



Environmental Management Systems Manual

VTG Waste Pty Ltd

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Issue No.	1.0	Date:	07 February 2016

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Issue	Date	Description of change	Author
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Attachment A Organisation Structure and Responsibilities

Attachment B Environmental Management System Documentation Structure

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Environmental Policy

VTG Waste is committed to undertaking its activities in an environmentally responsible manner and effectively managing any risk that may impact the environment. VTG Waste will manage its work activities in a manner that is consistent with the principles of ecologically sustainable development and will deliver continuous improvement in environmental performance.

All staff have a responsibility to actively contribute towards avoiding or minimizing environmental impacts in their day to day activities. Staff must monitor the continued effective installation and operation of environmental controls within the scope of their day-to-day work.

VTG Waste undertakes to consult its workers, contractors and the client on safety and environmental matters especially where any workplace change of practice may impact the environment or their obligations.

To achieve our aim VTG Waste will:

- Review activities that could result in impact on the environmental values through implementing planned, proactive environmental management including monitoring and reporting, training and auditing, that reflects the intentions of AS/NZS ISO 14001
- Ensure that the nature and scale of activities undertaken are managed in such a manner that they do not reduce the value of the natural resources of the area.
- Minimise the risk of pollution and contamination to soil, sediment, receiving surface waters (storm) and ground cover.
- Manage pollution events and contaminated sites in order to protect environmental values and the safety of personnel, including assessment and remediation as appropriate.
- Minimise the environmental impact of waste generation by implementing waste avoidance, recycling and non-polluting disposal programs where possible.
- Protect soil, water and native flora and fauna from further degradation.
- Apply principles of water and energy conservation in line with operational requirements.

Director: _____ Date: ____ / ____ / ____

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1 Introduction

VTG Waste has developed and implemented an Environmental Management System in order to support and promote good environmental practices throughout their business.

This Environmental Management System (EMS) manual is the prime document for the management of environmental aspects in all works undertaken by VTG Waste. The system provides information and guidance on how VTG Waste will meet all environmental requirements by the contract, legislation and standards.

The EMS manual is the essential link between environmental impacts assessment and project activities. It is to ensure that environmental impacts identified during the assessment stage are properly managed on site and control measures are implemented.

The system establishes a framework for identifying risks, controlling risks, assessing the effectiveness of those controls and the continuous improvement of the management of environmental.

The system has been developed to comply with the requirements of:

- AS/NZS ISO 14001 Environmental management systems requirements; and
- State Government Environmental Management Systems Guidelines.

VTG Waste has a strong commitment to protect the environment as required by the Environmental Protection legislation.

1.1 Distribution and control

The Systems Manager holds the master copy of this document. All printed copies of the manual are marked "controlled". Anyone holding a copy is responsible for ensuring that they have the most up-to-date issue.

The development and regular review of the system is the responsibility of the Systems Manager. The system is authorised by the Director and the Systems Manager is the document owner and approves changes to the system.

1.2 References

Standards:

- AS/NZS ISO 14001 Environmental management systems requirements.

Other significant documents referenced in this Manual include:

- VTG Waste Business Plan
- Environmental Legislation
- Government Environmental Management Systems Guidelines
- Quality Management System Manual
- WHS Management System Manual

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1.3 Definitions and Abbreviations

AS/NZS ISO 14001	AS/NZS ISO 14001 Australian and New Zealand Standard <i>Environmental management Systems</i>
Corrective action	Action to eliminate the cause of a detected nonconformity
Preventive action	Action to eliminate the cause of a potential nonconformity
Environmental aspect	Element of an organisation's activities or products or services that can interact with the environment
Environmental impact	Any change to the environment whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects
SDS	Safety Data Sheet
The Guidelines	State Environmental Management Systems Guidelines
Nonconformity	Non-fulfilment of a requirement
EMS	Environmental management system
EMP	Project-specific Environmental Management Plan
KPI	Key performance indicators
EPA	Environmental protection authority
NCR	Non-conformance report
CAR	Corrective action request
REF	Review of environmental factors
EIA	Environmental impact assessment
Procedure	Specified way to carry out an activity or a process

2 Business outline

VTG Waste is a locally owned and operated business, specialising in the collection and disposal of all types of waste. A modern well maintained fleet combined with ongoing training for our workforce ensures that our professional team takes great pride in providing high quality customer service every time.

