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| Site-specific Construction Environmental Management Plan (CEMP) Template*Insert Project Name**Insert Project Location*Version: Click here to enter text.Endorsed By (Name): Click here to enter text.Endorsed By (Role): Click here to enter text.Signature (Wet Sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: Click here to enter a date. |

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# PLEASE READ

*The purpose of this document is to provide a working template that may be used as a starting point by proponents that are preparing a site-specific Construction Environmental Management Plan (CEMP) for a construction project or operational lease area.*

*Text shown in italics below has been included as a guide to demonstrate content and level of detail expected in each section of the Plan. It is recommended that this template is completed with reference to the PPA Guidelines for Preparing Construction Environmental Management Plans (available on PPA’s website[[1]](#footnote-1)).*

*It is important to note that* *the PPA will not reject a proponent’s CEMP if it is not in the exact format and/or structure as this template. PPA may also accept a range of other documents in place of a CEMP (e.g. Health Safety and Environment Plan, Work Method Statement) provided they meet the intent and minimum information requirements of PPA’s Guidelines for Preparing a Construction Environmental Management Plan.*

*PPA’s Environment and Heritage team is available to able assist proponents by helping to identify the key environment and heritage risks and offer management measures that are relevant to a site, activity or operation. PPA encourages early engagement to ensure this happens. This will maximise the value of this input, allow timely assessment of the CEMP and prevent submission of unnecessary (or over-complex) information.*

*Note well that unnecessarily lengthy, complex and/or non- site-specific documents are unlikely to be approved.*

*Text shown in italics below has been included as a guide and can be deleted as the template is populated. To get started,* ***delete this entire section and begin completing text under each of the suggested headings.***

# SITE DESCRIPTION

*Clearly define the setting of the construction / development project.*

*The project description will need to be clearly defined in an approved CEMP. This section would generally include some context to the development and its location, the duration of works and a site plan. The following points can be used as a general guide to the type of information required in this section.*

***Overview of the Project:*** *Include some brief background to the project, a brief description of why the construction is being undertaken;*

***Scope of Construction Works:*** *Description of the full range of construction works/activities proposed (e.g. clearing of X hectares of land, placement of engineered rock fill, filter rock, geotextile fabric and armour rock; installation of piles; mucking out, drilling, pinning and grouting of piles etc.).*

***Description of the Construction (Disturbance) Footprint:*** *Full description of the existing land/marine areas that will be disturbed by the construction works and those immediately adjacent (e.g. adjacent land use, vegetation, topography and drainage). This section would also include an address / real property description of the site;*

***Timing of Works:*** *Provide a description of both the total duration of the works and the time of year they will occur. The latter would include consideration of expected climate during this time (e.g. anticipated rainfall / cyclone events, wind direction and speeds);*

***Site Plan:*** *The scaled site plan for the Project would clearly show the full extent of the proposed works area of the construction project. This would typically include a map with the full construction boundary and disturbance footprint marked clearly over a current aerial photograph (i.e. including all construction activities, associated laydown areas, buildings, structures, drains, pipelines and other site features etc.). It would also include site specific information, for example the location of any important waterways or adjacent vegetation to be protected, national heritage listed areas, or the location of sediment and erosion traps.*

# PROJECT ROLES, RESPONSIBILITIES AND CONTACTS

*All positions across the project have environmental responsibilities to some extent. These vary in relation to duties described in Table 1, but everyone has a base level Duty of Care to prevent Environmental Harm as described in the Environmental Protection Act 1986.*

*The interdependencies of positions on the project are shown in Table* ***X*** *(over page). Names and contact numbers are correct for this revision but may change during the project.*

Table X: Project Roles, Responsibilities and Contact Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position | Responsibilities | Line Manager  | Name | Contact DETAILS\* |
| **Project Manager** |  |  |  |  |
| **Site Supervisor** |  |  |  |  |
| **Environment Officer** |  |  |  |  |
| **HSE Representative** |  |  |  |  |
| **Project Engineer** |  |  |  |  |
| **Contractor** |  |  |  |  |
| **Sub-contractor** |  |  |  |  |

*\* Contact details (e.g. email addresses, landline and/or mobiles phone numbers) for all of these roles should be provided.*

# Training, AWARENESS and Competency

*Outline how environmental training, awareness and competency will be delivered / assessed throughout the project, to ensure the relevant aspects of this EMP are communicated to the project team and front-line staff (including contractors and sub-contractors). Examples may include:*

*Site Environment Induction*

*Daily Pre-Start Meetings*

*Environmental Toolbox Talks*

*Incident bulletins*

*Sub-contractor’s kick-off meeting*

*Contractor and client site kick-off meeting*

# ENVIRONmeNT AND HERITAGE RISK MANAGEMENT

*The purpose of this section in an approved CEMP is to present a summary of the environment and heritage risks and controls that have been identified for the proposed construction project. The proponent would generally determine what these risks and proposed management controls are through a Construction Risk Assessment Workshop (CRAW) or (for smaller projects) by developing appropriate pre-task risk assessment (e.g. Job Hazard Analysis) for specific task(s).*

