



Environmental Management Plan




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The contents of this EMP have been aligned with key elements from State and Federal Environmental Legislation.

REFERENCES:

- Commonwealth Environment Protection and Biodiversity Conservation Act, 1999 (EPBC Act)
- NSW Office of Environment and Heritage: (1997) Protection of Environmental Operations Act (PEOA)
- Environmental Management Plan Guidelines, Commonwealth of Australia 2014
- AS/NZS ISO 14001:2004 Environmental Management Systems
- EPA Victoria: EP Act 1970
- EPA Australian Capital Territory (1997) EP Act
- EPA Western Australia (1986) EP Act
- EPA Northern Territory (2010) EP Act

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STATEMENT OF COMMITMENT

The Maxima Cleaning Group recognises its moral and legal responsibility to minimise damage to the environment caused by work activities. This commitment extends to ensuring that operations do not unnecessarily endanger flora, fauna, sensitive areas, sites of heritage importance or present concerns to members of the public and community.

The objective of this EMP is to actively work towards elimination and reduction of negative effects to the environment by ensuring environmental impacts are incorporated into all levels of the organisation, from planning to project delivery, and utilising best practice techniques wherever possible.

RISK ASSESSMENT

Risk assessments form the basis of selecting risk controls. The Maxima Cleaning Group will use the risk matrix below to assess the likely impact proposed work activities will have on both human and environmental receptors. This will be done for each work site to ensure that any risk controls, further to the general environment factors, are identified and implemented

Risk Assessment Matrix (adapted from AS/NZS 4360)

	CONSEQUENCE		
LIKELIHOOD	High	Medium	Low
High	HH	HM	HL
Medium	MH	MM	ML
Low	LH	LM	LL
HH = Extreme Risk		Serious human health impacts, long term environmental impacts/significant prosecutions and fines	
HM = High Risk		Human health impacts, long term impact / major breach of legislation	
MH, MM, HL = Moderate Risk		Short-term, minor human health and environmental impact / investigation or report to regulatory body	
ML, LH, LM, LL = Low Risk		Minor Environmental impact. Minimal, if any, human health impacts	

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PROPOSED ACTIVITIES SUMMARY

WORK ELEMENTS	DESCRIPTION
Name of Project	
Brief Description of Project	
Duration of Project	
Total work site area	
Area of disturbance (including access/egress)	
Operating hours at site (indicate am, pm)	
Water table depth	
Geotechnical sampling results (if applicable)	
Chemicals, fuels, volume and storage areas on site	

SUMMARY OF SITE AND SURROUNDING AREA

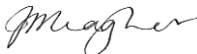
Describe the site. Include all features (natural and man-made, residential communities, schools, hospitals, wetland etc). Provide map showing location of proposed activities, plant, amenities, buildings, access/egress, fuel storage, stockpile areas, waste disposal areas. Include North arrow, scale bar, legend, grid co-ordinates, source of data, title and dates of any aerial photographs.

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GENERAL ENVIRONMENTAL FACTORS RISK ASSESMENT AND CONTROL SUMMARY

FACTOR	RISK ASSESSMENT OUTCOME				CONTROL MEASURES SUMMARY
	Extreme	High	Moderate	Low	
Air quality				✓	<ol style="list-style-type: none"> 1. All vehicles will comply with State Emissions limits 2. All vehicles have pollution controlling devices installed 3. Implement dust suppression where required 4. No incineration or burning of green waste 5. Loads will be covered
Noise				✓	<ol style="list-style-type: none"> 1. Where noise levels exceed background L_{A90} noise level by 5 decibels, when measured at the most sensitive receptor, control measures will be implemented. 2. Suitable timing of works inline with permits and approvals 3. Erection of noise barriers 4. Engineering controls fitted to equipment (silencers etc) 5. Regular maintenance of all equipment 6. Machinery operated within manufacturer's recommendations 7. Provision of PPE for employees and contractors
Water Quality				✓	<ol style="list-style-type: none"> 1. Prevent surface water from disturbed areas from entering waterways by use of sediment fences, straw bales sediment traps or other controls as required. 2. Ensure all controls are in place before work commences 3. Reclaim or recycle water wherever possible
Chemicals				✓	<ol style="list-style-type: none"> 1. Use least hazardous chemicals as possible 2. Obtain Safety Data Sheets (SDS) and follow storage and handling requirements 3. Keep chemicals stored in original containers, provide spill protection 4. Store chemicals clear of sensitive areas. No refuelling onsite. 5. Clean up any spills immediately

