

# Environmental Management Procedure



## **Scope**

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The purpose of this procedure is to ensure Canopy Tree PL staff are aware of the environmental management procedures applying to all workplaces, including offices, home offices and client sites.

## **Responsibility**

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This procedure is the responsibility and is to be used by:

- Management Staff
- Employees
- Contractors

## **Relevant Legislation**

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Canopy Tree PL management, staff and contractors have a statutory and regulatory obligation to:

- Work, Health and Safety Act 2011
- Work, Health and Safety Regulation 2001
- Protection of the Environment Legislation Amendment Act 2011

## **Workplace Participant Commitment**

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This document is subject to a bi-annual review in consultation between the Canopy Tree PL / PCBU and our workers

## **Process**

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Canopy Tree PL has developed an environmental management procedure, this procedure has been developed to enhance its environmental performance. This procedure has been established, implemented and maintained and continually improved to ensure Canopy Tree PL all aspects and their impacts are identified through all Canopy Tree PL's delivered products and services.

This procedure is applicable to all internal and external, including interested parties when engaged in Canopy Tree PL activities and is applicable at all Canopy Tree PL locations.

### **6.1.1 General**

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The organisation has established, implemented and maintained the processes needed to meet the requirements of International Standards including, issues (4.1), requirements (4.2), risks and opportunities, scope (4.3) to ensure the following is addressed:

- a) Assure that Canopy Tree PL's Health, Safety, Environmental and Quality Management System can achieve its intended results/outcomes;
- b) Enhance desired effects;
- c) Prevent or reduce undesired effects, including the potential for external Health, Safety, Environmental and Quality conditions to affect Canopy Tree PL;
- d) Achieve continual improvement;
- e) Integrate and implement actions into Canopy Tree PL's Health, Safety, Environmental and Quality Management System processes;
- f) Evaluate the effectiveness of action against the impact of Canopy Tree PL's Products, Services and activities;
- g) Ensure scope (4.3) includes all possible emergency situations that have a Quality, environmental and safety impact.

### **6.1.2 Environmental & Safety Aspects**

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Within Canopy Tree PL's scope, Canopy Tree PL have determined the Environmental and Safety aspects of its products, services and activities that it can control and have influence with. The lifecycle has been considered through the determination stage.

Canopy Tree PL determine their Environmental and Safety aspects by considering:

- a) Change, including planned or new developments, and new or modified activities, products and services;
- b) Abnormal conditions and reasonably foreseeable emergency situations;
- c) The criteria used to determine those aspects that have or can have a significant environmental or Safety impact;

- d) How environmental and safety aspects and their impacts are communicated to all levels and functions of Canopy Tree PL.

### **6.1.3 Compliance Obligations**

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Canopy Tree PL have an established, implemented and maintained compliance register. Canopy Tree PL ensure all information pertaining to Health, Safety, Environmental and Quality compliance in relation to Canopy Tree PL activities, products and services are available and readily accessible.

- a) Canopy Tree PL has access to compliance obligations relating to environmental and safety aspects;
- b) Canopy Tree PL determine how compliance obligations apply to Canopy Tree PL activities, products and services;
- c) Canopy Tree PL take compliance obligations into account when establishing, maintaining and continually improving its Environmental and Safety management system.

### **6.1.4 Planning Action**

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Canopy Tree PL plan to take actions to address it's:

- a) Significant environmental aspects
- b) Compliance obligations;
- c) Risks and opportunities identified

By:

- a) Integrating and implementing actions of its Health, Safety, Environmental and Quality Management System (6.2,7,8,9) and other business processes;
- b) Considering its technological options;
- c) Considering its financial and operational requirements; and
- d) Considering its business requirements.

### **Contract Specification**

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Carry out the environmental works in accordance with the work instructions on the following pages of this procedure.

Clean up and remove waste products according to the waste management process

### **Waste Disposal Process**

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Regularly collect used containers. Triple wash and dispose of at appropriate waste collection centres

Regularly collect rubbish during work maintenance. Store until disposed of at appropriate waste collection centres

Store any waste chemicals in appropriate sealable containers until disposed of according to EPA regulations

## **Weed Control Process**

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Identify any weeds at the worksite

Access site to allow travel and work to be done where there is no (or minimal) weed infestation if possible

Do not remove offsite, any material suspected of being contaminated with weed material

Check clothing, footwear, vehicles, equipment and plant to ensure they are free of all spoil, mud, seed and weed material.

