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WASTE MANAGEMENT January 2014

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How Are We Doing?

LTI's - 0 in last 12 months

Location Period	Oil & Gas Base AFR	Oil & Gas Sites AFR	Total AFR
December	0	0	0
2013	0	0	0

- Statistics presented one month in arrears.
- AFR includes first aid/ medical treatment cases.
- $AFR = (Accidents / Manhours) \times 100,000$

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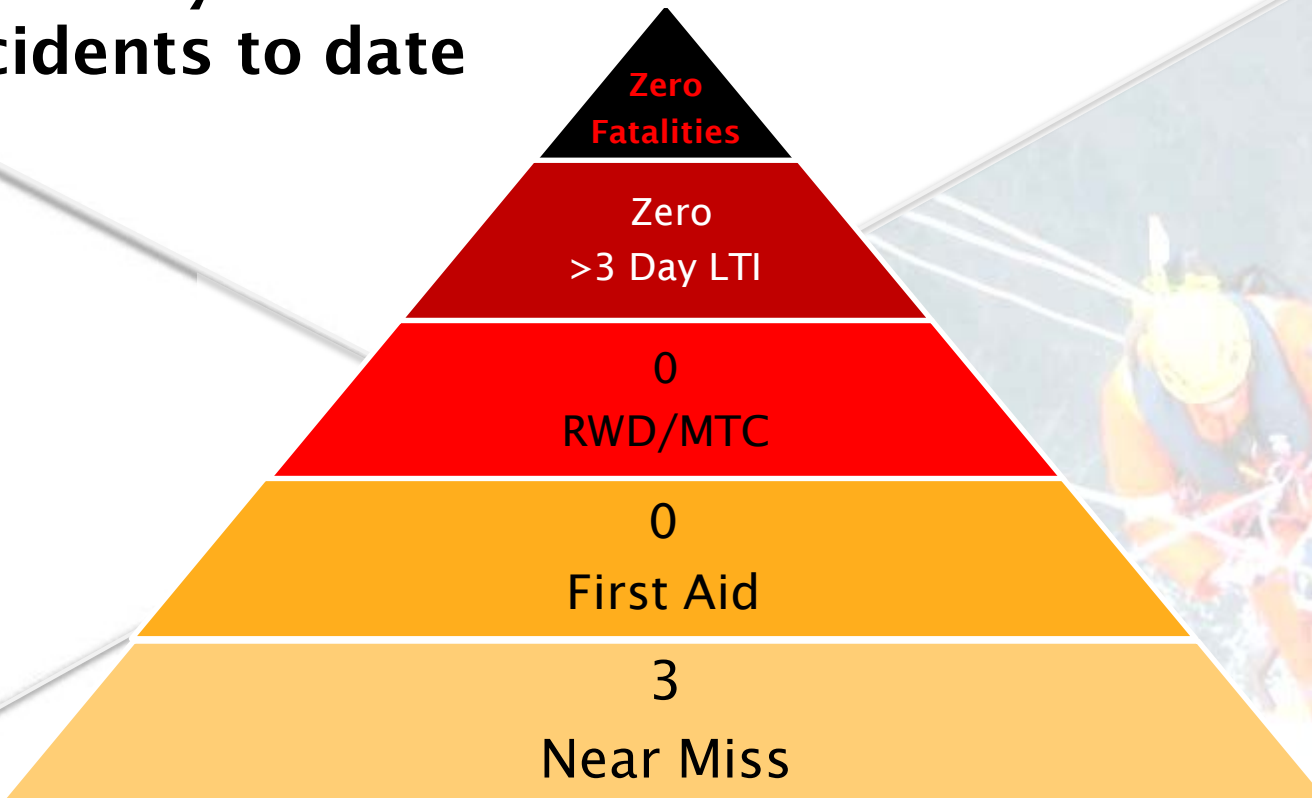
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How Are We Doing?

Summary of incidents to date



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What is Waste?

The term “waste” is defined as a material, object or substance that is no longer required and is therefore to be discarded.

Waste can take many forms, including:

- solid refuse
- waste packaging
- waste effluent that is tankered off site
- waste oils
- solvents
- liquid residues in drums.

Waste that is harmful to human health or the natural environment is known as special waste.



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The logo for TRAC, consisting of the lowercase letters 'trac' in a bold, yellow, sans-serif font, set against a black diamond-shaped background.

Why Manage Waste?

Legislation - TRAC have a legal responsibility to make sure that we produce, store, transport and dispose of waste without harming the environment - this is known as our 'Duty of Care'. We are responsible for our waste from when it is produced until it has been transferred to an authorised person.

Clients - As more clients are looking at environmentally responsible services, we need to minimise the environmental impact of our business.

Money - Landfill tax is increasing to encourage more reuse/ recycling. By reducing the amount of waste we send to landfill, we will save money and resources.

Economic - The growth in global commodity prices and decreasing resources mean it is important to re-use/ recycle and avoid landfill wherever possible.

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Legislation

We must apply the Waste Hierarchy when dealing with waste:

Prevention: Using less materials, keeping products for longer and re-use. Using less hazardous materials.

Preparing for re-use: Checking, cleaning, repairing and refurbishing.

Recycling: Turning waste into a new substance or product.

Other recovery: Includes activities that produce energy from waste, e.g. incineration with energy recovery.

Disposal: Includes landfill and incineration without energy recovery.

