



Small Business Environmental Management Solutions



City of
Onkaparinga



ONKAPARINGA
CATCHMENT WATER
MANAGEMENT
BOARD



South Australia



BUSINESS SA



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- Workers' Compensation
- Environmental Services
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South Australia

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South Australia now has a new independent environmental watchdog, which includes staff from the old Environment Protection Agency and additional policy staff and investigators. The new Environment Protection Authority will have increased powers to enforce tougher environmental standards in South Australia.

An expanded Environment Protection Authority Board with more clearly defined functions will replace the present independent six-member regulatory body (the Authority) within the next few months.



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Corporation SA is proud to support this publication and encourages business owners to use and apply it to their own business. WorkCover Corporation SA is committed to helping all South Australians work together for the safest workplaces.

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Introduction

All businesses have some impact on the environment. Even the simple act of switching on a light has some environmental impact. As a business owner or manager, it is your responsibility to ensure that whatever your level of impact, that impact is managed appropriately and minimised where possible.

This guide provides you with one way to manage the environmental impacts of your business, using an Environmental Management System. By following the five steps of this guide you will begin to implement an Environmental Management System. These steps are based on the international environmental standard ISO:14001.

An Environmental Management System provides you with a structured way of planning and implementing environment protection measures. Experience has shown businesses using an Environmental Management System gain many benefits including:

- improved operational efficiencies
- cost savings
- increase in customer satisfaction
- new markets and customers
- competitive advantage
- improved business image

Many businesses are also recognising that to be sustainable, they need to take responsibility for not only their economic performance, but also their environmental and social performance. Not only will an Environmental Management System help to improve your environmental performance, often improvements will also benefit your staff, especially as many environmental hazards can cause health and safety risks to people.

There are also legal responsibilities for business owners and managers to manage their environmental impacts. Under Section 25 of the *Environment Protection Act 1993*, everyone has a General Environmental Duty to “not undertake an activity that pollutes, or might pollute, the environment unless the person takes all reasonable and practicable measures to prevent or minimise any resulting environmental harm”.

In taking all reasonable care to avoid your business causing environmental harm, your business will be able to use this reasonable care, or due diligence, as a defence should your business unwittingly cause an environmental offence. An Environmental Management System enables you to identify and control any risks to the environment **before** they result in harm.

It is equally important that your staff are aware and capable of identifying environmental impacts and risk situations in day to day operations.

This guide provides you with the basic information needed to start implementing an Environmental Management System for your business. An example of an environmental incident in Dan's workshop is used throughout the guide to illustrate how a business may have dealt with the situation, if they had an Environmental Management System in place. (See shaded box opposite).

To track your progress we have provided a checklist of things to do. These checklist steps are also summarised in the Tool Box at the back of the guide.

A Tool Box of useful checklists, forms and procedures are provided for you to use, copy, and modify to help you start documenting the steps you take.

Finally, along the way you may need some more detailed advice or assistance. We have included a list of useful contacts in the Tool Box.

