Environmental System - Contractor
Aligned with AS/NZS ISO 14001:2016
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2.2. Environmental Policy Statement

Xyz Organisation Proprietary Limited is committed to managing the environmental impact of our business processes. It is our policy to ensure that any work carried out within the scope of the business is conducted in an environmentally aware and responsible manner and complies with all applicable regulatory requirements.

This commitment extends to ensuring that operations do not unnecessarily endanger flora, fauna, sensitive areas, sites of heritage importance or present concerns to members of the public and community. Or intent therefore, is to:

- Promote environmental awareness within the company and encourage employees to work in an environmentally responsible manner;
- Continually improve our practices to prevent pollution and harm to the environment;
- Have in place a framework for setting and reviewing our environmental objectives and targets;
- Train, educate and inform our employees about environmental issues that may affect their work; and
- Minimise waste by evaluating operations and ensuring they are as efficient as possible.

(Insert nominated management representative) has been appointed as the Management Representative for the purposes of the Environmental System. The Management Representative has the full support of Xyz Organisation Proprietary Limited to establish, implement and maintain the Environmental System in accordance with this manual, AS/NZS ISO 14001:2016 and other applicable regulations, standards and guidance.

Signature: 
Date: 

Endorsement of the Environmental Policy and Management Representative.
(To be signed by Director/CEO of Company)

- Environmental Policy Statement (ES Tool Kit)

A copy of the Environmental Policy Statement has been provided in the ES tool kit. Display the policy in a prominent place where all interested parties can see and read it.
4. **OPERATION**

4.1. Operational Planning and Control

Xyz Organisation Proprietary Limited intends to mitigate and control, where practicable, the environmental impacts associated with its operations. To achieve this outcome, operational control procedures will be developed for activities associated with significant environmental aspects.

In order to understand and manage actual and potential environmental impacts, Xyz Organisation Proprietary Limited will systematically identify business processes that will, or may, affect the environment. This allows objectives for environmental improvement and develops targets to be set and action plans to impacts and follow from our environmental policy commitments implemented.

4.2. Air Quality Management

Xyz Organisation Proprietary Limited is committed to ensuring airborne emissions are controlled to minimise the impacts on people, the community and surrounds.

The purpose of this control measure is to address the environmental impacts associated with potential air contamination, including fumes, vapours, aerosols, dusts, mists, particulates, smoke and odour.

**Objectives:**

- To ensure the overall amount of dust is kept to a minimum;
- To ensure the handling, stockpiling and disposal of material does not generate an air quality impact the environment or community;
- Ensure Xyz Organisation Proprietary Limited is not responsible for community complaints regarding dusts, odours or other likely air contaminants.

**Controls:**

*Examples given below. Please remove and / or modify to suit your site requirements.*

<table>
<thead>
<tr>
<th>Action</th>
<th>Requirements</th>
<th>Responsibility</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land / Vegetation clearing</td>
<td>• Area to be disturbed minimised. Strip only where required and keep ground moist</td>
<td>Construction Manager</td>
<td>Prior to commencement of operations</td>
</tr>
<tr>
<td></td>
<td>• Clearing or removal of vegetation to be approved by Construction Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• No burning vegetation or waste</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile plant and vehicle movement</td>
<td>• Vehicle movements controlled to keep to established site, tracks and roads</td>
<td>Construction Manager</td>
<td>During all works</td>
</tr>
<tr>
<td></td>
<td>• Water carts, or surface treatments where practicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stockpiles/ Spoil heaps</td>
<td>• Spoil removed from site as soon as possible</td>
<td>Nominated person</td>
<td>During all works</td>
</tr>
<tr>
<td></td>
<td>• Loads covered before leaving site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction / Demolition Work</td>
<td>• Wind erosion barriers in place</td>
<td>Nominated person</td>
<td>During all works</td>
</tr>
<tr>
<td></td>
<td>• Dust suppression used e.g. water carts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>• Investigate cause of excessive dust when observed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrective Actions</td>
<td>• Implement controls immediately (e.g. water suppression)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. IMPROVEMENT

9.1. Improvement Policy

At Xyz Organisation Proprietary Limited, we are committed to identifying and selecting opportunities for improvement when they arise. Our company will implement necessary actions to further improve our ES to continually meet regulatory and other internal and external requirements.

To meet and exceed our expectations we will on a continual basis:

- Improve our ES and research future needs and expectations of the wider community;
- Correct, prevent or reduce and mitigate undesired environmental effects of our undertakings; and
- Improve the operation and implementation of our ES.

9.2. Nonconformity and Corrective Actions

Identification of Non-conformances

It is the responsibility of all employees to bring suspected potential and actual non-conformances to the attention of (enter nominated representative here). Non-conformances may be identified through the following methods:

- Audit findings (internal or external)
- Complaints (internal or external)
- Observation
- Incidents / Near-misses

Control of Non-conformances

When non-conformity occurs with one of our control processes, we will do all possible to:

- React to the nonconformity by way of acknowledging that we have not met our requirements (a form for recording the nonconformity can be found at Non-conformance Form (ES Tool Kit) and we will, as applicable:
  - Take the appropriate actions to control the process and correct the issue;
- Investigate and evaluate where the nonconformity occurred and develop actions to eliminate and / or mitigate the causes of the nonconformity so that reoccurrence should not happen again.

Any nonconformity will be kept as a record to provide evidence of:

- What the nonconformity was;
- What the subsequent actions that were taken to fix the nonconformity.

- Non-Conformance Form (ES Tool Kit)
- Corrective / Preventative Actions Form (ES Tool Kit)
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