Environmental Management Plan

Resource Recovery Facility
29 Muramats Road, East Arm NT 0822

NTEX Code Red-HSEQ-ENV-015

Version 1.0

Document Owner	Project/Organisation Role
Gerry Breen	Director

Version Control

Version	Date	Author	Reviewer	Change Description
1.0	06/10/2023	Sandrine Ricardo	David Evans	First Copy

External Distribution List

Version	Date	To	Company

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17. Attachments

1. Environment Policy

Environmental Policy
NTEX-HSEQ-DOC-007
Version 2.0

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ENVIRONMENTAL POLICY STATEMENT

Introduction

NTEX Pty Ltd (NTEX) is fully committed to conducting its activities in a manner which protects and safeguards the environment in all the company's services, , products and processes which include the provision of civil contracting including design, civil construction, earthworks, drainage, and demolition.

Objectives

The aims of our policy are to:

- Identify and minimise the risks to the environment from NTEX's activities.
- Comply with and exceed all relevant environmental legislation and regulatory requirements.
- Set targets to deliver continuous improvement in the management of environmental issues throughout NTEX.

Policy Aims

In order to achieve these objectives NTEX is committed to:

- ✓ Prevent pollution, reduce waste and to maximise the efficient use of materials and energy.
- ✓ Ensure that all wastes, particularly hazardous or contaminated wastes, are transported and disposed of in an environmentally acceptable manner.
- ✓ Minimise noise levels, traffic nuisance, emission of pollutants and disturbance to the public and local ecosystems, wildlife habitats and preservation of heritage.
- ✓ Regularly review NTEX's activities and identify issues which could have a significant impact on the environment.
- ✓ Minimise the risks of environmental accidents through the formation and adoption of appropriate risk management procedures and, in conjunction with the appropriate authorities, to maintain an emergency response capability to deal with accidental pollution.
- ✓ Encourage our subcontractors, suppliers, customers and other stakeholders to comply with this policy.
- ✓ Provide the necessary awareness and training to enable staff at all levels to understand and contribute to the implementation of this policy.

NTEX's Director is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility to ensure that the aims and objectives of the policy are met.

This policy is communicated to all employees and person's working on behalf of NTEX.

This environmental policy will be regularly monitored and reviewed to ensure compliance with applicable legislation, and ensure that NTEX's environmental objectives and targets are being achieved.

Gerard Breen
Director
28th February 2023

ISO 45001 ISO 14001 ISO 9001

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2. Background

2.1 Project Description

NTEX Code Red, a locally registered business in Darwin, embarked on its operational journey on the 27th of April 2023. With a vision for responsible and eco-conscious tyre management, NTEX Code Red is actively pursuing a licence amendment under its existing parent company licence, EPL 324, to engage in tyre recycling endeavours.

The intended operational base for this environmentally forward initiative is the current NTEX Resource Recovery Facility, conveniently located at 29 Muramats Road, East Arm Northern Territory 0822. NTEX Code Red's mission revolves around establishing two crucial services:

a. **Tyre Shredding at the Resource Recovery Facility:** This facet of the operation involves processing used tyres that have been either dropped off or collected from a diverse range of sources, including tyre businesses, local councils, illegal dumping sites, and individual tyre owners.

b. **Mobile Tyre Shredding Service:** NTEX Code Red plans to introduce a mobile tyre shredding service catering to the Darwin and Greater Darwin Region. This mobile service will extend its support to local and remote councils, tyre businesses and remote locations prone to illegal tyre dumping.

The primary objectives of the project are as follows:

- Establishing an efficient and sustainable tyre processing and disposal system.
- Minimising the adverse environmental impacts associated with tyre waste.
- Creating cost-efficient and resilient supply chains.
- Cultivating viable end markets for end-of-life tyres.

2.2 Scope of Works

a. **Receiving and Collection**: NTEX Code Red will provide affordable prices for the disposal, collection, on and offsite processing. NTEX Code Red will establish a strong network across Darwin and the Greater Darwing Region. We believe this concept will not only reduce the illegal dumping but also the burden of high disposal cost to businesses and individuals, reducing overall carbon footprint.

b. **Illegal Dumping**: NTEX Code Red will liaise with the Northern Territory Environment Protection Authority (NT EPA), Crown Land Estate (CLE) and the Northern Territory Government (NTG) to retrieve illegal dumped tyres in various locations.

c. **Processing**: Tyres will be shredded both at our Resource Recovery Facility and at off-site locations as part of our comprehensive tyre management approach.

   All shredded tyres from various sites will be transported back to the facility and placed in 1,000kg bulk bags ready to be shipped for their end-of-life-destination. Assurance of quality control measures will be implemented to ensure the processed shredded tyres meet the standard acceptance requirements.

d. Disposal:

- **Interstate Disposal –** At the Resource Recovery Facility, shredded tyres will be placed in 1,000kg bulk bags to be transported by trucks from Darwin to Sydney and Adelaide to Approved Tyre License Recyclers.
- **Overseas Export –** At the Resource Recovery Facility**,** shredded tyres will be placed in 1,000kg bulk bags and loaded in 40ft containers and shipped to be marketed as Tyre Derived Fuel (TDF) to Chennai, India, via shipping liners out of the Darwin Port.

2.3 Processing & Storage of Tyre Area Map

Legend

- Unprocessed tyre stockpile – **416.56m2**
- Processing tyre shredding area – **556.06m2**
- Processed tyre storage – **407.37m2**

2.4 Resource Recovery Facility – Site Location & Layout Map

29 Muramats Road, East Arm

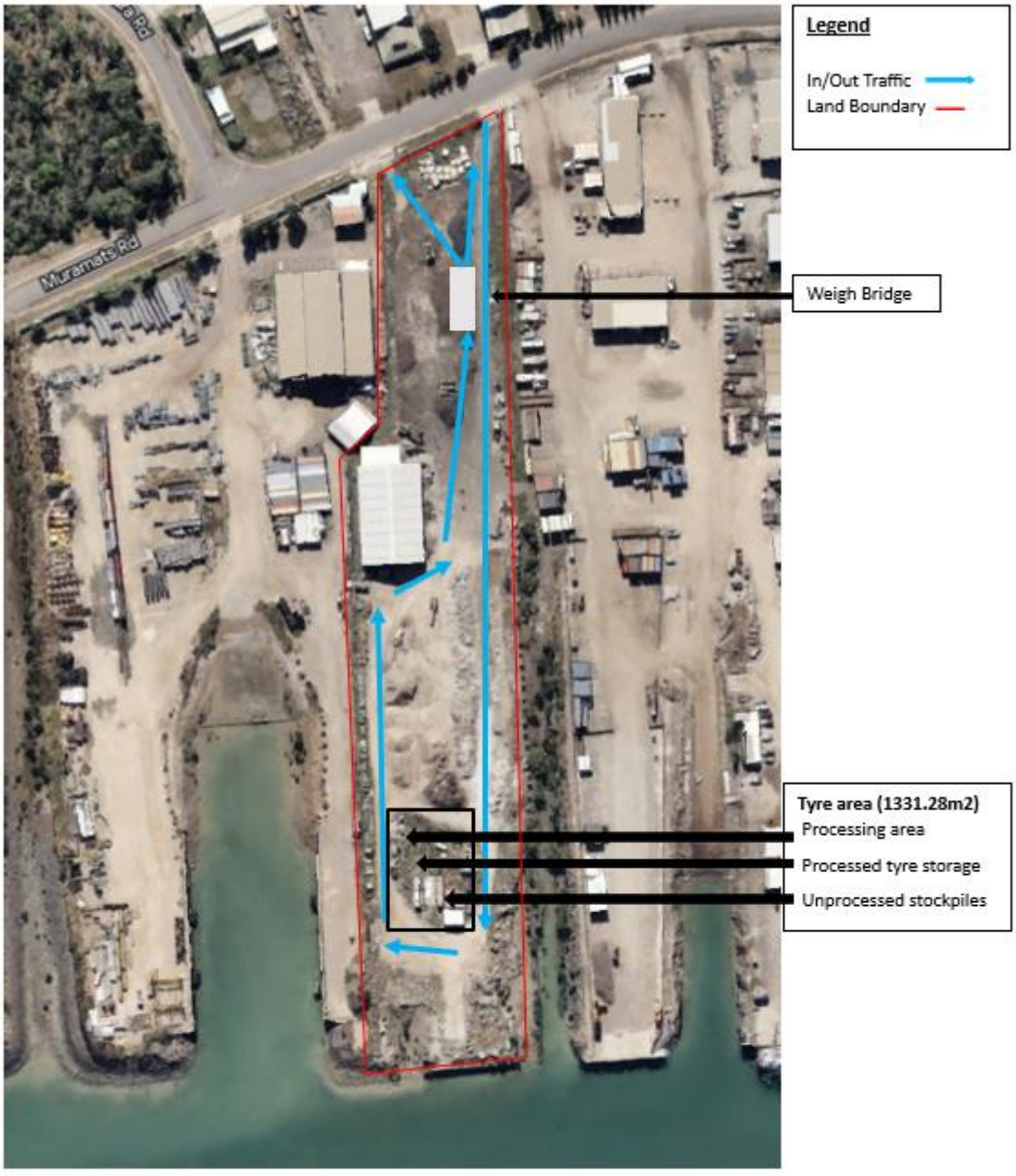


Image: Google Earth

Coordinates: -12.480222, 130.926597

3. EMP Objectives

The objectives of the NTEX Code Red Environmental Management Plan (EMP) are to ensure that appropriate environmental protection and mitigation measures are implemented to prevent negative impacts on the surrounding environment as well as outline the required management measures by considering the site-specific conditions.

This includes but is not limited to:

- Work in conjunction with NTEX Environmental Management System which is the NTEX internal document control guide.
- Provide a summary of known environmental site conditions deemed relevant to the future construction and establishment of the re-development of the site; and
- Provide a range of environmental control plans to manage potential risks associated with the current environmental conditions at the site. The controls will ensure that significant adverse impact on the environment, the health of the site workers and neighbouring users can be effectively mitigated throughout the entirety of the proposed project's lifespan.

There is currently no proposed future construction land re-development at 29 Muramats Road, East Arm. The site will be rehabilitated to resemble its original condition. As the site is leased, the site will be returned to its current owner Mr. Raymond Breen in an acceptable condition agreed by all parties.
An Environmental Risk Assessment of the site has been undertaken for the upcoming operation of the tyre shredding process and storage areas (see 15 Risk Assessment on page 31).

The EMP includes the following:

- Procedures to ensure that no significant adverse environmental impacts occur because of the works,
- Proposed monitoring systems to ensure no adverse environmental impacts occur,
- Identification of possible risks of operational failure and response measures to be implemented, and
- Day to day management requirements for the ongoing operation of the tyre shredding process.

Consequently, with respect to the above conditions and considering the general philosophies of environmental management, the objectives of this EMP are as follows:

- To identify the relevant legislative requirements applicable to the works,
- To document issue-specific environmental management measures (controls) sufficient to meet the requirements of the environmental assessment process,
- To provide a clear guidance so that design and operation minimises any potential environmental impacts,
- To present a clear framework for effective management of protection measures throughout the tyre processing activities for the project and ongoing use of the site,
- To assign clear and appropriate responsibilities for the implementation of specific environmental measures,
- To develop site-specific criteria and monitoring requirements for the measurement and on-going assessment of performance,
- To enable the development of issue-specific Environmental Control Plans (ECPs) for the implementation of this EMP,
- To identify and record commitments to ongoing environmental responsibility, and
- To identify post construction commitments to be followed during the operation of the site.

4. Organisation Structure and Responsibility

NTEX Code Red is required to comply with any environmental protection provisions conveyed by the NT EPA and observe the requirements of any applicable statute by-law, standard etc. related to environmental protection.

NTEX Code Red must comply with environmental statutory requirements and procedures defined within the Environmental Management Plan (EMP) and supplementary plans.

