

# **FEDERAL HOSPITALITY EQUIPMENT Pty Ltd**

## **OPERATIONAL ENVIRONMENTAL MANAGEMENT PLAN – WAREHOUSE 3B**

### **Moorebank Precinct East**

08 March 2021

## Document Control

| Version | Date     | Revision Details             | Author    | Approver      |
|---------|----------|------------------------------|-----------|---------------|
| 1       | Feb 2021 | Drafted for Review           | C. McGann | Alex Alemeida |
| 1.2     | Mar 2021 | Reviewed by PEC for Tactical | R Mason   | C. McGann     |
|         |          |                              |           |               |
|         |          |                              |           |               |
|         |          |                              |           |               |
|         |          |                              |           |               |
|         |          |                              |           |               |

# TABLE OF CONTENTS

|                                                                                        |    |
|----------------------------------------------------------------------------------------|----|
| 1. BACKGROUND .....                                                                    | 5  |
| 1.1 Introduction .....                                                                 | 5  |
| 1.2 Site Description.....                                                              | 5  |
| 1.3 Site Activities .....                                                              | 6  |
| 1.4 Environmental Management Plan Context .....                                        | 6  |
| 1.5 Environmental Management Plan Objective .....                                      | 7  |
| 2. ENVIRONMENTAL MANAGEMENT.....                                                       | 8  |
| 2.1 Environmental Management Structure .....                                           | 8  |
| 2.2 Environmental Management Responsibility.....                                       | 10 |
| Table 1 - Project Environmental Roles & Responsibilities Matrix.....                   | 11 |
| 2.3 Approval and Licensing Requirements.....                                           | 11 |
| Table 2 Summary of Licenses and permits .....                                          | 12 |
| 2.4 Reporting .....                                                                    | 13 |
| 2.5 Environmental Training .....                                                       | 13 |
| 2.6 Emergency Contacts and Response .....                                              | 13 |
| 2.7 Emergency Contacts and Response .....                                              | 13 |
| 2.8 Key Emergency Response Personnel.....                                              | 14 |
| Table 3 - Emergency Response Contact Details .....                                     | 14 |
| 2.9 Dangerous Goods/Hazardous Substances & Compliance with Conditions of Consent ..... | 15 |
| 2.10 Identification of Dangerous Goods .....                                           | 15 |
| 2.11 Dangerous Goods Storage Thresholds .....                                          | 16 |
| 2.12 Identification of Quantities of Dangerous Goods .....                             | 16 |
| 2.13 Emergency Response Procedures:.....                                               | 17 |
| 3. IMPLEMENTATION.....                                                                 | 18 |
| 3.1 Risks.....                                                                         | 18 |
| 3.2 Environmental Management Activities and Control Plan .....                         | 18 |
| 3.3 Air Quality .....                                                                  | 18 |
| 3.4 Erosion & Sediment Control.....                                                    | 18 |
| 3.5 Water Quality .....                                                                | 18 |
| 3.6 Flora & Fauna.....                                                                 | 19 |
| 3.7 Community Relations.....                                                           | 19 |
| 3.8 Traffic.....                                                                       | 19 |
| 3.9 Waste Management.....                                                              | 19 |
| 3.10 Noise .....                                                                       | 20 |
| 3.11 Hazardous Materials .....                                                         | 20 |
| 3.12 Environmental Control Plan .....                                                  | 21 |
| 3.13 Environmental Schedules .....                                                     | 21 |
| 4. MONITOR AND REVIEW.....                                                             | 22 |
| 4.1 Environmental Monitoring .....                                                     | 22 |
| 4.2 Environmental Auditing .....                                                       | 22 |

|                                                                   |                                           |    |
|-------------------------------------------------------------------|-------------------------------------------|----|
| 4.3                                                               | Communication.....                        | 22 |
| 4.4                                                               | Environmental Incidents.....              | 22 |
| 4.5                                                               | Complaints.....                           | 22 |
| 4.6                                                               | Non-Conformance & Corrective Action ..... | 22 |
| 4.7                                                               | Environmental Management Plan Review..... | 23 |
| 4.8                                                               | Environmental Management Records .....    | 23 |
| ATTACHMENT 1: ENVIRONMENTAL LICENCES, PERMITS AND APPROVALS ..... |                                           | 24 |
| ATTACHMENT 2: ENVIRONMENTAL DOCUMENTATION .....                   |                                           | 20 |

# 1. BACKGROUND

## 1.1 Introduction

This WOEMP details how the environmental management requirements for Federal Hospitality Equipment's (F.E.D) storage and distribution operation at warehouse 3B will be managed. The aim of the WOEMP is to document processes for implementation which are compliance with environmental legislation and how environmental risks associated with the operation are implemented. This Plan has been developed to be consistent with the requirements of the MLP OEMP, subplans and requirements.

## 1.2 Site Description

The Moorebank logistics park is located 35 kilometres (south west) from the Sydney central business district. The site is located at Warehouse 3 of the Moorebank Logistics Park East Precinct on Moorebank Avenue (Shown in Figure 1). Warehouse 3 covers an area of 18,813m<sup>2</sup> and is split in to two parts being 3A and 3B. The Warehouse is owned by Qube with FED Leasing section 3B of the warehouse.



Figure 1: Location of Warehouse 3

FED operates section B of Warehouse 3, which covers an area of approximately 8000m<sup>2</sup>. Figure 2 shows the extent of the Warehouse 3 and its surrounding areas. The FED operational Boundary covered by this WOEMP is indicated by the red boundary line shown in Figure 2.

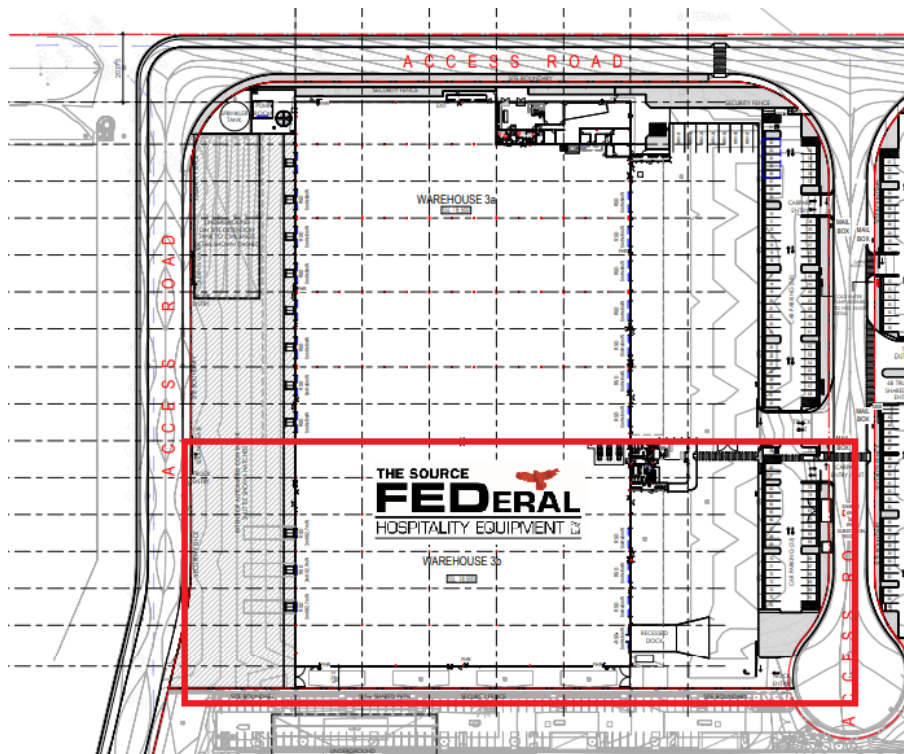


Figure 2 – Warehouse 3 – showing the location and operational boundary of Warehouse 3B

### **1.3 Site Activities**

FED's activities & operation of Warehouse 3B include, but are not limited to the following:

- Storage and distribution of FED hospitality equipment and goods, including:
  - Container load & unload
  - Heavy Vehicle Load & Unload
- General Warehousing Activities
- Office administration

General precinct infrastructure will be managed by Qube under the OEMP and includes pavements, stormwater detention and water quality treatment structures and devices, landscaping and lighting, and emergency services. Qube will also have operational control of common areas and assets outside the leased operational boundary indicated in Figure 2.

