# WOOLWORTHS LIMITED

## Hoxton Park BIG W Distribution Centre

## Waste Management Plan

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| Project | Hoxton Park BIG W Distribution Centre | | |
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# 1 BUSINESS REQUIREMENTS

## 1.1 Recycling and Salvage Area

- Compactor bins are to be located at the rear of the building and Industrial bins located close to the kitchen area**.**
- External ramps are to have exit via a roller door
- Include a bunded area for drainage disposal of sweeper/scrubber (maintenance area)
- Location nearby for storage of pallets – inclusive of room for 2 x flat bed trucks
- Include grease trap for the kitchen area

## 1.2 Provision for Waste Storage Generated Through Order Selection

- Provision to be made at strategic points in the pick path for in-rack bins or cages for cardboard and Plastic generated from order selection

# 2 PROCESS FOR MANAGING WASTE

## 2.1 Compactors and Three x 3 Cubic Metre Steel Bins and Recycling bins

- Two (2) compactors will be located next to the despatch office. These will have dedicated roller doors with bin lifters.
- The bin lifters will be located on the dock outside the roller door to allow the area to be secured and roller doors closed.
- Three (3) x three (3) cubic metre steel bins with wheels will be located next to the ramp at the receiving side of the DC, with dedicated bin lifters.
- Green waste will be removed by the contractor.
- Cages will be provided by the suppliers of pallets for Broken or loose pallet boards.
- External ramps will have roller door access.
- A bunded area for drainage disposal of scrubber/sweepers outputs will be located in the maintenance area.
- The storage of pallets and two (2) finger docks for unloading pallets will be located on the receiving dock.

## 2.2 Process for Removing Waste from Pick Areas

There are two main pick, Pick to Belt (PTB) and Pick to Pallet (PTP).

### 2.2.1 Pick to Belt

- There are Five (5) x Three (3) level pick modules in this area, on the bottom level split case picking will occur in three of the modules to begin with and full case picking will occur on the bottom of the other two modules, and the second and third levels of all modules.
- Cardboard is generally processed out of the breakcase area and plastic from the full case area of these modules.
- At the bottom of these modules 660 litre bins on wheels will be placed in areas to allow for the ease of waste removal, these will be either plastic or cardboard dedicated bins not general waste bins. Chutes will be placed above these bins to allow for waste from levels two & three to be removed.
- Wheelie bins will be placed within the modules for general waste.

### 2.2.2 Pick to Pallet

- This is a ground level pick area; generally plastic waste will be generated in this area, and only minimal card board waste.
- 660 litre bins with wheels will be placed in areas within the racks where the waste plastic will be placed.
- As reach trucks replenish each bin the reach truck driver will remove the plastic from the pallet, the pallet will be positioned into the pick bin and the reach truck driver will put the waste plastic in the bin provided. Wheelie bins will be placed around these areas for general waste.

## 2.3 Receiving from Local, Indent, and Cross Dock Suppliers

- Plastic, cardboard, strapping, string, tape waste will be produced in the receiving area.
- 660 litre bins will be placed across the front, indent and Xdock docks for plastic and cardboard waste, as well as a wheelie bin for general waste. Checkers and receivers will be responsible for keeping their work areas clean, nominated Distribution Centre Associates will remove waste from these areas.
- Double length pallet movers will be used to transport waste receptacles through the Distribution Centre.

## 2.4 Kitchen Area General Waste

- General waste is generated in the dining and kitchen area, as well as the outside dining area.
- DC associates will have nominated clean up days where they are responsible for house keeping the dining and outside dining areas.
- Bins provided for general waste will be emptied at morning tea and lunch times by the nominated associates.
- Bins are provided for recycling of plastic and Glass etc.
- Industrial bins at the receiving end of the building will have bin lifters fitted to assist the associate empty the bins.
- Once emptied, they will be cleaned and replaced.

## 2.5 Removal of Cardboard and Plastic Waste

- Nominated cleaners will use double length pallet movers to transport bins from the pick areas to the compactors.
- As one bin is removed it will replaced immediately with an empty bin.

