

STATEWIDE BITUMEN

Environmental Management Plan

for Services Road Tek

Road Tek
Banula Drive
Nerang

1. Overview

Scope of this Plan

This document defines the environmental protection practices and processes Statewide Bitumen will observe during the Road Maintenance. This Plan sets out Statewide Bitumen's environmental notification and reporting practices.

Statewide Bitumen's Environmental Emergency EMP.
Statewide Bitumen's Stockpile Management Plan is available if required.

Services which are a) additional to those above and b) which have different environmental risks will be addressed by Site Specific Environmental Management Plans which will be drawn up using the risk management process set down in Statewide Bitumen's Management Plan.

Statewide Bitumen's Environmental Objectives

Statewide Bitumen's environmental protection objectives are to:

- Manage the delivery of the Services so that adverse impact on the environment is limited,
- Meet the requirements of:
 - All relevant Legislation
 - Maintain trust, good faith and cooperation between Statewide Bitumen, the community and Road Tek.

Statewide Bitumen's objectives will be met through good leadership, commitment and training.

Objectives of Contract Environmental Management Plan

The purposes of this Environmental Management Plan are to:

- Define Statewide Bitumen's management of environmental protection when delivering product or services Road Tek,
 - Provide guidance to Statewide staff on Statewide's obligations,
 - Assure Road Tek that Statewide Bitumen is fulfilling its obligations regarding environmental management,
 - Define the responsibilities of the Environmental Management Representative (the responsibilities and authorities of other positions are set down in the Environmental Management Plan and other functional plans) and
 - Set down the frequency and responsibilities for management review of this Plan.
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Environmental Management Plan

Practice of Environmental Protection

Statewide Bitumen will:

- Assess risks and plan work activities to eliminate or control foreseeable impacts or risks and comply with specified environmental protection requirements,
- Comply with relevant environmental, conservation, heritage, pollution, waste management and fire control legislation and regulations,
- Implement and maintain a risk-based performance evaluation program to verify that the Services are in compliance with this EMP,
- Consult with employees and subcontractors and disseminate environmental information,
- Provide appropriate instruction and training for employees and subcontractors,
- Set up response procedures which will initially contain, then remedy, any environmental damage which does arise and
- Improve environmental protection measures and revise this EMP promptly when deficiencies are identified. Notify Road Tek when this occurs.

2. Management of the EMP

Statewide Bitumen has warranted that it will provide people, materials, resources and systems to properly perform the Services.

Statewide Bitumen require the people to be competent, experienced and qualified to carry out the Services.

3. Environmental, Approvals, Licences and Permits

Statewide Bitumen will ascertain from the appropriate authorities which approvals, licences and permits are required for the Services. Prior to the commencement of any services Statewide Bitumen will obtain those which have not been obtained by the Road Tek.

4. Environmentally Sensitive Areas

Sensitive areas within the scope of works: **Waterways**

5. Environmental Impacts and Control Measures

Activities not listed in the EAPRMW and Activities in Sensitive Areas

Prior to undertaking any activity (including excavation of material to be used for other activities) or any activity in a sensitive areas identified, Statewide Bitumen will complete a REF and submit it and a Site Specific Environmental Management Plan which address the issues revealed by the REF.

6. Waste management

Legislative Requirements

When Statewide Bitumen stores or transports Hazardous or Industrial waste it is classified as a non-licensed waste activity. Accordingly, Statewide Bitumen will:

- Ensure that waste is not stored with and does not come into contact with any incompatible waste,
- Retain information regarding the generation, storage, treatment or disposal of the waste,
- Ensure that the person transporting the waste is licensed if the waste is of such an amount as to require the person transporting the waste to be licensed,
- Ensure that the waste is being transported to a place that may be lawfully used as a waste facility,
- Accurately identify the waste and advise the transporter accordingly and
- Inform Road Tek of any suspected breach of the Environmental Protection (Waste Management) Regulation 2000 in connection with the transportation of waste from the premises.

Waste other than Virgin Excavated Material will be disposed of to an approved waste facility as specified by Road Tek

Statewide Bitumen, as a non-licensed transporter of wastes, will ensure that:

- Vehicles carrying waste will be kept clean and be constructed and maintained so as to prevent spillage of waste,
 - Loads which may spill or emit odours are covered so that spillage and/or emission is prevented,
 - Any container is safely secured,
 - Incompatible waste will not be mixed or transported together,
 - Any hazardous waste is not mixed with any other type of waste,
 - Any waste containing asbestos is wetted and fully covered,
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Environmental Management Plan

- Material segregated for recycling is not mixed with other wastes,
- Any waste is transported only to controlled waste facilities or other facilities that can lawfully receive the waste and
- The occupier of the waste facility is advised of the type of waste involved before the waste is unloaded.

