

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?		
	2	Has the client signed the Site Waste Management Plan?		
	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?		

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?		
	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 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?		
	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 different 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 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?		
Site operations	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 and checking authorisation of registered carriers, registered exempt sites and licensed waste management facilities?		
	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?		

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?		
	32	During site operations, are barriers to good waste management practice considered and noted for incorporation into the post-completion review?		
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?		

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)