



| | | REFERENCE | REV |
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| TITLE | **STANDARD FOR WASTE MANAGEMENT AND DISPOSAL** | **CP/SC/IMS/ENV/STD /001** | **0** |
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**FOREWORD**

This standard was prepared by the following work group members:

IMS/SHEQ

The work group was appointed by the IMS, which, at the time of approval, comprised of the following members:

| **Study Committee** | **Name** | **Department or Section** |
|---|---|---|
| **Management of Waste** | | SHEQ/IMS<br>SHEQ/IMS |

Recommendations for corrections, additions or deletions should be addressed to the:

IMS Department
City Power Johannesburg (SOC) Ltd
P O Box 38766
Booysens
2016

## 1. INTRODUCTION

City Power SOC Limited has a systematic and hierarchical approach to integrated waste management, with the goal of zero waste. A proactive prevention approach is followed to ensure effective and sensible reuse, and recycling, as well as responsible treatment and disposal of waste generated.

The National Environmental Management Act (NEMA) 107 of 1998, the National Waste Management Strategy (NWMS) of 2020, and the National Environmental Management: Waste Act (NEMWA) 59 of 2008, as amended, and the regulations under these, not excluding other relevant environmental legislation, municipal by-laws, and international agreements to which South Africa is a party, provide the mechanism to regulate every aspect of the waste and secondary resources value chain in South Africa. The regulations are aimed at “controlling” the sector in an effort to minimise the environmental and human health impacts associated with poor waste management, while, at the same time, striving to drive waste up the hierarchy away from disposal towards reuse, recycling, and recovery.

## 2. SCOPE

The scope of work entails removal of waste from City Power’s premises, which includes identification, segregation, collection, transportation, and the appropriate disposal of waste in line with the environmental statutory framework and City Power’s requirements as per normative references. Classification, storage and transportation and disposal waste shall be in accordance relevant legislations.

## 3. NORMATIVE REFERENCES

The following document contains provisions that, through reference in the text, constitute requirements of this specification. At the time of publication, the edition indicated was valid. All standards and specifications are subject to revision, and parties to agreements based on this specification are encouraged to investigate the possibility of applying the most recent edition of the document listed below.

| | |
|---|---|
| CoJ | City of Johannesburg Integrated Waste Management Policy |
| CP_SHERQ_038 | *City Power Waste Management Plan* |
| CP_TSSTAN_044 | *Standard for the Disposal of Potentially Hazardous and Toxic Waste* |
| CP_TSSTAN_074 | Standard for Removal of Scrap Material |
| CP_TSSTAN_139 | Standard for Provision of Collection, Treatment and Disposal of Hazardous Medical Waste |
| CP_TSSPEC_091 | Specification for the Disposal of Potentially Hazardous and Toxic Waste |
| Hazardous Substances Act 15:1973 | *Hazardous Substances Act* |
| ISO 14001:2015 | *Environmental Management System* |
| ISO 45001:2018 | *Health and Safety Management System* |
| NEM Act 107:1998 | *National Environmental Management Act* |
| NEMW Act 59:2008 | *National Environmental Management: Waste Act* |
| NEMW Act 59:2008 (EPR) | *National Environmental Management: Regulation Regarding Extended Producer Responsibility* |
| NRT Act 93:1996 | *National Road Traffic Act* |
| OHS Act 85:1993 | *Occupational Health and Safety Act and Regulations* |
| SANS 10228:2012 | *Identification and Classification of Dangerous Goods for Transport by Road and Rail Modes* |
| SANS 10229-1 | *Transport of Dangerous Goods – Packaging and Large Packaging for Road and Rail Transport* |
| SANS 10231:2019 | *Transportation of Dangerous Goods by Road – Operational Requirements* |
| SANS 10263-0:2010 | *Warehousing of Dangerous Goods – General Requirements* |
| SANS 10265:1999 | *Classification and Labelling of Dangerous Substances and Preparations for Sale and Handling* |
| SANS 1518:2011 | *Transport of Dangerous Goods – Design, Construction, Testing, Approval and Maintenance of Road Vehicles and Portable Tanks* |
| SANS 60065:2015 | *Audio, Video and Similar Electronic Apparatus – Safety Requirements* |
| SATS 14033:2013 | *Environmental Management – Quantitative Environmental Information – Guidelines and Examples* |

