

SIME DARBY PROPERTY BERHAD

Property Division Guidelines Departmental

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SIME DARBY PROPERTY BERHAD WASTE MANAGEMENT GUIDELINES

By Corporate Sustainability, GMD's Office, Sime Darby Property Berhad

1.0 BACKGROUND

In Sime Darby Property, there are few types of waste generated, namely, construction waste (generated in construction site), food waste (mainly generated in Hospitality & Leisure), etc. In supporting the company's vision as Leader In Building Sustainable Communities, the Waste Management Program was started in FY2015/2016.

2.0 PURPOSE

The main aim is to provide guidance in establishing, measuring and monitoring waste generation and recycling at Sime Darby Property.

3.0 SCOPE

Handling, storage, collection, transportation, treatment and disposal of waste generated, and recycling undertaken by all Sime Darby Property sites, facilities and functions.

4.0 PRINCIPLE

To reduce quantity of waste disposal. The hierarchy for waste management within Sime Darby Property is:

1. Prevention : Strict avoidance of waste generation at source.
2. Reduction : Reducing amount of waste generated.
3. Reuse/Recycle : Re-use waste into usable products or recycle waste to reduce depletion of sources
4. Treatment : Common waste treatments such as composting etc.
5. Disposal : Ensuring waste disposed at legal landfill.

5.0 LAWS AND REGULATIONS

Under the Act 672 Solid Waste Separation, separation of waste at site for recycling and data reporting is compulsory for 6 states and 2 Federal Territories; Kedah, Perlis, Pahang, Melaka, Negeri Sembilan, Johor, Federal Territory Kuala Lumpur and Federal Territory Putrajaya. Given that the act will eventually apply across all our operations, we are applying a compulsory requirement for all sites to separate and recycled and include this recycling data inside the reporting template from 2020 onward.

Scheduled Waste shall be managed in accordance with the Environment Quality (Schedule Wastes) Regulations 2005 and (Amendment) Regulations, 2007 which provide guidance on handling waste from the point of generation to final disposal.

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6.0 WASTE REPORTING

6.1 ESTABLISHING

Identify Waste generation at area, the source of Waste generation and way to obtain its measurement. Categorize into 2 categories:

1. Non-Recyclables Waste (Construction waste*, domestic waste, Scheduled Waste, food waste*, green waste*)
2. Recyclables Waste (Plastic, paper, aluminium, tin/metal, cooking oil)

*Note: Construction waste, food waste and green waste can be reuse and compost respectively. Kindly indicate in Waste Template if the waste being reuse and compost

From FY2020 onward all data will be subject to potential inclusion in 3rd Party Assurance Audit. Hence proper reporting, bills and supporting documents are required for all data.

All Operating Units (OUs) – Property Development (PD), Asset Management (AM), Hospitality & Leisure (H&L) and Contractor need to appoint a Person-In-Charge (PIC). PIC responsible for:

Property Development PIC

1. Monitor and record waste (non-recyclable and recyclable) generation at OU monthly
2. Report and analyze waste generation at OU monthly
3. Ensure Contractor implement Scheduled Waste handling as per Environment Quality (Schedule Wastes) Regulations 2005 and (Amendment) Regulations, 2007.
4. Ensure OU and contractor comply to waste separation as per Act 672 Solid Waste Separation.
5. Ensure Contractor notify to DOE on date of Scheduled Waste generation.
6. Identify waste (non-recyclable) reduction and recyclable increase target
7. Identify and communicate initiative to meet waste target
8. Ensure met the target of waste generation
9. Compile Waste Template from Contractor PIC, and submit the **Waste Template** attachment quarterly including all attachments to Corporate Sustainability
10. To answer any queries from Corporate Sustainability with regards to waste submission
11. To attend to any audit / assessment from Corporate Sustainability with regards to waste generation

