

ENVIRONMENTAL MANAGEMENT PLAN GUIDELINES

INTRODUCTION

The *Archerfield Airport Environment Strategy 2011-2016* (AES) requires airport tenants to develop an Environmental Management Plan (EMP). An EMP is a document which identifies what risk an operation and/or works have on the environment and how these risks are managed to remove/reduce negative impacts. This document provides guidance on what to include in an Environmental Management Plan.

For further information on environmental management issues and tenant responsibilities, refer to “*Tenants’ Responsibility to Protect the Environment Guidelines*” which is available on AAC’s website.

To access the AES, visit AAC’s website.

THINGS TO INCLUDE IN AN EMP

There are a number of details to include in an EMP and the extent of the content is determined by the nature of the business or operation. Some operations present a high risk to the environment and operators of these types of businesses will be required to prepare a comprehensive EMP. Other operations present a medium to low risk to the environment which will require a less comprehensive or, in the case of low risk operations, a very simple EMP.

Regardless of the nature of the business, all EMPs should include details of what aspects of the environment their operations may affect and how they will manage this risk.

The following information should be included in an EMP (to the extent it applies to an operation):

A description of the operation and management structure.

How the operation impacts on each of the environmental elements below -

- Heritage
- Flora & Fauna
- Noise
- Emissions to air and ozone depleting substances
- Surface water

- Ground water
- Soil contamination
- Hazardous materials and waste management
- Use of natural resources and energy

What protective measures are in place to protect these elements, for example –

- Appropriate disposal of waste (oil, oily rags, filters, batteries, scrap metal, etc.). Dockets to be kept for audit purposes
- Use of grease-traps, interceptor pits, parts washing facilities, spray-booths. Service documentation to be kept for audit purposes.
- Use of spill kits

How the measures are tested-

- Monitoring (water or air quality sampling). Include where samples are taken from and how often sampling is done.
- Inspections. Include who does the inspections, when they are done and how regularly.

How the measures are managed–

- Procedures for staff
- Training for staff/contractors. Include what, when and how often training is delivered. (e.g. at induction/annually/at weekly or monthly tool box meetings etc.)
- Scheduling services for fire fighting equipment and waste disposal.
- Retaining dockets/documents for waste disposal.

How Hazardous Goods & Chemicals are stored and managed –

- Include list of hazardous goods and chemicals which should include quantities.
- Provide AAC with list of hazardous goods.
- Include how/where products are stored
- Include measures in place to prevent spills/leaks impacting on the environment, e.g bunding
- Provide Material Safety Data Sheets (MSDS) for each product on site
- Provide signage to alert people to the presence of chemicals and safety requirements

How emergencies are managed.

- Emergency Management training. Include what, when and how often training is delivered
- Procedures for staff to respond to an emergency

- Emergency equipment on site (e.g. spill kits, fire extinguishers/fire hoses etc.)
- Frequency of servicing of equipment (keep dockets for audit purposes)

Reporting of Incidents and/or complaint

- Procedures for staff to respond to an incident/complaint
- Reporting time-frames e.g. immediately for major events, within 24 hours verbally and within 48 hours in writing for other incidents
- Notification details, i.e. who should be notified (include Airport Environment Officer (AEO) and AAC for major events and AAC for other events).

Auditing

- Review of EMP (include frequency)
- Review of adequacy of measures (include frequency)
- Include details of external auditing and frequency.

Further Sources of Information

<http://www.deir.qld.gov.au/workplace/resources/pdfs/chem/dqsm-infopaper3-minorstorage.pdf>

<http://www.deir.qld.gov.au/workplace/subjects/spraypaint/hazards/index.htm>

<http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/spray-painting-and-powder-coating>

<http://www.deir.qld.gov.au/workplace/resources/pdfs/abrasive-blasting-cop-2004.pdf>