



ENVIRONMENTAL MANAGEMENT PLAN



For The

Onslow Marine Supply Base (OMSB)

'Be Safe, Stay Safe'



Revision Approvals

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Context

The purpose of the OMSB Environmental Management Plan (EMP) is to describe the environmental management of operational activities at Onslow Marine Supply Base that have, or are likely to have, an impact on the environment.

This document outlines procedures and measures that must be implemented to eliminate, minimise and mitigate potential environmental impacts.

This plan assists internal and external stakeholders in assessing environmental performance while ensuring transparency across environmental operations.

1.0 Scope

In accordance with the APL Environmental Policy document;

“Agility pledges to implement and operate the ISO 14001:2004 Environmental Management System to further enhance our environmental performance. Our main objectives are to:

- a. Reduce, reuse and recycle waste and packaging;
- b. Improve the efficiency of energy usage;
- c. Reduce water usage; and
- d. Reduce travel related emissions.”

This EMP applies to all actual or impending environmental impacts or incidents within the OMSB facility or waters as a result of APL operational activities. Intended users of this plan are APL staff and any third party stakeholder acting for or on behalf of APL.

2.0 Glossary of Terms

APL	Agility Project Logistics
EMP	Environmental Management plan
OMSB	Onslow Marine Supply Base
DoT	Department of Transport WA

Perform washing / decontamination of containers as appropriate (mandatory quarantine requirements)

Operations generally occur day light hours only, upto seven days a week.

6.0 Key Site Contacts

The following table denotes key contacts related to the ongoing management of environmental issues:

Name	Position	Contact Details
Alan Chapman	Base Manager	0418664658 alchapman@agility.com
Leonie Makin	HSE Manager	0422771975 lmakin@agility.com
TBA	Yard Supervisor	TBA

7.0 Environmental Management

The following actual or potential environmental issues have been identified through onsite risk assessments and consultation with external and internal stakeholders:

Potential environmental harm to water systems (surface and storm)

- Vehicle waste water
- Quarantine inspection area
- Diesel spill
- Windblown litter, plastic bags etc.

Potential environmental nuisance or harm to the air quality

- Dust
- Diesel exhaust
- Exhaust of plant and/or machinery
- Noise of plant and/or machinery

Potential environmental nuisance or harm to local amenity

- Movement of ground or subsidence
- Vehicle tracking

Environmental Issues are reviewed regularly to ensure ongoing actions are effective in meeting APL compliance and regulatory obligations.

The following Key Management Plans provide for the effective management of the actual or potential environmental issues identified:

Water Management			
Objective	<p>To ensure water and/or contaminants from the site does not cause environmental harm. No impact to local ecology of marine life.</p> <p>Furthermore, all operations undertaken by APL are designed to comply with all approvals and/or licences issued for the facility and its operations.</p>		
Actions	<ul style="list-style-type: none"> • Activities onsite will be managed in order to prevent the contamination of stormwater, groundwater and surface water systems. The following controls will be implemented: • Washdown of vehicles is to occur offsite • Washdown of containers or other equipment to occur within the bunded washdown area. • Maintenance of fences along perimeter of facility to ensure no potential windblown contaminants leave the facility • DG and bulk waste storage are bunded with blind sumps; • Drains to be sealed when high risk operations are being performed • Spill kits are provided at key areas around the site for quick access; • Workers are trained in the use of spill kits; Fire wardens are aware of the retention of firefighting water on site in the event of a fire onsite; • All machinery/equipment are to be maintained in accordance with the manufacturer's specifications to minimise leaks and spills. 	Base Manager	At all times
Performance Indicators	<ul style="list-style-type: none"> • Worker training schedules include ongoing training where applicable; • No evidence of erosion (by water) onsite or sediment leaving; • Water discharge meets water quality guidelines where applicable or instructed by an authority. 	Base Manager	At all times
Monitoring	<ul style="list-style-type: none"> • Weekly visual inspections of the site are carried out by Base Manager; • Review of maintenance record form to ensure maintenance has been undertaken as required; • Inspection of all storage areas during and following rainfall events; • Port of Onslow Mandatory Stormwater Monitoring in force from time to time; • Review of training register to ensure relevant persons are trained and aware of site's environmental requirements. 	Base Manager	At all times