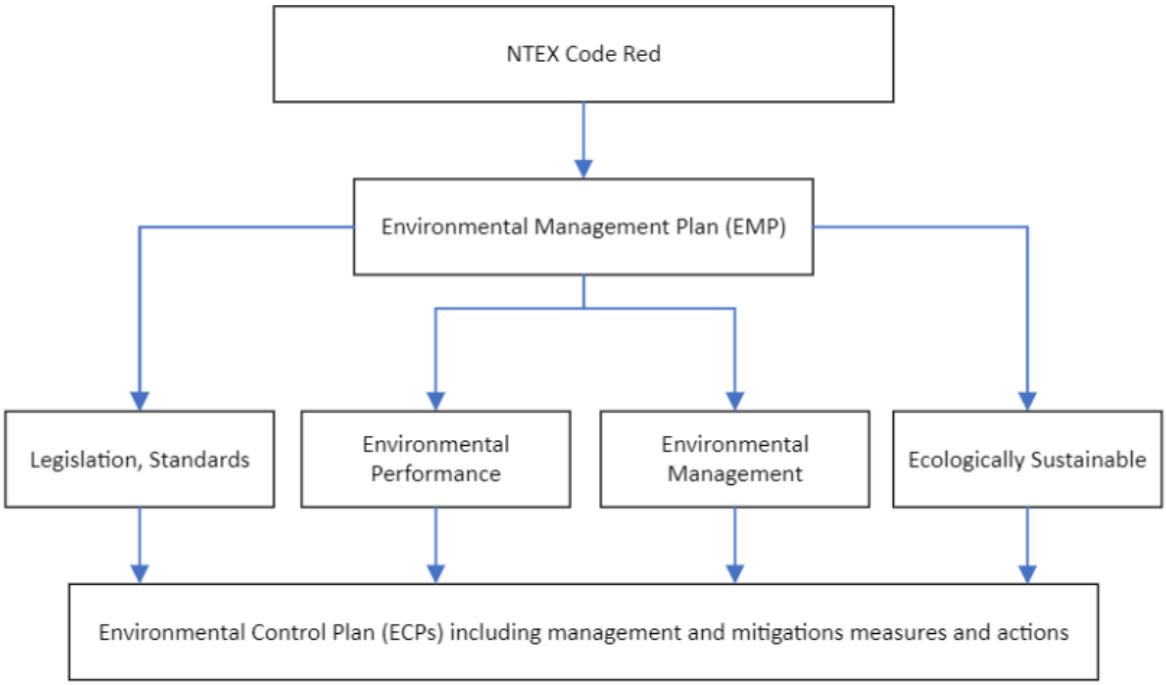


Figure 1. Environmental Management System Hierarchy

Environmental Site Representative - Sandrine Ricardo 0475 685 149.

Director – Gerry Breen, responsible for ensuring the EMP is implemented onsite and ensuring employees fulfil their responsibilities under the EMP.

Operations Manager – David Evans, responsible for the overall facility operation.

Resource Recovery Coordinator –Sandrine Ricardo, responsible for the overall tyre processing operation.

Environmental Consultant – Chris Gamble, Agon Environmental, responsible for the environmental auditing and contamination assessments.

5. Legislation, Regulations and Standards

NTEX Code Red comply with, but do not be limited to, the following as applicable:

5.1. Northern Territory Legislation

- Aboriginal Land Act 1978
- Agriculture and Veterinary Chemicals (NT) Act
- Bushfires Management Act 2016
- Building Act 1993
- Dangerous Goods Act 1998
- Environmental Assessment Act 1982
- Environmental Offences and Penalties Act 1996
- Fire and Emergency Act 1996
- Heritage Act 2011
- Litter Act
- Marine Pollution Act
- National Environment Protection Council (NT) Act
- Northern Territory Environment Protection Authority Act
- Nuclear Waste, Transport, Storage and Disposal (Prohibition) Act
- Northern Territory Aboriginal Sacred Sites Act 1989
- Soil Conservation and Land Utilisation Act 1969
- Territory Parks and Wildlife Conservation Act 1976
- Transportation of Dangerous Goods by Road and Rail (National Uniform Legislation) Act 2010
- Waste Management and Pollution Control Act 1998
- Water Act 1992
- Weeds Management Act 2001
- Work Health and Safety (National Uniform Legislation) Act 2011

5.2. Northern Territory Regulations

- Building Regulations
- Dangerous Goods Regulations
- Environmental Offences and Penalties Regulations
- Fire and Emergency Regulations
- Heritage Regulations
- Territory Parks and Wildlife Conservation By-Laws
- Territory Parks and Wildlife Conservation Regulations
- Transportation of Dangerous Goods by Road and Rail (National Uniform Legislation) Regulations
- Waste Management and Pollution Control (Administration) Regulations
- Water Regulations
- Weeds Management Regulations
- Work Health and Safety (National Uniform Legislation) Regulations

5.3. Federal Legislation

- Aboriginal and Torres Strait Islander Act 2005
- Aboriginal and Torres Strait Islander Heritage Protection Act 1984
- Aboriginal Land Rights (Northern Territory) Act 1976
- Agricultural and Veterinary Chemicals Act 1994
- Australian Heritage Council Act 2003
- Australian Environment Protection Act 2019
- Clean Energy Act 2011
- Environment Protection and Biodiversity Conservation Act 1999
- Environment Protection (Impact of Proposals) Act 1974
- Environment Protection (Sea Dumping) Act 1981
- Industrial Chemicals (Notification and Assessment) Act 1989
- Motor Vehicles Standards Act 1989
- National Environment Protection Council Act 1994
- National Environment Protection Measures (Implementation) Act 1998
- National Greenhouse and Energy Reporting Act 2007
- Native Title Act 1993
- Natural Heritage Trust of Australia Act 1997
- Ozone Protection and Synthetic Greenhouse Gas Management Act 1989
- Water Act 2007 and Water Efficiency Labelling and Standards Act 2005
- Recycling and Waste Reduction Act 2020
- Recycling and Waste Reduction (Export – Waste Tyres) Rules 2021Federal Regulations
- Aboriginal and Torres Strait Islander Heritage Protection Regulations
- Aboriginal Land Rights (Northern Territory) (Land Description) Regulations
- Aboriginal Land Rights (Northern Territory) Regulations
- Environment Protection and Biodiversity Conservation Regulations

5.4. Federal Regulations

- Aboriginal and Torres Strait Islander Heritage Protection Regulations
- Aboriginal Land Rights (Northern Territory) (Land Description) Regulations
- Aboriginal Land Rights (Northern Territory) Regulations
- Environment Protection and Biodiversity Conservation Regulations

5.5. Australian Standards

- AS/NZS/ISO 14001 Environmental management systems-Requirements with guidance for use
- AS 2187.2 Explosives – Storage and use – Use of explosives
- AS 1940 – 2017 The storage and handling of flammable and combustible liquids
- AS1692 – 2006 Steel tanks for flammable and combustible liquids
- AS490-2009 Protection of trees on development sites
- AS 2436 Guide to noise and vibration control on construction, maintenance and demolition sites

5.6. Other Standards

- ASTMD 2487 - Standard Practice for Classification of Soils for Engineering Purposes (Unified Soil Classification System)
- ASTMD 7208-6 - Standard Test Method for Determination of Temporary Ditch Check Performance in Protecting Earthen Channels from Stormwater-Induced Erosion
- Code of Practice for Small On-Site Sewage and Sullage Treatment Systems and the Disposal or Reuse of Sewage Effluent November 1996
- The Australian Dangerous Goods Code Edition 7.4

5.7. ANZECC Publications

- Technical Basis for Guidelines to Minimise Annoyance Due to Blasting Overpressure and Ground Vibration
- ANZECC Australian Guidelines for Water Quality Monitoring and Reporting
- ANZECC Guidelines for Fresh and Marine Water Quality

5.8. Other Publications

- International Erosion Control Association (IECA) Australasia Best Practice Erosion and Sediment Control
- Queensland Maroon Book for urban storm water management - Manual for Erosion & Sediment Control, Version 1.2, Sunshine Coast Regional Council
- Blue Book – Managing Urban Stormwater Soils and Construction, Volume 1, 4th edition, Volume 2a – Installation of services, Volume 2b Waste Landfills, Volume 2c Unsealed Roads, Volume 2d Main Road Construction and Volume 2e Mines and Quarries
- Queensland Acid Sulfate Soil Technical Manual, Soil Management Guidelines, Version 4, SE Dear, LE O'Brien, AE McElnea, NG Moore, SK Dobos, KM Watling and CR Ahern
- RTA Code of Practice for Water Management
- Environmental Noise Management Manual
- Soil Survey Standard Test Method, Unified Soil Classification System: Field Method
- Spray drift fact Sheet-APVMA
- Why do fish need to cross the road? - NSW DPI
- QLD standard work method for the assessment of the lawfulness of releases to waters from construction sites
- Australian Rainfall and runoff – Flood analysis and design
- Declared weeds of the Northern Territory
- Weeds of National Significance (WONS)
- DLRM Land Clearing Guidelines NT Planning Scheme 2010
- NT EPA - Noise Guidelines for Development Sites in the Northern Territory
- NT EPA - Keeping our Stormwater clean – a Builder's Guide
- NT EPA – Prevent Pollution from Building Sites
- NT WorkSafe – How to Safely remove asbestos – Code of Practice
- Power and Water Corporation – Disinfection of Subdivisions and Water Service Connections from 20mm and Greater

6. Facility Overview

6.1. Waste Types and Volumes

The Resource Recovery Facility site is currently used to receive recovered materials from construction and demolition activities, which are subsequently crushed, processed, and repurposed for other projects in Darwin and the surrounding Greater Darwin Region.

Materials delivered at the facility must undergo testing for possible contamination and must be verified by the Resource Recovery Coordinator to ensure the materials are free of contamination before they can be accepted at the facility. A copy of the Material Assessment Procedure is provided in Appendix A.

The facility accepts materials for subsequent resources recovery as follow:

- Concrete,
- Bricks,
- Ceramics,
- Natural rock, and
- Asphalt.

6.2. Waste Operational Hours

The facility standard hours are Monday to Friday 8:00 am to 4:00 pm, Saturday and Sunday by appointment only and closed Public Holidays.

7. Approvals, Licenses and Permits

Conditions of the NTEX Code Red Resource Recovery Facility lease agreement between Raymond Breen and Gerard Breen encompass adhering to all applicable environmental legislation, and that the shredding process and storage of tyres is only within the allocated area.

As an operation tyre processing facility, it requires an Environmental Protection License (EPL) under schedule 2 of the Waste Management and Pollution Control Act (WMPC Act). An application has been submitted to amend the current parent company license EPL 324 license to include the Recycling and Storage of tyres.

Any future proposed works associated with the facility not covered by the current EPL 324 shall not be undertaken without a current approval from the NT EPA.

NTEX Pty Ltd, the parent company of NTEX Code Red, holds the licence for the collection and transportation of the listed wastes outlined in table 4-1.

Table 1. Listed wastes authorised to collect and transport under EPL 324

Listed Waste	Collection	Transport	Storage	Treatment	Recycling	Disposal
Animal effluent and residues	✓	✓	✕	✕	✕	✕
Ceramic-based fibres with physio-chemical characteristics similar to those of asbestos	✓	✓	✕	✕	✕	✕
Containers that are contaminated with residues of a listed waste	✓	✓	✕	✕	✕	✕
Asbestos	✓	✓	✕	✕	✕	✕
Fire debris and fire washwaters	✓	✓	✕	✕	✕	✕
Grease trap waste	✓	✓	✕	✕	✕	✕
Organohalogen compounds that are not otherwise specified in this Schedule	✓	✓	✕	✕	✕	✕
Residue from industrial waste treatment or disposal operations	✓	✓	✕	✕	✕	✕
Sewage sludge and residues including nightsoil and septic tank sludge	✓	✓	✕	✕	✕	✕
Soils contaminated with a listed waste	✓	✓	✕	✕	✕	✕
Surface active agents (surfactants) that contain principally organic constituents and that may contain metals and inorganic materials	✓	✓	✕	✕	✕	✕
Tyres	✓	✓	✕	✕	✕	✕
Waste mineral oils unfit for their original intended use	✓	✓	✕	✕	✕	✕
Waste mixtures, or waste emulsions, of oil and water or hydrocarbon and water	✓	✓	✕	✕	✕	✕

8. Environmental Incidents and Complaints

In accordance with the conditions of the EPL, the NT EPA will be notified by Section 14 Pollution Incident Reporting in the event of an incident causing or with the potential to cause environmental harm.

A register of all such incidents will be maintained, together with the following records:

- Date and time of incident / complaint,
- Nature of incident / complaint,
- Details of incident / complaint,
- Location of the incident details,
- Impact of the incident,
- The method by which the complaint was made (telephone, letter, meeting, etc.),
- Name, address, contact telephone number of complainant (if no such details were provided, a note to that effect),
- Action taken in response including follow up contact with the complainant,
- Any monitoring to confirm that the complaint has been satisfactorily resolved,
- If no action was taken, the reasons why no action was taken.