## 4. TERMS AND ABREVIATIONS

The definitions and abbreviations in the above documents (Normative Reference) shall apply to this specification

| Term | Meaning |
|---|---|
| BA | *Basis Assessment* |
| CFC | *Chlorofluorocarbon* |
| CRT | *Cathode Ray Tube* |
| HCFC | *Hydro Chlorofluorocarbon* |
| ISO | *International Organisation of Standardisation* |
| LCD | *Liquid Crystal Display* |
| LED | *Light Emitting Diode* |
| NEMA | *National Environmental Management Act* |
| NEMWA | *National Environmental Management: Waste Act* |
| PABX | *Private Automatic Branch Exchange* |
| PCBs | *Polychlorinated Biphenyls* |
| PrDP-D | *Professional Driving Permit (Dangerous Goods)* |
| SANS | *South African National Standards* |
| SDCs | *Service Delivery Centres* |
| WEEE | *Waste from Electrical and Electronic Equipment* |

## 5. DEFINITIONS

**1.1 Business waste** means waste that emanates from premises that are used wholly or mainly for commercial, retail, wholesale, entertainment, or government administration purposes.

**1.2 Building and demolition waste** means waste, excluding hazardous waste, produced during the construction, alteration, repair, or demolition of any structure, and includes rubble, earth, rock, and wood displaced during that construction, alteration, repair, or demolition.

**1.3 Contaminant** means any substance present in an environmental medium at concentrations in excess of natural background concentrations that has the potential to cause harm to human health or the environment.

**1.4 Disposal** means the burying, deposit, discharge, abandonment, dumping, placement, or release of any waste into, or onto, any land.

**1.5 Domestic waste** means waste, excluding hazardous waste, that emanates from premises that are used wholly or mainly for residential, educational, health care, sport, or recreational purposes.

**1.6 Environment** means the surroundings within which humans exist and that are made up of:

*(i) the land, water, and atmosphere of the earth;*

*(ii) micro-organisms and plant and animal life;*

*(iii) any part or combination of (i) and (ii) and the interrelationships among and between them; and*

*(iv) the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being.*

**1.7 General waste** means waste that does not pose an immediate hazard or threat to health or to the environment and includes:

*a) domestic waste;*

b) *building and demolition waste;*

*c) business waste;*

*d) inert waste; or*

*e) any waste classified as non-hazardous waste in terms of the regulations made under section 69 of the NEMWA and includes non-hazardous substances, materials, or objects within business, domestic, inert, building, and demolition wastes.*

**1.8 General waste storage facility** means a storage facility that has the capacity to store in excess of 100 m3 of general waste continuously.

**1.9 Hazardous waste** means any waste that contains organic or inorganic elements or compounds that may, owing to the inherent physical, chemical, or toxicological characteristics of that waste, have a detrimental impact on health and the environment and includes hazardous substances, materials, or objects within business waste, residue deposits, and residue stockpiles.

**1.10 Hazardous waste storage facility** means a storage facility that has the capacity to store in excess of 80 m3 of hazardous waste continuously.

**1.11 Health care general waste** means the non-hazardous portion of the waste generated at a health care facility. This is any waste that comprises uncontaminated plastics, paper, flowers, cardboard, or food residues.

**1.12 Health care risk waste** means the hazardous portion of the waste generated at a health care facility. This is any waste that poses a hazard to human health or the environment.

**1.13 PCB-contaminated material** means oil or articles with a polychlorinated biphenyl (PCB) concentration greater than 51 mg/kg, but less than 500 mg/kg.

**1.14 PCB material** means oil or articles with a PCB concentration greater than 500 mg/kg.b m,1q

**1.15 PCB waste** means waste, as defined in the National Environmental Management: Waste Act 59 of 2008, that contains PCB materials or PCB-contaminated materials; and “SANS 290” means the latest edition of the South African National Standards for mineral insulating oils management of polychlorinated biphenyls (PCBs).