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FACTOR	RISK ASSESSMENT OUTCOME				CONTROL MEASURES SUMMARY
	Extreme	High	Moderate	Low	
Fire			✓		<ol style="list-style-type: none"> Hot Works Permits will be issued No Hot Works undertaken on days of Total Fire Ban Fire protection equipment will be provided Minimal fuel storage onsite Stored in approved containers, out of direct sunlight, clear of ignition sources No smoking onsite
Waste				✓	<ol style="list-style-type: none"> Waste receptacles will not be stored in close proximity to sensitive areas such as waterways or stormwater drains. Follow manufacturer's instructions for disposal of chemicals along with local waste disposal facility directions Chemicals waste will be stored in bunded areas Ensure green waste is re-processed (compost etc) Waste is not mixed with spoil Site toilets will be serviced regularly No Littering policy will be implemented. Materials contaminated by leaks (such as fuel or oils) will be stored in a sealed container and transported to a suitable waste facility Incompatible wastes are kept separate Contaminated water will be disposed of following State Authority requirements Water use will be minimised with the use of aerated taps, trigger action hoses, low flow nozzles, repairs of leaks. Waste collection will be arranged at regular intervals

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CONTRACTOR MANAGEMENT

All contractors and sub-contractors engaged to perform work on The Maxima Cleaning Group premises, are required to comply with relevant Legislation, Standards, Codes of Practice and The Maxima Cleaning Group’s Environmental management plans and programs.

LEGISLATIVE CHANGE MANAGEMENT

The Maxima Cleaning Group embraces opportunities to improve knowledge about new legislation and best practice solutions and technologies to reduce environmental impacts from work activities. The Maxima Cleaning Group will proactively seek out advice, education and industrial knowledge to foster continual improvement in environmental management systems and updates of relevant legislation.

ROLES, RESPONSIBILITIES & ACCOUNTABILITIES

The Maxima Cleaning Group allocates the following responsibilities:

Managing Director:

- Approval of EMP’s and environmental protection policies
- Communication of EMP and policies
- Allocating sufficient resources
- Reviewing performance

Management:

- Ongoing risk assessments and controls for environmental hazards
- Integration of environmental considerations into all decision making
- Consult with employees and contractors
- Planning, developing, implementing, monitoring and reviewing EMP and environmental policies and programs
- Identify training needs and enable training as required
- Auditing of EMP
- Liaise with relevant State Authorities
- Meet legislative requirements

All employees (including sub-contractors and employees of sub-contractors):

- Comply with EMP, environmental policies, procedures and programs
- Work in a manner that does not create unnecessary risks to the environment
- Report and assist to rectify hazards/non-conformances
- Participate in consultative arrangements

TRAINING, COMPETENCY AND AWARENESS


The Maxima Cleaning Group will:

- Conduct training needs analysis across the organisation.
- Develop a training schedule to manage the training needs and frequency of training
- Provide formal induction for new and transferred employees and contractors
- Use Registered Training Organisations (RTO) and appropriately accredited and approved courses/trainers

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- Ensure training is competency based
- Record all training
- Review effectiveness of training

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MONITORING AND AUDITING OF THE EMP

The Maxima Cleaning Group will ensure that regular audits are undertaken in regard to compliance with site-specific EMPs. Audits will aim to identify any non-conformances and these will be rectified in a timely manner, through updating the EMP, development of policies/procedures, training, consultation and where required, agreed disciplinary actions.

EMERGENCY PLANS

The Maxima Cleaning Group will ensure that emergency plans are developed for the work site.

These will include:

- Site plans
- Responsible persons
- Emergency contact details
- Emergency Response (Fire fighting, spill containment)
- Assembly points

ADMINISTRATION


The Maxima Cleaning Group will keep all records, licenses, permits, and results of risk assessments onsite for the duration of work.

A register will be kept for the following:

- Risk Assessments
- Risk Control selection
- Results of regular audits
- Non-conformances and corrective actions

COPIES OF LICENCES/PERMITS APPROVALS, CONSENT REQUIREMENTS

Include copies of all licences, permits, approvals, consent requirements etc. for this project and for the company as a whole, as it relates to this project.

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APPENDIX A: SUSTAINABLE PROCUREMENT POLICY

This policy outlines the commitment of The Maxima Cleaning Group to efficient, effective, economical and sustainable procedures in all procurement activities. The following principles will be observed throughout all stages of the procurement process at The Maxima Cleaning Group to ensure optimal environmental, social, and ethical outcomes aligned to The Maxima Cleaning Group policies and legislative requirements.

Objective

The intention of this policy is to provide The Maxima Cleaning Group with:

- an effective way of procuring goods and services utilising a sustainable manner
- guidance for reduction of environmental, social and ethical impacts when purchasing goods and services
- a framework to ensure that purchasing is carried out in a fair and equitable manner
- ensuring value for money in the procurement of goods and services
- improved product and service efficiency
- compliance with all regulatory obligations
- a model to encourage suppliers to adopt cleaner technologies and produce sustainable goods and services.


