



DTL-HSE-PRO-0023

Waste Management Procedure

DTL Health & Safety Management System

Doc No: DTL-HSE-PRO-0023

Version: 1.0 — Jun 2026

Review: Jun 2027

Owner: Annelize Van Tonder

Describes how DTL records and tracks the waste it generates and disposes of — what it is, how much, where it goes and who transports and receives it — in the **2iB Waste Tracking Register**, to meet environmental duties and prevent unlawful disposal.

1 · Purpose & Scope

Describes how DTL records and tracks the waste it generates and disposes of — what it is, how much, where it goes and who transports and receives it — in the **2iB Waste Tracking Register**, to meet environmental duties and prevent unlawful disposal.

2 · Why We Track Waste

- waste law requires trackable waste to be followed from its source to disposal;
- generators, transporters and receivers are all **waste handlers** with responsibilities;
- tracking prevents illegal dumping and environmental harm, and shows waste was managed lawfully.

3 · Licensed Transporters & Receivers

Waste **transporters and receivers must hold the appropriate licences and certificates**, and DTL must hold copies **before** engaging them. Record each as a supplier in 2iB with their licence documents attached.

4 · Where to Record It — 2iB

The register is at **2iB > Home > HSEQ > Safety > HSEQ Registers > Waste Tracking Register**, on a desktop / laptop or mobile device. Workers with **hse_read** can view it; **hse_admin** is needed to add or edit entries.

5 · Recording a Waste Entry — Waste Detail tab

Open the register, click **Add** and complete the **Waste Detail** tab (**Department** is mandatory):

Field	What to enter
Date	When the waste was generated or disposed (defaults to the entry date).
Description	A brief description of the waste being generated or disposed.
Waste Type 1 / Type 2	Select the waste type(s) from the list.
Waste Location	Where the waste was generated (e.g. the workshop).
Qty / UOM	The quantity, and its unit of measure.

Supplier	The licensed company transporting or disposing of the waste.
Cost	The cost of the disposal (e.g. oil, electricity).
Revenue	Any income from the waste (e.g. scrap metal).
Purchase Order	The PO reference for the supplier invoice — attach the invoice to the entry.

6 • Attachments

Upload waste disposal records, transport certificates and supplier invoices on the **Attachments** tab — this is the evidence that the waste DTL generated was correctly and lawfully managed.

7 • Spills & Environmental Events

A spill or uncontrolled release is also an **environmental event** — log it in the 2iB Incident module under DTL-HSE-PRO-0005, and follow the Emergency Management Procedure (PRO-0020) for the response.

8 • Responsibilities

- **Workers & contractors** — record the waste they generate or dispose of, and keep the disposal paperwork.
- **Supervisors** — verify transporters/receivers are licensed and entries are complete.
- **HSE Owner / Management** — monitor waste streams, cost and compliance, and act on trends.

9 • References

- DTL-HSE-PRO-0018 Hazardous Chemicals · DTL-HSE-PRO-0005 Incident Reporting
- DTL-HSE-PRO-0020 Emergency Management
- Environmental Protection / Waste Regulations (applicable jurisdiction)

Approved for issue



Tyson Knight — Director
27 May 2026

1.0 · Jun 2026 · Initial issue — directs the team to the 2iB Waste Tracking Register · A. Van Tonder