### **1.4 Environmental Management Plan Context**

This Environmental management plan has been developed in accordance with legislative obligations, our company environmental policy and company guidelines. The plan applies to FED operations in Warehouse 3B.

Tenants will be required to maintain records (e.g. waste, water and energy usage) and provide Qube with documentation of environmental inspections and procedures if requested.'

### **1.5 Environmental Management Plan Objective**

A Warehouse Environmental Management Plan (WOEMP) is a site or project specific (Warehouse) plan developed to document appropriate environmental management practices to be followed during a project or normal site operations.

The objectives of this WOEMP are:

- to comply with applicable environmental legislation;
- be consistent with the MLP OEMP and subplans;
- Demonstrate and facilitate compliance with conditions of consent
  - C3, C6, C7 and B114
- minimise damage to the environment caused by the project/site
- comply with environmental guidelines and requirements
- to implement relevant environmental safeguards correctly; and
- to monitor the sites environmental impact.

## 2. ENVIRONMENTAL MANAGEMENT

### 2.1 Environmental Management Structure

Responsibility for Precinct environmental management sits with Qube in its function as the Project Delivery Company (PDC), established under arrangement with the Commonwealth Government. PDC is the entity responsible for delivering the development and is also tasked with the ongoing maintenance and environmental performance and reporting of the Precinct once it has been developed.

Qube has the additional responsibility of demonstrating tenancies do not exceed any hazardous materials screening thresholds in accordance with the Hazardous and Offensive Development Application Guidelines Applying SEPP 33 (Department of Planning, January 2011) as specified in CoC B114 and C6(b) for this WOEMP. This responsibility is considered further in section 4.3 of this WOEMP.

Qube has broad responsibility for site environmental management of operations and will work with FED to support the achievement of the site environmental management objectives. This responsibility includes review of FED's activities that have an interface with the common site environment and management controls, such as stormwater and drainage controls, and facilitating access to performance monitoring and reporting data that supports site-wide reporting obligations under the OEMP and CoC, including management of noise and air emissions.

Warehouse tenants, such as FED, have responsibility for general building/ premises upkeep and maintenance, including any open space or ancillary warehouse use, integrated building signage and lighting and waste management.

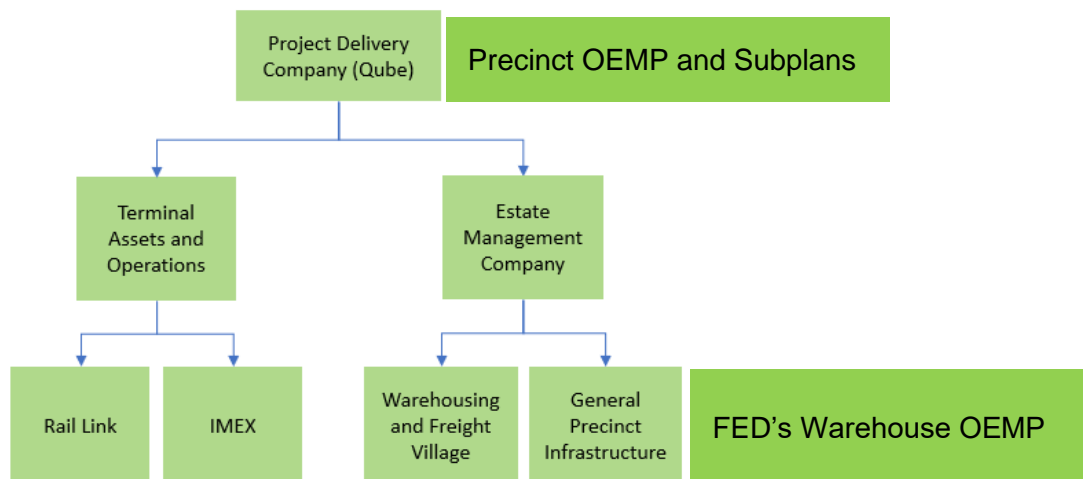


Figure 3 - Precinct management structure

The overarching precinct OEMP identifies the operational environmental management measures that will be implemented across the site for all site functions. Figure 3 shows the relationship between Qube, in its role as PDC and EMC, and FED as the warehouse tenant. The WOEMP is identified as an environmental management plan operating beneath the precinct OEMP and focused on the warehouse operation.

The relationship between Qube's OEMP, required under CoC C3, and FED's WOEMP, required under CoC C6, is demonstrated in Figure 4 below.

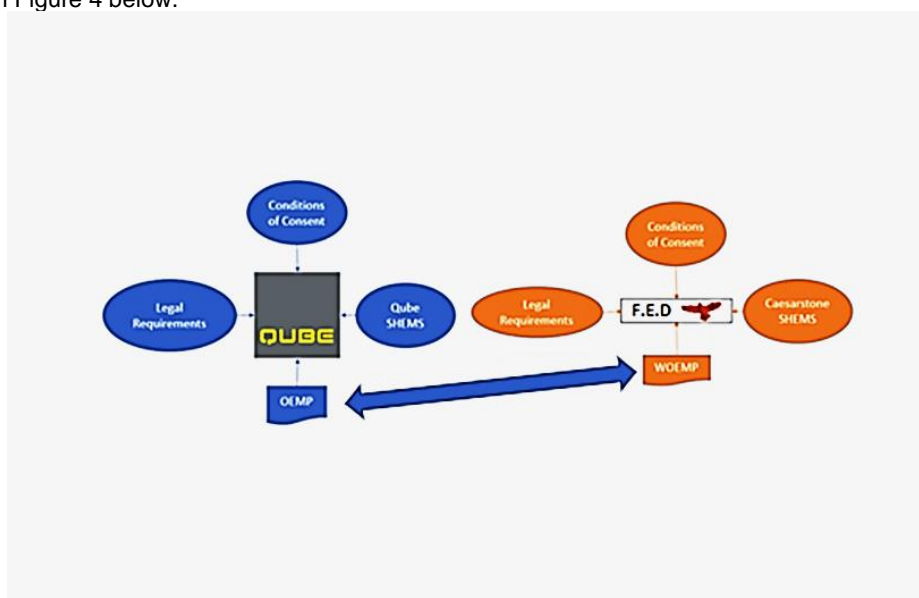


Figure 4 - Relationship between Qube's OEMP, required under CoC C3, and FED's' WOEMP



Figures 3 and 4 identifies that FED's WOEMP is:

- Aligned to the SSD 7628 conditions of consent
- Influenced by Qube's legal requirements and Safety Health and Environmental Management System (SHEMS) and
- In accordance with the Precinct OEMP.

Figure 4 also demonstrates that the WOEMP has been prepared to address FED's legal requirements and its own SHEMS or requirements.

The WOEMP identifies a reporting and monitoring output to the Precinct OEMP to enable Qube/EMC to fulfil its monitoring, reporting and publication requirements under the CoC.

## 2.2 Environmental Management Responsibility

Environmental management responsibility for Warehouse 3b will be managed by:

Name FEDERAL HOSPITALITY EQUIPMENT Pty Ltd  
Address 184 MILPERRA RD, REVESBY NSW 2212  
Contact person Matthew Smith  
Contact details 9772 9999

The principle responsibilities of FED workers with respect to the environment are described below. The management structure is set out in the following diagram. A matrix of specific site responsibilities is set out in **Table 1**, below, and in figure 5.

### Chief Executive

Responsibilities

- Promoting and maintaining good environmental management.
- Facilitate the effective implantation of the WOEMP.
- Provide support to the Site Manager and hold them accountable for their specific responsibilities

### Site Manager

Responsibilities:

- Taking all practical measures to ensure the site is operating according to this WOEMP, and without risks to the environment.
- For taking prompt remedial action to eliminate any non-compliance or environmentally risky conditions.
- Liaising with Qube Operations manager to ensure consistency with the requirements of the MLP SHEMS, the OEMP and subplans and providing environmental records and procedures if requested.