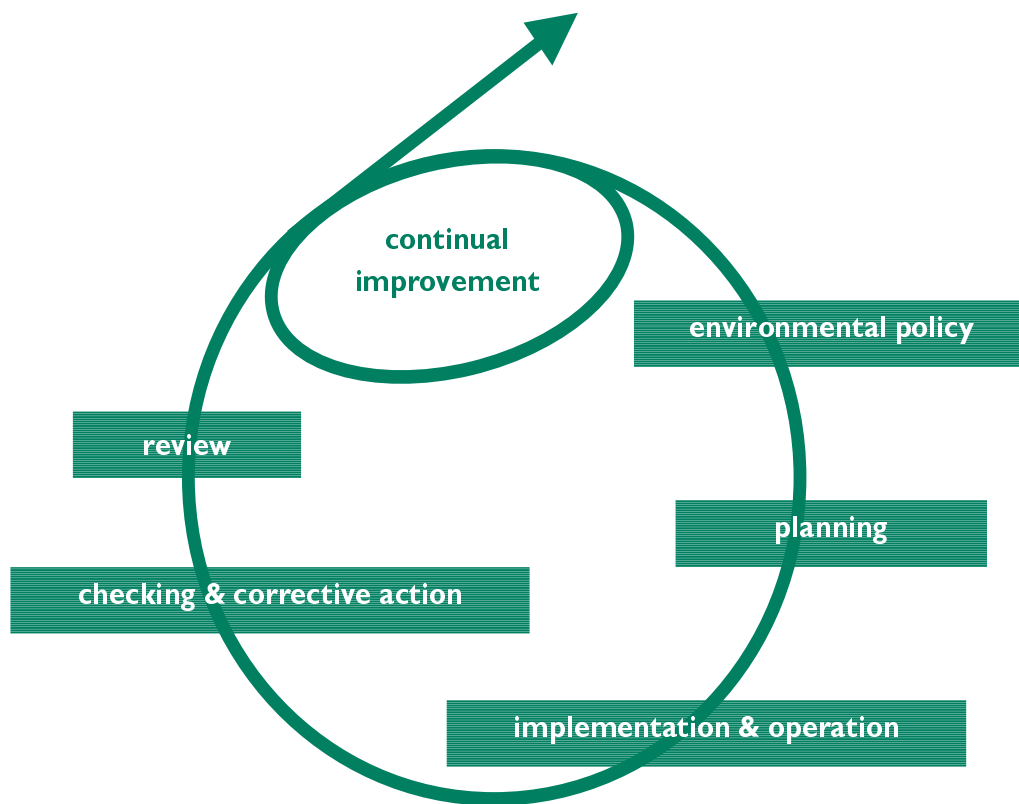


Figure 1: The Environmental Management System Process

Environmental incident example: Dan’s workshop - clean up costs = \$700

A small auto workshop is owned by Dan, and has two employees Mick and Sam. Mick arrives at work first one morning to discover that the drum containing waste oil that is stored out the back of the workshop has rusted through and about 100L of waste oil has gone onto the concrete, and into the gravel carpark. Mick panics and wants to get rid of the oil before Dan arrives, so he gets the hose out to hose it into the stormwater drain. Luckily, Sam and Dan arrive before he does this, and clean up the oil using absorbent material.

Although the waste oil did not reach the stormwater system, this minor spill still cost the auto workshop about \$700. This included the direct costs of having the contaminated soil in the carpark removed and the absorbent material collected by licensed contractors, and replacement of the absorbent materials. It also included the indirect cost of the labour time to clean up the spill.

This example shows the importance of managing environmental issues in your workplace. Throughout this guide, Dan follows the five key steps to implement an Environmental Management System into his workshop, which may have prevented an incident such as this.

Step 1 Commitment and Environmental Policy

The first step in developing and implementing an Environmental Management System is to secure commitment to the process by the owner, manager or senior management. Commitment from management is essential to drive change and to support the resources and time often required when making the decisions and implementing the changes.

Commitment to the process from all staff is also a key to achieving success. It is important to consult with your staff before, during and after the Environmental Management System process.

Consultation of staff, particularly if done early in the process, can assist with better feedback on the System, improved ownership, a willingness to adapt, and a greater commitment. You may also want to conduct some awareness training of the Environmental Management System for staff early on, in order to assist them understand and embrace the process, and to obtain their immediate ideas for improvement.

Depending on your staff numbers, you may need to appoint a person who is responsible for the Environmental Management System. This may be the owner, a manager or an appropriate staff member. It may also be necessary to establish an Environmental Management System implementation and review team to assist the appointed person develop and implement the System. This team should be made up of employees from across the organisation in order to obtain a range of ideas, and communication back into the workplace.

Once you have gained commitment from management and staff it is important to document your commitment. This may be through a written environmental policy.

An environmental policy is a public statement of the responsibilities and obligations of everyone in the workplace. It needs to be simple and easily understood, and should be developed jointly by management and employees.

The three key elements of an environmental policy are a commitment to:

- prevent pollution
- continuous improvement
- compliance with environmental regulations

On the next page is an example of an environmental policy for Dan's workshop. In the Tool Box there is also a policy that you can copy, use or modify to suit your business' needs.

Writing the policy is only the first step. You need to make sure all staff, especially those new to your workplace, are aware of and can access a copy. You should also make this available to the public, perhaps displayed in the workplace or on a central noticeboard.

Dan's workshop: our environmental commitment & policy

Dan's workshop is committed to managing all aspects of our operations in an environmentally responsible manner at all times. We care about the environment, and we ask our customers to do the same.

To ensure environmentally responsible behaviour is accepted as an integral part of our operations, we specifically undertake to:

- establish an Environmental Management System in order to help systematically reduce our impacts on the environment
- prevent pollution occurring from our activities and operations
- conduct operations in compliance with relevant local environmental regulations, licences and legislation
- communicate this policy to our employees, business associates and the wider community
- educate our employees and contractors on their environmental responsibilities and ensure this is integrated into their work practices, training and decision making
- continuously improve the environmental performance of our company

Signed:.....*Dan Workshop*.....

