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ENVIRONMENTAL WASTE RECYCLING SUSTAINABILITY MANUAL

Environment Sustainability Policy

Dump It recognises that no task is so important as to compromise the health and safety of an individual, or to overlook the environmental impact of Dump It work on the community, and that appropriate consideration must be given to determining a safe, healthy and environmentally friendly work method for each and every activity undertaken.

Dump It aims at achieving continual environmental improvement through its implemented operations management system with objectives and targets to minimise our environmental footprint by working with staff and other stakeholders through pollution prevention practices in compliance with legislative and other requirements

We will measure our environmental impact in the areas of energy consumption, waste generation and water consumption and set targets to minimise our current and future impact on the environment. Sharing these targets with our employees, clients and customers, and continually provide feedback as to our progress and successes.

To achieve our objectives, Dump It commits to implementing a range of strategies and procedures that will result in:

- A reduction in waste to landfill.
- A reduction in greenhouse gases emitted into the atmosphere.
- A reduction in packaging material provided to our operations.
- Increased proportion of recyclable material returned to recycling agents.
- Work with our Clients, the local communities, contractors & suppliers to achieve sustainable environmental practices.

Waste Management Policy

Waste occurs at all stages of materials management and product development, from extraction, transformation and use, to reprocessing and disposal. Waste is also linked to the capabilities of technologies, processes and infrastructure as well as procurement and lifestyle choices.

This Dump It Waste Management Policy reflects the global shift towards a circular economy – this includes the need for better resource-efficient systems, products and services to avoid waste, conserve resources and maximise the value of all materials used. It also acknowledges the need to improve our capacity to better design, reuse, repair, and recycle the goods we use, this is achieved through:

- Achieving sustainable waste management;
- Implementing tailored solutions in response to local and regional circumstance;
- Providing a framework for local and regional businesses to embrace innovation and develop technologies that create new opportunities for waste stream management;
- Improving material collection systems and processes for recycling;
- Improving the quality of recycled material we produce;
- Increasing the use of recycled material and build demand and markets for recycled products;
- Better managing material flows to benefit human health, the environment and the economy;
- Improving information to support innovation, guide investment and enable informed consumer decisions.

Dump It is focusing on waste avoidance, improved material recovery and use of recovered materials. It presents a common vision on priorities for responding to changing national & international waste markets. It will help Australia move closer to a more circular economy that eliminates waste and improves economic, social and environmental outcomes. It will help to increase the capacity of resource recycling systems and restore confidence in Australian resource management.

OVERVIEW

Protecting the Environment has become a very important issue within the community and our clients. As such, Dump It is committed to ensuring the Environmental Impact of our works is considered, and minimised.

The Environmental Waste Recycling Management System (EWRMS) is to apply to offices of Dump It and any site under management by the company, along with any project involving its employees.

Failure to comply with the requirements of the Environmental Waste Recycling Management System will lead to disciplinary action.

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The purpose of this Environment Waste Recycling Sustainability Manual is to establish and maintain the effective management of environmental impacts. It is also designed to promote excellence in environmental waste recycling management through a process of continual improvement.

Dump It has implemented a structured environmental management system to achieve a consistently high standard of performance. In addition, it will serve to ensure Dump It meets the obligations of its internal Environmental Policy and relevant legislation / standards.

Dump It will review this system regularly in order to provide guidance for internal / external consultation, development and improvement processes. More frequent reviews will take place in response to organisational and legislative changes.

Dump It recognises that the success of the system depends on commitment from all levels and functions, particularly the leadership of management. Dump It has defined an Environmental Policy and Objectives, and plans to implement, monitor and evaluate its procedures which give effect to the Environmental policy and objectives; and achieve conformance with such planned procedures.

The Environment Sustainability, Waste Management, and Managing Biodiversity Policy and procedures are formally authorised and approved by the Director by signing the document. The Environmental Waste Recycling Management System will be released as a controlled document and the controlling authority shall be the designated representative. This will be managed under the quality control system currently maintained by Dump It. The Director has been assigned custody to ensure the procedure is maintained and updated.

Objective
Dump It is able to demonstrate an active, consultative commitment to minimising environmental impact across its business operations.

Dump It aims at achieving continual environmental improvement through its implemented operations management system with objectives and targets to minimise our environmental footprint by working with staff and other stakeholders through pollution prevention practices in compliance with legislative and other requirements

We will measure our environmental impact in the areas of energy consumption, waste generation and water consumption and set targets to minimise our current and future impact on the environment. Sharing these targets with our employees, clients and customers, and continually provide feedback as to our progress and successes.

To achieve our objectives, Dump It commits to implementing a range of strategies and procedures that will result in:
- A reduction in waste to landfill.
- A reduction in greenhouse gases emitted into the atmosphere.
- A reduction in packaging material provided to our operations.
- Increased proportion of recyclable material returned to recycling agents.
- Work with our Clients, the local communities, contractors & suppliers to achieve sustainable environmental practices.

Policy Authorised by Senior Management
The Director will formally sign and date the current written policy and display it in the designated areas. The Director will formally approve the policy and procedures.
The Director reviews the documented Environmental Policy every two years.

The Dump It Policies incorporates management commitment to comply with relevant legislation and current industrial standards such as:
- Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)
- Managing the Work Environment and Facilities Code of Practice
- AS/NZS ISO 14001 Environmental Management Systems
- Environmental Protection Act (1994)
- NGER Act 2007
- Protection of the Environment Operations (Waste) Regulation 2014
- NSW Waste Regulation

Management Responsibilities
Dump It has delegated general and specific environmental & waste recycling responsibilities applicable to the various management levels of the organisation. The responsibilities are assigned to the levels of management as shown below.
Further individual responsibilities are contained in particular procedures and position descriptions. Every level participates in the establishment and maintenance of the environmental & recycling controls as well as assisting in planning.

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Dump It policy is to inform employees and other interested parties that Environmental Waste Recycling Management is an integral part of its operations. All employees are actively involved in the review and continual improvement of Environmental performance as this reinforces the company's objectives.

General Responsibilities

Director

- Formally approve the Environmental Policy & EWRMS
- Assign custody to ensure procedure is maintained and updated
- Formally approve the Environmental Procedures
- Review overall organisational Environmental performance
- Participate where required in the resolution of environmental issues
- Review serious environmental incidents/incidents and monitor corrective actions
- Review environmental performance of middle management
- Ensure organisational compliance with relevant legislation

Site Manager & Supervisors:

- Implement the Environmental Policy, EWRMS and legislative requirements
- Monitor environmental performance within area of responsibility
- Demonstrate commitment to environmental impact through participation in formal and informal discussions, workplace visits and inspections, etc.
- Participate, where required, in the resolution of environmental issues
- Investigate all environmental incidents within area of responsibility
- Ensure liaison with employees, particularly on any workplace changes which have an impact on the environmental component
- Initiate actions to improve environmental impact of operations within area of responsibility
- Actively monitor the workplace to determine presence of hazards to the environment and take appropriate action to rectify any hazards found
- Participate in consultation
- Ensure all employees receive regular training as required to perform jobs safely

Employees:

- Adhere to all working procedures in accordance with instructions
- Ensure environmental impact is considered as part of pre-job planning
- Participate in all training as requested
- Participate in the consultation process

Consultation

Dump It is committed to consultation and co-operation between management and employees, along with management and clients, to any change or input to the EWRMS (including the Environmental Policy) that will affect the workplace.

Reporting and Recording of Environmental Incidents

Dump It has a strict procedure for internal and external reporting and recording of work-related environmental incidents. With both weekly and monthly reports being produced for both internal and external parties.

Continuous Improvement in Environmental & Waste Recycling Management

Dump It environmental recycling process is subject to regular reviews when factors likely to affect the degree of risks or the context such as changes in the organisation, materials, work procedures, work location, processes or methods occur. There are standards related to the type or frequency of monitoring and review activities such as inspections and audits.