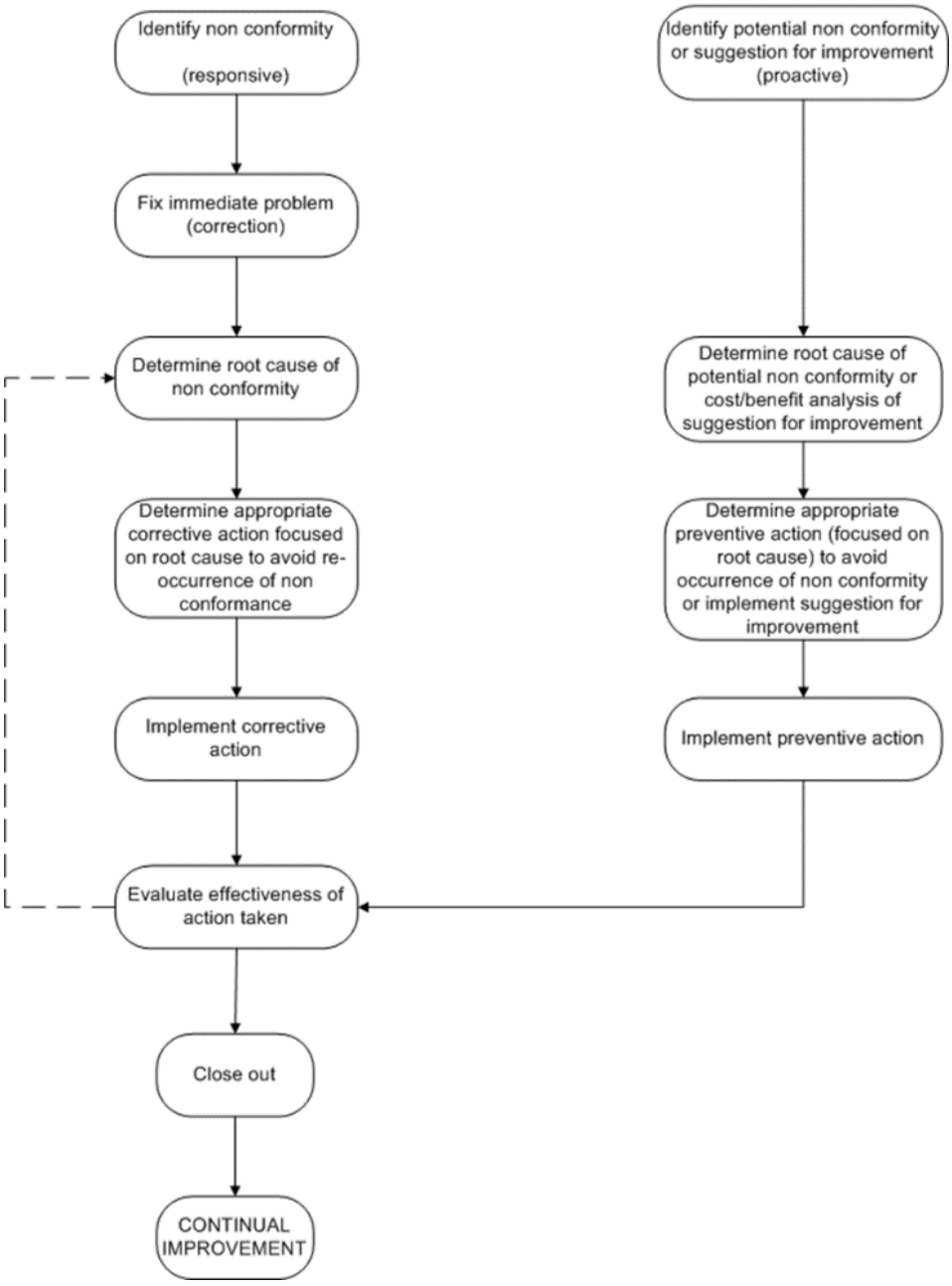
9. Non-Conformance

The below flowchart illustrates the organisation's process for identifying actual and potential environmental nonconformity, recording suggestions for improvement to environmental management, taking appropriate action to correct nonconformity and mitigate environmental impact, taking corrective action to avoid recurrence of nonconformity and taking preventive action to avoid occurrence of nonconformity or implement a suggestion.

This process has the ultimate goal of driving continual improvement of the Environmental Management Plan.

Actual and potential nonconformity is identified and suggestions for improvement are made by the following means:

- Internal audit.
- External audit.
- Site inspections.
- Feedback from external parties.
- Complaints from customers or other stakeholders.
- Suggestions for improvement from employees and contractors.
- Occurrence of environmental emergencies and accidents.
- Testing of emergency preparedness and response.
- Management review.


Identify non conformity
(responsive)
Identify potential non conformity or suggestion for improvement (proactive)
Fix immediate problem (correction)
Determine root cause of non conformity
Determine root cause of potential non conformity or cost/benefit analysis of suggestion for improvement
Determine appropriate corrective action focused on root cause to avoid re-occurrence of non conformance
Determine appropriate preventive action (focused on root cause) to avoid occurrence of non conformity or implement suggestion for improvement
Implement corrective action
Implement preventive action
Evaluate effectiveness of action taken
Close out
CONTINUAL IMPROVEMENT

10. Corrective Action Process

The Environmental Co-ordinator is responsible for maintaining a Register of Environmental Nonconformity and Suggestions for Improvement to Environmental Management. Each record in this register is given a Corrective and Preventive Action Number (CPA No.) and is associated with a Corrective and Preventive Action Form used to analyse nonconformity and suggestions for improvement and manage action taken. The Corrective and Preventive Action Form provides for the following:

- The taking of immediate action to correct the nonconformity (i.e. correction) and mitigate environmental impact,
- Root cause analysis of actual nonconformity,
- The taking of corrective action addressing the root cause to avoid recurrence of nonconformity, or the taking of preventive action to avoid occurrence of nonconformity or implement a suggestion for improvement,
- Evaluation of the effectiveness of the action taken,
- Close out,
- Corrective and preventive action often requires changes to environmental Plan documentation. In such cases, this process feeds into the process for control of documents,

The environmental co-ordinator is responsible for reporting on the status of corrective and preventive action in management reviews.

All incidences of non-conformance, a problem report is processed in accordance with established procedures that allow for:

- Recording all relevant details of the non-conformance,
- Reporting the Non-Conformity to the Client (if applicable),
- Investigating the cause,
- Determining the corrective and preventive actions, as appropriate,
- Verifying that all actions have been completed and are effective.

Non-conformances are reviewed by authorised personnel in accordance with documented procedures.

All the Non-Conformances will be recorded within the register, tracked, and closed out.

Failure to comply with, or a breach of any condition, will result in the issue of a Corrective Action Request, or a Non-Conformance Report or any combination of these.

Corrective and preventative action report (CAPAR)

Any corrective or preventative actions from audits and/or inspections need to be documented.

Refer to Appendix A - Corrective & Preventative Action Report (CAPAR): NTEX-HSEQ-Q&A-010

11. Monitoring

The records of any monitoring as required by and/or for any approvals, licences, or conditions for the project phase must be:

- In a legible form,
- Kept for at least 4 years after the monitoring or event to which they relate/ took place, and
- Be available upon request to any authorised person.

Each quarter NTEX Code Red will perform a Quarterly Environmental Inspection.

Refer to Appendix B - Quarterly Environmental Inspection: NTEX-HSEQ-ENV-008

A site Pre-start Checklist is performed at the very beginning of each project of which contains a checklist for Possible hazards, Emergency Arrangements, Training or Briefing requirements and Supervisory requirements.

Refer to Appendix C - Site Pre-Start Checklist: NTEX-HSEQ-SAF-095

A Site Inspection Checklist and a Pre-Start Safety Briefing is performed daily before works commence. During the Pre-start Safety Briefing the staff are informed of daily upcoming activity, possible hazards, weather forecasts and deliveries.

Refer to Appendix D - Site Inspection Checklist & Pre-Start Safety Briefing: NTEX-HSEQ-SAF-071 and NTEX-HSEQ-SAF-016

The following minimum records will be kept regarding any monitoring/ sampling activity:

- The nature of the monitoring and how it relates to the EMP (i.e. which ECP is relevant to the monitoring event),
- The date(s) on which the monitoring was taken,
- The time(s) at which the monitoring was collected,
- The point at which the monitoring was taken, and
- The name of the person who conducted the sample.

Follow up Action

Where adherence to the requirements in this document are found to be unsatisfactory in achieving broader environmental and site management goals, action will be taken to investigate the cause and make amendments to the Environmental Management Plan as required.

Reporting

Where monitoring requirements are stipulated in the ECPs, appropriate reporting (and bookkeeping) must be presented following such events. Records of environmental monitoring are to be maintained, including the effectiveness of any corrective action taken. Records of environmental monitoring are to be made available to the NT EPA (if required) upon request.

12. Auditing

NTEX Code Red will implement an inspection program during the shredding tyre process to assess compliance with the EMP and other regulatory requirements. An inspection program may include inspections, observations, internal and external environmental compliance audits. The findings of the inspections will be reviewed by the NTEX Code Red Management, along with any recommendations for variation to the EMP which might arise as a consequence of the inspection process.

This will be in the form of the Site Inspection Checklist and Quarterly Environmental Inspection.

Refer to Appendix B - Quarterly Environmental Inspection: NTEX-HSEQ-ENV-008

Refer to Appendix D - Site Inspection Checklist: NTEX-HSEQ-SAF-071

NTEX Code Red will maintain records of the results of environmental audits including non-conformances and the effectiveness of any remedial action taken.

Records of environmental audits are to be made available to the NT EPA upon request.

Table 2 Resource Recovery Facility Key Contacts

Title	Name	Phone	Email
Environmental Site Representative NTEX Code Red	Sandrine Ricardo	0475 685 149	codered@ntex.com.au
Director NTEX Code Red	Gerry Breen	0428 136 075	ntex@ntex.com.au
Operations Manager	David Evans	0499 416 275	operations@ntex.com.au
Resource Recovery Coordinator NTEX Code Red	Sandrine Ricardo	0475 685 149	codered@ntex.com.au
Environmental Consultant Agon Environmental	Chris Gamble	0408 018 788	chris.gamble@agonenviro.com.au

NTEX Code Red nominate Operations Manager, David Evans and Resource Recovery Coordinator, Sandrine Ricardo to be present during audits. Principal's nominated person is Gerry Breen.

13. Environmental Training and Induction

All site staff, sub-contractors and visitors will be subject to and made aware of the site EMP, environmentally sensitive areas, identified cultural sites of significance, Sacred Sites or Restricted Works Areas (RWAs) and environmental responsibilities.

All site staff, sub-contractors and visitors will be required to undertake a site-specific induction.

All personnel are responsible for compliance with the EMP and environmental objectives. All personnel will be inducted by the Resource Recovery Coordinator under this plan, prior to accessing the site. Through the induction process and through other ongoing methods, all project personnel will be made aware of the requirements of the EMP. Additional requirements may include prestart and toolbox meetings, safety inspections and environmental checks undertaken at varying frequencies.

Refer to Appendix E - Induction Questionnaire: NTEX-HSEQ-SAF-088

14. Emergency Management

14.1. Emergency Response

NTEX Code Red have an Emergency Management Plan for the accounting and management of personnel during emergencies and managing the emergency to minimise risk to personnel, plant, the public and the environment.

Refer to Attachment 17.7 NTEX Code Red Site Emergency Management Plan

The Emergency Response Plan contains at least:

- Emergency procedures,
- Emergency contact names (including the Chief Warden) and phone numbers, both internal and external,
- Emergency preparedness checklist,
- Site Cyclone Plan,
- Responsibilities before/ after an emergency, and
- Immediate actions in response to specific threats (fire, spill etc.).

