



Code of Practice

Waste Management

OSHJ-CoP-19



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1 Introduction

The growing world population is causing negative impacts on the planet. The current model of production and consumption generates a lot of waste that, in many cases does not get reused or recycled.

Improper handling of waste is a health hazard for employees and others who come into contact with waste. The environment is also affected when waste is not treated properly, decomposition and putrefaction may take place, causing land and water pollution when the waste products filter down into underground water resources.

Waste management includes the activities and actions required to manage waste from its inception to its final disposal. This includes the generation, segregation, storage, collection, transport, processing and disposal of waste, together with monitoring and the regulation of the waste management process.

2 Purpose and Scope

This Code of Practice (CoP) has been developed to provide information to entities to assist them in complying with the requirements of the Occupational Safety and Health System in Sharjah.

This Code of Practice (CoP) defines the minimum acceptable requirements of the Occupational Safety and Health System in Sharjah, and entities can apply practices higher than, but not lower than those mentioned in this document, as they demonstrate the lowest acceptable level of compliance in the Emirate of Sharjah.

This Code of Practice does not apply to:

- Radioactive waste.
- Waste discharged into the atmosphere.
- Sewage discharged into the sewage system.

3 Definitions and Abbreviations

No.	Term	Detention
1.	Entities:	Government Entities: Government departments, authorities or establishments and the like in the Emirate. Private Entities: Establishments, companies, enterprises and economic activities operating in the Emirate in general.
2.	Risk:	Is the combination of likelihood of the hazard causing the loss and the severity of that loss (consequences).
3.	Risk Assessment:	The systematic identification of workplace hazards and evaluation of the risks associated. This process takes existing control measures into account and identifies and recommends further control measures where required.
4.	Hazard:	Anything that has the potential to cause harm or loss (injury, disease, ill-health, property damage etc).
5.	Competence:	The combination of training, skills, experience and knowledge that a person has and their ability to apply all of them to perform their work.
6.	Waste Management:	Waste management includes the activities and actions required to manage waste from its inception to its final disposal.

4 Roles and Responsibilities

4.1 Entity Responsibilities

- Identify all reasonably foreseeable hazards involving waste management, these hazards shall be adequately risk assessed.
- Ensure effective procedures are in place to manage employees working with waste.
- Ensure that resources are available to implement adequate control measures required for waste management activities.
- Provide information, instruction, supervision and training to employees on the hazards of waste.
- Ensure that waste handling, segregation and storage is conducted by competent employees.
- Ensure that health issues related to waste management are identified and adequately managed.
- Ensure that arrangements are established for monitoring compliance with relevant authorities.
- Waste collection, transportation and disposal is only conducted by a waste collection and transportation entity that is licenced by the relevant authority.

4.2 Employee Responsibilities

- Not endanger themselves or others.
- Follow precautionary control measures to ensure work activities associated with waste managements are performed safely and without risk to health.

- Cooperate with the entity and receive safety information, instruction, supervision and training.
- Report any activity or defect relating to waste management which they know is likely to endanger the safety of themselves or that of any other person.

5 Requirements

The entity has mandatory requirements for waste management and the disposal of waste should comply with the requirements of the relevant authorities. The entity shall ensure that a waste management process is developed based on the main principles of waste management, which include:

- Prevent – Do not generate waste.
- Reduce – Generate less waste by better management and material substitution.
- Reuse – Reuse in its original form.
- Recycle – Recycle the item to incorporate it into a new product or new use.
- Recover – Extract materials or energy from waste.
- Disposal – Adequately dispose of any remaining waste.

The entity shall ensure that at a minimum:

- All waste is stored and disposed of properly to ensure that it will not cause safety and health risk.
- Waste is only collected and disposed of by an entity that is licensed and authorized to deal with waste.

5.1 Planning

The entity must plan how they will manage waste and their work activities, ensuring they are appropriately supervised and conducted safely. Planning includes conducting a risk assessment, the selection of work equipment and preparation for emergencies.

Planning shall consider the management, supervision, implementation and completion of the work and should lead to a developed safe system of work, based on a task specific risk assessment.

5.2 Risk Assessment

The entity shall identify hazards relating to the generation, storage, segregation and preparation of waste for collection and introduce effective control measures to reduce the exposure of hazards to employees and others. The risk assessment shall take into consideration, but is not limited to, the following safety and health hazards:

Health hazards in waste management are associated with four main routes of entry into the body, which are:

- Absorption.
- Injection.
- Ingestion.
- Inhalation.

Safety hazards in waste management, include but are not limited to:

- Manual handling.
- Slips and trips.
- Spillages.

- Sharps and needlestick injuries.

Based on the risk assessment, the entity shall develop a waste management process. The waste management process, including any safe system of work, should be communicated effectively to all employees.

Further information on risk assessment can be found in OSHJ-CoP-01: Risk Management and Control.

5.3 Waste Generation

The entity is responsible for minimizing waste generation at source, wherever possible by preventing the generation of waste. Waste reduction is the practice of using less material and energy to minimize waste generation and preserve natural resources. Waste reduction is broader in scope than recycling and incorporates ways to prevent materials from ending up as waste before they reach the recycling stage.

