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# ENVIRONMENTAL MANAGEMENT PLAN

## XXXX

## ENVIRONMENTAL MANAGEMENT PLAN

**Site Information**

Location (Site) Address:	<i>(Insert address)</i>
Company Details: Contact person: XXXX	XXXX Address: Mob: Email:
ABN	
XXXX Sign-off	Signature: _____ Date:

**Scope:**

This Environmental Management Plan involves (Insert Location/site address) located at \_\_\_\_\_

Prior to commencing work at any new work site, XXXX will assess and review the Environmental Aspects and Impacts in relation to their work tasks. Describe where and what work is to be done on the site;

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### SAFETY, HEALTH AND ENVIRONMENTAL RISK ANALYSIS MATRIX

Statement of Risk	Risk Potential (Likelihood) 1 (low), 5 (high)	Severity 1 (low), 5 (high)	Control	Responsible Entity	By When
Heat Stress	4	3	Heat stress management strategy including Heat Stress Procedure. Education and Training of personnel. Provision of adequate cooled drinking water. XXXX Staff to be trained in monitoring personnel for health stress symptoms.	XXXX and Employees	Prior to project starting, then ongoing
Plant / person contact movement.	4	5	Set up exclusion zone to define extent of plant	XXXX and Employees, Operators of mobile plant	Ongoing while plant is in Operation.
Unauthorised Public Entry to the Yards	3	3	Secure Perimeter fencing and correct signage	XXXX and Employees	Ongoing

Statement of Risk	Risk Potential (Likelihood) 1 (low), 5 (high)	Severity 1 (low), 5 (high)	Control	Responsible Entity	By When
Mobile Plant (Bobcat & Trucks) traffic causing a hazard to road users & pedestrians	3	3	Define entry point to site. Observe speed limit on access road. Walking speed inside site	XXXX and Employees	Ongoing
Noise Exposure (Occupational)	4	3	All personnel within the vicinity of or operating noisy plant or equipment to wear hearing protection. Conduct noise survey to identify noise sources exceeding 85DbA.	XXXX and Employees	Ongoing
Wind Blown Dust	2	2	Wet down site - water tankers to wet down site (if practicable).	XXXX and Employees	Ongoing
U/V Exposure from Sunlight	5	3	Hardhat, Brims, sunscreen, shade, structures where possible, education, long sleeved shirts.	XXXX and Employees	Ongoing

Statement of Risk	Risk Potential (Likelihood) 1 (low), 5 (high)	Severity 1 (low), 5 (high)	Control	Responsible Entity	By When
Manual Handling	5	5	Education of employees in manual handling techniques, provision of mechanical lifting gear, housekeeping, appropriate tools, physical fitness, rotation of personnel through tasks. Risk Assessments conducted.	XXXX and Employees	Ongoing
Electric shock while using portable power tools	2	5	All portable power tools and leads to be inspected and tagged quarterly. RCD's to be used on all leads. RCD Hire to be checked daily. RCD's to be protected and checked weekly. Leads to be protected from damage. Tonca Earthmoving Pty Ltd, And any Contractors Prior to commencing work, then ongoing.	XXXX and Employees	Ongoing

Statement of Risk	Risk Potential (Likelihood) 1 (low), 5 (high)	Severity 1 (low), 5 (high)	Control	Responsible Entity	By When
Substance abuse	3	4	Pre-employment drug and alcohol testing, random on-site testing, education, counselling, discipline process	XXXX	Ongoing
Contamination from Chemicals, Oils or Fuel	1	2	Spillage controls, spills kits, bunds	XXXX	Ongoing
Extreme Weather events	4	4	Securing of plant and other infrastructure / materials that may be subject to wind or rain damage	XXXX	Prior to delivery/pickup and activate on receipt of weather warning.
After hours site security unauthorised entry. Theft	3	3	3 3 Site fencing and signage. Secure site office, crib room, mobile plant and other equipment Tonca Earthmoving Pty Ltd, Client, Contractors	XXXX, Client, Contractors	Ongoing

<b>Statement of Risk</b>	<b>Risk Potential (Likelihood) 1 (low), 5 (high)</b>	<b>Severity 1 (low), 5 (high)</b>	<b>Control</b>	<b>Responsible Entity</b>	<b>By When</b>
Vandalism of site buildings plant and equipment	3	2	Site Fencing and signage. Secure all mobile plant and other equipment. Lighting for compound	XXXX, Client, Contractors	Ongoing
Plant Use, Ground conditions, Material Falling or Contacting structures or persons	2	4	Check competency of plant operators. Conduct Plant and Equipment Inspections. Confirm Ground Stability.	XXXX	Prior to plant operation and then ongoing.
Persons falling from Height	2	4	No work at height without the proper fall protection/prevention measures in place. Work Method Statements. Trained Personnel. Proper access.	XXXX	Prior to commencing work at height then ongoing
Fatigue Management	2	2	Fatigue management procedure, rotation of personnel through tasks	XXXX	Ongoing