As time proceeds new information comes to light in terms of risk and controls; therefore the environmental & waste recycling assessment needs to be repeated regularly. Repeating the assessment process with rigorous acceptability criteria also promotes continual improvement in managing environmental impact.
Dump It will undergo ISO annual reviews to meet the compliance requirements of AS/NZS ISO 14001 ~ Environmental Management Systems; along with compliance audits by both ISCA and Green Star, these in combination with monthly internal audits provide corrective actions that lead to continual improvement.
Other methods on continual improvement utilised by Dump It include:

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- Pre-start meetings
- Ongoing & refresher training;
- Staff meetings; and
- Staff feedback; along with the use of
- Opportunity for Improvement forms;
- Regular updates to legislation, guidance notes and ISO standards

Environmental Policy Statement

Dump It is committed to undertaking business in a manner that is environmentally responsible, having due regard for standards and expectations of the community and the relevant environment legislation and regulations. Any customer and community specified environmental requirements or issues are also observed as part of our commitment to meeting and satisfying our requirements. Minimising our environmental impact, and care for the environment is the responsibility of all Dump It personnel and contractors at every level of the Company.

To achieve this stated policy outcome, the commitment and contribution of each and every employee is required through:

- Taking responsibility for ensuring they are familiar with and adhere to the EWRMS.
- Providing & participating in all relevant training.
- Considering environmental impact as an integral part of our work.

Dump It promotes a work environment and environmental management system that is characterised by:
A systematic approach to controlling environmental hazards and risks through the development and implementation of suitable policies and procedures.

Effective management demonstrated by commitment and direct involvement at all levels of the company.
Outperforming teamwork with effective two-way communication as an integral part of every job.
Provision of appropriate facilities, equipment, education, training and supervision for employees and contractors.

In its activities Dump It is committed to ensure all work sites are maintained to prevent unacceptable risks to employees and the environment. This will be achieved by:
Ensuring there is a system in place aimed at protecting the environment and preventing pollution
Developing a continual educational program on environmental awareness that will be disseminated to all employees and contractors.

Facilitating continuous improvement through periodic review of objectives and performance measures, systems, practices and procedures to ensure their continued effectiveness and relevance.

Environmental Aspects

Dump It has reviewed all of its activities, products and services that it can control and influence, including planned and new developments and new and modified activities, products and services and has identified all of its environmental aspects. These are listed in the Dump It Environment Risk Assessment Control Register.

Each identified environmental aspect is subject to a qualitative risk analysis based on likelihood and consequences of environmental impact or impact on the organisation from environment-related issues, in the context of existing measures to control the risk. Both positive and negative impacts can be considered. The risk analysis matrix is as follows:

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RISK ASSESSMENT Select the identified likelihood & Consequence to have a risk score						
RISK SCORE		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Severe
LIKELIHOOD	Almost Certainly	8 LOW	13 MED	18 MED	23 HIGH	25 HIGH
	Likely	7 LOW	12 MED	17 MED	21 HIGH	24 HIGH
	Possible	4 LOW	9 MED	16 MED	19 HIGH	22 HIGH
	Unlikely	2 LOW	5 LOW	10 MED	15 MED	20 HIGH
	Rare	1 LOW	3 LOW	6 LOW	11 MED	14 MED

Likelihood Matrix – Consider the likelihood

- What is the likelihood of the consequences identified happening?
- Look at the descriptions and choose the most suitable.
- Select the 'Number level' which is your 'Likelihood Level'.

Level	Descriptor	Description	Indicative Frequency (expected to occur)
5	Almost Certainly	The event will occur on weekly basis	Once a week or more
4	Likely	The event will occur on a monthly basis	Once a month
3	Possible	The event might occur once every 6 months	Once every six months
2	Unlikely	The event does occur sometimes	Once a year
1	Rare	Heard of something like this occurring	Happened in the industry but not in our organisation

Likelihood refers to the possibility or frequency of an environmental impact. The organisation undertakes many routine activities that have an environmental impact on a daily or relatively frequent basis. Other activities are done less routinely, and environmental incidents can also occur. The following criteria explain the five categories of likelihood:

Almost certain / daily: An environmental impact or impact on the organisation from an environmental-related issue is expected to occur in most circumstances, or will occur on a daily basis.

Likely / weekly: An environmental impact or impact on the organisation from an environmental-related issue will probably occur in most circumstances, or will occur on a weekly basis.

Possible / monthly: An environmental impact or impact on the organisation from an environmental-related issue could occur, or will occur on a monthly basis.

Unlikely /annually: An environmental impact or impact on the organisation from an environmental-related issue could occur but is not expected, or will occur annually.

Rare: An environmental impact or impact on the organisation from an environmental-related issue would occur only in exceptional circumstances.

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The following provides criteria for determining consequence to the environment or the agency from an environment-related issue:

Catastrophic: Widespread, irreparable environmental damage; loss of human life or long term human health effects; national attention; serious litigation; over $1 million to manage consequences.

Major: Widespread, medium to long term impact; serious human health impacts; state-wide or national attention; major breach of legal requirements; major disruption to operations; agency's reputation badly tarnished; $100,000 to $1 million to manage consequences.

Moderate: Localised medium to long term impact; moderate contribution to climate change; moderate human health impacts requiring medical treatment; regional media attention; moderate breach of legal requirements with fine; $10,000 to $100,000 to manage consequences.

Minor: Localised short to medium term impact; minor contribution to climate change; minor and reversible human health impacts treatable with first aid; negative publicity from local media; minor breach of legal requirements; $1000 to $10,000 to manage consequences.

Insignificant: Limited impact to a local area but no long term effects; concern or complaints from neighbours; no injury to people; minor technical nonconformity but no legal nonconformity; less than $1000 cost to the agency to manage consequences.

Conducting a risk analysis results in the allocating of a risk level of extreme, high, moderate or low for each environmental aspect. Environmental aspects with an extreme or high risk are considered to be significant, that is, they have or can have a significant environmental impact.

Environmental aspects associated with a legal requirement, or another requirement to which the organisation subscribes, such as an Australian Government policy, are also considered to be significant, regardless of the outcome of the risk analysis.

Significant environmental aspects of the agency are flagged in the Register of Environmental Aspects. These are given priority for management, and are taken into account in establishing, implementing and maintaining the agency's environmental management system.

OBJECTIVES, TARGETS

Consistent with our environmental policy, measurable objectives and targets are set each year for our significant environmental aspects, action plans, improvement programs and controls for achieving those objectives and targets, as well as key performance indicators (KPIs) to monitor progress in achieving the objectives and targets. The KPIs are reviewed & revised each year in the management review in the item on the extent to which objectives and targets have been met.
The Dump It target is Zero (0) environmental incidents, with each site completing the monthly environment audits with a minimum percentage of 80% and an expected compliance of 90%+.
An objective and target is the certification for Green Star and ISCA to be maintained throughout the life of the business, this certification is completed through an external auditor in compliance with the required Green Star and ISCA standards.

IMPLEMENTATION AND OPERATION

Objective

Dump It will ensure that all employees are informed of their own responsibilities for environmental management in the workplace. Dump It will ensure that employees have specific knowledge concerning the management of environmental hazards created by tasks undertaken. This will be achieved through training in workplace procedures, environment, equipment and materials.

Resources, Roles, Responsibility and Authority

Various positions in the organisation have roles, responsibilities and authorities for managing environmental aspects, action plans, programs and controls.

A special management role of HSE Representative has responsibility for overall co-ordination of the environmental management system in accordance with the requirements of AS / NZS ISO 14001:2004 and reporting its performance, including recommendations for improvement, to top management for review. The specific tasks associated with this role include:

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- Maintenance of the Register of Environmental Aspects
- Maintenance of the Register of Legal and Other Requirements
- Maintenance of the Register of Environmental Objectives and Targets
- Maintenance of the Responsibility Matrix, including records of incumbents in positions and roles, competence requirements, competence possessed, training needs, training plans and training undertaken
- Assessment of general environmental awareness of employees and contractors
- Control of documents, forms and records required by the EWRMS
- Co-ordination of environmental monitoring and measurement
- Evaluation of compliance with legal and other requirements relevant to the EWRMS
- Management of the internal audit program
- Co-ordination of corrective and preventive action
- Maintenance of the emergency preparedness and response procedure and management of testing the procedure
- Co-ordination of management review of the EWRMS

Competence, Training and Awareness

Positions and roles which have responsibility for an activity, product or service that has the potential to cause a significant environmental impact are also included in the Responsibility Matrix, along with competence requirements of each position and role. Competence refers to the knowledge, understanding, skills or abilities required for a person to effectively and efficiently carry out the position or role. Competence can be determined through appropriate education, training, experience and assessment.

