

SAFETY MEMO

Title	Responsibilities for Excess Waffle Pod Collection and Disposal		
Date	Friday, 23 May 2025	Memo Ref	SM230525
Issued to	Suppliers, Concreters, Building Supervisors		
Background	Coral Homes recently received a \$14,000 EPA fine for waffle pod waste that was not adequately managed on site (and subsequently entered the Local Authority waterways). Coral Homes want to ensure that we do not have to pass on these exorbitant fines to our valued suppliers and subcontractors by not managing waffle pods correctly on site.		
Purpose of Memo	To ensure a safe, clean, and efficient construction environment, this memo outlines the responsibilities of all involved parties in the enhanced waffle pod and polystyrene off-cut collection and disposal process. Clear communication and consistent procedures are critical to ensuring compliance and maintaining site safety standards.		
Direction to Suppliers, Concreters, and Coral Homes Building Supervisors	<p>WAFFLE POD SUPPLIER RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Provision of Bags: Suppliers must provide fit-for-purpose bags for the collection of excess waffle pods and polystyrene off-cuts with all relevant deliveries. • Storage of Bags: Collection bags should be stored in a consistent, easily accessible location that is clearly marked for identification by the onsite team and concreters. • Collection of Excess Waffle Pods: The supplier is responsible for collecting the filled waffle pod bags within 5 business days of the Coral Homes Building Supervisor call up being received. <p>CONCRETER RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Use of Collection Bags: All excess waffle pods and polystyrene off-cuts must be placed into the collection bags immediately after use and the bags 		

must be appropriately tied off to a fixed object (i.e. inside site fence) at the front of the site, to prevent windblown debris. ***(Refer to image below for correct procedure).***



Image showing the correct method for placing excess waffle pods and polystyrene off-cuts into collection bags and securely tying the bags to a fixed object (e.g., site fence) to prevent windblown debris.

CORAL HOMES BUILDING SUPERVISOR RESPONSIBILITIES:

- **Logistics Coordination:** Building Supervisors are responsible for logging and requesting pickup of filled waffle pod bags via the approved Logistics Program.
- **Timely Collection:** Ensure that excess waffle pod collection is scheduled within 5 business days of slab prep completion.
- **Site Management:** Maintain oversight of proper bag storage and placement to ensure site cleanliness and compliance.

Thank you all for your cooperation in maintaining safety and compliance on all Coral Homes sites.

Authorised By	Ben Garland	Position	General Manager - Construction
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