

## 1.0 PURPOSE

The purpose of this procedure is to ensure that all activities relating to the Environment are identified, planned and documented.

## 2.0 SCOPE

The requirements of this procedure apply to all activities that interact with the Environment, whether on Company premises or on project sites.

## 3.0 DEFINITIONS

**Environmental Aspect** – means the element of the Company's or Subcontractor's activities, products or services that can interact with the environment.

**Environmental Impact** – means any change to the environment, whether adverse or beneficial, wholly or partially resulting from the Company's or Subcontractor's activities, products or services.

**Risk Assessment** – means the process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined criteria.

**Environmental Aspect/Impact Schedule (EAIS)** – means a document that lists all process activities that have an Environmental Aspects, their associated impacts, risks and the controls to be put in place to manage the risks.

**Responsible Manager (RM)** – means the manager with the responsibility and authority for managing Environment issues, as follows:

- Bid Manager                                      Company Tenders
- Project Manager or nominee                Project Sites.
- Business General Manager                Company Premises.

**Contract** - means the written, legally binding agreement between the Company and its Customer, specifying their respective rights and obligations.

## 4.0 REFERENCES

1. ISO AS/NZS 9001      Quality Management Systems – Requirements
2. ISO AS/NZS 14001    Environment Management System
3. AS/NZS 4801          Occupational Health & Safety Management Systems
4. QGQ-MN05P          Management Review
5. QGQ-QM10P          Control of Non Conformances
6. QGQ-QM11P          Corrective and Preventative Actions
7. QGQ-QM15P          Record Management
8. QGQ-EM02P          Environmental Aspect/Impact Analysis
9. QGQ-QM14P          Compliance Requirements
10. QGQ-QM12P          Monitoring and Measuring
11. QGQ-BD02P          Tendering and Estimating
12. QGQ-QM09P          Internal Auditing
13. QGQ-HR05P          Learning and Development

## 5.0 Process and Descriptions

### 5.1 General Requirements

- a) This procedure requires that all activities relating to the environment identified in all Company activities, including activities carried out on Company premises as well as project sites are planned and documented so as to meet the requirements of the Company's Environmental Policy.

b) The sequence of activities required by this procedure and the responsibilities for implementation are defined in the flowchart in Figure 1.