VTG Waste strives to provide services that fulfil the needs of our clients by combining technical expertise with extensive industry experience. We believe that our extensive local knowledge and General managerial experience sets us apart from the field. Our ability to deliver innovative and appropriate solutions on time is evidenced by our growing list of repeat clients.

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3 Organisation Structure

See **Attachment A** for the organisation's structure.

4 Environmental Management System

The Environmental management system comprises those elements of [VTG Waste](#) overall management system that ensure environmental aspects of our activities, product and services, and our significant impacts are identified and systematically managed.

See **Attachment B** for details of EMS documentation structure.

4.1 EMS Scope

This EMS has been developed for the management of environment in all facets of work undertaken by [VTG Waste](#).

4.2 Environmental Policy

The environmental policy is included in the first pages of this manual and is posted in prominent locations of [VTG Waste](#) premises.

The policy is explained and discussed at the initial induction given to all new workers . All workers are expected to know what the policy means to them as it affects their roles within the company.

4.3 Environmental Planning

4.3.1 Environmental aspects and impacts

[VTG Waste](#) business activities are undertaken at their head office , workshop and on various client sites. The level of environmental aspects and impacts will vary dependent on the scope of the client's requirements.

[VTG Waste](#) will undertake to work within the clients environmental requirements. Where there is an additional requirement of the Environmental Planning and Assessment Act, for aspects and impacts to be identified outside of the client's requirements [VTG Waste](#) will undertake the preparation of environmental impact assessment documentation. The assessment may be in the form of an Environmental Impact Statement, Review of Environmental Factors (REF) or other suitable assessment document.

In addition to the aspects and impacts identified in the environmental assessment documentation, [VTG Waste](#) undertakes its own pre-works risk assessment through risk assessment meetings.

4.3.2 Legal and other requirements

[VTG Waste](#) operates within the legal framework determined by the Federal, State & local governments.

The [Systems Manager](#) is responsible for:

- Establishing and maintaining a register of environmental legislative requirements and other requirements relevant to [VTG Waste](#) ' operations; refer to form **EMS-F01 Register of legislative and other requirements**;
- Coordinating the activities associated with determining how the legal and other requirements apply to [VTG Waste](#) 's environmental aspects,
- Participating in industry associations and government initiatives on the development of standards, guidelines, policies and legislation,

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The **Systems Manager** assesses any changes to standards, legislation or other requirements.

Depending on the impact of the changes, the **Systems Manager** may:

- Circulate the change to the appropriate company personnel,
- Assess the changes to the requirements to ensure that they are incorporated into the affected areas,
- Review the monitoring and measurement activities and implement any required changes
- Update the register of regulatory and other requirements

VTG Waste will ensure that any approvals, licenses and permits are obtained before works commence.

4.3.3 Objectives and targets

VTG Waste has identified a number of objectives and targets relating to its environmental management known as internal Key Performance Indicators (KPI's). It is the **General Manager's** responsibility to ensure that the KPI's are met and that changes to KPI's relevant to field activities are disseminated to all workers .

It is the responsibility of the **General Manager** to ensure all workers know internal KPI's and that measurements are in place to monitor and report on the KPI's.

The KPI's are measured and reported by the **General Manager** monthly to the **Director**.

The following is a list of typical project "Objectives" & "Targets". This list is by no means exhaustive and may be added to from time to time. The most likely time for the list to be updated would be after an environmental management system review or significant changes to legislation.

№	Objective	Target	Performance Indicator
1	Internal audits conducted	90% of audits conducted as scheduled	100%
2	Audit reports reviewed and closed out (internal and external)	100% of audit responses completed within 14 days.	100%
3	Community complaints responded to promptly	100% of complaints closed out within 5 working days	100%
4	Environmental legal requirements complied with	No penalties or notices received	Zero
5	Environmental awareness	100% of workers are inducted within 7 days of starting employment	100%

The **General Manager** tables all reported KPI's at the quarterly Management Review meetings. Actions and targets are then set out and a program is developed to accomplish

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the objectives and targets; the actions are tabled on form **EMS-F02 EMS review action plan**.