For each person in each position and role, competence possessed, training needs, and training or other personal development undertaken to acquire the required competence are also recorded in the Responsibility Matrix. Copies of education and training qualifications are maintained in personnel files.

The Responsibility Matrix is updated as required with changes to positions, roles and employees, and training or other personal development undertaken.

General awareness of the organisation's environmental management system is propagated through an EWRMS training package provided during induction of employees and contractors, as well as in refresher sessions. General EWRMS awareness is assessed following the induction and refresher sessions, and records of assessment are maintained with the employees' members training records.

More specific training on Dump It' Environmental Waste Recycling Management System is provided on documented operational procedures and emergency preparedness and response as required. Records of such training are made in the Responsibility Matrix.

Communication

Information about the organisation's environmental aspects and environmental management system is communicated among the levels and functions of the organisation through:

- EWRMS awareness package provided during induction and at refresher sessions.
- Provision of this manual and supporting documentation as requested.
- Dump It Newsletters and memos.
- Monthly employees meetings.
- Weekly site staff meetings &
- Daily pre-start meetings

Communication received from external parties regarding the organisation's environmental management is managed in the same way as formal communication received by the organisation on all issues. However, it is also tracked in the organisation's environmental corrective and preventive action process by the environmental co-ordinator. The environmental co-ordinator is also responsible for reporting on communication from external interested parties, including complaints, in management reviews.

External communication required during response to emergency situations and incidents is documented in its emergency response plan.

The organisation will decide on a case by case basis whether to communicate externally about its significant aspects. Top management and the environmental co-ordinator will be involved in making this decision. Records of all communication will be kept, including the organisation's responses, and the communication will be tracked in the agency's environmental corrective and preventive action process.

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DOCUMENTATION

A Register of Documents and Records lists policies, manuals, procedures, plans, external documents, registers, forms, templates and records relevant to the environmental management system.

Control of Documents

All environmental management system documents are filed within the organisation's record management system. Each internal document is identified by a unique name and a last updated date and listed in the Register of Documents and Records. Each external document required for the environmental management system is also recorded in this register.

This ES manual specifies the frequency for which certain documented information is revised. For example, the environmental policy, environmental aspects, legal and other requirements, and objectives and targets must be revised at least annually, while the Responsibility Matrix requires monthly revision.

Dump It' environmental management system documents are dynamic pieces of information used to guide what people do—they need to be kept up to date and relevant to the organisation's needs. Changes to the environmental policy, this EWRMS manual, a documented procedure, an environmental management plan, a form, or any register or matrix referenced in this manual require approval from the environmental co-ordinator. Corrective and preventive action resulting from identification of actual and potential nonconformities often results in recommendations for changes to documents. Suggestions for improvement to documents can also be made directly on corrective and preventive action records.

Managers are expected to promote relevant and significant changes to documents to their employees.
The immediate earlier version of a revised document is stored as a record, to which only the environmental co-ordinator and the system administrator have access.

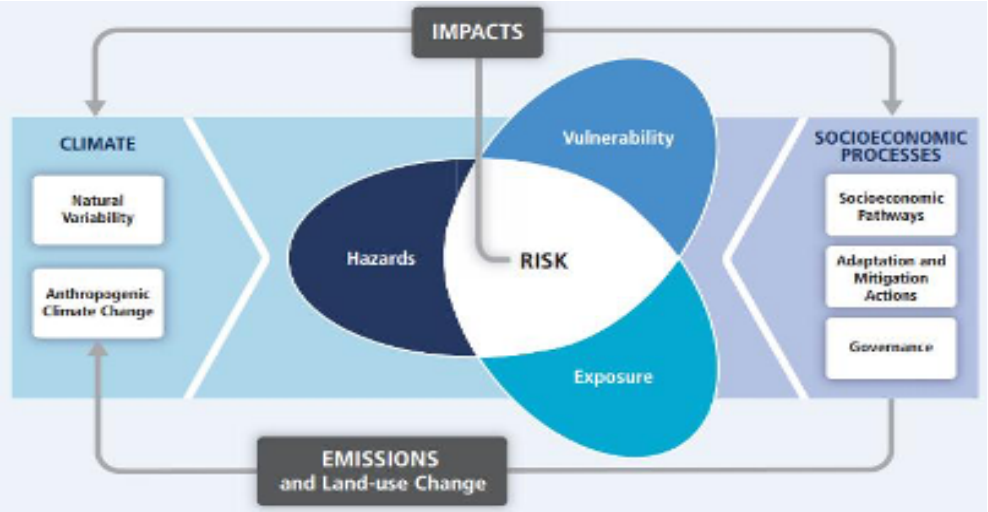
OPERATIONAL CONTROL

The following documented procedures and work instructions have been devised on the basis of risk to control operations associated with significant environmental aspects, including the significant environmental aspects of goods and services used by the agency:

- Waste Control (Including Hazardous waste)
- Energy Consumption
- Noise
- Water Pollution (general)
- Energy / Water Consumption.

These procedures and work instructions are also listed in the Register of Documents and Records.

CLIMATE CHANGE RISK ASSESSMENT



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Climate change risk assessment within Dump It identifies their climate change related risks and strategies under climate change, therefore identifying areas where new strategies are needed.

The climate change risk assessment provides a straightforward screening of exposure to climate change risk based on readily-available data. The Dump It risk assessment also includes:
Dump It monthly Environment audit and Office Working Environment Wellbeing Audit
Local council zoning licences
EPA licences
ISO 14001: certification
Green Star, ISCA, and GECA certifications

EMERGENCY PREPAREDNESS AND RESPONSE

Dump It identifies potential emergencies and incidents that can have an environmental impact during the identification of environmental aspects. Environmental emergencies and incidents are therefore subject to risk analysis and determination of environmental significance and handled accordingly in the environmental management system. Objectives and targets are set for environmental emergencies and incidents that are regarded as significant environmental aspects and an emergency response plan is established to achieve the objectives and targets.

Refer to the 'Pollution Incident Response Management Plan' for environmental emergencies and incidents that are regarded as environmental nonconformities. Accordingly, in the event of an occurrence, immediate action is taken to mitigate the environmental impact, followed by corrective action to avoid a recurrence.

The emergency response plan is tested in each building each year. Planned tests are recorded in a Register of Emergency Response Tests. The organisation's emergency preparedness and response is reviewed after every test and after the occurrence of each environmental emergency and incidents using the Emergency Test and Incident Review Form. The aspect identification and significant impact determination of an environmental emergency or incidents, and the organisation's emergency response plan are revised where appropriate after a review.

MONITORING AND MEASUREMENT

An annual Schedule of Monitoring and Measurement is used to record data on the organisation's environmental performance on a monthly basis.

Where relevant, all records of calibration and verification of equipment requiring this are kept in the Calibration Records folder.
The environmental co-ordinator is responsible for analysing the results of monitoring and measurement and reporting on the environmental performance of the organisation, in particular the extent to which environmental objectives and targets have been met, in management reviews.

Evaluation of Compliance

Once a year, a review or compliance audit is conducted to evaluate compliance with legal requirements applicable to the Dump It and other requirements to which the organisation subscribes. This is undertaken by completing the following two columns in the Register of Legal and Other Requirements:

- Evidence required for compliance
- Evaluation of compliance (yes / no)

The register that is completed in this review or compliance audit becomes a record of the evaluation of compliance. Where non-compliance is detected, this is followed up with corrective action.