Reporting	<ul style="list-style-type: none"> Weekly site inspections are recorded on the inspection form, refer to Appendix 1; All non-conformances are recorded, investigated and remediated. See non-conformance form, refer to Appendix 3. HSE Manager is advised about any non-conformances. 	Base Manager	At all times
Corrective Actions	<ul style="list-style-type: none"> The cause of the non-conformance is to be investigated and corrective actions identified to remediate current issues and prevent similar issues re-occurring; Corrective Actions will be implemented as soon as possible, prior to the recommencement of associated activities and monitored to ensure effectiveness. Lessons learnt where applicable will be distributed across the business to raise level of awareness and shared learnings. 	Base Manager	At all times
Interfaces	All contractors, sub-contractors and visitors to the site must conduct themselves in accordance with all requirements of this EMP	Base Manager	At all times
Air Management			
Objective	To ensure operations from the site does not cause environmental nuisance or harm to the air. Further, all operations undertaken by APL are designed comply with all approvals and/or licences issued for the facility and its operation.		
Requirements		Responsibility	Timing
Actions	<p>The following controls will be implemented to meet this plan's objective:</p> <ul style="list-style-type: none"> Installation of fencing around the perimeter of the site; Regular inspections of any exposed soils and ensure that thick mulch is placed to reduce air blown dust; All fumigation areas are controlled and inspections are regularly conducted; All vehicles and plant fitted with mufflers and maintained as per manufacturers requirements All active operations to be undertaken on sealed areas; Avoidance of dust generating activities during dry, windy conditions.(Refer to Traffic and Dust Management Plan) 	Base Manager	At all times
Performance Indicators	<ul style="list-style-type: none"> No evidence of erosion (by air) onsite or sediment leaving; No complaints from local surrounds of pollution to 	Base Manager	At all times

	air.		
Monitoring	<ul style="list-style-type: none"> Weekly site inspections are recorded on the inspection form, refer to Appendix 2. 	Base Manager	At all times
Reporting	<ul style="list-style-type: none"> Any inspection conducted is recorded in the inspection log and kept onsite in the main office; All non-conformances are recorded, investigated and remediated. See non-conformance form, refer to Appendix 2. HSE Manager is advised about any non-conformances. 	Base Manager	At all times
Corrective Actions	<ul style="list-style-type: none"> The cause of the non-conformance is to be investigated and corrective actions identified to remediate current issues and prevent similar issues re-occurring; Corrective Actions will be implemented as soon as possible, prior to the recommencement of associated activities and monitored to ensure effectiveness. Lessons learnt where applicable will be distributed across the business to raise level of awareness and shared learnings. 	Base Manager	At all times
Interfaces	All workers, contractors, sub-contractors and visitors to the site must conduct themselves in accordance with all requirements of this EMP.	Base Manager	At all times
Local Amenity Management			
Objective	<p>To ensure operations from the site does not cause environmental nuisance or harm to the local amenity.</p> <p>Further, all operations undertaken by APL are designed comply with all approvals and/or licences issued for the facility and its operation.</p>		
	Requirements	Responsibility	Timing
Actions	<p>The following controls will be implemented to meet this plan's objective:</p> <ul style="list-style-type: none"> Fencing around the perimeter of the site to collect any litter; End of day site clean-ups; Any special wastes (asbestos, clinical, radioactive etc.) requiring disposal are removed by suitably licensed/qualified contractors; The planting and cultivation of flora agreed to with the local council. 	Base Manager	At all times
Performance Indicators	<ul style="list-style-type: none"> No complaints received regarding negative affects to the local amenity. 	Base Manager	At all times
Monitoring	<ul style="list-style-type: none"> Daily visual inspection of site by workers and/or management to identify possible negative 	Base Manager	At all times

	impacts local amenity (e.g. dirty public areas, dead flora);		
Reporting	<ul style="list-style-type: none"> Corrective actions are recorded. Any local amenity issues are reported to the site Manager 	Base Manager	At all times
Corrective Actions	<ul style="list-style-type: none"> Any corrective actions are implemented as soon as possible. 	Base Manager	At all times
Interfaces	<ul style="list-style-type: none"> All workers, contractors, sub-contractors and visitors to the site must conduct themselves in accordance with all requirements of this EMP. 	Base Manager	At all times

7.1 Management of Environmental Complaints

All environmental complaints received and actions taken in response to the complaints are maintained on the Environmental Incident and Complaints Form (refer to Appendix 2). All efforts are made to ensure that complaints received are investigated and responded to within a 48-hour period.

7.2 Management of Environmental Incidents

All environmental incidents are to be recorded and logged in accordance with the Environmental Incident and Complaint Form (refer to Appendix 4). Note that all contact with an environmental regulatory body must be approved by the Base Manager.

8.0 Training and Competence

All employees and stakeholders shall receive the necessary information and instruction for successful execution of this Plan.

APL's further responsibility is to ensure adequate training of all workers performing critical tasks, such as inspection and direction of incoming containers, operation of the equipment and environmental management onsite in accordance with Position Description and Training Needs Analysis.