### Site Supervisor

Responsibilities:

- Inducting all workers and subcontractors and directing site activities in accordance with this WOEMP
- Liaising with Qube Operations manager to provide environmental records, procedures and details of incidents if requested.
- Detecting any non-compliance or environmentally risky conditions.
  - If the Site Supervisor does not have the necessary authority to fix a problem, they are responsible for reporting the matter promptly and recommending remedial action.

### Workers

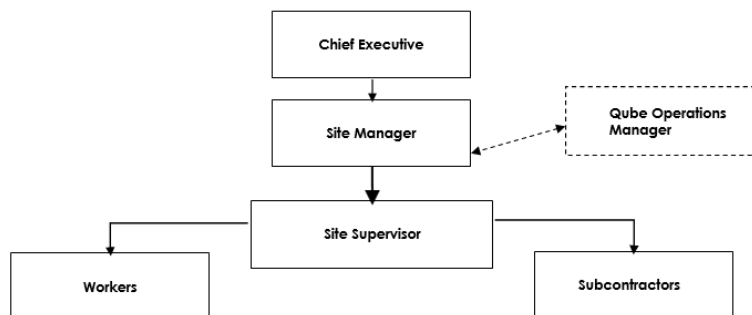
Responsibilities:

- All workers are required to attend site inductions and
- Follow the direction of this WOEMP.
- Advising the Site Manager of any potential environmental issues

### Subcontractors

Responsibilities:

- All subcontractors engaged to perform work for FED are required, as part of their contract, to comply with this WOEMP and to comply with directions from the company's designated officers.
  - Failure to comply will be considered a breach of the contract and sufficient grounds for termination of the contract.



**Figure 5** - FED's Environmental Management Responsibility

# Table 1 - Project Environmental Roles & Responsibilities Matrix

1 = has responsibility for the overall implementation and / or management of the process/procedure on the project 2 = has responsibility for complying with the process/procedure

| TASK                                                                                                                                                                       | Chief Executive | Site Manager | Site Supervisor | Workers | Subcontractors |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------|-----------------|---------|----------------|
| Inducting workers and subcontractors and directing site activities in accordance with the WOEMP.                                                                           | 2               | 2            | 1               | 2       | 2              |
| Identifying, assessing and eliminating any non-compliance or environmentally risky conditions and documenting the risk controls implemented.                               | 1               | 1            | 2               | 2       | 2              |
| Promoting and maintaining good environmental management in accordance with the relevant environmental legislation, regulations and laws.                                   | 1               | 1            | 2               | 2       | 2              |
| Implementing practical measures to ensure the site complies with this WOEMP, Qube's OEMP, Hazard and Risk Management Plan and Emergency Response Plan.                     | 2               | 1            | 2               | 2       | 2              |
| Maintaining, providing updates, and supplying this WOEMP to relevant authorities and workers.                                                                              | 1               | 2            | 2               | 2       | 2              |
| Monitoring and assessing subcontractors for the project to ensure environmental regulations are met and relate to the works undertaken                                     | 2               | 2            | 1               | 2       | 2              |
| Maintaining stocks for environmental control                                                                                                                               | 2               | 1            | 1               | 2       | 1              |
| Provide and maintain a hazardous substance register for hazardous substances used and stored in the workplace;                                                             | 1               | 1            | 1               | 2       | 2              |
| Provide and maintain records (e.g. waste, water and energy usage) and provide Qube with documentation of environmental inspections, incidents and procedures if requested. | 2               | 2            | 1               | 2       | 2              |

## 2.3 Approval and Licensing Requirements

Licences, permits and approvals required for this site are summarised in the table below. FED will ensure that any licences, permits and approvals are obtained. A copy of all licences, permits and approvals are included in Attachment 1 of this WOEMP.

## Table 2 Summary of Licenses and permits

| Regulatory Authority | Licence / Permit / Approval Type | Status    | Summary of Key Conditions and Monitoring Required |
|----------------------|----------------------------------|-----------|---------------------------------------------------|
| DPIE                 | SSD 7628 CoC                     | Compliant | Refer to Attachment 1                             |
| NSW EPA              | EPL 21054                        | Compliant | Refer to Attachment 1                             |

## 2.4 Reporting

The Site Manager will ensure control of all project environmental documentation and reports. Adequate records will be maintained to demonstrate conformance to specified environmental requirements. The records to be maintained include, but not be limited to, the following:

- monitoring records.
- non-conformance, corrective action and preventive action
- complaints management.
- training and induction records.
- audit records.
- permits, licenses, and approvals.

These documents will be maintained within the company intranet.

## 2.5 Environmental Training

All FED workers who will be working onsite shall receive site-specific induction training. The induction training will include:

- familiarisation with the requirements of this WOEMP.
- familiarisation with Qube's OEMP for MLP Precinct East
- environmental emergency response training; and
- familiarisation with site environmental controls.
- community expectations and complaints management procedure

FED may combine the Work Health and Safety (WHS) and Environmental induction into one. A record of the site induction will be made on the *Site Environmental Induction Register* (see Attachment 2).

## 2.6 Emergency Contacts and Response

This WOEMP sets out FED management of environmental emergencies during the project. It includes:

- the names of key emergency response personnel and contact details (including all-hours telephone numbers)
- contact details for emergency services (e.g. ambulance, fire brigade, spill clean-up services)
- the location of on-site information on hazardous materials, including SDS (Safety Data Sheets) and spill containment material
- steps to follow to minimise damage and control the emergency; and
- instructions and contact details for notifying the Site Supervisor, EPA, local council, nearby residents or the community if necessary.

## 2.7 Emergency Contacts and Response

This WOEMP sets out FED management of environmental emergencies during the project. It includes:

- the names of key emergency response personnel and contact details (including all-hours telephone numbers)
- contact details for emergency services (e.g. ambulance, fire brigade, spill clean-up services)
- the location of on-site information on hazardous materials, including SDS (Safety Data Sheets) and spill containment material
- steps to follow to minimise damage and control the emergency; and
- instructions and contact details for notifying the Site Supervisor, EPA, local council, nearby residents or the community if necessary.

## 2.8 Key Emergency Response Personnel

The Site Manager will be the first point of contact when an incident or spill occurs. They can be contacted 24 hours a day. Contact details including emergency services are included in the table 3 below:

### Table 3 - Emergency Response Contact Details

| Project Contact Details                       |              |
|-----------------------------------------------|--------------|
| <b>Emergency Services</b>                     |              |
| Ambulance, Fire or Police                     | <b>000</b>   |
| Poisons Information                           | 13 11 26     |
| <b>First Aider</b>                            |              |
| Jazmine Padayon                               | 9772 9999    |
| <b>Utilities</b>                              |              |
| Water                                         | 132 203      |
| Electricity                                   | 132 090      |
| Gas                                           | 131 388      |
| Telephone                                     | 131 909      |
| <b>EPA (24-hour pollution line)</b>           | 131 555      |
| <b>Site Manager</b>                           |              |
| Harvey Wang                                   | 0428 205 758 |
| <b>Officer / Site Supervisor</b>              |              |
| Matthew Smith                                 | 0439 611 527 |
| <b>Health and Safety Representative (HSR)</b> |              |
| Matthew Smith                                 | 0439 611 527 |
| <b>Other Contacts</b>                         |              |
| Clinton Jackson                               | 0430 309 922 |

## 2.9 Dangerous Goods/Hazardous Substances & Compliance with Conditions of Consent

Federal Hospitality Equipment **DO NOT** Store or Transport in any quantity:

- Dangerous Goods; or
- Hazardous Substances

### 2.10 Identification of Dangerous Goods

**Dangerous Goods:** are substances or articles that pose a risk to people, property or the environment, due to their chemical or physical properties. They are usually classified with reference to their immediate risk.

