

Environmental Management Plan Policies & Procedures



Transporting Storage & Disposal of Asbestos/ACM

Business & Operations Information Sheet

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Introduction & Purpose of EMP

The responsible management and protection of the environment is very important to us. Our aim is to prevent and/or minimise the impact on the environment while carrying out our work in the transporting, storing and disposing of asbestos.

This Environmental Policy and procedures will be maintained and monitored to ensure continual improvement in and compliance in protecting the environment from harm.

Important Note – Access to the Environmental Management Plan (EMP)

A copy of the Environmental Management Plan will be kept in our transport vehicles at all times and will be accessible to all drivers, workers and other relevant persons. An additional copy will be kept at our administration office.

Scope

This Environmental Management Plan (EMP) applies to all Graham Rust Building Service (GRBS) personnel including drivers, sub-contractors, workers and any other person working in our transport arm or visiting our storage site.

Definitions

ACM – asbestos containing materials.

Asbestos - a naturally occurring silicate mineral fibre, which can cause serious illness and death when inhaled.

Asbestos Containing Material (ACM) - any material product, item or debris which contains asbestos, including but not limited to material used for construction, plant and equipment, clothing, sheeting and debris.

Asbestos Register – for asbestos storage facility, for asbestos transport operations and for asbestos disposal details.

Asbestos Waste – is all the ACM as well as any items utilised during the removing of Asbestos such as disposable PPE, respirators, and other disposable protective materials.

Friable Asbestos - material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos.

Non-Friable Asbestos - material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound. Note: Non-friable asbestos may become friable asbestos through deterioration (see definition of friable asbestos).

Worker – Graham Rust Building Service employees (including drivers), sub-contractors, workers engaged in day to day operations of the company.

Storage Site – the waste site where Graham Rust Building Service are engaged as a Principal Contractor for the purpose of storing the asbestos waste prior to transporting for disposal.

Disclaimer

Construction WHS Consultants is an advisory consultancy service and will not be held responsible for any actions, as a result of this Environmental Management Plan. Construction WHS Consultants will not be liable for any omissions and is not responsible to update this Environmental Management Plan associated documents. This Environmental Management Plan does not waiver or modify any WHS legal obligations that the PCBU/Principal Contractor has to comply with current legislation.

Copyright

No part of this document is to be passed on to a third party without written consent from Construction WHS Consultants, unless those parts are found in industry Codes of Practice or other general government published Work Health and Safety and Environmental Management material.

Document Control Register

Document Name & Version	Document Changes	Reason for Change	Date of Issue or Change / New Version No.	Person Responsible (Author/Reviewer)
Environmental Management Plan (EMP) Version: V1.3	Preparation for collecting, transporting, storing, and disposal of Asbestos/ACM	NT EPA EP License requirements	27/8/2019 V1.5	Graham Rust
Environmental Impact Analysis (EIA)	Preparation for collecting, transporting, storing, and disposal of Asbestos/ACM	NT EPA EP License requirements	27/8/2019 V1.5	Graham Rust
Environmental Risk Assessment (ERA)	Preparation for collecting, transporting, storing, and disposal of Asbestos/ACM	NT EPA EP License requirements	27/8/2019 V1.5	Graham Rust
Environmental Monitoring Plan	Preparation for collecting, transporting, storing, and disposal of Asbestos/ACM	NT EPA EP License requirements	27/8/2019 V1.5	Graham Rust
Emergency Response Plan	Preparation for collecting, transporting, storing, and disposal of Asbestos/ACM	NT EPA EP License requirements	27/8/2019 V1.5	Graham Rust
Consultation & Communication Plan	Preparation for collecting, transporting, storing, and disposal of Asbestos/ACM	NT EPA EP License requirements	27/8/2019 V1.5	Graham Rust

Emergency Contacts & General Contacts

Emergency Services	Emergency Number		Action / Note
FIRE	000		CALL IMMEDIATELY
AMBULANCE	000		CALL IMMEDIATELY
POLICE	000		CALL IMMEDIATELY
SES	000		CALL IMMEDIATELY
24 HOUR EMERGENCY	M: 0404 025 100		Report incidents immediately!
General Information	Contact	Phone	Website/Email Address (if applicable)
Principal Contractor			
Supervisor 1			
Supervisor 2			
First Aid Officer 1			
First Aid Officer 2			
Local Medical Centre/Hospital			
Asbestos Occupational Hygienist consultant			
NT WORKSAFE (Government WHS Regulator)		1800 019 115	
EPA – Environmental Protection Authority		(08) 8924 4218	

1 Environmental Management Policy

1.1 Policy Overview

Managing our Environmental Impact includes:

1. Our Policy and Commitment to providing a Healthy and Safe work environment
2. Planning work activities to meet environmental legislation and guidelines including approvals and licencing requirements.
3. Operating an environmentally sound business, implementing work health and safety compliance obligations at all stages and utilising compliant plant and equipment.
4. Training and instructing all workers in environmental issues, awareness and work procedures.
5. Reviewing our environmental policy and procedures to ensure continual improvement.
6. Reporting and record keeping for site specific environmental compliance management.

This Environmental Management Plan applies to all Graham Rust Building Service workers and subcontractors working in our workplaces transporting, storing and disposing of asbestos, and is to be signed and dated by the authorised company representative. This EMP is to be used will serve as the broad management guidance that will be implemented as part of our overall Environmental Management system. This plan must be read and signed off only when read and understood.

1.2 Policy Statement and Objective

We know and understand the importance of providing a safe and healthy work environment and facilities, for the welfare of all personnel and visitors to our storage site and drivers transporting asbestos. Our objective is to minimise harmful impacts to the environment in all activities and will be in accordance with all relevant Australian standards, State and Territory Government Legislation and Local Authority regulations.

1.3 Our Commitment

Graham Rust Building Service is committed to ensuring that the company's activities are carried out in a way that will prevent or minimise harmful impacts to the environment, by developing competent workers through relevant training, implementing effective policies and procedures and striving to maintain a process of continual improvement throughout our activities.

This EMP is Authorised by: (Person in Control of Operations)	Graham Rust		
Company Position / Role	Operations Manager/Business Owner		
Signature of Authorised Person		Dated	

1.4 Environmental Legislation and Guidelines

Graham Rust Building Service (GRBS) management acknowledges and will comply with the following legislative requirements:

- Work Health and Safety (National Uniform Legislation) Act 2016;
- Work Health and Safety (National Uniform Legislation) Regulations 2017;
- Environmental Assessment Act 1982;
- National Code of Practice for the Management and Control of Asbestos in Workplaces (NOHSC:2018(2005));
- National Code of Practice for the Safe Removal of Asbestos 2nd Ed (2016);
- Environmental Protection and Biodiversity Conservation Act 1999 (Federal);
- Environmental Assessment Act 2013;
- Environment Protection (National Pollutant Inventory) Objective 2004;
- Northern Territory Environment Protection Authority Act 2017;
- Waste Management and Pollution Control Act 1998;
- Waste Management and pollution Control (Administration) Regulations 1998; Dept of Agriculture and Water Resources Biosecurity Act 2015 (Federal).
- National Environmental Protection (Assessment of Site Contamination) Measure 1999
- National Environment Protection (Movement of Controlled Waste between States and Territories) Measure 1998

2 Roles and Responsibilities

GRBS management will ensure that our environmental management roles and responsibilities are taken seriously and that the protection of the environment and the community are given the highest priority in all of our business activities.

2.3 Roles and Responsibilities

Management will ensure that all personnel fulfil their roles and responsibilities as per the following requirements.

2.3.1 GRBS Management

The manager and management team will carry out the following duties:

- (a) Oversee all environmental management decisions to ensure the protection of the environment and the community.
- (b) Manage the operations of planning, collection, transporting, storage and disposal of Asbestos/ACM.
- (c) Ensure that all personnel and contractors are supervised adequately so that the GRBS EMP policies and procedures are implemented and maintained.
- (d) Ensure that the Environmental Management Plan policies and procedures are reviewed annually (as a minimum), and revise when required for continual improvement purposes.

2.3.2 GRBS Workers and Subcontractors

All workers and sub-contractors have a responsibility to actively comply with the GRBS EMP policies and procedures.

Any environmental hazards, incidents or potential issues that may have a negative impact on the environment or community and must be reported to the authorised supervisor or operations manager.

2.3.3 Planning Environmental Management

GRBS management will ensure that proper and effective planning is included in the overall business operations to ensure that the EMP policies and procedures are implemented. To achieve compliance objectives the following planning procedures are to be implemented.

- (a) Plan to carry out a risk assessment before starting a new job. The risk assessment must identify all potential hazards that may negatively impact the environment. Then consider the most effective risk control measure to implement before starting work (Refer to Form 2 – Environmental Risk Assessment).
- (b) Plan daily pre-start meetings to inform and instruct workers on job specific environmental management requirements.
- (c) Plan to record the pre-start meetings, toolbox meetings and risk assessments on the appropriate forms available in the compliance management forms pack. Ensure that all workers in attendance signs off and dates the forms.
- (d) Plan to collect all required Asbestos monitoring and clearance certificates and other relevant compliance management documents for record keeping and auditing purposes. This is important for making required changes and improvements to the policies and procedures.
- (e) Plan to supervise every job carefully and responsibly, making sure that all hazards are being controlled effectively and that the workers are following the GRBS policies and procedures for the specific job.
- (f) Plan an annual audit for reviewing the EMP to make improvements where required. The audit will be used to assess your business compliance management status, and to see if there are any improvements to be made.

