



STANDARD OPERATING PROCEDURE

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Rejecting Loads of Non Complying Waste / Prohibited Materials

Standard Operating Procedure Distribution List

All recipients as nominated please sign for their copy of the new or reviewed SOP.

The personnel listed in the table below are responsible for an SOP master file (hard copy) and as such should ensure that new or re-issued SOP's are filed immediately. Any obsolete SOP's in these files must be removed and destroyed so that only current issue copies are available at any time.

Managers are also responsible for ensuring that all the relevant employees are trained in new or revised procedures and that the training is logged.

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Department	Mark "X" below if relevant to department
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Workshop (WS)	
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Information Technology (IT)	

SOP History:

Revision #	Issue Date	Nature of Revision	Training Required Yes/No
00	29/04/2016	Creation of SOP	Yes

Reject Loads of Non Complying Waste / Prohibited Materials

PURPOSE

Bingo Industries acknowledges that various tasks within our business are high risk. Guidelines for control of identified risks are necessary to realise the workplace health and safety, environmental and quality objectives. It is essential that waste materials that have the potential to contaminate resources that can be recovered from waste for reuse or recycling or that may contravene site licences, permits or approvals are kept out of the waste to be accepted and processed on site. These materials are generally referred to as prohibited materials.

Whilst procedures and standards are in place to prevent prohibited materials from coming onto site, from time to time, they are found either in loads entering the site or on the tip floor. On rare occasions they may also be found in material stockpiled on site.

The purpose of this procedure is to provide guidance as to how to manage prohibited materials if found on site prior to or during tipping of a load of inbound waste.

SCOPE

This procedure applies to all Bingo facilities that accept waste for any purpose.

This procedure applies to all employees of Bingo Industries, and of its subsidiaries and associate companies (together referred to in this policy as **Workplace**) including -

- Permanent full-time and part-time employees
- Employees on a fixed term or fixed task contract
- Casual employees
- Temporary employees

And all individual contractors, suppliers and employees of incorporated contractors or suppliers engaged by Bingo (together referred to in this procedure as **employees**).

This policy is not contractual and does not give you enforceable rights.

RESPONSIBILITIES

Supervisors and Managers are responsible for ensuring:

- both themselves and employees within their department/workplace comply with the requirements of this procedure;
- participation in risk assessments; and
- risk items and assessments for their department/workplace are reviewed and updated accordingly.

Workers are responsible for ensuring:

- you have read and fully understand the procedure for reject loads and prohibited materials before undertaking related work
- PPE is used on every occasion
 - High Vis Clothing
 - Safety Glasses
 - Safety footwear
 - Close fitting cloths
 - Safety Gloves
- incidents are reported to your Supervisor immediately.

DEFINITIONS

Non complying waste / Prohibited material: means any material that due to its nature, waste type or contents cannot be either lawfully accepted on site or managed on site with minimal risk to workers or the environment.

Reject: means to refuse to accept by either preventing tipping of prohibited material or requiring the customer to remove prohibited materials from site.

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REFERENCES

- SOP-YA017 Visual Inspection of Inbound Waste

PPE*

All relevant precautions must be taken to prevent personal contact with waste. The following personal protective equipment (PPE) should be worn:

- Puncture resistant gloves.
- Steel capped safety boots.
- Fluorescent safety vest.
- Hard hat
- Eye protection. (if necessary)

*Increased personal protective equipment may be required such as a P2 dust mask where asbestos or other hazardous materials are found. Please refer to the relevant procedure for further instructions.

OTHER RESOURCES

- Movement on waste by hand should be avoided where possible.
- Utilise excavators and loaders where possible to move waste.

PROCEDURE

From time to time the site will need to reject a load of inbound waste. It is essential that prohibited material is detected prior to entry to site and tipping to prevent potential contamination of other waste. Waste is a valuable resource that is able to be recovered for recycling and reuse where it has not been contaminated.

Prohibited materials can take the form of food waste, asbestos, tyres, liquids, hazardous chemicals or other materials that are to be restricted on site due to our Environment Protection Licence (EPL) or other legal restrictions and could include green waste or soils that are subject to government control orders. We also need to be sure that materials are not brought onto site that are not permitted on site due to other restrictions such as worker safety, environment protection or impact of quality of the recovered materials.

Visual inspection of waste is a continuous process on site. Staff should be constantly on the lookout for problematic and prohibited materials and these materials must be rejected where they are prohibited.

Problem / prohibited materials include for example:

- Asbestos
- Tyres
- Car batteries
- Pressure vessels such as spray cans, gas bottles, fire extinguishers
- Bagged waste
- Food and other putrescible waste (such as household garbage containing nappies and other items that may rot or smell)
- Clinical waste – e.g. syringes and bandages

1. Refer to SOP-YA017 Visual Inspection of Inbound Waste.
2. If prohibited materials are found the materials are to be rejected.
3. Note that use of mobile phones and other devices are prohibited on site except for authorised purposes by authorised staff. However, if it is possible to take photographs of the reject material safely, take a photo of the material. Note that close up photos assist with the identification of asbestos but are not conclusive.

Prohibited Materials Detected Prior to Weighbridge

4. Visually inspect the inbound load.
5. Where prohibited material is found or suspected (in the case of asbestos) ensure that you show the driver of the vehicle what you have seen.
6. Advise the driver that the load is being rejected and the reason.

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7. Weighbridge Officer to complete form **SF106 Notification of Non-Complying Waste and Reload/Rejected Load**. Ensure that the form notes that the load did not enter the site and that the driver was handed a completed copy of SF055.
8. File the completed form in the site **Reject Load Register**.
9. Weighbridge Officer to complete SF055 Reject Load Certificate and hand to the driver as formal advice that the load contains materials that cannot be accepted.

