

This template has prompts and letters in blue text where it is required to be tailored. All you have to do is replace these with your own company and project details and then delete the prompt boxes like this. The plan needs to be specific to your organisation and each project,

NOTE: Print the last page of this document and then delete them; they are instructions for tailoring and about this plan

XYZ

Project Title

Construction Environmental Management Plan

| | | | |
|----------------------------|-----|---|-------------|
| Controlled COPY No. | 1 | This is a controlled document. Only registered holders of controlled copies will receive updates | |
| Issue No. | 1.0 | Date: | 20 Aug 2011 |

To update the table of contents, right click anywhere in the table, then click update field and update entire table; update the table of contents just before you print. The table will be automatically updated; then delete this prompt box

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1 Introduction

This Construction Environmental Management Plan (CEMP) is the prime document for the management of environmental issues in all works undertaken by **XYZ**. The Plan provides information and guidance on how **XYZ** will meet all and Environmental requirements by the contract and legislation.

By implementing this management plan, **XYZ** aims to ensure that appropriate environmental protection measures are implemented on works undertaken within the work site.

The EMP is the essential link between environmental impacts assessment and project activities. It is to ensure that environmental impacts identified during the assessment stage are properly managed on site and control measures are implemented.

2 Project Description

The works is located at (insert the street name) in the (insert the name of the Local Government Area/suburb).

Write a brief description below of what the project involves then delete this box, example follows

The works comprises the subdivision of the Office space at Level 3, Office 3-1210, into separate office space. The works also include modification to the Spotless Office to create access to the sub-divided office space. The works are shown and described in the Drawings (attached in the appendices), and will be constructed in accordance with the requirements set out in the Drawings and specifications provided with the tender documents

The main activities to be carried out during the project are:

- Demolition of walls.
- Building new partition walls.
- Reconfiguring electrical wiring.
- Rearranging air conditioning ducts
- Painting

2.1 Working Hours

Where rectification of non-conformance requires a further analysis to identify the root-cause of the non-conformance to prevent recurrence, a corrective and preventive action is initiated. Refer to form **F08 Corrective action request (CAR)** to initiate a corrective and preventive action request.

Registers for NCRs and CARs have been established; refer to forms **F05 (NCR register)** and **F07 (CAR register)** respectively.

7 Communication and Complaints Procedure

7.1 Communication

The works Supervisor is the contact point to deal with all environmental issues and emergencies on site. He or she is responsible for ensuring all such issues are resolved. Work team members must notify the Work Supervisor of any environmental issues on site.

The Project manager and Works Supervisor have been nominated to be available to relevant external authorities on a 24-hour basis. They have the authority to take any action on site as directed by an authorised officer of any relevant external authority. (See Attachment A for the 24-hour contact numbers).

All relevant authorities, affected property owners and others in the vicinity or affected by specific works will be informed of the project, activity and timeframes.

Emerging environmental issues on site are discussed and consulted through regular Toolbox meetings (form F01). These records are retained as project records.

Inquiries about the works from external parties will be recorded on the *Communications Register (form F09)*.

7.2 Complaints Management

Any complaints which concern any aspect of the project are recorded and investigated (form F09). A Complaints Report will be maintained. The Complaints Report shows the details and nature of the complaint, the complainant, the date and actions taken as a result of the investigation.

If an environmental complaint (such as a complaint regarding noise or pollution) is received, a written report will be prepared and given to the principal Contractor or clients' representative within **one** working day. This report includes details of the complaint, action taken to correct the problem and proposed measures to prevent the occurrence of a similar incident.

8 Emergency preparedness and response

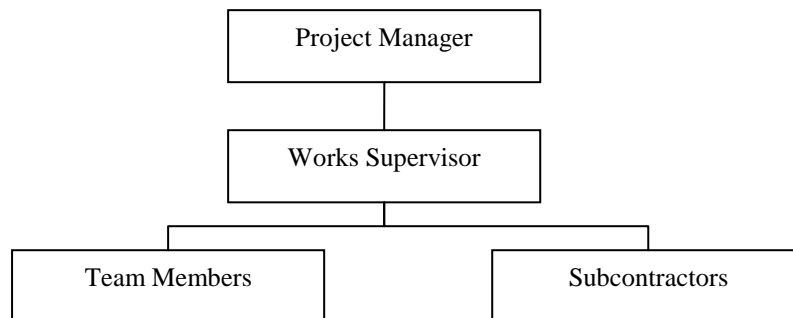
All environmental incidents are dealt with promptly to minimise any potential impacts. Unexpected or accidental environmental incidents will be managed in accordance with the sites'

Attachment A Organisation details, project delivery team & Contact numbers

Complete details below and then delete this box

| ORGANISATION DETAILS | | | |
|---|----------------|------------------------|--------------------|
| Business or trading name and address: | | | |
| Company Registration Number: | | Contractor licence No: | |
| Telephone: | | Facsimile | |
| Email: | | Mobile: | |
| Name of director or manager: | | Telephone: | |
| Insurances (Attach copies of certificates of currency) | Company | Policy number | Expire date |
| Workers compensation | | | |
| Public liability | | | |
| Professional indemnity | | | |
| Sickness and accident | | | |
| | | | |