Nonconformity, Corrective Action and Preventive Action

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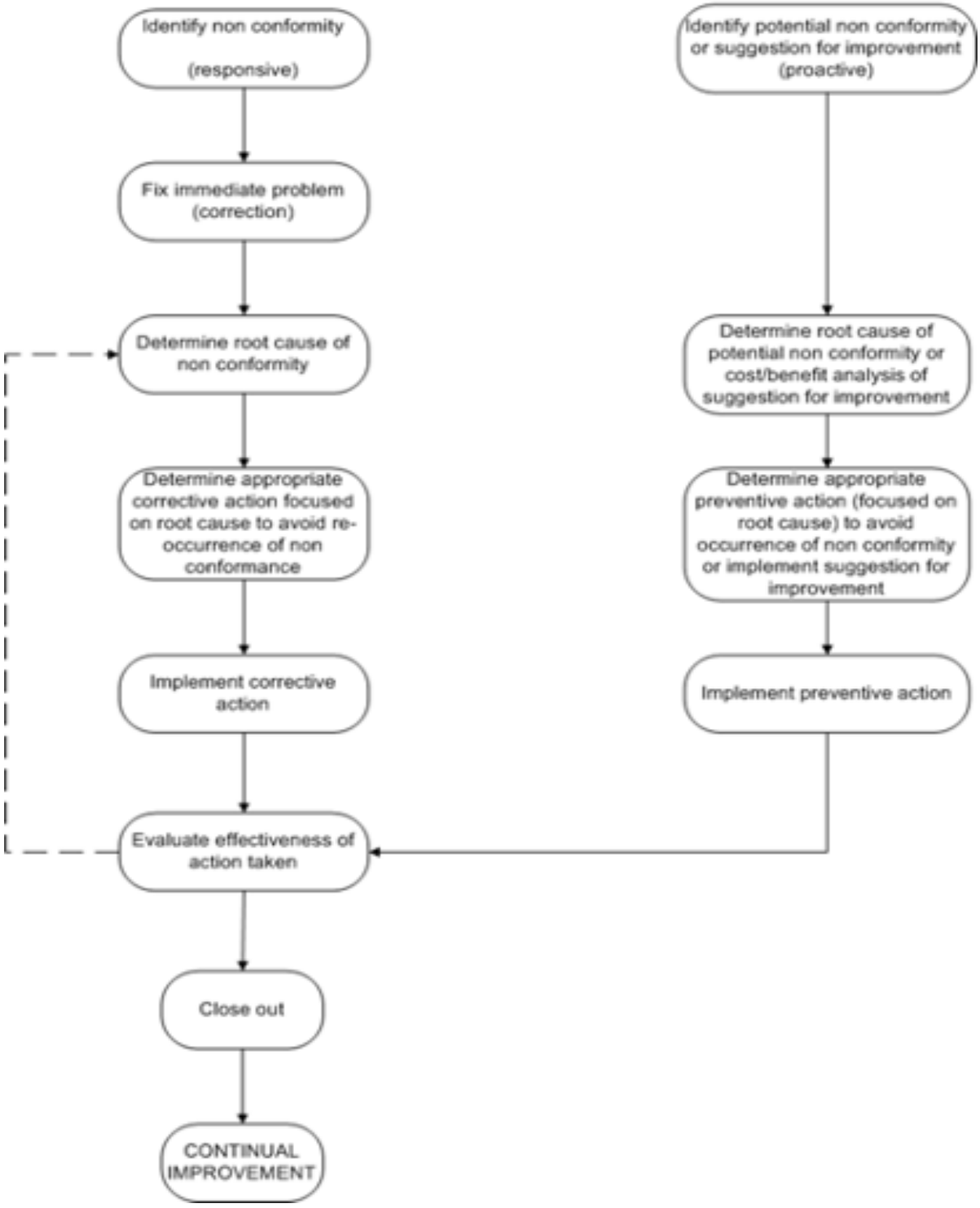
Corrective & Preventive Action



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The above flowchart illustrates Dump Its process for identifying actual and potential environmental nonconformity, recording suggestions for improvement to environmental management, taking appropriate action to correct nonconformity and mitigate environmental impact, taking corrective action to avoid recurrence of nonconformity and taking preventive action to avoid occurrence of nonconformity or implement a suggestion.

This process has the ultimate goal of driving continual improvement of the environmental management system.
Actual and potential nonconformity is identified and suggestions for improvement are made by the following means:

- Internal audit
- External audit
- Site inspections
- Feedback from external parties
- Complaints from customers or other stakeholders
- Suggestions for improvement from employees and contractors
- Occurrence of environmental emergencies and incidents
- Testing of emergency preparedness and response
- Management review

The environmental co-ordinator is responsible for maintaining a Register of Environmental Nonconformity and Suggestions for Improvement to the Management team, this register is the OFI Execution. Each record in this register is given a Corrective and Preventive Action Number (CPA No.) and is associated with a Corrective and Preventive Action Form used to analyse nonconformity and suggestions for improvement and manage action taken. The Corrective and Preventive Action Form provides for the following:

- The taking of immediate action to correct the nonconformity (i.e. correction) and mitigate environmental impact
- Root cause analysis of actual nonconformity
- The taking of corrective action addressing the root cause to avoid recurrence of nonconformity, or the taking of preventive action to avoid occurrence of nonconformity or implement a suggestion for improvement
- Evaluation of the effectiveness of the action taken
- Closing out of corrective actions (CAR's).

Corrective and preventive action often requires changes to environmental system documentation. In such cases, this process feeds into the process for control of documents.

The environmental co-ordinator is responsible for reporting on the status of corrective and preventive action in management reviews.

Control of Records
Records required by the agency's environmental management system are listed in the Register of Documents and Records. In this register, records are given an identifier and a description, and their location and retention period are recorded.
An Archives Register lists all paper records relevant to the environmental management system held in archival storage, and their disposal date and means.
Records required by the environmental management system are primarily stored electronically. Records originating in paper form are scanned, after which the electronic version is the controlled version.

INTERNAL AUDIT

Dump It has established and implemented an annual internal audit program with the objective of determining whether the environmental management system conforms to planned arrangements, including the requirements of AS / NZS ISO 14001:2004 and this EWRMS manual, and has been properly implemented and maintained.
The environmental co-ordinator manages the internal audit program and reports the results of internal audits and the effectiveness of the program to top management.

The internal audit program covers all of the organisation's operations units and functions, environmental management system elements, and the full geographical scope of the agency's environmental management system over the year. Some units, functions, elements and sites may be audited more than once annually if justified on the basis of environmental risk. The program also provides for additional audits that may be required to follow up scheduled audits.

Internal audits are scheduled each month except December and January, when many employees are on leave, and June, which is the financial year end.

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Audit criteria in the program include the requirements of AS / NZS ISO 14001:2004 for environmental management systems, the requirements of this EWRMS manual, the requirements of work instructions listed in this manual to control operational activities associated with significant environmental aspects, and legal and other requirements.

One audit each year is devoted to evaluating compliance with legal and other requirements. The Register of Legal and Other Requirements is used to record the evidence and findings of this audit.

An Internal Audit Checklist is used to record evidence for audits of the requirements of AS / NZS ISO 14001:2004 and this EWRMS manual. Findings of such audits are reported using an Internal Audit Report Template.

Internal auditors of the environmental management system must attend a course on environmental management systems and a course on internal auditing as a minimum requirement before being allowed to conduct an audit on their own. Auditors are encouraged and supported by the agency to achieve certificates of attainment in environmental management systems and auditing / lead auditing.

Auditors are selected for audits with a view to ensuring objectivity and impartiality of the audit process. That is, an auditor cannot audit the section in which he or she normally works.

Nonconformities raised in internal audits are entered into the Register of Environmental Nonconformity and Suggestions for Improvement to Environmental Management, and subject to appropriate corrective and preventive action.

WASTE CONTROL

Objective

This procedure is to ensure that waste streams in offices are managed in a way that facilitates recycling.

Responsibilities and Authorities

The Site Project Manager is responsible for ensuring the following:

- All employees and contractors, including cleaners, are aware of this procedure
- Appropriate recycling infrastructure is placed around the office and in the loading dock
- Contractors collect the waste at appropriate times
- Co-ordination of monitoring of waste management.