2.4 Approvals and Licencing Requirements

Under the Northern Territory Environmental Protection Authority (EPA) legislation it is a requirement to hold an Environmental Protection License (EPL) to collect, transport, store and dispose of Asbestos/ACM in accordance with the 'Waste Management and Pollution Control Act 1998' Schedule 2, Part2, items 1 and 2.

GRBS will be carrying out the following activities under the required EPL/License as per the Listed Waste Table (2.3.1) below.

2.4.1 Listed Wastes Graham Rust Building Service (GRBS) is Authorised to Handle

Listed Waste	Collection YES / NO	Transport YES / NO	Storage YES / NO	Treatment YES / NO	Recycling YES / NO	Disposal YES / NO
Asbestos: Friable	YES	YES	YES	NO	NO	YES
Asbestos: Non-Friable	YES	YES	YES	NO	NO	YES

2.5 Development and implementation of EPA Management Systems

GRBS management has developed this Environmental Management Plan (EMP) to ensure that all business activities involving the collection, transportation, storage and disposal of Asbestos/ACM is carried out in an environmentally responsible and safe manner.

Management will also ensure that the risks to all personnel, general public, and other stakeholders who may be negatively impacted by the above activities, are controlled effectively by the risk control methods, policies, and procedures provided within this EMP and in accordance with relevant legislative and guidelines (Refer Section 2.2).

3 Operations Management and Procedures

Graham Rust Building Service (GRBS) acknowledges the potential impact on the environment during our asbestos/ACM removal, storage and disposal operations. GRBS management will ensure that effective risk management is implemented and maintained during all phases of asbestos/ACM handling.

3.1 Hours of Work

To control the impact of worksite noise, traffic disruption and to ensure minimal impact on the surrounding environment the hours of work will be restricted to the following:

3.1.1 Collection and Transport of Asbestos/ACM from Demolition Worksite

Start and Finish Times	Days of Operation
7.00am to 5.00pm	Monday to Friday
8.00am to 3.00pm	Saturdays

These times can only be varied with the prior approval from the Operations Manager and/or Regulator. There will be no admission to the site outside these designated working hours without prior authorisation from the Operations Manager.

3.1.2 Loading and Storing of Asbestos/ACM at a Temporary Storage Facility

Start and Finish Times	Days of Operation
7.00am to 5.00pm	Monday to Friday
8.00am to 3.00pm	Saturdays

These times can only be varied with the prior approval from the Operations Manager and/or Regulator. There will be no admission to the site outside these designated working hours without prior authorisation from the Operations Manager.

3.1.3 Loading and Transporting of Asbestos/ACM to an Authorised Landfill Site

Start and Finish Times	Days of Operation
7.00am to 5.00pm	Monday to Friday
8.00am to 3.00pm	Saturdays

These times can only be varied with the prior approval from the Operations Manager and/or Regulator. There will be no admission to the site outside these designated working hours without prior authorisation from the Operations Manager.

3.2 Access to Demolition & Asbestos/ACM Removal Worksite

When accessing a demolition worksite Graham Rust Building Service (GRBS) workers and machinery operators must adhere to the site Environmental Management Plan and the site Work Health and Safety Management Plan.

The Demolition Supervisor must ensure the following:

- (a) Parking areas for workers and subcontractors away from potential airborne asbestos.
- (b) Entry and exit points for all transport vehicles.
- (c) Clearly defined exclusion zones and decontamination areas.
- (d) A qualified spotter guiding the trucks and vehicles in and out.
- (e) That the demolition work site is secured by ATF 1.8m fencing.
- (f) That Asbestos/ACM warning signage is installed in highly visible locations.
- (g) All workers are inducted into and sign off on all asbestos related Safe Work Method Statements.
- (h) Check the Asbestos/ACM transporters EPA approvals and licences to ensure that they are current.
- (i) Verification of competency (VOC) - Asbestos removal license for the identified type of asbestos.

3.3 Collection of Asbestos/ACM

The Asbestos transporter must ensure the following control measures are in place for the collection of Asbestos/ACM from the demolition work site:

- (a) That the site manager or authorised person in control of site is notified on arrival.
- (b) That the onsite Asbestos Register is completed including date, quantity and type of asbestos etc.
- (c) That the Waste Transport Certificate (WTC) part 1 is completed prior to collection (NT EPA 2017).
- (d) All workers are inducted into and sign off on all asbestos related SWMS.
- (e) All EPA approvals and licences – Verification of Competency (VOC) for Asbestos removal are sighted and up to date.
- (f) That all drivers observe Site Environmental Rules and exclusion zones.
- (g) That spotters are positioned (off road) or traffic controllers (on road) as required to ensure that other vehicles and road users do not collide with the Asbestos/ACM transport truck which may have the potential to contaminate the environment, vehicles and drivers, and pedestrians nearby.
- (h) That workers are wearing appropriate Personal Protective Equipment – PPE (disposable coveralls with hood) and Respiratory Protective Equipment - RPE (P2 with P3 particulate cartridges) if there is a potential for airborne asbestos during collection.
- (i) That asbestos and ACM has been sprayed with a fine spray of water or sealant to contain any asbestos fibre contamination and then wrapped with 200UM plastic sheeting with joins sealed by duct tape to ensure asbestos particles are contained at all times.
- (j) That the bags are only half full, the air is expelled, and there are no rips or damage to the bags.
- (k) That the bag/container is clearly labelled 'Warning - Asbestos Contaminated Material'.
- (l) That the wrapped Asbestos and ACM is placed in the pre-designated pick up area/s ready for collection.
- (m) That the outside of the bags or containers are wet wiped prior to them leaving the work area to ensure there are no asbestos particles remaining before transporting.
- (n) The wet rags used to wipe down the asbestos/ACM bags or containers is placed in one of the asbestos bags or containers before sealing it.

3.3.1 Preparation for Loading Asbestos/ACM (from an asbestos removal site)

All workers and subcontractors must comply with the following GRBS 'waste disposal program' procedures:

Complete a Risk Assessment prior to loading the asbestos. The risk assessment must answer the following questions and the risk control measures must be recorded for implementation purposes:

- (a) Have you received a copy of the Asbestos Inspection & Testing Report from a licensed asbestos occupational hygienist prior to arriving onsite? You must ensure that you know exactly what type of asbestos (ACM) that you will be handling before loading.
- (b) Have you received a copy of the 'Asbestos Removal Control Plan' from the asbestos removalist?
- (c) Do you have a copy of the required local disposal authority Approvals prior to arriving onsite to load the asbestos?
- (d) Do you know what the local disposal authority (and Territory) requirements are concerning the amount and dimensions of asbestos waste? These restrictions must be strictly followed.
- (e) Is the asbestos that you are handling 'friable' or 'non-friable'? This must be understood before coming to site to ensure you have the correct containers and systems required.
- (f) What method has the asbestos removalist used to contain the asbestos ready for transporting?
 - Asbestos waste bags - 200 um plastic (max. 1200x900mm)
 - Asbestos drums or bins with lids (lined with 200um min. thickness plastic)
 - Asbestos waste skips (ACM must be double wrapped in 200um min. thickness plastic sheeting and sealed with duct tape)
- (g) Where is the asbestos located onsite and are there any hazards or safety issues that will impact workers or general public?
- (h) Has the loading bay/area been cleared of asbestos contamination by the authorised asbestos assessor (occupational hygienist)? This is important because vehicle movement can disturb the asbestos and also carry it out onto the roads.
- (i) Has the removalist packed the asbestos/ACM into bags, containers or skip ready for loading and transporting, and has it been water misted before wrapping or bagging?
- (j) What method will be used to load the ACM? This will vary if bags, drums, and/or skips are used)
- (k) Has the ACM removalist sealed or water misted the asbestos prior to bagging or wrapping it? Make sure that the removalist signs off on a 'Loading Clearance Authority' stating that the bags, containers or skips are safe to load and transport to an authorised registered facility.
- (l) Has the outside of the containers, bags, drums been wiped down ready for loading?
- (m) Are you able to load the ACM within the site having the ATF security fence closed?
- (n) Has the removalist erected warning signs in prominent locations to warn public?
- (o) Has the removalist placed the required Asbestos Warning Labels on each bag and/or container?
- (p) Is a spotter or traffic controller required to control traffic while entering and exiting the removal site?
- (q) Have the bags been checked to see if there is any holes, cuts or damage to the bags?

REFER TO THE ENVIRONMENTAL RISK ASSESSMENT – FORM 2 in this EMP document

3.4 Loading and unloading of Asbestos/ACM

Workers and/or transporter must comply with the following safe work and environmental protection procedures:

- (a) Ensure that all pre-loading preparation procedures including a risk assessment are completed prior to loading
- (b) Strictly follow the risk control measures recorded on the Environmental Risk Assessment - Form 2
- (c) Before lifting the bags, double check to ensure that the bags containing Asbestos/ACM are not ruptured or damaged in any way and the asbestos/ACM is still safely contained and sealed properly
- (d) Make sure that you only pick up asbestos/ACM bags and containers from loading bays/areas that have been cleared of asbestos contamination by the asbestos assessor (occupational hygienist).