Waste Management Plan

A waste management plan detailing all waste generated by the Services will be developed in accordance with G34M Clause 6.16.1.

Waste Management Register

A waste management register will be kept detailing the type of waste collected, amounts, date/time, by whom, and the disposal location.

Licensed Waste Facilities

Waste Recycling Facilities

Recyclable Waste Materials:	Recycling Facilities:
Glass	
Metals: Aluminium, Steel, Iron and other metals	
Recycled Asphalt Pavement	All RAP suitable for reuse will be stockpiled at an approved site. RAP will be recycled by contractors, local residents and farmers.
Plastics	P&S Plastic Recyclers 5-7/27 Smith Street CAPALABA Qld 4157 Ph (07) 3823 3342
Paper and other office products	Shred X 73 Lahrs Road Yatala QLD 4207 (07)5540 9400

7. Waste from Employee Facilities

This is dealt with in the Site Specific Management Plan.

8. Stockpile Management

Statewide Bitumen's Stockpile Management Plan is an adaptation of the RTA document *Stockpile Site Management Procedure* to manage the establishment and maintenance of stockpile sites. It includes concise model Stockpile Environmental Management Plans.

9. Soil and Water Management

Erosion and Sedimentation Control

Where required, Statewide Bitumen will prepare an Erosion and Sedimentation Control Plan.

Water Quality

Statewide Bitumen will provide adequate controls to ensure that any water entering the waterways or stormwater drainage system from areas it disturbs complies with the requirements of the local water authority.

Appropriately constructed and situated wash out areas will be used when washing out concrete trucks and washing down plant and equipment.

Water Extraction

Statewide Bitumen will identify any water source it intends to use for dust control, earthworks/pavement compaction, on-site concrete batching and the like, obtain any required licences, permits or approvals and comply with any conditions they or Legislation impose.

10. Noise & Vibration Control

Statewide Bitumen will make all practical efforts to minimize noise from machinery or other activities whilst carrying out works.

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It will:

- Restrict, where possible, noise making activities to normal working hours (see Section 24),
- When working near schools, hospitals, residences and places of worship avoid sensitive times for example those leading up to and during examinations such as the HSC, those during religious services,
- Inform and consult with affected residents,
- Ensure plant and equipment has efficient noise suppression devices.

If a Work Order requires Statewide Bitumen to submit a Vibration Management Plan Statewide Bitumen will prepare and submit a plan before to commencing the Ordered Work.

11. Vegetation

Protection

Statewide Bitumen will:

- Adhere to all relevant state and local government, council requirements ,
- Preserve existing trees, plants, and other vegetation within the network and use every precaution necessary to prevent damage or injury thereto except as otherwise allowed.
- Ensure that all site personnel observe the limits of clearing and are made aware of the importance of any trees of significant value.

Weeds

The Services include the eradication or controlling of only those weeds which interfere with safe travel or which may damage Road Tek property and then only to the extent necessary for road purposes. This does not extend to other areas within road reservations.

Statewide Bitumen will employ methods that will minimise the spreading or introduction of weeds by carrying out the Services and will employ best practice weed removal methods:

- All weed material will be bagged and tied and taken to an approved waste disposal site.
- Boots and clothing will be inspected and cleaned if required when leaving all work sites to limit the chance of spreading weed material.

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- Where equipment or vehicles are used on a site where noxious weeds are present a visual inspection and wash down will be carried out prior to leaving site.

12. Native Wildlife

Statewide Bitumen will protect all native fauna from the impact of the Services.

All native wildlife will be protected. No firearms will be allowed on site except for security purposes permitted by law.

13. Fire Precautions

Fire prevention and precautions and the requisite equipment are dealt with in the Site Specific Safety Management Plan.

It is not anticipated that Statewide Bitumen will burn-off as a result of any of the Services.

If it is required, it will obtain all necessary permits and observe their requirements.

Statewide Bitumen will take all necessary precaution with plant in bush-fire prone areas and, when the danger of fire is high, it will restrict or, when prudent, refrain from welding, grinding, using cut-off wheels and other heat or spark generating work.