9.0 Monitoring and Review

To ensure compliance with this plan, formal audit shall be conducted.

The audit should be completed by a relevant qualified officer and comprise an assessment of the systems and processes for environmental management to verify the application of these requirements. Determination is to be made as to the work group's level of compliance with the requirements of this plan.

This plan is to be reviewed every 5 years or earlier if:

There is an identified risk to APL;

incident investigation or audit results show that application of the plan fails to deliver the required outcomes;

there are changes in associated legislation;
there is evidence that the plan is not having a positive impact on safety-related performance indicators; or
there is a change to the Environmental Management Directive.

10.0 Record Keeping

Records shall be retained in accordance with requirements of the Records Management Procedure

11.0 Legislation

Agility Project Logistics ensures compliances with (but not limited to) the following state and commonwealth legislation for the provision of works limited by its scope of services:

- Environment Protection Act 1994
- Contaminated Sites Act 2003
- Transport Infrastructure Act 1994
- Coastal Protection and Management Act 1995
- Environmental Protection (Sea Dumping) Act 1981
- Environmental Protection and Biodiversity Conservation Act 1999

All operations conducted by APL are developed in accordance with applicable laws and regulations.

Ongoing monitoring of changes to legislation occurs and are evaluated to determine relevance to APL operations, and (where applicable) changes are made, recorded and communicated throughout the organisation



Appendix 1

Facility Health & Safety Inspection Form

Instructions: this form shall be used in conjunction with a facility health & safety inspection. Review each item on the form and note observations upon the document. Upon completion of this form, assign and schedule any corrective actions necessary to address deficiencies (if applicable). Retain this completed form on file for a period of 2 years.

Date of Inspection (dd/mm/yr):

Inspected by (name & title):

Time of Inspection (24 hour):

Location (site, city & country):

Nature of Inspection (circle all which apply): **Annual / Post Incident / Post Hazard Report / Operational Changes**

Exterior Premises				Remarks
Are pedestrian walkways identified?				
Are pedestrian walkways free from obstacles?				
Are pedestrian steps, stairwells and access ramps in good repair?				
Are employee & visitor parking areas identified?				
Are parking areas free from slip, trip and fall hazards?				
Is the lighting in parking areas adequate and in good repair?				
Is facility lighting during non-business hours adequate?				
Is the waste management program adequate?				
Is there a designated smoking area outside of the facility?				
Is the designated smoking area situated and utilized properly?				
Is the facility exterior clean, organized and managed?				

Interior Housekeeping				Remarks

Are floors clean?				
Are ceiling tiles free of stains?				
Are ceiling tiles in place and in good repair?				
Are floors/carpets clean and free of mold and constant odors?				
Are floors/carpets in good repair?				
Are pedestrian walkways free from obstructions?				
Are partition walls clean and in good repair?				
Are the restrooms/toilets clean and in good repair?				
Is the food vending area(s) clean and organized?				
Is the common break-room clean and organized?				

General Facility Management				Remarks
Are electrical cords and plugs in good repair?				
Are electrical outlets and source (breaker) panels covered?				
Are elevator inspections current?				
Is the facility lighting adequate and in good repair?				
Is air condition & ventilation equipment adequate & in good repair?				
Are relevant health & safety postings on display (regulatory)?				
Is there a documented Hazard Communications program (Hazcom)?				
Is there a documented Lockout/Tagout program (Impairments)?				
Is there a documented Permit To Work program (Maintenance)?				
Is there a process for the identification & control of visitors/guests?				
Is there a process for the identification & control of vendors/agents?				

Emergency Preparedness				Remarks
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Is there a documented Emergency Action Plan (EAP)?				
Is the EAP comprehensive of risks (evacuation, medical, weather, etc)?				
Are staff aware, trained and drilled in relevant areas of the EAP?				
Are facility exits identified and clearly visible?				
Are facility exits free from obstruction?				
Are emergency lights in place and in good repair (including exit signs)?				
Are evacuation routes accurate and posted throughout?				
Are evacuation routes labelled with "you are here" references?				
Are emergency contact numbers accurate and posted throughout?				
Are trained/qualified first aid responders available?				
Are first aid kits available & adequately stocked?				
Are eye wash/flush stations available and in good repair (Hazmat)?				
Are emergency shelter and/or assembly areas identified & adequate?				

Fire & Chemical Protection				Remarks
Is there a fire suppression/sprinkler system?				
Is the fire sprinkler system maintained, inspected & tested routinely?				
Is there a chemical register (w current Safety Data Sheets)?				
Is there a chemical spill & recovery kit?				
Is there a chemical storage area (internal use + Hazmat freight)?				
Are chemicals disposed of by certified external agents?				
Are fire extinguishers available throughout?				