**1.16 Recycling** means a process where waste is reclaimed for further use, which process involves the separation of waste from a waste stream for further use and the processing of that separated material as a product or raw material.

**1.17 Remediation** means the management of a contaminated site to prevent, minimise, or mitigate harm to human health or the environment.

**1.18 Reuse** means the utilisation of the whole, a portion of, or a specific part of any substance, material, or object from the waste stream for a similar or different purpose without changing the form or properties of such substance, material, or object.

**1.19 Safety data sheet** is a detailed informational document prepared by the manufacturer or importer of a hazardous chemical. It describes the physical and chemical properties of the product. It also provides the physical, health, and environmental health hazards, protective measures, and safety precautions for handling, storing, and transporting the chemical.

**1.20 Temporary storage** means the once-off storage of waste for a period not exceeding 90 days.

**1.21 Waste** means:

a) any substance, material, or object that is unwanted, rejected, abandoned, discarded, or disposed of, or that is intended or required to be discarded or disposed of, by the holder of that substance, material, or object, whether or not such substance, material, or object can be reused, recycled, or recovered, and includes all wastes as defined in Schedule 3 to the Act (NEMWA, 2014); or

b) any other substance, material, or object that is not included in Schedule 3 that may be defined as a waste by the Minister by notice in the Gazette, but any waste or portion of waste, referred to in paragraphs (a) and (b), ceases to be a waste:

(i). once an application for its reuse, recycling, or recovery has been approved or, after such approval, once it is, or has been, reused, recycled, or recovered;

(ii). where approval is not required, once a waste is, or has been, reused, recycled, or recovered; or

(iii). where the Minister has, in terms of section 74 of the NEMWA, exempted any waste or a portion of waste generated by a particular process from the definition of waste or where the Minister has, in the prescribed manner, excluded any waste stream or a portion of a waste stream from the definition of waste.

**1.22 Waste-disposal facility** means any site or premises used for the accumulation of waste with the purpose of disposing of that waste at that site or on those premises.

**1.23 Waste facility** means a commercial place, infrastructure, or containment of any kind, including associated structures or infrastructure, where there is sorting, shredding, grinding, crushing, screening, chipping, or baling of general waste.

**1.24 Waste transfer facility** means a facility that is used to accumulate and temporarily store waste before it is transported to a recycling, treatment, or waste-disposal facility.

**1.25 Waste classification** means establishing, in terms of SANS 10234:

a) whether a waste is hazardous based on the nature of its physical, health, and environmental hazardous properties (hazard classes); and

b) the degree or severity of the hazard posed (hazard categories).

**1.26 Waste generator** means any person whose actions, production processes, or activities, including waste management activities, result in generation of waste.

**1.27 Waste manager** means any person who reuses, recycles, recovers, treats, or disposes of waste.

**1.28 Waste transporter** means any person who conveys or transfers waste between the waste generator and a waste management facility, or between waste management facilities.

**1.29 Waste manifest system** means a system of control documentation, which accompanies a load of hazardous waste transported from the point of generation to the waste management facility.

## 6. REQUIREMENTS

Waste management comprises the full range of activities that accompany custodianship and disposal of waste from the point of generation, through transportation, to the point of final disposal, as applicable. It embraces all aspects of the waste management hierarchy (waste avoidance, minimisation/reduction, reuse, recycling, recovery, storage, treatment, transportation, and disposal). The requirements below contain specific extracts from the NEMWA and other waste legal requirements as areas to which special attention needs to be given in City Power's groups, departments, business units or operating units.

Waste management in City Power shall be managed according to this Waste Management Standard and other applicable documents. Waste management practices of waste streams that can pose a significant risk shall be at least according to the processes described in this standard. Groups/Departments/SDCs/Depots must ensure that their waste is disposed of within 18 months of generation should they not be reused, recycled, recovered, treated. Personnel involved in waste

management must be appropriately trained in all aspects of waste management. Only trained persons must be allowed to handle waste (general and hazardous).

