

| |
|---|
| <h2 style="margin: 0;">STANDARD OPERATING PROCEDURE</h2> <h3 style="margin: 0;">SP012</h3> <h2 style="margin: 0;">WASTE MANAGEMENT</h2> |
|---|

| ENVIRONMENTAL RISK ACTION PLAN | |
|---|--|
| Waste Management | |
| Objective | <ul style="list-style-type: none"> To comply with contractual and legislative requirements in relation to the community relations and complaints handling on the various project sites |
| Legal, Contractual & Other Requirements | <ul style="list-style-type: none"> Contract Specification See 3.2 Legal Requirements in EMS |
| Targets | <ul style="list-style-type: none"> Reduce waste generation through detailed works planning. Maximise reuse and recycling through the separation of waste types. |
| Responsibilities | <ul style="list-style-type: none"> Site Supervisor are required to ensure that the requirements of this standard operating procedure are implemented Subcontractors are required to ensure that the requirements of this ERAP are implemented for their operations. The Project Manager is responsible for providing updates on the status of the project to the relevant stakeholders. |
| Controls (means & resources) | <ul style="list-style-type: none"> Establish a secure waste area and provide containers/bins for the collection of waste and recyclables. Do not place near drainage areas. Seek out opportunities and markets for the reuse and recycling of waste materials. Provide impervious bunded storage areas for liquids and liquid wastes. Store all building materials in a manner that prevents loss or damage (ie secure and undercover, separate to waste). Promote the sustainable use of resources by personnel including water and energy. Undertake regular site clean ups. Provide and regularly check spill kit supplies. Ensure the kits are not being used for litter and that they are clearly visible. Issue all waste receipts to Systems Manager for Monthly waste reports ENV033 to be calculated. Conduct inspections and complete checklist to assess the condition of waste compounds, waste/litter accumulation on the site and any maintenance requirements/improvements. Undertake a documented inspection to assess site environmental controls and identify improvements to controls or work methods |
| Timeframe | <ul style="list-style-type: none"> Duration of site works. |
| Monitoring & Reporting | <ul style="list-style-type: none"> Monthly Waste Report Doc No: ENV033 to be provided to the Systems Manager Weekly inspections to be recorded on the Daily Site Safety Checklist Doc No: OHS013.14 Monthly Management Inspections recorded on Form Doc No: OHS113 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. |

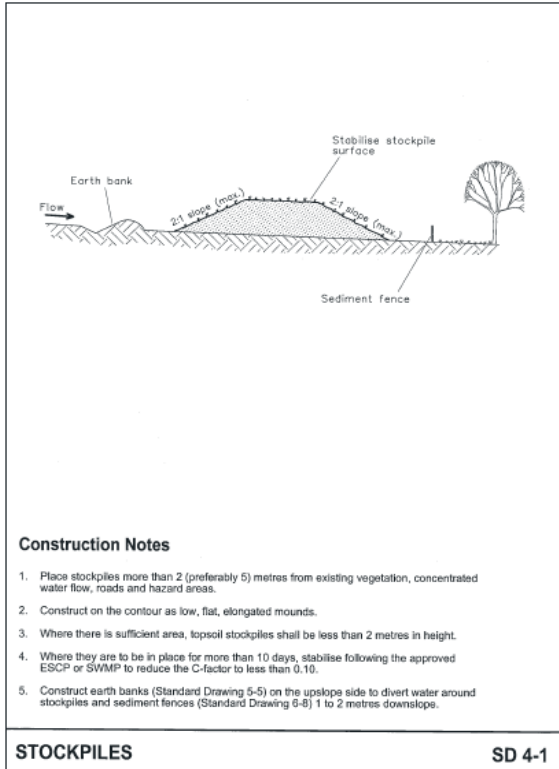
Version Control

| <i>Date</i> | <i>Version</i> | <i>Owner</i> | <i>Comments</i> |
|--------------------|-----------------------|---------------------|--------------------------|
| 22.03.11 | 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 |

APPENDIX A

Standard Drawings

| | | |
|-------------------------------------|---------------|------------------------------|
| NSW Landcom Standard Drawing | SD 4-1 | Stockpiles |
| NSW Landcom Standard Drawing | SD 5-4 | Rock Check Dam |
| <i>NSW Landcom Standard Drawing</i> | <i>SD 5-5</i> | <i>Earth Bank (Low Flow)</i> |
| NSW Landcom Standard Drawing | SD 6-7 | Straw Bale Filter |
| NSW Landcom Standard Drawing | SD 6-8 | Sediment Fence |
| NSW Landcom Standard Drawing | SD 6-9 | Alternative Sediment Fence |
| NSW Landcom Standard Drawing | SD 6-12 | Geotextile Inlet Filter |
| NSW Landcom Standard Drawing | SD 6-14 | Stabilised Site Access |
| NSW Landcom Standard Drawing | SD 6-4 | Earth Basin - Wet |

