Gladstone Ports Corporation

Growth, Prosperity, Community.

GPC Environment Questionnaire

Contract Number:	
Contract Title:	
Contractor:	
Contact Name:	
Contact Number	
Proposed Dates for Work:	

QUESTION	***Please Tick*** **Yes**	**No**	**N/A**
1. Is your company likely to carry out any work or other activities at GPC's sites which has the potential to impact on the environment? Potential impacts / activities include: - release of pollutants to waterways - construction/equipment noise - dust generation - storage of hazardous goods eg. fuel, chemicals and other potential - disposal of regulated waste eg. fuel, oil, chemicals and sewage) - rubbish, general waste and site clean up - impacts upon flora and fauna - any other activity that you believe may impact on the environment	☐	☐	☐
2. Has your company identified those risks (or areas) of its activities, products or services that have or can have impact(s) on the environment?	☐	☐	☐
3. Does your company operate under an Environmental Management System? **(EMS cover documentation or summary must be supplied)** (**if "No**" then go to question 5)	☐	☐	☐
4. Has the EMS been independently certified? **(Certification proof must be supplied)**	☐	☐	☐
5. Does your company operate under an environmental policy? **(Policy documentation must be supplied)**	☐	☐	☐
6. Does your company conduct an Environmentally Relevant Activity (ERA) which requires an Environmental Authority under the *Queensland Environmental Protection Act* 1994? **NOTE: All contractors undertaking Environmentally Relevant Activities under the Environmental Protection Act 1994 on GPC sites are required to be licensed for those activities. (Authority cover documentation must be supplied)**	☐	☐	☐

	Please Tick		
QUESTION	**Yes**	**No**	**N/A**
7. Will you be required to use any fuel / chemicals or be conducting any activities that may result in emissions to air, land or water (e.g. fuel for construction activities, use of garnet for abrasive blasting) while onsite at GPC? **Note: If "Yes", you may be required to record and supply data to GPC on a monthly basis through the PEER (Pollutant Emissions and Energy Reporting) electronic excel based tool. GPC has a requirement to report annually to the Regulator for National Pollutant Inventory (NPI) and National Greenhouse & Energy Reporting (NGER) for all activities performed on its sites.**	☐	☐	☐
8. Have all employees been made aware of:			
· The importance of conforming with the company Environmental Policy?	☐	☐	☐
· Their roles and responsibilities for maintaining conformance to your company's EMS / other environmental requirements, and the potential consequences of departure from these?	☐	☐	☐
· Their general environmental duties under the Queensland Environmental Protection Act, 1994? *(eg. Do new employees complete a company induction-training program, which includes an environmental component?)*	☐	☐	☐
9. Are employees aware of waste tracking legislation and how it may apply to this job?	☐	☐	☐
10. Are person(s) performing tasks for your company, or on behalf of it, that have the potential to cause environmental impact, competent on the basis of appropriate training or experience?	☐	☐	☐
11. Has your company established environmental objectives and targets at relevant levels in the organisation?	☐	☐	☐
12. Does your company maintain an emergency response plan, which provides response procedures to potential emergencies?	☐	☐	☐
13. Will you have emergency response capabilities whist working at GPC sites? (eg. Spill response material, appropriate PPE)? **(Relevant documentation must be supplied)**	☐	☐	☐
14. Does your company monitor and measure, on a regular basis, the key areas of its operations that can have a significant environmental impact (including staff environmental performance)?	☐	☐	☐
15. Has your company been subject to an environmental enforcement action that resulted in prosecution?	☐	☐	☐
16. If you have answered 'Yes' to one or all of questions 1,2 or 6 you are required to submit a Management Plan (e.g. **Environmental Management Plan)** for the proposed work to the GPC Environment Manager for approval prior to commencing any activity. **(If "Yes" please see attached GPC EMP guidelines. Documentation must be supplied)**	☐	☐	☐

Name:		**Name:**	
Position:		**Position:**	
Signature:		**Signature:**	
Date		**Date**	
	Supplier		GPC Environmental Representative

Environmental Management Plan

Template for Tenants/Contractors

GUIDELINES FOR
AN ENVIRONMENTAL MANAGEMENT PLAN

Use of Guidelines :

The guidelines below represent a template that can be used prior to work commencing when management of potential environmental impacts is required.

For projects with a relatively low environmental impact, a significant number of the elements will not be relevant and therefore not be required to be addressed. GPC Environmental staff will assist a project proponent to refine the list below to determine which issues are appropriate for an individual project.