Prohibited Materials Detected at the Weighbridge

10. Vehicle on the inbound weighbridge is found or suspected of having prohibited materials in the waste.
11. Where prohibited material is found or suspected (in the case of asbestos) ensure that you show the driver of the vehicle what you have seen.
12. Advise the driver that the load is being rejected and the reason.
13. Weighbridge Officer to complete form **SF106 Notification of Non-Complying Waste and Reload/Rejected Load**. Ensure that the form notes that the load did not enter the site and that the driver was handed a completed copy of **SF055**.
14. File the completed form in the site **Reject Load Register**.
15. Weighbridge Officer to complete **SF055 Reject Load Certificate** and hand to the driver as formal advice that the load contains materials that cannot be accepted.
16. All details are to be recorded in Tipwatch for the load on weighbridge.
17. The load / job is to be cancelled. Under no circumstances is the record / load to be deleted.
18. Note that the Tare Weight should be "0.00".
19. A comment is to be made in the "Comments" section confirming the reason for rejecting and cancelling the load.
20. Ensure that if the prohibited material is suspected to be asbestos that the "Asbestos Reload" button is also checked if the load was tipped before the suspected asbestos was detected.

The screenshot displays the Tipwatch software interface. On the left, a table lists waste delivery records with columns for Docket, Time In, Time Out, Customer, Rego, Material, and Charge B. The table shows multiple entries for various customers and materials. On the right, a detailed 'WASTE DELIVERY' form is open, showing fields for Customer (Urban Civil), From Site (No Specific Site), Time In (01:20 PM), Time Out (09:14 AM), Rego (CC72RB), Customer's Order No., Waste Stream (Construction and demolition waste), Sub Stream (N/A), Material Group (Mixed Waste), Tipped Where? (Tip Face), Truck Type (Own Truck), and Vehicle Type (N/A). The form also includes a 'Charges' section with fields for Cubic Metres (0.00), Gross Weight (11.46), Tare Weight (0.00), Net Weight (0.00), Price Per Tonne (253.00), Material (MLW), Density (0.00), and Charge By (Weight). A 'Comments' section at the bottom contains the text 'ASBESTOS RELOAD'. The form has buttons for 'OK', 'OK And Print', and 'Cancel'.

Prohibited Material Detected on Tip Floor after Tipping

21. Vehicle has tipped material on tip floor that is found to or is suspected of having prohibited materials in the waste.
22. Where prohibited material is found or suspected (in the case of asbestos) ensure that you show the driver of the vehicle what you have seen.
23. Advise the driver that the load is being rejected and the reason.
24. If the material is suspected asbestos:
 - a. Site asbestos procedures are to be followed. Before material is moved put on PPE, move other workers away from the area and wet the material to ensure that there will be no likelihood of dust.
 - b. The material is to be reloaded by site loader into the vehicle it arrived on site in.
 - c. Before reloading the driver of the vehicle and any other person accompanying the driver must either return to their vehicle if safe to do so during loading or move to a safe location as indicated by the traffic controller, away from the material and the loader.
 - d. Site staff must be on hand when reloading and wearing appropriate PPE including P2 dust mask. Site staff are to ensure that the load remains wet when reloading.
 - e. The load is to be immediately covered and secured by the driver to prevent escape of waste including dust.
25. If hazardous or dangerous items are detected:
 - a. Each item is to be dealt with according to the level of risk assessed at the time.
 - b. The Site Supervisor is to be called to determine if the entire load is to be rejected or just the hazardous or dangerous item.
 - c. Hazardous or dangerous items are to be handled according to the risk and the controls identified during the risk assessment.
 - d. Soils that have come into contact with hazardous chemicals or dangerous goods are to be rejected.
26. Other prohibited materials are to be dealt with according to the risk associated with the material concerned, for example:
 - a. Food waste is to be separated from waste if in small amounts and placed in the commercial waste container on site. If load contains more than 1% food waste consider rejecting a portion of or the entire load due to potential contamination of other materials.
 - b. Items such as mattresses, car batteries, tyres, gas bottles and green waste that present lower risks are accepted at the discretion of the Site Supervisor and only if permissible by the site EPL. Acceptance must be on the basis that the site is able to safely manage the item and has procedures in place for management of that item.

Weighbridge Procedures

27. Site staff notify weighbridge that load associated with vehicle is being rejected and reason for rejecting load.
28. Weighbridge Officer to complete form **SF106 Notification of Non-Complying Waste and Reload/Rejected Load**.

29. Ensure that the form notes that the load was tipped and reloaded and where relevant incurred a reload fee. Note on the form that the driver has been handed a SF055 Reject Load Certificate. Ensure that the driver / customer signs the form.
30. File the completed form in the site **Reject Load Register**.
31. Weighbridge Officer to complete **SF055 Reject Load Certificate** which is to be handed to the driver as formal advice that the load contains materials that cannot be accepted and has been rejected following reload on site.
32. All details recorded in Tipwatch are to be maintained.
33. The load / job is to be cancelled. Under no circumstances is the load / Tipwatch record to be deleted.
34. Note that the Tare Weight should be "0.00".
35. A comment is to be made in the "Comments" section of Tipwatch confirming the reason for rejecting and cancelling the load.
36. Ensure that if the prohibited material is suspected to be asbestos that the "Asbestos Reload" button is also checked.
37. Review Tipwatch record to ensure all details have been completed and complete customer transaction.