**Hazardous Substance:** are defined in terms of the chronic or acute harm caused to the health of people exposed to the substance.

The Classes of Dangerous Goods are listed in the **table 4** below:

| Class | Description                   |
|-------|-------------------------------|
| 1     | Explosives                    |
| 2.1   | Flammable Gases               |
| 2.2   | Non-flammable, Nontoxic gases |
| 2.3   | Toxic Gases                   |
| 3     | Flammable Liquids             |
| 4.1   | Flammable Solids              |
| 4.2   | Spontaneously Combustible     |
| 4.3   | Dangerous when wet            |
| 5.1   | Oxidizing Substances          |
| 5.2   | Organic Peroxides             |
| 6.1   | Toxic substances              |
| 6.2   | Infectious Substances         |
| 7     | Radioactive substances        |
| 8     | Corrosives                    |
| 9     | Miscellaneous dangerous goods |

#### CoC 7628 112 states:

The Applicant (the operator/ occupant of each premises) must store and handle all chemicals, fuels and oils, including Dangerous Goods as defined in the *Australian Code for the Transport of Dangerous Goods by Road & Rail*, in accordance with:

- (a) the requirements of all relevant Australian Standards; and
- (b) the NSW EPA's *Storing and Handling of Liquids: Environmental Protection – Participant's Manual* if the chemicals are liquids.

#### CoC 7628 113 states:

The Applicant (the operator/occupant of each premises) must ensure compliance with the Environment Protection Manual for Authorised Officers: Bunding and Spill Management — technical bulletin (EPA, 1997 and that for liquids, a minimum bund volume of 110% of the volume of the largest single stored volume within the bund is required.

The inclusion of section 2.8 is to comply with the condition of consent (CoC 7628) B114 which states:

*The quantities of Dangerous Goods present at any time within each premises or transported from and to the development must be kept below the screening threshold quantities listed in the Department's Hazardous and Offensive Development Guidelines Application Guidelines Applying SEPP 33 (January 2011)*

In the event that circumstances change within our corporate business plan and dangerous goods are required to be transported or stored onsite FED will comply with the requirements of these conditions. Furthermore, FED will seek external expertise and advice on the approval and implementation of changes made that relate to the storage and/or transportation of dangerous goods. Qube Estate Management will be notified in advance and the *Environmental Management Plan* will be updated accordingly.

## 2.11 Dangerous Goods Storage Thresholds

FED recognise that where dangerous goods are stored in volumes greater than threshold quantities SafeWork NSW manifest quantity requirements apply. These requirements are listed in **Table 5** below:

| Dangerous Goods                                                          | Packing Group                                                                  | Manifest Threshold Quantities |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------|
| Class 2.1                                                                | N/A                                                                            | 5000 L                        |
| Class 2.2                                                                | N/A                                                                            | 10,000 L                      |
| Class 2.2/5.1                                                            | N/A                                                                            | 10,000 L                      |
| Class 2.3                                                                | N/A                                                                            | 500L                          |
| Aerosols                                                                 | N/A                                                                            | 10,000 L                      |
| Cryogenic Fluids                                                         | N/A                                                                            | 10,000 L                      |
| Class 3, 4.1, 4.2, 4.3, 5.1, 5.2,                                        | I                                                                              | 500 kg or L                   |
| 6.1, or 8                                                                | II                                                                             | 2,500 kg or L                 |
|                                                                          | III                                                                            | 10,000 kg or L                |
|                                                                          | Mixed Packing Groups in a single Class, with each below the relevant threshold | 10,000 kg or L                |
|                                                                          |                                                                                |                               |
| Class 9                                                                  | II                                                                             | 10,000 kg or L                |
|                                                                          | III                                                                            | 10,000 kg or L                |
|                                                                          | Mixed Packing Groups in Class 9, with each below the relevant threshold        | 10,000 kg or L                |
|                                                                          |                                                                                |                               |
| C1 Combustible Liquids stored with other fire risk dangerous goods       | Stored with other fire risk dangerous goods                                    | 10,000 kg or L                |
| C1 Combustible Liquids stored separately                                 | N/A                                                                            | 100,000 kg or L               |
| Goods too dangerous to be transported that are not kept in a laboratory. | N/A                                                                            | Any quantity                  |

## 2.12 Identification of Quantities of Dangerous Goods

If Dangerous goods are identified onsite and in transport movements the following information will be collected, reviewed and recorded by FED:

- a rolling manifest of dangerous goods intending to be delivered to the warehouse, stored in the warehouse and being despatched from the warehouse and their respective quantities.
- dangerous goods classification for each material, including subsidiary class(es).
- the mode of storage used (that is, bulk or packages/containers) and the maximum quantity stored or held on the premises at any one time.
- the distance of the stored material from the site boundary for any of the materials in dangerous goods classes 1.1, 2.1 and 3; and
- an up-to-date register of Safety Data Sheets (SDS) for all materials in storage (see attachment 2)

Furthermore, the following information will be considered by FED

- LPG, as defined in AS1596 — LP Gas Storage and Handling, though classified as a flammable gas (2.1), is treated separately for screening purposes and should not be grouped with the other class 2.1 flammable gases.
- If combustible liquids of class C1 are present on site and are stored in a separate bund or within a storage area where there are no flammable materials stored, they are not considered to be potentially hazardous. If, however, they are stored with other flammable liquids, that is, class 3PGI, II or III, then they are to be treated as class 3PGIII, because under these circumstances they may contribute fuel to a fire.
- If liquids are stored onsite Ensure compliance with the Environment Protection Manual for Authorised Officers: Bunding and Spill Management — technical bulletin (EPA, 1997 and that for liquids, a minimum bund volume of 110% of the volume of the largest single stored volume within the bund is required.
- All industrial equipment that contains quantities of dangerous goods will be included in the quantification of dangerous goods present on the warehouse premises. Any materials of this nature will be considered to be part of the overall quantities of dangerous goods being stored on site.



- The weekly review of total dangerous goods quantities held on the warehouse premises will be conducted which provides visibility of held quantities relative to threshold values.
  - When compared to foreseeable receipt and despatch schedules for dangerous goods into and from the warehouse premises the potential for any exceedance of screening threshold values can be determined and will enable the re-routing or despatch of any material likely to create such an exceedance.
- Hazardous materials quantities will be grouped and totaled by class (ADG class), activity (goods transfer through warehouse or warehouse plant and equipment) and location (within warehouse racks, bunds, designated storage areas, internally or externally).
- Where several hazardous materials of the same class are kept on site in the same general location, the quantities will be totalled by class and activity (that is, total all quantities of each class stored in bulk then separately total the quantities of each class stored in packages/containers).
- If dangerous goods of a given class but varying packing groups are stored in the same general area, assume the total of that class is present as the most hazardous packing group (for example, if 3PGI and 3PGII are present, add these together and assume the equivalent total is of 3PGI).
- The distance of the material group to the nearest boundary is recorded. The distance is to be measured from those materials in the group located closest to the boundary.

### **2.13 Emergency Response Procedures:**

#### Fire Emergency

Steps to manage a fire emergency:

- Call '000' as soon as possible.
- If safe to do so leave the work area. If unsafe to leave, seek refuge in a safe area immediately.
- Go to the designated Emergency Assembly Area or to a clear/open area.
- Make sure all workers are present and accounted for, do not return to the work area to locate any missing workers; and
- Notify the Site Supervisor and wait for instructions.

#### Gas Leak Emergency

Steps to manage a gas leakage emergency:

- Call the Site Supervisor immediately, if deemed necessary call the Fire Brigade on '000'
- Site Supervisor to immediately arrange to turn off the gas supply.
- Site Supervisor to turn off the site's electrical supply.
- If deemed necessary, notify all persons to evacuate the work area and assemble at the Emergency Assembly Area.
- Control the movement of people to the Emergency Assembly Area.
- Check all workers and others are in attendance; and
- Remain at the Emergency Assembly Area until notified that the area is safe to reoccupy.

