

	<h1 style="text-align: center;">Solid Waste Management Program</h1> <h2 style="text-align: center;">Policies</h2>		Document Number: 2P-SHE-17.09
	Department: Safety, Health & Environment	Effective Date: January 23, 2020	Revision No 0

Objectives

- To comply with regulatory requirement on proper storage, handling and disposal of waste
- To ensure the preservation of the environment, protection of the employee's health and immediate community near the work area.
- To encourage all employees to practice proper waste reduction methods.

Scope

This policy covers all employees of F2 Logistics Philippines, Inc. and F2 Global Logistics Inc., and other personnel working within the organization.

Ownership

The Chairman and/or Vice Chairman of Safety, Health and Environment Committee are responsible for ensuring that this document is cascaded to all concerned personnel and making sure that it will reflect actual practice.

Responsibilities:

A. Office, Operations Manager/ Supervisor,

1. Implements these guidelines in the warehouse at all times.
2. Provide all necessary devices, equipment and structures to ensure proper storage, handling and disposal of solid waste.
3. Designates specific areas for storage of the waste.

B. SHE – Chairman and Vice Chairman

1. Assists Supervisor in the full implementation of these guidelines by supervising the overall performance of all parties concerned.

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2. Enforces sanctions for violations and/ or disregard of the guideline.

C. Safety Officer

1. Orients and instructs all personnel on the proper storage, handling and disposal of waste.
2. Supervises the implementation of these guidelines, documents results and recommends ways of improvement of this guideline to the Operations Manager and Supervisor.
3. Oversees the collection of waste and ensure that procedures in this guideline are enforced.
4. Reports to the SHE - Chairman and Vice Chairman any violation of this guideline.
5. Prepares a monthly report for SHE committee monthly meeting summarizing all collection of waste materials. The report will include but not limited to the following information: Volume of waste, dates, receiving party and location, transportation, revenues collected, fees and disposal cost.

D. Office/Operations Supervisors

1. Implements this guideline by leading their subordinates of the proper storage, handling and disposal of waste.
2. Reports to the Safety Officer any violation of this guideline.

E. All Employees

1. It shall be the duty of all employees to practice and fully abide by the provisions of these guidelines at all times
2. And they shall report any untoward practice in the storage, handling and disposal of waste. It shall be their duty to clean their works areas of any waste materials.

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Solid Waste Management / Activities:

THE 3R WASTE MANAGEMENT

Reduce

Avoid wasteful consumption of goods. By asking yourself: “Do I really need it?” In doing so. We minimize waste and conserve our natural resources.

Reduce the amount of unnecessary packaging. Adapt practices that reduce waste toxicity.

Reuse

Whenever practicable, reuse items that are still useful instead of throwing them away. Maintain and repair durable products. Borrow, rent or share items that are not used frequently. Sell or donate goods instead of throwing them out. It would greatly help if we patronize goods that are reusable rather than disposable types.

Recycle

Waste should be treated as a valuable resource. Items that are useless or of very little value to one person often have significant value to another within a different setting or time. The process whereby portions of waste materials are sorted and used for something of benefit is called recycling.

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5'S OF HOUSEKEEPING

SORT - means looking around the workplace and disposing all necessary items

SYSTEMATIZE - is arranging the necessary items in good order for use.

SANITIZE - means maintaining high standards of housekeeping.

SELF-DISCIPLINE - means doing things spontaneously without being told or ordered.

SWEEP - means cleaning the workplace.

VIOLATION AND PENALTIES

A Safety, Health and Environment (SHE) Notice shall be issued to the violators of the above policies. Copy of the notice will be issued to the employees and his 201 file. Warning, suspension and dismissal of employee shall be coursed to the Administrative Department and/or Legal Department for appropriate action; but for the subcontractors who violates this regulations, the same shall receive violation notice. Copy of notice will be issued to subcontractor and shall be provided appropriate sanctions involving monetary penalties.

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CONSTRUCTION OF DEBRIS/WASTE MANAGEMENT

(For construction, renovation or maintenance activity in warehouse site or office facilities)

1. REMOVAL OF DEBRIS

All workers who are directly involved in operation activities will receive a minimum of one (1) empty garbage bin with rollers to gather all waste/debris that they produced. It will be disposed to garbage chute and/or dumped in approved project dump.

2. COLLECTION OF DEBRIS

Aside from the above condition, the Office/Operations Manager will assign a regular housekeeper to check and collect left debris at the working area.

3. DISPOSAL OF DEBRIS

Accumulated operations debris at the designated dumping site will be hauled and disposed by service provider of F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc.

GUIDELINES on HOUSEKEEPING and WASTE DISPOSAL

1. Work location, equipment and building are to be kept clean and orderly at all times
2. All work areas are to be free of dangerous materials, and are to be maintained free of rubbish, oil, grease and water.
3. All toilet facilities, including hand basins must be maintained in a clean and hygienic condition and free from other cosmetic and bathroom garbages
4. Food must be kept in personal drawer in work areas to avoid spreading of food wrapper and other waste materials.
5. All garbage waste must be put to a designated bin marking biodegradable, non-biodegradable and hazardous waste.
6. Refuse bins must be removed immediately by the management- authorized waste and garbage hauler for disposal on a daily basis to prevent odor, insects and rodents.

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7. Flammable waste if any must be stored in metal containers located at a safe distance from any possible ignition source.
8. Stocks of oil, grease, etc., must be made on ground that is level and stocks must be neat and stable at designated oil depot.
9. In addition to this guideline, all workers must follow other SHE and operation instruction, the 15 minutes daily cleaning before and after the work.
10. Also, a daily hauling of construction debris of every workers before leaving their work place minimum of half sack directly to the truck/garbage stock area if applicable.
11. Strict implementation of 5'Sof Good Housekeeping and 3R.

S-weep

Recycle

S-ort

Re-use

S-anitize

Reduce

S-ystematize

S-elf Discipline

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