<b>Statement of Risk</b>	<b>Risk Potential (Likelihood) 1 (low), 5 (high)</b>	<b>Severity 1 (low), 5 (high)</b>	<b>Control</b>	<b>Responsible Entity</b>	<b>By When</b>
Hazardous Materials Chemicals	2	2	Review all materials. Purchase safer alternatives if available. MSDS for all chemicals. Training in use.	XXXX, Workshop Mechanics / Contractors	Ongoing
Welding / Cutting Electric Shock/ Fire / Burns	3	3	Confirmed competent personnel / hot work procedures / permits / correct PPE / fit for use equipment.	XXXX,	Prior to operation and ongoing
Lightning Strike	2	5	Lightning event procedure, all personnel to move to cover when lightning is in local area, check Bureau of Meteorology severe weather warnings	XXXX,	Ongoing
Bomb Threats	2	3	Bomb Threat Procedure, Trained Staff, inform Police, Implement Emergency Events Procedure	XXXX, Contractors	Ongoing
Insect borne diseases such as Ross River Virus	2	4	Insect repellents available to all personnel, meshing facilities and offices. Education	XXXX, Contractors	Ongoing



## Public Safety and Health Subcontractor Management

All subcontractors that are engaged by XXXX will need to fulfil the following minimum requirements when working on our controlled sites;

- a) Prepare and submit to XXXX specific Safe Work Procedures & Risk Assessments for any high-risk tasks prior to commencing work on the site;
- b) Before work commences, the subcontractor must review their risk assessment and controls and review the safe work procedures relating to all required activities; the subcontractor must forward copies of all relevant SWP's to XXXX.
- c) Make all reasonable additions to the Safe Work Procedures as requested by XXXX management representatives;
- d) Contact XXXX immediately following any incident, injury, near miss, emergency or incident involving any person, including employer, self-employed person, worker or member of the public;
- e) Discuss with the XXXX representative any workplace activity or risk identified, unsatisfactorily controlled or dealt with;
- f) Do all activities and work in a safe and health manner at all times and in accordance with the requirements of XXXX, subcontractor safe work procedures and state-based legislation and codes of practice.

XXXX will maintain a register of all subcontractors used, to which may be attached a copy of the subcontractor job report

The subcontractor's safe work procedures will be formally reviewed to ensure they comply with the requirements of legislation and meet the minimum requirements of XXXX WH&S Standards.

## Public Protection & Controls

XXXX have identified that control measures must be implemented to exclude the public, particularly children, from being exposed to the risks on the sites it controls.

XXXX will aim to do the following, as needed on site or projects:

- a) Ensure that the various sites / yards are secure and fenced around the boundary of the site to ensure members of the public cannot walk in unnoticed. All members of the public must be supervised on site and accounted for in the event of an emergency on site;
  - ◆ Fencing used must be secure and supported to prevent it topping or collapsing;
  - ◆ The fence should have a gate for large vehicles to enter the premises;
  - ◆ XXXX Staff will monitor and document the condition of the fence during site inspections.
- b) Clearly display safety signs on the boundary fence that describes the site areas as being accessible to workers and authorized personnel only, i.e. "Do Not Enter Authorised Personnel Only".
- c) A spotter should be made available to guide vehicles or equipment reversing onto or off the site, so that workers aren't driving blindly into areas where there may be pedestrians.

## Plant and Equipment

XXXX will provide plant and equipment in accordance with the standards below; All plant and machinery will be certified fit for operation by the XXXX prior to being made available for use by trained operators.