4.4 Implementation and operation

4.4.1 Resources, roles, responsibility and authority

VTG Waste senior management ensures that resources are available so that the EMS can be implemented, maintained, and improved. Resources including human resources, specialised skills, infrastructure, financial, technological resources, and others as are provided as needed.

The **General Manager** ensures that the EMS is established, implemented and maintained consistent with the requirements of this management system, and reports to senior management on the performance of the system including recommendations for improvement

Environmental responsibilities and accountabilities for all personnel involved in the EMS's operation are defined in **Attachment A: Organisation Structure and Responsibilities**.

The organization chart becomes an effective tool to demonstrate the responsibility, accountability and authority structure within the company.

4.4.2 Competence, training and awareness

The **General Manager** is responsible for identifying the training required for staff involved in activities that affect the EMS.

VTG Waste is committed to ensuring all workers receive environmental training to enable them to adequately and competently manage environmental risks within the organisation.

Records of training and competency of **VTG Waste** staff are kept with each personnel file.

Induction training

New workers attend an induction that includes:

- The overview of the environmental management system as described in this manual;
- The environmental policy;
- How their activities contribute to the achievement of the environmental objectives.

This training is recorded using form **EMS-F02 Induction record**.

This training is repeated for all workers as management or the management representative identifies the need to retrain workers.

Training for project staff

VTG Waste does not permit any untrained project personnel, including subcontractors, to carry out activities for which training is required.

At the planning stage of for each client, the **General Manager** determines whether the personnel required for the task have all the necessary skills, competencies and qualifications for the tasks required.

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Where deficiencies are identified, the [General Manager](#) determines whether to train existing personnel or to engage suitable qualified/skilled personnel.
For staff requiring additional training the [General Manager](#) arranges the training required.

Details of the skills and competencies of the organisation's workers are kept on file; form **EMS-F03 Training and competency register**.

Where required all personnel will attend a site induction. This may include the client's site specific induction. On projects managed by [VTG Waste](#) the environmental requirements will be covered through a toolbox meeting at the commencement of the project.

4.4.3 Communication

The following communication processes have been established to ensure the effective implementation of the Environmental management system:

- toolbox meetings
- structured meetings
- EMS performance reporting.

The communication process includes information about:

- trends in nonconformities (including current issues)
- performance against environmental objectives
- the results of environmental improvement tasks
- the results of internal and external audits
- the results of customer feedback
- findings of management reviews

[VTG Waste](#) promotes the active participation of all workers in environmental decisions. Workers are consulted and given opportunity, encouragement and training to be proactively involved in environmental matters affecting the organisation and their work activities.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- hazard identification and risk assessment processes;
- control measures for the management of hazards and risks;
- changes to the organisation's policies and procedures of work routines which may affect environmental management;
- incidents, near misses, non-conformances, corrective actions and improvements
- changes to environmental legislation and standards

Where they will be impacted the requirement for consultation extends to suppliers and subcontractors

Communication at project management level

On-Site Communication

The General Manager is the contact point for environmental management issues and emergencies on site.

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Monthly (more often if required) toolbox meetings involving all workers are held and toolbox meeting outcomes are recorded on **EMS-F05 Meeting Minutes**

Toolbox meetings may be used for:

- Drawing attention to site environmental aspects not identified before
- Commencement of new activity or process during the project
- Refresher training in environmental controls
- Drawing attention to project non-conformance
- To discuss project progress and any quality, safety or environmental issues

External Communication

The **General Manager** is the designated contact for external authorities. They have the authority to take any action on site as directed by an authorised officer of any relevant external authority.

Communication with client, environmental regulators and Sub-contractors

The **Managing Director** or **General Manager** are the liaison person(s) to deal with client, sub-contractors and the regulators and passes information to all members of the project team including sub-contractors. The Supervisor is responsible to coordinate works onsite done by subcontractors.

