



ENVIRONMENTAL AND INCIDENT MANAGEMENT PLAN

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INTRODUCTION

This Environmental Management Plan (EMP) has been prepared for Hydraulic works at Project No:

The works are expected to take: _____

The main environmental impacts and safeguards outlined in this EMP are: -

1. Dust emissions from construction equipment.
2. Soil erosion and sediment runoff.
3. Protection of flora and fauna.
4. Traffic and public amenity and noise

There are no specific Approvals to be sought prior to commencement of these works.

SAFEGUARDS

REF Safeguard	EMP Safeguard	Responsibility
Limiting machinery movements to reduce air pollution and dust creation.	Limit machinery movements. Ensure that machines are in good working order. Wet down site if dust becomes excessive.	Sub-Contractor Contractor
Sediment and Erosion Control.	Sediment and Erosion controls to be put in place and maintained by the Contractor. Conduct a visual inspection daily to ensure controls are adequate and in good condition. (Hay bails. Sediment fences)	Contractor & Sub-contractor
Minimise parking of trucks and machinery	Whenever possible, all machinery and vehicles must be kept within the site. Materials must be kept within the site at all times.	Sub-Contractor
Remove all excess spoil from site and dispose of at an approved location.	Provide Waste Depot dockets on request.	Sub-Contractor
Construction activity must be limited to the working hours as set out by Council.	Working hours are between	Sub-Contractor

RESPONSIBILITIES

The **Contractor** is responsible for:

Carrying out the works in accordance with the REF and EMP.

Communicating the contractor's environmental policies and procedures to all project personnel and sub-contractors.

The **Sub-contractor** is responsible for:

Ensuring that the works are carried out in accordance with the REF and EMP.

Ensuring that appropriate corrective action is taken when required.

Emergency Contact

In the event of an accident or emergency, contact names and numbers have been detailed in the accompanying Incident Management Plan (IMP)

Community Liaison

No issues requiring community liaison have been identified in the REF report.

Any community complaints should be recorded and passed on to the Contractor, who will direct the Sub-contractor in the appropriate course of action.

INCIDENT MANAGEMENT

An Incident management Plan (IMP) is attached to this document which details potential problems and the course of action to be taken.

SITE ENVIRONMENTAL CHECKLIST

Project:						
Project No:						
Project Manager:						
Contractor: MJB Waterways Pty Ltd						
Item	Y / N	Date	Date	Date	Comments	Initials
Machines in good working order						
Wet down site if dust becomes excessive						
Confirm sediment controls are in place						
Sediment controls are clean and secure						
Materials stored wholly within site						
Machinery stored on site						
Working hours are adhered to						

SIGN-OFF AGREEMENT

The Undersigned agree:

That this document is the Environmental Management Plan (EMP) for this project.

That the **Contractor** will co-ordinate the compliance of this EMP.

That the **Sub-Contractor** / other nominated parties will implement and not deviate from this:
TO BE COMPLETED AT SITE INDUCTION.

Name of person signing:

Company Name: **MJB Waterways Pty Ltd**

Signature: Date:
(Project Manager)

Name of person signing:

Company Name:

Signature: Date:

APPENDICES

1. Records of community complaints
2. Records of Non-conformances
3. Records of Waste Disposal Dockets (if required by the contractor)

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This Incident Management Plan is to be used by the **Sub-contractor** as a guide for responding to incidents.

INTRODUCTION

The **Sub-contractor** needs to be prepares for incidents.

This means responding to incidents, which will result in minimising the impact on:

- Authorities customers
- The community
- The Environment
- The **Sub-contractors** business operations.

A true incident Management Plan requires two types of plans, contingency plans and a generic incident management plan.

Contingency Plans

All types of incidents can occur at any time. There is a need to identify those incidents which could occur, given the circumstances surrounding the work being undertaken and what precautions a reasonable person would take to ensure an adequate state of preparedness should a particular incident occur.

Contingency Plans show a state of preparedness to lessen the impact of incidents on authorities customers, community, environment and business operations.

Contingency plans are prepared prior to a project commencing, to ensure a pre-planned response for certain types of incidents. However, while a project is in progress ongoing monitoring is required.

The need for a contingency plan is identified by conducting a Risk Analysis', sometimes called a "What If" analysis. By asking the question "What if this happens?" it is possible to identify incidents, which could occur and therefore require contingency plans to ensure appropriate planned response.

Examples of "What if" questions.

What if there is a power failure?

What if there is a fire?

What if there is a chemical spill?

What if a worker gets trapped in a confined space?