14. Potential Contaminants

Statewide Bitumen will plan and execute the Services so as to minimise the risk of polluting with chemicals, dangerous goods and other potential contaminants.

Where a significant risk exists (eg fuel storage and transfer to vehicles, use of pesticides, concrete batching, application of precoat) and especially near waterways and drains.

Public notification of pesticide use will be conducted and the following measures will also be implemented whenever pesticides are used adjacent to or across the road from a Sensitive Place:

- Mechanical means of pest control (such as mowing or slashing) must be used where feasible; or
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- Hand-held application of pesticides is required where mechanical means of pest control are not feasible.
- Only licensed and Road Tek approved contractors will be used for all types of pesticide spraying. (both mechanical and hand spraying)

15. Aboriginal Heritage Protection

Statewide Bitumen will ensure that all personnel performing the Services:

- have received training regarding their responsibilities towards the preservation and protection of Aboriginal Heritage.
- Are made aware of any relevant sites/areas which must be avoided.

If Statewide Bitumen encounters any previously unknown Aboriginal object or material (including skeletal remains) suspected of being of Aboriginal origin, it will cease all construction work that might cause damage or disturbance.

Statewide Bitumen will then notify a Road Tek representative immediately.

16. Non-Aboriginal Heritage Protection

Statewide Bitumen will ensure that all personnel working on site have received training regarding their responsibilities under the Queensland Heritage Act and are made aware of any relevant sites/areas which must be avoided. Such sites/areas will be identified on a site map, to be made available to all relevant personnel during the Services.

Should any previously unknown item be encountered which is suspected to be a relic or heritage item, all Services will stop and measures to protect the item from damage or disturbance will be taken. The Road Tek Representative will be notified immediately.

17. Materials with Recycled Content Preferred

Materials and products with recycled content will be proposed wherever they are cost and performance competitive and environmentally preferable to the non-recycled alternative.

18. Site Restoration

Statewide Bitumen will reinstate any areas disturbed by its delivery of the Services. Restoration will include remediation of any ground contaminated by incidents such as oil or fuel spills (particularly in fuel storage areas) and appropriate revegetation.

19. Control of Subcontractors

Subcontractors' EMPs

Before engaging any subcontractor Statewide Bitumen will:

If a Work Order specifies Road Tek Prequalification for a Subcontractor and the Prequalification level nominated includes environmental management requirements:

Statewide Bitumen will ensure the subcontractor supplies and approves environmental management system for its Services

If the Subcontractor has its own EMP:

1. Document the duties of that subcontractor,
2. Audit that subcontractor's EMP and record the results,
3. Induct that subcontractor's personnel,
4. Set down the responsibilities Statewide Bitumen will retain for the management of site environmental protection issues,
5. Set down a surveillance program to monitor and document effectiveness of each subcontractor's systems

If the Subcontractor does not have its own EMP:

Engage the subcontractor upon the basis that it will adopt this EMP.

Subcontractor Nonconformance

In the event that a subcontractor is found to be not working to the requirements of the CEMP Statewide Bitumen will immediately issue a CAR with a Hold Point which stops the noncompliant process until the CAR is closed out.

20. Environmental Incident and Emergency Management

Environmental Emergency Plan

Statewide Bitumen has prepared an Environmental Emergency Plan.

It deals with key response personnel, emergency contracts, containment measures, cleaning, collecting and disposal, availability of MSDS, the emergency procedure and communications strategy.

It forms Appendix D.

Response Time

Statewide Bitumen provide properly equipped and manned responses to Environmental Emergencies and to requests for assistance from emergency services within the response times set out in the RMCC documents.

Resources

Statewide Bitumen will provide, locate and man the following Emergency Equipment to meet the Response Time