For some small scale projects, involving minor risks, GPC may consider the project proponent to incorporate their environmental risk assessment and controls into a sub-tier document such as a *Job Safety and Environment Analysis* (JSEA) or *Job Risk Analysis* (JRA or suitable equivalent).

In all cases, the proponent is responsible for undertaking an environmental risk assessment to identify potential environmental risks and controls relevant to their scope of works.

These steps must be undertaken prior to commencement of works.

TABLE OF CONTENTS

1. INTRODUCTION

1.1. Scope of EMP

(Describe where and what activity the EMP covers……for example….This EMP has been developed for abrasive blasting activities to be done at the Barney Point Coal Terminal)

1.2. Objectives of EMP

(What is the EMP trying to achieve? For example……The objective of this EMP is to describe what systems and controls are in place to provide effective environmental management for the works……)

1.3. Overview

(Provide a detailed summary of the works within the scope of this EMP)

1.4. Boundaries and land use (include map)

(The physical footprint of the activity)

1.5. Facility infrastructure and activities

(Provide a description of site infrastructure such as stormwater systems….)

1.6. Key stakeholders

(Who are the key stakeholders involved in these works?? For example…..sub-contractors, Regulatory Authorities, neighbouring works which may be affected by these works etc.)

2. ENVIRONMENTAL MANAGEMENT SYSTEM

2.1. Policy

(How is the company Environmental Policy developed and implemented?)

2.2. Environmental aspects

(How are environmental risks (aspects and impacts) in relation to the scope of the EMP identified and documented?)

The following environmental receptors have been considered in the risk identification process:

Table x. Environmental receptors

Receptor	Type
Water	Marine waters Stormwater/ Surface waters Groundwater Process waters
Air	Dust and smoke Chemical pollutants Greenhouse gas emissions Noise and vibration Light
Land	Contaminated land Cultural heritage Erosion and sediment control

	Land ownership and use
Biodiversity	Flora Fauna Habitat Biosecurity
Resource use and waste management	Raw materials use Energy use Water use Solid waste Liquid waste and effluent Hazardous substances handling and storage, including hazardous waste.
Community	Social amenity Public facilities Public perception and acceptance Social responsibility

2.3. Environmental legal and other obligations
(How are the legal and other obligations for these works identified and managed?)

2.4. Environmental objectives and targets
(What are the environmental objectives and targets for the scope of this EMP?)

2.5. Environmental roles and responsibilities
(What are the specific roles and responsibilities for these works?)

Example

Title	***Contact numbers***	***Environmental Responsibilities***
General Manager	*Office:* *Mobile:*	*Responsible for overall management……*
Site Manager	*Office:* *Mobile:*	*Responsible for the day to day environmental management and implementation of the EMP.* *Ensure environmental management, reporting and auditing responsibilities are met. Responsible for ensuring work practices and activities comply with legal and other obligations.*
Supervisors/Managers	*Office:* *Mobile:*	*Responsible for ensuring works are planned based on the level of risk they present. Comply with and maintain an awareness of policies and procedures, respond to and immediately report incidents, near-misses and hazards; and participate in training.*
Workers	*Office: n/a* *Mobile: n/a*	*Responsible for complying with and maintaining an awareness of policies and procedures, responding to and immediately reporting incidents, near-misses and hazards; and participating in training.*

2.6. Environmental competency, training and awareness
(How does this occur specifically for these works?)

2.7. Environmental documentation and records
(Describe how documentation and records are managed)

2.8. Environmental monitoring
(How is the performance of the activity monitored?)

2.9. Environmental audits and inspections
(What are the scheduled and ad-hoc audits and inspections and how are corrective actions managed?)

2.10. Incidents and Complaints

(Describe how incidents and complaints are recorded, reported and managed including corrective actions)

2.11. Emergency Preparedness and Response

(What contingencies are in place in the event of an emergency? i.e. Emergency Plans, spill kits etc.)

2.12. EMP Review process

(How and when is the EMP reviewed for accuracy and currency?)

3. ENVIRONMENTAL RISK MANAGEMENT

Identify activities, potential impacts and operational controls specific to the scope of the EMP.