5.4 Waste Segregation

The entity generating waste shall ensure the following, including but not limited to:

- The waste generated is segregated based on:
 - The type of waste.
 - The most appropriate treatment and disposal.
- The segregation of hazardous and non-hazardous waste into appropriate specially coded bins or containers for hazardous waste.
- Appropriate recycling bins are available for non-hazardous waste.
- The segregation of solid and liquid waste.
- Waste is correctly identified and classified.

- Incompatible waste is not mixed.
- Containers are appropriate for the volumes of waste produced and constructed of a material compatible with the nature of the waste and suitably labelled to identify its contents.
- Employees are provided with adequate personal protective equipment as identified in the risk assessment.
- Employees are trained on the importance of the correct segregation of waste materials and appropriately supervised.

5.5 Waste Storage

The entity shall ensure waste is stored in a secure designated area and the following control measures are implemented, including but not limited to:

- Safe access and egress for the placing of waste into storage and the removal by a licensed waste collection and transportation entity.
- Enclosed skips/containers or covered skips are utilized for waste that is likely to blow around in windy conditions.
- Separate areas to segregate hazardous materials from non-hazardous materials.
- Provide bunding where hazardous liquids are stored.
- Records kept of the type and amount of waste stored.
- Access is limited to designated employees only.
- Adequate lighting, washable walls and floors which are resistant to disinfectants and detergents, where necessary.

Further information on hazardous substances can be found in OSHJ-CoP-11: Management of Hazardous Substances.

5.6 Licensed Waste Collection and Transportation

The generator of waste is responsible for engaging a waste collection and transportation entity which is licenced and authorised by the relevant authority to collect and transport waste for further processing and its eventual final disposal.

The waste collection and transportation entity is responsible for the safety and health of their employees and others, during the collection, transportation and delivery of waste to the waste processing facility.

5.7 Collection and Transportation of Waste

The licenced waste collection and transportation entity shall ensure the following, including but not limited to:

- The collection of waste from the designated storage area is carried out by trained competent employees following a safe system of work.
- Hazardous waste received is handled and transported safely.
- Transportation vehicles meet the requirements for the identified hazards.
- The waste is transported to a facility permitted to receive the waste.
- The provision of a waste transportation notice to the waste generator.
- Adequate personal protective equipment is provided and suitable for the waste hazards.
- That emergency procedures and control measures are in place to contain, clean up and mitigate the effects of incidents or spills.

5.8 Waste Processing Facility

The waste processing facility is the final stage in the waste management process. The entity who generated the waste and their responsibility for

managing the waste ends once the waste has been delivered and accepted by the waste processing facility.

The waste processing facility will sort waste into various constituent components, such as paper, plastics, glass, metals, electrical waste and residual material depending on the set-up at each particular waste processing facility.

The recyclates that result from the sorting operation may be processed on the same site that the sorting took place or forwarded on to more specialised facilities for further treatment.

Once recyclables have been removed from waste for further processing, any residual materials need to be disposed of, or otherwise utilised. This has traditionally been achieved by depositing into landfill, but has reduced significantly with most waste diverted into processes that produce energy and/or other products.

5.9 Personal Protective Equipment

The entity shall ensure that employees are provided with suitable personal protective equipment to control exposure to waste. The correct selection of personal protective equipment for a particular work activity is essential; a competent person should evaluate the hazards of the work activity and select the most appropriate personal protective equipment.

The selection and provision of appropriate personal protective equipment should consider the following, including but not limited to:

- Where handling waste that could be harmful by skin contact, wear protective gloves, aprons or other clothing depending on the risk of skin contact. Clothing made of materials that resist penetration or damage by hazardous materials or sharps shall be made available, where required.

- Wearing eye protection when working with hazardous materials, chemical safety goggles provide the best eye protection. In some cases, a face shield with safety goggles may be required to protect the face.
- Suitable footwear to protect feet and provide a good grip.
- Any other personal protective equipment identified as being required in the risk assessment.

Further information on personal protective equipment can be found in OSHJ-CoP-27: Personal Protective Equipment.

6 Training

The entity shall ensure employees are provided with adequate information on waste management.

The entity shall provide employees with training in languages and in a format that employees understand, including but not limited to:

- Waste management classification and segregation.
- The safe storage, collection, transport and disposal of waste materials.
- Those handling waste and supervisors are provided with instruction and information on the safety and health hazards associated with waste management.
- The safe selection, use, maintenance and storage of personal protective equipment.
- Specific hazardous waste training, where required.
- Emergency response procedures.

Periodic refresher training shall be conducted to ensure employees competency is maintained, including but not limited to:

- Where training certification has expired.
- Where identified as part of a training needs analysis.
- Where risk assessment findings identify training as a measure to control risks.
- Where there is a change in legal requirements.
- Where incident investigation findings recommend refresher training.

The entity must record and maintain accurate training records of OSH training provided to employees.

Further information on training can be found in OSHJ-GL-08: Training and Competence.