14.2 Emergency Response Team

Role	Responsibilities
Emergency Response Team Leader	♦ Ensure this Plan is completed, regularly reviewed, implemented, and tested. ♦ Review and approve all modifications to the Emergency Response system, facilities, and Team Members (including action on any post incident or exercise report recommendations). ♦ Establish and maintain an Emergency Control Centre (ECC) and support facilities. ♦ Establish an ERT exercise schedule as required by this plan. ♦ Integrate the ERT exercise schedule with the NTEX Emergency Management Team to ensure the effectiveness of site - EMT communications interface. ♦ Ensure any third-party personnel who may be co-opted in a response are fully aware of expectations on them and are prepared to become immediately effective in an emergency. ♦ Promote the NTEX Site Emergency Response arrangements to all site personnel. ♦ Maintain familiarization with obligations under this plan including reporting requirements, notifications etc. ♦ Ensure that all NTEX project Managers, Supervisors and ERT members receive an awareness session on their roles, responsibilities, and requirements of this plan. ♦ Provide single point of contact with Emergency Services and Client.
Deputy Emergency Response Team Leader	♦ Undertake duties delegated by the ERT Leader; and ♦ In the absence of the ERT Leader, fulfil the role of ERT Leader.
Communications Officer	♦ Responsible for managing all incoming calls. ♦ Responsible for managing outgoing calls as delegated by ERT Leader. ♦ Completing log of events.
Area Warden(s)	♦ Ensuring the safe evacuation of all site personnel in the event of an emergency. ♦ Conduct a head count and advise the ERT Leader/Deputy of the results. ♦ Establish a watch for arriving emergency vehicles and provide an initial brief to the responding agency Emergency Controller. ♦ Undertake traffic control duties.
First Aider	♦ Proceed to the Emergency muster point and provide first aid as required.

14.3 Responsible Persons and Emergency Contacts

Contact	Position / Location	Phone number
NT EPA – Pollution Hotline	Environmental Regulator	1800 064 567
Sandrine Ricardo	Environmental Site Representative	0475 685 149
Gerry Breen	Director	0428 136 075
David Evans	Operations Manager	0499 416 275
Aisla Connolly	WHS Representative	0480 592 414
First Aid Officers	Gerry Breen Sandrine Ricardo	0428 136 075 0475 685 149
Wild Care	Volunteer	08 8988 6121 0408 885 341
Royal Darwin Hospital	Tiwi	08 8922 8888
Palmerston Regional Hospital	Palmerston	08 7979 9200
Katherine District Hospital	Katherine	08 8973 9211
Emergency-Police-Fire-Ambulance	Calling from Landline Calling from Mobile	000 112
Police	NT Police 24 Hours Police Assistance Line	131 144
	Peter McAuley Centre Berrimah	08 8922 3344
	Palmerston Station	08 8999 3422
Fire (Non-Urgent Enquiries)	General Enquiries - Business Hours	08 8946 4107
	General Enquiries - After Hours	08 8922 1555
	Darwin Station	08 8946 4105
	Palmerston Station	08 8999 3422
	Katherine Station	08 8973 8014
	Fire Assistance	08 8999 3473
NT Emergency Services	Working Hours	08 8922 3630
	After Hours	131 444
NT WorkSafe	Work H&S	1800 019 115

14.4 Fire

IF YOU SEE FIRE OR SMOKE DO NOT PANIC OR SHOUT!

REMAIN CALM & REMEMBER R.A.C.E.

Rescue people	From immediate danger – if safe to do so.
Alarm	Alert Emergency Response Team members Sound the Alarm.
Contain fire & smoke	If safe to do so, close all doors and windows.
Extinguish	Only attempt to extinguish the fire if trained and safe to do so by using the appropriate firefighting equipment, e.g. an extinguisher suitable for the type of fire encountered. Workers should not attempt to use firefighting water hoses unless special training has been provided.

- Prepare to evacuate if necessary to the evacuation assembly point(s).
- Do not allow people to enter the building / structure / project until all clear is given.
- Follow instructions from emergency team members, security, or other emergency personnel.
- Do not allow vehicles to enter/leave the car park of the building/structure/project until all clear is given.
- Ensure any visitors are accompanied from the workplace when evacuation is ordered.
- Leave lights on.
- Obey all instructions – do not return to the workplace until all clear is given

THE ORDER IN WHICH THESE ACTIONS ARE PERFORMED WILL DEPEND UPON THE PARTICULAR FIRE OR SMOKE INCIDENT.

Note: In the event of witnessing evidence of a fire any employee may call the fire brigade – such action does not need another person's permission.

14.5 Weather - Cyclone

Authority

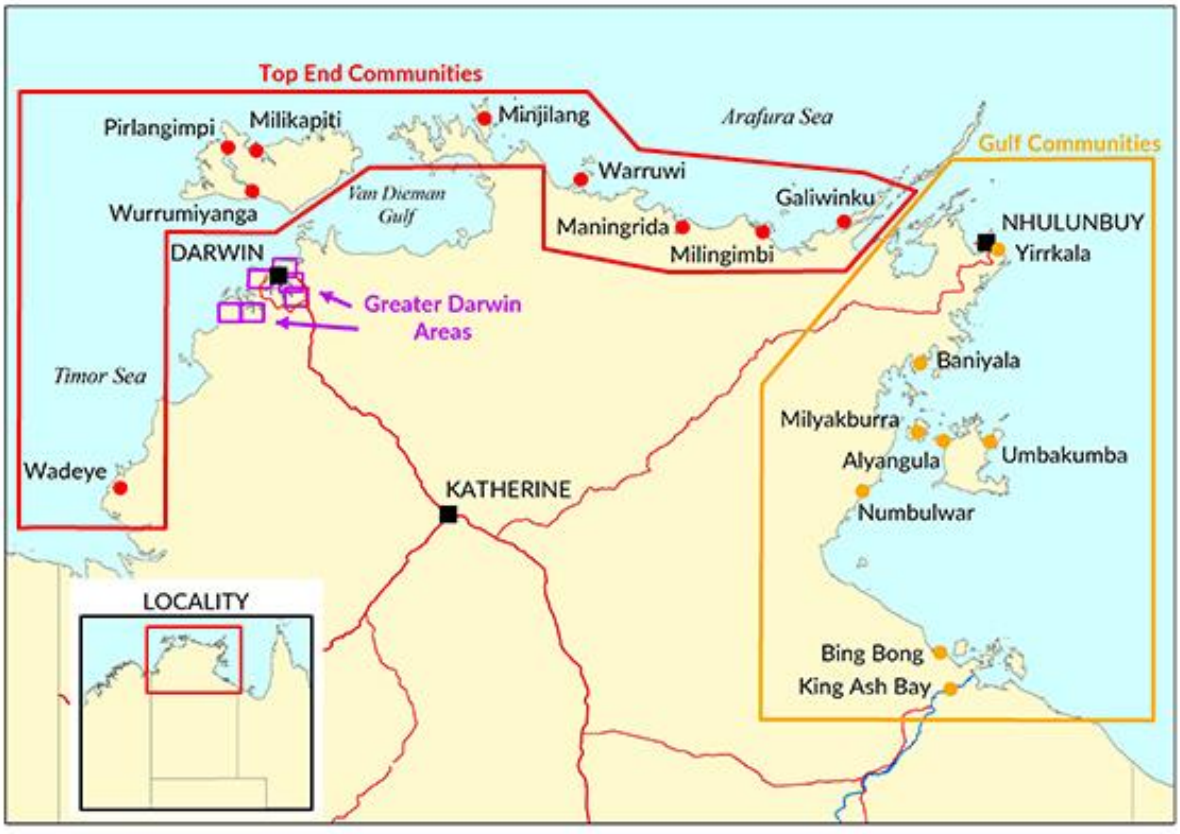
The NTEX Director has the overall responsibility for the co-ordination of actions to be taken in the event of a potential Tropical Cyclone affecting the project site.

The objective

This procedure is to ensure that the project site, workers, and surrounding community are as far as practicably possible protected from unnecessary damage or harm caused from NTEX Code Red activities due to the effects of a tropical cyclone and its destructive winds.

Tropical Cyclone Season

The cyclone season of the Northern Territory commences on 1 November and concludes on 30 April.



Cyclone Severity Categories

The severity of a tropical cyclone is described in terms of categories ranging from 1 to 5 related to the zone of maximum winds. An estimate of cyclone severity is included in all tropical cyclone advice.

The BOM Warning Service is not designed to give an exact statement of conditions at individual locations but will give a general idea of the expected worst conditions. Using this severity scale, communities will be able to assess the degree of cyclone threat and take appropriate action.

Category	Strongest Gusts (Km/H)	Indicative Typical Effects
1 - Tropical Cyclone	Less than 125 Gales	Minimal house damage. Damage to some crops, tree and caravans. Boats may drag moorings
2 - Tropical Cyclone	125 - 164 Destructive winds	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small boats may break moorings.
3 - Severe Tropical Cyclone	165 - 224 Very destructive winds	Some roof and structural damage. Some caravans destroyed. Power failure likely. Boats will break moorings
4 - Severe Tropical Cyclone	225 - 279 Very destructive winds	Significant roofing and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5 - Severe Tropical Cyclone	More than 280 Extremely destructive winds	Extremely dangerous with widespread destruction

BOM also provides the following cyclone information services throughout the cyclone season:

Tropical Cyclone Seasonal Outlook	This is issued at the beginning of the season to provide an estimate of the level of tropical cyclone activity in the coming season.
Tropical Cyclone Outlook	These are issued daily throughout the tropical cyclone season. They provide a forecast up to three days in advance of the probability of cyclone development in the seas around Australia.
Tropical Cyclone Information Bulletin	These are issued when a cyclone is active in the Australian region, but is not expected to impact land-based communities within 48 hours
Tropical Cyclone Watch	A watch is issued if a cyclone is expected to affect coastal communities within 48 hours, but not expected within 24 hours.
Tropical Cyclone Warning	A warning is issued if a cyclone is affecting or is expected to affect coastal communities within 24 hours.
Marine Warnings	Marine Warnings are issued for high seas and coastal waters threatened by cyclones. Additional information can be obtained from the BOM website: http://www.bom.gov.au/cyclone/about/warnings/ A DP cyclone response is triggered by the declaration of a cyclone watch or warning, but response actions may be initiated prior to either a watch or warning being declared if the CMT considers early action warranted.

Cyclone Warning Stages

NTEX Code Red will be operating under the advice of the Bureau of Meteorology for our sites. NTEX Code Red uses a six-stage plan, which is aligned to the Northern Territory Government (NTG) Emergency Response Group for counter disaster region 1, to manage its response to a cyclone as outlined below:

Response Stages	Description
Pre-Season Readiness	Cyclone response plans reviewed and updated.
Stage 1 - Cyclone Watch (48hrs)	Stage 1 – Declared when a tropical low or tropical cyclone exists and gale force winds are likely to affect Greater Darwin within the next 48 hours but not before 24 hours.
Stage 2- Cyclone Watch (24hrs)	Stage 2 - Declared when a tropical low or tropical cyclone is expected to cause gale force winds in Greater Darwin within 24 hours.
Stage 3- Cyclone Warning (12hrs)	Stage 3 - Declared when available information suggests that destructive winds are likely affect Greater Darwin within the next 6 – 12 hours.
Stage 4- Safety Management and Lockdown	Stage 4 – At this time an official announcement is made by Northern Territory Emergency Services advising all persons in Greater Darwin to TAKE SHELTER.
Stage 5- Destructive winds reach Greater Darwin	Stage 5 - Declared when destructive winds have reached the boundary of Greater Darwin.
All Clear Pending	Declared when winds no longer pose a threat to communities within Greater Darwin. Note that all clear is not declared at this time and a Stage 5 may be re-declared if necessary.
Stage 6 – All Clear	Stage 6 - Declared when it is considered safe for the public to leave shelter.
*Post Cyclone Recovery	RECOVERY – The recovery phase is managed by the Chief Minister's office and is aimed at returning Greater Darwin back to normal.
*Stand Down	STAND DOWN - Declared when the Greater Darwin Controller considers that no further counter disaster measures are necessary.

Responsibilities

Site Management is responsible for maintaining the site in a neat and tidy state with the removal of unnecessary demolition waste from the site during the normal demolition activities.