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EMERGENCY EQUIPMENT		
Locations:	Onsite (Equipment Plant Trailer)	
Emergency vehicles and trailers	<ul style="list-style-type: none"> ▪ Emergency vehicles fitted out with emergency response equipment and materials, including spill kits. 	<ul style="list-style-type: none"> ▪ A lockable registered trailer or other vehicle approved by the Statewide Bitumen fitted out with emergency response equipment and materials.
Signs and traffic control items:	<ul style="list-style-type: none"> ▪ Traffic accident signs ▪ 20 Barrier board sets with lights ▪ Warning signs; prepare to stop, workmen ahead, flagman ahead, stop/slow x 6 night and day signs ▪ Traffic hazard ahead signs x 6 	<ul style="list-style-type: none"> ▪ Traffic accident ahead signs x 6 ▪ Water over road signs x 6 ▪ Road closed signs x 6 ▪ Detour signs, 6 "Right" & 6 "Left" ▪ 100 traffic cones
Equipment / Materials:	<ul style="list-style-type: none"> ▪ Site to base communication system ▪ Shovels ▪ Axe ▪ Bolt Cutters ▪ Crowbar (spud & wreckers) ▪ Floodlights ▪ Mobile generator (silenced) 	<ul style="list-style-type: none"> ▪ Mobile chemical/fuel spill containment and clean up kit ▪ Fire Extinguishers per response vehicle / trailer: <ul style="list-style-type: none"> ▪ Two Dry Chemical each of at least 9 kg capacity plus ▪ Two Wet Chemical of at least 7 litre capacity. ▪ Chainsaws ▪ Miscellaneous tools for basic fencing, sign and fixture dismemberment / removal etc, and tree and branch removal. ▪ Brooms ▪ Torches, batteries, wands ▪ PPE for all weather conditions, day & night

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Spill Prevention and Containment

Statewide Bitumen has prepared a Spill Prevention Procedure and a Minor Spill Procedure. – See Appendix B

Reporting and Corrective Action

The management representative called out to the incident/accident will ensure that the Road Tek contracts Manager is informed, the Incident/Accident Report is completed and that, if required, Statewide Bitumen cooperates Road Tek.

21. Environmental Audits

Statewide Bitumen environmental audits will follow Statewide Bitumen's Quality Management Plan.

22. Non-Compliance and Corrective Action

Environmental Protection non conformances, for example those arising from:

- Audit and Surveillance conducted by either Statewide Bitumen.
- Incidents,
- Application of the Risk Management process,
- Environmental issues being encountered on site,

will be dealt with:

- By applying the processes set down in the Quality Management Plan,
- According to the responsibilities set down in Section **Error! Reference source not found.** of this EMP,
- Within the times and in the manner down in the Contract Management Plan and
- Observing the Hold Points,

23. Records Management

Statewide Bitumen will hold the following for at least 5 years. They will be accessible to Road Tek and to other relevant authorised authorities:

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1. Details of qualifications held by individuals primarily responsible for environmental monitoring,
2. Monitoring/inspection reports,
3. Internal audit reports,
4. External audit reports,
5. Reports of pollution incidents, other environmental nonconformances, complaints and follow-up action,
6. Minutes of CEMP management review meetings,
7. Evidence of action taken as a result of such meetings/events,
8. Induction and training records,
9. Records of monitoring by subcontractors against compliance limits, and
10. Waste Management Register.

24. Community Relations

Working Hours

Statewide Bitumen's working hours are:

Monday to Friday: 6am – 6pm Saturday: 8am – 5 pm

25. Complaints Procedure

- If Environmental complaints made by the public to Statewide Bitumen staff cannot be immediately resolved, they will be recorded and dealt with promptly using Statewide Bitumen's complaint procedure.
- Notify Road Tek of all complaints

26. Environmental Reporting to Road Tek

Statewide Bitumen will submit to the Road Tek:

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All relevant incidents that may cause any environmental impact

- A report of any incident resulting in failure to meet environmental obligations, the immediate action taken to alleviate the problem and the proposed measures to prevent the occurrence of a similar incident. On submission of this information.
- A summary report of environmental performance evaluations at intervals of six months.

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Appendix B – Spill Prevention and Containment Procedures

Spill Prevention

Purpose

To fulfil Statewide Bitumen's commitment to providing a work site free from the risk of environmental incidents.

Scope

This procedure outlines the actions that will be followed to prevent and contain spills at the worksite. It outlines the measures to be employed to control and remove chemical, fuel and lubricant spillage.

The activities covered by this procedure include:

- Refuelling, maintenance or cleaning of plant and equipment including concrete agitators, bitumen spray bars and asphalt pavers
- Mixing of cutting oil and additives with bitumen and
- Application of liquid membranes, including paint and thermoplastic, resin, emulsion, precoat agent and curing compound.

Procedure - preventing spills

No hazardous material will be stored within 50 metres of a waterway.

All Statewide Bitumen's trucks will carry the MSDS as described in the Environmental Emergency Procedure. These are also available at the 24-hour contact number.

All hazardous liquids will be stored in imperviously bunded areas.