Project Delivery Team - Organisation Structure



Complete details below and then delete this prompt box. Check your local directory for the contact numbers

| PROJECT CONTACT DETAILS | | |
|-----------------------------------|---------------------|-----------------------|
| | Contact name | Contact number |
| Emergency Services: | | |
| Ambulance / Fire Brigade / Police | | 000 |
| Poisons information | | 131126 |
| First Aiders: | | |
| | | |
| Utilities: | | |
| Water | | 132 203 |
| Electricity | | 132 090 |
| Gas | | 131 388 |
| Telephone | | 131 909 |
| Dial Before You Dig: | | 1100 |
| EPA: | | |
| 24 hour Pollution Line | | 131555 |
| Project Manager (*): | | |
| Works Supervisor (*): | | |
| QA Representative: | | |
| Other contacts: | | |
| | | |
| | | |
| | | |
| | | |
| | | |

(*) These contacts are available on a 24-hour basis. Both persons have the authority to halt the progress of the works if required.

| | | |
|-------------------------------|-----|-----|
| | Xyz | F10 |
| Environmental Incident Report | | |

| Part A: Details of complaint/incident (to be completed by Works Supervisor) | | | | | |
|--|--|-------------------|-------|---------------------|--|
| Date of incident: | | Time of incident: | AM/PM | Incident Report No. | |
| Name and phone number of complainant: | | | | | |
| Description of incident/concern: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Immediate actions/control measures to rectify the incident/complaint: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Was Pollution Hotline notified? Yes/No on ___/___/___ by: _____ (Phone/letter) | | | | | |
| Was Client? Yes/No on ___/___/___ by: _____ (Phone/letter) | | | | | |
| Other authorities notified? _____ (eg, water authorities) | | | | | |
| Print Name: _____ Signature _____ Date: ___/___/___ | | | | | |
| Part B Follow up details: (to be completed by Project Manager) | | | | | |
| Action: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Print Name: _____ Signature _____ Date: ___/___/___ | | | | | |
| Was the complainant/ other authorities informed of the actions taken? Yes/No | | | | | |

Note: A spill should be reported to the Pollution Hotline (phone 0800 80 70 60) if:

- The actual or potential harm to the health or safety of human beings or ecosystem is not trivial

| | | |
|--|---|------------|
| | Xyz | |
| | Environmental Inspection Checklist | F12 |

Customise the checklist to site and project specifics (checklist to be in line with T01 *Environmental Protection measures*) and then delete this prompt box

| | |
|-----------------|--------------|
| Project: | Date: |
|-----------------|--------------|

| Indicate by marking: √ Acceptable X Not Acceptable N/A Not Applicable | Results √ X N/A | Actions / comments |
|--|--------------------------|--------------------|
| Water Quality | | |
| Are all drains, channels and gutters clear? | | |
| Is runoff from stockpiles and other disturbed areas being adequately intercepted and treated prior to discharge off site? | | |
| Has all mud from truck movements been cleared from the road? | | |
| Are creeks/riverbanks undisturbed? | | |
| Are watercourses not obstructed? | | |
| Are concrete trucks/agitators washed out in designated areas and slurry collected or returned to licensed facilities for washout? | | |
| | | |
| | | |
| Erosion and Sedimentation Controls | | |
| Are all erosion and sediment control measures in place according to the Erosion and Sedimentation Control Plan? | | |
| Are all erosion and sediment control measures in good condition? | | |
| Do any erosion and sediment control structures need clearing out? (Sediment to be cleared when traps reach 60% of capacity). (If yes, state work to be carried out.) | | |
| Are all temporary stockpiles surrounded with silt fences? | | |
| Have all newly disturbed areas been protected? | | |
| Have all sediment and erosion controls been inspected within 24 hours of all rainfall events greater than 10mm and the after rain checklist completed? (Contained in the Erosion and Sedimentation Control Inspections Checklist). | | |
| | | |
| | | |
| Fuels and Chemicals/ Spills | | |
| Are all fuel and chemicals being stored in secure, lockable bunded, sealed and covered areas with a capacity of not less than 120% of the volume of the largest container? | | |
| Are all bunds in good condition? | | |
| Are fuels/chemicals stored at least 20m away from watercourses? | | |
| Are fire extinguishers available both on site and within the containment area? | | |
| Are emergency procedures displayed in a prominent position adjacent to the fuel/chemical storage area within the site working area? | | |
| Are spill absorbent materials kept on site? | | |
| Have all spills been reported to the Site Supervisor? | | |
| Have Environmental Incident Reports been completed for all spills and investigated? | | |
| | | |
| | | |
| Noise and Vibration | | |
| Is construction occurring within normal working hours (weekdays 7.00am to 6.00pm, Saturdays 7.00am to 1.00pm (8 – 1 near residences) | | |