

<p>1.1 Objectives</p>	<p>This document outlines our Environmental Awareness management processes for ensuring we maintain compliance with site and inter/national standards in all aspects of our business and at all times.</p>	
<p>1.2 Responsibility of</p>	<p>Our Business and staff are committed to the maintaining constantly high standards of performance and customer satisfaction at all levels of our work. This Environmental Management Plan is the responsibility of –</p> <ul style="list-style-type: none"> • Managers/ Superintendents, Supervisors & Workers • Company Officer and Contractors. 	
<p>2.1 Environmental Awareness Management Overview</p>	<p>Our Business has invested time and resources into developing an integrated management system that monitors and controls the quality of all our processes. These include:</p> <ul style="list-style-type: none"> • Policy Standards – that direct activities, appoint responsibility & ownership • Procedures – that guide and instruct us in each step of the process. • Forms – that can establish our goals, control relevant information & ensure we capture and respond to events in an appropriate and timely manner. • Reports – to monitor and confirm maintenance of our standards & goals. 	
<p>2.2 Environmental Management Standard</p>	<p>Environmental Management – ISO14001</p> <p>The objective of environmental management is to enable the business to have a plan that ensures no person, product, activity or process shall cause an adverse effect to any environmental element – air, ground (condition & future use), water (surface & underground), flora (vegetation), fauna (animal).</p> <p>ISO14001 requires the business to have a documented plan that allows for pre-assessment of likely risks and impacts, setting of controls to protect and monitor works. The system must also have:</p> <ul style="list-style-type: none"> • Identification, assessment and control of environmental risks and hazards. • Competency and awareness training, consultation and communication • Respond to and investigate incidents, implement corrective action changes. • Procedure for document and data control, reporting and management review • Monitoring, internal audits to prove the system is effective, working properly. • Controls to ensure it is kept up-to-date and changes are made to improve it. • Documentation (trail) to confirm the compliance of activities etc at all stages. <p>Our Environmental Awareness Management Plan achieves these through:</p> <ul style="list-style-type: none"> • Planning – the appropriate processes and controls at each stage. • Preventative – monitoring that correct processes are applied at all times. • Corrective Action – identification of cause and effect and action required. 	
<p>2.3 Definitions</p>	<p>The following definitions apply in this document -</p> <ul style="list-style-type: none"> • Governance – the action or style by which something is governed (managed). • Planning – making preparations in advance for doing or achieving something. • Corrective Action - the process that directs review and (when required) change for all operational, systemic and other activities. • Shall – means the subject is mandatory, must be done. • Should – means the subject is recommended, as best practice. • Site – all company projects, work sites, buildings & facilities 	
<p>3.0 Table of Contents</p>	<p>Index</p> <p>1.1 Objectives</p> <p>1.2 Responsible persons</p> <p>2.1 Overview</p> <p>2.2 Definitions</p> <p>3.0 Index</p> <p>4.1 Environmental Responsibility</p> <p>4.2 Environmental Awareness</p> <p>4.3 Sustainability & Recycling</p> <p>4.4 Risk & Hazard ID and Control</p>	<p>4.5 Manpower Competent & Aware</p> <p>4.6 Equipment Impact</p> <p>4.7 Materials Handling & Storage</p> <p>4.8 Monitor & Respond</p> <p>4.9 Corrective Action</p> <p>4.10 Progress Updates</p> <p>4.11 Business Systems Review</p> <p>4.12 Data Storage & Confidentiality</p> <p>4.13 Disclaimer</p>