The bunded areas:

- Will conform with applicable Australian Standards
- Will each have a capacity (after allowing for the reduction in bund capacity caused by containers sitting on the floor of the bund) of not less than 120% of the volume of the largest container stored in the bunded area.

A register is maintained of all chemicals kept on site.

Empty chemical containers will be removed from site and either:

- Returned to the supplier (where possible) or
- Disposed of in accordance with the relevant legislation

All staff will be made aware of this procedure.

Environmental Management Plan

Minor Spill Procedure

If a spillage occurs the following procedure will be followed.

- Immediately identify the spilled material and notify the contract manager.
Subcontractors are to notify Statewide Bitumen's site personnel.
- Refer to MSDS for Personal Protective Clothing needed.
- Assess the need for containment
- If containment is required, contain using earth mound and/or absorbent socks/spill kit.
- Use the relevant clean up procedure in MSDS to clean the pavement, shoulders and other affected areas and structures.
- Dispose of material using a licensed contractor, and keep records of disposal on site.
- Complete an Incident Reporting Form and forward it to the Environmental Management Representative.

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Appendix C - Environmental Inspection Checklist

Site Location:Gang:.....

Person in charge of site:

Indicate in the following manner in the 'Result' column:		
✓ Acceptable	✗ Not Acceptable	NA Not Applicable NC Not Checked
Stockpile management		
Are all stockpiles adequately protected to prevent erosion and run-off?		
Erosion and Sedimentation control		
Inspection Report For Erosion/Sediment Controls must be attached to this checklist		
Inspection Report For Erosion/Sediment Controls must be completed after a rainfall event of more than 10 mm within a 24 hour period		
Noise and vibration		
Are all reasonable practicable steps to reduce construction noise and vibration taken?		
Air quality		
Is dust minimised by limiting the extent of disturbed areas and regular watering?		
Are loads with the potential of generating dust covered or dampened?		
Incident response		
Are spill kits stocked and easily accessible?		
Have any environmental incidents occurred since the last report? If yes, have incidents been reported and investigated?		
Waste management		
Is all waste stored in a designated waste storage area?		
Is the waste storage area bunded to preventing spills or leakages?		
Is there a need to dispose of any waste from the storage areas?		
Heritage / Archaeology		
Were the appropriate authorities notified, and work stopped, if any heritage or archaeological item or artefact was found?		

Further Comments and Actions

Signed: _____ Date: _____

Name: _____ Position: _____

REVIEW:

OH&S and Environmental Inspection Checklist have been reviewed. All necessary NCR's have been raised.

Signed: _____ Date: _____

Name: _____ Position: _____

Environmental Management Plan

Appendix D - Environmental Emergency Plan

H.1. Preface

Scope of this Plan

This Environmental Emergency Plan ("EEP") sets down Statewide Bitumen's management of environmental emergencies during the Services.

It deals with:

- Being prepared for emergencies and
- Responding to and managing emergencies.

The following are of particular significance:

- Incidents and accidents (including vehicle fires) on the Network,
- Refuelling, maintenance or cleaning of plant and equipment including concrete agitators, bitumen spray bars and asphalt pavers.
- Mixing of cutting oil and additives with bitumen, and
- Application of liquid membranes, including paint and thermoplastic, resin emulsion, pre-coat agent and curing compound.

This Plan is part of Statewide Bitumen's Environmental Management Plan.

Principle

In the event of an emergency the first consideration is the safety of Statewide Bitumen and Road Tek personnel and the public. Following the safety of the staff and the public the next consideration is the minimisation of damage to the environment.

Purposes of this Plan

This Plan aims to make staff aware of the requirements for the timely planning and safe response to incidents in order to minimise damage to the environment.

H.2. Statewide Bitumen's Key Response Personnel

Robert Balfour Ph 0407 101010 will be the first point of contact when an incident or spill occurs. He can be contacted 24 hours a day.

Sonia Balfour Ph 0407 288 000 will be the second point of contact and can be contacted 24 hrs a day.

In the event of Statewide Bitumen finding or being notified of an incident or accident or environmental emergency on the Network or in the Services to which Statewide Bitumen is required to respond any one of these people will mobilise Statewide Bitumen's emergency people and their equipment and ensure the relevant Procedure, Communication Strategy and Reporting is being followed.

The names and contact numbers for these people will be given to all staff and contractors at their induction.

Environmental Management Plan

They will also be displayed in the site offices and crib rooms together with the numbers of emergency services (eg. ambulance, fire brigade, spill clean-up services).

