






DIMENSION BID

WIRELINE INTERVENTION | PERFORATION SERVICES

SCHEDULED WASTE PROCEDURE DBSB-HSSE-22

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AMENDMENT RECORDS

This sheet will record all amendment of this Procedure. All particulars of the amendment shall be stated clearly. The HSSE Department of Dimension Bid (M) Sdn. Bhd. (DBSB) shall be responsible for the maintenance and update of this record sheet.

CLASSIFICATION	DATE	REVISION PART	REASON/PURPOSE OF REVISION
Original Issue	15/10/2015	Establishment of procedure	Nil

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1.0 ABBEREVIATIONS & DEFINITIONS

SW Scheduled Waste

Scheduled Waste Any waste falling with categories of waste listed in the First Scheduled, Environmental Quality (Scheduled Wastes) Regulations, 2005

EQA Environmental Quality Act 1974

DBSB Dimension Bid (M) Sdn. Bhd

DOE Department of Environmental Malaysia

2.0 OBJECTIVES

The objective of this procedure is to define the scheduled managed by DBSB the following from adverse effects:

- People (Employees, Contractors and Tenants).
- Environment.
- Business continuity.

This procedure will provide guidelines to identify and manage scheduled wastes, with aim of achieving the objective above by ensuring work activities are performed in a controlled and coordinated manner.

3.0 PROCESS OBJECTIVES

The objective of the scheduled waste management is to outline the handling, labelling, storage and disposal of scheduled waste as well as using the concept of “from cradle to the grave” as shown in **Appendix 1**.

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4.0 RESPONSIBILITIES

- 4.1 The HSE Officer is responsible to identify and understand the nature of the scheduled waste generated within the facility and ensure that suitable Personal Protective Equipment (PPE) and spill control equipment are provided.
- 4.2 The HSE Officer is responsible to notify DOE of the scheduled waste generated.
- 4.3 The HSE Officer shall notify DOE of the scheduled waste disposal.
- 4.4 The Location Manager shall be responsible to conduct briefings for relevant employees on the proper waste segregation, scheduled waste handling and spill control procedures.
- 4.5 The Procurement Department shall be responsible to engage licensed scheduled waste collectors to transport and treat or dispose the waste.

5.0 PROCEDURE

5.1 Waste Segregation

- 5.1.1 All employees are responsible to segregate wastes at the source of generation.
- 5.1.2 Manager shall ensure that separate bins or storage means are provided to allow employees to segregate scheduled waste.
- 5.1.3 Manager shall take the following measures to minimize the generation of scheduled wastes, as far as possible:
- Substitute hazardous materials with less or non-hazardous substances
 - Create environmental awareness among employees

5.2 Labelling

- 5.2.1 For identification and warning purposes, containers of scheduled wastes shall be clearly labelled in accordance with the Third Schedule of the Environmental Quality (Scheduled Wastes) Regulations 2005.
- 5.2.2 Containers of scheduled waste shall marked with the scheduled wastes code as specified in the First Schedule of the Environmental Quality (Scheduled Wastes) Regulations 2005.
- 5.2.3 The characteristic label shall be a square set at an angle of 45 degrees and the dimension shall not be less than 10 cm by 10 cm except where the size of the container or package warrants for a label of smaller size. Examples of waste characteristic labels are as shown in **Appendix 2**.
- 5.2.4 The characteristics labels as in the Third Schedule of the Environmental Quality (Scheduled Wastes) Regulations 2005 are as illustrated in **Appendix 3**.

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5.2.5 All labels should be able to withstand open weather exposure without a substantial reduction in effectiveness.

5.2.6 Area Supervisors shall ensure that the containers are properly labeled.

5.2.7 The containers shall be labeled according to the code of waste generated.

5.3 Disposal of Solid Scheduled Wastes

5.3.1 Area Supervisors shall provide scheduled waste bins/ drum in designated areas within the section.

5.3.2 All hazardous solid materials (such as solder dross, rag/paper/empty container contaminated with oil, solvent, chemicals, etc.) are to be disposed into the waste bins provided.

5.3.3 Area Supervisors shall ensure that the bins are properly labeled.

5.3.4 The assigned employee(s) within the section shall be responsible to transfer bins/drums to the designated place at the end of the shift. He/she shall ensure that the PPEs provided are properly worn while clearing the waste.

5.4 Disposal of Liquid Scheduled Wastes

5.4.1 Area Supervisors are responsible to assign specific areas within the section for temporary storage of liquid scheduled waste.

5.4.2 Liquid scheduled waste shall be stored in drums or containers and shall not mix. The drums, carboys and containers shall be in good condition and covered at all times to prevent spillage, overflow or leakage.

5.4.3 All drums or containers shall be labeled or marked of its contents.

5.4.4 When the drums or containers are full, the assigned employee(s) shall transfer them to the designated area. He/she shall ensure that the PPEs provided are properly worn while clearing the waste.

5.4.5 Any spillage or leakage has to be reported to the Area Supervisor and immediate action has to be taken either using absorbent pads or spill kit.

5.5 Storage of Scheduled Waste

5.5.1 Waste containers are to be stored with the label or marking pointing outwards for easy identification and checking.

5.5.2 Facilities Maintenance shall provide the designated area and put up adequate signs to

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indicate the various areas of storage.

5.5.3 Logistic Coordinator shall maintain inventory of the schedule waste generated.

5.5.4 The waste inventory shall include the following information:

- Date of inventory
- waste category code
- name of waste
- quantity generated
- method of disposal

5.6 Disposal of Scheduled Waste

5.6.1 When the designated storage area is full, Manager shall arrange for the scheduled waste collector to dispose the waste.

