

<p>STANDARD OPERATING PROCEDURE</p> <p>SP09</p> <p>DELIVERY AND STORAGE OF CHEMICALS, FUELS AND OILS</p>

ENVIRONMENTAL RISK ACTION PLAN	
Delivery and Storage of Chemicals, Fuels & Oils	
Objective	<ul style="list-style-type: none"> • To comply with contractual and legislative requirements in relation to the storage of chemicals, fuels and oils on the site.
Legal, Contractual & Other Requirements	<ul style="list-style-type: none"> • Contract specification • WHS Act 2011 / Regulation 2017 • See 3.2 Legal Requirements in EMS
Targets	<ul style="list-style-type: none"> • Chemicals, fuels and oils to be stored in a securely bunded area at all times when not specifically in use. • Zero spills or uncontrolled release of fuel, oils or chemicals n the site.
Responsibilities	<ul style="list-style-type: none"> • Site Supervisor are required to ensure that sufficient bunds are available and that material is stored appropriately. • Subcontractors are required to ensure they have sufficient bunded storage capacity for their materials in accordance with their agreements. • Subcontractors are required to advise Proline of any spills.
Controls (means & resources)	<ul style="list-style-type: none"> • Minimise storage of fuel, oil, chemicals or other dangerous goods on site. • Delivery of fuel, oils & chemicals to be transported by suitably operated & maintained vehicles with qualified & trained drivers in accordance with OH&S (Dangerous Goods) Regulations, applicable Codes of Practice & Australian Standards. • Store chemicals fuels and oils inside impervious bunds of sufficient capacity to contain 110% of the stored volume. Bunded areas must have sufficient cover to prevent ingress of rain. • Select storage sites to be > 20m away from current facilities, drainage lines, areas prone to flooding or on slopes > 1V:10H. • Driver or Site Supervisor to be in attendance at all times when unloading of fuel, oil or chemicals takes place on site. • No water to be discharged from bunded areas into site drainage system unless it complies with EPA water quality requirements. Contaminated water may be removed by appropriately licensed contractor & discharged to a suitably licensed waste facility. • Delivery drivers are to be provided with specific drop off and storage instructions. • Spill kits & absorbent material to be located adjacent to storage bunds. • Absorbent material used to clean up spills to be disposed of in accordance with the Resource and Waste Management Plan. • Protect bunds from accumulating stormwater and periodically remove storm water from bunds to maintain required storage capacity. • A Register of hazardous Substances Doc No: OHS017 kept on site (ie fuel, oil & chemicals) and maintained for the duration of the project. • A Register of Safety Data Sheets Doc No: OHS116 kept on site (ie chemicals, fuels, materials) and maintained for the duration of the project

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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. • A Register of hazardous Substances Doc No: OHS017 must be maintained for the duration of the project. • A Register of Safety Data Sheets Doc No: OHS116 must be maintained for the duration of the project • Storage areas are to be inspected weekly.
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
09.09.19	6	Michelle Murphy	Management Review
03.02.22	7	Michelle Murphy	Management Review
13.12.24	8	Michelle Murphy	Management Review