A copy of the Environmental Emergency Procedure & Communication Strategy flowchart will be kept in every Statewide Bitumen vehicle.

H.3. Emergency Contacts

Reproduced from Statewide Bitumen Contract Management Plan.

Name	Position	Day-time Contact No.	Mobile phone No.
Robert Balfour	Proprietor	0407 101010	
Sonia Balfour	Safety & Environmental officer		0407 288 000
Hamilton Gervaise	Traffic Management Officer		0488 131212
Other:			

H.4. Material Safety Data Sheets

Statewide Bitumen's Environmental Management Representative will maintain an up-to-date master file ("Register") of Material Safety Data Sheets ("MSDS") for all materials used by Statewide Bitumen in performing the Services and for materials it reasonably expects could be spilt or be found burning in vehicle fires on the network eg bitumen, fuels, pesticides, strong acids and alkalies, paint.

Controlled, updated copies of these MSDS will be immediately to hand:

- To each of Statewide bitumen's 24 hour Emergency Contacts,
- In all Statewide Bitumen's trucks and
- Prominently displayed on all worksites.

H.5. Containment Measures

In the event of spillage of fuels, paint and/or chemicals on the Network Statewide Bitumen will:

1. Identify the spilled material and, from its Material Safety Data Sheet ("MSDS"), determine what precautions need to be taken eg wearing Personal Protective Equipment,
2. Stop the source of the spill,
3. Use containment equipment/kits to contain the spill in accordance with the MSDS,
4. Block nearby drainage channels with earth or sandbags,
5. If the spill occurs in the vicinity of a natural watercourse or in an environmentally sensitive area take immediate extra precautions such as construction of earth mounds downstream of the spill, blocking-off natural drainage channels with earth or sandbags,

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6. Treat any chemical spill according to the MSDS,
7. If the spill is large or if the above measures appear to be inadequate, call the Fire Brigade and give them location, UN number and Hazchem code and size of spill
8. Excavate and store (in labelled drums) contaminated material and transport it to a Statewide Bitumen depot or transport and dispose of it in an approved waste management facility.
9. Raise an Environmental Incident Report and report the incident to the Environmental Management Representative or their representative,
10. Notify the Road Tek Representative and provide a detailed report of the incident, containment measures, cleanup and disposal.

