

Good waste management keeps our sites clean, safe and compliant.  
It reduces risks, prevents contamination and helps protect the environment.  
Always follow site instructions and local waste disposal procedures.

## 01 KNOW YOUR WASTE TYPES



- Understand the different types of waste on site.
- Use the correct bin for each type of waste.
- Read signs and labels on bins.
- Ask your supervisor if you are unsure.
- Do not mix different waste types.

## 02 USE BINS CORRECTLY



- Use the correct bin with a liner.
- Do not overfill bins.
- Tie bin liners securely.
- Keep bin lids closed.
- Do not place items on top of bins.

## 03 HANDLE WASTE SAFELY



- Wear appropriate PPE.
- Do not compress waste with your hands or body.
- Do not handle broken glass or sharps.
- Report any damaged bins or spills.
- Wash or sanitise your hands after handling waste.

## 04 STORE WASTE SECURELY



- Place waste in the designated bin store or area.
- Keep bin stores clean and tidy.
- Close doors to prevent pests and odours.
- Do not leave waste in corridors or public areas.
- Follow site rules for waste storage.

## 05 DISPOSE OF WASTE CORRECTLY



- Follow site procedures for waste collection.
- Place bins out for collection on the correct day.
- Return bins to the correct location after collection.
- Do not interfere with waste collections.
- Report missed collections.

## 06 REDUCE, REUSE & RECYCLE



- Use resources wisely – do not waste.
- Reuse items where possible.
- Recycle materials in the correct bins.
- Help reduce our impact on the environment.
- Every action makes a difference.

### BEFORE YOU LEAVE THE SITE



**TASKS COMPLETE**  
Have all required tasks been completed?



**WORK CHECKED**  
Have you checked all areas and standards?



**EQUIPMENT STORED**  
Is all equipment clean, stored and ready for next use?



**PROBLEMS REPORTED**  
Have you reported any issues, damage or hazards?



**SITE SECURE**  
Are doors secure, lights off and site left as instructed?



### KNOWLEDGE CHECK

Answer the questions below.

- 1 Why is it important to use the correct bin for each type of waste?
- 2 What should you do if a bin is full?
- 3 Why must you wear PPE when handling waste?
- 4 Where should waste be stored on site?
- 5 What are three ways we can reduce waste?



### TRAINING RECORD

I confirm that I have received, read and understood the content of Module 13 – Waste Management.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Trainer Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Trainer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



This training does not replace site specific instructions or risk assessments. Always follow the rules and use your equipment as directed.