Activity			
Sub activity:	**Potential impacts:**	**Current controls:**	**Responsibilities:**
Sub activity:	**Potential impacts:**	**Current controls:**	**Responsibilities:**
Summary of the key risks			

examples

Chemicals			
Storage, use and disposal of hazardous chemicals, cleaning products, flammable gases and liquids, corrosives.	***Potential Impacts:*** *Spill or leak of hydrocarbons or toxic chemicals onto land or into waterways.* *Waste chemicals – cost associated with storage, disposal and permits.*	***Current Controls:*** • *Design of workshops and storage areas.* • *Bunded storage areas.* • *Waste management plan.* • *Spill response equipment with trained personnel.* • *Incident management.*	***Responsibilities:*** • *Manager* • *Maintenance Supervisor* • *Safety Advisor* • *Manager*
Refuelling	***Potential Impacts:***	***Current Controls:***	***Responsibilities:***
Abrasive blasting	***Potential Impacts:*** *Release of abrasive blasting wastes to waters*	***Current Controls:*** • *Encapsulation*	***Responsibilities:***
Summary of the key risks *The risk of the incorrect application, storage or disposal of hazardous chemicals resulting in the contamination of land and water.*			

Waste			
General	***Potential Impacts:*** *Increase to landfill* *Spillage or leach of waste to stormwater, groundwater and/or land.* *Cost of disposal.*	***Current Controls:*** • *Waste management system* • *Dedicated bins - Recycling* • *Contracted waste removal*	***Responsibilities:***
Sewerage	***Potential Impacts:*** *Overflow from ablution facilities*	***Current Controls:*** • *Waste management*	***Responsibilities:***

	resulting in contamination.	*system* • *Design of facilities* • *High level alarms*	
Regulated	***Potential Impacts:*** *Incorrect handling, storage and disposal of regulated waste contaminating stormwater, groundwater and/or land.* *Potential for waste to be transported without sufficient tracking.*	***Current Controls:*** • *Waste management system* • *Contracted waste removal* • *Bunded/approved storage area*	***Responsibilities:***
Summary of the key risks *The risk of inappropriate or unlawful handling of waste causing contamination of land and waterways, and possibly resulting in fines.*			

Earthworks and excavation activities			
Land Use	***Potential Impacts:*** *Unapproved activities – no environmental controls.* *Possibility for multiple impacts.* *Disturbance of underground services.*	***Current Controls:*** • *Permits* • *Licensing* • *Management Plans* • *Operating Procedures*	***Responsibilities:*** • *Manager* •
ASS & PASS	***Potential Impacts:*** *Acidification of soil.* *Impact on water quality.*	***Current Controls:*** • *Known locations of PASS/ASS*	***Responsibilities:*** • *Manager* •
Erosion and sediment control	***Potential Impacts:*** *Sediment runoff into stormwater.* *Non-compliant discharges.* *Cost to repair.*	***Current Controls:*** • *Design of facility for ESC* • *Drainage systems and settlement infrastructure*	***Responsibilities:*** • *Manager* •
Cultural Heritage	***Potential Impacts:*** *Disturbance of cultural heritage sites/items.*	***Current Controls:*** • *Construction Cultural Heritage Management Plan*	***Responsibilities:*** • *Manager* •
Summary of the key risks *The risk of earthworks and excavation activities:* • *being undertaken without the necessary approvals in place (clearing)* • *resulting in the disturbance of ASS/PASS* • *causing sediment runoff into waterways* • *causing the disturbance of cultural heritage sites or items.*			

Contractors and Visitors			
Contractor Management	***Potential Impacts:*** *All environmental receptors have the potential for impact, depending on the contractor activity.*	***Current Controls:*** *Site inductions* *Security control systems*	***Responsibilities:*** •

Summary of the key risks
The risk of the actions of contractors conducting works for, or on behalf of, GWO causing environmental harm or breaching EA limits.

Biodiversity			
Flora	***Potential Impacts:***	***Current Controls:***	***Responsibilities:*** •
Fauna	***Potential Impacts:***	***Current Controls:***	***Responsibilities:*** •
Biosecurity	***Potential Impacts:***	***Current Controls:***	***Responsibilities:*** •
Summary of the key risks			

Emergencies			
Vehicle accident	***Potential Impacts:*** *Spill of fuels/oils to land and water.*	***Current Controls:***	***Responsibilities:*** •
Emergency plant shut down	***Potential Impacts:*** *Product spill to waterways (stormwater and marine)* *Dust*	***Current Controls:***	***Responsibilities:*** •
Fire (inc. bush fires)	***Potential Impacts:*** *Burning materials causing particulate loading on the air (generation of smoke and other air borne contaminates)* *Complaints* *Firefighting foam (FFF) – land and water contamination.*	***Current Controls:***	***Responsibilities:*** •
Inclement weather i.e. flooding caused by rain	***Potential Impacts:*** *Erosion* *Sediment runs off into stormwater/drainage/marine waters.* *Non-compliant discharges*	***Current Controls:***	***Responsibilities:*** •
Summary of the key risks *The risk of an emergency situation resulting in environmental harm.*			

4. APPENDICES