Community liaison and complaints

All relevant authorities, property owners and others affected by works are informed of the project, activity and timeframes.

In the event of interference with property access, pedestrian thoroughfares or night works of a significant or extended nature the **General Manager** ensures that affected members of the public are so advised through media announcements, doorknocks or letterbox drops as appropriate.

Any complaints concerning any aspect of the project are recorded, registered and investigated. Form **EMS-F06 Communications and complaints register** shows the details and nature of the complaint, the complainant and actions taken as a result of the investigation.

The **General Manager** ensures that any complaint received is investigated promptly and that appropriate action is taken.

4.4.4 Documentation and records management

Environmental documentation such as EMPs, procedures, checklists and forms are developed to support implementation of the EMS, address environmental issues and meet contractual and legal obligations.

Environmental records are kept to comply with environmental legislation, standards and contractual requirements. Accurate and well-kept records provide evidence that **VTG Waste** is effectively managing its environmental responsibilities.

Refer to **Attachment B: EMS documentation structure**.

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4.4.5 Control of documents

[VTG Waste](#) establishes, implements, documents and maintains procedures for the preparation, review, approval, distribution, revision and control of documents required for the Environmental Management System.

The procedure **EMS-SP-01 Document control** is used for controlling documents; the purpose of this procedure is to set out a method for issue and control of documents to ensure that documents are available where required and that superseded documents are promptly removed from use.

4.4.6 Operational control

Operational controls to manage the environmental impacts of the Company activities are implemented at site level. The controls to eliminate or minimise environmental impacts of these activities are described in either the EMP for the project (if required) or through following the client's EMP requirements.

As activities can range in environmental risk from low to very high, depending on geographical and site specifics, a range of processes and procedures have been developed to manage risk and minimise impacts at all stages in the project lifecycle.

Planning and Risk Assessment

Risk Assessments are undertaken using the following criteria:

- When the client requires it as part of the tender process
- Where there is a legislative requirement
- When undertaking work in an environmentally sensitive area

Where [VTG Waste](#) are required to undertake an EMP it will form the base document for all environmental works and related activities undertaken by [VTG Waste](#). It addresses the need for environmental safeguards and the adoption of environmentally sensitive work practises. The EMP is prepared by the [General Manager and, Safety Advisor](#) using the EMP template, which is provided as a separate document.

Where a risk assessment is required **EMS-F07 Risk assessment checklist** will be used as a guide to identify potential risks. The outcomes will be documented using **EMS-F08 Risk assessment and control**.

The risk assessment process is designed to consult with, and fully involve stake holders, in clearly identifying the environmental hazards and risks involved in the delivery of works, and discussing and agreeing appropriate environmental controls to be put in place for before undertaking the task. The risk assessment meeting outcomes is documented on form

Depending on the size and complexity of the work, there may be a number of risk assessments undertaken at the start of different activities. Implementation of the actions devised to manage hazards and risks identified during the risk assessment process are reviewed:

- whenever there is a change to the scope of work
- a change in the conditions

These processes and procedures feed into and form part of the EMP, which contains environmental management considerations specific to the project. Relevant Conditions of

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Approval, safeguards from the [REF](#), as well as environmental controls agreed during the risk assessment meeting are included in the EMP.

EMS Management

Environmental risk prior to the commencement of work is discussed and conveyed to the workers through a series of processes including:

- Inductions
- Pre start meetings
- Toolbox talks.

Environmental management is guided mostly by the requirements of the EMP. A range of inspection and reporting procedures and documents comprise the site management tools.

Inspections using checklists (form **EMS-F09 Environmental site inspection checklist**) are conducted as per the requirements of the client's requirements or Government requirements. Internal or external audits are conducted on an as-needs basis as determined in the audit schedule.

Ongoing environmental management requirements relating to daily activities are discussed in Toolbox meetings.

It is the responsibility of the [General Manager](#) to ensure that the control measures adopted are monitored in both their implementation and also their ongoing adequacy for the activity. It is also the responsibility of those undertaking the work to inform management that the proposed controls are inappropriate and the responsibility of those supervising the work to monitor the implementation of the control measures.