# 3 INDICATIVE VOLUMES*

| TYPE OF WASTE TO BE GENERATED | PROPOSED ON SITE STORAGE AND TREATMENT FACILITIES | DESTINATION |
|---|---|---|
| Cardboard (1800 kg/wk) | Compacted on-site. Storage in waste storage and recycling area(s). | National waste management/recycling contractor for recycling. |
| Plastic (3600 kg/wk) | Bale up on-site. Storage in waste storage and recycling area(s). | National waste management/recycling contractor for recycling. Non-recyclable plastics to be disposed as general waste |
| General (45 m³/wk) | Stored on site in bins in designated areas | Non-recyclable material to be disposed to landfill |
| Pallets | Stored on-site in designated areas for reuse. | Supplier for reuse |
| Waste/Reject Product (1 m³/wk) | Storage in waste storage and recycling area(s) or in racks. | Returned to Supplier or disposed of in accordance with council regulations |
| Liquid Waste (from kitchen) | Grease traps to be maintained in accordance with Sydney Water Trade Waste Agreement | Effluent to sewer in accordance with Sydney Water Trade Waste Agreement |
| Recyclable Glass, Aluminium and Plastic Containers (5m3/wk) | To be separated at source as far as practicable for recycling by recycling contractor | National waste management/recycling contractor for recycling |
| Liquid waste (ablutions) | To sewerage system | Sewerage system |
| Liquid Waste (from Maintenance area wash down bay) | Drain maintained in accordance with Sydney Water Trade Waste Agreement | Effluent to sewer in accordance with Sydney Water Trade Waste Agreement |
| Green Waste | Mulched vegetation to be reused for landscaping where possible | Dispose to green waste recycling centre |

*All waste storage and recycling bins to be clearly labelled. The warehouse manager or representative would be responsible for maintaining the waste storage and recycling areas, for ensuring bins are emptied and collected as required, and for ensuring that no contamination of waste streams is occurring

# 4 WASTE DISPOSAL HANDLING

The waste handling area will be equipped with:

- 1 x compactor for CARDBOARD only located outside flush dock. A mechanical device - bin lifter - enclosed in a cage within the DC, allowing for Roller door to be secured.
- 1 x compactor for PLASTICS only located outside flush dock. A mechanical device - bin lifter - enclosed in a cage within the DC, allowing for Roller door to be secured.
- 3 x steel 3cubic meter wheeled bin located outside flush dock. A mechanical device - bin lifter - enclosed in a cage within the DC, allowing for Roller door to be secured.
- The area would have running water facility for cleanup
- The area will be covered with CCTV

Removal of waste from the waste handling area:

- The Cardboard and Plastic compactors will be emptied by the ( national contractor) on agreed determined days of the week.
- The 3 cubic meter steel wheeled bin with general rubbish would be collected daily by the ( National contractor)

Type of waste generated and method of handling of the waste:

| ITEM | SECTION | WHO | TYPE OF WASTE | DISPOSAL METHOD |
|---|---|---|---|---|
| 1 | Direct from Local vendor Receiving | Checkers/Unloaders | Stretch wrap/plastic banding straps/scotch tape/string | 2 x 660 litre wheeled bins conveniently positioned; 1 each for plastics and paper/cardboard and another 240 litre wheelie bin for general rubbish. |
| 2 | De-Stuffing containers | Unloaders | Cardboard slip sheets, plastic stretch wrap | 2 x 660 litre wheeled bins conveniently positioned; 1 each for plastics and paper/cardboard and another 240 litre wheelie bin for general rubbish placed across every 2 docks. |
| 3 | X- Dock Section | Unloaders & Sorters | Stretch wrap/plastic banding straps/scotch tape/string | 2 x 660 litre wheeled bins conveniently positioned; 1 each for plastics and paper/cardboard and another 240 litre |

| ITEM | SECTION | WHO | TYPE OF WASTE | DISPOSAL METHOD |
|---|---|---|---|---|
| | | | | wheelie bin for general rubbish placed across the 3 sections of conveyor stations. |
| **4** | Production - DG area | Order Selectors / Replenishment Fork Lift Operators | Stretch wrap/plastic banding straps/scotch tape/string, cardboard slip sheets | It is assumed all Order Selectors would carry a plastic disposal bag where paper/tape/string and other rubbish is temporarily deposited. These bags would then be disposed at end of shift to the nearest rubbish bin. Fork Lift Operator process directs that all plastic /cardboard is to be removed before new pallet is replenished to pick slot. The Fork operator carries the plastic on his/her forklift and deposits these at the nearest waste bin. |
| **5** | Production - Aerosol Area | Order Selectors / Replenishment Fork Lift Operators | Stretch wrap/plastic banding straps/scotch tape/string, cardboard slip sheets | It is assumed all Order Selectors would carry a plastic disposal bag where paper/tape/string and other rubbish is temporarily deposited. These bags would then be disposed at end of shift to the nearest rubbish bin. Fork Lift Operator process directs that all plastic /cardboard is to be removed before new pallet is replenished to pick slot. The Fork operator carries the plastic on his/her forklift and deposits these at the nearest waste bin. |

