

# STANDARD OPERATING PROCEDURE

## SP01

### SOIL & WATER QUALITY MANAGEMENT

<b>ENVIRONMENTAL RISK ACTION PLAN</b>	
<b>Soil &amp; Water Quality Management</b>	
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> <li>• All erosion and sediment control, water quality, site wastewater, potential water contamination, issues are considered and integrated with the construction works.</li> <li>•</li> </ul>
Legal, Contractual & Other Requirements	<ul style="list-style-type: none"> <li>• Contract Specification See 3.2 Legal Requirements in EMS</li> </ul>
Targets	<ul style="list-style-type: none"> <li>• Zero environmental incidents relating to construction activities</li> <li>• Prevent or minimise erosion occurring from within the limits of the project site</li> <li>• Collect, divert and control run off water external to the site from being contaminated by site run off water where possible</li> <li>• Minimise erosion on site and maximise the trapping of sediment on site</li> <li>• Prevent contamination of off-site areas, stormwater systems and waterways</li> <li>• Prevent mud and litter from being deposited on roadways</li> <li>• Monitor and promptly maintain sediment controls through the project</li> <li>• Limit the disturbed area to current work fronts and re-vegetate as soon as practicable following the completion of works</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Site Supervisor are required to ensure that the requirements of this 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 and activities.</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>• Development of a site specific Erosion &amp; Sediment Control Plan (ESCP), to include:                             <ul style="list-style-type: none"> <li>○ title, date, revision number and the name of who prepared the plan;</li> <li>○ the perimeter or boundary of the work area;</li> <li>○ a layout of the site, including the location of access roads, ancillary infrastructure, stockpiles, protected vegetation, disturbed (cleared) areas;</li> <li>○ the location of existing drainage structures (inside and outside site);</li> <li>○ the location of temporary and permanent erosion and sediment control measures proposed to capture, detain and/or treat runoff to prevent it leaving site including sediment fence, sediment traps, erosion controls, detention basins, diversion banks/drains.</li> </ul> </li> </ul> <p><i>ESCPs must be reviewed as construction progresses, site conditions change and/or flow paths are altered (e.g. the reshaping of drainage lines). This will ensure the Plan reflects the actual work being undertaken by the subcontractor and that the most effective controls have been selected and implemented in a timely manner.</i></p>

Proline Building Commercial Pty Ltd

<b>ENVIRONMENTAL RISK ACTION PLAN</b>	
<b>Soil &amp; Water Quality Management</b>	
	<ul style="list-style-type: none"> <li>• Limit ground disturbance by maintaining protective ground cover around the work area;</li> <li>• Restrict clearing to the area immediately required for construction and storage;</li> <li>• Maintain vegetation adjacent to waterways and drainage lines to improve the quality of runoff before it enters the stormwater system;</li> <li>• Manage uncontrolled water flows by placing sediment fence or other suitable device across the line of water flow;</li> <li>• Direct runoff from disturbed areas through sediment traps or filters to prevent pollution from entering local waterways;</li> <li>• Divert clean runoff around disturbed areas (not through);</li> <li>• Control site access points to limit the potential for unauthorised access and tracking;</li> <li>• Locate stockpiles away from drains and areas flowing to the stormwater system and</li> <li>• Protect the stockpile from run-on water (diversion drain), erosion (cover) and sedimentation (sed fence on the lower side);</li> <li>• Stabilise stockpiles left for greater than 2 weeks (eg seed or cover);</li> <li>• Sweeping of access roads where sediment has been tracked as a result of construction activities.</li> <li>• Designated areas for plant and construction material storage shall be located and marked to ensure minimal unnecessary disturbance. Provision of protection measures such as sediment fences or bunds to contain runoff</li> <li>• Wastewater from abolition facilities shall be directed to local sewage systems where possible. Where this is not possible a proprietary storage and pump out system will be implemented on this site for the management of wastewater.</li> <li>• Wastewater will be transported by a licensed contractor, to an appropriately licensed liquid waste facility.</li> <li>• No septic tanks or similar treatment systems will be used on site.</li> <li>• No trade waste is to be discharged to local sewage system without a valid trade waste permit from the local council.</li> <li>• Concrete Washout areas will be set up as per the EPA guideline 'Environmental Best Management Practice Guideline for Concreting Contractors' (2002) and SP03 Concrete Washout</li> <li>• No washout of painters, paintbrushes, rollers, containers etc allowed on site</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>• Weekly inspections to be recorded on the Daily Site Safety Checklist Doc No: OHS013.14</li> <li>• Monthly Environmental Checklist Doc No: ENV028</li> <li>• Monthly project status briefs to be provided to the clients representative and stakeholders if required under the contract.</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**

Proline Building Commercial Pty Ltd

<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
13.02.24	8	Michelle Murphy	Management Review