AM and H&L PIC

1. Monitor and record waste (non-recyclable and recyclable) generation at OU monthly
2. Report and analyze waste generation at OU monthly
3. Ensure Scheduled Waste handling as per Environment Quality (Schedule Wastes) Regulations 2005 and (Amendment) Regulations, 2007.
4. Ensure OU comply to waste separation as per Act 672 Solid Waste Separation.
5. Notify to DOE on date of Scheduled Waste generation.
6. Identify waste (non-recyclable) reduction and recyclable increase target
7. Identify and communicate initiative to meet waste target
8. Ensure met the target of waste generation
9. Submit the **Waste Template** attachment quarterly including all attachments to Corporate Sustainability

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10. To answer any queries from Corporate Sustainability with regards to waste submission
11. To attend to any audit / assessment from Corporate Sustainability with regards to waste generation

Contractor PIC

1. Monitor and record waste (non-recyclable and recyclable) generation at site monthly
2. Report and analyze waste generation at site monthly
3. Ensure site implement Scheduled Waste handling as per Environment Quality (Schedule Wastes) Regulations 2005 and (Amendment) Regulations, 2007.
4. Ensure site comply to waste separation as per Act 672 Solid Waste Separation.
5. Notify to DOE on date of Scheduled Waste generation.
6. Identify waste (non-recyclable) reduction and recyclable increase target
7. Identify and communicate initiative to meet waste target
8. Ensure met the target of waste generation
9. Submit the **Waste Template** attachment monthly / quarterly (Subject to PD PIC requirement) including the all attachments to PD PIC
10. To answer any queries from PD PIC / Corporate Sustainability with regards to waste submission
11. To attend to any audit / assessment from PD PIC / Corporate Sustainability with regards to waste generation

For area that is planning to purchase new equipment or appointing new vendor, the following item need to be considered:

1. Equipment to enable waste separation (non-recyclable and recyclable)
2. Equipment that enable weighing of waste
3. Vendor (licensed) that can provide waste weight data
4. Vendor (licensed) that can collect recyclable, and provide recyclable weight data

Suitable target for waste (non-recyclable) reduction and recyclable increase needs to be set. Target can be set based on baseline after 3 months of waste generation. Analyze the waste generation, average there 3 months reading to get the baseline. Then, set percentage of target to be set every month onwards (e.g., 3% reduction of non-recyclable waste from baseline generation of 1,000 kg).

In order to meet the target, specific action plan/initiative can be created. Refer to **Waste Initiatives** section for more detail.

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6.2 MEASURING

There are few ways of measuring of waste generation:

Non-Recyclable

1. Vendor Collection bills: Identify weight that is collected via bills
2. Estimation from bills: Bills with no weight data need to be estimated its weight and times with the total no. of collection

Recyclable

3. Vendor Collection bills: Identify weight of each recyclable that is collected via bills
4. Manual weighing: Weighing via own weighing scale of each recyclable

Note that waste (non-recyclable) and recyclable collection vendor need to be licensed.

6.3 MONITORING

- Monitor and track Waste generation on monthly basis.
- All Waste bills need to be filed accordingly with the report and kept for 5 years.
- Weighing scale need to be in good condition all time and calibrated periodically. Any issues on weighing scale need to be highlighted and repaired immediately. Record into filing all the damage or repairing.
- Note that all estimation needs to be recorded. (e.g., Create a logbook to record time of Waste generation).
- As for units, reporting into the Waste Template to Corporate Sustainability requires the measuring unit to be in kg. Any different unit need to be converted first to kg. Refer to **Waste Template 2020** attachment for template review
- Analysis of waste generation need to be done by PIC quarterly. This will help to identify waste generation trend.

