

Project Environmental Management Plan

Company Name: ONJ SERVICES

Company Address: 7/2 The Gateway, Broadmeadows, Vic.

ABN: 72216341153

Principal Contractor/Client Name:

Site Address:

Document Control	
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Signed	_____
Name (print)	_____ Date _____
Not Controlled Unless Signed By Management And Recipient	

Purpose and Preamble

Duty of Care under Environmental Legislation

The business or person in control of a project or other workplace using this plan has the strict duty to review the site at which work is to be carried out and the nature of the activities to be carried out or performed.

This plan is not intended to substitute for specific legal Environmental duty of care, but to enable environmental aspects and impacts to be managed in a systematic manner.

A Project WHS Management Plan should be developed taking into account the WHS legal requirements, the circumstances specific to site conditions, any client requirements and company policy and procedures with respect to work health and safety.

All documents pertaining to WHS and Environmental should be regularly reviewed and updated to reflect changes and/or updates to WHS and Environmental legislation, regulations, codes of practice and company policy and procedures.

The company's HSEQ Management System discusses and manages environmental issues at an organisational level.

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Document Control

ONJ SERVICES is responsible for:

- Completing the Project Environmental Management Plan and providing a copy to the Principal Contractor before work commences on site.
- Maintaining an up to date version of the Project Environmental Management Plan. All obsolete pages will be suitably marked or removed from points of use.
- Providing an updated copy to the Principal Contractor whenever changes occur.
- Reviewing the Project Environmental Management Plan when there is a change and/or event affecting our work activity and at intervals of not more than one month to ensure it is up to date.

Introduction

This document sets out the environmental management strategy to be adopted by ONJ SERVICES during the course of the electrical, communications and data work on the following project:

<<Clients Name>>

<<Site Address>>

<<Project Name>>

Project start date:

Estimated duration of work (months):

The document is not designed to replace the Schedule of Health, Safety, Quality & Environmental requirements as stated in the Special Conditions of Contract, but will be used to provide verification of the actions of ONJ SERVICES in relation to these requirements. The scope of work and special contractual and site requirements that should be noted for this project are identified in the following section.

This document and subsequent additions will be made available to Principal Contractor for the purpose of auditing.

ONJ SERVICES details are:

Company Name: ONJ SERVICES

ABN: 72216341153

Company Address: 5/2 The Gateway, Broadmeadows, Vic.

The details of the ONJ SERVICES Site Supervisor are:

Name: John Milis

Phone: 1300000ONJ

Mobile: 0409429122

Our peak number of workers on the site will be: <<number>>

ONJ SERVICES intend to subcontract all or part of the works. The sub-subcontractors we intend to engage on this site are:

1. <<insert subcontractor>>
2. <<insert subcontractor>>
3. <<insert subcontractor>>
4. <<insert subcontractor>>

The above-mentioned subsubcontractors are required to provide Safe Work Method Statements (SWMS) for high risk construction work and ONJ SERVICES will review subcontractor SWMS for adequacy prior to any work commencing. Environmental hazards and controls will be captured within individual SWMSs.

Sections of the Project Environmental Management Plan “not applicable” to our scope of works and are therefore not completed. At any time during our subcontracted works where scope of works increases to become ‘applicable’, we will update the Project Environmental Management Plan accordingly and advise the Principal Contractor immediately.

Approval

This Project Environmental Management Plan has been approved for use by ONJ SERVICES Management Representative.

Name: John Milis.

Position: Director.

Date: <<date>>

(Electronic copies are not signed)

Scope Of Work And Special Requirements

The scope of work is detailed below.

Special contractual and site requirements are detailed in the contract. The bulk of Environmental issues are covered elsewhere in this document but where special issues relate specifically to the site or contract they may be noted below.

All special Environmental requirements and issues are to be observed throughout the project. These environmental requirements and issues where seen to be unusual or important are to be noted.

Scope of works: <<insert>>

Special contractual environmental requirements: <<insert>>

Special site environmental issues: <<insert>>

Commitment and Planning

Ecological sustainable development can be summarised as using, conserving and enhancing the community's resources so that ecological processes, on which life depends, are maintained, and the total quality of life, now and in the future, can be increased. The principle legislative requirements are contained in State Environmental Legislation.

