



ENVIRONMENTAL MANAGEMENT PLAN

SECTION 1

GENERAL OVERVIEW

1. INTRODUCTION

ECTS operations and the maintenance of these operations have the potential to cause significant damage to the environment. The Environmental Protection Act (1994) requires organisations to take appropriate measures to ensure the minimisation and or elimination of environmental hazards.

2. POLICY

All ECTS and associated facilities on site and or other ECTS controlled areas are to ensure that their activities do not cause harm to the environment. To meet this requirement the ECTS will:

- Develop waste management programs that minimise waste production, segregate waste at origin site, recycle waste and minimise environmental impact of waste disposal.
- Control the release of waste products into the air, ground and waterways.
- Develop staff training packages on environmental best practice.
- Carry out appropriate environmental and waste audits.

2.1 Definition: The following definitions will apply throughout this document.

Environment = Air, Water, Ground.
ECTS = All areas on the ECTS Complex and associated areas

3. SCOPE

The ECTS Environmental Management Plan applies to **all** employees and other persons who are on the ECTS Complex or site as a service provider or visitor.

4. AIM

The ECTS Environmental Management Plan has been divided into seven sections to assist ECTS staff with the management of the ECTS environment including waste management. The Plan is divided into the following categories.

1. General procedures.
2. Risk Assessment Process
3. Environmental Education
4. Waste Management.
5. Air.
6. Water.
7. Energy/Resource Management.

5. RESPONSIBILITIES

The Environmental Protection Act requires that all staff have a duty to ensure that environmental harm does not occur during or from activities associated with the provision ECTS products or services and associated areas.

5.1 Staff & Management

Staff commitment and effective leadership from management in environmental protection matters is crucial to the success of environmental management programs.

5.2 Liability

Environmental legislation may expose all levels of management to personal liability for offences by the organisation. Managers at all levels are required to adopt those procedures and policies that avoid environmental harm.

5.3 Reporting Procedure

The Environmental Protection Act (Section 37) indicates that staff have a duty to report any activity which is causing or may cause harm to the environment. Such notification is to be made on the ECTS "Incident Report Form" to the Quality Manager.

6. RISK MANAGEMENT PROCESS

Risk is defined in the Australian New Zealand Standard as “The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood”. In an effort to control or reduce risk the Facilities Manager will oversee the risk assessment processes for Waste Management.

6.1 Risk Management Process

Processes are contained in this plan that will assist significantly with the identification of environmental risk. Elimination and or reduction will follow the assessment phase. Guidelines for risk assessment are contained in Tables 1&2 of Section 2 of this plan. The Quality Manager is to be notified immediately of any potential threat to the environment.

7. STAFF EDUCATION

The education of **all** ECTS staff is seen as extremely important in effectively dealing with environmental issues. Staff are to be informed of the requirements of the Environmental Management Plan at orientation and subsequent education sessions.

Training is to include:

- ECTS Environmental Policy and Procedures.
- Legislated responsibilities in relation to Environmental Management.
- Identification and measurement of environmental non-compliance.
- Waste Audit techniques for waste handling staff.

A record of staff attendance is required for all attending staff.

Educational information is contained in the Educational Plan in Section 3 of this report.

8. CONTRACT MANAGEMENT

Where appropriate, contracts issued by ECTS will include a clause obligating contractors and their employees to conform to this Environmental Policy. ECTS Managers are to ensure that prospective contractors are advised of and understand Pracom Environmental Management requirements.

8.1. Contractors

All contractors providing services to ECTS are to ensure that such services are provided without causing harm to the environment.

8.2 The Contractor

The contractor shall accept responsibility and liability for environmental damage; which may occur during any activity taken by the contractor whilst in the service of ECTS; which is not in accordance with the contract, or other authorised documentation.

8.3 Contractor - Waste Removal

The contractor will remove all waste generated by them in accordance with the contract. Unless other arrangements have been made the contractor will not use ECTS bins or other receptacles for the disposal of waste. It is the contractor responsibility to remove and dispose of waste in compliance with relevant legislation and or local ordinances. The contractor will liaise with the Quality Manager and Project for the siting of disposal containers on site.

9. QUALITY IMPROVEMENT

This document is based on continuing quality improvement using the proviso of “Plan, implement, check and review”. All staff is invited to contribute to the improvement of this plan. A “Waste Management Improvement “form is provided as Appendix 4 of Section 4 of this Plan.

10. ENVIRONMENTAL CONCERNS

Matters relating to environmental harm are to be reported in the first instance by telephone to the Quality Manager. An appropriate response will be carried out on all reports and a reply forwarded to the person lodging the report. The ECTS standard “Incident Report” form is to be filled in and forwarded for action.

11. AUDITING & MONITORING

Effective auditing and monitoring are essential to meet legislative and other obligations in terms of the environment and waste management. Auditing and monitoring activities will include the following.

- Management systems audit
- Compliance audit
- Waste audits
- Environmental hazard audits
- Environmental impact audits

Section 4.1 provides information for waste audits carried out at ECTS. Appendix 3 to Section 4.1 contains a table for audits.

11.1 Staff Audits

Staff audits are to be conducted by ECTS staff working in the general area where the waste is generated. These audits:

- Focus on waste segregation and minimisation.
- Measure effectiveness of environmental safeguards and preventative measures.
- Identify non-compliance.

11.2 Quality Manager Audits

The Quality Manager will carry out pre programmed and random audits ensuring that legislative and other requirements are complied with.

11.3 External Auditing

External auditing will be coordinated by the Quality Manager for specialist audits using an external auditing, environmental risk management agency.

11.4. Audit Summaries -

Audit reports will be coordinated by the Quality Manager these reports will be forwarded to the ECTS Executive and other involved parties.

12. EMERGENCY PLANNING

Emergency Response - Any environmental situation that requires an urgent response eg. Dangerous chemical spill, toxic fumes etc. should be treated in accordance with the ECTS emergency procedures manual.

Other emergency response information is contained within various sections of this environmental plan.

The Quality Manager will be notified of any chemical spills. Security staff will maintain control of the area involved in the emergency until the arrival of emergency services.