The types of waste generated by City Power are as follows:

**a) Used Oil**

i. Scrap oil and grease;
ii. Used transformer oil & cable oil;
iii. Diesel and petrol; and
iv. Cooking oil (used in canteens)

**b) Hydrocarbon Contaminated Waste**

i. Oil rags;
ii. Saw dust/absorbent material;
iii. Fibre glass and fibre glass pillar boxes and poles;
iv. Silica gel
v. Insulation material
vi. Steel armouring
vii. Pallets, cable drums and cardboards; and
viii. Steel and concrete poles.

**c) Lighting Waste**

i. Fluorescent lamps;
ii. Compact fluorescent lamps;
iii. HID (High Intensity Discharge) lamps;
iv. High pressure sodium vapour lamps;
v. Low pressure sodium vapour lamps;
vi. Mercury vapour lamps;
vii. LED bulbs;
viii. Smart Lights; and
ix. Solar Lights

**d) Electronic Waste Equipment**

i. Metering Equipment (electronic or mechanical);
ii. Modems;
iii. Antennae's;
iv. Customer Interphase;
v. Data Concentrator Unit;

vi. Installation Gadgets;
vii. Wires;
viii. Protection Relays (electronic or mechanical);
ix. Contactors;
x. Current Transformers;
xi. Voltage Transformers;
xii. Circuit boards;
xiii. Cords and Cables;
xiv. Inventors;
xv. Power Distribution Systems; and
xvi. Solar PV Systems.

**e) Office Equipment**

i. Imaging Equipment;
ii. Phones & PABX Systems;
iii. Audio & Video Equipment;
iv. Power Strips & Power Supplies;
v. Autoclave;
vi. Defibrillator; and
vii. Vending Machines.

**f) Redundant Miscellaneous Electrical Equipment**

i. Transformers/ mini-substation and switchgear;
ii. Copper shiny bright or greasy;
iii. Aluminum stripped bare conductor;
iv. Scrap steel heavy grade/ light grade;
v. Cable short length (jute cable) and;
vi. Lead.

**g) Information and Communication Technology Devices**

i. Desktop Computers;
ii. Computer Monitors;
iii. Laptops.
iv. Hard Drives;
v. Fax Machines;
vi. Copiers & Printers;
vii. Displays;

viii. IT Server Racks;
ix. IT Servers;
x. Switches;
xi. Cords and Cables;
xii. Wi-Fi Dongles;
xiii. Circuit boards;
xiv. Cell Phones and Smart phones; and
xv. Uninterrupted Power Supplies (UPS Systems).

**h) Network Hardware**

i. Switches and Inverters;
ii. Multipexors;
iii. Convertors.
iv. Fibre;
v. Ethernet Cablling;
vi. Remote Terminals Units;
vii. Industrial Switches;
viii. Home Appliances;
ix. Television;
x. Remote Controls;
xi. Electrical Cords;
xii. Treadmills;
xiii. Microwaves;
xiv. Heaters;
xv. Home Entertainments Devices;
xvi. Fans;
xvii. DVD's;
xviii. Blue Ray Players;
xix. Stereos; and
xx. Video Game Systems.

**i) Batteries**

Lead Acid;
Nickel Cadmium;
Lithium Ion; and
Battery Chargers.

**j) General Waste**

i. Waste paper;
ii. Glass & cans;
iii. Canteen waste; and
iv. Garden refuse.

**k) Hazardous Waste**

i. Chemical waste (hydrochloric acid, nitric acid, toluene, etc) and broken glassware;
ii. Expired medicinal stock
iii. Asbestos and asbestos containing waste (ACW);
iv. Electronic Waste/ E-waste (computers);
v. Polychlorinated Biphenyls (PCB's) and PCB Contaminated Waste
vi. Empty and near empty chemical containers; and
vii. Ink and Toner Cartridges.

**l) Building Rubble/ Construction Waste/Demolition Waste**

i. Plinth;
ii. Rubble;
iii. Concrete structures.

**m) Scrap Waste**

i. Steel;
ii. Cables; and
iii. Redundant scrap.