4.4.7 Emergency preparedness and response

Preparation for emergency situations aims to minimise the nature and extent of damage to property and harm to the environment that might ensue from an emergency situation.

The purpose of emergency preparedness is making sure that emergency procedures actually work in the event of an emergency.

[VTG Waste](#) establishes, implements, documents and maintains a system for the identification of potential emergency situations that can have adverse environmental impacts.

The risk assessment process identifies potential emergencies at project level. These are addressed in accordance with **EMS-SP-03 Emergency preparedness and response** procedure.

4.5 Checking

4.5.1 Monitoring and measurement

Effectiveness of the Environmental Management System is monitored through workplace inspections and audits. The frequency of these events is based on risk.

Workplace environmental inspections are conducted using form **EMS-F09 Environmental site inspection checklist** and internal audits are carried out according to **EMS-SP-04 Internal audits** procedure. These procedures incorporate a reporting and corrective action process.

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Performance indicators are determined through the Risk Management process and are documented in the project EMP.

Control of Monitoring & Measuring Equipment

VTG Waste has established a procedure **EMS-SP-07 Control of monitoring and measuring equipment** to ensure that the measurements which provide evidence of conformity are reliable and accurate.

This procedure describes the process for calibrating and maintaining Monitoring and Measuring Equipment (MME) used by VTG Waste personnel and subcontractors.

4.5.2 Evaluation of compliance

Environmental management performance and compliance to environmental legislation and contract requirements is monitored and measured in a number of ways; they are:

- **Environmental Performance Report**
Each quarter the [General Manager](#) submits to the [Managing Director](#) an Environmental Performance report (form **EMS-F10 Quarterly environmental performance report**) that captures data such as compliance with system requirements, corrective actions, KPI's, incidents and other environmental issues.
- **Environmental site inspections and testings**
Regular site inspections and testings are conducted to ensure that effective environmental arrangements are in place for work carried out by [VTG Waste](#) and its service providers. Findings are captured in form **EMS-F09 Environmental site inspection checklist**.
- **Internal audits**
Internal audits evaluate how well the system and plans are implemented and their effectiveness in managing environment. Refer to **EMS-SP-04 Internal audits** procedure.
- **Client audits and feedback**
The client may audit this management system and environmental plans. The client may also issue formal complaints and performance reports.
- **EMS reviews**
An EMS review is conducted once a year as part of the annual management review process. The meeting reviews current environmental issues and is the basis of the coming year's Environmental Action Plan
- **Environmental Protection Authority (EPA) inspection reports.**

The data generated from those activities are analysed and improvement actions identified and corrective actions implemented.

4.5.3 Nonconformity, corrective action and preventive action

A non-conformance occurs when a procedure or environmental safeguard is not followed, or does not perform as required by this EMP. [VTG Waste](#) monitors non-conformances to the EMS and initiate a corrective and preventive action where required.

Non-conformance process is described in **EMS-SP-05 Non-conformance control** procedure.

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Corrective action seeks to eliminate the cause of nonconformities to prevent recurrence. In particular, corrective action seeks to:

- review nonconformities;
- discover and eliminate the underlying cause of problems and non-conformance;
- provide recorded evidence of the problems being addressed;
- provide a record of the events and circumstances that inform decisions and direct changes to the system;
- determine and implement the corrective action needed;
- review the corrective action taken; and
- ensure that senior management is made aware of all of these factors.

Preventive action seeks to identify and address potential problems and nonconformities and prevent their occurrence.

This procedure addresses:

- determining potential nonconformities and their causes
- evaluating the need for action to prevent occurrence of nonconformities
- determining and implementing required actions
- recording the results of action
- reviewing the effectiveness of the preventive action taken.

The corrective action and preventive action processes are described in **QMS-SP-06 Corrective and preventive action request** procedure.

4.5.4 Internal audits

To ensure that the EMS is operating effectively, an internal audit program is planned and carried out according to the Standard Procedure **EMS-SP-04 Internal Audits**.

