

This template has prompts and letters in blue text where it is required to be tailored. All you have to do is replace these with your own company and project details and then delete the prompt boxes like this. The plan needs to be specific to your organisation and each project,

**NOTE:** Print the last 3 pages of this document and then delete them; they are instructions for tailoring and about this plan

**XYZ Company**

**LOGO**

**Project Title**

**Construction  
Environmental Management Plan**

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<b>Issue No.</b>	1.0	Date:	17 Jan 2011



To update the table of contents, right click anywhere in the table, then click update field and update entire table; update the table of contents just before you print. The table will be automatically updated; then delete this prompt box

<b>TABLE OF CONTENTS</b>	<b>Page No.</b>
<i>Environmental Policy Statement</i> _____	4
<b>1 Introduction</b> _____	5
<b>2 Project Description</b> _____	5
2.1 Working Hours _____	5
<b>3 Objectives of the Environmental Management Plan</b> _____	6
<b>4 Planning</b> _____	6
4.1 Environmental Responsibilities and contact numbers _____	6
4.2 Environmental legislation, approvals, licenses and permits _____	6
<b>5 Implementation</b> _____	7
5.1 Environmental Protection Requirements _____	7
5.2 Site environmental protection rules _____	7
<b>6 Corrective and Preventive Action</b> _____	7
<b>7 Communication and Complaints Procedure</b> _____	8
7.1 Communication _____	8
7.2 Complaints Management _____	8
<b>8 Emergency response procedures</b> _____	8
8.1 Procedure in case of any incident _____	9
8.2 Procedure in case of fire _____	9
8.3 Procedure in case of chemical spills _____	9
<b>9 Environmental Training</b> _____	10
<b>10 Subcontractor Management</b> _____	10
10.1 Selecting and engaging subcontractors _____	10
10.2 Managing subcontractors on site _____	10
<b>11 Environmental Performance Monitoring</b> _____	11
<b>12 Standard Forms</b> _____	11
<i>Attachement A Organisation details, project delivery team &amp; Contact numbers</i>	
<i>Attachement B Environmental Legislation, approvals, licenses and permits</i>	
<i>Attachement C Environmental Protection Measures</i>	
<i>Attachement D Site Environmental Protection Rules</i>	
<i>Attachement E Standard Forms</i>	

## 1 Introduction

This Construction Environmental Management Plan (CEMP) is the prime document for the management of environmental issues in all works undertaken by **XYZ Company**. The Plan provides information and guidance on how **XYZ Company** will meet all and Environmental requirements by the contract and legislation.

By implementing this management plan, **XYZ Company** aims to ensure that appropriate environmental protection measures are implemented on works undertaken within the work site.

The EMP is the essential link between environmental impacts assessment and project activities. It is to ensure that environmental impacts identified during the assessment stage are properly managed on site and control measures are implemented.

## 2 Project Description

The works is located at (insert the street name) in the (insert the name of the Local Government Area/suburb).

Write a brief description below of what the project involves then delete this box, example follows

The works comprises the subdivision of the Office space at Level 3, Office 3-1210, into separate office space. The works also include modification to the Spotless Office to create access to the sub-divided office space. The works are shown and described in the Drawings (attached in the appendices), and will be constructed in accordance with the requirements set out in the Drawings and specifications provided with the tender documents

The main activities to be carried out during the project are:

- Demolition of walls.
- Building new partition walls.
- Reconfiguring electrical wiring.
- Rearranging air conditioning ducts
- Painting

### 2.1 Working Hours

All activities carried out on the site and in relation to the Project shall comply with the relevant provisions of all legislation relating to the construction of the Project. A detailed Schedule of Environmental Legislative Requirements with obligations relevant to the Project is detailed in Attachment B.

[Xyz Company](#) will ensure that any approvals, licenses and permits as required by the [REF](#) and legislation are obtained before works commence. See Attachment B.

## 5 Implementation

### 5.1 Environmental Protection Requirements

Works carried out under this project has the potential to damage the environment. A site risk assessment is carried out by the working team before works commence; findings from the risk assessment are then incorporated into the Environmental protection measures (Attachment C) and inducted to site personnel.