3.5 Transporting of Asbestos and ACM

The truck driver must

- (a) Truck driver/transporter is to plan the best transportation route and any local authorities consulted prior to any movement of asbestos within their jurisdiction. If the route requires travelling over rough corrugated surfaces, the driver/transporter should inspect the load regularly to ensure asbestos has not been disturbed.
- (b) Ensure that trucks used to transport asbestos/ACM have been serviced regularly and service records are up to date and recorded in a 'Plant & Equipment Maintenance Register' or truck Logbook.
- (c) Ensure that a truck Pre-start Check is carried out daily on all trucks and vehicles transporting asbestos/ACM – record on a 'Plant Pre-start Checklist' form.
- (d) Ensure that all emergency response equipment and spill kit/s are on board and fit for purpose – this should include (but is not limited to) a fire extinguisher with current test and tag, first aid supplies, disposable coveralls with hood, P2 respiratory face masks with P3 particulate cartridges, water misting unit with full tank/s of water, clean up rags, HEPA approved asbestos wet/dry vacuum cleaner, new 200um thick plastic bags and sheets, duct tape.
- (e) Before loading begins, check that the cover used to cover the asbestos/ACM is without damage and all securing ropes and devices are included and fit for purpose.
- (f) Ensure that the load is within the required truck weight limits and that the load is balanced and secured in such a way that there is no risk of losing any bags or containers of asbestos/ACM.
- (g) All compliance forms must be completed and sent to the EPA and local regulators/authorities as required.
- (h) Ensure that the Waste Transport Certificate Part 2 is completed prior to transporting (NT EPA 2017) and this includes:
 - the name and address of the transporter
 - the mode of transport (by road, rail etc)
 - the vehicle/prime mover registration number
 - the transporters' authorisation/licence number and expiry date
 - the name and signature of the transport operator/driver completing the WTC
 - the date the asbestos/ACM is collected for transporting

3.5.1 Safe Driving Procedures

GRBS will ensure that all truck drivers are trained and competent to carry out their haulage duties in a safe and compliant manner as per table below.

3.5.2 Fatigue Management

Risk controls must be implemented for all hazards identified by the driver. Driver fatigue management is mandatory for all GRBS truck drivers and the following procedures must be followed:

- (a) **Identify Hazards:** The truck driver must identify the hazards involved in driving a heavy vehicle for extended periods of time.
- (b) **Assess the Risk:** The driver must be able to carry out a standard risk assessment.
- (c) **Control the Risk:** Once the hazards are identified and the risks are assessed, the risks must be controlled effectively to eliminate or minimise the risk of serious injury or death.

3.5.3 Fatigue Hazard Identification Chart

Fatigue analysis and management	Fatigue Indicators and Hazards
Cause of Fatigue	Insufficient amount of sleep or Lack of quality sleep
	Extended mental or physical effort
	Environmental stresses such as light, heat, noise etc.
	Medication that causes drowsiness
	Sleep disorders such as sleep apnea
	Poor eating habits
	Shift work – especially extended night shifts
	Long distance travel
	Family, social, and sporting commitments
	Personal financial stress
Signs of Fatigue	Unable to concentrate, reduced awareness and being alert
	Slower response and reaction times
	Impaired judgement and decision- making ability
	Extreme tiredness or drowsiness
	Sore, red, or watering eyes
	Wandering and disconnected thought – unable to finish a thought process
	Excessive yawning
	Feeling irritable or restless
	Having micro sleep episodes
Methods of identifying Fatigue	Observing the signs of fatigue, such as levels of alertness, reaction times, excessive yawning etc.
	Analyse incidents that have occurred that could be related to fatigue
Workplace factors that may contribute to Fatigue if not managed properly	Shift work – especially night shift work that interrupts the bodies normal sleeping patterns
	Long driving periods in excess of 8 hours
	Insufficient rest and refreshment breaks during driving work shifts
	Insufficient sleep between work shifts

3.5.3 Fatigue Risk Assessment Chart

Drivers must remember that when they are assessing the risks of fatigue, the most important thing to understand is that fatigue is cumulative – it will grow and increase over a 5-10 day shift cycle and then impact the driver.

LOW RISK	☒	MEDIUM RISK	☒	HIGH RISK	☒
Less than 50 hours worked		50 - 70 hours worked		More than 70 hours worked	
Length of shift = 10 hours or less		Length of shift = up to 12 hours		Length of shift = more than 12 hours	
Min. 12-hour break between shifts		8-12hour break between shifts		Less than 8hour break between shifts	
No night shifts		Up to 3 night shifts		4 or more night shifts	
Short breaks taken during shifts		Single break taken during the shift		No breaks taken during the shift	
Two or more days off work		One day off work		No days off work	
On-call maximum 3 days in 7		On-call up to 5 days in 7		On-call more than 5 days in 7	
Total number of ticks (x1)		Total number of ticks (x2)		Total number of ticks (x3)	
Total Points =	Low Risk: up to and including 11 points Medium Risk: 12 – 17 points High Risk: 18 or more points				

3.5.4 Fatigue Risk Register and Control Measure Guide

This guide can be used to select the most effective risk controls and monitor them regularly.

Hazards Identified	Assess Level of Risk	Risk Control Guide
Taking medication that causes drowsiness	High level risk	Do not take medication that causes drowsiness while driving
More than 4 x 12hour night shifts in a row	Medium to High level risk	Schedule 12 hr breaks between shifts and limit night shifts
Extreme tiredness, excessive yawning	High level risk	Stop immediately and take a planned sleep break
Lack of concentration sore, red, watering eyes	High level risk	Stop and take a planned sleep break
Having micro sleep episodes	High level risk	Stop and take a planned sleep break
No breaks after 6 hours of driving	Medium - High level risk	Take at least 3 rest breaks in 12 hrs
Poor eating habits – fatty foods too much sugar content	Medium risk	Plan your rest/food breaks and eat healthy foods & drink more water
Headaches and nausea from lack of sleep	High level risk	Stop and take a planned sleep break. Plan your trip with breaks.
Stressed and irritable – possible anger issues	Medium - High level risk	Stop at the next truck stop to take a planned sleep break

3.6 Temporary Storage Facility

Temporary Storage of Asbestos and ACM is acceptable for a maximum of 12 months and that an approved asbestos action plan is developed for site management. The temporary storage facility must comply with the following:

- (a) The storage facility must be an approved licensed facility in accordance with the EPA legislative and facility approval requirements. The license must be current, and no asbestos is permitted to be stored onsite until the storage facility has been approved and licensed by the EPA.
- (b) The facility must have a 1.8m high security fence around the entire perimeter and have a double gate with chain and lock.
- (c) The facility must have clear signage installed near the entrance of the facility and the following requirements must be displayed:
 - Approval/License holder and number.
 - Hours of operation.
 - Type of waste accepted.
 - 24-hour contact details.
 - Access is prohibited to unauthorised users
- (d) The facility (including security fence) must be kept in the same condition or better than when the EPA approved the facility.
- (e) Designated storage containers specifically for each type of waste should be provided so that Friable Asbestos/ACM is stored separately to Non-friable Asbestos/ACM.
- (f) Containers must be locked, and signage installed stating "Asbestos/ACM is stored in this container KEEP OUT – Authorised access only". Once the containers are filled, they are not to be disturbed.
- (g) Asbestos/ACM must be handled as per the relevant Australian Standards and Codes of Practice for the management, control and removal of asbestos, with all materials securely wrapped in 200um plastic and sealed with duct tape.
- (h) When placing additional Asbestos/ACM inside of the containers, you must ensure that any previously placed asbestos/ACM is not disturbed and the plastic wrapping is not cut, punctured or damaged.
- (i) All temporary storage facilities licensed to accept asbestos must have a designated secure container/s for the acceptance of **ONLY asbestos contaminated material**.
- (j) The storage facility must have an 'Asbestos Register' at the facility for all authorised personnel to access as required.
- (k) The Asbestos Register must be updated every time a new load of asbestos/ACM enters the storage yard.
- (l) Ensure that the Waste Transport Certificate Part 1 form is completed prior to transporting and storing the asbestos/ACM in the temporary storage facility. Refer (NT EPA 2017).
- (m) Ensure that the maximum 12-month storage time frame to store asbestos/ACM is not exceeded. Management must review the Asbestos Register regularly to make sure all containers are removed to approved landfill sites within the 12-month period.
- (n) Management must monitor the condition of the containers during the 12-month period to make sure that they remain fit for purpose and are not damaged or compromised.

3.7 Disposal of Asbestos/ACM to landfill

GRBS management knows the importance of managing the safe loading, storage and disposal of asbestos, and will ensure that compliance is achieved by the following:

- (a) The asbestos/ACM will be delivered to an approved asbestos waste disposal landfill site in accordance with the NT EPA regulations and guidelines.
- (b) GRBS truck drivers will comply with the asbestos landfill site management plan and requirements to access and dispose of the asbestos/ACM waste.
- (c) Ensure that if and when required, the truck and tray and associated materials will be decontaminated before leaving the disposal site.

- (d) The landfill site must have clear signage for GRBS drivers/operators transporting asbestos which should be installed near the entrance and various locations around the perimeter of the site and the following will be displayed:
- Approval/Licence holder and number
 - Hours of operation
 - Type of Waste accepted
 - 24-hour contact details
 - Access prohibited to unauthorised users
- (e) Asbestos Waste must only be disposed of in the designated area for the acceptance ONLY of ACM (refer Asbestos Disposal in the Northern Territory regulations)
- (f) GRBS must ensure that drivers are familiar with:
- Cadastral boundaries of the asbestos landfill and the access and egress of the site
 - the quantities/volume of asbestos buried in the landfill site
 - designated areas for the disposal of asbestos waste
 - Hours of operation for the depositing of ACM into Landfill
- (g) Drivers must be careful not to disturb existing ACM when depositing another load into landfill.

4 Managing Environmental Impact

GRBS management will manage the impact on the environment by complying with the following procedures.

4.1 Access

The Operations Manager will designate:

- Parking areas for workers and trucks.
- Entry and exit points for asbestos/ACM transporter vehicles.
- The Operations Manager must ensure that truck drivers do not enter the removal site or the storage site without authorisation and complying with the EMP policies and procedures.