**n) Medical Waste**

i. Health care risk waste;
ii. Injections;
iii. Dressings; and
iv. Bandages.

### 6.1 Waste generation

a) All employees, including visitors, contractors, and suppliers, doing work on behalf of the organisation on its premises (all sites, SDSs, Depots, Substations including offices and workshops) are considered to be generators of waste in terms of this standard. Therefore, it is the responsibility of each generator to identify any general or hazardous wastes that it might be producing and to

ensure that the waste is handled in a manner consistent with the requirements listed in this Waste Management Standard.

b) Waste generators must have processes in place that are designed and operated to prevent or minimise the quantities of waste generated and hazards associated with the waste generated.

c) Waste generators must institute good housekeeping and operating practices, including inventory control, to reduce the amount of waste resulting from materials that are out of date, off-specification, contaminated, damaged, or excess to plant needs. Once identified, waste must be handed over to Waste Management User Department for proper disposal.

d) Waste generators must institute procurement measures that recognise opportunities to return usable materials, non-usable materials to be disposed in a proper manner.

e) Waste generators must ensure minimisation of hazardous waste generation by implementing stringent waste segregation to prevent the mixing of non-hazardous and hazardous waste to be managed.

### 6.2 Temporary storage of general and hazardous waste, excluding health care risk waste

Temporary waste storage is the storage of waste at City Power's sites while awaiting disposal. This section covers the minimum requirements for storage of general and hazardous waste but excludes medical waste.

a) A waste storage facility must be registered with the competent authority prior to the construction taking place if the registration thresholds are triggered.

b) These facilities are required to comply with the norms and standards without a need to conduct a basic assessment (BA) or to obtain a waste management licence as required by Government Notice No. 921 of 29 November 2013.

c) A waste storage facility must be located in such a manner that it can provide optimum handling and transportation of waste material.

d) All waste storage facilities must be located in areas accessible by emergency response personnel and equipment.

e) The waste storage facilities must be constructed and developed under the supervision of a registered professional engineer and must be in accordance with the approved civil engineering designs.

f) All the business/operating units must have a documented labelling or colour coding system to designate different types of waste.

g) Waste must be sorted into various categories at the source, and a documented procedure must be implemented to prevent any mixing of hazardous and general waste.

h) Every waste handler must comply with sections 16 and 17 of the National Environmental Management: Waste Act 59 of 2008 in terms of measures to be taken regarding general duty of care and waste minimisation, reduction, reuse, recycling, and recovery.

i) Nuisances such as odour, visual impacts, and breeding of vectors must be prevented from developing.

j) Training must be provided continuously, as determined by the business/operating units, to all employees working with waste and to all contract workers who might be exposed to the waste.

k) A waste storage facility must have effective access control to prevent unauthorised entry.

l) Each waste storage facility must be able to provide documentation verifying the number of waste storage containers or tanks within the facility, the date of collection, the authorised collector(s), and the proposed final point of treatment, recycling, or disposal.

m) A general waste storage facility that has the capacity to store in excess of 100 $m^3$ of general waste must be registered with the authority in accordance with the National Norms and Standards for the Storage of Waste, Government Notice 926 of 29 November 2013.

n) A hazardous waste storage facility that has the capacity to store in excess of 80 $m^3$ of hazardous waste must be registered with the authority in accordance with the National Norms and Standards for the Storage of Waste, Government Notice 926 of 29 November 2013.

### 6.3 Health care risk waste storage

a) HCRW storage areas shall be clearly demarcated for the storage of HCRW and shall be clearly marked “Health care risk waste storage area”.

b) The storage area shall be large enough to accommodate the quantities of waste likely to be stored before collection.

c) The storage area shall have a hard-standing surface and be easy to clean.

d) The floors of the storage facility must be cleaned and disinfected and a register kept.

e) The waste shall not be stored near patients or the food preparation area.

f) Sharps must be contained in rigid, puncture-proof, tamper-proof, and clearly marked containers.

g) A plastic bag used as a liner in a disposable container or a reusable container shall have a thickness of not less than 60 µm.

h) A waste generator must store HCRW other than pathological waste, sharps, and pharmaceutical waste for not more than 90 days from the date of generation.