7.0 DETAILS ON WASTE CATEGORY, VENDOR, STORAGE AND INITIATIVE

7.1 WASTE CATEGORY

1. Non-Recyclables Waste (Construction waste*, domestic waste, Scheduled Waste, food waste*, green waste*)
2. Recyclables Waste (Plastic, paper, aluminium, tin/metal, cooking oil)

List of Non-Recyclable Waste	Definition	Example
Construction Waste*	Materials that are generated during construction or demolition activities, including improvement, preparatory, repair or alteration works. Causes of construction waste can be grouped into six categories namely: design, procurement, handling of materials, operation, residual and others.	1) Concrete 2) Bricks 3) Woods 4) Metals 5) Scrap Materials
Domestic Waste	Any waste not included in the following categories that is not capable of being composted, recycled, reprocessed or re-used such as mixture of waste.	Domestic Waste
Food Waste*	Food that is discarded or lost or uneaten. The causes of food waste or loss are numerous, and occur at the stages of production, processing, retailing and consumption.	1) Food Waste 2) Food Spoilage 2) Cooking Oil
Green Waste*	Category includes wood, garden waste, natural fibrous material waste, which are capable of being composted or could be used to enhance lawns or gardens	1) Grass Clippings 2) Small Branches 3) Leaves/ Flowers
Scheduled Waste	Waste that possess hazardous characteristics and have the potential to adversely affect to the public health and environment	1) Zink 2) Used Tissues 3) Used Furniture 4) Printer Cartridge & Toner Photocopier
Others	Other forms of waste which do not fit into the other categories	

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*Note: Construction waste, food waste and green waste can be reuse and compost respectively. Kindly indicate in Waste Template if the waste being reuse and compost

List of Recyclables Category	Definition	Example
Paper	Excess/unused papers from office, construction or workers use	Papers, Cardboard
Plastic	Excess/unused plastic from office, construction or workers use	Plastic bottles, Plastic bags, Plastic containers, Paint containers
Aluminium	Excess/unused aluminium from construction or workers use	Drink cans, other aluminium items
Tin/Metal	Excess/unused tin/aluminium from office, construction or workers use	Frames, Tubular, Evaporated milk containers
Cooking Oil	Used cooking oil (palm) from after cooking at canteen	Cooking oil (Palm oil)

7.2 WASTE VENDOR

- Appoint licensed waste vendor and scheduled waste vendor.
- Ensure vendor in accordance to the applicable Laws and Regulations stated.
- Ensure that all records and evidences obtained from the vendor.
- Seek technical support from vendor in supporting the waste management initiative at site.

7.3 WASTE STORAGE

- Proper signage must be placed at Waste Storage area. Signage must indicate hazards at the area. (e.g., Caution! Slippery Floor. Please Use Proper Shoes)
- Waste storage must separate recyclable and non-recyclable
- Must be kept in good condition all time
- Stored in such a manner that they do not constitute a fire, health or safety hazard

For Scheduled Waste storage:

- Must place the following at outside of the storage area:
 - Safety Data Sheet (SDS)
 - PIC contact detail and photo.
- Met following requirements:
 - Having signage of 'Schedule Waste Storage Area' printed in dark red font and white background (under OSH USECHH Regulations 2000)
 - Having a 'DANGER' signboard painted with letter of 30cm size on bright yellow background as required under the Guidelines for the Storage of Scheduled Waste, 1993.
 - Not sharing space with other waste or item storage
 - Sheltered and locked. Restricted entry only for PIC.
 - Floor covered with concrete or any suitable lining material
 - Must be bundled with secondary containment (must be able to contain 110% of volume)
 - Must have proper spillage kit.
 - Schedule Waste containers must be appropriately labelled with durable material
- Scheduled Waste must not keep more than 180 days (or more than 20 tonnes) from the date of generation.

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7.4 WASTE REDUCTION INITIATIVES

The following Waste initiative can be considered at area:

1. Recycling bins available throughout area
2. Implement no plastic policy at site
3. Eliminate or combine processes that could generate less waste
4. Reuse recyclable item at site
5. Conduct recycling awareness campaign for all staff
6. Do competition on highest recycling generation

8.0 ADDITIONAL INFORMATION

8.1 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Handling in waste shall use suitable PPE in accordance to the *Personal Protective Equipment Procedure*

8.2 INCIDENT REPORTING

Any incident related to waste need to be reported as per *Incident Reporting and Investigation Procedure*

8.3 TRAINING

Person involved in generating, handling and managing waste shall be trained in accordance to *ESH Competence, Training and Awareness Procedure*

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