Audit schedules for individual project are detailed in the EMP for the project. Subcontractors working on site at the time that audits are conducted are included in the audit.

4.5.5 Control of records

VTG Waste is committed to ensuring that all records required to manage business and contract requirements, are created, stored and disposed of according to specified requirements.

Refer to procedure, **QMS-SP-02 Records control** for details of control of records procedures.

4.6 Management Review

The environmental management system is reviewed on a yearly basis to ensure their continuing suitability, adequacy and effectiveness (timing aligns with the company's planning cycle). It may also be reviewed in response to requests from the client, adverse incidents or changes to legislation and standards.

Management reviews is carried out in accordance with **EMS-SP-08 Management review** procedure.

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5 EMS Standard Procedures

The EMS standards procedures set out in detail how requirements of the system are implemented. Refer to **Attachment C: EMS standard procedures**.

Where required specific procedures or safe work instructions are documented and provided with the EMP for the project.

6 EMS Forms

Various forms are used to help keep record of environmental performance. Forms may be referenced from the EMS manual or standard procedures. Refer to **Attachment D: Standard forms**.

7 Contract/Project-specific Environmental Management Plan (EMP)

For individual projects, a Contract/Project-specific Environmental Management Plan (EMP) is developed which details specific and additional contract requirements for that project. [VTG Waste](#) has developed a template for EMP from which specific environmental plans are prepared by Project managers. The EMP is provided as separated document.

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Attachment A**Organisation Structure and Responsibilities**

Management definitions

The **Managing Director** leads in and is responsible for:

- ensuring the implementation, improvement and reviews of the environmental management system
- managing the EMS performance of **VTG Waste** Managers
- appointing a specific management representative (the systems manager) who, irrespective of other responsibilities has defined roles, responsibilities and authority for ensuring that EMS requirements are established, implemented and maintained and reporting on the performance of the EMS to senior management for review and as a basis for improvement of the EMS

The **General Manager** is responsible for:

- ensuring that this EMS is established implemented and maintained throughout VTG Waste.
- reporting on the performance of the EMS to top management for review and as a basis for improvement of the EMS.
- assisting the **Managing Director** to implement the EMS.
- communicates EMS issues, including changes to the legislative framework, to senior management.
- providing support and inputs to the **VTG Waste** workers.
- providing EMS management leadership for **VTG Waste** .
- ensuring that EMS manual, policies and procedures are made available to all staff
- identifying hazards and assessing the risks associated with the work, and documenting the risk control measures to be taken
- managing compliance with EMS;
- Assessing and monitoring the capability of service providers in the supply chain, and verifying that they meet EMS requirements;
- Managing EMS communication and consultation provisions in accordance with the regulatory and other requirements.

Workers are responsible for the following:

- Complying with the EMP including all Environmental protection measures;
- Reporting all incidents to the Supervisor;
- Reporting any EMS hazards to the Supervisor;
- Providing suggestion, through agreed consultation methods, on how to improve EMS issues;
- Complying with site safety rules;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures.

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The Environmental officer is responsible for the following:

(Note: this is a role not a position; this role is may be performed by a person nominated by the Managing Director or General Manager)

- Assist with the safe running of the site and ensuring that the site is organised so that work is carried out with minimal risks to workers, subcontractors and all others affected.

