

Authorised by: Senior HSE Manager - Energy	Purpose	Refer Section 1
	Scope	Refer Section 2
	Responsibility	Refer Section 3

1. Purpose

- 1.1 This procedure defines the minimum requirements and responsibilities for environmental sustainability.

2. Scope

- 2.1 This procedure applies to all Toll Energy and Marine Logistics Sectors and all operations under the control of Toll Energy and Marine Logistics.
- 2.2 Refer to *TEM HSE P661 Environmental Impact, Assessment and Control* for requirements and responsibilities associated with assessing operational activities that may contribute to or result in an adverse impact on the environment.

3. Responsibilities

- 3.1 The Business Manager is responsible for ensuring objectives, KPIs and commitments as stated in the Environmental Policy Statement and HSEQS Improvement Plan are achieved and ensuring that environmental impact assessments are completed.
- 3.2 The HSE Advisor is responsible for conducting environmental impact assessments in conjunction with Operations as per *TEM HSE P661 Environmental Impact Assessment and Control*.
- 3.3 Environmental sustainability is the responsibility of all employees.

4. Definitions

- 4.1 **Business Manager:** Senior person responsible for the management of a Sector/ Site.
- 4.2 **EEOI:** Energy Efficiency Operational Indicator.
- 4.3 **IEE:** International Energy Efficiency.
- 4.4 **Environment:** Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans and their inter-relation.
- 4.5 **Environmental Aspect:** Any organisational activity or product or service that has the potential to impact on the environment. Aspects include for example; wastewater discharge, solid and liquid waste, noise, odour, land condition, material use, air emissions, water use, energy use, stormwater discharge, storage.
- 4.6 **Environmental Impact:** Any change to the environment, whether adverse or beneficial, wholly or partially, resulting from an organisation's activities.
- 4.7 **IOPP:** International Oil Pollution Prevention.
- 4.8 **PMS:** Planned Maintenance System.
- 4.9 **SOPEP:** Shipboard Oil Pollution Emergency Plan.
- 4.10 **SEEMP:** Ship Energy Efficiency Management Plan.
- 4.11 **Toll:** Toll Energy and Marine Logistics.
- 4.12 **WoNS:** Weeds of National Significance.

5. Environmental Impacts and Aspects

- 5.1 The Business Manager shall ensure that an environmental risk assessment is undertaken on relevant activities conducted by all operations to identify any aspects of those activities that may have an impact on the environment, in accordance with *TEM HSE P661 Environmental Impact Assessment and Control*.
- 5.2 *TEM HSE F642 Integrated HSEC Risk Register* has been developed and is maintained to define any environmental aspects of each Sector's activities, the potential impact to the environment of each aspect, the level of risk associated with each aspect and any control measures required to manage and reduce the risks.
- 5.3 *TEM HSE F642 Integrated HSEC Risk Register* is reviewed on an annual basis or earlier when there has been a significant change in the operations of the Sector that may contribute to an adverse environmental impact.

6. Toll Smarter Green Plan

- 6.1 Toll Group has mandated as part of our Climate Change Strategy that each operational business unit (Toll Energy and Marine Logistics) is to have a "Smarter Green" Plan which will set targets for emissions abatement and develop programs by which these will be achieved.

Note: For Toll the Smarter Green Plan initiatives have been incorporated into the relevant National Procedure e.g. *TEM OPS P700 Vehicle Specifications*.

- 6.2 Sectors/ Sites must select and apply initiatives for energy conservation, examples include:

Facilities

- Implementing lights off policy, for all areas not in use and end of day routine
- Confirming air conditioning systems are regularly serviced and operate within a temperature range of 22-24 degrees where temperature controls exist
- Using only energy efficient fluorescent globes in all lights
- Removing screen savers from computers
- Shutting down PCs and laptops at night – turn your monitor off
- Training employees in environmental awareness, refer to Section 13.

Driver Behaviour

- Smarter Green Driving - training drivers to minimise idling losses, improve braking and acceleration, cruising speeds etc.
- Speed limiting – reduce maximum speeds.

Fuel Savings and Emission Technology

- Aerodynamics e.g. nose cones
- Lower rolling resistance tyres
- Brake adjustments – reduce friction
- Wheel alignment – can impact fuel consumption and tyre wear
- Spray down mudflaps - mudflaps that reduce road spray and increase aerodynamics.

- 6.3 Toll Group has developed initiatives, targets to pledge (20% by 2020) and structures to enable implementation of these programs.

- 6.4 Toll shall work progressively towards minimising greenhouse gas emissions where practicable for all aspects of site operations and actively promote energy efficiency initiatives and controls.