Position:.....**Owner**..... Date:.....--/--/--.....

Checklist Step 1:

- Is the owner/ manager of the business committed to addressing the environmental issues related to the organisation's activities, products and services?
- Has the owner/ manager written an environmental policy that includes a commitment to:
 - a) Prevent pollution
 - b) Continuous improvement
 - c) Comply with environmental regulations?
- Has this policy been provided to all staff?
- Is the environment policy displayed in the workplace and available to the public?

Step 2 Planning

Identification of environmental aspects and impacts

The next step in the process is to identify the environmental aspects and impacts of your business. **Environmental aspects** are all areas of a business that can have an impact on the environment e.g. goods, services and processes. **Environmental impacts** are the effects of these aspects on the environment, including air, noise, water (stormwater, groundwater, wastewater), soil, flora, fauna and people.

You can do this by:

- listing all your business activities
- listing all the impacts these can have on the environment (positive and negative)
- talking to staff
- inspecting the workplace
- reviewing records, incident reports and complaints

Remember that impacts are not limited to those of your business but also to those of your suppliers and the impacts of your goods or services once they leave your site.

It is likely that you will have quite a list after this process. The next step is to begin prioritising based on risk.

In the Tool Box you will find a Risk Assessment Tool. This will help to determine the likelihood of the impact on the environment occurring, and the consequence of that impact. This will help you determine a priority rating for the impact.

See how Dan may have done this in his workshop in the example provided on the next page.

Environmental action plan

Once you have prioritised all the impacts you need to start planning the action needed to remove or control the impact on the environment.

This is where an Environmental Action Plan can be very helpful. As many businesses face limited time and resources it is often useful to focus on the high level priorities in the action plan. Urgent and high risks must be addressed immediately. This doesn't mean you ignore those with medium or low priority, but it makes it a little more manageable.

See how Dan decided to focus on the urgent, high and medium impacts in the sample on the next page.

When allocating actions to mitigate the impact, try to make the actions specific, measurable and inclusive of an objective or target.

In the example of Dan's workshop, the action to minimise the impact of greenhouse gases is to reduce electricity use by 10% on current levels by 2004. This is both specific and contains an objective which can be measured.

When deciding how to address the environmental impacts of the business, the first response should be to remove the impact. If this is not possible, then follow the hierarchy of controls. The hierarchy of controls is discussed in more detail in step 3.

Identification of legal requirements

It is essential to understand the legal requirements that apply to your business. You need to make sure you keep informed and document this legislation. In the Tool Box you will find a list of sources of information about environmental legislation.

Dan's workshop - sample of Environmental Action Plan

1 Dan identified and listed all the environmental aspects and impacts of his business operations, some of which are shown here:

Operation/ Activity	Environmental aspect	Environmental impact
Car Service	Use of electricity	Greenhouse gas emissions
	Disposal of waste solids	Increased waste in landfill
	Noise of engine revving	Noise pollution
Storage of chemicals	Potential spillage of chemicals	Contamination of soil, water or air

2 Dan prioritised these impacts using the risk assessment tool in the Tool Box:

Impact	Probability	Consequence	Priority
Greenhouse gas emissions	Frequent	Major	High
Increased waste in landfill	Occasional	Minor	Low
Noise pollution	Frequent	Minor	Medium
Contamination of soil, water or air	Frequent	Critical	Urgent

3 Dan decided on how the impact could be removed or reduced (action), who was responsible and when this would be done by.

This was documented in an Environmental Action Plan:

Impact	Priority	Action	Responsible	Timeline
Contamination of soil, water or air	Urgent	Have all unnecessary chemicals removed by licensed waste contractor.	Dan	By __/__/__
		Bund chemical storage area	Dan	By end financial year
		Train staff in chemical handling	Mick	Source training by end __/__/__
Greenhouse gas emissions	High	Reduce electricity use by 10% on current levels by 2004 by switching off machinery and lights when not in use.	Dan-monitor and document electricity use; all staff- switch off lights and machines	now to end 2004
Noise pollution	Medium	Undertake all engine testing during standard work hours	Mick & Sam	Daily
		Insulate rear of workshop for all noisy jobs	Sam	By end financial year

Checklist Step 2:

- Have all the business' aspects and impacts been identified?
- Have staff been consulted on these impacts?
- Have the impacts been prioritised using the risk assessment rating system in the Toolbox?
- Have all the legal requirements for the business been established and documented?
- Has an Environmental Action Plan been documented for these impacts?
- Has each action been allocated to the responsible person?

