

[Organization logo]

[Organization name]

**Commented [14A1]:** All fields in this document marked by square brackets [ ] must be filled in.

## GUIDELINE FOR CONSTRUCTION/ASBESTOS WASTE MANAGEMENT

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

**Commented [14A2]:** Adapt to the existing practice in organization.

### Distribution list

Copy No.	Distributed to	Date	Signature	Returned	
				Date	Signature

**Commented [14A3]:** This is only necessary if document is in paper form; otherwise, this table should be deleted.

## Change history

Date	Version	Created by	Description of change
	0.1	14001Academy	Basic document outline

## Table of contents

<b>1. PURPOSE, SCOPE AND USERS .....</b>	<b>3</b>
<b>2. REFERENCE DOCUMENTS .....</b>	<b>3</b>
<b>3. CONSTRUCTION/ASBESTOS WASTE MANAGEMENT .....</b>	<b>3</b>
3.1. CLASSIFICATION OF CONSTRUCTION/ASBESTOS WASTE .....	3
3.2. TEMPORARY WAREHOUSING OF CONSTRUCTION/ASBESTOS WASTE .....	3
3.3. MANAGING ASBESTOS WASTE PRIOR TO FINAL DEPLOYMENT .....	4
3.4. CONSTRUCTION/ASBESTOS WASTE DEPLOYMENT .....	4
<b>4. MANAGING RECORDS KEPT ON THE BASIS OF THIS DOCUMENT .....</b>	<b>4</b>

## 1. Purpose, scope and users

The purpose of this document is to define the process of construction and asbestos waste management.

This document applies to all activities and processes of [organization name] where asbestos is used and waste containing asbestos is generated.

Users of this document are all employees of [organization name].

## 2. Reference documents

- ISO 14001 standard, clause 8.1
- Environmental Manual
- Environmental Policy
- Procedure for Identification and Evaluation of Environmental Aspects
- Procedure for Operational Control of Significant Environmental Aspects
- List of Interested Parties, Legal and Other Requirements

## 3. Construction/Asbestos waste management

Waste containing asbestos is raw asbestos waste and any material or object containing asbestos and asbestos fibers, asbestos dust created during processing asbestos, or asbestos-containing materials.

Asbestos waste also includes contaminated building materials, tools that cannot be decontaminated, personal protective equipment, and damp rags used for cleaning. If in doubt, always treat waste as "Hazardous" or "Special."

### 3.1. Classification of Construction/Asbestos waste

[Job title] is responsible for sorting and collection of Construction/Asbestos waste and separation from other types of waste.

### 3.2. Temporary warehousing of Construction/Asbestos waste

[Job title] ensures that asbestos waste is temporarily warehoused at an isolated and clearly labeled

[organization name]

- Warehouse is available for loading trucks instead of reloading at another location.
- Ensure asbestos and asbestos-containing materials are removed prior to demolition of construction objects or equipment removal.
- Take necessary actions to protect occupational health of employees and ensure that protection equipment is properly used.

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Commented [14A5]: Delete if not applicable to organization.

### 3.3. Managing asbestos waste prior to final deployment

[Job title] is responsible for:

- Packaging asbestos waste in polyethylene foils thicker than 0.4 mm before transport

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### 3.4. Construction/Asbestos waste deployment

[Job title] is responsible to deploy Construction/Asbestos waste to the organization authorized for

Commented [14A7]: Adapt to legal requirements.

[Job title] creates the Deployed Waste Report after waste deployment.

Commented [14A8]: Or use form prescribed by law.

## 4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Deployed Waste Report	PR.08.13	2 years	[office of [job title]]	[job title]

Commented [14A9]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

Only [job title] can grant other employees the right to access records.