4.2 Storage of Oils, Fuels and Detergents

- Store containers so as to minimise the risk of damage and spills on site.
- Check under vehicles regularly, to detect leaking diesel or oil from fuel tank or engine.
- Tighten all lids and caps and secure tanks and containers/ bags of asbestos, when transporting and storing.
- An Emergency Spill Kit must be kept on site at all times.

4.3 Prevention of Land Contamination

- Check that fuel, oil and hazardous substance containers and tanks are sound (no leaks), and caps and lids are firmly fastened, and seals are in good condition.
- When transporting hazardous substances, ensure containers are stored securely, so that they cannot be punctured or ruptured.
- Ensure that there are spare, empty containers available (metal tins with lids or heavy-duty plastic bags), to hold spilled or leaked material and waste cleaned up on site.
- Ensure that at least 1m³ of sand is always available on site, in case of fuel spills.

4.4 Fuelling and Maintenance of Vehicles and Equipment

The Operations Manager must ensure that the impact of exhaust fumes from vehicles and motorised equipment is minimised as per the following procedures:

- Check exhaust colour and condition regularly.
- Record heavy exhaust emissions in a Site Diary as required.
- Shut down the motor if the exhaust is not normal.
- Run motors and equipment only when required.
- Only routine maintenance is to be carried out on site. Any equipment breakdowns must be returned to the workshop for repairs.
- Ensure maintenance schedules for vehicles and equipment are checked and followed, and that Pre-Start Checks are carried out and service records kept up to date. This also applies to hire equipment.

4.5 Dust Emissions

Dust travels long distances and can contaminate or adversely affect the nearby environment.

Ensure that the following procedures are carried out to minimise dust contamination:

- Check wind direction, and the direction dust is travelling.
- Check with site personnel and nearby neighbours, to see if your dust is having an adverse effect.
- Damp down the area of work to minimise dust, if it is appropriate to do so.

4.6 Disposal of Waste (Fuel, Oil, Chemicals etc)

- Mop up spills by dumping dirt sand or other absorbent material on the spill.
- Prevent spill from entering gutters, drains or water ways.
- Deposit contaminated earth and materials in a secure tin or heavy-duty plastic bag (200um thickness), seal container and place on approved vehicles.
- Record the spill in a Site Diary and/or on an Incident Report Form
- For disposal of spills, contact the local authority for the location of the nearest waste transfer station.

4.7 Rubbish, Waste and Site Clean Up

- Do not leave any unused materials on site. Place materials securely on a vehicle and remove from site to a designated approved storage area.
- Rubbish must be placed in the onsite skip bins provided by the principal contractor or owner.
- Keep oil, fuels, chemicals in correctly labelled drums and containers. Ensure that they are in good condition without damage.
- Check for leaks - transfer substances to new containers immediately a leak is detected.

4.8 Noise Control

To minimise the impact of noise on the environment:

- Check normal hours of operation for permissible noise on the site (e.g. 7.00am to 5.00 pm).
- Check particular site restrictions (e.g. near hospitals, nursing homes, schools).
- Check with site personnel and neighbours if intending to perform noisy activities (eg. engine testing).
- Run motors and equipment only when required.
- Record unusually loud exhausts and motors in a Site Diary - they may need urgent servicing.
- Do not play radios or other personal music equipment on site without permission. If permission is granted keep sound levels to a minimum, to avoid disturbing neighbours.

4.9 Flora and Fauna

- Check with property owners, client and/or Council before removing vegetation.
- Isolate notifiable or noxious plants - do not chip or mulch.
- Burning is usually not permitted, or environmentally appropriate.
- Consider the visual impact of vegetation removal - check with the client before removing vegetation.
- Retained vegetation is to be sufficiently barricaded to prevent damage.
- Consider fauna/flora in natural habitats - check with Council and landowners before commencing clearing, in case protected habitats and endangered species are present.

4.10 Erosion and Sediment Controls and Material Storage

- Do not deposit demolition/construction materials in water courses and streams.
- Do not temporary fill any waterway to construct an access road or platform.
- Mark out the limit of clearing and staging works so that minimal ground disturbance is achieved for the shortest possible time.
- Save, remove and stockpile all topsoil for re-use during landscaping.
- Topsoil will be stockpiled on non-hazardous sites away from waterways and drainage lines.
- Stockpiles shall be protected by sediment fences and re-vegetated with an annual cover crop, if required.
- Construct temporary drainage works to control run-off onto, through and/or from the site.
- Place appropriate non-erosive filters and structures as required along temporary drainage works.
- For larger sites, construct sedimentation ponds prior to commencement of earthworks as required.
- Progressively rehabilitate disturbed areas by re-spreading topsoil and laying turf, and employ temporary stabilisation where necessary, to minimise surface water runoff in vulnerable areas.
- Conduct daily inspections of erosion and sediment controls as required depending on the site.
- Place marker pegs to delineate drainage and erosion control points as required.

4.11 Acid Sulphate Soils

- If the acid sulphate soils are identified after soil testing, mitigation methods must be implemented to comply with all regulatory requirements, including testing pH levels and liming of soils if necessary.
- In the occurrence of any acid sulphate soil being excavated, the treatment of lime will be introduced at the appropriate dosing rate.
- On the chance of any contaminated soil not being backfilled at the end of the day or in the situation of unpredicted rain, any piles of soil will be surrounded by a perimeter of lime which will be kept on site to prevent any leeching of contaminated soil.

4.12 Handling of Environmental Incidents and Complaints

- Any spills, excessive dust, noise or exhaust emissions or any other environmental incident is to be reported to the site manager/operations manager immediately.
- The site manager/operations manager will take any action necessary to alleviate any environmental damage. Complaints will be recorded, registered, reported to the relevant authorised person/regulator and a record of the action taken will be included in the register.

4.13 Cultural Heritage

In the event that items of European or Aboriginal origin are encountered, or that a nearby community is threatened during construction, demolition, removal, transport, storage and disposal of asbestos work in that location shall cease, the relevant authorised person will be notified, and the site supervisor must ensure that all workers follow the advice of the relevant authorised person.

The site supervisor/operations manager must ensure that the Environmental Monitoring Plan is complied with at all times.

REFER TO THE ENVIRONMENTAL MONITORING PLAN – SECTION 5 IN THIS EMP

5 Environmental Monitoring Plan

The following monitoring plan provides details to ensure compliance with the Environmental Protection Authority by controlling potential contamination from operations associated with the transport, storage and disposal of Asbestos (ACM). This monitoring plan must be followed in conjunction with the implementation of the Environmental management plan. The Environmental Monitoring plan must be reviewed annually and revised as required.

EMP Section No.	Environmental Protection	Monitoring Type	Frequency	Copy to Authorised person/regulator
2.4	Transporting ACM Licence Renewal	Written	As required	Renewal with EPA when required
3.1	Hours of work	Observation	Daily	N/A
3.5	Transporting Asbestos	Verbal/Written	Prior to Asbestos being transported	Writing by agreement to relevant authority
4.1	Access	Verbal	Prior to Asbestos/ACM removal & demolition	Writing by agreement
4.3	Storage of oils, fuels and detergents	Observation	Daily	N/A
4.4	Prevention of land contamination	Observation Following EMP	Daily	
4.5	Fuelling & maintenance of equipment	As Required	Daily	Monthly
4.6	Dust emission	Observation	Daily	Monthly
4.7	Storage & Disposal of asbestos/ACM waste	Observation Following EMP	Daily	Monthly
4.8	Rubbish & waste – clean up	Observation	Daily	Monthly
4.9	Noise control	Observation	Daily	Daily
	Noise Complaints	Written review of noise complaints	Monthly	Monthly
4.10	Flora & fauna	Written review	As required	Monthly
4.11	Erosion, sedimentation run-off	Observation	Daily	Monthly
4.12	Acid Sulphate Soils	Tests & written report	As required	As required
4.13	Environmental incidents & complaints	Written review	Weekly	Monthly
4.14	Cultural heritage	Observation	Daily/ Verbal/written as required	When occurs & as required to relevant authorities
5.1-5-4	EMP Review and Revision/Audit	Written	Annually/as required	Annually by operator with EPA
7.0	Community and stakeholder engagement	Monitor activities per Consultation Communication Plan	As required	When occurs
7.1	Adverse community and stakeholder engagement	Written Assessment of complaints	Monthly	Monthly report to relevant authorities

5.1 Environmental Impact Analysis (EIA)

The following Environmental Impact Analysis is to be used for environmental management and review processes in accordance with the Northern Territory Environmental Protection Authority (EPA) regulations and guidelines.