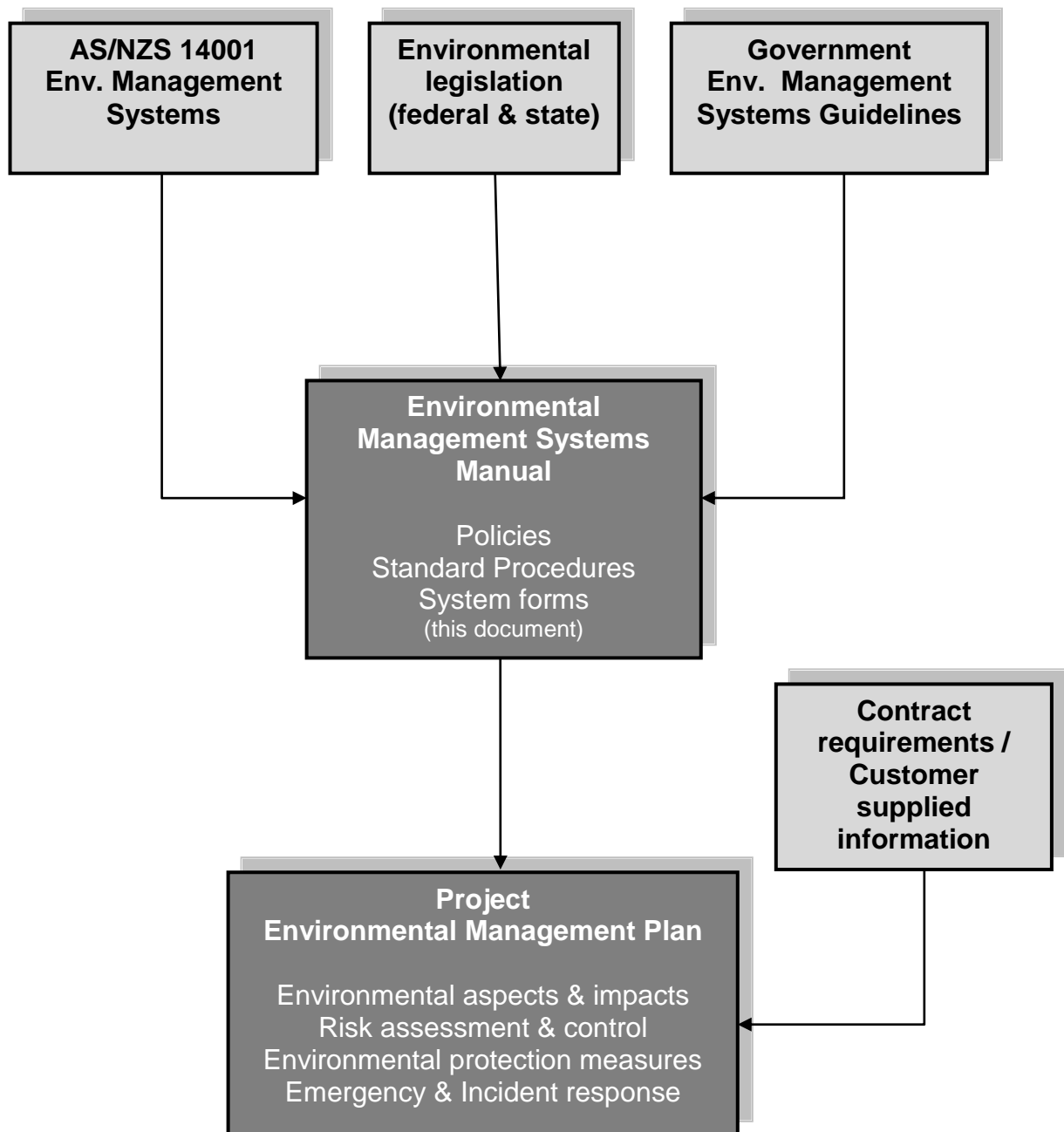
Monitor EMS performance, compliance and risk management on work sites.

- Ensure that all workers are properly inducted.
- Ensure that workers are adequately trained for their allocated tasks.
- Ensure that all plant and equipment is appropriately inspected and maintained.
- Notify the their supervisor of any incident or accident.
- Conduct or participate in incident/accident investigations.
- Ensure that appropriate personal protective equipment is used.
- Promptly correct any observed hazards or unsafe actions or conditions.
- Participate in site EMS audits.
- Assist with EMS site inspections.
- Ensure that an up-to-date register is maintained for hazardous substances stored and used on site. Assess the risks of any hazardous substances proposed to be brought onto the site

Subcontractors are responsible for the following:

- Operate under a system that identifies, assesses and controls risks. This may be their own or [VTG Waste](#) '.
- Ensure that all their workers are aware of their EMS responsibilities
- Ensure that all their workers are properly inducted and trained in accordance with the EMS regulations and site rules
- Ensure that their plant and equipment are properly inspected and maintained
- Notify the [VTG Waste](#) supervisor of any safety or environmental incident such as oil spills, near misses, injuries
- When required, participate in incident investigations