Step 3 Implementation and Operation

Hierarchy of controls

The next stage of the process is to develop procedures to implement the actions. As mentioned in Step 2, managing the impacts of your business should follow the hierarchy of control.

Elimination This is the preferred control as it eliminates the source of the environmental impact. For example doing away with the packaging on parts or eliminating a hazardous chemical.

Substitution Where elimination is not possible, the impact should be minimised through substitution with a safer substance or piece of equipment. You might find that where elimination or substitution are not possible you would need a combination of controls.

Engineering Introducing changes to the workplace, machinery or equipment to engineer out the impact. For example, airborne environmental pollutants may be controlled by installing mechanical equipment for the filtering and separation of pollutants from the discharged air stream.

Administration Implementing policies and procedures, providing training or changing workflows. Potential pollution of stormwater through chemical spills outside of a bunded area can be controlled through spill kits, which should be available to contain the spill. Where this is not possible, you may be able to change the way work is done so that the likelihood of that aspect impacting on the environment is reduced.

Personal protective equipment Providing staff with Personal Protective Equipment to minimise exposure. This is a short term, temporary control and should be used as a last resort.

On the next page, see how Dan uses the hierarchy of controls to manage the impact of contamination of soil, water or air by accidental chemical spillage.

Develop procedures and documentation

Any action plan is always supported with workplace procedures. You can develop separate environmental procedures or include them into existing procedures, for example Safe Operating Procedures. You should include these procedures in the induction of new staff and in training and display them in relevant work areas.

Generally businesses may be doing the right thing, but few document the steps they take. This means that if something goes wrong there is no evidence that the business has done what is 'reasonably practical' to prevent the impact to the environment or staff.

Documenting your Environmental Management System would include things such as:

- procedures
- training records
- induction records
- emergency procedures
- action plans

Documentation is useful for verifying environmental performance to staff, regulators and the community.

Emergency response

Even if you have an excellent system in place sometimes unexpected emergencies can happen, and it is critical you are prepared.

You **must** have an emergency response plan, that contains up-to-date contact details and details of hazardous substances used in the workplace. All staff should be consulted on the plan and regularly trained in what to do in an emergency.

The Tool Box provides some basic Emergency Response Steps.

Hierarchy of controls

preferred control



least preferred control

Elimination - controlling the hazard at source.

Substitution - replacing one substance or activity with a less hazardous one.

Engineering - installing bunds around tanks or guards on machinery.

Administration - policies and procedures for safe work practices.

Personal protective equipment - such as masks and ear plugs.

Dan's workshop

Through the identification of the business' aspects and impacts, it was recognised that an accidental spillage of chemicals may result in the contamination of soil, water or air and that this was considered an urgent priority. This was also evident from the environmental incident. From this, Dan used the hierarchy of controls to determine his actions:

■ Eliminate

Dan got rid of all the unused and unnecessary chemicals in the workshop through a licensed waste contractor

■ Substitute

Dan asked his chemical suppliers for advice on what highly toxic chemicals could be substituted with less toxic chemicals

■ Engineer

Dan had the chemical storage area banded to prevent pollution from accidental spillage (Guidelines for banding are available from the Environment Protection Authority)

■ Administer

Dan then developed a chemical handling procedure and training for Mick and Sam

■ Personal protective equipment

Dan ensured appropriate equipment was available for his staff and himself

To follow on from these actions, Dan also developed an emergency response plan and established regular training in these procedures. This training prior to the environmental incident would have helped Mick know what to do, and prevented the potential stormwater pollution.

Checklist Step 3:

- Has the hierarchy of controls been used to decide on actions to eliminate or reduce impacts on the environment?
- Has a procedure / s for implementation of the Environmental Action Plan been developed and communicated to all staff?
- Has this been documented?
- Has an emergency response plan been prepared and documented?
- Has this been communicated to all staff?
- Have training needs been identified?
- Has this training been undertaken?

Step 4 Checking and Corrective Action

Maintaining your environmental management system

You now have a list of all the environmental aspects and impacts that are rated based on their risk, and an Environmental Action Plan showing how to address these. What you need now is a way of maintaining this System.

