

GENESIS, PRODUCTION AND GOVERNANCE OF WISH GUIDANCE AND ADVICE DOCUMENTS

This WISH reference document is aimed at health and safety improvements in the waste management industry. It is not formal guidance. All WISH reference documents are available on the WISH web site under 'support'.

Introduction

WISH produces formal guidance, information sheets and reference documents. These are aimed at assisting improvements in health and safety in the waste and recycling industry. Usually, WISH documents are produced by a WISH work group. However, on occasion bodies external to WISH may produce a document and then approach WISH for it to be adopted, typically to give the document a wider audience. This reference document outlines the process by which WISH documents are produced, both by WISH work groups and external bodies, and the governance process applied.

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1. How and why WISH guidance and advice is produced

One of WISH's main outputs is the production of health, safety, welfare and wellbeing guidance, information, advice, good practice and similar documents for the waste and recycling industry. The need for a new, or revision of an existing, WISH document may be identified in various ways:

- Via WISH's biennial conferences
- By any member of WISH, or other relevant organisation such as a waste and recycling trade body, professional or other representative organisation, regulator, other governmental body, specialist grouping or similar
- Incidents, accidents, health effects, other events, and associated data
- Changes or developments which impact on health, safety, welfare and/or wellbeing in the waste and recycling sector

When a need for a new or revised document is identified WISH will consider:

- Is the need clear, relevant, and significant?
- Does the topic/issue fall within WISH's remit?
- Is the topic/issue specific to the waste and recycling sector or is there other sufficient and relevant general guidance already available elsewhere, such as existing HSE guidance, posing the risk of duplication and overlap?
- For revisions, is the proposed change significant enough to warrant a revision of an existing WISH document, and if yes what is the urgency - can a revision be left until the next routine review of the document?

Once the above 'tests' have been satisfied, WISH will establish a working group and the new/revised guidance or advice will be produced following the governance process outlined in appendix 1 below.

2. Co-operation and co-ordination across the sector

WISH does not have a monopoly on the production of health, safety, welfare and wellbeing guidance and advice for the waste and recycling industry. Guidance and advice documents are also produced by other waste and recycling organisations, such as trade and other representative bodies, professional bodies, specialist groups etc. In general such guidance and advice tends to be specific to an organisation's members, sub-sector, or constituency. However, in some cases it may be relevant to a wider waste and recycling audience and there may be a benefit in the document being released as a WISH publication. In addition, in other cases there may be a degree of overlap with existing WISH guidance or advice.

WISH is committed to encouraging co-operation and co-ordination on health, safety, welfare, and wellbeing issues across the industry. This includes between WISH and other sector bodies to maximise the effectiveness of health, safety, welfare and wellbeing guidance and advice. Whether a revision to existing guidance and advice or new guidance or advice, WISH documents can be produced and/or revised in two ways:

- Via a WISH working group through the process outlined in appendix 1
- As a 'joint venture' via another sector body working group, the output being accepted by WISH, as appropriate, resulting in publication as a WISH document through the process outlined in appendix 2

In addition to the above 'tests', the below will also be considered for any 'joint venture' WISH publication:

- Is the guidance/advice/revision relevant to a wider waste and recycling sector audience, or would it be better produced as sub-sector specific non-WISH document
- Is there any conflict or overlap with existing WISH or other guidance?
- Which of the joint venture partners, WISH or the other body, would be best placed to progress the document/revision?
- Would a joint venture approach allow beneficial input via WISH from other relevant bodies outside of the joint venture partners?

Appendix 2 below gives an outline of the process for joint venture publications, including the 'touch points' in the case of the joint venture partner progressing the document/revision.