- **Cyclone Watch Stage 1** - destructive winds possible within the next 48 hrs
  NTEX Code Red Operations Manager upon being informed of a cyclone watch stage 1 will advise site management of the watch status and request that all loose items that could be blown around unnecessarily as part of our Resource Recovery Facility and our activities be adequately restrained or secured. Loose items shall be secured inside buildings or containers where possible.
  The Operations Manager and delegated staff members shall monitor the BOM website, forecasts and warnings to keep up to date with the current track and intensity.
- **Cyclone Watch Stage 2** – Declared when it is expected that gale force winds are expected within the next 24 Hours.
  NTEX Code Red Operations Manager upon being informed of a cyclone watch stage 2 will advise site management of the watch status and request that any Vehicles, plant or equipment required to be relocated off site are removed from site.
- **Cyclone Warning** – Declared when available Information says that destructive winds are likely within the next 6- 12 hours.
  NTEX Code Red Operations Manager upon being informed of a cyclone warning will advise site management of the warning status and request that a final site inspection is actioned and that the site is secured, and all workers are sent home.
- **Cyclone All Clear Pending**
  All NTEX Code Red Workers are to remain at home until the official all clear is given by the Emergency Controller.
- **Cyclone All Clear**
  NTEX Code Red Operations Manager upon being informed of a cyclone all clear will consult with the relevant authorities and if safe and permitted conduct an Inspection of the demolition site to determine the extent of damage to the site and advise site workers of their requirement to return to site or remain at home.
  All Workers are to follow the NTEX Code Red Operations Managers directions and not return to site until advised it is safe to do so.

14.6 Spills/Contamination

Remain calm	Do not panic!
Assess	Danger – to people. Potential – for material harm (not trivial) or serious irreversible harm to people or the environment resulting from a leak, spill or escape of a substance, or circumstances in which this is likely to occur.
Notify	Alert your supervisor. Alert Workplace Manager and Regional EHS Manager. Alert Environment Protection Authority or Local Government Officer [when instructed]. Alert Emergency Services [fire brigade when instructed]. Alert others who may be affected, e.g. neighbours.
Conditions	Advise the exact location where the pollution is occurring or is likely to occur, the nature, the estimated quantity or volume and the concentration of any pollutants involved, the circumstances in which the incident occurred (including the cause of the incident if known), the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution. Make the area safe [if required barricade area].
Action	Make the area safe [if required barricade area]. Land base incident: Install temporary bunding or other environmental barriers to contain/slow the effect of the spill [contained in a Spill Kit]. Water coarse base incident: ensure containment boom is containing spill, get marine skill response kit and remove contaminate for water course immediately. If safe any close valve or tap where relevant. Select appropriate personal protective equipment from Safety Data Sheet information. Remove all sources of ignition e.g. smoking or mobile telephone. Instigate all necessary action to minimize the size, spread and any adverse effects of actual/potential environmental harm if safe to do so. Supervisor/manager to determine if the incident area needs preservation for investigation by Authorities.
Procedure	Report in line with the requirements containing within the Incident Reporting and Management Procedure.

Onsite Refuelling Protocol

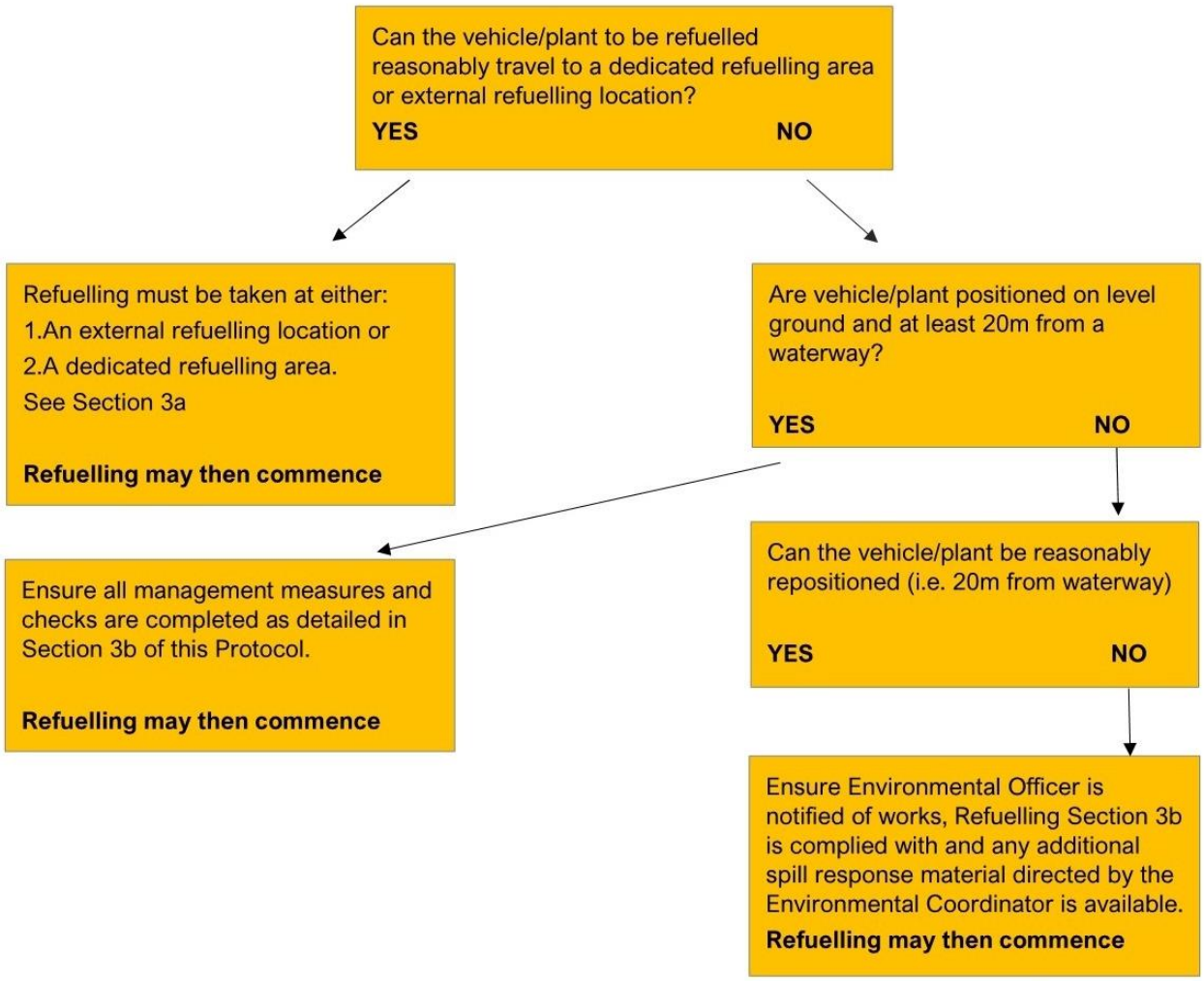
This protocol has been developed to manage refuelling of vehicles and plant during operation / construction.

The protocol includes:

- A decision-making flowchart to determine whether on-site or off-site Refuelling is appropriate in a given situation,
- Procedures for Refuelling to address the potential for spills, collisions with refueling vehicles or other hazardous incidents,
- Procedures to be followed in the event of a diesel spill, including containment and clean-up measures.

Refuelling decision flowchart

The following decision-making process diagram is to be used to determine appropriate refuelling locations.



Refuelling in Dedicated Areas

Note: Refuelling externally from the site or within dedicated compound/workshop areas on the site is preferred. When refuelling in workshop or compound areas, the following standard safeguards must be followed:

- Refuelling areas must be on hardstand areas and able to capture and contain any spills in oil/water separators.
- Where practical, refuelling areas should be undercover to prevent interaction with rainwater.
- Regular maintenance of refuelling areas and associated containment/treatment devices should be undertaken.

On-site Refuelling requirements

Where refuelling cannot be undertaken externally or in dedicated compound/workshop locations, the following control measures must be implemented:

Refuelling must be undertaken on relatively level ground at least 20m from waterways, drainage lines and sensitive areas. Where this is not possible, notify the Environmental Officer and implement additional spill controls measures,

- Never refuel in vegetated areas,
- Never leave the refuelling activity unattended,
- Know where the spill kit is kept and ensure you know how to use it. Keep a spill kit on the refuelling truck,
- Ensure the machine operator shutdowns the machine and makes it safe according to the manufacturer's specifications before refuelling,
- Where necessary drip trays would be placed under standing machinery i.e., generators, compressors etc,
- Handling, storage and disposal of fuel, oil, and other chemicals will be undertaken in accordance with the Waste Guidelines (DECCW 2008) and AS1940 – 2004, the Storage and Handling of Flammable and Combustible Liquids,
- Control measures in this Protocol will be followed and all relevant personnel trained in the requirements,
- Emergency response procedures shall be implemented in the event of a spill or other environmental incident,
- Spill incidents will be reported to the Resource Recovery Coordinator, who will report this to the environmental Site Representative for action.

Fuel Transportation Requirements

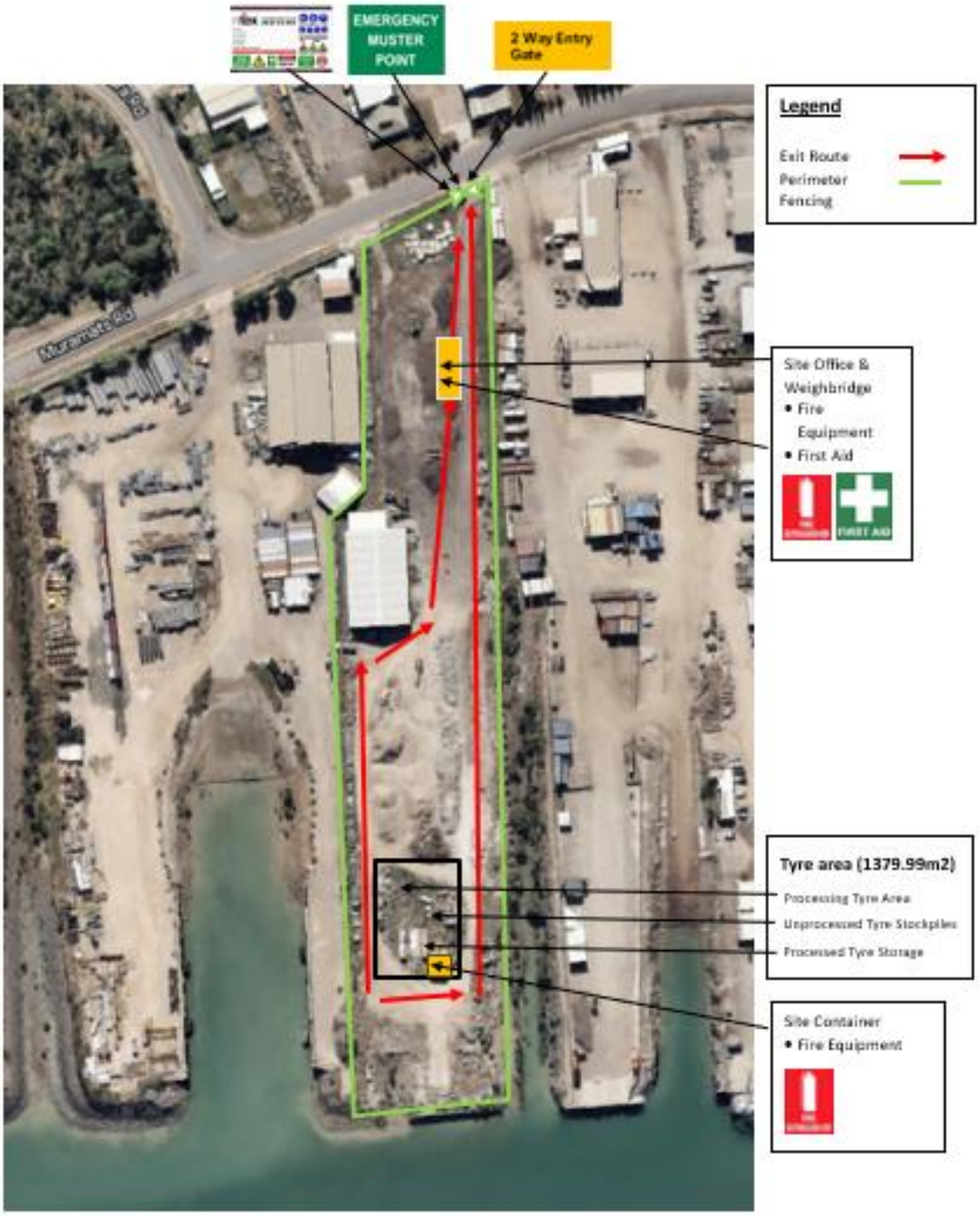
The following fuel transport controls will be implemented:

- On site transportation of fuel will only be carried out on established access haul roads,
- Vehicles/Trucks used to transport fuels and chemicals must be maintained to prevent spillage of loads,
- Fuel trucks entering the site will be fitted with standard site safety gear including UHF radios, reversing beepers, and flashing lights to ensure visibility on site and reduces the risk of vehicular collisions,
- Any container used to transport fuel must be secured on the vehicle carrying the container.