#### Leak or Spill Emergency

Steps to manage any Leak or Spill in a work site:

- Identify the source of the problem.
- Stop goods leaking.
- Contain spilt material, using spills kit or sand.
- Notify officer or Site Supervisor.
- Remove spilt material and place in sealed container for disposal (if possible); and
- Site Supervisor to record incident.
- as suggested on Safety Data Sheet (SDS)

#### Emergency Testing

Appropriate testing, alarm systems and work, health and safety (WHS) precautions would be implemented for the safety of personnel and infrastructure.

**NOTE:** In conjunction with the above please refer to the MPE 2 and FED ERP

### 3. IMPLEMENTATION

#### 3.1 Risks

The risk to the environment has been considered when devising this management plan. The outcomes of this process have provided our business with mitigation strategies to control the risks identified.

#### 3.2 Environmental Management Activities and Control Plan

The following environmental management activities, mitigation and control measures will be adopted to prevent or minimise environmental impacts.

#### 3.3 Air Quality

| Control Measure                                                                                                                           | Responsibility  | Timing / Frequency |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| <b>Potential Impact: Emissions of air pollutants from motor vehicles &amp; plant</b>                                                      |                 |                    |
| Regular maintenance of machinery and equipment (forklifts etc). Workers instructed not to leave machinery idling when not in use.         | Site Supervisor | Ongoing            |
| <b>Potential Impact: Dust generated from movement of plant</b>                                                                            |                 |                    |
| If significant dust is generated, from site operations or work areas the work area/stock and or equipment will be watered down or cleaned | Site Supervisor | Ongoing            |

#### 3.4 Erosion & Sediment Control

| Control Measure                                                                 | Responsibility | Timing / Frequency |
|---------------------------------------------------------------------------------|----------------|--------------------|
| <b>Potential Impact: Site erosion and sediment laden water leaving the site</b> |                |                    |
| N/A                                                                             |                |                    |

#### 3.5 Water Quality

| Control Measure                                                                                                | Responsibility  | Timing / Frequency |
|----------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| <b>Potential Impact: Contamination of water due to chemicals, fuels or wastes</b>                              |                 |                    |
| Safety Data Sheet (SDS) of hazardous substance will be referred to should a spill occur.                       | Site Supervisor | Ongoing            |
| The site will hold a spill kit to contain any site spills.                                                     | Site Supervisor | Ongoing            |
| Any hazardous substances on site will be recorded in the Hazardous Substances and Safety Data Sheet Registers. | Site Supervisor | Ongoing            |

### 3.6 Flora & Fauna

| Control Measure                                                                                                                             | Responsibility  | Timing / Frequency |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| <b>Potential Impact: Spread of weeds</b>                                                                                                    |                 |                    |
| If Weeds are identified notification to Qube will be undertaken and a contractor will be engaged to remove from the site to prevent spread. | Site Supervisor | Ongoing            |
| Onsite lawns and garden areas will be maintained regularly, and refuse disposed of composted by a Qube contractor.                          | Site Supervisor | Ongoing            |

### 3.7 Community Relations

| Control Measure                                                              | Responsibility | Timing / Frequency |
|------------------------------------------------------------------------------|----------------|--------------------|
| <b>Potential Impact: Public amenity</b>                                      |                |                    |
| Any Noise or community complaints received by FED will be passed on to Qube. | Site Manager   | If Required        |

### 3.8 Traffic

| Control Measure                                                                                  | Responsibility  | Timing / Frequency |
|--------------------------------------------------------------------------------------------------|-----------------|--------------------|
| <b>Potential Impact: Parking and access to site</b>                                              |                 |                    |
| A Traffic Management Plan for the site has been developed to manage all vehicle movements onsite | Site Manager    | Ongoing            |
| The Traffic Management Plan will be upheld onsite.                                               | Site Supervisor | Ongoing            |

### 3.9 Waste Management

| Control Measure                                                                                                                                   | Responsibility  | Timing / Frequency |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| <b>Potential Impact: Unacceptable disposal of site waste</b>                                                                                      |                 |                    |
| All material waste disposed of will be recorded in the Waste Records by the nominated waste contractor.                                           | Site Supervisor | Ongoing            |
| All waste removed from site will be disposed of in accordance with the Protection of the Environment Operations Act 1997                          | Site Supervisor | Ongoing            |
| Appropriate space will be provided for the temporary storage of garbage, recyclable and compostable waste to ensure separation of waste products. | Site Supervisor | Ongoing            |
| On-going checks will be carried out to ensure correct separation and re-use of recyclable materials is being maintained.                          | Site Supervisor | Ongoing            |

### 3.10 Noise

| Control Measure                                                                                                                             | Responsibility  | Timing / Frequency |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| <b>Potential Impact: Unacceptable noise levels and vibrations</b>                                                                           |                 |                    |
| Work equipment will be maintained in good working order to comply with EPA guidelines. Where required, noise suppressors will be installed. | Site Supervisor | When Required      |
| Work will take place during nominated business hours only.                                                                                  | Site Manager    | Ongoing            |

### 3.11 Hazardous Materials

| Control Measure                                                                                                                                                                                                                                                                                                                                                                                                                     | Responsibility  | Timing / Frequency |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| <b>Potential Impact: Spills and uses of hazardous materials (Only relevant if Materials stored onsite- Currently not)</b>                                                                                                                                                                                                                                                                                                           |                 |                    |
| All hazardous and/or intractable wastes are to be disposed of in accordance with relevant Authority and EPA requirements.                                                                                                                                                                                                                                                                                                           | Site Supervisor | Ongoing            |
| All hazardous waste removed from site will be disposed of in accordance with the Protection of the Environment Operations Act 1997 (POEO ACT 1997).                                                                                                                                                                                                                                                                                 | Site Manager    | When Required      |
| Ensure compliance with the Environment Protection Manual for Authorised Officers: Bunding and Spill Management — technical bulletin (EPA, 1997 and that if liquids are to be stored onsite, a minimum bund volume of 110% of the volume of the largest single stored volume within the bund is required.                                                                                                                            | Site Supervisor | When Required      |
| Safety Data Sheet (SDS) of hazardous substance will be referred to if spills occur.                                                                                                                                                                                                                                                                                                                                                 | Site Supervisor | When Required      |
| All hazardous substances will be recorded in the Hazardous Substances Register and the SDS recorded in the Safety Data Sheets (SDS) Register.                                                                                                                                                                                                                                                                                       | Site Supervisor | Ongoing            |
| Should it be identified at a future require dangerous goods storage within the proposal site, screening test would be undertaken in accordance with SEPP 33.                                                                                                                                                                                                                                                                        | Site Supervisor | If Required        |
| Should Handling of dangerous goods become necessary including unpacking from containers and storage within works are to be undertaken in accordance with the Storage and Handling of Dangerous Goods Code of Practice (WorkCover NSW 2005).                                                                                                                                                                                         | Site Supervisor | If Required        |
| Should it be required an Operational Hazard and Risk Management Plan would be developed for the Amended operations and area and be implemented as part of the OEMP for the Amended Proposal. This plan would be reviewed regularly and updated should goods entering the site change. As a minimum, the plan would adopt the requirements of the Code of Practice for Storage and Handling of Dangerous Goods (WorkCover NSW 2005). | Site Supervisor | If Required        |

### **3.12 Environmental Control Plan**

Further to Section 3.2, key features of environmental management for this site have been described in additional control plans.

These include the following:

- Site Planning
  - environmentally sensitive areas on and adjacent to the site
  - waterways and drains
  - erosion and sediment controls
  - vegetation requiring protection; &
  - Any monitoring locations
- Traffic Management Planning, which includes:
  - work areas, machinery or vehicle parking,
- Waste Management Planning
  - waste management areas, fuel and chemical stores
- Emergency Planning
  - Spill containment and response

### **3.13 Environmental Schedules**

This WOEMP refers to a number of environmental schedules comprising forms, registers and checklists. They are listed below and included in Attachment 2.

