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WASTE DISPOSAL POLICY
HEG GRAPHITE LIMITED

BACKGROUND

Growth' is the prime objective of any business entity and all endeavors are directed towards this end as once growth is achieved, all other business results follow automatically. While moving on this path, focus should be also on 'Zero Waste' but it is a fact that waste does get generated. Hence, it becomes imperative for the organization to set up procedures and systems for waste handling, storage and disposal.

OBJECTIVES

The waste management is not only implied to collection, transportation & disposal of waste, but it also implies finding Value for the waste.

We, in HEG Graphite Limited have taken 5 'S' as a companywide activity and trained the human resource for its implementation. The policy is to facilitate companywide 5S implementation for standardization and sustenance of the activities across the plan.

POLICY GUIDELINES

- The company shall work on the principle of "No accumulation of waste at work place".
- To ensure effective implementation, every shop/department will collect the waste generated in their area and will store in Bins/Enclosure at designated places only. Location of these bins /enclosures will be selected based on easy accessibility by lifting trolley/truck deputed by BM. Ltd.
- Different bins/enclosures will be kept for plant waste; steel scrap, steel strips, by products and other waste as per requirement in each department.
- Requirement of bins will be based on a list of wastes being generated in each department with estimation of quantity. The frequency of lifting will be based on storage capacity of bins/enclosures. It will be reviewed periodically and will be intimated to Bulk store.
- Discipline of keeping the wastes at specified bins/enclosures will be maintained by concerned shop/department. Waste material from any place other than specified under '5S' policy will not be lifted.
- Bulk Store will ensure that waste material is lifted from departments/shops as per frequency decided and no excess accumulation then specified, takes place.
- Valuable scrap like copper, aluminum, brass etc. will be directly deposited in Bulk store duly weighed and a receipt will be taken by concerned department, which will be kept in a secured store under lock & key.
- For other miscellaneous scraps, a scrap yard having sufficient space to store different types of scraps will be provided to bulk store. Bulk store will dump different scrap/ wastes after lifting from various shops/ departments in this scrap yard.
- Commercial will provide a contactor to Bulk store to organize segregation and making of lots of different qualities of scraps / wastes in scrap yard on regular basis, in order to realize maximum value from Scrap/Wastes.
- Commercial will ensure that vendors for lifting different lots are finalized at regular intervals, so that accumulation does not take place. Timely disposal from scrap yard is essential to ensure effective '5S' implementation in plant.

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- Bulk Store will be responsible for arranging deliveries from scrap yard as per contracts finalized by Commercial.
- Scrap/Waste generated during project maintenance activities will have to be disposed of directly by the department or delivered in scrap yard under intimation to Bulk Material. Similarly, the office waste will continue to be handled by Admin through the daily housekeeping activities.

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