | | Textile/rags | | | | |
| C03 | | Leather | | | | |
| C041 | | Rubber | | | | |
| C042 | | | | | | |
| C051 | | Oils | | | | |
| C052 | | | | | | |
| D011 | | Glass | Packaging glass/containers | | | |
| D021 | Misc./other glass | | | | | |
| D022 | | | | | | |
| E011 | Soft Plastics / films | 1 PET | | | | |
| E012 | | | | | | |
| E021 | | 2 HDPE | | | | |
| E022 | | | | | | |
| E041 | Hard Plastic | 4 LDPE | | | | |
| E042 | | | | | | |
| E073 | | 3 PVC | | | | |
| E031 | | | | | | |
| E032 | | 5 Polypropylene | | | | |
| E051 | | | | | | |
| E052 | | | | | | |



Waste Composition Study

| AWD Code | Material Type | Material Detail | Total Kg | Kg% | Kg Recycled | Kg Disposed |
|----------|-----------------------|--|----------|-----|-------------|-------------|
| E061 | Other Plastic | 6 Polystyrene | | | | |
| E062 | | | | | | |
| E071 | | 7 Other | | | | |
| E072 | | | | | | |
| E074 | | | | | | |
| E08 | | 8 Composite, mostly plastic | | | | |
| F011 | Ferrous | Steel packaging | | | | |
| F012 | | | | | | |
| F021 | | other | | | | |
| F022 | | | | | | |
| F023 | | | | | | |
| F031 | | Composite, mostly plastic | | | | |
| F032 | | Composite, mostly non-ferrous, non aluminium | | | | |
| G011 | Non-Ferrous | Aluminium | | | | |
| G012 | | | | | | |
| G013 | | | | | | |
| G021 | | Other | | | | |
| G022 | | | | | | |
| G03 | | | | | | |
| H01 | Household hazardous | Paint | | | | |
| H02 | | Fluorescent globes | | | | |
| H03 | | Dry cell batteries | | | | |
| H04 | | Car batteries | | | | |
| H051 | | H.hold chemicals | | | | |
| H052 | | | | | | |
| I01 | Others | Ceramics | | | | |
| I02 | | Dust/dirt/rock/inert | | | | |
| I03 | | Ash | | | | |
| I041 | | Special | | | | |
| I042 | | | | | | |
| Y01 | Agricultural Organics | Weeds | | | | |
| Y02 | | Animal | | | | |
| Y03 | | Crop | | | | |
| Y041 | | | | | | |
| Y042 | | | | | | |
| | Garbags | garbage bags all | | | | |

Waste auditing process

PRE AUDIT PLANNING

- ☑ Establish management commitment
- ☑ Conduct site visit & meeting:
 - ☞ Set audit objectives;
 - ☞ Set audit scope - type & outcomes;
 - ☞ Prioritise objectives;
 - ☞ Agree date, process, contacts & audit team size
 - ☞ Discuss responsibilities and actions

Provide letter confirming all audit details + draft survey

PREPARATION

- ☑ Main site visit:
 - ☞ Overview identification of current waste systems & waste types;
 - ☞ Set logistics ie audit site, facilities, access;
 - ☞ Determine waste collection operations
- ☑ Get preliminary data / information (inc survey approval)
- ☑ Organise waste contractors.
- ☑ Verify audit sample size.
- ☑ Conduct OH&S risk assessment.
- ☑ Select audit team/resources required.

Audit & OH&S plan

WASTE STUDY

- ☑ Set up audit site
- ☑ Collect sample: ensuring all waste is at audit point
- ☑ Circulate survey to employees + relevant contractors
- ☑ Conduct waste classification
- ☑ Clean-up - site, audit team & equipment
- ☑ Recycle or dispose of audited waste

SITE ISSUES & OVERVIEW

- ☑ Investigate issues identified in the waste study
- ☑ Discuss with relevant employees / contractors

DATA ANALYSIS

- ☑ Enter & verify data.
- ☑ Analyse & validate data.
- ☑ Review all information/data.
- ☑ Collate staff surveys & interpret.
- ☑ Identify potential opportunities for improvement.
- ☑ Conduct feasibility reviews of options.
- ☑ Investigate new options

Waste Audit Report

IMPLEMENTATION

- ☑ Education program
- ☑ Waste reduction action plan
- ☑ Monitoring plan
- ☑ Re-audit schedule

REVIEW