1. Site Environmental Induction Register
2. Site Environmental Inspection Checklist
3. Environmental Complaint Form
4. Non-Conformance Report Form
5. Hazardous Substances Register
6. Safety Data Sheets (SDS) Register
7. Waste Register

## 4. MONITOR AND REVIEW

### 4.1 Environmental Monitoring

FED will monitor the environmental controls listed in Section 3.2 through regular site environmental inspections.

Site environmental inspections will be undertaken on at regular intervals or as required to monitor the requirements of this plan. Inspections will be recorded by the Site Supervisor on the Site Inspection Checklist (see Attachment 2).

### 4.2 Environmental Auditing

Planned and documented audits aimed at evaluating the environmental conformance our Moorebank site will be carried out by FED. Any deficiencies identified during the audits shall be documented and actioned in accordance with the FED corrective action process (see Section 4.5). Furthermore, the audit program will determine whether or not the WOEMP has been properly implemented and maintained onsite.

The audits to be carried out and their frequency are listed in table below:

| Audit Type                    | Frequency | Record                                  | Auditor         |
|-------------------------------|-----------|-----------------------------------------|-----------------|
| Environmental Management Plan | 6 Monthly | Audit Report                            | Site Manager    |
| Site Environmental Inspection | Monthly   | Site Environmental Inspection Checklist | Site Supervisor |

### 4.3 Communication

To minimise impacts on the public by our site, residents and adjacent property owners will be notified in advance writing before any new or additional works commence and at appropriate stages during any project undertaken in the future by FED. The letter will contain:

- details of the intended work,
- the duration of the activities,
- information regarding any access interruptions and details of whom to contact with questions regarding the work.
- The Project Manager will seek permission if there is any need to access private property.

FED will undertake external and on-site communication in case of environmental incidents and emergencies, including communication with subcontractors. External communication will include informing nearby residents of proposed work, incidents and emergencies and contacting regulatory agencies if required.

### 4.4 Environmental Incidents

Should an environmental incident occur, the site manager or delegate will notify QUBE and the incident will be recorded and responded to. The Site Manager will follow up on any corrective actions and reporting as required.

### 4.5 Complaints

Community groups, clients, interested parties, etc. may advise of practices, activities and processes that are related to the environment by a variety of methods. These may include:

- a non-conformance report, fax/letter, telephone complaint, newspaper/magazine report and verbal protest.

On receipt of a complaint, the person receiving the complaint will notify QUBE and the complaint will be recorded using the *Environmental Complaint Form* (see Attachment 2). The Site Manager will follow up the complaint and take corrective action as required.

### 4.6 Non-Conformance & Corrective Action

A non-conformance occurs when a procedure or environmental control is not followed or does not perform as required by this WOEMP. FED will monitor non-conformances to the WOEMP and initiate corrective and preventive action/s where required. All non-conformances will be recorded on a *Non-Conformance Report Form* (see Attachment 2).

FED will undertake corrective action/s in when incidents that have had an environmental impact. Procedures for identifying corrective action include:

- An WOEMP review
- An investigation into the causes of incidents and recording of the results; and
- Evaluating further environmental risks.
- In accordance with the requirements of CoC C11 – C17, non-conformances that are also considered to be an incident or warrant notification would be provided to Qube Estate Management.

#### **4.7 Environmental Management Plan Review**

This WOEMP will be reviewed by the Site Manager as required to ensure its continuing suitability and to ensure it is conforming to the WOEMP's environmental objectives and legal requirements.

Reviews will be undertaken annually) or as a result of any of the following:

- when there is a change in the operations onsite which requires a change to environmental controls
- when there is a need to improve performance in an area of environmental impact
- at the completion of environmental audits as required; &
- as a result of changes in environmental legislation (applicable to our business activities)

Changes to the Environmental Plan

- Reasons for making changes to the WOEMP will be documented.
- A copy of the original WOEMP document will be kept within company records.
- The Chief Executive and Site Manager are authorised to change and re-issue the WOEMP
- The Site Supervisor is to be informed of any changes made
- The Site Supervisor is responsible for ensuring the staff are complying with the current WOEMP, and for informing staff of any changes.

#### **4.6.1 Environmental Management Plan Review Scope**

The annual review scope may include (*but is not limited to*) the following:

- Compliance with legislation
- Are procedures are being followed (site inspection)
- Mitigative measures specified in this WOEMP are being implemented and remain adequate and appropriate
- Training and induction records are in order
- Environmental reports are being completed and any actions implemented and closed out
- Environmental incidents are being recorded, actioned and closed out
- Environmental objectives are being achieved

#### **4.6.2 Environmental Management Compliance Report**

FED will prepare an '*Environmental Management Compliance Report*' which will detail how we have complied with the

- Conditions of Consent (CoC); &
- The Environmental Management Plan

The report will be supplied to Qube Estate Management on a six-monthly basis and form part of the overarching compliance report that Qube will submit to the DP&E in accordance with COC C21.

#### **4.8 Environmental Management Records**

All documentation received, generated or stored pertaining to environmental matters will be managed in accordance with our document management procedure

Environmental records, which are collated and held onsite to demonstrate compliance with environmental obligations may include:

- Training and induction records
- Environmental incident reports
- Complaint records
- Non-conformance reports and corrective action plans
- Environmental monitoring data and reports
- Environmental site inspection checklists
- Plant and equipment maintenance, inspection and calibration records
- Internal environmental audits
- External environmental audits
- Monthly reports and data tracking e.g. waste, environmental performance and
- Record of pesticide/herbicide use.

# ATTACHMENT 1: ENVIRONMENTAL LICENCES, PERMITS AND APPROVALS

FED will comply with all legislative and regulatory requirements pertaining to warehouse operations aligned with the requirements of CoC A20 which restates this general obligation. FED operations are undertaken in accordance with SSD 7628 CoC and EPL 21054. The Table below summarises the conditions pertaining to warehouse operations and where they are addressed in this document. FED will comply with all legislative and regulatory requirements pertaining to warehouse operations aligned with the requirements of CoC A20 which restates this general obligation.

| Condition Type              | Requirement                                                                                                                                                                                                                                                     | Document Reference (Where Addressed) |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>CoC SSD 7628 General</b> |                                                                                                                                                                                                                                                                 |                                      |
| A2 – A4                     | Terms of consent defining operation of development.                                                                                                                                                                                                             | Qube OEMP and Compliance Tracker     |
| A12                         | Use of warehousing and distribution facilities                                                                                                                                                                                                                  | This WOEMP section 1.3               |
| A32                         | Plant and equipment maintained and operated in a proper and efficient condition and manner.                                                                                                                                                                     | This WOEMP section 3.2.3             |
| C6                          | Preparation of WOEMP.                                                                                                                                                                                                                                           | This WOEMP                           |
| C7                          | Form and content requirements of management plans.                                                                                                                                                                                                              | This WOEMP section 1.4               |
| <b>Operational Traffic</b>  |                                                                                                                                                                                                                                                                 |                                      |
| B26 – B27                   | Operate in accordance with the Operational Traffic and Access Management Plan                                                                                                                                                                                   | Qube OTAMP and WOEMP Section 3.2.4   |
| <b>Air Quality</b>          |                                                                                                                                                                                                                                                                 |                                      |
| B59                         | Operate in accordance with the Operational AQMP                                                                                                                                                                                                                 | This WOEMP section 3.2.1             |
| B60                         | Operation to not cause or permit emission of any offensive odour                                                                                                                                                                                                | This WOEMP section 3.2.1             |
| B61                         | Installation and operation of plant and equipment to comply with limits, air quality criteria and air monitoring requirements                                                                                                                                   | This WOEMP section 3.2.1             |
| <b>Operational Noise</b>    |                                                                                                                                                                                                                                                                 |                                      |
| B79                         | Operation is permitted 24 hours 7 days per week.                                                                                                                                                                                                                | This WOEMP section 3.2.6             |
| B83                         | Operate in accordance with the Operational Noise Management Plan                                                                                                                                                                                                | This WOEMP section 3.2.6             |
| B84                         | Noise assessment for mechanical plant required prior to construction – to be considered on any change or upgrade to plant and equipment.                                                                                                                        | This WOEMP section 3.2.6             |
| B85                         | Noise monitoring of mechanical plant and other noisy equipment following occupation of each warehouse. Preparation of a Monitoring Report for Mechanical Plant within two months of occupation to verify predicted mechanical plant and equipment noise levels. | This WOEMP section 3.2.6             |
| B89                         | Heavy vehicles not permitted to use Moorebank Avenue south of the East Hills Railway corridor                                                                                                                                                                   | This WOEMP section 3.2.6             |
| <b>Dangerous Goods</b>      |                                                                                                                                                                                                                                                                 |                                      |
| B112                        | Storage and handling of all chemicals, fuels and oils, including Dangerous Goods as defined in the Australian Code for the Transport of Dangerous Goods by Road & Rail.                                                                                         | Not Applicable                       |