What if a vital piece of equipment fails?

A Generic Incident Management Plan

This ensures a planned response to all types of incidents. The generic plan does not contain the detail of a contingency plan, but forms the sound basis for managing any incidents which occur.

Pre planning assists a defence against prosecution by the Environmental Protection Authority, Work Cover and Civil Prosecution. Pre planning gives a faster recovery from incidents.

THE SUB CONTRACTORS RESPONSIBILITY

- Respond to any incident for the duration of tenure of the site
- Appoint a Site Manager for all incidents
- Advise the relevant Authorities Project Manager of all incidents
- Where an incident occurs which requires assistance from an Authorities staff notify the appropriate persons immediately
- Provide personnel and equipment to assist the Authority involved with the incident
- Provide a list of personnel on a 24 hour call for responding to incidents
- Ensure that all equipment which may be needed to prevent an incident or respond to an incident is operational
- Ensure that The **Sub-contractor** staff and any sub contractors are given training in the incident management plan
- This should be done before work commences. If work already commenced, training must be given immediate attention.
- Ensure that appropriate staff are aware of and refer to Incident Manager's Responsibilities List
- Record Personnel Trained

The first priority when managing incidents is:

- Safety of all persons

The second priority is:

- Minimising the impact of the incident on Authorities customers, community, the environment and the **Sub-contractor** Operations as quickly as possible.

INITIAL RESPONSE

When any person becomes aware of an incident he/she will immediately inform the contractor or if the contractor is not immediately available the most senior person at the site.

If management of the incident is within the scope of the contractor's work, such work shall be immediately undertaken. If not, the appropriate persons should be contacted immediately.

It is better to over-react and then scale down the response.

PROCESS AND PROCEDURES

Incident Identification

Once the incident has been identified (refer Appendix C for definition) and its initial and potential impact assessed the appropriate personnel should be notified.

For The Constructor this could include:

- Project Manager
- Area Project Manager

Incident Assessment

If assessment of the incident and its impact is hampered by a lack of knowledge or information, the relevant Authorities call out personnel should be requested to attend the site immediately. This must not delay an immediate response to the current impact of the incident.

Incidents must be addressed on their process for the duration of the incident. The site manager continuously assesses and categorises the incident to ensure that the classification and response is appropriate for the circumstances.

Categorising Incidents

The Site Manager should categorise the incident as either:

- I. **Routine** If an incident can be effectively handled by a work group with few or not adverse impacts on the community, environment or business operations, it is a routine incident and will be handled as part of normal operation.
- II. **Significant** If an incident can be managed at site level but requires substantial additional resources from outside the work group or has substantial impacts on the community, environment or business operations, including “political sensitivity”, it is a significant incident.
- III. **Major** If an incident is or has the potential to be of such magnitude as to require off site co-ordination with major levels of resourcing and support, it is a major incident. The establishment of an Incident Headquarters will be required to co-ordinate support and/or extensive interaction with one or more authorities.

Based on the assessment and categorisation of the incident the site manager should review the personnel and resources available and formulate requirements of personnel, plant and parts to deal with the incident.

Limit the Impact

Limiting the impact of the incident on the relevant authorities’ customers, community, the environment and business operations is dependent upon the nature of the incident.

The contractor must identify what resources and equipment will be needed for an efficient response. Where contingency plans have been prepared this will already be identified. The Contingency Plan will include details of where resources and equipment can be obtained if it is not already on site.

The following should be considered:

Due Diligence:

- Everything reasonably possible must be done to prevent escalation of the incident and harm to the environment and the community.

Additional Resources:

- What might be needed?
- Where can I get it?
- When can I get it?
- What if only 7:00am to 4:00pm
- How will resources be brought to site – delivery or collect
- Time to get to site

Community Liaison:

- How is the community going to be kept informed?

Communication:

- Communication lines should be established quickly and kept open to ensure prompt transfer of information for the efficient management of the incident.
- Consider what means of communication will be used during the incident (e.g walkie talkies, mobile phones, pagers, faxes).

REPORTS AND DEBRIEF

All appropriate persons will be kept informed of the status of the incident.

Initial reports will be sent as soon as possible. Follow up reports every 1.5 to 2 hours.

A debrief will be held as soon as possible after the incident is resolved but in any case within seven (7) days of the incident completion.

CONTACTS

There must be a comprehensive list of persons and organisations that may need to be contacted during an incident. The list will include sufficient contact details to ensure contact can be made 24 hours a day.