Procedures

<p>4.1 Environmental Responsibility</p>	<p>Our business recognises it is the responsibility of the site owner / operator to develop and manage an approved (by the EPA) Environmental Management Plan (as appropriate for the site).</p> <ul style="list-style-type: none"> Note: copy of the Site Environmental Management Plan to be provided.
<p>4.2 Environmental Awareness</p>	<p>This Environmental Awareness Management Plan will ensure our works are delivered in compliance with the site EMP and the inter/national standards through all levels of our business; as shown in our:</p> <ul style="list-style-type: none"> Leadership – Project – Environmental Awareness Mgmt Plan
<p>4.3 Sustainability & Recycling</p>	<p>Our business supports recycling, when it is commercially viable to do so.</p> <p>Stores Purchasing Officer (or nominee) and Supervisor in charge of project and works shall be responsible to ensure:</p> <ul style="list-style-type: none"> Waste material that is re-useable as materials (on another project) shall be returned to store; for re-issue at a later date. Waste material that is not re-usable shall be placed at a recycle point either on-site, at a local authority dump or at the business premises. Order quantities as sufficient for the works with minimal excess. Report quantities of waste as % of project materials. Initiate Corrective Action (Register) enquiry into cause of excess etc.
<p>4.4 Risk & Hazard Identification & Control</p>	<p>Our safety obligations are managed (or mapped to client requirements) through our risk management program that:</p> <ul style="list-style-type: none"> Requires risk assessment & hazard identification Implements site / safety controls and permits Promotes safe work practices, awareness, inspection & corrective action <div data-bbox="491 1144 1428 1400" data-label="Diagram"> <pre> graph LR RM[Risk Management] --> SWI[SWI: Work Methodology Statements] RM --> SMP[Site Management Plans] RM --> RHI[Risk & Hazard Identification] SWI --> TT[Toolbox Talks] TT --> SBO[Safe Behavioural Observations SBO] SMP --> WP[Work Permits] RHI --> JSEA[JSEA: Risk Management Form] WP --> SHSI[Site HSEC Inspections] JSEA --> SHSI SBO --> SSI[Site HSEC Inspection Report Form] SHSI --> SSI SHSI --> HOC[Heirarchy of Controls] HOC --> PPE[Personal Protective Equipment] SSI --> CAR[Corrective Action Register] SSI --> WUR[Work Update / Review] </pre> </div> <p>Safety Officer (or nominee) is responsible for ensuring the compliance with these standards, maintaining reports and availability of documents for all work projects.</p> <p>Our business requires that all work activities shall start with an assessment of the risks and hazards (including environmental) involved with the works that is:</p> <ul style="list-style-type: none"> Proportional to the conditions and complexity of the activity; and Reflects any site specific or preferred formats; such as: <ul style="list-style-type: none"> Tasks – Risk Alert, Take 5, Think Safety First etc Works – Work Permits Safety – JSEA, Risk Management Form Applies industry recognised safety assessment tools, such as: <ul style="list-style-type: none"> Risk Matrix standard Hierarchy of Controls <p>Our business manages safety and environmental risk and hazard awareness and the control process through a series of awareness documents, such as:</p> <ul style="list-style-type: none"> Leadership – Project HSEC Management Plan <ul style="list-style-type: none"> Safety – Risk Management Procedure Safety – SWI – Environmental Awareness & Test Safety – TST – Environmental Awareness