| Condition Type               | Requirement                                                                                                                                                                                                                                                                                                                                                                             |                          |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| B113                         | The Applicant (the operator/occupant of each premises) must ensure compliance with Environment Protection Manual for Authorised Officers: Bunding and Spillages (EPA, 1997) and that for liquids, a minimum bund volume of 110% of the largest single stored volume within the bund is required. (refer to section 3.2.5)                                                               | Not Applicable           |
| B114                         | The quantities of dangerous goods present at any time within each premises to the development must be kept below the screening threshold quantities as defined in <i>Hazardous and Offensive Development Guidelines Application Guidelines</i> (2011)                                                                                                                                   | Not Applicable           |
| B115                         | Dangerous Goods compliance report required prior to occupation.                                                                                                                                                                                                                                                                                                                         | Not Applicable           |
| B116                         | Emergency Response Plan                                                                                                                                                                                                                                                                                                                                                                 | Not Applicable           |
| Mitigation Measures – 7e, 7f | Should Handling of dangerous goods <u>become necessary</u> including unpacking and storage within works are to be undertaken in accordance with the Storage and Handling of Dangerous Goods Code of Practice (WorkCover NSW 2005) in addition Applicable Qube will be undertaken.                                                                                                       | Not Applicable           |
| Mitigation Measures – 7G     | Staff involved in the transport and handling of dangerous goods within the site would receive training regarding the contents of the dangerous goods and their responsibilities. All training would be recorded and maintained in accordance with the competent authority (SafeWork NSW).                                                                                               | Not Applicable           |
| Mitigation Measures – 7I     | Should Storage of flammable/combustible liquids within the Amended proposal would be carried out in accordance with Australian Standard AS 1940: The Storage of Flammable and Combustible Liquids. Secondary containment measures would be implemented and location away from waterways and drainage paths/infrastructure.                                                              | Not Applicable           |
| Mitigation Measures – 7J     | An Operational Hazard and Risk Management Plan would be developed for the site area and be implemented as part of the WOEMP for the Amended Proposal. The plan would be reviewed regularly and updated should goods entering the site change. A copy of the plan would adopt the requirements of the Code of Practice for Storage and Handling of Dangerous Goods (WorkCover NSW 2005). | Not Applicable           |
| Mitigation Measures – 7M     | Should it be identified at a future stage that a tenant or tenants require a screening test within the proposal site, screening test would be undertaken in accordance with the requirements of the Code of Practice for Storage and Handling of Dangerous Goods (WorkCover NSW 2005).                                                                                                  | Not Applicable           |
| <b>Waste Management</b>      |                                                                                                                                                                                                                                                                                                                                                                                         |                          |
| B121                         | Waste to be secured and maintained within designated storage areas                                                                                                                                                                                                                                                                                                                      | This WOEMP section 3.2.5 |
| B122                         | Lawful disposal of wastes                                                                                                                                                                                                                                                                                                                                                               | This WOEMP section 3.2.5 |
| B123                         | Assessment and classification of wastes prior to removal from site                                                                                                                                                                                                                                                                                                                      | This WOEMP section 3.2.5 |
| B124                         | No receipt of wastes generated from off-site                                                                                                                                                                                                                                                                                                                                            | This WOEMP section 3.2.5 |
| B125                         | Retention of waste sampling and classification data                                                                                                                                                                                                                                                                                                                                     | This WOEMP section 3.2.5 |
| B126                         | Collection of wastes between 7 am and 10 pm Monday to Friday                                                                                                                                                                                                                                                                                                                            | This WOEMP section 3.2.5 |
| Mitigation Measures – 7L     | No hazardous or regulated waste would be disposed of on site.                                                                                                                                                                                                                                                                                                                           | This WOEMP section 3.2.5 |
| Mitigation Measures – 7N     | All hazardous and/or intractable wastes are to be disposed of in accordance with the Environmental Protection Authority and EPA requirements.                                                                                                                                                                                                                                           | This WOEMP section 3.2.5 |
| Mitigation Measures – 7O     | All hazardous waste removed from site will be disposed of in accordance with the Environmental Protection Operations Act 1997 (POEO ACT 1997).                                                                                                                                                                                                                                          | This WOEMP section 3.2.5 |
| Mitigation Measures – 7P     | Safety Data Sheet (SDS) of hazardous substance will be referred to if spillage occurs.                                                                                                                                                                                                                                                                                                  | This WOEMP section 3.2.5 |
| Mitigation Measures – 7Q     | All hazardous substances will be recorded in the Hazardous Substances Register and also recorded in the Safety Data Sheets (SDS) Register.                                                                                                                                                                                                                                              | This WOEMP section 3.2.5 |
| <b>Incident Management</b>   |                                                                                                                                                                                                                                                                                                                                                                                         |                          |
| C11 – C12                    | Notification of incidents                                                                                                                                                                                                                                                                                                                                                               | This WOEMP section 2.5   |
| C13                          | Preparation of incident reports                                                                                                                                                                                                                                                                                                                                                         | This WOEMP section 2.5   |

|                                                  |                                                                                                                                             |                        |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| C14                                              | Compliance with directions to address the cause or impact of an incident                                                                    | This WOEMP section 2.5 |
| C15                                              | EPA notification to be provided to the Secretary.                                                                                           | This WOEMP section 2.5 |
| MM 7K                                            | Appropriate testing, alarm systems and work, health and safety (WHS) procedures implemented for the safety of personnel and infrastructure. | This WOEMP section 2.5 |
| <b>Non-compliance Notification and Reporting</b> |                                                                                                                                             |                        |
| C16                                              | Non-compliance notification to the DPIE                                                                                                     | This WOEMP section 4.5 |
| C17                                              | Content expectations for non-compliance notification                                                                                        | This WOEMP section 4.5 |
| <b>Compliance Monitoring and Tracking</b>        |                                                                                                                                             |                        |
| C21                                              | Compliance monitoring and reporting aligned to the Compliance Reporting Requirements (DP&E, June 2018)                                      | This WOEMP section 4.1 |
| <b>EPL 21054</b>                                 |                                                                                                                                             |                        |
| Section 6 – Reporting Conditions - R2            | Notifications of environmental harm must be made to Qube. FED will provide relevant information to Qube for reporting as required.          | This WOEMP section 4.4 |

## **ATTACHMENT 2: ENVIRONMENTAL DOCUMENTATION**

1. Site Environmental Induction Register
2. Site Environmental Inspection Checklist
3. Environmental Complaint Form
4. Non-Conformance Report Form
5. Hazardous Substances Register
6. Safety Data Sheets (SDS) Register
7. Waste Register

# SITE ENVIRONMENTAL INDUCTION REGISTER

*Record of persons receiving environmental induction for this site*

**Warehouse 3B :**

**Address:** \_\_\_\_\_

**Name of Inductor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Topics Covered:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I have attended this induction and have read and understood the environmental rules of this site and WOEMP.**

| Date | Worker Name | Induction Number<br>(e.g. general induction card, license) | Worker Signature | Supervisor |
|------|-------------|------------------------------------------------------------|------------------|------------|
|      |             |                                                            |                  |            |
|      |             |                                                            |                  |            |
|      |             |                                                            |                  |            |
|      |             |                                                            |                  |            |
|      |             |                                                            |                  |            |
|      |             |                                                            |                  |            |
|      |             |                                                            |                  |            |
|      |             |                                                            |                  |            |
|      |             |                                                            |                  |            |
|      |             |                                                            |                  |            |
|      |             |                                                            |                  |            |