14.7 Emergency Site Plan

Emergency Map
For Emergency Plan

Resource Recovery Facility - 29 Muramats Road, East Arm NT 0822



15. Risk Assessment

15.1. Job Specific Risk

An assessment of areas of environmental risk was performed based on the project, and risk rankings assigned based on Australian Standard requirements AS 4360:2004 – Risk Management. The Qualitative Risk Assessment (QRA) is aimed at developing a qualitative assessment of potential impacts that may occur during the tyre shredding process. The QRA matrix has been prepared in general accordance with Australian Standard AS 4360 Risk Management Guidelines, 2004 (AS4360-2004).

29 Muramats Road, East Arm NT 0822 – Tyre Shredding and Storage Environmental Risk Assessment					
Compiled and risk assessed by:					
1 Name:	Aisla Connolly	Position:	WHS Officer	Date:	17/10/2023
2 Name:	David Evans	Position:	Project Manager	Date:	16/09/2023
3 Name:	Sandrine Ricardo	Position:	Resource Recovery Coordinator	Date:	16/09/2023
4 Name:		Position:		Date:	

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
Site Entry and Exit	Local traffic	Employees, drivers, contractors, and visitors	3C High	♦ Local traffic rules to be adhered to when entering and leaving the site. ♦ Speed, directional, and PPE signs to be in place and maintained at the site.	2C Low	Operations Manager, Resource Recovery Coordinator, and employees
	Onsite communication	Employees, drivers, and contractors	3C Medium	♦ Two-way radios will be provided to enable effective	1C Low	Operations Manager, Resource

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
				communication while on site, UHF 01.		Recovery Coordinator, and employees
Site Security	Unsecured site	Trespasser	4E Extreme	♦ Install and upkeep secure site fencing. ♦ Access gates will be equipped with locks. ♦ CCTV cameras to be installed. ♦ Regular site inspections will be conducted to verify that no unauthorised individuals have gained access to the site by cutting through the perimeter fence.	2E Medium	Operations Manager, Resource Recovery Coordinator, and employees
Employee / Contractor and Visitor Access to Site	Unaware of site hazards and conditions	Employees, contractors, and visitors	3D Moderate	♦ Workers and contractors must undergo site orientations before commencing work. ♦ Visitors sign in and be escorted as required.	3B Minor	Operations Manager, Resource Recovery Coordinator, and employees

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
Odours	Release of offensive odorous compounds from rubber when tyres are shredded, causing unpleasant work environment, and causing community disturbance resulting in community complaints	Employees, local environment, and neighbouring premises	4E Extreme	♦ Workers use P2 respirators or mask when operating / shredding tyres. ♦ Prevent shredding tyres during period of strong winds.	2E Medium	Operations Manager, Resource Recovery Coordinator, and employees
	Fugitive gas emissions leading to an elevated net release of greenhouse gases into to the atmosphere	Employees, local environment, and neighbouring premises	4E Extreme	♦ Workers use P2 respirators or masks when operating / shredding tyres. ♦ All plant and equipment will be serviced regularly, and it will use environmentally friendly fuel and chemicals.	2E Medium	Operations Manager, Resource Recovery Coordinator, and employees

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
	Smoke	Employees, local environment, and neighbouring premises	4D Major	♦ Reduce tyre stockpiles through consistent shredding and shipment. ♦ Stop the shredder and allow the tyres inside to cool down before resuming operations.	4B Medium	Operations Manager, Resource Recovery Coordinator, and employees
Air Quality	Dust generated by trucks entering and exiting the site during the dry season	Employees, local environment, and neighbouring premises	4C Medium	♦ Use of water cart regularly. ♦ Reduce speed limit.	4B Low	Operations Manager, Resource Recovery Coordinator, and employees
	Harmful emissions from tyre shredding adversely impacting the air quality	Employees, neighbouring premises, and local environment due to the possibility of inhaling smoke	4D High	♦ An Air Quality Management Plan has been developed and site personnel and contractors will be aware of the requirements and the importance of air quality controls. ♦ Minimize tyre shredding activities in windy conditions.	4B Medium	Operations Manager, Resource Recovery Coordinator, and employees

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
				♦ Tyre shredding operation are conducted outdoors.		
	Vehicles, plant, and equipment release of emissions from exhaust gases	Employees, neighbouring premises, and local environment due to the possibility of inhaling fumes	4D High	♦ Regular maintenance services to vehicles, plant, and equipment. ♦ Use cleaner fuels. ♦ Emission control devices.	4B Medium	Operations Manager, Resource Recovery Coordinator, and employees
	The shredding process has the potential to release fine rubber particles in the air	Employees inhaling particles and local environment, marine ecosystem from particles being airborne into harbour waters	4D High	♦ Use of P2 respirators or mask when operating / shredding tyres. ♦ A fence with fine netting, spanning a height of 2400 (h) will frame the perimeter of the shredding area. ♦ Install dust collectors, water sprays or vacuum systems.	4B Medium	Operations Manager, Resource Recovery Coordinator, and employees
Water Ways	Pollution of surface waters due to water used during firefighting in the event of a	Employees, local waterways, and marine ecosystems	4D High	♦ Crushed concrete will be consistently accessible for preventing surface water from exiting the site.	4C Medium	Operations Manager, Resource Recovery Coordinator,

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
	tyre fire within the tyre stockpiles or shredding area on the premises			♦ Absorbent booms will be kept in a large spill kit within the tyre processing area and storage area. ♦ Notify the NT EPA in the event of non-compliance. ♦ No smoking while operating equipment.		and employees
	Uncontrolled discharge of Rain Runoffs	Employees, local waterways, and marine ecosystems	4D High	♦ Install sturdy barriers or absorbent booms around the perimeter of the shredding area to capture runoff and prevent tyre particles from entering stormwater systems. ♦ Regular sweeping of the area where tyres have been shredded. ♦ Regular site inspections to identify indications of impact.	4C Medium	Operations Manager, Resource Recovery Coordinator, and employees
	Fuels spills and chemical leaks used on the plant equipment	Employees, local waterways, and marine ecosystems	4D High	♦ A Spill Procedure will be available within the tyre processing and storage area. ♦ Hazardous chemicals will be stored in a designated area, as far as practicable from the	4C Medium	Operations Manager, Resource Recovery Coordinator, and

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
				tyre processing and storage areas. ♦ Regular maintenance services to vehicles, plant, and equipment. ♦ Staff will be trained on hazardous spill prevention. ♦ Spill kits will be readily available, and their contents will be tailored to suit the types of products stored or used onsite. ♦ Spill kits contents to be regularly inspected and maintained. ♦ Contaminated soil will be isolated and subjected to testing before its removal from the site for proper disposal at an authorised waste facility. ♦ Notify the NT EPA in the event of non-compliance.		employees
	The shredding process releasing	Employees, local waterways, and	4D	♦ Installing fencing with fine netting, spanning a height of	4B	Operations Manager,

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
	fine rubber particles into the air which could potentially find their way into the nearby harbour waters	marine ecosystems	High	2400 (h) will frame the perimeter of the shredding area. ♦ Install dust collectors, water sprays or vacuum systems. ♦ Refer to the Erosion and Sedimentation Management Plan to ensure the implementation of appropriate practices.	Medium	Resource Recovery Coordinator, and employees
Fire	The accumulation of significant volumes of unshredded / shredded tyres	Fire outbreak, impacting employees, operators, neighbouring residents/premises, local environment /waterways, marine ecosystem, flora, and fauna - i.e. smoke, ask	4D High	♦ A Fire procedure has been developed and will be included in the Site Emergency Plan and site worker and contractors will be aware of the requirements and the importance of the fire controls. ♦ Site workers will be trained in the use of firefighting equipment and a Fire Warden will be appointed at the site. ♦ Regular drills to be conducted.	4C Medium	Operations Manager, Resource Recovery Coordinator, and employees

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
				♦ Firefighting equipment's will be positioned within the tyre processing and storage areas, and routine maintenance will be carried out to ensure its functionalities. ♦ Reduce tyre stockpiles through consistent shredding and shipment. ♦ Establish a smoking area that is at a sufficient distance from the tyre processing and storage areas. ♦ Install sprinkler systems at proximity of the shredding and storage areas. ♦ The tyre shredder and yard maintenance equipment will not be operational on days officially designated as total fire ban days at the site. ♦ Keeping 10 meters gap between tyre windrows not exceeding 3m high, with a		

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
				maximum length of 45m and 5m width. ♦ Appropriate firefighting equipment is located throughout the site and near the tyre shredding and storage areas such as fire hydrant systems, mobile water cart, and fire extinguishers. ♦ Hazardous chemicals will be stored in designated cabinets and containers along with appropriate bunding, or within impermeable storage areas, as far as practicable from the tyre processing and storage areas. ♦ An excavator or loader may be utilised, under the guidance of the site supervisor or emergency coordinator, to potentially segregate a stockpile in case of a fire in it.		

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
				♦ Contaminated soil will be isolated and subjected to testing before its removal from the site for proper disposal at an authorised waste facility. ♦ No Refuelling near live flames. ♦ Notify the NT EPA within 24hr of the occurrence of the fire.		
Pest and Weeds	Mosquitos, rats, and cats	Employees, wildlife, and neighbouring residents by bites that could carry diseases.	4D High	♦ Reduce tyre stockpiles through consistent shredding and shipment to reduce potential habitat for feral animals. ♦ Perform monthly site inspections to clean up and reduce the occurrence of water ponding within the tyre stockpile and site area. ♦ Contact Australian Wildlife Rescue Organisation (WIRES) or the Royal Society for the Prevention of Cruelty	4C Medium	Operations Manager, Resource Recovery Coordinator, and employees

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
				to Animals (RSPCA) for assistance. ♦ Implement a pest control management plan to effectively address and handle pest issues.		
	Spread of weeds within the site and surrounding premises	Employees, wildlife, and neighbouring properties caused by wildfires	3D High	♦ Implement a regular vegetation/weed management program that details control measures for seasonal weed spraying.	3B Low	Operations Manager, Resource Recovery Coordinator, and employees
Stormwater Runoff	Discharge / spills of chemicals or hazardous substances when handling or inadequate equipment maintenance	Employees and local waterways, marine ecosystem	3D High	♦ Spill response plans are developed, and all personnel and contractors are trained in spill response procedures. ♦ Store hazardous substances in containers with suitable bunding or within impermeable areas. ♦ Spill kits are located throughout the site and are	3C Medium	Operations Manager, Resource Recovery Coordinator, and employees

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
				adequately stocked and sized for potential spills. ♦ Install a silt fence within the tyre shredding area and stockpile areas to prevent sediment runoff during heavy rain or storm events. ♦ The tyre processing area will be on a hard standing pad constructed from recycled crushed concrete. ♦ Site to be maintained to prevent water ponding during wet season rains. ♦ Routine maintenance services to vehicles, plant, and equipment to prevent chemical discharge. ♦ Refer to the Erosion and Sedimentation Management Plan to ensure the implementation of appropriate practices. ♦ Contaminated soil will be isolated and subjected to		

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
				testing before its removal from the site for proper disposal at an authorised waste facility. ♦ Notify the NT EPA in the event of non-compliance.		
Stormwater Drainage	Site flooding due to poor drainage design or blockages posing safety risks due to stagnant water	Employees, neighbouring residents exposed to lengthy exposure to stagnant water creating breeding grounds for mosquitos carrying diseases and other pest	3C Medium	♦ Stormwater systems are established within the site. ♦ Regular maintenance will be undertaken on road maintenance and stormwater diversions to ensure they comply with regulations and effectively redirect clean water.	3B Low	Operations Manager, Resource Recovery Coordinator, and employees
	Water contamination due to potential presence of chemicals applied to machinery and particles generated from	Local environment and waterways, marine ecosystem, and employees	4D High	♦ Store hazardous substances in containers with suitable bunding or within impermeable areas. ♦ Install a silt fence within the tyre shredding area to prevent sediment runoff	4B Medium	Operations Manager, Resource Recovery Coordinator, and employees

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
	shredded tyres			during heavy rain or storm events. ♦ Regular maintenance services to vehicles, plant, and equipment. ♦ Implement best management practices to minimise the environmental impact when shredding tyres and the equipment maintenance activities. ♦ Refer to the Erosion and Sedimentation Management Plan to ensure the implementation of appropriate practices. ♦ Contaminated soil will be isolated and subjected to testing before its removal from the site for proper disposal at an authorised waste facility. ♦ Notify the NT EPA in the event of non-compliance with establish regulations.		