Washing down vehicles and plant

## **Noise Control Process**

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Inspect and maintain vehicle and plant mufflers to ensure noise suppression of engines

Restrict working hours in accordance with relevant council and EPA regulations (7am and 6pm on weekdays and 7am and 1pm on Saturdays).

Check with the relevant local council to determine regulations for hours of works

Noise generated within these restricted working hours should be minimised

Schedule noisy activities for the least sensitive times of the day such as mid-morning to mid-afternoon.

## **Site Access Process**

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Identify site access areas and vehicle plant parking areas (if required) prior to commencing work at site

The following criteria will be used in locating access track and parking area:

- located away from the drip line of trees
- located on firm ground to minimise ground disturbance
- avoid sloping ground that may cause erosion
- avoid damage to existing vegetation
- avoid using immediate waterway/bank area
- access track should travel across slope if sloping areas are unavoidable
- single access track to be used

## **Chemical Spill Management Process**

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Control the spill at the source to limit the amount of chemical spilled

Contain the spill to avoid spread to waterways or larger areas of soil. Spread absorbent if necessary

Clean up spill and absorbent material

Place contaminated material into container and dispose of according to EPA regulations

Remediate area as required

Ensure all refuelling takes place away from waterways and water courses

## **Dust Suppression Process**

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Identify potential for dust hazard during inspection

Supply water cart to site if required

Use dust suppression as follows

- prior to commencing work at site
- regularly as dust becomes hazardous
- prior to commencing work at new areas of site

Minimise vegetation removal

Minimise soil disturbance away from actual works area

Limit vehicle and plant speed in works area

## **Fire Control Process**

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Ensure work site has operating fire extinguishers

Inspect and maintain vehicle and plant mufflers to ensure there is no fire hazard

Avoid parking or travelling through long or dense vegetation or vegetation litter if fire risk is high

Clear all flammable materials from hot work areas

DO NOT carry out any work or use any equipment likely to cause a fire risk on high fire danger or Total Fire Ban days

## **Ground & Vegetation Management Process**

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Minimise vegetation and ground damage by keeping area of works to a minimum

Minimise plant movement in works area

Store small amounts of material in area to avoid impact on vegetation and undisturbed soil

Contact site supervisor for advice prior to storing larger amounts of material or if removal of vegetation is required

## **Prevention of Waterway Contamination Process**

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Identify any works to take place above waterway or water course

Define area of works that will impact waterway

or dry debris, sling hessian sheeting below works area to ensure all falling debris is caught in the hessian sling

For chemical waste, sling industrial grade plastic sheeting below works area to ensure all chemical waste is caught in the plastic sling

## **Sediment Control Process**

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Install erosion and sediment control measures, if possible before construction commences refer Sediment Control Measures below.

Identify drainage lines and install control measures to handle predicted stormwater and sediment loads generated in the mini catchment.

Design and install appropriate erosion and sediment run-off control measures appropriate to site conditions and likely rain conditions. Ensure that contingency plans are in place for unusual storm events.

Establish an adequate inspection, maintenance and cleaning program for sediment run-off control structures which includes an inspection at least once per week. During rain events the following inspections apply

- within one hour of commencement of rain during working hours
- every four hours for periods of continuous rain during working hours
- within twelve hours of a rain event outside working hours
- when runoff is leaving the site

Continually assess the effectiveness of sediment control measures and make necessary improvements.

## **Sensitive Flora/Fauna Process**

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Identify any sensitive flora/fauna at worksite from contract documents and site inspections

Areas containing sensitive flora/fauna must remain clear of vehicles, plant, equipment, materials, debris, saltation and trampling

Remove the minimum amount of vegetation and soil to minimise the impact on native flora/fauna

Prior to work commencing, sensitive flora/fauna should be fenced off and marked as “No Go Zones

## **Cultural Heritage Process**

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Identify any heritage sites at worksite from contract documents and site inspections

Areas containing heritage sites must remain clear of vehicles, plant, equipment, materials, debris, saltation and trampling

Remove the minimum amount of vegetation and soil to minimise the impact on native flora/fauna

Prior to work commencing, sensitive flora/fauna should be fenced off and marked as “No Go Zones”

## **Maintaining documented information**

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Details of environmental consultation must be recorded and retained as evidence that consultation has occurred in accordance with legislation and Canopy Tree PL policy.

Consultation plans should specify the documentation to be kept as part of a consultation process.