

1. Purpose

- 1.1 This procedure defines the requirements and responsibilities for assessing operations in order to identify any activities that may contribute to, or result in, an adverse impact on the environment and mitigating such impacts.

2. Scope

- 2.1 This procedure applies to all Toll Resources (Upstream Oil & Gas, Downstream Energy and Mining) Sectors/ Sites and all operations under the control of Toll Resources.
- 2.2 For environmental sustainability requirements and responsibilities refer to *HSE-12-PRO-GLO-TRE-ALL-622 Environmental Sustainability*.
- 2.3 This procedure should be read in conjunction with *HSE-07-PRO-GLO-TRE-ALL-660 Hazard Identification, Risk Assessment and Control*.

3. Responsibilities

- 3.1 The Business Manager is responsible for ensuring that:
- All environmental impacts are assessed and controls implemented to mitigate the risk to as low as reasonably practicable.
 - All employees are familiar with *HSE-07-TMP-GLO-TRE-ALL-642 Integrated HSEC Risk Register*.
 - All employees are trained in the hazard identification, risk assessment and control processes identified in this procedure and that they are applied.
- 3.2 The HSE Manager/ Advisor is responsible for:
- Conducting environmental impact assessments in conjunction with Operations and reviewing and updating *HSE-07-TMP-GLO-TRE-ALL-642 Integrated HSEC Risk Register* as required, ensuring that it's communicated and readily available to workers.
 - Facilitating or participating in HAZIDs, as required.
- 3.3 Workers are responsible for completion of hazard identification, risk assessment and control processes.

4. Definitions

- 4.1 **Business Manager:** Senior person responsible for the management of a Sector/ Site.
- 4.2 **Environment:** Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans and their inter-relation.
- 4.3 **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, life cycle.
- 4.4 **Environmental Impact:** Any change to the environment, whether adverse or beneficial, wholly or partially, resulting from an organisational activity.
- 4.5 **Life Cycle:** Consecutive and interlinked stages of a product (or service) system, from raw material acquisition or generation from natural resources to final disposal.
- 4.6 **Significant Environmental Aspect:** Any organisational activity that has the potential to result in a reportable (to a government agency) environmental incident.
- 4.7 **Toll:** Toll Resources (Upstream Oil & Gas, Downstream Energy and Mining).
- 4.8 **TRAC:** Toll Reporting and Compliance (Health, Safety, Environment and Quality incident, risk and compliance system).

5. Risk Assessment and Control

5.1 The Business Manager shall ensure that an environmental impact assessment is undertaken on relevant activities conducted by the Sector/ Site so as to identify any aspects of those activities that may have an impact on the environment.

5.2 *HSE-07-TMP-GLO-TRE-ALL-642 Integrated HSEC Risk Register* shall be used to record:

- Environmental aspects of each activity undertaken to the Sector/ Site
- Potential impact to the environment of each aspect
- Risk level associated with each aspect
- Any control measures required to manage and reduce the risk
- Revised (residual) risk level after controls are applied.

Note: When defining the environmental aspects of each business unit activity, due consideration should be given to the activity being conducted under normal, abnormal, emergency situations and potential accident situations.

5.3 The risk assessment process used shall be as detailed in *HSE-07-PRO-GLO-TRE-ALL-660 Hazard Identification, Risk Assessment and Control*.

Note: The Risk Matrix used for *HSE-07-TMP-GLO-TRE-ALL-642 Integrated HSEC Risk Register* is the same as that for JHAs, refer to *HSE-07-TMP-GLO-TRE-ALL-642 Integrated HSEC Risk Register (Risk Matrix Sheet)*.

5.4 Where considered necessary an additional procedure and/ or risk assessment, usually in the form of a JHA, shall be raised to control the identified aspect.

Note 1: Where an impact is already identified in a JHA it is not necessary to duplicate the information in *HSE-07-TMP-GLO-TRE-ALL- 642 Integrated HSEC Risk Register*.

Note 2: Where Toll is operating on a customer's site, the customer required format may be used.

5.5 When conducting an environmental impact assessment, consideration should be given to the potential impact on the environment of the following aspects:

- Descriptions and quantities of dangerous goods and hazardous substances used, stored and transported on site/ vessel.
- Descriptions and quantities of hazardous wastes, produced, stored or transported and the method required for disposal.
- Details of potential for groundwater contamination, location of stormwater drains, maintenance requirements, potential of run off into the drainage system and the contaminants introduced.
- Details of potential atmospheric contamination including generation of dust and the release of greenhouse gasses.
- Potential for contamination of the ocean during loading/ unloading activities and general vessel operations.
- Details on the impact of site/ vessel operations on local flora and fauna.
- Levels of noise generated onsite and within the community.
- Traffic movements on and off the site.
- Consumption of natural resources.
- Consumption of energy.
- Generation and disposal of general waste.
- Life cycle considerations.

Note: As at the 31/01/2021 the significant environmental aspects relating to Toll's operations are:

- loss of containment of e.g. dangerous good, marine pollutant, controlled waste
- product cross-over
- quarantine incident, as defined in relevant Quarantine Management Plans.