The site manager monitors and inspects the workplace environment to assess environmental performance.

For a given project, **ONJ SERVICES** determines the environmental aspects and impacts that may result from the organisation's activities, products and services that may have an effect on air, water, land and waste. This assessment takes into account reasonably anticipated events such as spillages, plant breakdowns or inclement weather that could affect day to day activities. The control measures to manage the environmental aspects and impacts are identified and a plan of implementation is put into place. This includes measures for the protection of local fauna and flora.

The environmental aspects and impacts associated with the work is identified in relation to standards derived from:

- client requirements
- environmental policy
- specific undertakings arising from the environmental impact assessment;
- consent conditions;
- pollution control approvals and any conditions attached to the approvals;
- statutory obligations; and
- environmental risks.

When considered necessary **ONJ SERVICES** will arrange for external or specialist advice and testing to ensure that industry standards and statutory requirements are met.

Site Operational Management

Specific environmental aspects and impacts are controlled and communicated through Safe Work Method Statements (SWMS)

Risk Classifications:

Class 1	High risk	Environment damage or effects that are catastrophic
Class 2	Medium risk	Environment damage or effects that are off site but can be corrected
Class 3	Low risk	Environment damage or effects that are of minor impact and clean up

Control of Air Pollution:

Objective	Control release of contaminants to the air. Ensure that relevant controls are implemented and utilised for the protection of the quality of air and control or mitigation of emissions to the air (eg smoke or exhaust fumes).
Risk assessment	Review of work activities, processes, products and services in relation to the project site and environs.
Class 1	There are no risks of a class one environmental incident affecting the quality of air during the installation and maintenance of our contract works.
Class 2	There are no risks of a class two environmental incident affecting the quality of air during the installation and maintenance of our contract works.
Class 3	Minimal use of glues for joining conduits. Small possibility of fire.
Control measures	Control dust and emissions, minimise areas of exposed earth, water spray where necessary, cover dusty load before leaving site. Hold appropriate fire extinguisher on hand. Solvents, glues and other materials that release odours or vapours will be avoided or minimised in use and in quantity on site. Liquids to be properly contained.

Control of Noise Pollution:

Objective	Minimal noise impact on neighbours, occupants or users of facilities. Ensure that relevant controls are implemented and utilised for the control of noise.
Risk assessment	Review of work activities, processes, products and services in relation to the project site and environs.
Class 1	There are no risks of a class one environmental incident affecting the control of noise during the installation and maintenance of our contract works.
Class 2	There are no risks of a class two environmental incident affecting the control of noise during the installation and maintenance of our contract works.
Class 3	Use of normal construction tools.
Control measures	Manage working hours, meet EPA and council noise limits, maintain equipment, use silencers where necessary, cooperate with occupants.

Control of Water Contamination:

Objective	Control emission of contaminants to water. Management of water usage and ensure that relevant controls are implemented and utilised for the protection of the quality of water and control or mitigation of unplanned discharge or spills into drains or watercourses (rivers, streams, ponds, dams, etc).
Risk assessment	Review of work activities, processes, products and services in relation to the project site and environs.
Class 1	There are no risks of a class one environmental incident affecting the quality of water during the installation and maintenance of our contract works.
Class 2	There are no risks of a class two environmental incident affecting the quality of water during the installation and maintenance of our contract works.
Class 3	There are no risks of a class three environmental incident affecting the quality of water during the installation and maintenance of our contract works.
Control measures	Use silt fences or other sediment control devices, such as hay bales wrapped in geotextiles, where appropriate. Liquids to be properly contained.