Procedures

- In the office, each waste stream is collected in a separate bin with clear signs and colour coding.
- Adequate bins shall be positioned around the office, staffrooms, and toilets.
- The general purpose and recycling bins will be routinely emptied, and all waste removed from site at a minimum of once per week.
- Limited general waste bins shall be placed in the office, not at each employee's desk.
- Each employee shall have a tray, box or bin for clean paper waste at their desk.
- Cleaners shall empty all bins in the office, and place segregated waste into specially marked for recycling.

Significant contamination of waste for recycling shall be reported to the Site Project Manager. Similarly, an occurrence of significant recyclable waste in the general waste bin shall also be reported.

HAZARDOUS SUBSTANCES

We will dispose of hazardous substances according to the requirements of legislation and general good practice.
The need for fire protection and the appropriate fire protection system should be determined by a risk assessment. The "fire protection system" includes fire detection, fire suppression and firefighting equipment, which may be fixed or portable.

The risk assessment takes into account the types and quantities of dangerous goods and other material and substances and how they are stored and handled. Additionally, the risk assessment should consider the types and quantities of dangerous goods and other materials and substances in the area and the types of incidents these could potentially cause. The fire protection system should be installed, tested and maintained in accordance with legislative requirements.

Ensure spillage controls are in place to prevent or limit environmental contamination, and that ventilation is adequate for storage, handling and use. This may require a ventilation survey.

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Any atmospheric emissions from dangerous goods that are toxic, corrosive, flammable, explosive or asphyxiate must be eliminated or, if that is not reasonably practicable, reduced so far as is reasonably practicable.

Training and Competency Requirements
This procedure shall be included in inductions for new employees, and new contractors who are expected to work in Dump It' office for more than two days.

ENERGY CONSUMPTION

Objective
Dump It is committed to promoting energy efficiency and conservation to benefit the environment, employees and the community. Beyond reducing utility bills, careful energy management helps protect the environment and extends the life of equipment while also maintaining a comfortable setting in which to work.
Dump It requires support and participation from management and employees. To be successful, we will require our employees to change their behaviour in ways that promote energy savings, including turning off lights and computers after normal hours.

Responsibilities and Authorities
All employees and management are responsible to follow the measures outlined in the procedure.
Management are responsible for implementing and monitoring strategies to reduce energy consumption.
Supervisors are responsible to ensure employees are informed and adhere to these strategies, and where changes are made, such changes are communicated to employees.

Employees are responsible for adhering to strategies in place to assist in energy consumption.

Procedure
- Lighting is to be switched off when a room is not in use
- When new equipment is purchased, the energy rating is to be taken into consideration, and it should have a "standby / power saver mode".
- Computers are to be switched off prior to employees leaving for the day. The last person to leave each day is responsible to ensure all computers and lights have been turned off.
- Where possible, equipment not is use is to be switched off, rather than in standby mode.

Training and Competency Requirements
This procedure shall be included in inductions for new employees, and new contractors who are expected to work in Dump It' office for more than two days.

NOISE

Objective
Dump It is committed to ensuring that our employees and members of the public are not subjected to excessive noise as detailed in the National Standard for Occupational Noise [NOHSC:1007 (1993)].

Responsibilities and Authorities
All employees and management are responsible to follow the measures outlined in the procedure.
Management are responsible for implementing and monitoring strategies to reduce noise
Supervisors are responsible to ensure employees are informed and adhere to these strategies, and where changes are made, such changes are communicated to employees.
Employees are responsible for adhering to strategies in place to reduce noise.

Procedures
The manner in which we control noise exposure takes several forms:
- New Plant
- Existing Plant and Workplaces
- Engineering Treatment of the Source
- Engineering of the Noise Transmission Path
- Personal Hearing Protection
- Training and Education

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New Plant / Equipment
The purchase of new plant / equipment provides opportunities for cost effective noise control. Invitations to tender for the supply of new plant / equipment should specify maximum acceptable levels of noise emission. If plant / equipment is to be purchased directly, without tender, noise emission data should be obtained from suppliers to enable the plant with the lowest practicable noise level to be selected.

Existing plant / equipment and Workplaces
Once a noise assessment has been carried out and the necessity to reduce the noise exposure of employees is established, the task of controlling the noise can be addressed. Priority should be given to those noise sources that contribute to the highest noise exposures affecting the largest number of people. Noise levels should be reduced to or below, the National Standard for Occupational Noise [NOHSC: 1007(1993] wherever the national standard is exceeded. Even if the national standards cannot be met, any practicable reduction in noise levels should be carried out. The need for noise control should be taken into account when deciding on methods, processes, and type of equipment required, to conduct the works.

Engineering Treatment at the Source
Engineering treatment at the source is the preferred method of permanently removing the problem of noise exposure due to machinery or processes at the workplace. Since all noise-emitting objects generate airborne energy (noise) and structure borne energy (vibrations), the treatment of these noise problems may require modification, partial redesign or replacement of the noise-emitting object. Subjective inspection or acoustical measurement of the device can identify how and where the noise is generated. Some problems can be solved by relatively inexpensive and simple procedures, although some are difficult. Advice from specialists may be beneficial in providing the best results.

When seeking a solution to a noise problem, an understanding of the operation of the machine or process is necessary in considering the possible treatment of the noise at source. Engineering noise control methods can be specifically targeted at the machine and its parts, or towards the actual processes, including material handling systems.

General noise control solutions, and examples of particular engineering noise control measures which can be carried out on machines, are as follows:
Eliminate or replace the machine or its operation by a quieter machine or operation with equal or better efficiency.

Replace noisy machinery by installing newer equipment designed for operating at lower noise levels. Machinery sources and transmissions can be designed to give quiet speed regulation. Vibration sources can be isolated and treated within the machine. Cover panels and inspection hatches on machines should be stiff and well damped. Cooling fins can be designed to reduce the need for forced airflow and hence fan noise.

Correct the specific noise source by minor design changes. For example, avoid metal-to-metal contact by the use of plastic or rubber gaskets and buffers, or replace noisy drives with quieter types or use improved gears.

A high standard of equipment maintenance should be provided to facilitate compliance with the National Standard for Occupational Noise and reduce noise levels to as low as practicable. Badly worn bearings and gears, poor lubrication, loose parts, slapping belts, unbalanced rotating parts and air leaks all create noise which can be reduced by good maintenance. Plant and equipment resulting in excessive noise levels should be repaired immediately.

Correct the specific machine elements creating noise by a local source approach, rather than by consideration of the entire machine as a noise source. For example, the addition of noise barriers, noise enclosures, vibration isolation mountings, lagging to dampen vibrating surfaces, mufflers or silencers for air and gas flows or reducing air velocity of free jets. These may be considered as a solution for the individual noise producing elements of the total operation.

Separate the noisy elements that need not be an integral part of the basic machine. For example, move pumps, fans, compressors that service the basic machine.
Isolate the vibrating machine parts to reduce noise from vibrating panels and guards.
In addition to engineering changes to machinery and parts, processes can be modified to reduce noise. Specific means of modification include the use of processes that are inherently quieter than alternatives, for example, chemical demolition rather than jack hammering.

Engineering Treatment of the Noise Transmission Path
If it is not possible to change or modify the noise generating equipment or processes by engineering treatment of the source, engineering treatment of the noise transmission path between the source and the listeners (employees, public, and customers) should be investigated.

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Engineering of the noise transmission path includes isolating the noise emitting object(s) in an enclosure, or placing them in a room or building away from the largest number of listeners, and acoustically treating the area to reduce noise to the lowest practicable levels.

Alternatively, it may be desirable to protect the operator(s) instead of enclosing the sound sources. In this case the design of the soundproof room or sound reducing enclosures should still follow the same principles.

The principles to be observed in carrying out engineering treatment of the noise transmission path are as follows:

- Distance is often the cheapest solution, but it may not be effective in reverberant conditions.
- Erect a noise barrier between the noise source and the listener, in some instances a partial barrier can be used to advantage. In cases where either area has a false ceiling, care should be taken to ensure that the dividing wall extends to the true ceiling and that all air gaps in the wall are closed and airtight.