Are fire extinguisher ratings/classes adequate for chemicals present?				
Are fire extinguishers maintained & inspected routinely?				
Are flammable substances segregated & stored properly?				
Are fuelling stations/areas well ventilated & outside the facility?				
Are wood shop operations routinely cleaned of sawdust?				
Is there a documented Hot Work program (Welding/Cutting)?				

Warehouse & Freight Facilities				Remarks
Are storage rack load capacities labelled and observed?				
Are storage rack feet mounted to the floor?				
Are storage rack barriers in place at corners & high MHE traffic areas?				
Are storage racks free from visible damage and in good repair?				
Is freight stored in the racks securely and not leaning or protruding?				
Is freight stored on top rack wrapped or banded for fall protection?				
Are cylinders stored in racks braced, banded and laying on side (low)?				
Are overhead doors in good repair?				
Are wheel blocks/chocks available for loading & unloading vehicles?				
Is there a process for securing vehicles during loading & unloading?				
Are warehouse/dock bumpers for vehicles in good repair?				
Are there refreshment stations for extreme heat conditions?				
Is there a process for organization of work tools & equipment (5S)?				
Are work tools & equipment adequate and in good repair?				

Material Handling Equipment (MHE) – Lift Trucks				Remarks
Are MHE units inspected at the beginning of each shift (prior to use)?				
Are MHE inspection documents reviewed by shift supervisors?				
Are MHE repairs & preventative maintenance work completed timely?				
Are MHE parking areas identified (for when not in use)?				
Are MHE units in service free from visible damage and in good repair?				
Are MHE units adequate for the scope and nature of operations?				
Is there a documented MHE Operator Training/Certification program?				
Are MHE operators trained & certified prior to operating equipment?				
Are MHE operators practicing good operating techniques?				
Are MHE operators properly securing units when not in use?				
Are MHE operators wearing designated safety harnesses/belts?				
Are MHE alterations done only by qualified service technicians?				
Is pedestrian traffic separated from MHE traffic via walkways?				

General Health & Safety Management				Remarks
Is there a documented Health & Safety Management program?				
Is there a documented Risk Assessment program?				
Is there a documented Worker Orientation & Training program?				
Is there a documented Safety Incident & Hazard Reporting program?				
Is there evidence of incident or hazard reports on file (local + SIMS)?				
Is there a local health & safety information board?				
Is the information board up to date with relevant postings?				

Is there a facility Health & Safety Committee?				
Are Committee members inclusive of, both, workers and managers?				
Are Committee minutes & action items communicated or posted?				
Is there a process for recurring safety communications/meetings?				
Are topics for safety communications/meetings relevant & current?				
Are local health & safety performance indicators available & current?				
Are local health & safety rewards or recognition programs in place?				

Worker Protection				Remarks
Are risks from manual handling activities controlled?				
Are risks from overhead work activities controlled?				
Are risks from working at height activities controlled?				
Are risks from repetitive motion activities controlled?				
Are risks from hazardous materials (DG) activities controlled?				
Are risks from vehicle loading/unloading activities controlled?				
Are risks from industrial equipment operation activities controlled?				
Are risks from hand tool activities controlled?				
Are risks from blood-borne pathogens (infection) controlled?				
Are risks from commercial vehicle traffic activities controlled?				
Are risks from extreme temperature exposure controlled?				
Is PPE issued to all workers throughout?				
Is PPE in used by all workers throughout?				
Is PPE adequate to the nature and scope of hazards throughout?				

KEY FINDINGS & OBSERVATIONS:

**Note – list findings and observations which require improvement or further review*

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CORRECTIVE ACTION PLANS:

**Note – prioritize top 5 actions based on severity of risk with each finding & observation*

Action 1.	Responsible:	Target Date:
Action 2.	Responsible:	Target Date:
Action 3.	Responsible:	Target Date:
Action 4.	Responsible:	Target Date:

Action 5.	Responsible:	Target Date:
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REVIEW:

progress review

**Note – close out inspection with management review and schedule follow-up*

Manager Comments:	
Manager Name:	Manager Signature:
Manager Review Date:	

Inspector Comments:	
Inspector Name:	Inspector Signature:
Inspector Review Date:	

Appendix 2

Environmental Incident and Complaint Form

Complaint Details			
Name		Address	
Date		Contact Number	
Product and Or Services			
Reference of Invoice			
Complaint Received By	Date	Signature	Dept.
Description of complaint			
Department / Area		Date	
Investigation Details			
Cause and Action taken			
Investigated By		Date	
Required to follow CAPA process (if yes lead to CAPA)			
Ref. of Corrective Action (if Any)		Follow up with customer	