Control of Soil Erosion, Flora and Fauna:

Objective	Protect natural habitat from damage and soil from contamination and undue disturbance. Ensure that relevant controls are implemented and utilised for the protection of the quality of the land and control or mitigation effects on the soil, local wildlife (fauna) and plants (flora).
Risk assessment	Review of work activities, processes, products and services in relation to the project site and environs.
Class 1	There are no risks of a class one environmental incident affecting the protection of the land during the installation and maintenance of our contract works.
Class 2	There are no risks of a class two environmental incident affecting the protection of the land during the installation and maintenance of our contract works.
Class 3	Any disturbance of the soil such as in excavation for underground cabling will create the potential for environmental damage. Underground cabling is often preferred to the sustained visual and safety issues associated with overhead cabling.
Control measures	No damage to plants and natural habitat. Use silt fences or other sediment control devices as appropriate to control run-off from areas of contaminated land and manage chemical storage. Minimise excavation lengths and depths and run with other services where practicable. Liquids to be properly contained.

Protection of Heritage Conservation:

Objective	Protect features of heritage significance. Ensure no damage to integrity of heritage structures or features.
Risk assessment	Review work activities, processes and products in relation to the project site and environs.
Class 1	There are no risks of a class one incident affecting the protection of heritage structures or features during the installation and maintenance of our contract works.
Class 2	There are no risks of a class two incident affecting the protection of heritage structures or features during the installation and maintenance of our contract works.
Class 3	There are no risks of a class three incident affecting the protection of heritage structures or features during the installation and maintenance of our contract works.
Control measures	Avoid physical damage, or alteration to building structure, fittings or contents. Provide appropriate protection from damage to heritage structures or features when risk assessment identifies issue. Confirm and agree with site personnel and management as to potential impacts of work to be undertaken. Immediately contact client if anything that may be of heritage value is found during works. Preserve site until client takes over management.

Conservation of Energy:

Objective	Provide for energy efficient outcomes. Ensure that equipment in construction, fittings and appliances are eco smart.
Risk assessment	Review of designs, standards, work activities, processes, products and services in relation to the project site and environs.
Class 1	There are no risks of a class one issues or aspects impacting on energy efficient outcomes during the installation and maintenance of our contract works.
Class 2	There are no risks of a class two issues or aspects impacting on energy efficient outcomes during the installation and maintenance of our contract works.
Class 3	There is a range of options for energy efficient fittings and appliances but must meet building code and standards requirements.
Control measures	Subject to design approval, select low energy usage construction, fittings and appliances for use (including heating/cooling and lighting). Solar and renewable energy devices and designs used where possible. Natural lighting and ventilation used where possible.

Separation of Waste Material and Recycling:

Objective	Manage material and energy usage. Ensure that relevant controls are implemented and utilised for the recycling and disposal of waste.
Risk assessment	Review of work activities, processes, products and services in relation to the project site and environs to minimise wastage.
Class 1	There are no risks of a class one environmental incident affecting the disposal of waste during the installation of our contract works.
Class 2	There are no risks of a class two environmental incident affecting the disposal of waste during the installation of our contract works.
Class 3	Trade waste or rubbish blown around the site area. Material removed from the project not in accordance with the normal "Recycle, Re-Use" protocol.
Control measures	Minimise quantity of packaging and waste, sort reusable and recyclable materials daily. All trade waste to be properly contained and removed on a daily basis from the work area and disposed of by approved methods for the Project. Site rubbish and recycling bins to be utilised for their intended purpose. All trade waste from general work areas to be deposited into trade waste receptacles for removal.

Waste Disposal and Recycling

Recyclable Waste

Waste type	Receptacle/Location/Contractor
Metal	Scrap bin at site << Local Waste Contractor Name / Number >>
Battery	As for metal
Cable	As for metal
Cable drums	Recycle, contractor << Local Waste Contractor Name / Number >>
Vegetation	General waste bin at site << Local Waste Contractor Name / Number >>
Paper and cardboard	Scrap bin at office, << Local Waste Council Name / Number >>

Liquid Waste

Waste type	Receptacle/Location/Contractor
Spray paint residue and solvents	20/60 Litre drum at site << Local Waste Council Name / Number >>
Lube oil and transformer oil	20/60 Litre drum at site << Local Waste Council Name / Number >>

Non-Recyclable Waste

Waste type	Receptacle/Location/Contractor
General waste	Waste bin at site << Local Waste Council Name / Number >>

Responsibilities for Environmental Management

ONJ SERVICES Project Manager / Site Manager

Develop the project environmental management plan and ensure that the plans and work systems are implemented in a safe and timely manner. Gain the total support of all worker and sub-contractors to actively participate in the plan.