Once the acoustical barrier is erected, further treatment, such as the addition of absorbing material on surfaces facing the noise source may be necessary.
Materials that are good noise barriers, for example, lead, steel, brick, and concrete are poor absorbers of sound. The denser and heavier the material, the better the noise barrier.
Good sound absorbers, for example, certain polyurethane foams, fibreglass, rock wool and thick pile carpet, are very poor barriers to the transmission of sound.

Walls and enclosures must be designed to minimise resonances, which will transmit acoustical energy at the resonant frequency to the protected area. Placing reinforcement or bracing in strategic areas can achieve this during construction or modification.

Reduce as far as possible, the reverberation of the room where the noise is generated by the introduction of acoustically absorbent material(s). The presence of reverberation in a room shows the need for absorbing material. Excessive reverberation produces unpleasant and noisy conditions that can interfere with speech communication.

PERSONAL HEARING PROTECTION

When engineering and administrative noise control measures do not reduce the exposure to noise below the National Standard for Occupational Noise, listeners should be supplied with, and wear, effective personal hearing protection.
Personal hearing protection should not be used when noise control by engineering or administrative noise control measures is practicable. They should normally be regarded as an interim measure while control of noise exposure is being achieved by these means.

The removal of personal hearing protection for even short periods of time can significantly reduce their effectiveness and result in inadequate protection. Due to the difficulty of wearing hearing protection for long periods of time in certain environments, regular brief periods in quiet areas, without personal hearing protection, should be included as part of the personal protection programme.

Areas where persons may be exposed to noise levels exceeding the National Standard for Occupational Noise should be sign posted as “hearing protection areas”, and their boundaries should be clearly defined.

No person should enter a hearing protection area during normal operation, unless wearing appropriate personal hearing protection. The signs used to identify these areas should conform to specifications laid down in Australian Standard AS 1319. Additional signs within the hearing protection area may also be necessary.

Where sign posting is not practicable, alternative arrangements should be made in consultation to ensure that employers and others can recognise circumstances in which personal hearing protection is required. Methods to achieve this include:

- Attaching prominent warning notices to tools and equipment indicating that personal hearing protection is required when operating them
- Providing written and verbal instructions on how to recognise circumstances in which personal hearing protection is needed; and
- Effective supervision of identified “hearing protection areas”.

It is important to ensure that personal hearing protection provides wearers with reliable adequate protection. Personal hearing protectors should conform to the specifications of Australian Standard AS 1270 and their attenuation should be measured in accordance with Australian Standard 1270.
Provided that adequate protection is given, it is preferable for the user to be allowed a reasonable choice from a range of hearing protectors.

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The individual selection of personal hearing protectors should be based on:

- The degree of protection required in the employee's environment. Personal hearing protectors with unnecessarily high attenuation may cause communication difficulties and ultimately be unsuitable because of discomfort and inconvenience.
- Suitability for use in the type of working environment and the job involved. For example, earplugs are difficult to use hygienically in work that requires them to be inserted with dirty hands. For such jobs, earmuffs might be better, On the other hand, earmuffs tend to be more uncomfortable in hot environments, or may make it difficult for the wearer to enter a confined space or wear a helmet.
- The comfort, weight and clamping force of the hearing protector.
- The fit to the user. Individual fitting of the wearer is necessary for optimum protection. This should be checked while the user is wearing other regularly used items which might affect the performance of the protector. For example, spectacle wearers should be fitted with earmuffs while wearing their normal spectacles. Disposable plugs do not need individual fitting, but the ability of the material to conform to the user's ear canal should be taken into account.
- The safety of the wearer and fellow employees, for example, the suitability for use in conjunction with any other personal protective equipment that may be required, such as safety helmets or personal respiratory equipment. The wearing of personal hearing protectors may make it more difficult to hear sounds if they already have hearing loss. Particular care may need to be exercised in such cases.

Employers should ensure that personal hearing protectors are regularly inspected and maintained. Employees should also inspect personal hearing protectors regularly to detect and report damage or deterioration. Adequate provision should be made for clean storage of protectors when not in use. Facilities should be readily available for the cleaning of reusable protectors.

Training and Competencies

Before personal hearing protectors are issued, the need for their use should be fully explained. Employees should be given guidance in the selection of appropriate personal hearing protection. Instructions in the use, fitting, care and maintenance should be repeated at regular intervals. Employers, managers and supervisors / team leaders should encourage the use of personal hearing protection by explanation and example.

This procedure shall be included in inductions for new employees, and new contractors who are expected to work in Dump It' office for more than two days.

WATER POLLUTION

Objective

To reduce the impact Dump It' business activities have on water pollution.
The target for all Projects is, as a minimum, to comply with the relevant regulations for specific water bodies. Through compliance with regulations, environment protection will be achieved.
Clients may also impose discharge limits for various indicator contaminants.
To keep all waste and products associated with the works undertaken out of the drains and waterways.

Responsibilities and Authorities

All employees and management are responsible to follow the measures outlined in the procedure.
Management are responsible for implementing and monitoring strategies to reduce water pollution
Supervisors are responsible to ensure employees are informed and adhere to these strategies, and where changes are made, such changes are communicated to employees.
Employees are responsible for adhering to strategies in place to reduce water pollution.

Procedures

- Assess the existing features of the land including the contour, existing vegetation, storm water drains and drainage pattern, proximity to waterways, soil type
- Program works, where possible, to minimise the impact on the environment
- Define where risk activities are going to take place
- Where relevant, install soil erosion and sediment control measures prior to the commencement of works (if possible). Site activities and changes over time will / may necessitate re-assessment of control measures during works.
- Assess the possibility of installing cut off drains to divert clean storm water around the site
- Program work to limit the extent and duration of exposed earth. This may reduce the number of erosion and sediment control structures required across the site.
- Retain vegetation where possible as it minimises exposed surfaces and assists in treating runoff.

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- Stockpiles or areas that will be exposed for longer than 3 months will be hydro seeded or mulched to reduce erosion potential. Silt fencing may also be required up gradient and / or down gradient of stockpiles.
- Stockpiles will not be located near drainage lines or waterways.
- Access on site will be limited to designated areas.
- Minimise soil erosion by compacting and trimming all fill surfaces prior to any chance of rain. Roughening the surface (e.g. using a machine on tracks) on steep batters will reduce flow velocities thus limiting erosion. At the end of each day would be practical. Where possible, progressive treatment should be conducted on site rather than concentrating control devices in one location.
- Protect areas of concentrated water flow by leaving / using existing topsoil with vegetation or installing protective matting or fabric.
- Run off from disturbed areas must be filtered prior to discharge to stormwater or waterways. Sediment control devices should be located up gradient of sensitive areas such as creeks, steep embankments, and storm water inlets. Filtration may be in the form of silt fencing, sediment traps, gravel bags, settling ponds etc. All sediment control structures need to be adequate in size to cope with the amount of water anticipated and regularly maintained. Note that off line sedimentation basins are preferred to in stream sedimentation basins.
- Water from sediment ponds can be used to irrigate vegetated areas remote from waterways or alternatively be used for dust control.
- Servicing of machinery / equipment should be undertaken in a controlled manner. An area should be designated for such activities which is located away from storm water, waterways and sensitive vegetation. Sealed containers should be available for waste materials. Waste should be disposed of off-site in accordance with the Waste Control Procedure.
- Ensure wash down and fuel storage areas are located away from storm water drainage lines and waterways. Fuel and chemicals should be stored in accordance with relevant standards / guidelines (Refer to Storage, Handling & Decanting of Hazardous Substances).
- Where utilised, bitumen, concrete and concrete slurry needs to be controlled to prevent it from entering the storm water system. Storm water drains need to be protected and spill kits or suitable materials should be available on site to respond to a spill immediately.
- Water being pumped or emptied from dams needs to be filtered / treated prior to discharge to ensure water quality limits are being met.
- A detailed check of the site history and the likelihood of soil contamination should be completed such that the stockpiling of material with leachable contaminant levels is prevented (adjacent waterways).
- Water which appears contaminated (may have odour or discolouration) should not be pumped until it has been tested and found to meet EPA criteria.
- Vegetation to remain on site will be handled in accordance with the Flora and Fauna Procedure.
- Alternative methods of construction may need to be assessed when working in, adjacent to or over waterways, to minimise the impact on the environment.

