



ENVIRONMENTAL MANAGEMENT SYSTEM



TCS Instruments

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Document control

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1.0 Introduction

This plan is applicable to TCS Instruments' road traffic survey business whose main activity is the placement of rubber tubes and roadside instruments to survey traffic movements. These surveys are conducted mainly on pre-existing roadways and so environmental risks are very low. Irrespective, this Environmental Management System (EMS) aims to address the need for environmental safeguards and the adoption of environmentally sensitive work practices.

Environmental considerations for a particular location are recorded on form EMS001 Environmental Management Plan (EMP). Form EMS001 must be completed prior to commencement of work.

The aims of this plan are to ensure that:

- Each work site has an environmental management plan
- The requirements of all of TCS' customers and responsible environmental protection practices are met
- Environmental work practices are implemented correctly throughout the business and are effective

The personnel listed below have all been issued with a copy of this EMS and each is aware of their environmental responsibilities. A copy of this plan will be issued as a controlled copy to clients when it is required under a contract.

Name	Position
Sam White	Traffic Manager
Harald Kolodziej	General Manager
Darryl Pearce	Executive Manager
Leigh Morrow	Road Traffic Technician
Mark Doyle	People Counting Technician

2.0 Person responsible for system implementation

Position	Name	Phone
Road Traffic Manager	Sam White	0411 054 932

The Traffic Manager is also the contact for EPA enquiries.

The General Manager and the Road Traffic Manager have the authority to halt the progress of work if necessary. They are also the nominated key emergency response personnel during a site emergency. The names of these personnel may vary for each job but the names are listed in each job's EMP.

3.0 Contacts for agencies

Organisation	Responsibility	Phone
Environment Protection Authority (EPA)	Water, noise, air pollution	131 555
Dept. of Land & Water Conservation	Soil erosion and sediment control, revegetation	9228 6111
NSW National Parks & Wildlife Service	Archaeology	9585 6674
WorkCover	Codes of Practice, reportable incidents	9370 5000
Wildlife Rescue Service (WIRES)	Relocation of fauna, injured fauna	8977 3333
RTA Transport Management Centre	Transport incident, road closures	8396 1686
Police	Emergency incidents where required	000
Fire Brigade		000
Ambulance		000
Telstra	Phone, communication	13200
Water	Water systems, environmental	132090
Electricity	Electrical, control points	131388
Gas	Gas systems, environmental	131606

4.0 Risk assessments and environmental management plans

Each contract or job will have a risk assessment undertaken and the results are documented as a part of the EMP. It describes the potential environmental impacts at a work site and ensures that the impacts are properly managed on site and safeguards are implemented.

Each EMP will include:

- Description of activity
- Authorised by
- Date authorised
- Responsibilities
- Potential environmental impact
- Environmental controls
- Verification tick box / or column
- Space for comments or notes of any non-conformances

5.0 Amendments and variations to the EMP

The need for variations may occur as work activities alter or increase and amending the plan makes sure that the environmental implications of any activity changes are managed.

The Road Traffic Manager ensures that all personnel are aware of the nature and implications of any changes to the plan. Amendments and revisions to the EMP during a project will be forwarded to TCS staff and the respective client as required.

6.0 Non-conformance control, corrective and preventive action

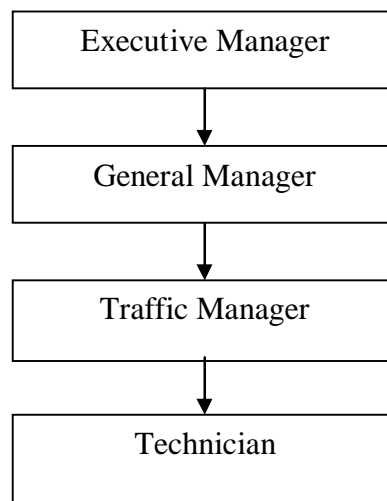
Non-conformance is controlled as specified in the TCS 'Control of Non-Conformance' procedure.

7.0 Human resources

The key people responsible for environmental issues are listed below. Each role is responsible for the following.

Role	Responsibility
Road Traffic Manager	<ul style="list-style-type: none">• Ensure that all personnel are aware of their environmental responsibilities in the management and implementation of controls and actions.• Identify the need for a risk assessment• Identify the need to re-assess the EMP• Communicate the EMP to workers or sub-contractors• Conduct risk assessment where appropriate
Road Traffic Technician People Counting Technician	<ul style="list-style-type: none">• Implement the EMP• Ensure EMP checklist column completed• Conduct risk assessment where appropriate• Notify Road Traffic Manager of non-conformance issues and new hazards where necessary

8.0 Organisation chart



9.0 Communication

Meetings and toolbox talks are held and recorded. These records are retained as project records by the Road Traffic Manager. Site meetings may not necessarily be recorded.