ONJ SERVICES Supervisor

Ensure that the plans and work systems are communicated to all staff and provide or arrange training as required. This will be achieved through the conduct of regular meetings with worker, toolbox talks, feedback and continual follow-up and monitoring.

ONJ SERVICES Workers & Subcontractors

To comply with the project environmental management plan, company policies and procedures and the requirements for the job as directed by the management.

ONJ SERVICES Environmental Coordinator (this may be the Company Supervisor)

- Coordinate environmental issues, systems and processes.
- Check that adequate human, technical and financial resources are allocated to deal with environmental matters.
- Manage compliance environmental legislation, regulations, standards and codes.
- Manage compliance with the Project Environmental Management Plan.
- Acts as the Document Controller for Environmental documentation.
- Plan and conduct environmental training, including induction training, work activity training.
- Undertake environmental hazard identification and risk assessments and implement appropriate risk controls.
- Report incidents and produce and collate related statistics.
- Investigate incidents.
- Implement corrective actions to prevent recurrences of work site incidents.
- Maintain environmental records and manage documentation.
- Assist site personnel in the development and implementation of appropriate hazard control measures.
- Review emergency procedures and appropriate signage and coordinate emergency procedures.
- Ensure worker undergo inductions appropriate to the site and client as required.
- Liaise with Supervisors, Forepersons and Leading Hands regarding audits and address environmental problems as they arise.
- Ensure that master records and SDSs of hazardous chemicals used within the organisation are available.
- Liaise with Site Manager, regarding Audits and address environmental problems as they arise.
- Ensure appropriate fire protection is provided where necessary.
- Review minutes of site toolbox meetings to ensure issues are being dealt with.

Environmental Objectives and Targets

Objective	Target
No environmental incidents on the project	Zero incidents and environmental fines or notices
Improve environmental systems and planning	Thorough and effective environmental planning and formal communication processes

Management of Environmental Incidents and Emergencies

Nature of work and control measures are such that atmospheric releases and spill will be minimal. Possible incidents:

Liquid Spill

Person on job to initiate containment and call supervisor for assistance. Mitigate the impact. Use rags and kitty litter to collect and clean up.

Atmospheric Release

Person on job to initiate containment and call supervisor for assistance. Mitigate the impact.

Fire

Ensure that appropriate extinguishers are readily on hand to minimise the release of smoke and fumes. Mitigate the impact of fire on the environment.

Incident Reporting and Investigation

Incidents include events that cause environmental impacts or harm as well as events involving non-compliance with internal procedures and near miss events which have the potential to result in an environmental impact. The purpose of incident reporting and investigation is to identify the root cause and implement controls to prevent recurrence.

Investigation is undertaken by the Environmental Coordinator or Supervisor and in collaboration with site management and other persons involved (including principal contractor, workers, contractors, clients, members of the public and witnesses). The primary purpose of investigations is to establish the facts, undertake careful review and draw conclusions that may identify actions to prevent future occurrences. It involves an examination and collection of evidence at the work site and the operational activities leading up to the incident, as well as interviews with the people involved and review of records. The objective is prevention and improvement, rather than apportioning blame.

The accurate recording and timely reporting of incident is considered to be a key element of an effective system and environmental management. Reliable records and reports often provide critical information about the circumstances and causes of incidents and provide direction for appropriate mitigation or remedial measures.

This is managed using the Incident and Investigation Report. Note that supervisors and managers cannot discharge their legal and moral responsibilities by simply instructing people to be careful via a memo.

It is appropriate to retain records of investigation, interview and discussion, outline of events leading up to the incident and review of response. Also retain sketches, photos, videos and other documents such as notifications and specialist reports.

A report of the outcomes of the investigation shall be provided to the principal contractor/client where required.