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
Soil	The leaching of chemicals and heavy metals from shredded tyres	Local environment and waterways, marine ecosystem, and employees	4D High	♦ Shredded tyres will be placed in bulk bags and in containers ready for export or on a concrete hardstand area ready to be transported interstate. The shredding area will have a silt fence to prevent direct contact with surrounding soils and rainwater. ♦ Reduce tyre stockpiles through consistent shredding and shipment. ♦ The tyre stockpile and tyre shredding area will adhere to the NT EPA Waste Management and Pollution Act 1998 and the Fire and Emergency Regulations 1996 for compliance. ♦ Annually, following the wet season, soil testing will be conducted to check for heavy metals and hydrocarbons,	4B Medium	Operations Manager, Resource Recovery Coordinator, and employees

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
				ensuring the nonexistence of contamination. ♦ Contaminated soil will be isolated and subjected to testing before its removal from the site for proper disposal at an authorised waste facility. ♦ Notify the NT EPA in the event of non-compliance with establish regulations.		
	Soil contamination caused by spills of oil, fuel, and lubricants	Local environment and waterways, marine ecosystem, and employees	4D High	♦ Regular maintenance services to vehicles, plant, and equipment. ♦ A designated spill tray will be integrated into the refuelling process. ♦ Utilised oils and lubricants will be appropriately disposed of through licensed establishments. ♦ Contaminated soil will be isolated and subjected to testing before its removal from the site for proper	4B Medium	Operations Manager, Resource Recovery Coordinator, and employees

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
				disposal at an authorised waste facility. ♦ Notify the NT EPA in the event of non-compliance with establish regulations.		
	Soil contamination arising from the utilisation of water for firefighting during a tyre fire incident	Local environment and waterways, marine ecosystem, and employees	4D High	♦ Contaminated soil will be isolated and subjected to testing before its removal from the site for proper disposal at an authorised waste facility. ♦ Notify the NT EPA in the event of non-compliance.	4B Medium	Operations Manager, Resource Recovery Coordinator, and employees
Noise	Excessive onsite noise generated by the operation of the shredding machine	Employees, Neighbouring residents leading to disturbance and subsequent complaints	3C Medium	♦ Operations are limited to the designated site hours, Monday to Friday 8am to 4pm. Any afterhours or weekend work will only occur through prior arrangement with appropriate notification, and the implementation of necessary controls. ♦ Operators will wear hearing protection to minimise the level of noise.	3B Low	Operations Manager, Resource Recovery Coordinator, and employees

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
Tyre Storage	Tyre fire resulting from poor management practices	Employees, neighbouring properties, local waterways, and marine ecosystems	3D High	♦ The tyre processing area will be on a hard standing pad constructed from recycled crushed concrete. ♦ The volume of tyres will be kept within the approved tonnage limit specified by the NT EPA, Waste Management and Pollution Act 1998. ♦ The storage of tyres will be in regulation as per the Fire and Emergency Regulations Act 1996. ♦ Maximum height 3m. ♦ Maximum length of base 45m. ♦ Maximum width of base 5m. ♦ Maximum side slope is not steeper than 1:1. ♦ The tyre windrow will maintain a minimum distance of 10m from the boundary land.	3C Medium	Operations Manager, Resource Recovery Coordinator, and employees

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
				♦ A minimum separation of 10 m will be upheld between each tyre windrow. ♦ Map site location shows the tyre area layout which meets the above requirements. ♦ Reduce tyre stockpiles through consistent shredding and shipment.		
	Unregulated tyre stockpiles due to the absence of a market for end-of-life tyres	Employees and the business for lost opportunities for recycling and repurposing with potential loss of revenue	3D High	♦ Develop a contingency plan for handling the end-of-life tyre market, encompassing possibilities such as exporting to multiple countries and transporting shredded tyres to different interstate tyre recyclers within Australia. ♦ Stop the intake of tyres at the facility. ♦ Dispose of any surplus tyres at an approved and regulated facility.	3C Medium	Operations Manager, Resource Recovery Coordinator, and employees
	Unregulated tyre stockpiles	Employees and the business for lost	3D	♦ Routine maintenance services will be performed to	3B	Operations Manager,

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
	resulting from the tyre shredding machine not working	opportunities for recycling and repurposing with potential loss of revenue	High	ensure that the shredding machine remains in optimal operational condition at all times. ♦ Maintain a stock of spare parts to minimise downtime while waiting for replacement parts. ♦ The shredding machine is equipped with its dedicated shredding cassette and will not be utilised for shredding or crushing other materials. ♦ Stop the intake of tyres at the facility. ♦ Dispose of any surplus tyres at an approved and regulated facility.	Low	Resource Recovery Coordinator, and employees
	Environmental impact due to improper storage	Employees, neighbouring properties, marine ecosystem, local environment	4D High	♦ Tyres will be either barrel or laced stacked to minimise the amount of surface area exposed in a fire. ♦ Shredded tyres will be in bulk bags and placed in containers.	4C Medium	Operations Manager, Resource Recovery Coordinator, and

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
				♦ Unshredded tyres will be contained with concrete blocks and crushed concrete around the perimeter to prevent any leaching from escaping the area. ♦ Tyres will be regularly shredded to reduce the risk of water accumulation, thereby preventing the creation of a breeding habitat for mosquitos and other pests. ♦ Tyre stockpiles will be kept at a minimum volume, ensuring regularly shredding and shipping to reduce the unattractive appearance on the surrounding landscape.		employees
	In the event of a cyclone	Employees, neighbouring premises, and local environment	5D High	♦ There is an existing enclosed shed with an area of 1000sqm, suitable for sheltering tyres and equipment in case of a cyclone event.	5B Medium	Operations Manager, Resource Recovery Coordinator, and

Task / Condition	Hazards	Who could be harmed and how	Risk Rating	Proposed Controls	Residual Risk Rating	By Whom
						employees
Waste Management	Remnants of shredded steel and rubber	Local environment and marine ecosystem	4D High	♦ The steel extracted from the shredded tyres will be placed in a skip bin and transported to a local recycling merchant. ♦ The shredded tyres will be placed in 1000kg bulk bags to be exported or transported interstate. ♦ Residue of shredded tyre particles will be swept and bagged to be disposed of at Shoal Bay Waste Management Facility.	4C Medium	Operations Manager, Resource Recovery Coordinator, and employees
	Use of hazardous chemicals	Employees, local environment, and marine ecosystem	4D High	♦ Dispose of used hazardous chemicals through an authorised and licensed waste provider.	4B Medium	Operations Manager, Resource Recovery Coordinator, and employees

AS/NZS ISO 31000 COMPLIANT RISK MANAGEMENT MATRIX - The probability of an event and the consequences if the event occurs, determine the level of risk in a hazard. Rate the level of risk for each hazard, based on the **Likelihood** of harm occurring, without controls in place and the most likely **Consequence** of that harm or loss.

	Likelihood	Consequence				
		A	**B**	**C**	**D**	**E**
		Insignificant	**Minor**	**Moderate**	**Major**	**Catastrophic**
5	**Almost certain**	Medium	Medium	High	High	Extreme
4	**Likely**	Medium	Medium	Medium	High	Extreme
3	**Possible**	Low	Low	Medium	High	High
2	**Unlikely**	Low	Low	Low	Medium	Medium
1	**Rare**	Low	Low	Low	Low	Medium

Low	Controls were reviewed with the HSE Advisor and/or Supervisor. Work can proceed with controls in place.
Medium	Additional controls were put in place and reviewed with the HSE Advisor and/or Supervisor. Work may proceed with the additional controls in place.
High	Actual controls are insufficient or do not exist. Work cannot commence or must stop immediately. The Supervisor SHALL be contacted immediately. A methodology shall be formulated on how the task can be completed in consultation with the workgroup and control priorities implemented based on the level of risk. If it is not reasonably practicable to eliminate the risk, then the hierarchy of controls will be applied, and the risk reduced to ALARP (as low as reasonably practical).
Extreme	Actual controls are insufficient or do not exist, Work cannot commence or must stop immediately. The Manager SHALL be contacted immediately. A methodology shall be formulated on how the task can be completed in consultation with the workgroup and control priorities implemented based on the level of risk. If it is not reasonably practicable to eliminate the risk, then the hierarchy of controls will be applied, and the risk reduced to ALARP (as low as reasonably practical).

INCIDENT POTENTIAL / CONSEQUENCE

The table below provides guidance for incident potential / consequences ratings and aligns to the risk management matrix.

Note the table below are examples and not necessarily limited to.

Level of Analysis	Consequence Level - E	Consequence Level D	Consequence Level C	Consequence Level B	Consequence Level A
Injury	• Fatality • Permanent disability	• Lost Time Injury	• Medical Treatment Injury • Alternate Duties injury	• Minor • First Aid	• Insignificant • No Injury
Environmental Impact	• Hydrocarbon / chemical spill to land >1000 litres • Hydrocarbon / chemical spill to water >500 litres • Environmental incident with irreversible impact • Prosecution by a regulatory body	• Hydrocarbon / chemical spill to land >500 <1000 litres • Hydrocarbon / chemical spill to water >200 <500, litres • Environmental incident with serious but reversible impact • Fire damage significant consequences • Stop Work Notice	• Hydrocarbon / chemical spill to land >100> <500 litres • Hydrocarbon / chemical spill to water >50 <200 litres • Environmental Incident with major but reversible impact • Fire damage major consequences • Prohibition Notice	• Hydrocarbon / chemical spill to land >10 litres>100 • Hydrocarbon / chemical spill to water >5 <50 litres • Environmental Incident with minor and reversible impact • Environmental Permit exceedance • Fire minor consequence • Improvement Notice	• Hydrocarbon / chemical spill to land <10 litres • Hydrocarbon / chemical spill to water<5 litres • Environmental Incident with minor and reversible impact • Environmental Permit exceedance • Fire minor consequence • Improvement Notice
Property Damage (and Asset Damage)	• Asset damage or loss>$1,000,000	• Asset damage or loss >$ 50,0000 <$1,000,000	• Asset damage or loss >$5,000 <$50,000	• Minor asset damage Asset Loss <$5,000	• Minor damage that does not require repair (cosmetic damage)
Community Impact / Reputational	• Incidents that could have national or international impact on company or contractor reputation • Incidents that attract national or international media attention • Company reputation	• Incidents that could have a local impact on company or contractor reputation • Incidents that attract local media attention • Company reputation	• Incidents that have little impact on reputation • Incidents that attract little or no media attention	• Incidents that have little impact on reputation • Incidents that attract little or no media attention	No Community impact / reputation damage

Worker review and sign on

Name	Date	Signature	Company

16. Appendices

16.1. Appendix A – Corrective & Preventative Action Report (CAPAR)

NTEX-HSEQ-Q&A-010 CORRECTIVE AND PREVENTATIVE ACTION REPORT (CAPAR)			
Type	☐ Client Complaint	☐ External	☐ Internal
	☐ Quality	☐ Safety	☐ Environment
CAPAR Number:			
Raised by:		**Date:**	
Document number / Item for Corrective action:			
Details of the Non-Conformance (Describe the non-conformance i.e. what happened)			
Cause of the Non-Conformance (Describe the contributing factors, conditions, equipment, systems, root cause analysis)			
Agreed Corrective / Preventative Action (Identify what changes need to be made to prevent future occurrences)			
Effectiveness of actions detailed above (Set timescales for follow up and detail findings below)			

To be Completed By:		**Date:**	
Corrective Action Completed by:		**Due Date:**	
Reviewed by QA Committee / Management:		**Date:**	
Verified as effective by QA Committee/ Management:		**Due Date**	

16.2. Appendix B – Quarterly Environmental Inspection

NTEX-HSEQ-ENV-008 QUARTERLY ENVIRONMENTAL INSPECTION	
Site Location:	
Date of Inspection:	
Inspection completed by:	