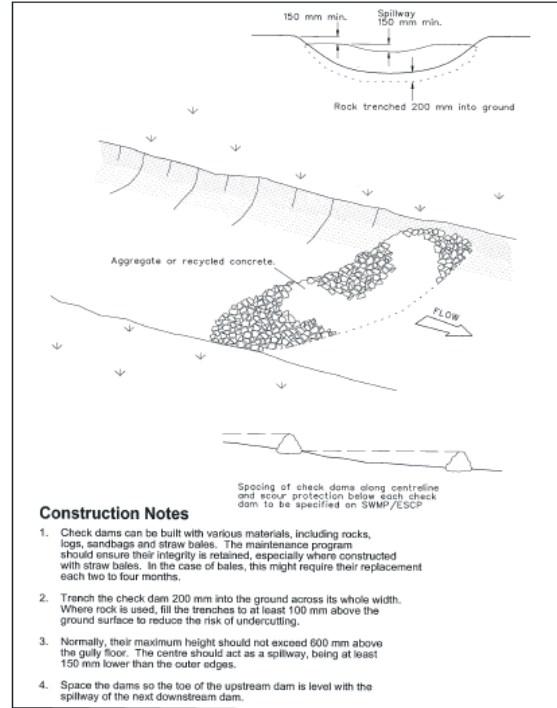


Construction Notes

1. Place stockpiles more than 2 (preferably 5) metres from existing vegetation, concentrated water flow, roads and hazard areas.
2. Construct on the contour as low, flat, elongated mounds.
3. Where there is sufficient area, topsoil stockpiles shall be less than 2 metres in height.
4. Where they are to be in place for more than 10 days, stabilise following the approved ESCP or SWMP to reduce the C-factor to less than 0.10.
5. Construct earth banks (Standard Drawing 5-5) on the upslope side to divert water around stockpiles and sediment fences (Standard Drawing 6-8) 1 to 2 metres downslope.

STOCKPILES

SD 4-1

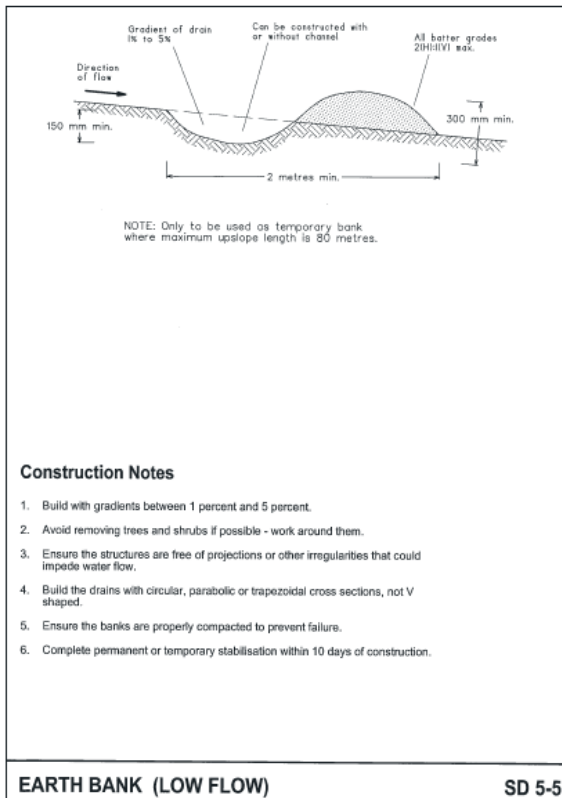


Construction Notes

1. Check dams can be built with various materials, including rocks, logs, sandbags and straw bales. The maintenance program should ensure their integrity is retained, especially where constructed with straw bales. In the case of bales, this might require their replacement each two to four months.
2. Trench the check dam 200 mm into the ground across its whole width. Where rock is used, fill the trenches to at least 100 mm above the ground surface to reduce the risk of undercutting.
3. Normally, their maximum height should not exceed 600 mm above the gully floor. The centre should act as a spillway, being at least 150 mm lower than the outer edges.
4. Space the dams so the toe of the upstream dam is level with the spillway of the next downstream dam.

ROCK CHECK DAM

SD 5-4

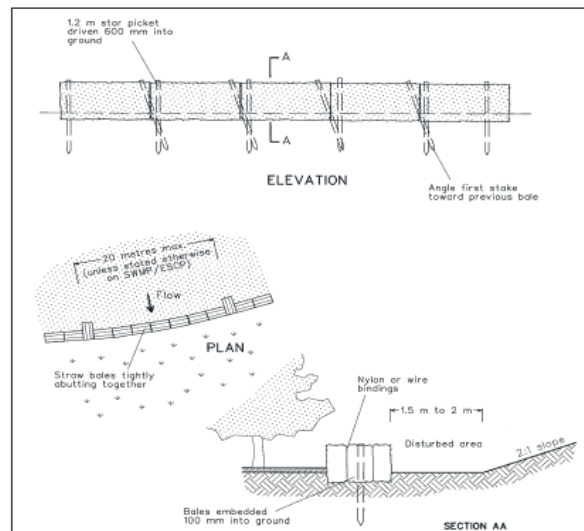


Construction Notes

1. Build with gradients between 1 percent and 5 percent.
2. Avoid removing trees and shrubs if possible - work around them.
3. Ensure the structures are free of projections or other irregularities that could impede water flow.
4. Build the drains with circular, parabolic or trapezoidal cross sections, not V shaped.
5. Ensure the banks are properly compacted to prevent failure.
6. Complete permanent or temporary stabilisation within 10 days of construction.

EARTH BANK (LOW FLOW)

SD 5-5



Construction Notes

1. Construct the straw bale filter as close as possible to being parallel to the contours of the site.
2. Place bales lengthwise in a row with ends tightly abutting. Use straw to fill any gaps between bales. Straws are to be placed parallel to ground.
3. Ensure that the maximum height of the filter is one bale.
4. Embed each bale in the ground 75 mm to 100 mm and anchor with two 1.2 metre star pickets or stakes. Angle the first star picket or stake in each bale towards the previously laid bale. Drive them 600 mm into the ground and, if possible, flush with the top of the bales. Where star pickets are used and they protrude above the bales, ensure they are fitted with safety caps.
5. Where a straw bale filter is constructed downslope from a disturbed batter, ensure the bales are placed 1 to 2 metres downslope from the toe.
6. Establish a maintenance program that ensures the integrity of the bales is retained - they could require replacement each two to four months.

STRAW BALE FILTER

SD 6-7