The Road Traffic Manager is the contact point to deal with all environmental problems and emergencies. This position is responsible for ensuring all such issues are resolved.

Road Traffic Technicians must notify the Road Traffic Manager of any environmental issues on site.

10.0 Emergency planning and response

Any environmental incident must be dealt with promptly to minimise potential impacts. In the case of unexpected or accidental environmental incidents that are likely to cause material harm to the environment:

- The EPA must be notified immediately
- The Road Traffic Manager must prepare a report within one working day.

If the incident occurs outside normal EPA business hours, call the EPA Pollution Line on telephone 131555.

The Road Traffic Manager must notify the General Manager verbally within 2 hours (where practical, eg. night-work) and in writing within 24 hours of any pollution incidents for which the EPA must be notified.

Any time the EPA visits the site, the Road Traffic Manager must notify the General Manager of the purpose and outcome of the EPA visit and of any actions being taken in response to the EPA visit. This report must be submitted to the General Manager.

11.0 Training, awareness and competence

Training/ Communication	Trainees	Frequency	Responsibility
Induction training	All new employees and subcontractors	Once, at the start of job	General Manager, Traffic Manager
Work specific training	All staff	As required	Traffic Manager
Site meetings	Affected staff	As required	Traffic Manager
Site specific instructions	Affected staff as required	As required	Traffic Manager

12.0 Subcontractors

Subcontracted work is subject to environmental controls in accordance with this EMS. The Road Traffic Manager is responsible for supervising subcontractors.

13.0 Hours of work

Normal working hours are:

Day	Times
Monday to Friday	8:30am – 4:30 pm and at other times as required.
Saturday, Sundays and Public Holidays	No work, except as required

Any work outside of these hours may require appropriate advice to local residents and approval from the Road Traffic Manager.

14.0 Community liaison

Any interference in urban areas will be dealt with through community advice or letterbox-drop as appropriate.

15.0 Complaints

Complaints from any source concerning any aspect of the work must be recorded and investigated. Complaints are recorded showing the details and nature of the complaint and the complainant. A complaints register is maintained only where the actions taken as a result of investigation are recorded. It cross-references any other relevant documentation.

If an environmental complaint (such as a complaint regarding noise) is received, the Road Traffic Manager will deliver a report to the General Manager within one (1) working day. This report includes details of the complaint, action taken to correct the problem and proposed measures to prevent the occurrence of a similar incident

16.0 Environmental inspection

Site audits are undertaken to check the implementation and effectiveness of the EMP. These audit inspections shall take place, by either the Road Traffic Manager or other staff member as appropriate. A copy of all environmental audit reports is kept and forwarded to the client on request.

17.0 Environmentally sensitive areas

Areas that have been identified as environmentally sensitive in the risk assessment will have appropriate environmental protection measures implemented in these areas.

18.0 Approvals, licences and permits

The requirements for approvals, licences and permits specific to the work are stated in each EMP, where appropriate.

If any changes are made in the work that change the approval, licence or permit requirements, these will be secured prior to commencement of the activity.

19.0 EMS forms

Environmental Management Plan

EMS001

EMS001**TCS Instruments - Environment Management Plan****Description of activity****Site location****Site description****Prepared by****Date****Authorised by**

Potential impact	ü	Environmental controls	Additional comments
Noise		Restrict times when noisy work carried out when possible Place equipment away from noise sensitive areas when possible Consult with affected residents	
Damage to vegetation		Preserve existing trees and other plants adjacent to the work site Park vehicles to avoid site damage when possible	
Protection of fauna		Protect all native wildlife Contact WIRES in the event of injury to wildlife	
Chemicals and other contaminants		Use pesticides according to label directions Apply pesticides using hand held equipment only Do not apply pesticides on hot days, within 24 hours of rain or when rain is imminent, or in windy conditions	
Waste management		Collect and return all used tubes, tape, nails and other items to the workshop for proper disposal	
Restoration of site		On completion of work, ensure that the worksite is restored to condition similar or the same as the original	
Other impacts			

Non-conformances identified

Please specify:

New hazards identified

Please specify:

Audit inspection

Inspected by:

For internal use only

Document register for controlled copies

Document Title	TCS Environmental Management System
Version number	2.2
Copy number	Held by
1	Darryl Pearce
2	Harald Kolodziej
3	Sam White
4	Leigh Morrow
5	Mark Doyle