	Item	Yes	No	N/A
1.	**Site Documents**			
	• Environmental management plan in place and available			
	• Has a risk assessment been conducted on environmental risks			
	• Is the risk assessment currently up to date			
	• Have SWMS been prepared including environmental risks			
	• Have workers signed off on SWMS			
	• Are all job procedures listed & correct controls implemented			
	• Are all required permits in place			
	• Incident register up to date			
	• Have corrective actions been completed			
2.	**Water courses**			
	• Work near water courses control and safety distance being observed			
	• Is there any sign or evidence of contamination to water courses (rubbish, dust, spills etc.)			
	• Is sedimentation control in place and is in good repair to prevent sedimentation entering water courses			
	• Are water courses being protected			
	• Oil Trap/ grease trap wash bay working and clean			
3.	**Chemicals**			
	• SDS for all chemicals available			
	• SDS Register is available and current			
	• Containers are clearly and correctly labelled			
	• All chemicals are stored in accordance with the SDS			
	• Chemicals being put away after use			
4.	**Fuels**			
	• Is bulk fuel storage double skinned or bounded			
	• Are liners in good condition and fashioning			
	• 15m exclusion zone around fuel tanks			
	• Safety signage up and legible			
	• Mobile refuelling utilising drip trays			
	• No evidence of fuel spills			
	• Fuel register being filled out			
4.	**Training**			

	• Have workers been informed of their requirements under the environmental plan			
5.	**Plant and PPE**			
	• Has all equipment been checked prior to use on site			
	• Is correct PPE being worn appropriately			
	• Is Plant and PPE in good serviceable condition			
	• Are staff members trained in its use			
6.	**Rubbish**			
	• Is recycling being carried out, bins labelled			
	• Is domestic and construction waste being tracked and are registers up to date			
	• Do bins have covers to prevent rubbish being blown away			
	• Is the work site free of rubbish			
	• No evidence of air born rubbish			
7.	**Clearing**			
	• Correct ECC			
	• Clearing permit in place			
	• No evidence of over clearing			
	• No evidence of Fauna injured			
	• Vegetation stockpiled for removal			
	• Topsoil removed and sedimentation installed			
	• Topsoil piles not exceeding 2m in hight			
7.	**Additional Items for Review**			
	•			
	•			
	•			
	•			

Additional comments or actions required:
Copies sent to:
NAME: SIGNED: DATED:

16.3. Appendix C – Site Pre-Start Checklist

NTEX-HSEQ-SAF-095 SITE PRE-START CHECKLIST

Job/Task _____

Site/Location _____ Date of Assessment _____

1. Possible Hazards Action Required Assessment/Briefing)			Action Required (Risk
Traffic control (vehicles & Pedestrians)	☐ Yes	☐ No	
Hazardous Substances (including Asbestos)	☐ Yes	☐ No	_____
Concealed Services (Power/Water)	☐ Yes	☐ No	_____
Work at heights required (Ladders/Roofs)	☐ Yes	☐ No	_____
Manual handling hazards	☐ Yes	☐ No	_____
Weather hazards (rain/windy)	☐ Yes	☐ No	_____
Confined spaces (Ceilings/tunnels)	☐ Yes	☐ No	_____
Demolition (stripping panels)	☐ Yes	☐ No	_____
Lighting (night work required)	☐ Yes	☐ No	_____
Noise (noisy location)	☐ Yes	☐ No	_____
Fire/explosion (working near gas)	☐ Yes	☐ No	_____
Slip/trip/falls (surfaces inclined)	☐ Yes	☐ No	_____
Overhead power lines disabled	☐ Yes	☐ No	_____
Emergency works required (extra time)	☐ Yes	☐ No	_____

2. Emergency Arrangements and Amenities			
Are there arrangements for:			Action Required
Emergency Evacuation	☐ Yes	☐ No	_____
Emergency Communication	☐ Yes	☐ No	_____
First Aid (Officers and Kits)	☐ Yes	☐ No	_____
Toilets/Washing	☐ Yes	☐ No	_____
Protection of Public	☐ Yes	☐ No	_____

3. Training or Briefing Requirements

List areas where employee will require a briefing or training – to be included in the tool box meeting.

_____

_____

_____

4. Supervisory Requirements

List how employees will be supervised (including communication if working alone).

_____

_____

_____

Assessment completed by

Site Representative:

Name _____ Signature _____

Client Representative:

Name _____ Signature _____

16.4. Appendix D – Site Inspection Checklist & Pre-Start Safety Briefing

NTEX-HSEQ-SAF-071 SITE INSPECTION CHECKLIST	
Site Location:	
Date of Inspection:	
Inspection completed by:	

	Item	Yes	No	N/A
1.	**Site Documents**			
	• Have all workers been inducted			
	• Has Risk assessment been conducted			
	• Is risk assessment dated			
	• Have SWMS been prepared			
	• Have workers signed off of SWMS			
	• Are all job steps listed & correct controls implemented			
	• Are any required permits in place			
2.	**Electrical**			
	• Testing and tagging of electrical items has been attended within the last 3 months.			
	• Any Isolations in affect			
3.	**Chemicals**			
	• SDS for all chemicals			
	• SDS Register is available and current			
	• Containers are clearly and accurately labelled			
	• All chemicals are stored in accordance with the SDS			
4.	**Training**			
	• Do workers hold current licences/training for tasks being undertaken			
5.	**Plant and PPE**			
	• Has all equipment been checked prior to use on site			
	• Is correct PPE being worn appropriately			
	• Is Plant and PPE in good serviceable condition			
	• Are staff trained in its use			
6.	**Heights**			
	• Is there safe and stable access to heights (ladders secured; scaffold tagged)			
	• Is fall prevention being used, and correctly			
	• Is barricading and warning in place for persons below			
7.	**Open Excavation**			
	• Evidence of cracking			
	• Wall stability			
	• Access and egress			
	• Barricading in good condition, and compliant with OHS act			
8.	**Environmental**			
	• Is drainage working			
	• Is dust controlled			

	Item	Yes	No	N/A
	• Silt fence in good condition and working to catch sedimentation			
	• No evidence of trapped or hurt fauna			
	• No evidence of works impacting any water courses			
9.	**Traffic Management**			
	• All signage secure and visible			
	• Is TPM being followed			
	• Speed limits adequate			
10.	**Waste Management**			
	• Is waste separated			
	• Is rubbish placed in correct bins			
	• Are Skip bins covered			
	• Site in a clean state			
	• Concrete wash out bay, Functional, Clean			
11.	**Asbestos Management**			
	• Barricading set up and entry and exit points designated			
	• PPE Requirements met			
	• Signage is displayed			
	• Correct storage of removed Asbestos materials ready for disposal			
12.	• **Additional Items for Review**			
	•			
	•			
	•			
	•			

Additional comments or actions required:
Copies sent to:

NTEX-HSEQ-SAF-016 PRE-START SAFETY BRIEFING

Supervisor: _____ **Project:** _____ **Date:** _____

General Safety Information (include any applicable incidents) and General topics of discussion:

PREVIOUS SHIFT ACTIVITIES			
Any Hazards to Report?	☐ Yes ☐ No	Any Site Inspections Completed?	☐ Yes ☐ No
Any Near Misses to Report?	☐ Yes ☐ No	Any Housekeeping Issues?	☐ Yes ☐ No
Any Incidents to Report?	☐ Yes ☐ No	Any Observation & Intervention?	☐ Yes ☐ No
Any Plant Breakdown?	☐ Yes ☐ No	Any Take 5's Completed?	☐ Yes ☐ No

Today's Activities:	**JHA / SWMS Completed**
	JHA Yes ☐ No ☐
	SWMS ☐

Predicted Weather Conditions: (Please circle)	**HOT**	**MILD**	**COLD**	**WET**	**HUMID**	**DRY**	**WINDY**
Special weather working conditions:							

HAZARDS INVOLVED IN TODAY'S ACTIVITIES (Discuss Identified Hazards with Work Crew)		
☐ Excavation	☐ Lifting Equipment Test/Tag	☐ Manual Handling
☐ Plant & Machinery Operation	☐ Equipment Operation	☐ Noise
☐ Rock Breaking	☐ Screening & Crushing	☐ Loading & Unloading Trucks
☐ Use of Chemicals	☐ Refuelling onsite	☐ Working in Hot Conditions
☐ Work at Height	☐ Signage Fit for Purpose	☐ Environmental – Other

Additional Actions			
Comment / Item to be actioned	Responsible Person	Due Date	Date Completed

Attendance		
Date / Name	**Signature**	**Company**

16.5. Appendix E – Induction Questionnaire

NTEX-HSEQ-SAF-088 INDUCTION QUESTIONNAIRE	
Inductee to complete	
Name	
Company	
Occupation / Role	
Induction Date	

Please circle the most correct answer for each of the following questions

1.	**Where can you find a copy of NTEX Policies?**
	a) On the Pre-Start b) In the project vehicles c) On the noticeboards, from your supervisor or from the HSEQ Manager
2.	**What happens in the event of a project requirement breach**
	a) Nothing unless someone was hurt b) Any breach will be investigated, and can result in disciplinary action c) It will get investigated if it's bad
3.	**What is the minimum requirement for Personal Protective Equipment (PPE) to be worn on site?**
	a) Steel cap boots and high visibility vest b) Sunglasses, high visibility vest and steel cap boots c) Shirt (high visibility), safety helmet, glasses, steel cap boots and gloves
4.	**How will the Project Measure my fitness for work?**
	a) Count how many push ups I can do b) Random breath test like the police do c) BAC testing everyday (0.000% BAC required to sign on) and submit to drug tests as requested.
5.	**Who may operate plant and equipment (including vehicles) on the project?**
	a) An operator must be authorised, licensed, competent, and verified b) Anyone with a licence c) Only Supervisors
6.	**To whom should I report an INJURY or INCIDENT to?**
	a) Your work mate b) Your supervisor c) NT WorkSafe
7.	**Who is required to sign on the SWMS**
	a) Only the supervisor when he comes to site b) Just the leading hand c) All involved in the task, monthly

8.	**What is the intent of use of Safety Signage and Barriers**
	a) They look neat b) They keep someone employed c) To warn people of potential dangers or hazards
9.	**Who can enter the project site**
	a) Any authorised project personnel that have been inducted in the site prestart b) Any project personnel c) Anyone who wants to see what's happening on site
10.	**What do you do when you need to lift heavy items of equipment?**
	a) Leave it for someone else to carry b) Follow manual handling guidelines c) Just try and lift it to look strong
11.	**Where can I smoke on the project?**
	a) In designated smoking areas only b) Anywhere as long as I'm 10m from doorways, air conditioners units and people and I throw away the butt in the appropriate bin c) d) I cannot smoke at all in project area
12.	**When can I enter an excavation?**
	a) Whenever as long as I let someone know b) If an excavation has been inspected for integrity and is adequately benched / shored where required c) Anytime the Supervisor is on site
13.	**Can Hazardous Substances be brought to site?**
	a) No, not at all b) Yes, as long as I let the Supervisor know c) Yes, as long as it has a current SDS, has labels in good, readable condition and is stored correctly
14.	**What happens if you discover faulty electrical equipment?**
	a) Keep using it if it works b) Remove from use, tag out of service and notify your supervisor c) Fix the fault yourself and continue using it
15.	**All native fauna is protected (including snakes);**
	a) True b) False
16.	**What is the minimum oil spill quantity require to be reported?**
	a) Any spill b) More than 1 Litre
17.	**Who is responsible for 'good housekeeping' in your work area?**
	a) Fairy's b) Everyone c) The Supervisor

Acknowledgement:
By having undertaken the Induction and by completion of this questionnaire, I acknowledge that I have been made aware of the health, safety and environmental requirements that apply to this project.

I understand my responsibilities to NTEX along with myself and I understand the NTEX "Drug and Alcohol" and "Smoking" requirements, respectively.

NTEX Project Requirement Acknowledgement			
Inductee Name:			
Signature:		Date:	
APPROVAL (office use only)			
Inductor Name:			
Inductor Position:	Manager		
Signature:		Date:	

17. Attachments

17.1. NTEX Code Red - Used Tyre Processing for a Circular Economy Proposal

17.2. NTEX Code Red End-of-Life Tyres Distribution Network

17.3. Licence to Export Regulated Waste

17.4. Australian Tyre Recyclers – Letter of Indemnity

17.5. 29 Muramats Road, East Arm - Land Zoning Information

17.6. 29 Muramats Rd, East Arm - Approved Planning Application

17.7. NTEX Code Red - Site Emergency Management Plan

ntex CODE RED

NTEX CODE RED PTY LTD

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