Dirt / mud should not be washed from roads unless adequate control measures are in place to prevent sediment from entering the storm water system. Washing roads with no controls in place is poor practice and likely to result in pollution.

Training and Competencies
This procedure shall be included in inductions for new employees, and new contractors who are expected to work in Dump It' office for more than two days.

TOP SOIL PRESERVATION

Dump Its policy is that no topsoil be removed or stripped from any site.

Surface cover should be maintained where possible, with minimal disturbance to grassed areas and trees on site.
On site drainage should be diverted to reduce water flow velocity.
Maintenance of acceptable dust levels during operations
Appropriate weed control strategies are implemented particularly for any noxious weeds.

The main potential erosion hazard for the sites topsoils, is from heavy equipment and vehicle traffic. All heavy equipment and vehicles are stay in the traffic management locations on each site.

FLORA AND FAUNA

Objective
To reduce the impact that Dump It' business operations have on the flora and fauna within, and adjacent to, the boundary of the location of works.

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Responsibilities and Authorities
All employees and management are responsible to follow the measures outlined in the procedure.
Management are responsible for implementing and monitoring strategies to reduce impact to flora and fauna.

Supervisors are responsible to ensure employees are informed and adhere to these strategies, and where changes are made, such changes are communicated to employees.
Employees are responsible for adhering to strategies in place to reduce impact.

Procedures
- Assess work area for examples of significant vegetation or evidence of native fauna
- Age of stands i.e. size of trees
- Faunal habitat possibilities i.e. Holes in trunks
- Historical European (non-native) trees i.e. elms
- Identify any vegetation or fauna you may think is important that has not been identified in the specification i.e. old trees and habitat trees
- If unsure seek advice from experts e.g. Department of Natural Resources and Environment (NRE - services should be free) or arborist
- Comply with the Project Specifications
- Define work and exclusion areas e.g. Fencing
- Assess the design impact on vegetation i.e. It may be possible to alter the design slightly to save vegetation.
- If native fauna is present or thought to be, seek expert advice.
- Ensure all machinery is thoroughly washed down prior to commencing works on site to prevent spread of foreign seed and cinnamon fungi.
- Vehicles exiting the site should be clean.
- Trucks constantly entering and exiting site should be kept to the same route where possible and turning points should be within the site works, or planned where no damage will be done to the natural vegetation.
- In high-risk areas, client may inspect decontaminated machinery and require testing of material to be imported to site.
- Strip topsoil, if any, for turnaround points, site hut locations and parking areas prior to using these areas. Stockpile this soil for site rehabilitation / re-use.
- Clearly mark drip line around significant trees to prevent damage to tree root zone. The actual tree should also be marked using coloured flagging. No equipment or stockpile storage should occur within drip lines.
- When works are complete, lightly rip striped areas, and replace topsoil and dress to allow native seeds to revegetate the area disturbed.
- Clearly explain and identify all requirements to employees at site induction.
- Pruning should be undertaken by an arborist.
- Food scraps should be disposed in a sealed bin.
- Injured fauna should not be handled unless safe to do so. Welfare of animals must be given top priority. All native animals including snakes are protected.
- If revegetation is a requirement of the work, ensure plants for revegetation are from local area. Revegetation should be progressive.
- If trees are not suitable or cannot be used for fauna habitat then they should be mulched on site as opposed to cut and burnt, reducing emissions of carbon dioxide to the atmosphere.
- If night works require flood lights then a filter may be necessary to prevent disturbance to nocturnal animals.
- If temporary stabilisation is required, non-native sterile grass can be used while native grasses and vegetation re-establish in the area.

Training and Competency
This procedure shall be included in inductions for new employees, and new contractors who are expected to work in Dump It' office for more than two days.

PEST CONTROL
Each pest management job must be analysed separately, and five basic steps are involved:
1. In¬spection,
2. Identification,
3. Recommenda¬tion,
4. Treatment, and
5. Evaluation.

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1) Inspection
Is essential to solving pest prob¬lems quickly and economically. It includes asking questions of the customer and examining the premises thoroughly to learn as much as possible about the problem.

During the inspection, the pro¬fessional should look for the harbourage areas of pests, conditions of moisture, heat, or darkness - that favour infestations, food and water that can be used by the pests, probable means of entry of the infestation (such as incoming foods, open sewers, and possibly many others. Also evidence of infestation (such as damage, droppings, tracks, and actual specimens or their cast skins).

Monitoring is the part of the inspection process that enables the professional to obtain an estimate of the pest population level, which will indicate the severity of the pest problem. The inspection will also give the professional some idea of the measures that may or may not be used, safety precautions that may be necessary, and when the work can best be done. Thoroughness during the inspection is of great importance in providing many of these answers. Because inspection is such an important part of pest management program, some chapters will provide pest-specific inspection techniques.

2) Identification
Once the pest is found, the pest management professional must positively identify it in order to proceed. Positive and accurate identification many times is needed to make a thorough evalua¬tion of the problem and an appropriate recom¬mendation for control. Once the pest has been identified, it is much easier to inspect for other ev¬idence of infestation, harbourage areas, and the means by which the pest gained entry. However, to do this, knowledge of the biology and habits of the pest is necessary. When pests cannot be located, identification must be accurate to ensure successful control.

3) Recommendation
A recommendation for eliminating the pest problem should be made only after the inspection has been completed and all the facts surrounding the problem are known. The recommendation should include not only what the professional can do for the customer, but also what the customer should do in the way of harbourage elimination, building repairs, sanitation, and so forth to make the control program a more successful and lasting one. At this point, any limitations of the particular job should be explained to the customer.

An important part of a recommendation is the price to be charged for the work. Here again, a thorough understanding of the problem is vital so that the price quoted is economically and ethically sound. The customer deserves professional service for the price, and the pest management profes-sional should receive adequate compensation for the services rendered.

4) Treatment
Treatment is the next step in the pest man¬agement operation. Treatment may include sanita¬tion and harbourage removal services, the use of traps or other mechanical devices to catch or pre¬vent pests from entering, and any other activity used, to eliminate pests and prevent their recur¬rence. Treatment may also involve the use of pesti¬cides. The pesticide chosen must be legal and ap¬propriate for the pest situation involved.

5) Evaluation
The final step in urban pest management is program evaluation. Pest population levels must be continually monitored. The customer must also be kept advised on matters of sanitation and how to prevent new pest problems from becoming es¬tablished, and any recurrence of the pest problem should be attended to before it becomes serious.

Physical Controls - Exclusion
Incoming goods should be inspected to ensure that the insect is not being introduced, or reintroduced, stored goods should be stored off the ground, to ensure cleaning and inspections can take place. Not to mention reduce hiding areas for certain pests.
All cracks and crevices gaps around services pipes etc. to be sealed off.

Cultural Controls
Hygiene and sanitation are a very important part where the client and pest control company must work as a team to assist in the control of insects, cleaning is normally the role of the client, and the pest controller should bring to the attention of the client when there is a sanitation or hygiene lapse.

Chemical Control
Changes that make the environment less suitable to pests survival, combined with application of chemicals, can provide the safest, most effective means of dealing with many of the pests that invade buildings.

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Pest on Site
The following are some of the pests and vermin you may find in recycling facilities:
Dingo's
Crows
Magpies
Ants
Rats
Mice
Cockroaches
Flies
Wasps
Bees
Bed bugs
Snakes
Mosquitoes
Including all weeds.

Eradication
The responsi¬bility to protect product through the con¬trol of all types of insects and vermin has been that of Project Managers
When an operator services a site they inspects each rodent bait station / pheromone trap / moth (SPP) trap / flying insect trap area, the technician will individually record the date and exact time he was there. He then enters the result of his inspection, what was found, what was done as a corrective action and what product, if any, was used. This proc¬ess is repeated throughout the service and the service report the customer receives is accurate to the second, is totally legible and is abso¬lutely accepted by external auditors as in¬disputable proof of service.

