



Hazardous Waste Divisional Procedure

HW Safety Management System

Aim: To identify key elements of the safety management system and assign clear responsibilities for the maintenance of the system.

Reference	SOP 15
Inception date	July 2016
Version	2
Last Reviewed	Oct 2017
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Approved by	BPG

Group Safety Policy

Produced and reviewed by the Senior Management Team and signed by the CEO. The current version is posted on Biffanet

Group Standards and IMS Manual

Produced and reviewed by the SHEQ team. The current version is posted on the SHEQ page of OBi and apply to all divisions

Group Procedures, Guidance Notes, Forms and Notices

Produced and reviewed by the SHEQ team. The current versions are posted on the SHEQ pages of OBi and apply to all Divisions

Divisional Guidance Notes and Forms

Produced and reviewed by SHEQ/BPG. The current versions are posted on the OBi and are aligned to the Divisional Procedures

Divisional Procedures

Produced and reviewed by SHEQ/ Best Practice Group. The current versions are posted on OBi

Divisional Generic Risk Assessments

Produced and reviewed on an annual basis or following significant operational changes by SHEQ. The current versions are posted on the compliance database

Dangerous Goods Security

Security plans for the management of dangerous goods are compiled by the DGSAs. Overall management is controlled by the Divisional Director

Local Activity Risk Assessments

Produced and reviewed by the Site Manager after consultation with the work team for all hazardous activities on site. The current versions are posted on the compliance database

Compliance Database

The compliance database is used to record and track safety & environmental issues and site actions identified by observation or audit.

Incident Management

Incident management plans are produced and updated by the SM in conjunction with SHEQ based on a Divisional Template to document actions to be taken in the event of an unplanned incident. Plans are discussed with all staff and hard copies are displayed on notice boards

Audits

Programme produced by the SHEQ Coach and includes risk based themes identified by SMT & internal audit requirements to satisfy ISO standards. The schedule is posted on the Teamroom

Document Library

All key safety and environmental documents and site assessments (e.g. fire, traffic, permits etc.) documents are produced by the Site Manager and current versions are uploaded onto the compliance database

Safe Systems of Work and Forms

Site specific documents produced by the SM to establish safe control measures for all hazardous activities. Each one has a unique reference and are communicated to all relevant staff