

<h2 style="margin: 0;">STANDARD OPERATING PROCEDURE</h2> <h3 style="margin: 0;">SP06</h3> <h2 style="margin: 0;">FUELLING AND SERVICING</h2>
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ENVIRONMENTAL RISK ACTION PLAN	
Fuelling and Servicing	
Objective	<ul style="list-style-type: none"> To comply with contractual and legislative requirements in relation to the fuelling and servicing activities on the sites.
Legal, Contractual & Other Requirements	<ul style="list-style-type: none"> Contract specification See 3.2 Legal Requirements in EMS WHS Act 2011 / Regulation 2017
Targets	<ul style="list-style-type: none"> Zero spills or uncontrolled release of fuel, oils on the site.
Responsibilities	<ul style="list-style-type: none"> Site Supervisor are required to ensure that an approved and prepared area is available. Subcontractors are required to ensure that the requirements of this standard operating procedure are implemented. Subcontractors are required to advise Proline Site Supervisor of any spills.
Controls (means & resources)	<ul style="list-style-type: none"> Fuelling of all large plant and equipment is to be conducted by a fuel tanker using a retractable hose and auto shut off nozzle. Small plant and equipment shall be refueled using appropriate funnels and nozzles from proprietary fuel containers Where fuelling should not be carried out in locations having a direct drainage path to a storm water system. The operator must be in attendance at all times during the fuelling process. <u>Fuelling activities are never to be left unattended.</u> Storage of fuel containers is to be in a designated and bunded fuel storage area in accordance with the requirements of the Delivery and Storage of Fuel and Chemicals standard operating procedure SP09. Absorbent materials are to be available at all times on refuelling vehicles and during any fuelling activity of plant and equipment. Should a major spill occur, it shall be handled in accordance with the Project Emergency Procedure (Refer to the Project Safety Plan) and the documented response in the Environmental Management Plan. Plant and equipment must be inspected for fuel, oil or hydraulic fluid leakage, damaged or deteriorated hydraulic lines and other areas of potential failure on a daily basis. Any leakages or deteriorated hoses or similar areas of potential failure must be repaired before the plant or equipment is permitted to be used on the site. Servicing to be carried out in designated areas as nominated by the Site Foreman with suitable ground protection such as plastic lined temporary bunding, service / maintenance records to be maintained and a copy to be forwarded to the Systems Manager. All road registered vehicles will be fuelled and serviced off site. An emergency response spill kit shall be readily available adjacent to the service area during the servicing period and then located in the Site Office at other times.

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	<ul style="list-style-type: none"> At completion of servicing ground protection and additional controls as applicable are to be removed and if contaminated disposed of in accordance with the requirements of the waste disposal procedure. All incidents or uncontrolled spillage is to be reported immediately to the Site Foreman, who will then inform the Systems Manager. Details of all inspections shall be retained in the project filing system.
Timeframe	<ul style="list-style-type: none"> Duration of site works.
Monitoring & Reporting	<ul style="list-style-type: none"> Daily inspections to be recorded on the Daily Site Safety Checklist Doc No: OHS013.14 Complaints to be recorded on form Environmental Incident and Complaint Report ENV026. A register Incident / Accident Register Doc No: OHS052 will be maintained for all incidents or complaints. Monthly project status briefs to be provided to the clients representative and stakeholders if required under the contract
Review & Evaluation	<ul style="list-style-type: none"> In order to ensure this procedure remains effective, it will be reviewed by Senior Management on an annual basis or in the event of a major environmental incident, changes in legislation or if raised by workers concern/s.

Version Control

Date	Version	Owner	Comments
29.03.11	1	Michelle Murphy	For Issue
23.12.13	2	Michelle Murphy	Management Review
18.05.15	3	Michelle Murphy	Management Review
20.08.18	5	Michelle Murphy	ISO Accreditation Review
09.9.19	6	Michelle Murphy	Management Review
03.02.22	7	Michelle Murphy	Management Review
13.12.24	8	Michelle Murphy	Management Review