**6.4 Waste collection/transportation**

a) No person may import waste or transit waste without complying with legislation or multilateral environmental agreements required for that transboundary movement of waste.

b) The transportation of waste shall comply with all requirements as specified in the National Road Traffic Act 93 of 1996, including the associated SANS 10206, 10228, 10229, 10230, 10231, 10232, and 10406 Codes of Practice.

c) Waste contractors transporting hazardous waste will be required to provide City Power with the necessary documents as mandated by the Department of Transport under the National Road Traffic Act 93 of 2006, NEMWA, regulations, and applicable by-laws to prove that they are permitted to handle and transport the waste and will be required to present a certificate of safe disposal.

d) Any person engaged in the transportation of waste must take all reasonable steps to prevent any spillage of waste or littering from a vehicle used to transport waste.

e) Vehicles used for the collection and transportation of waste must not be used for any other purpose while collecting and transporting waste.

f) Waste must be collected and transported in closed vehicles (covered to ensure that there is no windblown litter generation during transportation).

g) Waste transporters must be registered to do so with the national, provincial, or municipal governments, where applicable. A valid registration certificate must be provided as evidence.

h) The waste generator (City Power or any person working on behalf of City Power) must provide the transporter with the relevant transportation documentation (as mentioned under normative references) for the consignment.

i) The load must be properly loaded and secured on site prior to transportation.

j) The transport operator of hazardous waste must have hazchem placards on his/her vehicle and ensure that they are properly fitted to the vehicle.

k) The responsible person must ensure that, before the vehicle leaves the consignor’s premises, it is not overloaded or showing any obvious defect that will affect its safety.

l) The waste generator or his/her representative, that is, the transporter, must ensure that adequate steps are taken to minimise the effect an accident or incident may have on the public and on the environment.

m) Where waste is transported for the purpose of disposal, a person transporting waste must ensure that the facility to which waste is transported is authorised to accept such waste. The generator must have approved of that disposal facility prior to the waste being transported.

n) The waste generator (City Power or any person working on behalf of City Power) must provide the transporter with accurate information about the nature and properties of the load. Where contractors are used, the onus lies on the waste generator to ensure that the required information is correctly filled in on the waste manifest.
o) All waste contractors transporting hazardous waste will be required to provide City Power with a waste manifest detailing the type of waste disposed of, the quantities disposed of, and how and where the waste was disposed of, as well as a certificate of safe disposal.
p) A waste collection record for general waste must be created that identifies the type of waste disposed of and the waste facility where it is disposed of.

### 6.5 Waste manifest

All waste that is transported off site needs to be accompanied by a waste manifest document. This is a legal document that contains the waste generator's details, the waste transporter's details, and the waste manager's details. The manifest document will also detail how the waste stream is to be managed and will contain emergency contact details.

### 6.6 Waste disposal

a) Waste shall be disposed of at facilities authorised to accept such waste.
b) No burning of waste should occur at the general waste disposal facility or on any residential and business premises, except at an approved and permitted incinerator.
c) All general waste must be disposed of at a designated, licensed landfill, waste disposal site, or allowed transfer station in the local council area or municipality.
d) Pollution of the environment and harm to health must be prevented by not:

i. Disposing of waste or permitting waste to be disposed of on any land, in any body of water, or at any unlicensed facility;
ii. Throwing, dropping, depositing, spilling, or in any other way discarding any litter into or onto any public place, land, vacant erf, stream, watercourse, street or road, or any place to which the general public has access, except in a container or a place specifically provided for such disposal;
iii. Disposing of waste in a manner that is likely to cause pollution of the environment or harm to health and well-being (for example, the burning or burying of waste);
iv. Disposing of unclassified waste; and
v. Using unlicensed/unpermitted waste disposal facilities for City Power waste.

e) Ensure that safe disposal certificates are retained for hazardous wastes that have been disposed of.