| ITEM | SECTION | WHO | TYPE OF WASTE | DISPOSAL METHOD |
|---|---|---|---|---|
| **6** | Production - Security area | Order Selectors / Replenishment Fork Lift Operators | Stretch wrap/plastic banding straps/scotch tape/string, cardboard slip sheets | It is assumed all Order Selectors would carry a plastic disposal bag where paper/tape/string and other rubbish is temporarily deposited. These bags would then be disposed at end of shift to the nearest rubbish bin. Fork Lift Operator process directs that all plastic /cardboard is to be removed before new pallet is replenished to pick slot. The Fork operator carries the plastic on his/her forklift and deposits these at the nearest waste bin. |
| **7** | Production - Pick to Pallet area | Order Selectors / Replenishment Fork Lift Operators | Stretch wrap/plastic banding straps/scotch tape/string, cardboard slip sheets | It is assumed all Order Selectors would carry a plastic disposal bag where paper/tape/string and other rubbish is temporarily deposited. These bags would then be disposed at end of shift to the nearest rubbish bin. Fork Lift Operator process directs that all plastic /cardboard is to be removed before new pallet is replenished to pick slot. The Fork operator carries the plastic on his/her forklift and deposits these at the nearest waste bin. |

| ITEM | SECTION | WHO | TYPE OF WASTE | DISPOSAL METHOD |
|---|---|---|---|---|
| **8** | Production - Despatch area | Order Selectors / Replenishment Fork Lift Operators | Stretch wrap / loose pallet boards | It is assumed all Order Selectors would carry a plastic disposal bag where paper/tape/string and other rubbish is temporarily deposited. These bags would then be disposed at end of shift to the nearest rubbish bin. Fork Lift Operator process directs that all plastic /cardboard is to be removed before new pallet is replenished to pick slot. The Fork operator carries the plastic on his/her forklift and deposits these at the nearest waste bin. |
| **9** | Production - Pick To Belt areas | Order Selectors | Stretch wrap/plastic banding straps/scotch tape/string, cardboard slip sheets | Waste disposal bags would be positioned along each aisle of the PTB areas. area assigned cleaners would periodically patrol the aisles and empty/replace the bags. Bags for disposal would be ferried along the conveyor belt to the nearest waste chute location. This waste is collected in a bag at the bottom of the chute on the lowest level of the PTB section. DC assigned section cleaners would secure these bags and transfer to designated re-cycle compactor bin by Twin Pallet machine transporters. |

| ITEM | SECTION | WHO | TYPE OF WASTE | DISPOSAL METHOD |
|---|---|---|---|---|
| **10** | Offices | Employees | Office waste paper | 240 litre coloured re-cycle wheelie bins will be available in all offices areas. Assigned Cleaners would periodically dispose this waste at the designated waste/re-cycling area of the DC. Use a Twin-Pallet machines to transport the bins to the re-cycle area. |
| **11** | Lunch Room | Employees | Canteen rubbish & food scraps | The lunch room would have 240 Litre re-cycling wheelie bins, for plastic, cardboard and other general waste. Waste would be periodically collected by DC assigned Cleaners to dispose of at the Waste Disposal section of the DC. These bins would be transported with the use of a twin- pallet machine. |
| **12** | Product recall, damaged stock | Employees | General merchandise | 3 x 3cubic metre bins are provided for the removal of any waste from product recall,or damaged stock. If it is deemed unsafe to dispose of the product in this way contractors will be called in to disposed of the product in the correct manner. |
| **13** | Green waste | Contractors | Garden waste | Will be removed and disposed of in the correct manner by the contractor. |

# 5 KEY WASTE HANDLING AREA PLAN