*PPA encourages proponents to engage with the Environment and Heritage team early during this risk assessment process. Preferably, this will be in the form of a face-to-face meeting on the proposed construction site. This process will help to ensure the end-product looks at the site-specific risks and is as concise as possible.*

*Summarised in bullet point below are several examples of environmental management areas to consider:*

*Underwater Noise*

*Introduced Marine Pests*

*Turbidity*

*Noise (construction or operational)*

*Dust*

*Sediment and Erosion*

*Oil and Other Noxious Substances*

*Housekeeping and Waste*

*Terrestrial Fauna*

*Native Vegetation and Weeds*

*Biosecurity*

*Note that this is not an exhaustive list, and it would be expected that proponents develop risk management strategies, controls etc. that suit the scale / nature of each construction project / operational site. A template table has been provided in Section 5.1 to enable to develop risk management plans unique to their own site*.

## Template

|  |
| --- |
|  Environmental Risk Title |
| Objective(s) | *Objectives should clearly and concisely identify the specific result you aim to achieve. They should be site specific, time-bound and measurable.* ***For example:*** *To minimise the potential for spills of dangerous goods and hazardous substances.* |
| Management Strategy | *Management strategies outline how you intend to meet your objective(s).****For example:*** *Maintain volumes of hydrocarbons stored onsite as low as reasonably practicable, implement all controls and provide appropriate training and resources for spill response.* |
|  | **Responsibility** | **Timing** |
| Control(s) | *Controls are the detailed actions intended to be taken to ensure management strategies are implemented and objectives are met. They should be site specific and relevant to the objective. Where applicable, proponents should refer to relevant Australian Standards and Codes of Practice to confirm control adequacy.****For example:*** *Use of appropriate bunding, refuel on sealed land, no refuelling over water (where possible), maintain minimal possible volumes of hydrocarbons near the marine environment, maintain MSDS on-site, use drip trays where internal bunding is not present, spill response training to be carried out on a periodic basis, regular servicing of equipment, immediate recovery of all spills, disposal of all spill waste to a licenced waste contractor, reporting of all spills to PPA etc.* | *Proponents should clearly identify who within their organisation is responsible for implanting each control.* | *Proponents should clearly identify when controls shall be implemented and for how long.* |
| Performance Indicator(s) | *Performance indicators are a type of performance measurement that evaluates the successes of control implementation for a particular activity.* ***For example:*** *All minor spills to land controlled and contained with all contamination removed within 24 hours. All major spills controlled within 24 hours, and plan for containment and contamination removal developed within 48 hours, no spills to marine waters, all reporting to PPA completed within specified timeframes (see below) etc.* |  |  |
|  | **Responsibility** | **Timing** |
| Monitoring | *Proponents shall monitor each environmental risk throughout the life of a construction project. The level and frequency of monitoring will be relative to the risk rating determined during a risk assessment.* ***For example:*** *Monthly review of incident management system with trending of hydrocarbon spill related incidents, weekly inspections of spill response equipment, weekly inspections of bunding (checking capacity maintained), bi-annual auditing of maintenance and training records etc.*  |  |  |
| Reporting | *Proponents should clearly outline the reporting required for each environmental risk, including the frequency and the relevant contact details and/or reporting pathways.****For example:*** *All marine spills, regardless of volume, are to be reported to the respective shipping control tower immediately (specify relevant Ashburton, Dampier, Port Hedland landline and radio channels), submit a POLREP to Department of Transport for all marine spills, all landside spills within the landside restricted zones to be reported to PPA Landside Operations immediately (specify relevant Ashburton, Dampier, Port Hedland contact details), incident reports outlining corrective actions to be provided to PPA within 48 hours, incidents statistics provided to PPA at weekly/monthly meetings etc.*  |  |  |
| Corrective Action(s) | *Proponents should outline the minimum corrective actions to be implemented in the event of an incident relative to each identified environmental risk.* ***For example:*** *In the event of spill, stop work immediately and control the spill (if safe). Implement containment controls (e.g. kitty litter, boom etc.), and assess the clean-up/recovery options. Assess the incident and implement improvements as required.*  |  |  |

# Inspection and Audits

*This section outlines the proposed schedule, responsibilities and format for routine site environmental inspections and formal (documented) audits of compliance against the requirements of the proposed CEMP.*

# Hazard and Incident management

*This section outlines the adopted hazard / incident management reporting procedure for the project, including the structure, format and recordkeeping for these reports as well as the proposed communications protocols between the proponent and PPA.*

# Reporting

*This section outlines the proposed schedule, format and intended audience for environmental reporting associated with the project (e.g. weekly project update meetings; monthly report describing contractor hours, JHA / Take 5’s completed, waste quantities, environmental hazards / incidents reported; compilation of an end of project report).*

1. Guidelines available at: <https://www.pilbaraports.com.au/environment-and-community/environmental-management/environmental-guidelines-and-standards> [↑](#footnote-ref-1)