SIGNIFICANT AND MAJOR INCIDENTS

For all significant and major incidents the relevant authority will be advised. The initial response is the responsibility of the Site Manager.

PREVENTION AND PREPARATION

Incident Management planning takes two forms:

- i preventable incidents and
- ii preparedness for unpreventable incidents

Where it is not possible to prevent incidents from occurring, it is necessary to be prepared when they do occur, for example:

- Access to site and location of keys (24 hours)
- Availability of additional people, plant and parts
- Communications – spare batteries, extra phones
- Contact lists (24 hours)

RECORDING, REPORTING AND DEBRIEFING

During an incident the site manager will keep a log. The log should contain information such as:

- Notification of the incident (time and who notified)
- Times for all issues logged
- Staff arrival and departure
- Persons contacted
- Equipment requests (time made, time supplied, suitability)
- Resource requests (who and when)
- Problems
- Key Decisions
- Key actions taken
- Progress reports
- Achievements
- Ideas for future improvements
- Confirmation of receipt of vital messages

Authorities (e.g. Sydney Water Service Centre) must be updated regularly where their customers are affected as this will be their customer's first contact point.

Significant and Major Incidents may require specialised personnel e.g. Risk and Insurance and Media Liaison.

A debrief will take place as soon as possible but in any case within seven (7) days of the incident completion.

The aim is to ascertain the effectiveness of the response and to look for areas for improvement in Incident Management Plans.

TRAINING

All appropriate staff, including sub-contractors, will attend a training session to explain the purpose of the incident management plan and their roles and responsibilities.

INCIDENT PLAN UPDATES AND REVIEWS

Changes to the incident management plan, including the call out list will be notified by phone and fax, by the **Sub-contractor** Incident Management Co-ordinator.

SITE RESTORATION

Restoration of the site is the responsibility of the site manager and may include:

- All affected members of the community notified of service restoration
- Plant or equipment left on site is safe and secure
- Notification of relevant authorities of incident status
- Property damage – restored to pre-incident condition

SITE MANAGER'S RESPONSIBILITIES

- Assess the impact of the incident on the community, the environment and the **Sub-contractors** Business operations.
- Determine the category of incident – Routine, Significant or Major
- Initially assess the response needed to mitigate the impact.
- Notify appropriate persons e.g. Contractor, Sydney Water, Sydney Electricity, Gas, Police, Fire, Ambulance, EPA, Work Cover.
- Maintain an incident log.
- Establish clear command and communication between the site and other persons involved with managing the Incident.
- Co-ordinate all work teams and resources at the site.
- Liaise with external agencies on a work plan to resolve the incident.
- Continuously assess the status of the incident and provide updates to the Incident Manager and interested parties on site.
- Co-ordinate site workers reliefs.
- Upgrade and downgrade the incident as the situation changes.
- Do not talk to the Media.
- Gather information and attend debrief.

INCIDENT MANAGER'S RESPONSIBILITIES

- Ensure clear command and communications are established.
- Declare Site and Incident Managers.
- Establish an Incident Management Team.
 - A** All impacts – community, environment, Authorities, Legislative, OHS&R
 - B** Additional support personnel resources
 - C** Resource Co-ordination
 - D** Financial/Budget requirements
 - E** Media/public information
- Co-ordinate support/liase with authorities.
- Comprehensively manage the incident.
- Provide updated reports to appropriate persons.
- Up/Down grade incident as the situation changes.
- Keep an incident log.
- Arrange a debrief as soon as possible (must be within seven (7) days) after completion of the incident.

APPENDIX C

INCIDENT – DEFINITION

An Incident is defined as an occurrence **causing** or with the **potential** to cause any of the following:

- interruption of service to Authorities customers;
- threat to life, health and safety;
- threat to the environment;
- serious community complaint (e.g. quality, quantity, duration, damage, social inconvenience);
- threat to business operations (e.g. staffing, major suppliers or service providers);
- threat to community infrastructure (e.g. electricity, gas, water, sewer, telephone, rail, road, footpaths);
- threat to public or private property;
- requirements for urgent action under legislation;
- threat to business' public image;
- threat to financial viability of the business;
- threat to prosecution of fines.

APPENDIX D

EMERGENCY CONTACT NUMBERS

MJB Waterways Pty Ltd (After Hours)	9540 4551
Sydney Water (Emergencies 24 Hours)	13 20 90
AGL Gas (Emergencies 24 Hours)	13 19 09
ENERGY Australia (Emergencies 24 Hours)	13 13 88
Police/Fire Brigade/Ambulance	000