As of 01 Jan 14, we are required to take all reasonable steps to ensure separate collection metal, glass, plastics, paper and card.



- Prevention**
If you can't prevent, then....
- Prepare for reuse**
If you can't prepare for reuse, then....
- Recycle**
If you can't recycle, then....
- Recover other value (e.g. energy)**
If you can't recover value, then....
- Disposal**
Landfill if no alternative available.

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Waste Storage

Waste must be stored and packed adequately to avoid potential escape/ mixing of waste types.

Containment -

- Does the waste need a special container to prevent escape?
- What material can the container be made of?
- Can it safely be mixed with other waste/are there wastes which it should not be mixed with?
- Can it safely be transferred to a vehicle? Is it packed securely enough to reach final destination?

Separation -

- Waste hierarchy - minimising environmental impact through waste prevention, re-use, recycling and recovery.
- Ensure waste is put in the correct container.

If stored outside -

- Is there a possibility of accidental spilling/leaking/leaching from waste?
- Could contained waste escape/blow away due to accident/weather breaking the container?
- Are bins/skips secure to avoid fly tipping, scavenging, vandalism, animals, etc?

Don't overload containers - arrange collections in good time!

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Uplift/transport

- Make sure any company you are using to dispose of waste is an approved supplier. Do not use a carrier if you're not sure they are approved – if unsure, contact Business Support.
- Waste must only be passed to companies who are authorised to receive it - WE MUST see the original Waste Carriers License and/or verify valid registration on public register. Waste must be taken to an authorised site – we must verify where waste will be taken and what the final destination is. This information is verified by Business Support when supplier approval is requested.
- A waste transfer note (WTN) or consignment note is to be completed by the contractor and signed for by TRAC. A WTN is to be completed for general waste and recyclables and a consignment note for special waste.
- A WTN/ consignment note must be completed and signed by both the person handing over the waste and the person receiving it. It must contain enough information for waste to be handled/disposed of safely and legally. If TRAC do not give enough information and our waste is mismanaged as a result, we could be prosecuted.
- WTNs/Consignment notes must be held for a minimum of 2 years.

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Responsibilities

Stores staff should:

- Understand arrangements for waste and correctly segregate waste into designated areas
- Ensure companies used to uplift waste are approved – check with HSEQ Rep.
- Ensure the company gives us a waste transfer/consignment note for whatever they're collecting (unless annual Duty of Care note is in place)
- Forward the waste transfer note to HSEQ Rep to record in the system – we are legally obliged to keep these records for at least 2 years.

Projects/operations should:

- Where TRAC are the main site operator, PMs must ensure that waste can be collected and segregated on site.
- Again, any company used to uplift waste must be approved – we need a copy of their waste management/ waste carrier licenses as a minimum.
- Ensure that the team on site knows what they need to do.
- Forward any waste transfer notes received to HSEQ Rep

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Responsibilities

Site Supervisors/Technicians:

- Should be aware of the system for collecting and segregating waste on site and follow it.
- Take waste back to stores where appropriate (eg damaged equipment should be returned for stores to inspect rather than scrapped on site).
- Get a waste transfer note from the company collecting waste on site and forward it to the office.
- Report incidents or near misses on Accident/ Incidents form and submit to Project Manager

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Offshore Waste

Make sure waste is properly segregated and transferred to appropriate bins/ skips as per the individual operators environmental management system; you should be told about waste management systems in place as part of your offshore safety induction.



Ensure that worksites are left as they are found – all equipment should be put back into the appropriate containers or tied down securely at the end of your shift so no equipment or waste goes overboard. If anything goes overboard you should inform the relevant person as soon as possible.

For more info see TRACPROC C17 – Waste Management.

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Offshore Checklist

NDT - Have I disposed of aerosols correctly?

Radiography - Have I followed all the site safety rules/ procedures? Ensure all necessary precautions are taken when using sources i.e. use equipment properly, wear appropriate PPE, film badges etc.

Welding/ Painting - Is waste minimised? Are surplus materials returned to base?

Shotblast/ Needlegun - Where is the debris going? Is it being captured? Ensure waste materials are contained e.g. waste from blasting activities encapsulated.

Have I considered waste reduction/ recycling/ hazardous materials?

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System Links/ Emergency

We have established procedures to help people deal with waste appropriately:

- TRACPROC C17 - Waste Management Procedure - review this, ensure you understand what your responsibilities are and if you require more info, contact HSEQ Reps.
- TRACIND 21 - Waste Management Induction - where applicable to your role, this induction may be given for further understanding.
- Pollution Incident Response Plans - available for all sites with certified EMS. If there is a spill in stores, spill kits should be used, cleared up and disposed of as hazardous waste immediately (refer to Spills Work instruction TRACINFO 10.04). Report significant spills to the HSE Rep.

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Topics Covered In 2013

- January – Focus & Complacency
- February – COSHH & HAVs
- March – PPE & RPE
- April – Environmental Awareness
- May – Hazard/ Risk Awareness & Perception
- June – Quality Back to Basics
- July – Confined Space
- August – Site Safety
- September – Equipment Handling
- October – Job Preparation
- November – Dropped Objects
- December – General Winter Care

If you have missed any of these presentations or would like to review a topic again then please contact your line manager.

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Your behaviour makes a difference

Look after yourself

Look out for others

Use safety equipment

Follow safety procedures



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