

<h2 style="margin: 0;">STANDARD OPERATING PROCEDURE</h2> <h3 style="margin: 0;">SP05</h3> <h2 style="margin: 0;">FLORA AND FAUNA</h2>
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ENVIRONMENTAL RISK ACTION PLAN	
Flora and Fauna	
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 in EMS</li> </ul>
Targets	<ul style="list-style-type: none"> <li>Nil damage to retain and protected species and communities</li> <li>Zero verifiable flora and fauna complaints relating to construction activities.</li> <li>Comply with construction contract conditions</li> <li>Protection of drainage lines</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.</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>Only the area of ground immediately required for construction is permitted to be disturbed or used for construction related activities ie storage, waste management parking or drainage.</li> <li>Minimise subcontractor / worker parking on site</li> <li>Identify locations for material storage, waste bins and site access to avoid unnecessary vegetation / tree removal</li> <li>Erect perimeter fencing, protective measures and signage around vegetation and trees</li> <li>Maintain protective measures to prevent damage to vegetation and monitor fenced off areas to prevent unauthorized construction activities (ie storage)</li> <li>Maintain vegetation / grass buffers along drainage lines</li> <li>Prevent water</li> <li>Site Supervisor are to conduct inspections and complete the Daily Site Safety checklist Doc No: OHS013.14 to assess the condition of protective measures, the potential impact of work activities and any maintenance requirements / improvements</li> <li>Inspect all trees and hollows immediately prior to clearing to identify any fauna using the tree/vegetation (details to be listed on the SWMS)</li> <li>Undertake progressive stabilization of disturbed areas (eg covering, seeding or landscaping)</li> <li>Progressively undertake stabilization and remediation works to reduce erosion</li> <li>Engage an arborist in any works involving lopping, pruning or the cutting of roots of retained trees.</li> <li>Report damage to retained or protected vegetation and trees to the Project Manager and Systems Manager. Work must cease in this area</li> </ul>

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	immediately.
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>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>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**

<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