5.6.2 Manager shall sign the consignment note for scheduled waste, retain 1 copy and return the other copies to the transporter.

5.6.3 The information list as per Sixth Schedule of Environmental Quality (Scheduled Waste) Regulations shall be completed and handed to the transporter upon collection of scheduled waste.

5.6.4 HSE Officer shall maintain the consignment notes and retained for at least 3 years.

5.6.5 Information List (waste card), fire extinguishers and spill kit shall be readily available near the designated storage area.

5.7 Licensed Scheduled Waste Collector

5.7.1 The Procurement is responsible to engage licensed waste collectors to transport and treat the scheduled waste.

5.7.2 The Procurement shall ensure that the waste collectors have valid license from DOE to collect the types of scheduled waste generated in the facility.

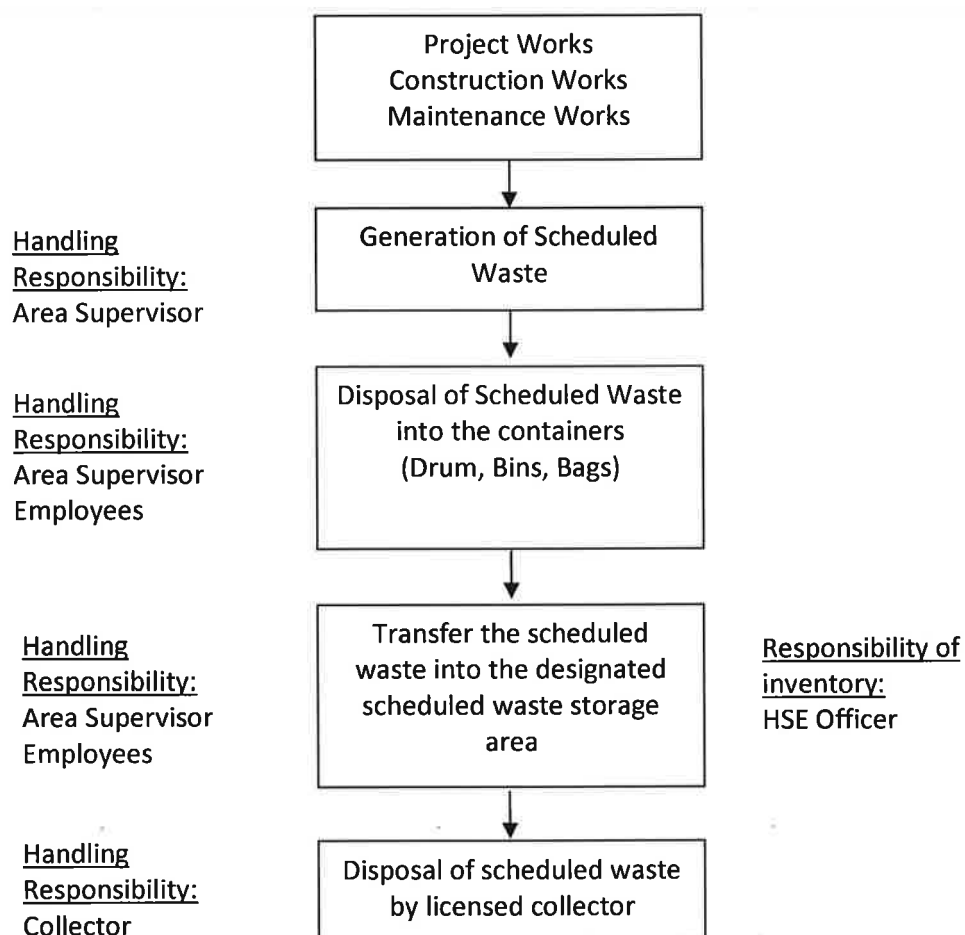
5.7.3 The Procurement shall keep updated copy of the scheduled waste collector's license from DOE.

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6.0 APPENDIXES

APPENDIX 1

SCHEDULED WASTE MANAGEMENT FLOW CHART – OPERATION FLOW CHART



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APPENDIX 2

LABELLING CHARACTERISTIC FOR SCHEDULED WASTES



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APPENDIX 3

THIRD SCHEDULE

LABELLING REQUIREMENT FOR SCHEDULED WASTES

Label 1



EXPLOSIVE SUBSTANCES (WASTE) Symbol (exploding bomb): black; Background: light orange

Label 2



INFLAMMABLE LIQUIDS (WASTE) Symbol (flame): black or white; Background: red

Label 3



INFLAMMABLE SOLIDS (WASTE) Symbol (flame): black; Background: white with vertical red stripes

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Label 4



SOLID: SPONTANEOUSLY COMBUSTIBLE (WASTE) Substance liable to spontaneous combustion Symbol (flame): black; Background: upper half white, lower half red

Label 5



SOLID: DANGEROUS WHEN WET (WASTE) Substances which, if in contact with water, emit inflammable gases Symbol (flame): black or white; Background: blue

Label 6



OXIDIZING SUBSTANCES (WASTE) Symbol (flame over circle): black; Background: yellow

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Label 7



ORGANIC PEROXIDES (WASTE) Symbol (flame over circle): black; Background: yellow

Label 8



TOXIC SUBSTANCES (WASTE) Poisonous (toxic) substances Symbol (skull over crossbones): black; Background: white

Label 9



INFECTIOUS SUBSTANCES (WASTE) Symbol (three crescents superimposed on a circle): black; Background: white