|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 1: General Information** | | | | | | | | | | | |
| Project Name: | | | | | | | | | | | |
| Location of Project: | | | | | | | | | | | |
| Contractor Company: | | | | | ABN: | | | | | | |
| Commencement Date: | | | | | Expected Completion date: | | | | | | |
| Responsible Manager:  (person accepting responsibility for this Environmental Management plan) | | | | | Signature:  (By signing this plan I accept responsibility for ensuring all aspects of this project abide by all legislative requirements for environmental protection.) | | | | | | |
| Phone Number: | | | | | Position in Company: | | | | | | |
| Emergency Contact person: | | | | | Phone Number: | | | | | | |
| **Part 2: General Site Issues** | | | | | | | | | | | |
| **Environmental Management Control** | | | | **Person Responsible** | | | **Timing/ Frequency** | | **Completed/ Actions on (Initials and Date)** | | |
| **Site Induction Training for all personnel**. Includes: alerts personnel to sensitive work areas, explains the requirements of the EMP, outlines individual’s responsibilities, informs workers of emergency response procedures. Documentary evidence of such training will be maintained and is available for review. | | | | Site Manager | | | All workers are inducted prior to commencing of any form of work on-site. | |  | | |
| **Compliance:** Ensure all work is performed in compliance with Environmental protection legislation and this EMP. | | | | All site personnel | | | Ongoing | |  | | |
| **Emergency Procedures:** Ensureall required emergency procedures exist and are displayed in a prominent position within the site working area. | | | | Site Manager | | | Before commencing any work on project | |  | | |
| **Dissemination of Information:** A contact person has been identified and a contact number is provided here for the receiving of comments or complaints from the community. | | | | Name:  Phone: | | | Ongoing | |  | | |
| **Register of Complaints:** A register will record details of any complaints, complaint contract details and action taken to rectify. | | | | Site Manager | | | Ongoing | |  | | |
| **Audits of the EMP:** A review of all documents, records and monitoring results to ensure compliance with this EMP. | | | | Site Manager | | | Monthly | |  | | |
| **Part 3. Evaluating Risk** | | | | | | | | | | | |
| Each risk listed in this plan within Part 4. is to have a risk rating applied; the risk rating methodology to be used is listed below.  Each environmental risk listed in part 4 is given a rating in terms of likelihood and consequence using the criteria in the tables below. These ratings are combined using the matrix provided to generate a risk rating of low, medium, high or severe. | | | | | | | | | | |  |
| **Likelihood** (how likely is it that this event/ issue will occur after the listed control strategies have been put in place). | | | | | | | | | | | |
| Highly Likely | | | | | Is expected to occur in most circumstances | | | | | | |
| Likely | | | | | Will probably occur during the life of the project | | | | | | |
| Possible | | | | | Might Occur during the life of the project | | | | | | |
| Unlikely | | | | | Could occur but considered unlikely or doubtful | | | | | | |
| Rare | | | | | May occur in exceptional circumstances | | | | | | |
|  | | | | | | | | | | | |
| **Consequence** (what will be the likely consequence / result if this issue does occur). | | | | | | | | | | | |
| Minor | | | | | Minor incident of environmental damage that can be reversed. | | | | | | |
| Moderate | | | | | Isolated but substantial instances of environmental damage that could be reversed with intensive efforts. | | | | | | |
| High | | | | | Substantial instances of environmental damage that could be reversed with intensive efforts. | | | | | | |
| Major | | | | | Major loss of environmental amenity and real danger of containing. | | | | | | |
| Critical | | | | | Severe widespread loss of environmental amenity and irrecoverable environmental damage. | | | | | | |
| **Risk Rating Matrix** (Using the consequence and likelihood, determine the risk rating). | | | | | | | | | | | |
|  |  | **Consequence** | | | | | | | | | |
|  |  | Minor | Moderate | | | High | | Major | | Critical | |
| **Likelihood** | Highly Likely | Medium | High | | | High | | Severe | | Severe | |
| Likely | Low | Medium | | | High | | High | | Severe | |
| Possible | Low | Medium | | | Medium | | High | | Severe | |
| Unlikely | Low | Low | | | Medium | | High | | High | |
| Rare | Low | Low | | | Low | | Medium | | High | |
|  | | | | | | | | | | | |
| **Part 4: Environmental Management Controls** | | | | | | | | | | | |