JOB/TASK ELEMENT (What is the job process)	POTENTIAL HAZARD What may cause damage to the environment	ASSESSMENT OF IMPACT Consider the natural environment, economic, cultural/social factors	Control of Risk	Action Plan Notes Consider what improvement actions are required
Transporting Asbestos	Spillage on roads, streets, footpaths or in/near public areas	- Public - Inhalation of asbestos dust particularly if occurs in built up area and/or on a main road - Public – Asbestos particles on clothing - Considerable time needed for clean and removal of spillage - Occurs in Remote/Isolated Area – No or minimal connectivity to report incident - Occurs in a Protected area or near a culturally sensitive area - Considerable cost of clean-up and removal of spillage - Closure of Road causing major disruption to traffic - Environmental Damage – Contamination of ground, air nearby flora and fauna	Contact Emergency Services Immediately call 000 immediately for assistance Contact NT Environmental Protection Authority (NT EPA) Pollution Hotline 1800 064 567 Strictly follow policy and procedures in Environmental Management Plan Refer to section 6 Incidents-Emergency Response Procedures Refer to section 3.3 – Collection of Asbestos/ACM Refer to section 3.5 Transporting of Asbestos ACM Refer to section 3.5.1 – Safe Driving Procedures Refer to section 4 and relevant sub-sections in EMP Refer to section 5 and relevant subsections of EMP-Environmental Monitoring Plan Refer to section 7 and relevant subsections of EMP-Consultation Communication Plan	

JOB/TASK ELEMENT (What is the job process)	POTENTIAL HAZARD What may cause damage to the environment	ASSESSMENT OF IMPACT Consider the natural environment, economic, cultural/social factors	Control of Risk	Action Plan Notes Consider what improvement actions are required
Storing Asbestos	No Security Perimeter Fencing	• Public Access- Potential inhalation of asbestos dust if there has been a spillage • Potential damage to facility releasing asbestos dust • Public access – Asbestos particles on clothing • Potential asbestos impact on surrounding environment	Contact NT Environmental Protection Authority (NT EPA) Pollution Hotline for assistance 1800 064 567 Strictly follow policy and procedures in Environmental Management Plan Refer to section 6 Incidents-Emergency Response Procedures Refer to section 3.6 in EMP on Temporary Storage Facility Refer to section 4 and subsections in EMP Managing Environmental Impact Refer to section 5 and relevant subsections of EMP-Environmental Monitoring Plan Refer to section 7 and relevant subsections of EMP-Consultation Communication Plan	

JOB/TASK ELEMENT (What is the job process)	POTENTIAL HAZARD What may cause damage to the environment	ASSESSMENT OF IMPACT Consider the natural environment, economic, cultural/social factors	Control of Risk	Action Plan Notes Consider what improvement actions are required
Storing Asbestos	No Clear Signage	- No indication that the facility is used for storing asbestos - Untrained people entering the facility perimeter - No Danger warning signs - Public Access- Potential inhalation of asbestos dust if there has been a spillage - Potential damage to facility releasing asbestos dust - Public access – Asbestos particles on clothing - Potential asbestos impact on surrounding environment	Contact NT Environmental Protection Authority (NT EPA) Pollution Hotline for assistance 1800 064 567 Follow above	
	Spillage in and around the storage facility	- Inhalation of asbestos dust - Asbestos particles on clothing - Considerable time needed for clean and removal of spillage - Considerable time taken to clean up spillage and wash down facility - Closure of facility temporarily disrupting the operational flow - Environmental Damage – Contamination of ground, air nearby flora and fauna	Contact Emergency Services Immediately call 000 immediately for assistance Contact NT Environmental Protection Authority (NT EPA) Pollution Hotline 1800 064 567 Follow above	

JOB/TASK ELEMENT (What is the job process)	POTENTIAL HAZARD What may cause damage to the environment	ASSESSMENT OF IMPACT Consider the natural environment, economic, cultural/social factors	Control of Risk	Action Plan Notes Consider what improvement actions are required
Disposing of Asbestos	No clear signage of access and egress at the waste facility	- Drivers unable to enter facility without approval of the landfill site manager - Delay in disposal of asbestos waste impacting on overall operation schedule - The public entering the facility and possibly disturbing ACM resulting in contamination of site	The authorised waste facility manager must maintain all mandatory signs at the entrance of the waste facility Access permits must be obtained before disposing of asbestos All waste facility contact details must be kept in the transporters truck cabin Contact the facility on approach (as required)	
	No signage cautioning against disturbing areas containing asbestos waste	- Asbestos waste disturbed when new load is deposited - Disturbance of asbestos – environmental damage - Potential inhalation of asbestos dust by drivers, workers, operators and the public	Install mandatory signage immediately Transporters who notice exposed asbestos must not deposit load but instead are to contact the facility manager to cover the asbestos immediately	
	No clear signage and parameters of designated disposal area	- Asbestos disposed of in an undesignated area - Risk of contaminating vehicles and drivers entering the facility - Significant cost to de-contaminate vehicles and drivers	Facility manager must ensure that clear directions and instructions are given to all transporters when entering	
	No soil covering on asbestos waste previously deposited in landfill	- Risk of contaminating vehicles and drivers entering the facility - Significant cost to de-contaminate vehicles and drivers	The waste facility manager must ensure that all previously deposited asbestos/ACM has been covered with the required depth of clean soil fill as per EPA regulations	
	No records kept of location and volume of disposed asbestos waste into landfill	System failure causing potential uncontrolled contamination of vehicles and personnel entering the facility	Facility manager must ensure that all required compliance management systems are in place & maintained	

5.2 Checking and Evaluating the EMP

GRBS management will ensure that the following procedures are implemented and maintained for the continuing effectiveness of the Environmental Management Plan. Remember, the objective is to maintain a 'Continual Process of Improvement' in all aspects of Environmental Management as far as is reasonably practicable

5.3 Check and Evaluate the EMP performance

The Environmental Management Plan should be reviewed by GRBS management every 12 months or as required. This Audit should comprise of (but not limited to) the following elements:

- (a) EMP Policy Audit - evaluate the relevance and effectiveness of the policy used to achieve EMP objectives. Commitment must flow effectively from senior management all the way through to every worker employed or engaged by GRBS.
- (b) EMP Planning Audit - evaluate the effectiveness of the company's planning process to correct system failures (if any) that have led to environmental harm.

Check how much of the EMP Planning has been implemented throughout the company by reviewing all relevant reports and checklists completed by the operations manager/supervisors, and then checking them against the EMP Policy and Planning objectives.
- (c) EMP Implementation Audit - implementation must be evaluated and checked against the EMP policy, procedures and objectives. Check all EMP reporting records for proof of due diligence and to evaluate effectiveness of the implementation process.
- (d) EMP Checking and Evaluation Audit – Ensure that all current inspection, audit and evaluation checklists and registers are working effectively to identify system failures, hazards and issues that may cause harm to the environment.
- (e) EMP Review Audit – check and evaluate the current process and procedures used to review and improve GRBS environmental management. The objective is to identify gaps in the review process that may lead to system failure and harming of the environment.

5.4 Review and Improve

GRBS management aim to show that they are continually improving environmental management in and around the workplace.

It is important to understand that a **process of continual improvement** will most likely happen through a combination of both small incremental changes and larger more significant changes along the way. Additionally, it must be understood that there will be a change cycle or process which will involve both **inhibitors** and **motivators** for change.

The management team must aim to identify these inhibitors to change before they become a major issue. Inhibitors for example, may be a lack of awareness toward EMP policy and procedures, or an attitude toward compliance, stating that it being a waste of time and money. Both examples can lead to a system failure and negative impact on the company's EMP performance outcomes. Inhibitors to change must be identified in your organisation and management structure before serious environmental incidents occur.

5.5 The Review and Improvement process

The following steps should be used to review & improve the effectiveness of the Environmental Management.

- (a) Consult with relevant workers to gain insight into hazards and issues that they encounter during their daily work. Document procedures used to gather relevant information when consulting with workers as required.
- (b) Use the EMP audit and evaluation reports to identify gaps in the system and prepare for revising the EMP.
- (c) Revise the Environmental Management Plan (EMP) in accordance with the review information gathered. Document procedures used for revising and modifying the EMP as required.
- (d) Update the document version on the Document Control Register and ensure that previous versions are archived.
- (e) Inform relevant workers of any changes to the EMP. Hold a Toolbox meeting or induction to instruct and inform workers. Document procedures used for communicating amendments to workers.
- (f) The operations manager should monitor workers to ensure that all EMP improvements are implemented effectively throughout the business.

6 Emergency Response Plan & Procedures

In the event of an asbestos related incident emergency response procedures will be followed to protect the general public, workers involved, and the environment. Spills on site, or traffic corridors, streets, public areas may also negatively impact the environment when entering the stormwater systems and/or waterways and must be controlled effectively. The following risk control measures and clean up procedures must be actioned immediately an incident occurs. Refer to Emergency Contacts & General Contacts page at the front of this EMP.

24 HOUR EMERGENCY CONTACT DETAILS		
Emergency Contact Person/s	Position/ Role	Contact Phone Number
Graham Rust	Operations Manager/Business Owner	M: 0404 025 100
NT Environmental Protection Authority (NT EPA)	Pollution Hotline	1800 064 567

6.1 Friable Asbestos Spills

6.1.1 Friable Asbestos Spills on roads, streets, footpaths or public areas

The following procedures must be carried out in the event of a friable asbestos spill on a road, street or footpath.

- All workers, pedestrians, vehicles and drivers must be cleared from the spill area immediately. Secure the spill area by placing bollards and warning signs to warn pedestrians and motorists and block off the spill area quickly. If spill occurs at night, activate truck hazard lights and place emergency warning triangles to warn approaching traffic.
- Call the Operations Manager & Asbestos Removalist immediately to report the incident and to ask for assistance. Management must assess the risk and if required, CALL the Police on Emergency '000' to control the traffic immediately if there is a risk to people and the environment.
- If it is safe to do so, the truck driver and/or assistant involved in the incident must access and fit the emergency coveralls and asbestos respirator masks (as a minimum, P2 respirator masks with asbestos cartridges) immediately and inspect the spill area to find out the extent of the spill and the proximity to stormwater drains, waterways, houses or commercial premises where the general public and the environment may be affected. **ONLY TRAINED 'A' CLASS LICENSED PERSONNEL ARE PERMITTED TO INSPECT THE FRIABLE ASBESTOS SPILL AREA.**
- If the spill can be contained by using the emergency asbestos spill kit and spray unit then it must be implemented immediately before the asbestos is blown by the wind or traffic movement.
 - The spill kit must be kept in the truck and the spray unit must have enough liquid to fine mist the spilt asbestos before wet vacuum cleaning the area. Ensure that the asbestos is contained by keeping damp enough to minimise the risk of it being blown away.
- Mobilise the Wet Pump-out Vacuum Cleaner immediately after the area is secure. Clean up the entire spill area and inspect area thoroughly to ensure that the asbestos has been removed. If you are bagging the wet friable asbestos, the bags must be a minimum 200um thick and are to be wiped down with a damp cloth and sealed with duct tape before loading. **DO NOT** overfill bags. Ensure that they are only half full and carefully release the air from the bag before sealing it.
- All equipment must be decontaminated, and all contaminated materials used to clean up must be bagged in 200um thick bags, wiped down and sealed with duct tape.
- An occupational hygienist who is an asbestos licensed assessor is to attend the spill site and carry out a thorough inspection, tests, and air quality monitoring to ensure the asbestos is removed to an acceptable level in accordance with current work health and safety and environmental protection legislation, Australian Standards, and industry guidelines. An asbestos clearance certificate must be issued before re-opening the area to workers and/or general public.