Note: Since 2006 Toll has met the requirements of key government environmental programs including The National Greenhouse and Energy Reporting Act 2007 (NGER Act).

- 6.5 Greenhouse emissions data shall be reported using the Toll Group ENVIZI database.

7. Water Management - Landside

- 7.1 Environmental aspects relating to water management include usage, storage, stormwater and drainage. The associated potential impacts for the business unit's activities shall be identified, the level of risk associated with each potential environmental impact shall be assessed, and controls (conservation measures) applied in accordance with *TEM HSE P661 Environmental Impact Assessment and Control*.
- 7.2 Controls for water management and conservation shall include, but not be limited to:
- Surface run-offs from work activities to be contained to prevent pollution and erosion
 - Wash down of vehicles and equipment to be prohibited on site except where undergoing quarantine or in designated areas
 - Water storage/ usage facilities to be included in site HSE inspections for evidence of leakage, algal blooms and treatment program compliance. Repairs to be arranged immediately where leaks detected
 - Stormwater present within bunding to be immediately removed after a rain event and disposed of or recycled appropriately
 - Contaminants (e.g. chemicals, hydrocarbons) shall not to be disposed to ground, drains or natural water courses.

8. Flora and Fauna Interaction

- 8.1 Due to the nature and diversity of Toll operations, personnel may be exposed to instances of contact with native fauna. The Business Manager shall ensure that management controls are consistent with Customer requirements where applicable and the provisions of applicable legislation e.g. Environmental Protection Biodiversity Conservation Act 1999.
- 8.2 Native fauna shall not be captured, fed, harmed or disturbed.
- 8.3 No pets or other animals shall be brought onto a Toll site.
- 8.4 Where activities may affect the local flora or fauna population or habitat an Environmental Management Plan or Quarantine Management Plan (for pest and weed management) shall be established to encompass any environmental impact mitigation strategies.
- 8.5 For the processes to be followed to minimise the spread of Weeds of National Significance (WoNS) via vehicles and equipment in the Queensland region and ensure all regulatory requirements regarding wash down and transport declarations are maintained, refer to *TEM QRT P810 Weeds of National Significance Control*.

9. Recycling and Efficient Use/ Waste Management – Landside

- 9.1 Waste management/ minimisation programs shall be implemented in each Sector to achieve continual reduction in waste/ best practice, based on recycling facilities available.
- 9.2 Waste streams for recycling/ reuse consideration include; cardboards, paper, plastics, aluminium cans, scrap metal, tyres, batteries, computers, printer cartridges, 200litre drums, mobile phones and pallets/ wood.
- 9.3 Sectors shall implement waste control standard operating procedures specific to site requirements.
- 9.4 Toll will ensure the environmentally acceptable handling, storage, treatment and transportation of waste in accordance with all legislative requirements. The requirements for controlled waste management are documented in *TEM OPS P789 Controlled Waste Management*.

10. Marine Pollution Prevention

10.1 Equipment to Protect the Environment from Pollution and Damage

10.3.1 Toll will provide and maintain equipment necessary to protect the environment from pollution and damage at each work site. All such equipment (including the below) will be maintained in accordance with the preventative maintenance system (PMS) on board Toll vessels. Where required, the following are in place to minimise environmental impacts and reduce pollution:

- Vessel sewage treatment plants.
- Vessel oil/ water separators.
- Spill response kits.

10.2 Liquid Waste and Discharge Management

Toll's objective is to achieve zero accidental waste or other discharge that may impact on the environment.

10.3.2 MARPOL Annex I: Oil

- All Toll vessels comply in full with the construction, equipment and operational requirements of MARPOL Annex I and have the relevant MARPOL mandated documentation such as Oil Record Book, IOPP Certificate and SOPEP, as applicable to the vessel type and size. Waste oil is held in segregated waste containers on each vessel.
- Toll vessels have an approved Ballast Water Management Plan, refer to Section 10,3, held on-board the vessel and the Oil Record Book on the vessel is kept and maintained in accordance with MARPOL Regulations.

10.3.3 MARPOL Annex IV: Sewage

- Toll vessels of 400grt and above comply with MARPOL Annex IV – Prevention of Pollution by Sewage, are issued with an International Sewage Pollution Prevention Certificate and the vessel is equipped with a certified sewage treatment plant for the treatment and storage of sewage. Any sewage not treated on board or received by the landside waste reception services will be retained on board until it can be disposed of in accordance with MARPOL, Australian and State/ Territory legislation.