| **Environmental Management Control** | | | | **Person Responsible** | | | **Timing/ Frequency** | | **Completed/ Actions on (Initials and Date)** | | |
| **Indigenous Heritage** | | | | | | | **Risk Rating:** | | | | |
| **Any Aboriginal archaeological or significant site or artefact discovered** during any works will result in immediate cessation of all works and the EPA will be contacted for further advice and action. | | | | Site Manager | | | Ongoing | |  | | |
| **Ensure Protective fencing is placed** around any historically significant places or items potentially affected by the project. | | | | Site Manager | | | Ongoing | |  | | |
|  | | | |  | | |  | |  | | |
|  | | | |  | | |  | |  | | |
|  | | | |  | | |  | |  | | |
| **Air Quality** | | | | | | | **Risk rating:** | | | | |
| **Prevention of dust emissions**: Vehicles entering or leaving sites and carrying a load that may generate dust are covered to prevent dust emission at all times, except during loading or unloading. | | | | Site Manager | | | Ongoing | |  | | |
| **Install, operate and maintain dust control measures:** including:   * On all internal haul roads * Truck loading areas * All stockpiles including: raw materials, topsoil and overburden. | | | | Site Manager | | | Ongoing | |  | | |
| **Unsealed road dust suppression:** Ensure a mobile tanker equipped with a pump and sprays is used to supress dust on unsealed roads in use. | | | | Site Manager | | | Ongoing | |  | | |
|  | | | |  | | |  | |  | | |
|  | | | |  | | |  | |  | | |
|  | | | |  | | |  | |  | | |
|  | | | |  | | |  | |  | | |
| **Flora and Fauna** | | | | | | | **Risk Rating:** | | | | |
| **Boundary and vegetation protection fencing.** To prevent plant and equipment entering adjacent vegetated areas. | | | | Site Manager | | | Before Commencing Work | |  | | |
| **Restriction of tree and vegetation removal**. Removal of vegetation is kept to a minimum and only within the UC approval process. | | | | Site Manager | | | Ongoing | |  | | |
| **Rehabitate and revegetate.** Will be employedto return the site to pre-works condition. | | | | Site Manager | | | Ongoing | |  | | |
| **Establish a riparian zone.** Revegetated with local species, along the length of the reconstructed waterway. | | | | Site Manager | | | Ongoing | |  | | |
|  | | | |  | | |  | |  | | |
|  | | | |  | | |  | |  | | |
|  | | | |  | | |  | |  | | |
|  | | | |  | | |  | |  | | |
| **Environmental Management Control** | | | | **Person Responsible** | | | **Timing/ Frequency** | | **Completed/ Actions on (Initials and Date)** | | |
| **Water Quality** | | | | | | | **Risk Rating:** | | | | |
| **Prepare a Soil and Waste Management Plan** before commencing work, that includes:   * Drainage and sediment control around areas of ground disturbance or stockpiling of products * Provision of sediment and filter traps in advance of any earth works to prevent contaminated run-off leaving site. * Scour protection measures below all drainage outlets. | | | | Site Manager | | | Before Commencing Work | |  | | |
| **Install erosion and sediment control measures** before commencing any land disturbance. | | | | Site Manager | | | Before Commencing Work | |  | | |
| **Ensure drainage through any areas of ground disturbance** is designed to minimise surface flow velocities. Including:   * Surface water flows from disturbed areas or stockpiles will be directed into a sediment control facility. * Run-off from outside the work area is diverted around the disturbed catchment, or through the area without being able to mix with site-run-off to prevent overloading of erosion control structures. | | | | Site Manager | | | Before Commencing Work | |  | | |
| **Discharge of stormwater from the site** is ensured to be clear of any sediment and pollution. | | | | Site Manager | | | Before Commencing Work | |  | | |
|  | | | |  | | |  | |  | | |
| **Noise** | | | | | | | **Risk Rating:** | | | | |
| **Work activities are restricted to the following hours:**   * 7:00 am to 6:00 pm Monday to Friday * 8:00 am to 1:pm Saturday * No work on Sunday or public holidays. | | | | Site Manager | | | Before Commencing Work | |  | | |
|  | | | |  | | |  | |  | | |
| **Waste Management** | | | | | | | **Risk Rating:** | | | | |
| Ensure waste is disposed in compliance with all legislative requirements | | | | Site Manager | | | Ongoing | |  | | |
|  | | | |  | | |  | |  | | |

|  |
| --- |
| As per PRO-1120 section 2.1.4. This template may be used to create an Environmental Management Plan for a project where: total cost of construction work is less than $250 000, or where UC retains control of the construction project as principal contractor, or any project not involving construction work such as an operational project. |