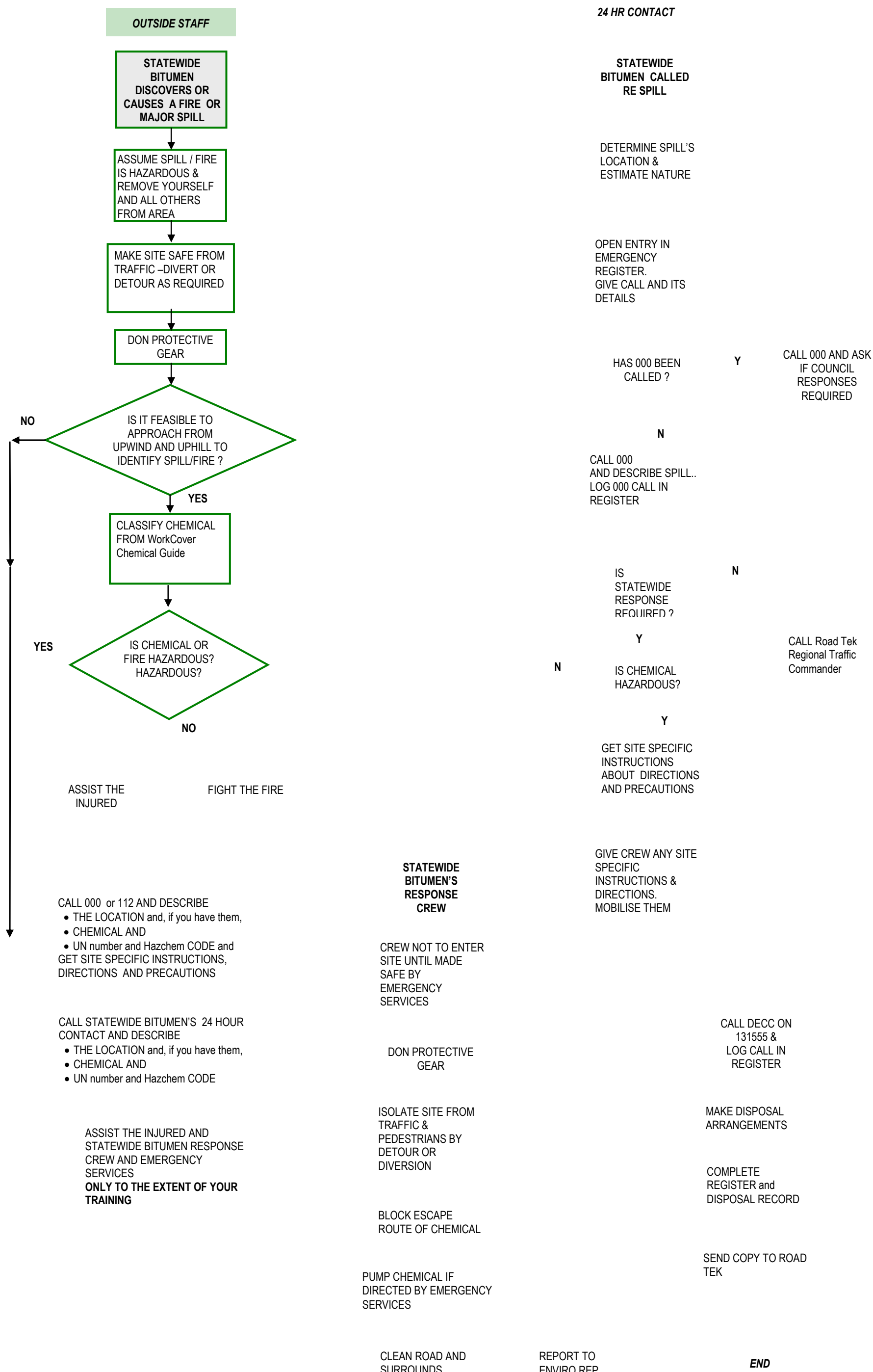
Activity	Material	Method
Collecting	Liquid	Pump into tank or drum
	Powders	Shovel or suck into tanks or drums
Cleaning	Liquids (water soluble)	Cover with sand dirt or other absorbent material immediately to stop the spread of material. Shovel or suck up into tank or drum
	Liquids(non water soluble)	Cover with sand dirt or other absorbent material immediately to stop the spread of material Shovel or suck up into tank
	Powders	Shovel. Use a broom to pick up remainder.
	<i>If in doubt about what to use as a cleaning agent, contact DEC</i>	
Disposal	All	All waste to be taken to a waste management facility approved by Road Tek

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H.6. Follow-up Action

1. Send any staff exposed to hazardous materials, including smoke or fumes, to health authorities to assess any effect upon their health,
2. Restore Emergency Equipment to original state,
3. Advise the Environmental Management Representative of any improvements to this Plan

H.7. Environmental Emergency Procedure, Communications Strategy and Reporting



H.8. Statewide Bitumen Environmental Incident Classification and Management Procedure

Intent

To provide a clear framework for classifying, managing and effectively responding to environmental incidents and to consistently provide accurate information.

Definitions and Acronyms

Environment	Surrounding in which an organisation operates, including air, water land, natural resources, flora, fauna, humans and their interrelation.
Environmental Incident	A discrete (one-off) occurrence that may result in an adverse impact (or impacts) on the environment or a breach of legislation.
Environmental Incident Management	Is the provision of a response in a timely and efficient manner to minimise adverse impacts on the environment.
EPI	Environmental Performance Improvement Section.
DECC	Department of Environment and Climate Change.
DoP	NSW Department of Planning.
Senior Environmental Officer	Regional Senior Environmental Officers; Environment Branch Senior Environmental Officers; Road Services Environment Manager; Pacific Highway Environmental Services Manager; Hume Highway Senior Environmental Officer.
POEO Act	Protection of the Environment (Operations) Act 1997
EP&A Act	Environment Planning and Assessment Act 1999
NPW Act	National Parks and Wildlife Act 1972
EPBC Act	Environmental Protection and Biodiversity Conservation Act 1999
FM(G) Reg	Fisheries Management (General) Regulation 1994

Procedural Text

- Environmental incidents will be classified using the Statewide Bitumen's Environmental Incident Classification in accordance with Table 1. The level of incident can be escalated or downgraded by the Manager Environmental Performance Improvement.
- An Environmental Incident Report form shall be raised for each reported environmental incident and forwarded to Environmental Officer.