10.3.4 MARPOL Annex V: Garbage Management

- Regulation 10(2) of Annex V of MARPOL requires every ship of 100grt and above to operate a vessel specific Garbage Management Plan which includes details of a Designated Person in Charge of carrying out the plan, procedures for collecting garbage, procedures for processing garbage, procedures for storing garbage and procedures for disposing of garbage. All Toll vessels have the relevant MARPOL mandated documentation; Garbage Management Plan and Garbage Record Book. Waste is held in segregated waste bins on board the vessel.

10.3.5 MARPOL Annex VI: Air Emissions

- MARPOL Annex VI Chapter 4 states the regulations for energy efficiency of ships.
- The Ship Energy Efficiency Management Plan (SEEMP) will form part of MARPOL Annex VI and the requirement will be applicable to all ships, both new and existing, of 400grt and above, whereby each ship will be required to keep a SEEMP on-board.
- Compliance with the proposed MARPOL Annex VI Regulation 22 (SEEMP) will be demonstrated in the International Energy Efficiency (IEE) Certificate, which also forms part of the proposed MARPOL amendments and will be subject to the MARPOL surveys (initial, renewal, intermediate, annual etc.).

- The purpose of the SEEMP is to outline and establish a mechanism to improve the energy efficiency of the vessel. It is written in accordance with MARPOL VI requirements and aligns with *TEM HSE P661 Environmental Impact Assessment and Control*.
- The objective of the SEEMP is to improve a ship's energy efficiency through four steps: planning, implementation, monitoring, and self-evaluation and improvement. These components play a critical role in the continuous cycle to improve ship energy management. The Energy Efficiency Operational Indicator (EEOI) is a calculated goal or measure of each vessel's energy efficiency. Further investigation is being carried out to determine the most accurate and effective means of calculating a yearly EEOI for each vessel.

10.3 Ballast Water Management

10.3.1 Toll vessels have an approved Ballast Water Management Plan held on-board the vessel. These plans comply with the requirements of the International Convention for the Control and Management of Ship's Ballast Water and Sediments, 2004 (the BWM Convention) Regulation B-1 and the associated guidelines.

10.3.2 The purpose of the plan is to meet the requirements for the control and management of the ship's ballast water and sediments in accordance with IMO resolution MEPC 127(53) – Guidelines for Ballast Water Management and the Development of Ballast Water Management Plans. It provides standard operational guidance for the planning and management of ship's ballast water and sediments.

11. Purchasing Requirements

11.1 All Toll purchase order conditions require that any purchase of equipment, goods and services is compliant with all Occupational Health, Safety, Environmental standards and statutory requirements, refer to *TEM AD P310 Purchasing and Authorities*.

12. Maintenance Scheduling and Preventative Maintenance

12.1 For Shorebase and Landside operations plant, equipment and vehicle maintenance shall be undertaken in accordance with *TEM OPS P782 Equipment Maintenance*, to ensure:

- Plant/ equipment/ vehicle is compliant with all relevant or applicable legislation, including Codes of Practice, Australian Standards and the Original Equipment Manufacturers' (OEM) requirements.
- Plant/ equipment/ vehicle operates at efficient fuel and oil consumption levels.
- Potential sources of pollution are continually reviewed and reduced where practicable, including exhaust gases, noise, hydrocarbons etc.

12.2 For Marine operations vessel maintenance is undertaken in accordance with the vessel specific PMS and Original Equipment Manufacturers' requirements. Regular inspections and servicing is conducted on all equipment on board the vessel and documented in the PMS.

13. Environmental Training

13.1 Toll employees as identified in *TEM HR F250 Skill Sets Matrix* shall be trained in:

- Environmental awareness. Available training materials include:
 - Environmental Awareness powerpoint presentation – located on Intranet
- *TEM HSE F684 Environmental Awareness Quiz* Smarter Green Driver Program online training via Learning@Toll
- Other environmental training e.g. quarantine, spill response, dangerous goods control etc as detailed in the relevant national procedure or contract specific HSE management plan or training plan.

Revision Status Record

Date	Description of Status or Revision
31/03/2011	Initial Issue
30/09/2011	Reformatted, updated references and added Section 12 Environmental Awareness Training
30/09/2013	Periodic review; updated references; referenced WoNS and controlled waste processes
30/09/2015	Updated references; added additional detail on Smarter Green Driving training
31/01/2017	Removed reference to GEMS, now ENVIZI; added Marine pollution prevention measures, updated training resources
31/01/2019	Updated responsibilities and references

Approved by: Sharon Huzzard **Date:** 31 January 2019