Site Environmental Management Plan

Athol Lodge
7 Diggings Terrace, Thredbo Village

May 2015 Revision 01

Contents

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Purpose and Scope

The purpose of this environmental management plan is to describe the operational construction activities on site that have the potential to impact the environment and the measures to be taken to minimize any negative occurrences. It also provides a guide for the development and implementation of a site-specific environmental management plan.

Environmental Objectives

The building contractor will aim to construct high quality properties in the Snowy Mountains area with minimal negative effects on the local environment. The building contractor should have in place a series of procedures and controls in conjunction with relevant Government and local regulatory authorities to ensure the local environment is protected.

Legal and Other Requirements

The building contractor is bound by the following authorities to ensure the management and protection of the local environment:

- NSW State Government
- Environmental Protection Authority
- National Parks and Wildlife (when working inside park)
- Thredbo Kosciuosko (when working in Thredbo)
- NSW Department of Water
- NSW Rural Fire Service

Organizational Structure and Responsibility

All employees are responsible for the implementation of this Environmental Plan. The Site Manager and site personnel are responsible for the site's activities, which have the potential to impact the environment, as well as the site's legal compliance for all legal and regulatory requirements. The building contractor ensures the quality, safety, health and environmental processes for personnel is known, ensuring that all relevant information pertaining to the site's environmental aspects and impacts are communicated through the organization. They are also responsible for monitoring the site activities, their potential for impact and ensuring the relevant controls are developed in conjunction with the site supervisor. Management will ensure that the environmental system will be reviewed for effectiveness at a minimum of once per year.

Management of Key Site Environmental Issues

1. Waste management

There is always waste materials and rubbish produced throughout the construction process and the building contractor should strive to reduce, manage and when possible reuse this waste in order to protect the local environment. It is the responsibility of every person on site to make proper disposal of waste from site as per the building contractor's policies and procedures.

2. General waste

All general builders waste (non-hazardous) is stored and kept in a designated spot on each site. An enclosure must be formed, secure and clearly marked for all on site to use. The enclosure must prevent rubbish from being spread by wind /weather and animals. Waste enclosures should also be covered in bad weather to reduce risk of contaminated water runoff. General waste bins will be supplied on site including in site shed, near eating areas, inside building and close to site access and egress. These bins will be emptied into the waste enclosure as required. The building contractor will empty waste enclosure as necessary, and appropriately. General waste stores will be located to the North corner of the building site.

3. Recyclable Materials

Recyclable material will be kept in separate enclosures and either reused by the building contractor, on this, or the next project, or sent to the local recycling authority. It is the responsibility of every person on site for the proper sorting of recyclables from the construction site as per the building contractors policies and procedures.

4. Hazardous Waste

Hazardous waste/ material will be stored in the approved manner stated on its Material Safety Data Sheet (MSDS). All hazardous materials will be registered in the Hazardous material register and the appropriate MSDS will be on file. Hazardous material/ waste will be disposed of by appropriately licensed contractors to a licensed prescribed waste facility.

5. Rubbish and Waste Removal

The building contractor has its own rubbish removal service enabling to move and dispose of waste as required. Following strict guidelines with waste removal ensuring dust is controlled during storage, removal and transport, and that loads are securely tied and covered. Waste is transported to the local waste management centre. Recyclables will be transported to the local recycling authority. As stated above any hazardous waste will be disposed of by appropriately licensed contractors to a prescribed waste facility.

Demolition – Will be carried out in accordance with AS2601-2001.

6. Stormwater Management

During the construction process there is a high risk of stormwater contamination occurring. A Site Set-Up Checklist, that is to be updated during the construction project, and filed in the site environmental folder, will be maintained.

The building contractor manages these risks by the use of, but not limited to, the following:

- Erosion and sediment control. This is set up before work commences on site and is amended as required during the construction project. It involves sedimentary barriers located around the site to prevent the access of sediments into the stormwater system. Sedimentary barriers are placed around all stormwater inlets and metal grates supplied to these inlets to prevent rubbish and bulky items entering. Erosion is controlled through use of sedimentary barriers to help reduce the bulk flow of water and help disperse surface water. Particular attention is given to areas around watercourses, excavated areas and wash out areas. Erosion and sediment control is managed in conjunction with Council requirements.

- The building contractor will ensure that all preliminary site plumbing for amenities and water supply will be plumbed into the local / site sewer system.

- The building contractor will provide controlled wash out areas on site with necessary plumbing and erosion and sediment control.

- The building contractor will provide duck boards, gravel or hay to muddy areas on site to reduce the disturbance to the natural ground and prevent the tracking of dirt/ mud around site and onto public paths or roadways.

- For delivery trucks and plant equipment moving on and off site, a timber or gravel wheel clean off area will be supplied near the entry of the site to prevent the spreading of soil/mud from moving plant.

7. Spill Management

Accidental spills will be managed to ensure the health and safety of workers and the public, and to prevent contamination to stormwater. The following procedures will be employed to minimize the risk of contamination from spills such as oils, paints, solvents and other liquids.

