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Appendix Environmental Waste Management Manual**CHARLES FOSTER****DIRECTOR****SIGNATURE:****DATE: 01.02.2007**

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ENVIRONMENTAL POLICY

ANC FOSTER PTY LTD is committed to achieving and pursuing the best environmental practice by conserving and enhancing its use of resources so that ecological processes are maintained, and that the total quality of life, now and in the future can be increased. The company recognises that that this commitment is an integral part of its current and future business performance.

To achieve this commitment the Directors and Senior Management of **ANC FOSTER PTY LTD** shall;

- Identify what activities **ANC FOSTER PTY LTD** carry out that affects or interacts with the environment and work with customers, suppliers and other interested parties to encourage the reduction of environmental impacts of our business;
- As a minimum work with current and future environmental legislation, regulations and codes of practice as set by the Environment Protection Authority and other authorities relation to the protection of the environment;
- Provide on-going education and training for all staff full awareness of environmental legislation, regulations and codes of practice are known and understood and that new technology and in-house knowledge is shared by all;
- Set specific and measurable environmental goals for the organisation covering all aspects of the organisation's varied activities from the 'field' to the office. Monitor and record results of achievements and promote and encourage a culture of continual improvement;
- Provide guidance and set clear and precise procedures to attain and maintain those goals and to commit financial, physical and human resources to achieve them;
- Allocate responsibility and accountability to all levels of the organisation; and
- Pursue an integrated Quality, Health Safety and Environmental approach to assist in attaining total customer satisfaction.

CHARLES FOSTER***DIRECTOR******SIGNATURE:*** _____***DATE: 01.02.2007***

ENVIRONMENTAL MANAGEMENT SYSTEM

Fabrication of certain products of industrial products can result in quantities of waste that can be a threat to both public health and the environment. The disposal of such waste by traditional methods (e.g. disposal to landfill) is becoming increasingly unacceptable to the community, i.e. **No Product to Ground.**

Waste Management

ANC FOSTER PTY LTD aims to reduce or eliminate the quantity of waste produced and so reduce the cost of waste treatment and disposal. Waste management also aims to minimise, contain and control waste so that any disposal of waste is done in a manner that is sustainable and acceptable to the community.

Every effort should be made to reduce waste production, and re-use or recycle/reprocess waste where possible.

Industrial waste may include the following:

- Oily sludge.
- Contaminated soil.
- Liquid waste.
- Domestic grease trap wastes.
- Septic tank waste (can be considered domestic waste).
- Old empty drums.
- Contaminated packaging (e.g. empty oil containers, used rags).
- Asbestos.
- Pipe work / tanks.
- Paper/cardboard.
- Toner cartridges.

Regulations, legislation, Policies and guidelines for industrial waste in Australia may vary between States and Territories. It is your responsibility to be aware of, and comply with, all relevant legal requirements in the area of waste management.

Collection

The process to *collect/ save/ recycle/dispose* will be as follows:

All designated containers will be clearly identified.

Only the nominated and approved Waste collection companies will be used for the waste indicated.

- Oily sludge.
- Sheetmetal and other metal products
- Hazardous substances and Dangerous Goods waste

- Liquid waste.[Hydrocarbons, Water, Paint, and other fluids]
- Old empty drums
- Contaminated packaging (e.g. empty oil containers, used rags, oil filters)].
- Asbestos.
- Non Ferrous Metals [aluminium, brass, copper, lead]
- Paper/cardboard.
- Toner cartridges.
- Glass
- Plastics.

Disposal

Only the nominated and approved Waste collection companies will be used for the waste indicated.
These companies are:

	Waste collected	Date	Company Name	Address	Contact Details
1.	Oily Sludge				
2.	Sheetmetal & other metal products				
3.	Liquid Waste				
4.	Non Ferrous Metals				
5.	Paper/Cardboard				
6.	Glass				
7.					
8.					
9.					
10.					

Recording

1. Records will be maintained on the amounts of materials recycled and recorded into the **ANC FOSTER PTY LTD** annual Environmental Objective records.
2. The **ANC FOSTER PTY LTD** will conduct an annually check to ensure that the nominated company's permits are valid and record the details accordingly. This task will be conducted by the Director or Supervisor via the **ANC FOSTER PTY LTD** *Emergency Response Procedure*.

Spills/Leaks

Any spills/leaks should be handled via the **ANC FOSTER PTY LTD** *Emergency Response Procedure* and recorded and processed as a Near Miss/Hazard/Incident.

CHARLES FOSTER

DIRECTOR

SIGNATURE: _____

DATE: 29.01.2007