Trained snake handlers are available on site, mosquito fog spraying is used, approved herbicides and pesticides are used. One of the odd methods that has also been used is the use of cable ties in hats to stop attacks by birds. For each of these staff receive training, only using approved techniques and products along with the appropriate Safe Work Method Statement (SWMS).

Dump It will employ a local / regional 'Pest Control' company to lay the rodent bait station / pheromone trap / moth (SPP) trap / flying insect traps. They will place the eradication program onto a schedule that will be quarterly, biannually or annually depending on the pest and the site requirements.

MANAGEMENT REVIEW

Review
Top management of Dump It reviews the environmental management system for its continuing suitability, adequacy and effectiveness annually. Each management review makes decisions on changes to environmental policy, the risk assessment procedure and environmental aspects, objectives and targets, environmental programs/plans, and other elements of the environmental management system.

The HSE representative compiles information for management review using the Management Review Template. The template also provides for recording the decisions of the management review, and the resulting document becomes the record of management review.

LEGAL AND OTHER REQUIREMENTS

Overview
Dump It is subject to several legal requirements regarding its environmental aspects. Dump It' legal officer monitors our legal obligations and keeps them up to date. We are also subject to several other non-legal requirements regarding its environmental aspects.

The Register of Legal and Other Requirements details the specific requirements applicable and shows how the requirements apply to the organisation's environmental aspects. It is maintained by the environmental co-ordinator. The environmental co-ordinator is also responsible for reporting on changing legal and other requirements related to the organisation's environmental aspects in management reviews.

Our legal and other requirements are taken into account in establishing, implementing and maintaining the environmental management system.

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New South Wales legislation
Coastal Protection Act 1979
Dangerous Goods Act 1975
Environmentally Hazardous Chemicals Act 1985 and Regulation 2008
Environmental Planning and Assessment Act 1979
Environmental Trust Act 1998
Forestry Act 1916
Heritage Act 1977
Marine Parks Act 1997
Mining Act 1992
National Parks and Wildlife Act 1974
Native Vegetation Act 2003
Ozone Protection Act 1989
Plantations and Reafforestation Act 1999
Pesticides Act 1999
Protection of the Environment Administration Act 1991
Protection of the Environment Operations Act 1997
Protection of the Environment Operations (General) Regulation 1998
Protection of the Environment Operations (Waste) Regulation 2005
Protection of the Environment Operations (Clean Air) Regulation 2002
Radiation Control Act 1990
Road and Rail Transport (Dangerous Goods) Act 1997
Soil Conservation Act 1938
Threatened Species Act 1995
Traffic Act 1909
Unhealthy Building Act 1990
Waste Avoidance and Resource Recovery Act 2001
Wilderness Act 1987

DEFINITIONS

Audit: systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled

Audit criteria: set of policies, procedures or requirements

Audit evidence: records, statement of facts or other information, which are relevant to the audit criteria and verifiable

Auditor: person with the competence to conduct an audit

Authority: justification and right to exercise a power

Carbon footprint: measure of the impact that human activity has on the environment in terms of the amount of greenhouse gases produced

Certification: verification by a conformity assessment body that a management system conforms to the requirements of a standard

Competence: demonstrated personal attributes and demonstrated ability to apply knowledge and skills

Compliance: AS 3806:2006: adhering to the requirements of laws, industry and organisational standards and codes, principles of good governance and accepted community and ethical standards
AS/NZS ISO 14001:2004: adhering to legal or other requirement

Conformity: fulfilment of a specification or requirement; synonymous with conformance which has been deprecated by ISO

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Conformity assessment: checking that products, materials, services, systems, processes or people measure up to the specifications of a relevant standard or specification; conformity assessment of management systems involves conducting audits

Conformity assessment body: an accredited body that performs conformity assessment

Continual improvement: recurring process of enhancing the environmental management system to achieve improvements in overall environmental performance consistent with the organisation's environmental policy

Control: process for achieving an objective; also referred to as internal control

Correction: action to eliminate a detected nonconformity

Corrective action: action to eliminate the cause of a detected nonconformity in order to avoid recurrence of the nonconformity

Document: information and its supporting medium

Documentation: a set of documents, e.g. procedures and records

Effectiveness: extent to which planned activities are realized and planned results achieved

Element: a generic component of an environmental management system required by a clause of the international standard; could also be referred to as a process

Environment: surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation

Environmental aspect: an element of an organisation's activities, products or services that can interact with the environment

Environmental impact: any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects

Environmental management system: part of an organisation's management system used to develop and implement its environmental policy and manage its environmental aspects; often abbreviated to EWRMS

Environmental objective: overall environmental goal, consistent with the environmental policy, that an organisation sets itself to achieve

Environmental performance: measurable results of an organisation's management of its environmental aspects

Environmental target: detailed performance requirement applicable to the organisation, that arises from the environmental objectives and that needs to be set in order to achieve those objectives

Evaluation: systematic determination of merit, worth and significance of something using criteria, e.g. evaluation of effectiveness

greenhouse gases: gases in the atmosphere that absorb and emit radiation in the thermal infrared range; give rise to the greenhouse effect; water vapour is the most abundant greenhouse gas, followed by carbon dioxide, others are methane, nitrous oxide, various man-made fluorine compounds and ozone; increasing concentration of carbon dioxide due to human activity is believed to be the main contributor to global warming

Initial environmental review: a review of environmental aspects of an organisation's activities, products and services as a basis for establishing an environmental management system

Internal audit: audit conducted by, or on behalf of, an organisation itself for management review and other internal purposes

Internal audit program: set of one or more internal audits planned for a specific timeframe and directed towards a specific purpose

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ISO: International Organization for Standardisation, but abbreviated to ISO (from the Greek isos which means equal)

Management review: holistic and strategic determination by top management of the suitability, adequacy and effectiveness of an environmental management system to fulfil commitments made in the environmental policy and achieve the established environmental objectives

Manual: document specifying the requirements of an environmental management system

Nonconformity: non-fulfilment of a requirement; synonymous with non-conformance which has been deprecated by ISO

Operational control: process employed to manage environmental aspects, ensure compliance with legal and other requirements, achieve environmental objectives and targets and consistency with commitments in the environmental policy, or avoid or minimise environmental risks

Prevention of pollution: use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts; can include source reduction or elimination, process, product or service changes, efficient use of resources, material and energy substitution, reuse, recovery, recycling, reclamation and treatment

Preventive action: action to eliminate the cause of a potential nonconformity in order to avoid occurrence of the nonconformity

Procedure: specified way to carry out an activity or a process

Program: a planned set of tasks to achieve environmental objectives and targets, specifying responsibility, means and timeframe; also spelt programme; also referred to as action plan or environmental improvement program

Process: set of interrelated or interacting activities which transforms inputs into outputs

Record: document stating results achieved or providing evidence of activities performed

Responsibility: accountability for something within one's power, control or management

Risk: a measure of the likelihood and consequences of an event that will impact on achievement of objectives; can be adverse or beneficial

Risk analysis: systematic process to understand the nature of and to deduce the level of risk; provides the basis for risk evaluation and the treatment of risk

Risk assessment: overall process of identifying risks, risk analysis, and risk evaluation
Risk evaluation: process of comparing the level of risk against risk criteria, e.g. the process used in determining significant environmental aspects

Risk management: the culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects

Scope: boundaries of an environmental management system in terms of location, activities, products and services

Significant environmental aspect: an environmental aspect that has or can have a significant environmental impact in the context of an organisation

Standard: a set of requirements for a management system, e.g. AS/NZS ISO 14001:2004

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AMENDMENT REGISTER

To ensure good records are maintained for all amendments to our Environmental Sustainability Manual.

Date	Section	Page	Amendment Details/Reason	Document Owner	Version
29 Nov 19	Objectives & Targets	9	Targets redefined	Director	1.1