

# Hazardous Waste Management Policy

**Purpose:** The purpose of this policy is to establish procedures and guidelines for the management of hazardous waste at our factory. This policy aims to ensure compliance with environmental regulations, protect the health and safety of our employees and the community, and minimize the environmental impact of our operations.

**Scope:** This policy applies to all employees, contractors, and stakeholders involved in the operations of our factory, specifically in the processes of cutting, sewing, and finishing (quality control, ironing, packing), where hazardous waste may be generated.

**Policy Statement:** Our factory is committed to responsible hazardous waste management practices that ensure the safe handling, storage, treatment, and disposal of hazardous waste. We will adhere to the following principles and procedures:

## 1. Hazardous Waste Identification and Classification:

- Identify and classify all hazardous waste generated in our operations according to local, national, and international regulations.
- Maintain an updated inventory of hazardous waste, including Material Safety Data Sheets (MSDS) for all hazardous substances.
- Specific hazardous wastes include:
  - Empty chemical drums and containers (without proper cleaning)
  - Unused/used chemicals (waste oil, solvents, etc.)
  - Compressed gas cylinders (refrigerants, etc.), Incase kept temporarily.
  - Batteries
  - Light bulbs
  - Ink cartridges
  - Waste oil and grease (from production, maintenance)
  - Metal item
  - Empty containers (cleaning, sanitizing, etc.)
  - Electronic waste

## 2. Hazardous Waste Minimization:

- Implement process modifications and best practices to reduce the generation of hazardous waste.
- Substitute hazardous materials with less hazardous or non-hazardous alternatives wherever feasible.
- Optimize production processes to minimize the use of hazardous substances.

## 3. Training and Supervision:

- Provide comprehensive training to employees on the identification, handling, storage, and disposal of hazardous waste.
- Ensure supervisors are adequately trained to oversee hazardous waste management practices and enforce compliance.

## 4. Hazardous Waste Handling and Storage:

- Store hazardous waste in appropriate, clearly labeled containers that meet regulatory standards.

- Ensure hazardous waste containers are kept closed when not in use and stored in designated areas that are secure and well-ventilated.
- Segregate incompatible wastes to prevent reactions and potential hazards.
- 5. Personal Protective Equipment (PPE):**
  - Provide employees with the necessary PPE for handling hazardous waste, including gloves, goggles, aprons, and respirators.
  - Ensure PPE is regularly inspected, maintained, and replaced as needed.
- 6. Emergency Preparedness and Response:**
  - Develop and implement an emergency response plan for incidents involving hazardous waste, including spills, leaks, and exposure.
  - Provide training on emergency procedures and conduct regular drills to ensure preparedness.
  - Maintain spill kits and other emergency response equipment in accessible locations.
- 7. Waste Treatment and Disposal:**
  - Treat hazardous waste on-site using approved methods where possible, ensuring compliance with regulatory requirements.
  - Dispose of hazardous waste through licensed and certified hazardous waste management companies.
  - Keep detailed records of hazardous waste treatment and disposal, including manifests and certificates of disposal.
- 8. Inspections and Monitoring:**
  - Conduct regular inspections of hazardous waste storage areas and handling procedures to ensure compliance and identify areas for improvement.
  - Monitor the effectiveness of hazardous waste management practices and implement corrective actions as needed.
- 9. Regulatory Compliance:**
  - Stay informed of and comply with all applicable local, national, and international regulations regarding hazardous waste management.
  - Obtain and maintain all necessary permits and licenses for hazardous waste activities.
- 10. Reporting and Documentation:**
  - Maintain accurate records of hazardous waste generation, storage, treatment, and disposal.
  - Submit required reports to regulatory authorities in a timely manner.
  - Ensure all documentation is readily accessible for audits and inspections.
- 11. Continuous Improvement:**
  - Regularly review and update the hazardous waste management policy to incorporate new regulations, technologies, and best practices.
  - Encourage feedback from employees and stakeholders to improve hazardous waste management practices.
  - Foster a culture of continuous improvement and sustainability within the organization.

## **Responsibilities:**

- **Management:** Ensure the implementation and enforcement of this policy, allocate resources for hazardous waste management, and promote a culture of safety and compliance.
- **Employees:** Follow the guidelines and procedures outlined in this policy, participate in training sessions, and adhere to safe handling practices.
- **Environmental Officer:** Monitor hazardous waste management activities, provide training and support to employees, and ensure compliance with environmental regulations.

**Compliance:** Failure to comply with this policy may result in disciplinary action and potential legal consequences. Our factory is committed to complying with all applicable environmental laws and regulations.