



PriorityWaste[®]

Your waste is our priority

PRIORITY WASTE – HAZARDOUS WASTE MANAGEMENT POLICY

Version: 2.0

Issued: 20/10/25

Approved By: Nikolay Tovirov – Operations Director

Next Review: 20/11/26

1. Purpose

The purpose of this policy is to ensure the safe, compliant and fully traceable handling, storage, transport, and disposal of hazardous waste managed by Priority Waste. The policy ensures compliance with:

- Hazardous Waste Regulations 2005 (as amended)
- Environmental Protection Act 1990
- Waste (England and Wales) Regulations 2011
- Control of Substances Hazardous to Health (COSHH) Regulations
- Duty of Care requirements under Section 34 of the EPA 1990
- POPs Regulations (where applicable)

2. Scope

This policy applies to:

- All Priority Waste employees, including drivers, warehouse operatives, admin staff and management
- All hazardous waste collections, storage, handling, processing and documentation
- All customer sites where Priority Waste personnel carry out services
- All hazardous waste temporarily stored on Priority Waste premises

3. Definitions

Hazardous Waste includes materials that pose a risk to health or the environment, such as:

- Chemicals and laboratory waste
- Oils, fuels, solvents, and paints
- Asbestos-containing materials
- Hazardous WEEE
- Batteries
- Aerosols, flammable solids, corrosives and oxidisers
- POPs-containing materials
- Waste exhibiting toxicity, irritancy, carcinogenicity, flammability or reactivity

4. Responsibilities

4.1 Operations Director

Responsible for ensuring hazardous waste is managed safely and legally, including:

- Maintaining compliance with all hazardous waste legislation
- Ensuring staff are trained and competent
- Ensuring procedures, documentation and audit trails are up-to-date
- Approving waste streams and supplier treatment routes

4.2 Line Managers / Supervisors

Must:

- Ensure hazardous waste is handled only by trained staff
- Monitor safe working practices
- Ensure correct PPE is worn
- Report incidents and non-conformances
- Verify all hazard labels, waste classifications and consignment notes

4.3 Drivers and Operational Staff

Must:

- Follow driver manuals, site safety rules and hazardous waste procedures
- Wear all PPE identified by risk assessments
- Ensure no hazardous waste is handled alone unless packaged, labelled, sealed and they are trained to do so
- Never load unlabelled or unidentified waste
- Check containers are safe, sealed and suitable for transport
- Report differences in quantity, packaging or condition immediately to the office

4.4 Administrative Staff

Responsible for:

- Accurate creation and verification of consignment notes
- Checking supplier paperwork, waste codes and descriptions
- Ensuring all supporting documents are uploaded promptly and correctly
- Rejecting any incomplete or non-compliant documentation

5. Hazardous Waste Acceptance

Priority Waste will only accept hazardous waste when:

- A full pre-acceptance form and supporting Safety Data Sheets (SDS) have been reviewed
- Waste is suitably packaged and labelled
- Required risk assessments are completed
- The treatment route and supplier facility are confirmed as compliant
- All regulatory requirements are met prior to collection

6. Storage and Handling

Hazardous waste stored on Priority Waste premises must:

- Be placed in designated, bunded, segregated zones
- Be kept away from exits, stairways or high-traffic areas
- Remain sealed, labelled and upright
- Be segregated to prevent chemical incompatibility
- Include quarantine handling for unknown or non-compliant waste

7. Transport Requirements

- All drivers must hold appropriate ADR or hazardous waste training (as required)
- Vehicles must be equipped with spill kits, PPE and emergency equipment
- Hazardous loads must be secured and segregated
- Drivers must verify quantities and container types before departing site
- Differences between booked quantities and collected quantities must be reported immediately

8. Documentation and Traceability

Priority Waste must maintain:

- Hazardous Waste Consignment Notes (HWCN)
- Transfer documentation and waste codes

- Pre-acceptance checks and SDS
- Driver paperwork and signatures
- Supplier disposal certificates
- Full audit trails for each waste movement

All documents must accurately reflect what was collected. Any discrepancy must be investigated and escalated.

9. POPs Compliance

Where waste may contain Persistent Organic Pollutants:

- POPs thresholds and disposal restrictions must be followed
- Items such as WEEE, upholstered seating, plastics, foams and legacy manufactured products must be assessed
- Waste must be destroyed via approved high-temperature incineration if POPs are present
- Waste must never be reused, recycled or landfilled if POPs exceed regulatory limits

10. Training

All staff involved in hazardous waste handling must receive:

- Induction training
- Annual refreshers
- Task-specific training for chemicals, oils, aerosols and liquids
- Emergency response and spill response training

11. Emergencies and Incidents

All spillages, leaks, incompatible storage issues or near misses must be:

- Reported immediately
- Contained using spill kits if safe to do so
- Logged in the incident reporting system
- Investigated to prevent recurrence

12. Non-Compliance

Non-compliance with hazardous waste procedures may result in:

- Immediate suspension from hazardous waste tasks
- Mandatory retraining
- Formal disciplinary action for repeated or serious breaches

13. Review

This policy will be reviewed annually, or sooner if:

- Legislation changes
- A significant incident occurs
- New waste streams or processes are introduced

14. Acknowledgement

All employees must read and understand this policy and follow the PPE requirements at all times.

Signed: 

Nikolay Tovirov

Operations Director
Priority Waste Limited

Date: 20th October 2025