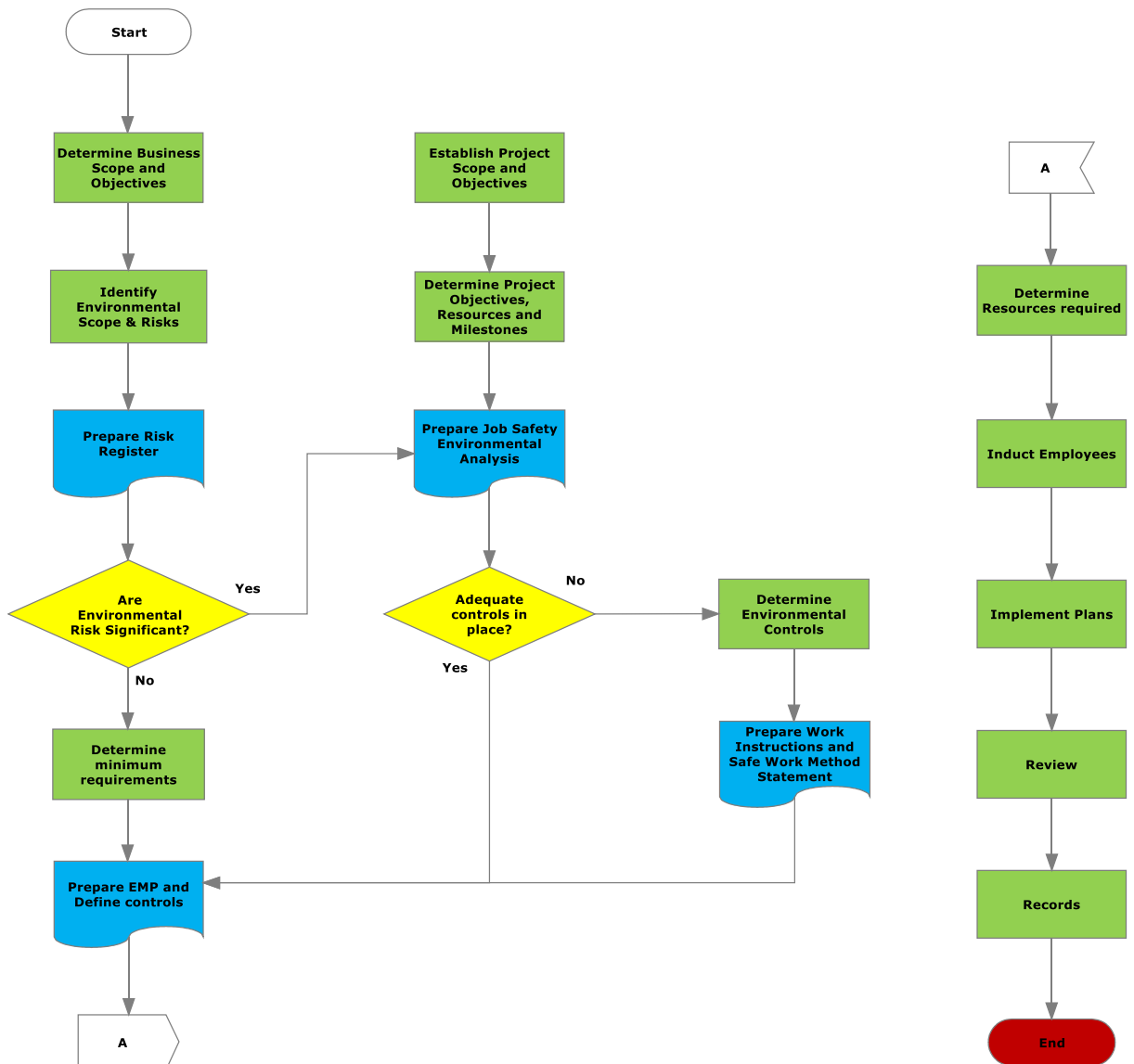


Fig. 1 – Environmental Planning Process

### 5.2 Business Location Activities

A standing Environmental Management Plan shall be prepared and maintained for each of the Company’s premises. This Plan shall detail the processes and resources for identifying, controlling and improving the impact of its general activities on the environment and will include all the requirements to meet this Procedure.

### 5.3 Tender Activities

For Company's tender activities, the extent of development to be carried out (e.g., risk analysis, environmental aspect and impact statement, environmental management plan, etc.) in addition to the tender enquiry requirements as specified in BD02P shall be dependent on the proposed contract and/or where determined necessary by the Bid Manager.

#### 5.4 Project Activities

- a) For Company's project activities, during preparation of the project scope and brief, the Responsible Manager shall:
- identify any environmental aspects and their associated impacts (see EM02P);
  - document the overall strategy for the management of environmental issues, if any;
  - document all aspects and their associated impacts in the Risk Register and/or Job Safety Environment Analysis, see EM02P;
  - define in the Project Organisation chart, the job function (ie. Environmental Engineer/officer) with the suitable experience and the responsibilities to implement the environmental requirements defined in the Quality Plan or the Environmental Management Plan;
  - Set project Environmental Objectives and targets, See MN05.
- b) For projects with significant risks or where required by the Contract, the RM shall document in an Environmental Management Plan (see Section 5.5) the appropriate control processes to prevent hazards, pollution and any potential of unsafe practices that may cause and emergency response.
- c) For projects without any specific environmental requirements or where there are no significant risks or except where performance initiatives can be implemented, as per the project environmental objectives, the RM shall apply the requirements of Section 5.4a).

#### 5.5 Environmental Management Plan (EMP)

- a) When an Environmental Management Plan is required, the key points to be covered shall be as follows, see EMP Template for details (EM01F1):
- identification of project/product scope and responsibilities;
  - contractual requirements;
  - product requirements;
  - preparation of an Job safety Environment Analysis should include:
    - all activities that have an environmental Aspect/Impact;
    - risk analysis;
    - control requirements to minimise risk;
    - identification of Compliance Requirement (see QM14P);
  - identification of project objectives and targets;
  - establishment of structured methodology for reducing the impact
  - communication requirements;
  - identify risks (see also Risk Management Guideline);
  - training (induction, implementation & competencies required);
  - auditing (see QM09P and Audit Schedule);
  - performance review and reporting (MN05P);
  - establishment of Emergency/Evacuation Plan.
- b) The RM shall ensure that the EMP is:
- developed as per the process above and to meet the requirements of the project/product/services and any other external requirements;
  - controlled as per the Business Unit document control procedures (QM04P);
  - reviewed by an experienced person, approved by the RM and Authorised by the Chief Executive/General Manager;
  - implemented as required by the Contract or prior to any work being carried out which may be affected by the controls defined in the plan.

- c) The RM on project sites shall ensure that all site personnel (including suppliers) are inducted to and are aware of the processes and controls required in the EMP. Record of attendance and training needs to be taken to demonstrate participation (see HR05P).

### 5.6 Review

- a) A review should be carried out to ensure effectiveness of the EMP and may include the following:
- Job Safety Environmental Analysis;
  - Any scope changes in the contract
  - Any changes in the legislations
  - Employee Induction
  - Feedback from auditing and Corrective actions;
  - Data on performance.

### 5.7 Records

- a) The RM shall ensure all records related to the EMP and Job Safety Environment Analysis records are retained as part of the files QM05P File Management and archived as per QM15P Records Management.
- b) Records pertinent to the EMP may include any one, but not limited to the following:
- Job Safety Environmental Analysis;
  - Legal Requirements Checklist;
  - Employee Induction
  - Inspections
  - Auditing records;
  - Corrective action records;
  - Communication records (MN03P);
  - Data on performance measuring.

## 6.0 DOCUMENTS

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|----|--------------|--------------|
| 1. | QGQ - EM01F1 | EMP Template |
| 2. | QGQ - EM01F2 | Checklist    |