**Trainer Sign off**

**Signed:** \_\_\_\_\_

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

# SITE ENVIRONMENTAL INSPECTION CHECKLIST

## PROJECT DETAILS

**Site:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ENVIRONMENTAL ISSUES

| Erosion and Sediment Control                                                                                       | Yes | No | N/A | Comments |
|--------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| Have materials been contained or placed in designated areas to be away from stormwater drains/runoff?              |     |    |     |          |
| Are designated washout areas in place away from storm water drains?                                                |     |    |     |          |
| Is relevant protection in place surrounding flora to stop any damage?                                              |     |    |     |          |
| Is the site maintained and cleared away daily of all soil, earth, mud, clay that may cause an environmental issue? |     |    |     |          |
| Waste Management                                                                                                   | Yes | No | N/A | Comments |
| Has a Waste Management Plan been created and implemented?                                                          |     |    |     |          |
| Have stockpiles or designated waste areas been created?                                                            |     |    |     |          |
| Is the waste being stored in such an area as not to pollute or contaminate stormwater drains?                      |     |    |     |          |
| Have excess materials been recycled, reused or returned?                                                           |     |    |     |          |
| Hazardous Materials                                                                                                | Yes | No | N/A | Comments |
| Are spill kits available and held on site?                                                                         |     |    |     |          |
| Are spills attended to and cleaned up immediately?                                                                 |     |    |     |          |
| Is there a designated storage area for hazardous materials where leaks can't flow to open ground or drains?        |     |    |     |          |
| Are all hazardous material containers sealed properly and no leaks evident?                                        |     |    |     |          |
| Are Safety Data Sheet (SDS) on site for all hazardous materials?                                                   |     |    |     |          |
| Air Quality                                                                                                        | Yes | No | N/A | Comments |
| Does all plant and equipment comply with the relevant codes and emission standards for air quality?                |     |    |     |          |
| Noise Management                                                                                                   | Yes | No | N/A | Comments |
| Are procedures in place to minimise noise to workers, site and surrounding areas.                                  |     |    |     |          |
| Does all plant and equipment comply with the relevant codes, guidelines and standards for noise control?           |     |    |     |          |

**Company Representative Name: \_ Signature:** \_\_\_\_\_

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

# ENVIRONMENTAL COMPLAINT FORM

Project Name: \_\_\_\_\_ EC Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date: \_\_\_\_\_  
 EC issued to: \_\_\_\_\_ EC issued by: \_\_\_\_\_

## ENVIRONMENTAL COMPLAINT DETAILS

### Environmental Incident

- |                                    |                                              |
|------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Pollution | <input type="checkbox"/> Potential pollution |
| <input type="checkbox"/> Other:    |                                              |

### DETAILS OF COMPLAINT

|           |  |            |  |
|-----------|--|------------|--|
| Name:     |  | Address:   |  |
| Position: |  | Contact No |  |

### NATURE OF COMPLAINT

- |                                      |                                                        |
|--------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Dust        | <input type="checkbox"/> Vibration                     |
| <input type="checkbox"/> Noise       | <input type="checkbox"/> Soil contamination            |
| <input type="checkbox"/> Water       | <input type="checkbox"/> Plant/machinery               |
| <input type="checkbox"/> Pollution   | <input type="checkbox"/> Waste                         |
| <input type="checkbox"/> Flora/fauna | <input type="checkbox"/> Erosion and sediment controls |
| <input type="checkbox"/> Other:      |                                                        |

### INCIDENT DETAILS

|                       |  |       |  |
|-----------------------|--|-------|--|
| Location of incident: |  | Time: |  |
|                       |  | Date: |  |

Description:

Conditions of site when complaint occurred:

| Corrective or preventive action to be taken to fix the complaint | Responsible person | Date to be completed by |
|------------------------------------------------------------------|--------------------|-------------------------|
|                                                                  |                    |                         |

### SIGN OFF

Corrective or preventive action is complete and dealt with by the responsible person noted above

|       |  |       |  |
|-------|--|-------|--|
| Name: |  | Date: |  |
|-------|--|-------|--|

|            |  |
|------------|--|
| Signature: |  |
|------------|--|

Site Manager agrees corrective or preventative is complete

|       |  |       |  |
|-------|--|-------|--|
| Name: |  | Date: |  |
|-------|--|-------|--|

|            |  |
|------------|--|
| Signature: |  |
|------------|--|

# NON-CONFORMANCE REPORT FORM

Project Name: \_\_\_\_\_ NCR Number: \_\_\_\_\_  
 Address \_\_\_\_\_ Date: \_\_\_\_\_  
 NCR issued to: \_\_\_\_\_ NCR issued by: \_\_\_\_\_

## NON-CONFORMANCE DETAILS

### Area of Non-Conformance

- |                                                                                                                                                                                        |                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Site Establishment<br><input type="checkbox"/> Works outlined in contract<br><input type="checkbox"/> Supplier<br><input type="checkbox"/> Customer complaint | <input type="checkbox"/> Work Health and Safety<br><input type="checkbox"/> Environmental Management<br><input type="checkbox"/> Quality Management<br><input type="checkbox"/> Other: |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Description of Non-Conformance

|  |
|--|
|  |
|  |
|  |
|  |
|  |

### Outline the evidence obtained for Non-Conformance

|  |
|--|
|  |
|  |
|  |
|  |
|  |

| Corrective or preventive action to be taken to fix the Non-Conformance | Responsible person | Date to be completed by |
|------------------------------------------------------------------------|--------------------|-------------------------|
|                                                                        |                    |                         |
|                                                                        |                    |                         |

### Sign Off

Corrective or preventive action is complete and dealt with by the responsible person noted above

|            |  |       |  |
|------------|--|-------|--|
| Name:      |  | Date: |  |
| Signature: |  |       |  |

FED agrees corrective or preventative is complete

|            |  |       |  |
|------------|--|-------|--|
| Name:      |  | Date: |  |
| Signature: |  |       |  |

# HAZARDOUS SUBSTANCES REGISTER

| Product Name | Location where Product is Used | Quantity | Clearly Labeled | SDS on Site |      | Action / Comments |
|--------------|--------------------------------|----------|-----------------|-------------|------|-------------------|
|              |                                |          | Yes / No        | Yes / No    | Date |                   |
|              |                                |          |                 |             |      |                   |
|              |                                |          |                 |             |      |                   |
|              |                                |          |                 |             |      |                   |
|              |                                |          |                 |             |      |                   |
|              |                                |          |                 |             |      |                   |
|              |                                |          |                 |             |      |                   |
|              |                                |          |                 |             |      |                   |
|              |                                |          |                 |             |      |                   |
|              |                                |          |                 |             |      |                   |
|              |                                |          |                 |             |      |                   |
|              |                                |          |                 |             |      |                   |

An SDS is a Safety Data Sheet – these are available from the substance manufacturer or the point of purchase. SDS must be on site together with the hazardous substance. Action / Comments - note any particular safety controls required e.g. use, transport, PPE, first aid, storage, spill control and whether each substance is classified as hazardous (according to NOHSC) or dangerous goods for transportation (according to ADG code).



# SAFETY DATA SHEET (SDS) REGISTER

| SAFETY DATA SHEET REGISTER |               |        |             |                |        |
|----------------------------|---------------|--------|-------------|----------------|--------|
| SDS Number                 | Date of Issue | Worker | Description | Date Reviewed* | Signed |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |
|                            |               |        |             |                |        |

\*Check SDS is current before starting each project.

SDS must not be more than five years old from date of issued date.

Refer to: **Safe Work Australia Code of Practice - Preparation of Safety Data Sheets for Hazardous Chemicals**