6.1.2 Friable Asbestos Spills occurring within a Secured Worksite

The following emergency procedures must be followed for spills occurring on the ground (earth).

- (a) All workers, vehicles and drivers must be cleared from the spill area immediately. Secure the spill area by placing bollards and warning signs to warn workers and operators and block off the spill area quickly. If spill occurs at night, activate emergency hazard lights and place bollards and tape around area immediately.
- (b) Call the Operations Manager and/or Asbestos Removalist immediately to report the incident and to ask for assistance.
- (c) If it is safe to do so, the truck driver and/or worker involved in the incident must access and fit the emergency coveralls and asbestos respirator masks immediately and inspect the spill area to record the extent of the spill and the proximity to stormwater drains, waterways, houses or commercial premises where the general public and the environment may be affected. ONLY TRAINED CLASS 'A' LICENSED PERSONNEL ARE PERMITTED TO INSPECT A FRIABLE ASBESTOS SPILL AREA.
- (d) Request enough clean fill to place 200mm of soil cover over the top of the spill zone immediately. DO NOT compact the soil within the asbestos spill zone.
- (e) Request a machine to excavate at least 150mm below the existing ground level where the asbestos was spilt to remove the asbestos into an asbestos skip or truck. Excavate an additional 3-4 metres around the spill zone to ensure the asbestos is fully removed.
- (f) The site supervisor/operations manager is to complete an Incident Report Form which must include (but not limited to) the following:
 - Site address
 - Exact location and description of the spill
 - Date and time
 - Workers or operators involved
 - Type of Asbestos
 - Quantity of Asbestos
 - Description of the Incident (if known, include how it happened)
 - Emergency action and managements response to the incident
 - Risk control and emergency response improvement measures to be implemented.
- (g) An occupational hygienist who is an asbestos licensed assessor is to attend the spill site and carry out a thorough inspection, tests, and air quality monitoring to ensure the asbestos is removed to an acceptable level in accordance with current work health and safety and environmental protection legislation, Australian Standards, and industry guidelines. An asbestos clearance certificate must be issued before re-opening the area to workers and/or general public.

6.1.3 Workers or Other Persons Exposed to Asbestos

The following emergency decontamination procedures must be actioned if a worker or other people are exposed to asbestos.

- (a) All workers carrying out emergency work must have a full coverall suit with hood fitted and be wearing an asbestos approved respiratory face mask (as a minimum, P2 respirator type with cartridges suited for asbestos) before approaching the spill zone or exposed workers or other people.
- (b) Identify and confirm who has been exposed to asbestos.
- (c) Proceed with wetting down each person with a fine mist water spray.
- (d) Ensure that all contaminated person/s are taken to the nearest shower facility to carefully remove asbestos contaminated clothing and personal items and place in a decontamination bag.
- (e) Once clothes are removed, shower to remove all dust and asbestos fibres. Ensure that the hands, fingernails, face and hair are thoroughly washed.
- (f) Ensure that the contaminated clothing etc are sealed in a 200um thickness bag and sealed with duct tape and wiped down. Wipe down rags must be placed in a second bag and sealed. Label the bags 'Danger Asbestos Waste'.
- (g) Once each person is decontaminated, they must place clean clothes on that have not been sourced from the spill zone.
- (h) All emergency workers must follow the same decontamination process above.

6.1.4 Non-friable Asbestos Containing Material (ACM) Spills

The following non-friable ACM spills must be cleaned up as per the following emergency procedure.

6.1.4.1 Spills on roads, streets, footpaths or public areas

- (a) All workers, pedestrians, vehicles and drivers must be cleared from the spill area immediately. Secure the spill area by placing bollards and warning signs to warn pedestrians and motorists and block off the spill area quickly. If spill occurs at night, activate truck hazard lights and place emergency warning triangles to warn approaching traffic.
- (b) Call the Operations Manager & Asbestos Removalist immediately to report the incident and to ask for assistance. Management must assess the risk and if required, CALL the Police on Emergency '000' to control the traffic immediately if there is a risk to people and the environment.
- (c) If it is safe to do so, the truck driver and/or assistant involved in the incident must access and fit the emergency coveralls and asbestos respirator masks (as a minimum, P2 respirator masks with asbestos cartridges) immediately and inspect the spill area to find out the extent of the spill and the proximity to stormwater drains, waterways, houses or commercial premises where the general public and the environment may be affected. **ONLY TRAINED 'A' or 'B' CLASS LICENSED PERSONNEL ARE PERMITTED TO INSPECT THE NON-FRIABLE ASBESTOS/ACM SPILL AREA.**
- (d) If the spill can be contained and cleaned up by using the emergency asbestos spill kit and spray unit then it must be implemented immediately before the asbestos is blown by the wind or traffic movement.
- (e) The spill kit must be kept in the truck and the spray unit must have enough liquid to fine mist the spilt asbestos before wet vacuum cleaning the area. Ensure that the asbestos is contained by keeping damp enough to minimise the risk of it being blown away.
- (f) Mobilise the Wet Pump-out Vacuum Cleaner (or other approved HEPA vacuum cleaner) immediately after the area is secure. Clean up the entire spill area and inspect area thoroughly to ensure that the asbestos/ACM has been removed.
- (g) After ACM is sufficiently wet, bag all ACM and wipe down bags and seal with duct tape. **DO NOT** overfill bags. Ensure that they are only half full and carefully release the air from the bag before sealing it.
- (h) All equipment must be decontaminated, and all contaminated materials used to clean up must be bagged in 200um thick bags, wiped down and sealed with duct tape.
- (i) An occupational hygienist who is an asbestos licensed assessor is to attend the spill site and carry out a thorough inspection, tests, and air quality monitoring to ensure the asbestos is removed to an acceptable level in accordance with current work health and safety and environmental protection legislation, Australian Standards, and industry guidelines. An asbestos clearance certificate must be issued before re-opening the area to workers and/or general public.

7 Consultation Communication Plan

- (a) GRBS management and operators will consult, coordinate and cooperate with all stakeholders including (but not limited to) local authorities (Councils), approved land fill waste facility authority, principal contractor/property owners, Indigenous authorities (as required) and any management personnel involved in the removal, transport, storage and disposal of ACM. This is to ensure that risks to the environment are managed effectively. This is an equal duty between all parties and must be carried out as part of the preparedness and day to day operation of work activities.
- (b) GRBS will ensure that management, truck drivers and workers understand their Environmental Management responsibilities.
- (c) GRBS will ensure that all personnel are notified of any changes to the Environmental Management Plan or any policies and procedures relating to their work activities
- (d) GRBS must use the most effective method of communicating to stakeholder in various locations.
- (e) GRBS personnel will cooperate with the principal contractor of building sites policy and procedures when collecting ACM.
- (f) The principal contractor must ensure that all truck drivers/workers are aware of any changes or amendments to their policies and procedures prior to them accessing the site.

7.1 Methods of communication and consultation

7.1.1 Direct Consultation

GRBS Management will consult directly with truck drivers and workers, or groups of workers on environmental management issues. Records should be kept of the following:

- the date of the consultation
- person conducting the consultation
- participating truck drivers and workers
- environmental management issues raised
- person taking action on issues raised
- action completion date
- signature and date of consultation.

7.1.2 Pre-Start Meeting

The relevant GRBS manager/supervisor should conduct a daily prestart meeting and record the topics discussed and workers are to sign and date the pre-start meeting form.

The aim of the prestart meeting is to consult with the workers by:

- listing all activities for the day
- asking workers to identify any new hazards that may arise from the work activities
- discussing any environmental issues that workers are concerned about and action those issues
- asking for feedback from the workers on the previous days procedures to identify areas to improve

A record of all Daily Pre-Start meetings is to be held by GRBS.

7.1.3 Consultation and Communication - drivers/workers induction

- (a) It is the policy of GRBS to ensure that all truck drivers and other workers are inducted into their roles prior to commencing work with GRBS. The induction will cover instruction, training (refer 7.1.4) and, as required licensing, to carry out their haulage, storage and disposal duties in safe and compliant manner.
- (b) The induction includes 'Safe Driving Risk Management' procedures including fatigue management (refer section 3.5).
- (c) All drivers must be fully briefed, and their compliance obligations met before each job.
- (d) Drivers must be aware of any restricted visibility on a site and engage in relevant verbal communication with a site manager prior to entering a site.

7.1.4 Environmental Management Training

- (a) GRBS will ensure that all truck drivers and workers are trained to meet environmental compliance obligations to ensure they and the environment are not harmed.
- (b) GRBS will organise specific training where required for any new threat or obligation that needs to be met in accordance with the EPA.
- (c) GRBS will ensure that only appropriately licenced operators will be involved in the collection, transport, storage and disposal of asbestos.
- (d) Training will be undertaken as required and will be mandatory for all new personnel.
- (e) A log should be kept of all Environmental Training days.