Scope

This policy applies to the purchase of all goods and services made by or on the behalf of The Maxima Cleaning Group.

Policy

The following sustainability considerations will be made in the procurement of all goods and services at The Maxima Cleaning Group:

- Use of resources – how the goods or service are to be used (basis for need, efficiency, WHS impact)
- Minimum purchasing - purchasing only occurs after determining that the goods or service are necessary
- Locality - sourcing goods or services from local suppliers to assist local investment and economic sustainability
- Ethical sourcing - whenever possible purchasing goods that have been fairly traded
- Design - components of goods can be disassembled, design efficiencies, reuse/recycle potential
- Minimum greenhouse gas emissions – operating efficiencies, “green” energy
- Minimum toxicity - purchase of goods that are free of toxic or polluting materials and chemicals
- Minimum habitat/fauna/flora destruction – such as “green” products, biodegradability
- Packaging - minimum packaging is used and that packaging is reused and/or recycled
- Minimum waste - avoid, reduce, reuse and recycle
- Maximum water efficiency
- Waste management – issues associated with disposal are assessed and controlled prior to purchase

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- Life Cycle Costing – assessment of the environmental, social, economic cost of a good/service during its lifetime.

Responsibilities

At The Maxima Cleaning Group, Julie Meagher is responsible to ensure:


- strategies are adopted to avoid unnecessary expenditure and consumption of goods and services
- goods and services selected have a lower environmental, social and ethical impact compared to competing goods and services
- all procurement practices comply with relevant legislation
- purchasing decisions support and are consist with the company’s core values, policies and procedures
- purchasing is to be undertaken on a competitive basis with all potential suppliers being treated impartially, fairly, honestly and consistently
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed
- accountability for all procurement decisions is taken and ethical conduct is maintained

Workers - Workers that are required to undertake procurement functions on behalf of The Maxima Cleaning Group should familiarise themselves and maintain currency with The Maxima Cleaning Group Sustainable Procurement Policy and legislated procurement requirements.

References:

NSW Department of Environment & Heritage

United Nations – Buying for a better world – Guide on sustainable procurement for the U.N system

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APPENDIX B: SITE-SPECIFIC HAZARD ASSESSMENT CHECKLIST

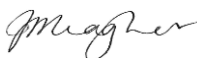
Use this checklist to identify environmental hazards specific to the worksite. Once completed, the checklist will be provided to management for follow-up of any required actions.

Location / Name of Job			
Description of work			
Name of person completing checklist		Date:	
Management Sign off		Date:	


#	Potential Hazard Area	Compliant	Non-compliant	N/A	Further action Y / N
1	Is there an EMP for this site?				
2	Have all relevant persons been trained in EMP?				
3	Have environmental hazards at this site been identified?				
4	Have risk assessments been undertaken for this site?				
5	Have suitable risk controls been put in place for this site?				
6	Have Safety Data Sheets (SDS) been obtained for all chemicals onsite?				
7	Are all chemicals stored as per instructions in SDS?				
8	Have spill kits been provided for chemicals on site?				
9	Have all relevant persons been trained in clean up of spills?				

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#	Potential Hazard Area	Compliant	Non-compliant	N/A	Further action Y / N
10	Are chemicals stored in original containers in bunded areas?				
11	Is fire protection equipment available and accessible on site?				
12	Have all relevant persons been trained in the use of fire protection equipment?				
13	Have all waste streams for this site been identified?				
14	Are suitable receptacles in place for each waste stream?				
15	Are waste receptacles located clear of sensitive areas such as rivers, waterways?				
16	Have all plant been maintained as per manufacturer's instructions?				
17	Are pollution control devices fitted to plant?				
18	Are dust suppression systems employed / sufficient at this site?				
19	Are all loads covered?				
20	If noise exceeds exposure limit, have controls been put in place?				
21	Have permits /approvals been obtained as required?				
22	Are engineering controls in place to reduce noise as much as possible?				
23	Is noisy work conducted at times specified by permit /approval and local requirements?				
24	Has a contact person been nominated to deal with community complaints regarding noise?				
25	If so, has this been communicated to affected communities?				
26	Is a Hot Work Permit system in place for this site?				
27	Are Contactors and Sub-contractors				

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#	Potential Hazard Area	Compliant	Non-compliant	N/A	Further action Y / N
	aware of EMP?				
28	Have Contactors and Sub-contractors been trained in EMP?				
29	Are systems in place to audit EMP once work begins and during job?				
30	Are emergency response plans in place for this site?				
31	Have all relevant persons been trained in emergency response plan?				
32	Have records been kept of all documents required under environmental legislation?				
33	Other issues as required:				

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