


ENVIRONMENTAL MANAGEMENT PLAN



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Any changes to products, services, processes, procedures or legislative requirements are to be reflected in the environmental management plan and the revision details are to be recorded below.



The revision number is _____.

It is the responsibility of the individual to ensure that the plan is up to date.

A printed copy of this plan is to be maintained in the field below the revision number.

1. INTRODUCTION

This environmental management plan describes the **Insert Your Company** strategies for managing and minimizing the environmental impacts of our activities, meeting our legislative and contractual obligations and providing a means of continually improving environmental performance.

The environmental management plan provides directions and processes to address environmental concerns for our projects. It is for use by all personnel and contractors during all stages of operation.

The environmental management plan incorporates the following requirements, inclusive of:

- Legislative and contractual requirements and other environmental obligations.
- Approval conditions.
- Environmental policy objectives.
- Objectives and measurable targets associated with minimizing the potential environmental impacts.
- Processes and procedures that **Insert Your Company** will adopt (to identify, manage and control the environmental impacts and impacts of a risk management approach).
- Provision of adequate resources and allocation of responsibilities for ensuring effective implementation.
- Methods for maintaining records and requirements for reporting.
- Processes for monitoring and measuring the environmental management performance to drive continual improvement.
- This environmental management plan shall be updated on contract award or variation to incorporate relevant environmental and contractual information and obligations.
- Being responsible to the environment.

2. TERMS AND DEFINITIONS

Term	Definition
Environment	The settings in which Insert Your Company operates, including air, water, land, natural resources, flora, fauna and their inter-relationships.
Environmental Aspect	An element of Insert Your Company's activities or products or services that interacts (or can interact) with the environment.
Impact	A change to the environment, whether adverse or beneficial, wholly or partially, resulting from Insert Your Company's environmental aspects.
Risk	The likelihood of a negative effect.
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation.

Term	Definition
Risk Mitigation	A plan developed with the intent of addressing all known or possible risks and preventing their occurrence.
Worker	An employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour-hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience. May also be referred to as 'personnel'.

For further clarification on environmental terms and definitions, please refer to AS/NZS ISO 14001 Environmental Management Systems – Requirements with Guidance for Use,

3. ENVIRONMENTAL MANAGEMENT PLAN PURPOSE AND SCOPE

This environmental management plan is constructed to the employees, contractors and other agents working for or on behalf of **Insert Your Company**. It is based upon their consultation, cooperation and compliance for full implementation to be feasible throughout the operational structure of the company.

Insert Your Company shall audit systems, employees, contractors and agents for compliance with the environmental management system at regular intervals, based on the risk of operational compliance.

4. SCOPE

The environmental management plan applies to our operational activities and focuses on developing systems that minimize the impact of **Insert Your Company** on the environment including minimizing emissions to water, air or land, as well as reducing our carbon footprint, minimizing resource consumption.

5. RESPONSIBILITIES

Project Manager are responsible for:

- Facilitation and ensuring implementation of the environmental management system.
- Ensuring that environmental controls are established before the commencement of work.
- Assigning environmental responsibilities to personnel, nominating alternates in the absence of a site based environmental professional.
- Ensuring appropriate environmental training is identified and training is provided to personnel, where required.
- Monitoring environmental performance to ensure compatibility and continued effectiveness with the policy and objectives.

Environmental Representatives are responsible for:

- Ensuring the correct and ongoing implementation of the environmental management plan.
- Consulting with personnel on the monitoring and maintenance of environmental control.
- Ensuring the reporting of incidents and practices that are non-conforming.
- Conducting and reporting on regular inspections.
- Ensuring actions relating to environmental non-conformances, incidents and/or inspections are actioned and closed out in a timely manner.
- Actively participating in and facilitating risk management work.
- Assisting with updating the environmental management plan, as required.
- Preparing environmental reports.
- Consulting with client environmental representatives.
- Managing and tracking compliance with all environmental approvals, licences and permits relating to a project.
- Conducting and assisting with internal audits.
- Providing environmental training to all personnel as required.

Supervisors are responsible for:

- Ensuring that the environmental management plan elements are communicated to all personnel with the control.
- Being aware of all approval and licence conditions relating to their area of work.
- Performing surveillance and monitoring of environmental controls, to ensure that they are established and maintained.
- Ensuring rectifications of environmental issues are carried out.

Workers are responsible for:

- Ensuring that no work is taken to activities outside of approval conditions. Not disposing of materials in a receiving environment without prior approval.
- Complying with all approved environmental management conditions.

Our commitment to undertaking business in a manner that demonstrates a commitment to environmental protection and sustainability through a business-based approach.

Our commitment to environmental excellence through:

- Demonstrating responsibility for self-regulation and continual improvement.
- Understanding and accepting environmental accountability and responsibility.
- Ensuring effective communication of information for improved performance.

7. OBJECTIVES AND TARGETS

Insert Your Company is committed to maintaining a high level of excellence in environmental compliance and diligence. Objectives and targets have been developed to establish a baseline for success to be measured on. Our objectives and targets are defined below:

Objective	Targets
Prevent serious environmental incidents	Nil.
Complete all work with no statutory environmental infringements, prosecutions or breach of conditions of approval.	No infringements. No prosecutions. No breach of conditions of approval.
Environmental non-conformances.	Nil.
Conduct regular environmental inspections.	Monthly completion of an environmental inspection checklist.
Conduct regular environmental observation	Daily supervisor maintain any records detailing relative daily observations
Conduct operations in accordance with community and regulatory expectations	No statutory community compliance issues relating to works outside of approved boundaries. No breaches of conditions of approval.