7 Emergency Preparedness and Response

The entity shall be prepared for emergencies that may occur during the collection, transport, storage, processing and disposal of waste, including but not limited to:

- Emergency response personnel are available, who can take charge and make decisions on behalf of the entity during an emergency and liaise with emergency services.
- Emergency management control measures are in place to contain, clean up and mitigate the effects of incidents or spills.
- Emergency response personnel are available, who are familiar with the work area ensuring the prompt evacuation of the workplace in the event of a fire.
- Adequate firefighting and first aid equipment is available for the type of work activities and the equipment present in the workplace.

- Employees are trained in emergency response, including information of first aid arrangements and where first-aiders, first aid equipment and facilities are located.
- Employees are appointed as first-aiders and available at each location and during each working shift when work is being conducted.

Further information on first aid can be found in OSHJ-CoP-16: First Aid at Work.

Further information on developing an emergency plan can be found in OSHJ-CoP-18: Emergency Preparedness and Response.

8 References

OSHJ-CoP-01: Risk Management and Control

OSHJ-CoP-11: Management of Hazardous Substances

OSHJ-CoP-16: First Aid at Work

OSHJ-CoP-18: Emergency Preparedness and Response

OSHJ-CoP-27: Personal Protective Equipment

OSHJ-GL-08: Training and Competence

9 Document Amendment Record

TITLE		Waste Management	
DOCUMENT AMENDMENT RECORD			
Version	Revision Date	Amendment Details	Pages Affected
1	15-SEP-2021	New Document	N/A
2	24 June 2024	Change from guideline to cop (OSHJ-GL-07 to OSHJ-CoP-27)	-
2	24 June 2024	Change to the guidelines code (OSHJ-GL-26 to OSHJ-GL-08)	-
2	24 June 2024	Checklist Added	16
3	01 MAY 2026	The name has been changed from the Prevention and Safety Authority to Sharjah Police Headquarters	Applied throughout the entire document
3	01 MAY 2026	The logo has been changed	

10 Appendix1: Checklist

The checklist is used by Sharjah Police Headquarters to monitor compliance levels during audit and inspection operations; it is not intended for use by government entities or private establishments.

Every code of practice or guideline published by the Sharjah Police Headquarters within the occupational safety and health system contains requirements that employers in the Emirate of Sharjah must comply with. Each manual includes an inspection checklist that summarizes the essential items used by the Sharjah Police Headquarters auditor to verify that government entities or private establishments comply with the manual's requirements. Auditors can add additional essential items as necessary. The inspection checklist also includes a manual reference for each essential item, as well as a sample of acceptable compliance evidence for each item. The Sharjah Police Headquarters' auditor may request additional compliance evidence based on the item's condition, as well as the severity and potential impact of non-compliance.

The Sharjah Police Headquarters' auditor uses the inspection checklist to provide a comprehensive report on the entity's status. We will use the same checklist to monitor manual standard violations. Non-compliance with these standards constitutes a violation of Executive Council Resolution No. 15 of 2021 regarding the Sharjah Occupational Safety and Health System. If the Sharjah Police Headquarters' auditor detects non-compliance, they can issue violations based on the approved violation list.

In this manual, the Sharjah Police Headquarters provides information and standards that employers conducting activities in the Emirate of Sharjah must adhere to. This is to ensure the safety of workers, property, and the environment. Adhering to the requirements of this manual helps improve the level of occupational safety and health at the workplace, and it shields private establishments from potential violations or financial penalties for non-compliance.

The Emirate of Sharjah's Executive Council Resolution stipulates that employers must exercise due diligence to ensure the safety and health of workers, contractors, visitors, and all those affected by the employer's activities. To avoid non-compliance, employers must ensure adherence to the Sharjah Occupational Safety and Health System requirements. Entities should develop their procedures and inspection checklists according to their activities, nature of work, and risk level.

Depending on recorded or reported incidents, and as necessary, The Sharjah Police Headquarters may amend the requirements in this manual. As a result, the attached inspection checklist may change. Occupational safety and health practitioners must stay up-to-date on published standards and any changes to the inspection checklist attached to each manual.

Audit/Inspection Checklist

Code Title	Waste management	Code No.	OSHJ-CoP-19	Rev. No.	3.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1	Is there a waste management plan?	5.1: Planning	– Copy of waste management plan – Copy of waste management policy
2	Is there a risk assessment for waste management?	5.2: Risk Assessment	– Copy of waste management RA
3	Are the waste generated by the entity properly segregated	5.4: Waste Segregation	– Copy of waste management plan – Visual verification of the segregation
4	Are the waste collected and transported by licensed entity?	5.5: Waste Storage	Visual verification: – Waste is stored in a well-ventilated room/area – Waste storage area clearly marked with warning signs – Waste storage area kept tidy
5	Are there records of inspection and equipment testing?	5.7: Collection and Transportation of Waste	– Check the license of the entity that collect and dispose the waste – Copy of Waste collection records
6	Are the employees provided with proper PPE?	5.9: Personal Protective Equipment	– Visual check of PPE availability

7	Are the employees trained in the procedures and hazards of waste management?	6: Training	– Copy of training certificates – training records of OSH training
8	Are the emergencies related to the waste management part of ERP?	7: Emergency Preparedness and Response	– Copy of the ERP