

<h2 style="margin: 0;">STANDARD OPERATING PROCEDURE</h2> <h3 style="margin: 0;">SP11</h3> <h2 style="margin: 0;">CONTAMINATION</h2>
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ENVIRONMENTAL RISK ACTION PLAN	
Contamination	
Objective	<ul style="list-style-type: none"> <li>To comply with contractual and legislative requirements in relation to the community relations and complaints handling on the various project sites</li> </ul>
Legal, Contractual & Other Requirements	<ul style="list-style-type: none"> <li>Contract Specification</li> <li>See 3.2 Legal Requirements</li> </ul>
Targets	<ul style="list-style-type: none"> <li>Zero verifiable complaints relating to construction activities.</li> <li>Keep the community and adjacent residents adequately informed of construction activities.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>Site Supervisor are required to ensure that the requirements of this Contamination standard operating procedure are implemented</li> <li>Subcontractors are required to ensure that the requirements of this Standard operating procedure are implemented for their operations.</li> <li>The Project Manager is responsible for providing updates on the status of the project to the relevant stakeholders.</li> </ul>
Controls (means & resources)	<ul style="list-style-type: none"> <li>Identify known areas of contamination and:                             <ul style="list-style-type: none"> <li>Clearly mark out the perimeter of the area and provide appropriate signage (keep out)</li> <li>Avoid disturbance and the use of these areas for construction related activities (eg storage)</li> <li>Implement an approved contamination management plan as applicable</li> </ul> </li> <li>Retain all dockets for transport and disposal of contaminated material in a waste report</li> <li>Store and decant liquids in secure bunded areas to prevent spillage and ground contamination</li> <li>Maintain good housekeeping practices to ensure all containers, drums are stored in secure bunded areas</li> <li>If unexpected contamination is identified during the course of the project work must cease in this area immediately.                             <ul style="list-style-type: none"> <li>Access to the area or material must be closed off and/or fenced</li> <li>Signage must be provided advising that access is unavailable</li> <li>Advise Proline's Systems Manager immediately should unexpected contamination be identified or if an incident resulting in soil contamination occurs.</li> </ul> </li> <li>Undertake a documented inspection of the site daily</li> <li>The Systems Manager to undertake monthly inspections</li> </ul> <p><b><u>Groundwater</u></b></p> <p>If dewatering is required during the works, the following will be carried out:</p>

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	<ul style="list-style-type: none"> <li>• Contact Client Representative, notify of contaminated groundwater found during the works.</li> <li>• A Separate Dewatering Management Plan will need to be developed and referred to SYD &amp; AEO for approval.</li> <li>• If waste is to be tipped at a waste facility, testing will be carried out prior to tipping to ensure waste is at GSW (General Solid Waste)</li> </ul>
Timeframe	<ul style="list-style-type: none"> <li>• Duration of site works.</li> </ul>
Monitoring & Reporting	<ul style="list-style-type: none"> <li>• Daily inspections to be recorded on the Daily Site Safety Checklist Doc No: OHS013.14</li> <li>• Complaints to be recorded on form Environmental Incident and Complaint Report ENV026.</li> <li>• A register Incident / Accident Register Doc No: OHS052 will be maintained for all incidents or complaints.</li> <li>• Systems Management Inspections to be documented on Management Site Safety Inspections Doc No: OHS113.</li> </ul>
Review & Evaluation	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

**Version Control**

<b>Date</b>	<b>Version</b>	<b>Owner</b>	<b>Comments</b>
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
09.09.19	6	Michelle Murphy	Management Review
03.02.22	7	Michelle Murphy	Management Review
13.12.24	8	Michelle Murphy	Management Review