Purpose of Investigation

- Determine the principal or key facts – What happened. Principal facts are those that must be present for the incident to occur.
- Determine the contributing factors. These are factors that make the incident more likely to occur. With both principal facts and contributing factors, think in terms of loss of control.
- Identifying the controllable factors.
- Set priorities for prevention based on the effectiveness of particular controls.

Consideration needs to be given to the behavioural, environmental, design and systems of work factors contributing to the incident, and to the errors that may have occurred. These errors may have been made at the time of the incident or any time previously.

Method of Investigation

- Investigate as soon as possible and keep an open mind.
- Emphasise that the purpose of the investigation is to determine the facts and the means of prevention. It is not a “witch hunt” to apportion fault or blame.
- Ask “how and why” questions – never assume. Phrase questions to avoid accusations – ie, ask “What happened?” rather than “What did you do?”
- Consider all possibilities – ie, multiple causes. Don’t concentrate on just one “obvious” cause. There will always be more than one cause.
- Include in your questions – “Has it ever happened before?” and “What do you suggest for preventing a recurrence?”
- With the facts from the investigation duly assessed, management may determine who is accountable for the errors and systems failures that led to the incident but this must be closely linked to the preventative actions. This responsibility rests with management, not the Investigator.
- If assistance is needed, please ask.
- Undertake:
 - Interviews
 - Statements
 - Photographs

Hierarchy of Prevention

- The main principles of prevention are:
 - ELIMINATION of a hazard – don’t do that job.
 - SUBSTITUTION – do it another way not involving the danger.
 - SEPERATION – separate the environment in time or distance.
 - ENGINEERING – limit or control the exposure.
 - ADMINISTRATION – how you go about doing the job.

- On the “shop-floor” basis, control is usually directed into the areas of
- Behaviour – what people do or don’t do. Their “acts and omissions”.
- Environmental – all the things, both good and bad, that make up the working environment. Eg, housekeeping, lighting, floors, drains, access, passage ways, signs, noise and dust.
- Systems of Work – how the people go about what they do. Standard operating procedures, work method statements, supervision and training.

Follow Up Your Action Plans

Action plans should discuss:

- What is going to be done.
- Who is responsible for completion.
- When it will be complete.
- Follow up.
- Records retention.

Notification of Environmental Incidents

ONJ SERVICES will report environmental incidents to their local Environmental Authority:

The initial notification must include the following details:

- location of the incident
- time and date of the incident
- nature of the incident
- name of the licensee
- name and telephone number of an appropriate contact person.

An officer of the environmental authority will return your call to gather further information and where necessary, arrange attendance at the incident.

Following the initial notification, the environmental authority may also require a written report detailing:

- the circumstances leading to the incident
- actions undertaken to remedy the situation in the short term
- longer term actions that will be taken to prevent a recurrence of the incident.

When requested, the report should be submitted to the environmental authority within five working days of the incident occurring.

Environmental Legislation affecting this Plan

<<NECA MEMBERS>> HSEQ Management Manual lists the significant Environmental Legislation affecting the company including the Environmental Act, Regulations, Codes of Practice, Australian Standards and any Industry Guidelines.

Currency of Legislation, Regulations and Standards

ONJ SERVICES is responsible for obtaining, updating and distributing Environmental legislation; Environmental Act, Regulations, Codes of Practice, Australian Standards etc relevant to the Company's activities, which is to be made readily available to employees.

Currency of legislation; Environmental Act, Regulations, Codes of Practice, Australian Standards is to be confirmed by the **ONJ SERVICES** Management Representative as part of the Company annual internal HSEQ audit process.

Continuous Improvement

This Environmental Management Plan is subject to ongoing review and revision as part of a continuous improvement process that is an inherent part of an effective environmental management system. Details in this document will be monitored on an ongoing basis via observations and inspections and audits, to assess their effectiveness and application.

ONJ SERVICES personnel, client and regulatory representatives are encouraged to provide feedback and input to the document so that procedures can be updated and improved, as necessary, to achieve the best environmental outcome.

Induction and Training

Project personnel and contractors of **ONJ SERVICES** shall be made aware of their responsibilities and be adequately trained in this Plan via:

- Site and company inductions
- Environmental awareness
- Toolbox Talk participation