Table 1: Statewide Bitumen’s Environmental Incident Classification

Category	Incident type	Primary Legislative Requirements
<p style="text-align: center;">Category 1</p>	<p>Material, odour or noise that travels beyond site boundary causing or potentially causing adverse impact to the environment.</p>	<p>s.120 POEO Act – water pollution, sediment laden water, chemical/oil spill and sewage/septic overflow;</p> <p>s.129 POEO Act – offensive odour;</p> <p>s.126 POEO Act – dust exceeding reasonable levels without active management measures in place.</p> <p>s.139 POEO Act – offensive noise</p>
	<p>Discharge of waters from site not in accordance with any applicable REF determination / approval / licence condition.</p>	<p>s.120 and s.64 POEO Act; s.75D <i>EP&A Act</i></p>
	<p>Unauthorised damage or interference to threatened species, endangered ecological communities or critical habitat.</p>	<p><i>NPW Act</i> particularly s.118A, s.118C and s.118D.</p>
	<p>Unauthorised damage, disturbance, destruction or works to heritage items.</p>	<p><i>Heritage Act 1977</i> particularly s. 57, s.119, s.139 and s.156. <i>EPBC Act 1999 s.15A, B & C</i></p>
	<p>Unauthorised damage, disturbance or destruction to Aboriginal objects or places.</p>	<p><i>NPW Act</i> particularly s.86 and s.90. <i>EPBC Act 1999 s.15A, B & C</i></p>
	<p>Failure to comply with a REF determination / approval / licence condition.</p>	<p><i>EP&A Act</i> particularly s.75D; <i>POEO Act</i> particularly s.64; <i>FM(G) Reg</i> particularly s.337A., <i>NPW Act</i> particularly s.90 and s.141.</p>
	<p>Works without required approval.</p>	<p><i>EP&A Act</i> particularly s.75D and s.111.</p>
	<p>Material harm to the environment or persons as per Part 5.7 of POEO Act (including harm on site).</p>	<p><i>POEO Act</i> particularly s.148.</p>
<p style="text-align: center;">Category 2</p>	<p>Spills that do not leave the site boundary and are cleaned up without material environmental harm or residual environmental impact.</p>	<p><i>POEO Act</i> including s.120 and s.142A.</p>
	<p>Failure to implement component of Environment Management Plan that does not result in a Category 1 incident.</p>	<p><i>EP&A Act</i> particularly s.111</p>
<p style="text-align: center;">Environmental Hazard</p>	<p>Issues that may lead to an incident or adverse environmental impact if not attended to.</p>	
	<p>An action, failure to act or a management issue that has the potential to cause or result in adverse environmental impact.</p>	
<p style="text-align: center;">Notifiable Events</p>	<p>Material travelling beyond site boundary, and where it can be demonstrated that the management control plan has been designed appropriately (in consultation with a soil consultant if required), the controls have been installed appropriately, are being maintained well, and the weather (rain, wind etc) event exceeds the design capacity of the controls.</p>	

	A complaint from a Regulatory Agency
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Category 1 Management Response		Road Tek Response	Statewide's Response
1	If necessary, stop Services in relevant area and/or take immediate actions to prevent adverse impact to the environment or community.	✓	✓
2	As soon as Statewide Bitumen staff become aware of a category 1 incident, advise relevant SEO and advises Environment Branch (GM Environment, Manager Environmental Performance Improvement or Manager Environmental Policy).	✓	✓ (Advise Contract Manager)
3	Complete environmental incident report form and submit to Environment Branch.		✓
4	Review the cause, nature and management response to the incident by Project Manager and Senior Environmental Officer, appropriately experienced regional environmental officers and/or a representative of Environment Branch and recommend improvements to processes where appropriate.	✓	✓
5	Review and check implementation of recommended improvement measures.	✓	✓
6	If necessary, stop Services in relevant area and/or take immediate actions to prevent adverse impact to the environment or community.	✓	✓
7	Complete environmental incident report form and submit to Environment Branch.		✓
8	Review the cause, nature and management response to the incident by Project Manager and Senior Environmental Officer, or appropriately experienced regional environmental staff and recommend improvements to processes where appropriate.	✓	✓
9	Review and check implementation of recommended improvement measures.	✓	✓
Environmental Hazard			
1	Detail hazard in Environmental Inspection Report and manage in accordance with inspection guidance	✓	✓
Category 3 Notifiable Event			
1	SEO to advise Manager Environmental Performance Improvement.	✓	✓
	2 and advise outcome of review to Manager Environmental Performance Improvement Review the cause and nature of the event by Senior Environmental Officer	✓	✓