### Signage on XXXX-controlled sites

- ◆ OHS Signage to be displayed on site, in easy to see locations;
- ◆ Fixed in a way so that sharp or protruding edges are not exposed
- ◆ Signs will include:
  - “Do Not Enter Authorised Personnel Only” – All Site areas.
  - Mandatory PPE Signs
  - Mandatory Safety Footwear Signs
  - XXXX site General Sign

### Site Rules and Safe Work Practices on XXXX-controlled sites:

All workers, visitors and subcontractors on site must ensure the following;

- ◆ All incidents, injuries and emergency situations must be reported to the site XXXX Staff immediately;
- ◆ All workers must wear the correct PPE Personal Protective Equipment (as per the safe work procedures, material safety data sheets or manufacturer’s instructions) always;
- ◆ Place all rubbish in the appropriate enclosure or bins provided before leaving the work site for the day;
- ◆ Work areas must always be kept clean and free from hazards;
- ◆ No Alcohol or illegal drugs are permitted on site;
- ◆ Any person on- site affected by Alcohol or Drugs will not be tolerated and will be denied access to the site in accordance with the XXXX Drug and Alcohol Policy;
- ◆ Toilets must be kept in a good condition and good hygiene is always to be adhered to;
- ◆ Copies of the relevant MSDS is to be maintained by the site XXXX Staff and stored in the master MSDS file. Full MSDS master files are retained in the branches;
- ◆ All personnel are to be trained in the plant and equipment being used by the relevant trade or employer. This includes holding certificates and licenses as required.
- ◆ No person without specific approval is to alter or remove any plant, equipment or safety device on site.
- ◆ Electrical equipment including leads, are to be inspected and tagged at intervals not exceeding 3 months and maintained in locations where they are not likely to be damaged or create a trip hazard;
- ◆ Any faulty electrical equipment shall be tagged out and withdrawn from use;
- ◆ All Work above 2m will require a suitable means of fall protection;
- ◆ Theft of any kind will not be tolerated and will be reported directly to the Police;
- ◆ All safety & environmental signs are to be complied with in full; and
- ◆ A spotter will guide vehicles or equipment reversing onto or off the site, so that workers aren’t driving blindly into areas where there maybe pedestrians or oncoming traffic issues;

### Emergency Preparedness and Response:

Emergency contact details and the evacuation process will be displayed clearly on the site noticeboard for all personnel to use, and follow, in the event of an emergency.

Client Site Details	
Client Site Address	
Client Site Contact	

Site-Specific Hazards

EMERGENCY RESPONSE DETAILS	
AMBULANCE / POLICE / FIRE SERVICE	000 or 112 (mobile)
Worksafe Queensland	1300 362 128
Poisons Information Centre	13 11 26
Electrical Emergency (Ergon)	13 22 96

#### ENVIRONMENTAL INSPECTION CHECKLIST for XXXX-controlled sites

General	
All subcontractor's /Visitors/ Inducted	Yes / No
All employee's Inducted	Yes / No
Site Noticeboard up to date and available to personnel	Yes / No
Emergency numbers displayed	Yes / No
Signed Policies displayed on site (Quality, OHS, Environmental, etc)	Yes / No
Amenities	
Is the site office / compound clearly identified	Yes / No
Compound safe and secure	Yes / No
Compound free of litter, bins provided	Yes / No
Toilet and wash facilities provided & maintained	Yes / No
Amenities adequate and maintained in accordance with code of practice	Yes / No
Emergency Response Systems	
No First Aid kit and facilities on site	Yes / No
Emergency / Muster point signs erected	Yes / No
Fire Extinguishers testing & inspection current	Yes / No
Extinguishers mounted on brackets or hooks. Signage in place	Yes / No

Personal Protective Equipment	
Hearing protection available	Yes / No
Safety footwear being worn	Yes / No
Sun protection available	Yes / No
Safety vests worn at all times	Yes / No
Eye protection available	Yes / No
Plant and Equipment Waste oil and other waste collected	Yes / No
Daily plant inspections and fault reports completed for all plant	Yes / No
Plant and equipment in good condition	Yes / No
All operators' competency tested	Yes / No
Vehicles and Plant parked to reduce impact on road users and pedestrians	Yes / No
Power and Hand tools in good condition	Yes / No
All electrical equipment inspected and tagged with current colour coding	Yes / No
All lifting equipment identified & marked with safe working loads	Yes / No
Site Safety	
Risk Assessments conducted before any high-risk work	Yes / No
JSA conducted	Yes / No
Warning signs, traffic and public in place	Yes / No
Toolbox meeting minutes available	Yes / No
Inspect Hazardous Goods / Chemicals on site	Yes / No
MSDS sheets available for all chemicals on site	Yes / No
Work practices inspected for any other hazards on site	Yes / No
Environmental Management	
Environmental risk analysis carried out before starting work	Yes / No
Chemical spill kit available onsite	Yes / No
Environmental issues included in tool box meetings	Yes / No

Address: \_\_\_\_\_ Inspecting

Person: \_\_\_\_\_

Date: \_\_\_\_\_