Liquid spills will be absorbed using an absorbent material. The contaminated material will be collected in bins provided on site and transported to a suitable and licensed disposal location. Quantities of suitable absorbent material will be kept on site at all times.

Fire water resulting from firefighting equipment can be contaminated with litter, ash and other substances and the correct controls must be used to prevent this entering the stormwater system. Should a spill exceed the sites containment level or be of a substance of high risk the site supervisor is to contact relevant authorities (fire brigade) for additional resources.

8. Site Management

a) Dust Control

Dust is an inevitable by-product of construction work, and must be managed for the health and safety of workers and public and for the protection of the environment. Works involving large amounts dust dispersion (demolition and excavation) will use water spray to help keep material damp and dust down. Covers will be placed over waste storage areas and piles of excavated materials to prevent dust dispersion. When transporting materials that cause dust they should be dampened and covered before moving. Areas surrounding the site should be checked on a weekly basis for signs of dust movement.

b) Litter Control

Litter control around the site is the responsibility of all on site. The building contractor will perform a daily site clean up to reduce litter around the site and prevent any possible hazards it causes. It is the subcontractor's responsibility to leave his work area neat, clean and free of litter. Litter collected can be placed in bins or specified areas as described in the waste management section of this plan.

c) Noise control

Noise on a construction site can become a form of pollution to the local environment through the use of plant, machinery and tools. For protection of employees and visitors to the site they are issued with PPE including ear protection.

To reduce noise pollution from site the following procedures will be followed:

1. All plant, machinery and tools will be maintained in good working order at all times;

2. Work involving noisy tools or machinery to be used inside the building structure when possible;

3. Strict hours of operation for each site will be implemented to reduce noise pollution to the surrounding areas;

4. If the building contractor should receive a complaint in regards to noise levels we will arrange for immediate rectification as far as practical.

d) Fuels & Chemicals

No fuel or chemicals will be stored onsite during construction.

9. Traffic management

All employee and subcontractor vehicles will park in the designated parking areas on or around the site. These will be clearly marked on site and also on the site setup checklist and plan. Areas for tool and material drop off will be supplied close to current works. Where possible parking, material delivery and plant location will be kept within site boundaries, to minimize any possible effect to the public and environment. The building contractor will endeavor to minimize the effects of traffic on the local environment and will rectify and bring back to the existing form, any damage caused by traffic in relation to the site. Management for the control of mud/soil on tires is described above.

10. Environment protection and management of native vegetation

The building contractor should follow a strict policy and procedure for protecting existing flora and fauna. Working in conjunction with Local Council requirements to protect and minimize effects of construction work on the existing flora and fauna. Trees and plants at risk will be protected and braced, duck boards or paths will be constructed to protect ground and under story. Animal nests, burrows, access will not be disturbed or destroyed. If needed to be moved the local wildlife authority will be called in to relocate any animals.

The building contractor will restore any area changed, back to its original, or better.

Administration of Environmental Management

1. Weekly Site Environmental Checklist

A weekly site environmental checklist is to be completed by the site supervisor. This ensures a weekly review of the environmental factors and controls involved with the specific site. Once completed it is to be passed on to the sites OH& S officer for review and any necessary corrective action. This checklist is then filed in the environment folder.

2. Incident Reporting & Emergency Procedures

All environmental incidents that lead to either a potential or actual environmental impact will be reported on the incident Report Sheets found in the rear of this folder. These will be filled out and actioned by the site supervisor. The site supervisor in conjunction with management will ensure that the corrective actions implemented are effective and where practicable, appropriate for ensuring the incident does not re–occur and the environmental impacts where possible are reduced to a minimum.

3. Complaints Management

In the event that an internal or external environmental complaint is received the site supervisor has the responsibility of ensuring that the complaint is logged, actioned and that the corrective actions communicated to the relevant parties.
This can be done on the Complaints Record Sheet. Once this has been completed and actioned it is to be filed in the appropriate section in this folder

4. Communication

Effective communication between the building contractor and internal/ external parties will be achieved by the following methods:

- All external communication requests will be forwarded to the site management who will then determine, in conjunction with senior management, how best to action the request;
- External communication, with proposed corrective action will be logged and filed accordingly;
- Internal communication will be achieved through the use of the sites monthly OHS&E meetings, management meetings and site inductions.

5. Auditing Environmental Management System (EMS)

To ensure effective implementation of the EMS and to promote continuous improvement, the building contractor management will conduct internal audits at a minimum of once per year.

6. Document Control and Environmental records

All environmental records, information and regulations will be kept in the appropriate project folder. Other documents to be filed in this folder include but not limited to site setup plan, incident reports, complaints register, and the weekly site environmental checklists.

INCIDENT REPORT
Site_____ Date_____ Reported By_____ Time_____ Location:_____
Details of Incident:
Action Taken:
Comments:
Sign off NAME: _____ TIME_____ SIGNATURE:_____ DATE_____

Environmental Complaints Report

SITE

Internal Complaint:
External Complaint:

Date:_____ Time:_____

Name:_____

Details of Complaint:

Action Taken:

Comments:

Sign Off:

Name_____ Position_____
Date_____