7.1.5 Consultation and Communication with the general public

- (a) As required GRBS will consult and communicate with the general public on operations which may potentially impact them in any way. The methods of consultation will be direct verbal communication, through relevant authorities in written form or if required holding a community consultation meeting.
- (b) GRBS will ensure that communication is clear and concise, free of ambiguity and respectful of the concerns that the community have toward their operations and plans regarding asbestos transport, storage and disposal. All concerns should be addressed professionally within a designated timeframe with the assistance of the NT EPA.
- (c) A log should be kept of formal consultation and communication processes with the general public.

7.1.6 Consultation and Communication with designated authorities

- (a) As required GRBS will consult and communicate with the designated authorities. The methods of consultation will be direct verbal communication, in written form or on-line.
- (b) GRBS will ensure that communication is clear and concise, free of ambiguity and adhere to all legal, licensing and cultural obligations as instructed by the designated authorities. Concerns should be addressed professionally, respectfully and in a timely manner.

7.1.7 Consultation and Communication with other relevant stakeholders

- (a) It is vital that there is cooperation between GRBS and other relevant stakeholders when dealing with the complexities of working with and near asbestos (ACM). Clear, concise consultation and communication and following the policies and procedures of the EMP and respecting the policies and concerns of stakeholders will minimise or prevent misunderstandings, potential hazards and legal disputes.
- (b) Concerns should be addressed professionally, respectfully and in a timely manner.

8 Reporting and Record Keeping Forms

Reporting and record keeping are a mandatory requirement and is a critical procedure for auditing and improvement processes. The following forms must be completed (as required) and filed for record keeping and auditing purposes.

- FORM 1 – Asbestos/ACM Loading Clearance Authority
- FORM 2 – Environmental Risk Assessment
- FORM 3 – Asbestos/ACM Tracking & Storage Register
- FORM 4 – Asbestos/ACM Incident
- FORM 5 – Storage Site Inspection Checklist
- FORM 6 – Plant Pre-Start Checklist
- FORM 7 – Plant & Equipment Register
- FORM 8 – Administration Compliance Checklist
- FORM 9 – Compliance Action Required

Form 1 Asbestos/ACM Loading Clearance Authority

This 'Loading Clearance Authority' is to be completed by the authorised transport driver before loading any Asbestos/ACM. The registered removalist responsible or in control of the site must sign and date the clearance authority below before the transport driver enters the asbestos/ACM loading area.

Registered Asbestos/ACM Removalist: (Company Name & Office Address)		ABN	
Removalist Business Address: (EPA registered address)			
Asbestos/ACM Removalist: (authorised person name & position/title)		Phone No:	
Asbestos Removalist License Number:		Expiry Date:	
Asbestos/ACM removal Permits: (record permit number & date)			
Asbestos/ACM Pickup Site Address:			
Location of Loading Area onsite: (consider safe access & away from public)			
Is a 1.8m ATF security fence erected?	YES / NO	Comments:	
Are there prominent Asbestos Warning Signs in place?	YES / NO	Comments:	
Has the Asbestos Inspection & Clearance Certificate been provided for confirmation?	YES / NO	Comments:	
Is the loading bay/area cleared and deemed safe for transport driver to enter & load	YES / NO	Comments:	
Is the Asbestos/ACM loaded into bags, containers/skids and sealed off?	YES / NO	Comments:	
Have the bags and/or containers been wiped down ready for loading?	YES / NO	Comments:	
Are the Asbestos/ACM bags, containers cleared safe and ready to load?	YES / NO	Comments:	
Have the bags/containers been labelled as per the GHS Asbestos Warning Labeling?	YES / NO	Comments:	

ASBESTOS LOADING CLEARANCE AUTHORISATION (Sign-Off)

Authorised Person/Removalist:			
Signature of Authorised Person: (Licensed Asbestos Removalist)		Date:	
		Time:	

Form 2 Environmental Risk Assessment (ERA)

Transport Company (transporting ACM)	Graham Rust Building Service (GRBS)	ABN (number)	90 826 484 679	ACM Transport Driver:	Graham Rust
Asbestos/ACM Pickup Location:		Type of Project/ Scope of works		Pickup Date:	
Asbestos/ACM Storage Location:	9 Butler Place, Holtze Northern Territory	Type of Storage Facility	Asbestos/ACM will be stored in Skip bins with locked lids	Date/Time Stored: (delivery date)	
Principal Contractor (in control of site)		Asbestos Removalist (name & License)		License No. / Expiry Date:	
Risk Assessment Author: (name)	Graham Rust	Company / Position Role	Operations Manager	Authors Signature:	
Site Specific Notes					

Item No.	Hazard identified	What harm to the environment could be caused by the hazard?	How likely is this to occur? <i>Very likely</i> <i>Possible</i> <i>Not likely</i>	What is the level of risk? <i>High</i> <i>Medium</i> <i>Low</i>	What Risk Controls are required? (aim to eliminate the risk, if not possible, minimise with most effective risk control measures)	Who will implement the Risk Control Measures?
1	COLLECTING Asbestos /ACM Spill at an asbestos removal site during collection	Workers at the Asbestos removal site have a potential of inhaling airborne asbestos particles from spill onsite	Possible	High	1. Refer to the section 2.6.2 and strictly follow procedures 2. Ensure that all affected vehicles are de-contaminated 3. Ensure Form 1 is completed before collecting	Operations Manager: Graham Rust

Item No.	Hazard identified	What harm to the environment could be caused by the hazard?	How likely is this to occur? <i>Very likely</i> <i>Possible</i> <i>Not likely</i>	What is the level of risk? <i>High</i> <i>Medium</i> <i>Low</i>	What Risk Controls are required? (aim to eliminate the risk, if not possible, minimise with most effective risk control measures)	Who will implement the Risk Control Measures?
2	TRANSPORTING Asbestos /ACM Spill on public roads during transportation	Public/pedestrians and motorists may be harmed from inhaling asbestos particles	Very likely	High	1. Contact Emergency Services immediately CALL 000 for assistance 2. Refer to EMP section 6 and strictly follow procedures 3. Ensure Form 1 is completed before collecting and transporting	Operations Manager: Graham Rust
		Flora & Fauna may be contaminated with a risk of causing harm	Very likely	High	1. Ensure that all plants, trees, wildlife (if possible) are decontaminated in such a way to capture the asbestos before it enters the waterways 2. Refer to EMP section 6 and strictly follow procedures	Operations Manager: Graham Rust
2.1	TRANSPORTING Contaminated clothing, PPE, materials not disposed of correctly	Contaminated clothing, PPE and materials may cause harm to the public or workers at the waste refuge management facility and those who handle the items	Not likely	High	1. Refer to EMP section 2.6 and strictly follow procedures	Operations Manager: Graham Rust
2.2	TRANSPORTING Driver Fatigue	Driver falling asleep and colliding with other vehicles, utility assets, flora or fauna causing spills onto roads, into waterways, and generally contaminating the environment	Possible	High	1. Strictly follow safe driving procedures – Refer to EMP Section 3.5.1 & fatigue management tables DO NOT DRIVE WHEN FATIGUED!	Operations Manager: Graham Rust

Item No.	Hazard identified	What harm to the environment could be caused by the hazard?	How likely is this to occur? <i>Very likely</i> <i>Possible</i> <i>Not likely</i>	What is the level of risk? <i>High</i> <i>Medium</i> <i>Low</i>	What Risk Controls are required? (Aim to eliminate the risk, if not possible, minimise with most effective risk control measures)	Who will implement the Risk Control Measures?
2.3	TRANSPORTING Contaminated truck and tray and accessories	Contaminated truck and tray and accessories may cause harm to the public or workers at the waste refuge management facility and workers and/or authorised visitors at the storage facility	Possible	High	1. Before loading any asbestos/ACM at the asbestos removal site, ensure that the loading bay/area, truck and accessories are free from asbestos contamination (removalist to verify) 2. Ensure that new 200um thick plastic sheets and bags are used to load the asbestos/ACM into prior to transporting 3. Refer to EMP section 6 and strictly follow procedures	Operations Manager: Graham Rust
3	STORAGE & DISPOSAL Storing friable asbestos with non-friable asbestos/ACM at the storage facility	Disposing of friable asbestos in a non-friable asbestos waste area with a risk of friable asbestos being released into the air and contaminating flora, fauna, workers or general public nearby	Possible	High	1. Keep all Friable Asbestos bags, and containers separate to the Non-friable Asbestos 2. Label the bags and containers very clearly ('Friable Asbestos' or 'Non-friable Asbestos') 3. DO NOT allow untrained personnel handle or label the bags or containers – ONLY experienced personnel 4. The operations manager must ensure that the loads are checked before allocation of the skip bins – Skip bin lids must be locked 5. The operations manager must ensure that the Asbestos Site Register is kept up to date so that all asbestos/ACM is accounted for 6. Refer to EMP section 3.6 and strictly follow procedures	Operations Manager: Graham Rust

Item No.	Hazard identified	What harm to the environment could be caused by the hazard?	How likely is this to occur? <i>Very likely</i> <i>Possible</i> <i>Not likely</i>	What is the level of risk? <i>High</i> <i>Medium</i> <i>Low</i>	What Risk Controls are required? (Aim to eliminate the risk, if not possible, minimise with most effective risk control measures)	Who will implement the Risk Control Measures?
3.1	STORAGE & DISPOSAL Using damaged and/or broken bags or containers to collect, store and dispose of Asbestos/ACM	Bags burst and/or leak Asbestos/ACM on to roadways, into waterways, or nature reserves with a risk of contaminating the flora, fauna, workers or general public	Possible	High	1. Refer to EMP section 6 and strictly follow procedures 2. Always check that plastic bags and sheets are 200um thick, new and unused before loading into truck tray – DO NOT load damaged bags and/or containers	Operations Manager: Graham Rust
4	ADMINISTRATION Reporting and record keeping failure	Not completing required forms, registers and checklists will lead to system failure resulting in potential harm to the environment due to: 1. Friable asbestos being disposed of in the wrong waste disposal facility. 2. Spill incidents occurring due to unchecked damaged bags or contaminated containers etc.	Possible	High	1. All relevant forms, registers and checklists must be completed and kept on file for auditing purposes. Refer to the EMP Reporting and Record keeping forms	Operations Manager: Graham Rust
4.1	ADMINISTRATION Emergency Response system failure	Asbestos released into the environment and community due to ER system failure	Possible	High	Periodic testing of the emergency response procedures should be performed to make sure that the system is effective	Operations Manager: Graham Rust

Item No.	Hazard identified	What harm to the environment could be caused by the hazard?	How likely is this to occur? <i>Very likely</i> <i>Possible</i> <i>Not likely</i>	What is the level of risk? <i>High</i> <i>Medium</i> <i>Low</i>	What Risk Controls are required? (Aim to eliminate the risk, if not possible, minimise with most effective risk control measures)	Who will implement the Risk Control Measures?