In general, all activities carried out on the site will comply with the relevant provisions of all environmental legislation and requirements of the [Review of Environmental Factors \(REF\)](#) for the construction of this Project.

The environmental issues identified as requiring planning and control measures during the delivery of the project are detailed in Attachment C. They cover three distinct phases of activity in accordance with the sequence of operations. These are requirements:

- prior to construction
- during construction and
- post construction. (But not including operation).

### 5.2 Site environmental protection rules

Site environmental protection rules in included in Attachment D.

All employees and subcontractors working on site will be inducted on the rules. Furthermore, the rules will be displayed on notice boards or at other suitable locations on the work site.

## 6 Corrective and Preventive Action

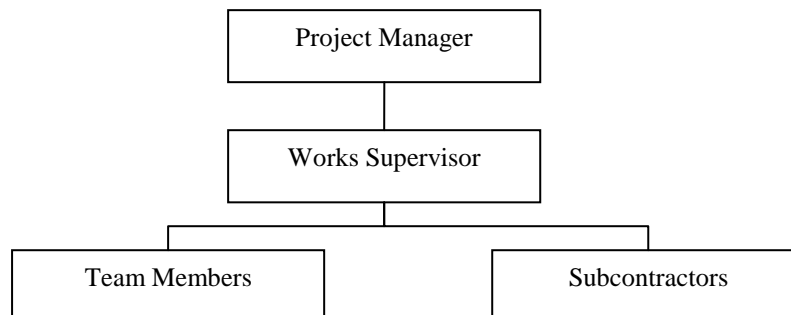
A non-conformance occurs when a procedure or environmental safeguard is not followed, or does not perform as required by this EMP. [Xyz Company](#) will monitor non-conformances to the EMP and initiate a corrective and preventive action where required. Non-conformance is reported in form F05.

## Attachement A Organisation details, project delivery team & Contact numbers

Complete details below and then delete this box

<b>ORGANISATION DETAILS</b>			
Business or trading name and address:			
ACN/ABN:		Contractor licence No:	
Telephone:		Facsimile	
Email:		Mobile:	
Name of director or manager:		Telephone:	
<b>Insurances (Attach copies of certificates of currency)</b>	<b>Company</b>	<b>Policy number</b>	<b>Expire date</b>
Workers compensation			
Public liability			
Professional indemnity			
Sickness and accident			

## Project Delivery Team - Organisation Structure



<b>PROJECT CONTACT DETAILS</b>		
	<b>Contact name</b>	<b>Contact number</b>
<b>Emergency Services:</b>		
Ambulance / Fire Brigade / Police		000
Poisons information		131126
<b>First Aiders:</b>		
	Name	
<b>Utilities:</b>		
Water		132 203
Electricity		132 090
Gas		131 388
Telephone		131 909
<b>Dial Before You Dig:</b>		1100
<b>EPA:</b>		
24 hour Pollution Line		131555
<b>Project Manager (*):</b>		
	Name	
<b>Works Supervisor (*):</b>		
	Name	
<b>OHS Representative:</b>		
	Name	
<b>Other contacts:</b>		

(\*) These contacts are available on a 24-hour basis. Both persons have the authority to halt the progress of the works if required.