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The diagram shows the contextual environment of the **VTG Waste** Environmental Management System

Map of the environmental management system

System requirements	Standards	AS/NZS ISO 14001 Environmental management system - requirements
	Specification	Contract requirements / Customer requirements Environmental legislation
	Company requirements	Requirements of company business plans
How requirements are addressed	EMS Manual	<p>The EMS manual sets out how system requirements are addressed. The EMS:</p> <ul style="list-style-type: none"> • details the organisation's structure, policies and resources and identify who is accountable for this. • details the integration of environmental requirements with the general management procedures, practices and performance standards of the organisation. • defines who has responsibility for environmental and outlines how these policies, practices, standard and procedures are communicated. • details the methods used to make sure that the organisation and its service provider in the supply chain understand their environmental responsibilities
How the system is implemented	EMS Procedures	The EMS standards procedures set out in detail how requirements of the system are implemented
	Projects	<p>How the system is implemented in a project environment is set out in the EMP. The EMP sets-out out the specific tasks, responsibilities, procedures and practices for a particular project.</p> <p>The EMP details:</p> <ul style="list-style-type: none"> • Risk assessment and control plans, • Environmental safeguards, • Incident management on site, • Site safety rules and, • Site induction and training required for the project <p>Relevant policies and procedures available from the EMS manual are referenced as appropriate in the EMP.</p>
	Environmental protection measures	An environmental protection measure is a document that identifies the controls that will be in place to control and minimise environmental impacts associated with the activities of the project.
Evidence of implementation & performance	QMS Forms	<p>Forms are the basis of records that demonstrate compliance with system requirements.</p> <p>Various forms are used to help keep record of system performance. Forms may be referenced from the EMS manual or standard procedures.</p>

Attachment C**EMS Standard Procedures**

	No.	Procedure	Issue No.
1.	EMS-SP-01	Document control	1.0
2.	EMS-SP-02	Records control	1.0
3.	EMS-SP-03	Emergency preparedness and response	1.0
4.	EMP-SP-04	Internal audits	1.0
5.	EMS-SP-05	Non-conformance control	1.0
6.	EMS-SP-06	Corrective and preventive action request (CAR)	1.0
7.	EMS-SP-07	Control of monitoring and measuring equipment	1.0
8.	EMS-SP-08	Management review	1.0

Attachment D**EMS Standard forms**

	Form Number	Name
1.	EMS-F01	Register of legislative and other requirements
2.	EMS-F02	EMS induction record
3.	EMS-F03	Training and competency records
4.	EMS-F04	Site induction register
5.	EMS-F05	Toolbox talk records
6.	EMS-F06	Communication and complaints register
7.	EMS-F07	Risk assessment checklist
8.	EMS-F08	Risk assessment and control record
9.	EMS-F09	Environmental site inspection checklist
10.	EMS-F10	Monthly environmental performance report
11.	EMS-F11	Waste disposal register
12.	EMS-SP01-F01	Document Register
13.	EMS-SP01-F02	Document Delivery Record
14.	EMS-SP01-F03	Register of copy holders
15.	EMS-SP02-F01	Register of environmental records
16.	EMS-SP03-F01	Emergency preparedness checklist
17.	EMS-SP03-F02	Evacuation test record
18.	EMS-SP03-F03	Hazardous substances register
19.	EMS-SP03-F04	Environmental incident report
20.	EMS-SP04-F01	Audit Schedule
21.	EMS-SP04-F02	Audit notification
22.	EMS-SP04-F03	Audit attendance
23.	EMS-SP05-F01	Non-conformance register
24.	EMS-SP05-F02	Non-conformance Report (NCR)
25.	EMS-SP06-F01	Corrective action request register
26.	EMS-SP06-F02	Corrective action request
27.	EMS-SP07-F01	MME register, calibration and service record
28.	EMS-SP08-F01	EMS review action plan