***Please note this risk assessment must be used in conjunction with the EMP Policy and Procedures.**

[illegible]

ASBESTOS/ACM INCIDENT REPORT FORM

Incident Location/Address:

Nature of Incident: (e.g. vehicle collision, losing load, spills etc.)

Date:

Name / Position of Person Reporting incident:

Contact details for person reporting incident - Phone:

Witnesses Name 1:

Phone:

Email:

Witnesses Name 2:

Phone:

Email:

Briefly Describe what happened: (e.g. who was involved, what activity was being performed, how did it happen etc.)

Site Supervisor/Manager Name:

Signature:

Transporter/Driver Name:

Signature:

Supervisor/Manager's Actions: (note: Emergency services must be called for incidents occurring on public roads)

Corrective Actions Required:

Site Supervisor/Manager's Signature:

Date:

Form 5 Storage Site Inspection Checklist

Item No.	Check your Storage Facility – is it safe and compliant? The operations manager should complete a Storage Site Inspection (walkthrough) regularly to maintain a safe work environment for workers and the environment and to meet compliance requirements.	Answer YES / NO
1	Is the front gate locked to keep unauthorised visitors out?	
2	Is the perimeter security fencing stable, secure and without damage?	
3	Are all the required signs (with required details) attached to the front fence and in good condition? (Refer to EMP section 3.6)	
4	Have all new workers and/or transport drivers been inducted into the GRBS Environmental Management Plan (EMP) policies and procedures?	
5	Are all Skip bin lids locked?	
6	Are Skip bins labelled with the Type of Asbestos? (friable or non-friable)	
7	Have warning labels been placed on all Skip bins?	
8	Has the Storage Number been attached to all skip bins as per the ‘Asbestos/ACM Tracking & Storage Register’?	
9	Are the Skip bin lids sealed adequately to stop asbestos becoming airborne?	
10	Are the Skip bins in good condition? (without damage that may cause leakage or spills)	
11	Is the storage facility clear of asbestos/ACM waste?	
12	Has a periodic Test been carried out by an Asbestos Occupational Hygienist to ensure the storage facility remains clear of asbestos?	
Compliance Action/Improvement Notes:		
Date of Inspection:	/ /	Time:
Operations/Storage Manager Name:		Signature

PLANT PRE-START CHECKLIST

Work Site Location			
Type of Works			
Operator name		Phone No.	
Operator White Card	Number	Issue Date	
PCBU controlling site		Phone No.	
Site Supervisor		Phone No.	
Plant - Type		Model No.	
Plant - Make		Serial Number	
Plant Operating Hours	Pre-Operational Reading: (Hours)		
Plant Evaluators name		Evaluators Signature	
Risk Assessment Date		Start Time	am / pm
Plant Pre-Start Checklist		OK	NO
OK = ready for operation / NO = do not operate (notify Supervisor)		☒	☒
		N/A	☒
1. SITE SAFETY			
Site Safety – work area is safe to carry out risk assessment/pre-start check			
Site Safety – work area is large enough to carry out pre-start checks			
Site Safety – bollards/barriers are in place prior to starting pre-start check			
Plant is in safe/level position to carry out pre-start check			
There are no unauthorised workers in/entering the pre-start inspection area			
Other:			
2. PRE-OPERATIONAL CHECK: EXTERNAL PLANT WARNING LABELS/MARKINGS/PLATES			
Capacity rating (tare weight) labels are fitted to plant and are legible			
Plant Registration <i>Number Plate</i> is fitted securely and clearly legible			
Other:			

Plant Pre-Start Checklist	OK	NO	N/A
OK = ready for operation / NO = do not operate (notify Supervisor)	☒	☒	☒
3. PRE-OPERATIONAL CHECK: UNDERCARRIAGE			
Check tyres - fit for purpose			
Check steps/ladders - fit for purpose			
Check undercarriage is clear of debris or objects caught up - fit for purpose			
Check mud flaps - fit for purpose			
Check there are no loose parts hanging down/unsecured- fit for purpose			
Other:			
4. PRE-OPERATIONAL CHECK: PLANT CAB			
Plant Cab (external/internal) is fit for purpose			
Glass windshield is fit for purpose			
Doors are fit for purpose			
Entry/Exit Steps are clear/clean (not slippery) fit for purpose			
Mirrors are fit for purpose			
Engine/Engine Compartment (Fluid levels,leaks,belts/hoses) fit for operation			
Radiators/Coolers are checked and fit for purpose			
Fire extinguisher - fit for purpose			
Other:			
5. PRE-OPERATIONAL CHECK: GENERAL INSPECTION ITEMS			
Check Vacuum hoses and ancillary equipment and parts – fit for operation			
Check Water / Coolant Level – fit for operation			
Check Fuel and Oil Levels – fit for operation			
Check for Fuel and Oil Leaks – fit for operation			
Check Wiper fluid levels are adequate for todays operation			
Check Hose Clamps - fit for operation			
Check tipper - fit for operation			
Exhaust and guards are fit for purpose			
Fire Extinguisher/s is fitted and has been tested and tagged within 6 months			
Manufacturers Manuals/Log Books are stored in the cabin in good condition			
Safe Operational Procedures are stored in operators cabin			

Plant Pre-Start Checklist	OK	NO	N/A
OK = ready for operation / NO = do not operate (notify Supervisor)	☒	☒	☒
OPERATING CHECK: WARNING LABELS			
Labels: Phone Use Warning label is fitted and is clearly visible to operator			
Labels: Tank ID Label for Fuel (diesel etc) is fitted and clearly legible			
Labels: Tank ID Label for Hydraulic Oil is fitted and clearly legible			
Labels: Tank ID Label for Radiator (water/fluid) is fitted and clearly legible			
Labels: Tank ID Label for Fuel, Hydraulic Oil, Radiator Water/Fluid is fitted			
Labels: Hearing Protection label is fitted and clearly visible to operator			
Control Labels (switches, buttons, levers, pedals) clearly marked and legible			
Other:			
Plant Operational Checklist (Start-Up)	OK	NO	N/A
OK = ready for operation / NO = do not operate (notify Supervisor)	☒	☒	☒
OPERATING CHECK: HYDRAULICS			
Check fluid levels			
Cylinders			
Pins/Locks/Clamps			
Fittings			
Hoses/lines			
OPERATING CHECK: POWERED SYSTEMS			
Operate Park Brake – fit for operation			
Operate Emergency Brakes – fit for operation			
Check Lights/Flashing Lights are operating – fit for purpose			
Check Horn is working - fit for purpose			
Check Wipers are operating correctly using wash fluid - fit for purpose			
Check Air-Conditioning/Fan/Heater is working - fit for purpose			
Check Radio Communication System is working - fit for operation			
Check back up/reverse Alarm - fit for operation			
Level indicator device is operating correctly - fit for operation			

Form 7 Plant & Equipment Register

[illegible]

ADMINISTRATION - COMPLIANCE CHECKLIST

Authors Name:	Date Completed	Signature:
This checklist should be completed by the EMP Coordinator once a month or as required to ensure compliant reporting and record keeping is maintained continually with the aim to improve the overall EMP.		
Item to Collect and File	Filed ✓ (Yes)	Actions / Comments
Site Induction Register – completed, signed and dated by workers (inductee's) and facilitator		
Training Register – check to see if any training registers have been completed for this month		
Personal Protective Equipment Register (in stock)		
Form 1 - Asbestos/ACM Loading Clearance Authority		
Form 2 - Environmental Risk Assessment		
Form 3 - Asbestos/ACM Tracking & Storage Register		
Form 4 - Asbestos/ACM Incident		
Form 5 - Storage Site Inspection Checklist		
Form 6 - Plant Pre-Start Checklist		
Form 7 - Plant & Equipment Register		
EPA Licenses & Approvals Register		
EPA compliance audit form (annual)		
Asbestos/ACM Register (for Storage)		
Asbestos/ACM Register (for removal/demolition sites)		
Environmental Risk Assessments		
Site Inspection Checklist		
Plant & Equipment Maintenance Register		
Plant Pre-start Checklists		
Plant Risk Assessments		
Pre-Start Meeting Records		
Toolbox Meeting Register		
Environmental Incident Reports		

Form 9 Compliance Action Required

Item No.	Action Required	By Whom – Person implementing actions	Complete by (Date)
1			
2			
3			
4			
5			
6			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
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