3. Case study of co-operation and co-ordination in action

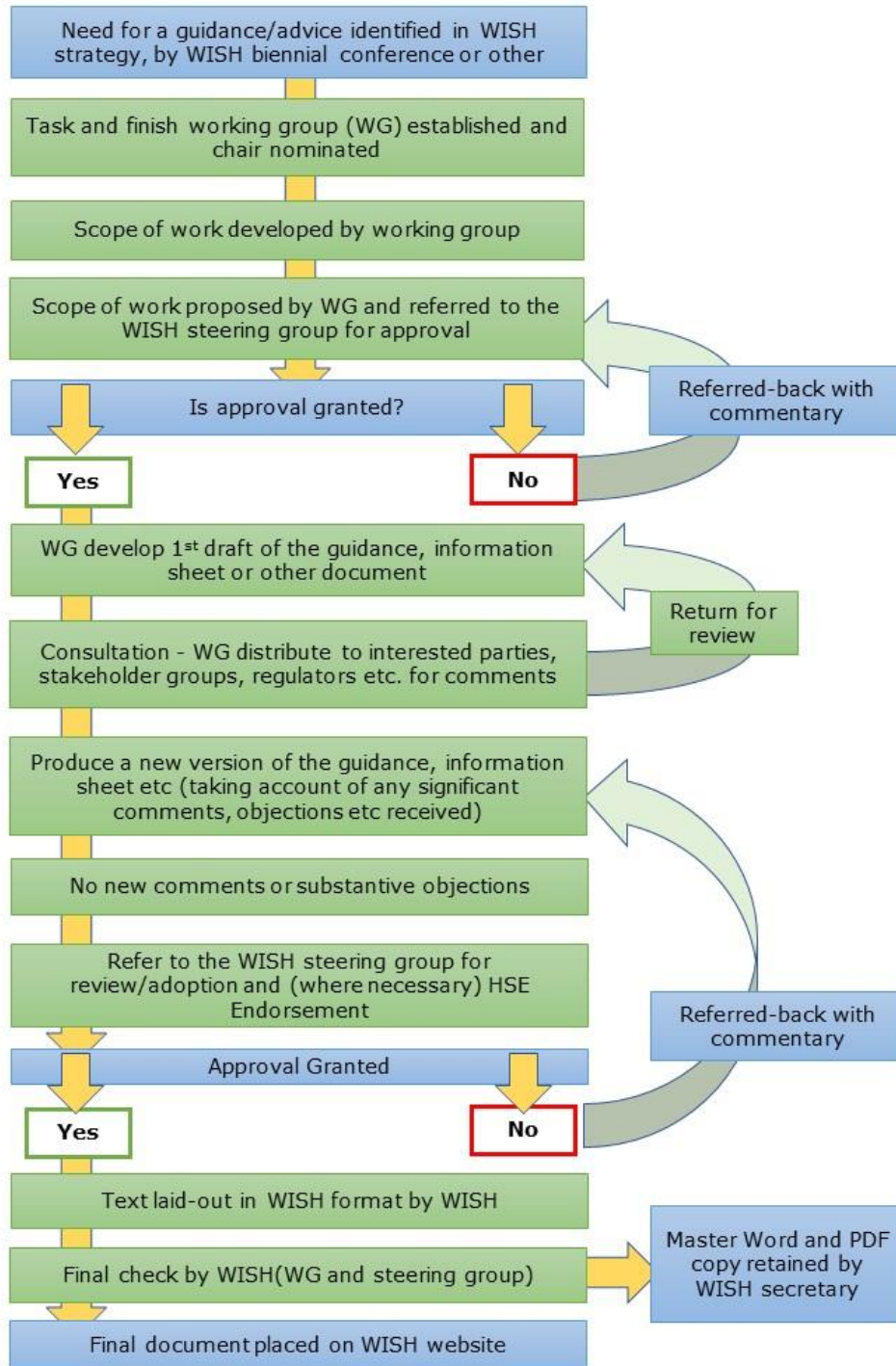
The Environmental Services Association (ESA) is the waste and recycling sector's largest trade body, covering roughly 40% of the industry. In 2018 in response to growing concerns ESA established a rogue lithium batteries working group, resulting in the production of a draft document on the topic. It was quickly realised that such an advice document would have relevance outside of ESA's membership. In early 2019 ESA contacted WISH to take part in a joint venture approach. This resulted in the publication of the WISH information sheet INFO 08 'Rogue lithium batteries and fire risk' in September 2019.

- Rogue lithium batteries are certainly an issue relevant to a wider industry audience than ESA's membership
- There was some overlap with WISH's general waste fires guidance (WASTE 28), but no conflict – rather INFO 08 compliments and supports WASTE 28
- As ESA had already started on the topic, it was most appropriate that an ESA working group, with input from WISH, progressed the advice

WISH's aim is to encourage improvement in the waste and recycling industry's safety, health, welfare, and wellbeing performance. Co-operation and co-ordination with other bodies and individuals can be an effective method of achieving this aim.

Waste Industry Safety and Health Forum

Appendix 1. WISH document governance process



Appendix 2. Co-ordination and co-operation with other bodies