62.	Wash out in an area where water cannot enter waterways, stormwater drains, footpaths or roads, preferably up slope from a sediment control device
63.	Transfer as much paint as possible back to the tin
64.	Spin brushes and roller sleeves in a waste paint drum
65.	Irrigate a flat grassy area with diluted wash out water, ensuring that it does not enter waterways or stormwater
66.	For solvent based paints, return solvent to a solvent recycling depot
67.	Dispose of solid paint waste with other solid waste
68.	Determine if lead is present in surfaces to be painted
69.	Seal the area with plastic sheeting to prevent escape of dust
70.	To prevent lead fumes, do not use open flame torches on lead paint
71.	Use a high efficiency particulate air (HEPA) vacuum cleaner to clean up lead dust
72.	Wash surfaces with a small amount of high phosphate detergent
73.	Minimise paints and chemicals on site by ordering the minimum quantities
74.	Store paints and chemicals in a bunded area where they can be contained if spills occur
75.	Keep Material Safety Data Sheets (MSDSs) on site at all times
76.	Keep clearly marked booms and/or absorbent material on site to contain spills if they occur
77.	If a spill occurs, stop the source, contain it, clean up in accordance with the MSDSs and notify relevant authorities
<b>Building services</b>	
78.	Fill in service trenches as soon as work is completed to minimise erosion
79.	Cover service trenches with plastic sheeting or another suitable cover if filling cannot be immediately completed
80.	Connect guttering and downpipes to the stormwater system as soon as the roof is completed
81.	Ensure there are no cross connections made between the stormwater and public sewerage system
<b>Landscaping</b>	
82.	Once no longer required, reinstate ground level around the works, fill spoon drains and sediment basins, level banks and remove surplus soil
83.	Complete landscaping and revegetation as soon as possible following building activities
84.	Ensure sediment control measures are in place until all vegetation is established
85.	Regularly check all sediment control structures to ensure they are working effectively
86.	Ensure that no disturbance of the nature strip occurs between the site and the roadway
87.	Do not locate stockpiles within 2 metres of hazard areas such as spoon drains or areas of high flow
88.	Ensure stockpiles and open dusty areas are damped down as required
89.	Cover stockpiles as needed to minimise dust
90.	Ensure that soils and fill used in landscaping area are free from weeds and weed seeds
91.	Ensure appropriate trees are chosen for the site and location relative to building and services considering their eventual height and root system





	<b>XYZ COMPANY</b>	
	<b>Environmental Inspection Checklist</b>	<b>F09</b>

Customise the checklist to site and project specifics (checklist to be in line with T02 *Environmental Protection measures*) and then delete this prompt box

<b>Project:</b>	<b>Date:</b>
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<b>Indicate by marking:</b> √ Acceptable X Not Acceptable N/A Not Applicable	<b>Results</b> √ X N/A	<b>Actions / comments</b>
<b>Water Quality</b>		
Are all drains, channels and gutters clear?		
Is runoff from stockpiles and other disturbed areas being adequately intercepted and treated prior to discharge off site?		
Has all mud from truck movements been cleared from the road?		
Are creeks/riverbanks undisturbed?		
Are watercourses not obstructed?		
Are concrete trucks/agitators washed out in designated areas and slurry collected or returned to licensed facilities for washout?		
<b>Erosion and Sedimentation Controls</b>		
Are all erosion and sediment control measures in place according to the Erosion and Sedimentation Control Plan?		
Are all erosion and sediment control measures in good condition?		
Do any erosion and sediment control structures need clearing out? (Sediment to be cleared when traps reach 60% of capacity). (If yes, state work to be carried out.)		
Are all temporary stockpiles surrounded with silt fences?		
Have all newly disturbed areas been protected?		
Have all sediment and erosion controls been inspected within 24 hours of all rainfall events greater than 10mm and the after rain checklist completed? (Contained in the Erosion and Sedimentation Control Inspections Checklist).		
<b>Fuels and Chemicals/ Spills</b>		
Are all fuel and chemicals being stored in secure, lockable bunded, sealed and covered areas with a capacity of not less than 120% of the volume of the largest container?		
Are all bunds in good condition?		
Are fuels/chemicals stored at least 20m away from watercourses?		
Are fire extinguishers available both on site and within the containment area?		
Are emergency procedures displayed in a prominent position adjacent to the fuel/chemical storage area within the site working area?		
Are spill absorbent materials kept on site?		
Have all spills been reported to the Site Supervisor?		
Have Environmental Incident Reports been completed for all spills and investigated?		
<b>Noise and Vibration</b>		
Is construction occurring within normal working hours (weekdays 7.00am to 6.00pm, Saturdays 7.00am to 1.00pm (8 – 1 near residences)		