## 7. RESPONSIBILITIES

### 7.1 City Power's responsibilities

a) City Power shall assign responsibilities for the management of waste plan.
b) User Departments to identify reusable, recyclable waste before handing them over for disposal.
c) User Departments are responsible for ensuring that all asset disposal requirements are met before handing over waste for disposal.
d) User Departments involved in reusing, recycling, treating of waste on site shall do so in compliance with relevant legislation.
e) City Power shall provide sufficient resources for onsite waste storage facilities, if necessary, and the operation of the facilities in accordance with the current relevant national legislation.
f) City Power shall provide a SHEQ/IMS policy, where applicable, in accordance with the current relevant national legislation.
g) City Power shall manage and oversee the activities of the Service Provider and compliance with the said legislation.

### 7.2 Service Provider's responsibilities

a) The Service Provider shall assess all the risk from waste generated in City Power's premises and develop a waste management plan.
b) The Service Provider shall be responsible for the waste management plan that entails identification, classification, segregation, collection, transportation and disposal which shall be subject to approval by City Power's SHEQ/IMS department.
c) The service provider shall comply with NEMA, NEMWA and all relevant legislations, regulations and norms and standards.
d) The Service Provider shall assign a competent and compliant team in accordance with, chapter 5 of the NEMWA.
e) Service Provider shall be responsible for the development of a written waste management plan that defines the duties of all staff members in respect of handling be responsible for the day-to-day operation, monitoring and implementation of the waste management plan.
f) Service Provider shall be responsible for the control of internal collection, containerizing, transportation and disposal of waste.

g) Service Provider shall ensure provision of waste containers, skips and weighing facilities where possible.

h) Service Provider shall ensure that the waste storage points are managed acceptably to prevent unauthorized dumping; in line with SANS 10263-0:2010

i) Service Provider shall do the identification, segregation, collection, transportation and disposal of waste by its resource to ensure compliance with waste management plan contract and legislations.

j) Service Provider shall maintain records of all activities and submit to City Power as part of its monthly reports.

k) Service Provider shall ensure that its resource is adequately trained and qualify to handle waste in accordance legislature.

l) Service provider shall provide and ensure availability of supervision and management of the waste management plan.

m) Service Provider shall ensure reporting and resolution of any non-compliance of procedures.

n) Service Provider shall ensure reporting all waste collected and disposed of.

## 8. TRAINING

a) The Service Provider shall provide training to City Power's resource that might be exposed to E- waste, which includes but not limited to the following;

i. The nature of the work;
ii. The safe handling of waste;
iii. The contents of the Material Safety Data Sheets (MSDSs);
iv. The use of protective clothing;
v. Disposal procedures; and
vi. Information on the hazards associated with the work.

b) The training shall be repeated, refreshed or updated at least once a year.

c) A sufficient number of employees shall receive training to cover for leave periods, absences due to illness, and public holidays.

d) An attendance register should be kept and signed by each employee at each training session.

## 9. QUALITY MANAGEMENT

A quality management system shall be set up in order to assure the quality during manufacture, installation, removal, transportation and disposal. Guidance on the requirements for a quality management system may be found in the following standards: ISO 9001:2015. The details shall be subject to agreement between City Power and the services provider.

## 10. HEALTH AND SAFETY

A health and safety plan shall be set up in order to ensure proper management and compliance during removal, transportation and disposal of e-waste. Guidance on the requirements of a health and safety plan shall be found in ISO 45001:2018 standards. The details shall be subject to agreement between City Power and the service provider.

## 11. ENVIRONMENTAL MANAGEMENT

An environmental management plan shall be set up in order to ensure the proper environmental management and compliance is adhered to during, removal, transportation and disposal of e-waste. Guidance on the requirements for an environmental management system shall be found in ISO 14001:2015 standards. The details shall be subject to agreement between City Power and the services provider. This is to ensure that the asset created conforms to environmental standards and City Power SHEQ Policy.

## ANNEXURE A - BIBLIOGRAPHY

ANNEXURE B - REVISION INFORMATION

| DATE | REV. NO. | NOTES |
|---|---|---|
| August 2025 | 0 | First issue |