



Environmental Management Procedure

This procedure will assist in the early detection of Environmental hazards, the assessment of environmental issues and the implementation of control mechanisms.

Objective: The objective of this procedure is to outline Kleen Yards Katherine procedure on Environmental Management.

Scope: This procedure encompasses the Environmental Management of all identified Environmental hazards in the workplace that may present a environmental to the Environment or the health, safety and welfare of workers and others at Kleen Yards Katherine workplaces.

Responsibilities:

Kleen Yards Katherine the PCBU is responsible for ensuring that:

- ◆ There is an effective Environmental Management Procedure and associated mechanisms in place to maintain Environmental controls.
- ◆ All workers are trained and familiar with, have access to, and participate in Environmental management policies, procedures and activities while working at Kleen Yards Katherine.
- ◆ Other persons who are impacted by HSW at Kleen Yards Katherine such as other PCBU's, self-employed persons and visitors, are included in the environmental management strategies as required
- ◆ Review of the Environmental Management Procedure is conducted as required.

Managers / Supervisors are responsible for:

- ◆ Informing workers & others about the requirement to actively participate in Environmental management strategies and to follow environmental management policies and procedures whilst working at Kleen Yards Katherine
- ◆ Ensuring that all people are adequately trained in how to participate in environmental management activities in the workplace
- ◆ Maintaining records relating to environmental management.

All workers are responsible for following reasonable directions in respect of the Environmental Management Procedure and associated mechanisms whilst working at Kleen Yards Katherine.

Procedure: Kleen Yards Katherine has implemented a process to provide the required system and tools to ensure effective environmental management in the workplace. As follows:

9. Engagement – The Worker Engagement, Participation, and Representation Policy and associated procedure is in place to enable environmental management to be implemented in a systematic and effective manner, involving all people impacted by HSW at Kleen Yards Katherine. Effective engagement and planning is important during every phase of the Environmental Management Procedure and associated activities
10. Environmental Hazards are identified and reported via the following:
 - a. Engagement and Participation – EHSW Meetings, Health & Safety Representatives, briefings, direct discussions etc.
 - b. Workplace inspections
 - c. Audits – internal & external (photos, observations, checklists, reports)
 - d. Reporting – Event Forms & Event Register, Hazard Report Form, Hazardous substances/DG Register etc.
 - e. Research – information is gathered and interpreted from Local Authorities, Manufacturers, Suppliers, Industry groups, other PCBU's & workers

Document Title: Kleen Yards Katherine WHSMS		Authorised by: Leisha Kelly	
Document #:20025	Version #: 8	Issue Date: 01/02/2016	Revision Date: 01/02/2025



11. Environmental Assessment – site specific, task specific, substance and plant Environmental Assessments and environmental impact Environmental Assessments are conducted as required by suitably trained and experienced workers
12. An Environmental Risk Matrix which accompanies each Environmental Assessment form is used to assist in determining risk levels
13. Actions Prioritised – once risk levels have been assessed, a list of action priorities is determined
14. Environmental Control – identified environmental hazards are systematically eliminated or reduced by implementing practical control measures. A Hierarchy of Controls is used
15. Monitor & Review – regular checks are carried out (Environmental Hazard Audit Checklist) (*Recording Centre*), - to ensure that suitable control measures have been implemented, that they continue to be adequate, and that no new environmental hazards have been introduced into the workplace either by implemented control actions or by changes to the workplace. Environmental Hazard Audit Checklist
16. Documentation – all environmental management activities conducted and the outcome of those activities, in particular, those outlined in this procedure, are fully documented and records maintained.

It is important that workers continue to look for hazards in the workplace at all times, not just during environmental management activities. All environmental hazards that cannot be eliminated immediately must be reported to the Daniel Kelly using hazard-reporting mechanisms. The potential for the introduction of new environmental hazards in the workplace should be considered when planning or changing work tasks, equipment etc. in the workplace.

Environmental Management, including the potential for substance spillage, is included in all relevant environmental management policies and procedures within Kleen Yards Katherine.

Responsibilities: The PBCU is committed to:

- ◆ Integrating environmental consideration into all aspects of Kleen Yards Katherine operations
- ◆ Compliance with all relevant legislative requirements and co-operation with Regulatory bodies
- ◆ Measurable targets to ensure continued improvement reflected in accountability/key performance indicators at all levels
- ◆ Consultation with workers and other parties to improve decision-making on environmental matters
- ◆ Identification of environmental issues, assessment of environmental issues and implementation of best practice controls to limit negative impacts to the environment
- ◆ Training and supervision to workers to ensure written procedures to minimise environmental impacts are followed.

Workers are expected to:

- ◆ Take reasonable care, and consideration, of environmental impacts while at work
- ◆ Co-operate with Kleen Yards Katherine to enable compliance with legal obligations
- ◆ Participate in consultative arrangements in relation to environmental matters to Assist management to meet environmental targets/key performance indicator

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