<p>4.5 Manpower Competency & Awareness</p>	<p>Our business recognises that all work is performed or monitored by people and thus manpower management is a critical requirement in ensuring compliance with environmental and other standards. Environmental competency and awareness are included as an element in:</p> <ul style="list-style-type: none"> • Leadership – Business – Manpower Management Plan <ul style="list-style-type: none"> ○ Leadership – Project – HSEC* Management Plan <p style="margin-left: 40px;">Note*: HSEC means Health Safety, Environment & Community</p> • Induction – providing and confirming awareness of environmental and other requirements among visitors, contractors and employees. <ul style="list-style-type: none"> ○ Team – Induction Document & Test • Development – training and assessing of job skills and monitoring and updating with awareness alerts etc. <ul style="list-style-type: none"> ○ Team – Training & Assessing Procedure ○ Safety – SBO – Safe Behavioural Observation Form ○ Safety – Safe Work Instruction – Environmental Awareness ○ Safety – Toolbox Safety Talk – Environmental Awareness • Health – to maintain a health team and a pleasant workplace. <ul style="list-style-type: none"> ○ Team – Health - Hygiene & Wellbeing Procedure ○ Team – Health – Fitness for Work Guidelines Poster • Behavioural Management – to provide all persons with an understanding of obligations and responsibility and accountability for their conduct. <ul style="list-style-type: none"> ○ Team – Behavioural Management Procedure ○ Team – Behavioural Management - Guidelines Poster ○ Team – Behavioural Management – Warnings Form <p>More information at Leadership - Project - Manpower Management Plan.</p>
<p>4.6 Equipment Environmental Impact</p>	<p>Plant & equipment contribute to the works project and the environmental damage from:</p> <ul style="list-style-type: none"> • Operational impact – damage caused by work, pollution etc • Life cycle – disposal of consumables, parts, equipment etc. <p>To ensure minimal environmental impact all plant & equipment activity will be managed as per:</p> <ul style="list-style-type: none"> • Project - Equipment Management Plan. <p>New (potential) equipment shall be assessed using:</p> <ul style="list-style-type: none"> • Production – Stores – Equipment Appraisal Checklist • Production – Stores – Scope of Product Form <p>All equipment shall be pre-assessed and commissioned to site using:</p> <ul style="list-style-type: none"> • Production – Stores – Compliance Commissioning Guidelines <p>Equipment repair and maintenance shall be managed as per:</p> <ul style="list-style-type: none"> • Production – Equipment – Maintenance & Repair Procedure <p>Lost equipment shall be reported, investigated and managed using:</p> <ul style="list-style-type: none"> • Production – Stores – Lost Property, Equipment, Products Report • Safety – Incident Investigation Procedure • Respond – Corrective Action Procedure <p>Retiring & disposal of equipment shall be based on the:</p> <ul style="list-style-type: none"> • Production - Equipment Performance Review Procedure & Form <p>More information at Leadership - Project - Equipment Management Plan.</p>

<p>4.7 Materials Handling & Storage</p>	<p>Materials are any product, spare part, consumables, chemicals etc as may be delivered to, stored and used on the site..</p> <p>Stores Purchasing Officer (or nominee) is responsible to ensure materials are selected as suitable and managed on-site as per:</p> <ul style="list-style-type: none"> • Production – Materials Management Plan <p>New (potential) materials are environment impact assessed pre-purchase in:</p> <ul style="list-style-type: none"> • Production – Stores – Product Appraisal Checklist • Production – Stores – Scope of Product Form <p>Materials transportation and storage shall be managed as per:</p> <ul style="list-style-type: none"> • Production – Stores – Materials Handling HSEC Checklist • Production – Stores – Material Safety Data Sheet (MSDS) - Library <p>Lost materials shall be reported, investigated and managed using:</p> <ul style="list-style-type: none"> • Production – Stores – Lost Property, Equipment, Products Report • Safety – Incident Investigation Procedure • Respond – Corrective Action Procedure
<p>4.8 Monitor & Respond</p>	<p>Monitoring all business activities allows us to be aware of events and able to respond to <i>help events</i> as soon as they arise. Help events may occur from a wide range of sources and each requires investigation and handling and almost certainly some level of corrective action.</p> <p>The schematic below shows how event help event awareness leads to efficient management, handling and through them to the corrective action register and risk registers (as applicable).</p> <p>Documents that drive the Monitor & Respond process include:</p> <ul style="list-style-type: none"> • Admin – Complaint (and Grievances) Procedure <ul style="list-style-type: none"> ○ Admin – Complaints - Handling Form ○ Admin - Complaints – Letter • Production – Work Update Review Form • Safety – Incident Investigation Procedure • Safety – SBO - Safe Behavioural Observation Procedure • Safety – SBO – Site HSEC Inspection Procedure <ul style="list-style-type: none"> ○ Safety – SBO – SBO & Site HSEC Inspection Report Form ○ Safety – SBO – SBO & Site HSEC Inspection Register