5.6 Once the environmental aspects and the associated potential impacts for the Sectors/ Sites' activities have been identified, the risk level (latent risk) associated with each potential environmental impact shall be assessed.

5.7 The risk assessment should take into account the size, nature and location of the operation and any previous environmental incidents or near misses.

5.8 Controls include, but are not limited to:

- Engineering solutions
- Substituting chemicals for less hazardous ones
- National Procedures, Standard Operating Procedures and Safe Work Instructions
- Additions to Emergency Plan
- Maintenance programs
- Training
- HSE inspections
- Maintenance programs, including pre-start inspections
- Stop for Safety/ behaviour based safety observations and safety conversations
- Procuring materials that are e.g. reusable, recyclable or biodegradable, where available.

5.9 When applying controls, the hierarchy of control should always be:

- Eliminate
- Substitute
- Reduce
- Reuse
- Recycle
- Treatment
- Disposal.

5.10 When controls for each aspect have been determined, the associated risks shall be re-assessed to verify that the impacts have actually been reduced to acceptable levels.

5.11 Any activity where the associated revised (residual) risk level is assessed as high or significant after controls have been implemented requires further risk assessment before proceeding.

5.12 The Business Manager is responsible for ensuring identified controls, to either reduce the risk of the environmental aspect (and associated impact) from occurring or to reduce the level of the associated impact, are implemented in the workplace.

6. Review

6.1 *HSE-07-TMP-GLO-TRE-ALL-642 Integrated HSEC Risk Register* shall be reviewed on an annual basis or earlier when there has been a significant change in the operations of the Sector/ Site that may contribute to an adverse environmental impact.

6.2 Additional environmental impacts or controls may also be identified through:

- JHA review

- Risk assessment e.g. hazardous substance, dangerous good
 - Management of Change process
 - Audit
 - Regulatory compliance review.
- 6.3 The HSE Manager/ Advisor, in consultation with management, employees, customers and other relevant stakeholders is responsible for conducting the review and updating *HSE-07-TMP-GLO-TRE-ALL-642 Integrated HSEC Risk Register* as required.
- 6.4 The Business Manager and HSE Manager shall sign off the completed *HSE-07-TMP-GLO-TRE-ALL-642 Integrated HSEC Risk Register* and a copy shall be forwarded to the Senior Manager, HSE - Resources.
- 6.5 Changes to *HSE-07-TMP-GLO-TRE-ALL-642 Integrated HSEC Risk Register* shall be communicated to employees via at the monthly HSE Meeting.
- 6.6 A copy of the *Integrated HSEC Risk Register* shall be placed on the HSEC Notice Board.

7. HAZID

- 7.1 HAZID workshops may be undertaken for any new Scope of Work, where there is a change in the Scope of Work or where contractually specified.
- 7.2 A draft HAZID/s will initially be completed by Toll and Toll's service providers, where applicable on award of Contract. This will be used to facilitate a formal HAZID which will be completed prior to mobilisation and which will include senior Toll, service provider and Company management; HSE professionals and any subject matter experts that may be required.
- 7.3 The HAZID will assess safety, health and environmental hazards/ impacts for each activity and identify agreed controls and will result in the generation of an Integrated HSEC Risk Register for the Contract/ operation.
- 7.4 Where a format for the HAZID is not contractually specified the *HSE-07-TMP-GLO-TRE-ALL-642 Integrated HSEC Risk Register* template should be used.
- 7.5 The risk assessment process used shall be as detailed in Section 5.
- 7.6 Where a control is recommended in the HAZID that has not been implemented, it shall be tracked using TRAC (Control Register).
- 7.7 The resultant *HSE-07-TMP-GLO-TRE-ALL-642 Integrated HSEC Risk Register* shall be routinely monitored and updated as described in Section 7.

8. Record Management

- 8.1 Records shall be retained in accordance with *HSE-04-PRO-GLO-TRE-ALL-004 Documents, Data and Records Control*:

Record	By Whom	Retention Period
HSE-07-TMP-GLO-TRE-ALL-642 Integrated HSEC Risk Register	HSE Manager/ Advisor	Latest revision

9. Amendments

Date	Amendments
03/02/2003	Major revisions to 2.0 Actions
13/03/2003	Revision of 2.2.3 and 2.3
30/01/2004	Re Issue of Procedure
04/06/2004	Amended 2.5.2
01/01/2005	Procedure move to intranet
01/09/2006	Procedure Reformatted and Title name changes

Date	Amendments
30/08/2009	General review and reformatted to TG requirement; changed risk matrices (Appendix TEM HSE P061.1)
30/09/2010	Revised to reflect that TEM HSE F021 has been replaced by TEM HSE F042
30/09/2011	Reformatted and updated references
30/09/2013	Periodic review
30/09/2015	Periodic review; added HAZID process
31/01/2017	Updated risk assessment tables; removed section on capital projects (covered under HAZID); referenced life cycle considerations, defined and detailed significant environmental aspects
31/01/2019	Updated responsibilities and significant environmental aspects
31/01/2021	Rebranded; removed risk assessment tables (referenced PRO-660); updated reference to TRAC

Approved by: Sharon Huzzard \ Senior Manager, HSE – Resources (Energy) **Date:** 31 January 2021