Response Management Process



<p>4.9 Corrective Action Register</p>	<p>The Corrective Action Register is the business central point for:</p> <ul style="list-style-type: none"> • Gathering work activities that require monitoring, action or future review • Directing appropriate corrective action for the above. • Monitoring the action process and outcomes. • Reporting on standards compliance and improvements. <p>The sources for input to the Corrective Action Register may include:</p> <ul style="list-style-type: none"> • Help events – as shown above. • Manpower – planning training and performance assessments etc. • Behavioural management – monitoring review of issues etc. • Equipment – planning service and monitoring repair issues • Systematic – changes to processes, documents etc. <p>Documents that drive the Corrective Action process include:</p> <ul style="list-style-type: none"> • Respond – Corrective Action Procedure <ul style="list-style-type: none"> ○ Respond – Corrective Action Form & Register • Admin – Systems Review Procedure <ul style="list-style-type: none"> ○ Respond – Systems Review Form & Register
<p>4.10 Progress Updates</p>	<p>Our business believes that an important element of quality control is the timely reporting of performance information to help identify production needs and (potential or actual) issues before they can escalate into a problem.</p> <p>Our progressive reporting and review process includes:</p> <ul style="list-style-type: none"> • Production – Work Update Review Form <ul style="list-style-type: none"> ○ Production – Work Update Review Form User Notes <p>This provides us with daily updates and weekly reviews of:</p> <ul style="list-style-type: none"> • Production – work verses target and reasons for shortfall etc. • Safety – number of SBO, Inspections; LTI and safety issues. • Manpower – attendance, behaviour, any other issues. • Equipment – hours worked, lost time and any equipment issues • Supplies – correct quantity and quality of materials received • Site / Client – environmental and any other issues or comments. <p>This provides us with:</p> <ul style="list-style-type: none"> • Daily Work Updates – verbal / written to Supervisor by Person-in-Charge • Weekly Work Review – written summary & review of the daily updates • Periodic Work Review – monthly or at KPI points assessing performance & cost to budget. • Performance Accounting – invoices measured against operating costs • Handover Project Analysis – assessment of work objectives and work outcomes achieved.
<p>4.11 Business Systems Review</p>	<p>Our business requires that all process procedures and documents be reviewed / audited at set maximum periods.</p> <ul style="list-style-type: none"> • Each one (1) year for safety and QA related processes and documents. • Each two (2) years for operational and other processes and documents. <p>However this Management Plan and all documents referred to in it are exposed to constant review, arising from changes in legislation, new plant, events, investigations or observations etc. Any of these events may cause a process or document to undergo revision at anytime which will amend the revision due date.</p> <p>At all times review / audit shall be in accordance with –</p> <ul style="list-style-type: none"> • Admin – Systems Review Procedure <ul style="list-style-type: none"> ○ Admin – Systems Review Form ○ Admin – Systems Review Register

<p>4.12 Data Storage & Confidentiality</p>	<p>Our business stores, collates & tracks data, produces reports, schedules etc and uses information to assist in assessing performance and forward planning via -</p> <ul style="list-style-type: none"> Recording data from event and activity reports. Storing electronic copies of reports, certificates, documents etc. <p>Our business may:</p> <ul style="list-style-type: none"> Displaying data for review by appropriate persons (on request) Provide copy of information to appropriate persons (in accord with our privacy policy). Routinely check / audit all documents, forms, procedures, processes etc. <p>Our business will not:</p> <ul style="list-style-type: none"> Disclose confidential information about any works or persons to any other entity; nor permit others to do so, without our written permission (in accord with our privacy policy). Provide copy of any personal information about any employee to any entity other than that employee unless required by a lawful demand to do so.
<p>4.13 Disclaimer</p>	<p>All processes, procedures, forms, compliance requirements etc referred to in this document are correct at date of writing (see page 1). User is advised to confirm this as the current version of the document before implementing or relying on advice given in this or any document greater than three (3) months old.</p>

<p>References</p>	<p>List of publications used as reference in writing this procedure ISO 9001 – Quality Assurance Standards AS / NZ 4801 – Health & Safety Standards ISO 14001 - Environmental Standards Environmental Protection Act 1994</p>	<p>Revisions 01/03/2006 01/03/2014</p>
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<p>Training Record</p>		<p>I acknowledge that I have been trained in this procedure; and that I understand and will comply with all the requirements encompassed in this procedure</p>		
<p>Name:</p>	<p>Signature:</p>	<p>Date:</p>	<p>Trainer:</p>	