This may be through an ongoing checklist that may be completed at the end of each day, week or month, depending on the risk the impact has. Checklists are also a good way of providing feedback to employees on how the business is performing.

In the example on the next page, Dan had identified contamination of soil, water or air from chemical spillage as an urgent priority. Dan developed a daily checklist with a few simple checks to ensure contamination does not occur.

It is also a good idea to perform an audit of your system on a regular basis to ensure you are actually managing your environmental impacts. This may be assisted by feedback from staff, or you may want to get an external person to conduct this audit.

Things you may need to regularly monitor include:

- resource use (electricity, raw materials, chemicals)
- maintenance of machinery
- staff training

Including environmental management into existing procedures, for example Standard Operating Procedures, induction and training, can provide a useful way of monitoring the system.

Finally, you should set up a procedure to ensure the business is kept informed about and documents legislative changes. Attending training, accessing the Internet and contacting your local council or the Environment Protection Authority could be useful.

Reporting non-conformance

Another way of maintaining and improving the Environmental Management System is to develop a procedure to document and address non-conformance.

This may be through a simple Corrective Action Report form, such as the one in the Tool Box, or you may need to develop a more complex system, depending on the needs of your business. The opposite page shows the key components of a Corrective Action Report form.

To ensure that any Corrective Action Report forms such as these are used to their best potential, it is important to focus on any faults in the Environmental Management System and how they can be improved, and not on human error.

Dan's workshop

Now that Dan has an Environmental Management System in place, he wants to ensure that all the good work is maintained. He goes through his workshop and makes a register of all his chemicals, using a Chemical Register like the one provided in the Toolbox. Then he develops a simple daily checklist for the workshop and a more complex one to be completed at the end of each month. The daily workshop check includes inspection of the storage and handling of chemicals, as this is an area of high priority.

The daily check includes:

- ensuring that all chemicals are placed in the covered, bunded area of the workshop (Guidelines for bunding are available from the Environment Protection Authority)
- that all chemicals are correctly labelled and easily identifiable
- that all containers and drums are not leaking and are in good condition
- that copies of Material Safety Data Sheets for each chemical is located next to each work station

Daily checks such as these would have picked up the leaking oil drum in the environmental incident and prevented the oil spill.

Daily and monthly checks, combined with a six monthly self-audit, standard operating procedures and regular training updates, ensure that Dan's Environmental Management System is maintained and environmental incidents are prevented.

Corrective action report form- key components

The corrective action report form should contain:

- details of the non-conformance (date, time, location)
- environmental information and impact or potential impacts
- a description of the non-conformance
- a brief analysis of the non-conformance
- actions undertaken to control the non-conformance or prevent recurrence
- details of the investigator of the non-conformance
- whether notification of a third party is necessary

A sample form is located in the Tool Box.

Checklist Step 4:

- Have you developed a procedure for regularly checking the environmental impacts of your business' activities?
- Have you audited your Environmental Management System?
- Is regular monitoring taking place, and being documented?
- Is there a procedure in place to ensure that the business' compliance with legal requirements is updated and documented?
- Has a procedure been developed for reporting and correcting non-conformance?

Step 5 Review and Continuous Improvement

System review

One way of ensuring that all the hard work of establishing, implementing and maintaining an Environmental Management System continues to bring benefits to your business is by undertaking a regular review of the System. The regularity will depend on the size of the business, and how much has changed, but at a minimum should be every 12 months.

The purpose of a review differs from an audit; an audit is about verifying that the System is doing what it is supposed to, whereas a review should:

- take into account any non-conformance
- evaluate any further training needed
- evaluate the Systems suitability and effectiveness (i.e. are the procedures ensuring the actions in the Environmental Action Plan are being carried out)
- update the Environmental Action Plan
- consult with staff on effectiveness

The system will also need to be reviewed if a new aspect (good, service or process) commences in your business. The five steps should be followed through for each new aspect of your business and incorporated into your Environmental Management System.

Continuous improvement

Part of reviewing your business' Environmental Management System is to ensure that the environmental performance of your business is continuously improving. The procedures set in place to achieve the management of your business' impacts should be constantly examined to see if they can be improved or if more effective procedures can be introduced.

Staff should always be consulted on improvements as they are often the ones with 'hands-on' involvement, and may know of areas for improvement.

Another opportunity that many businesses are starting to take up is public reporting. You may want to produce a public report to publicise what your business has achieved. An excellent guide published by Environment Australia is available to assist with this process. See Commonwealth of Australia (2000) "A Framework for Public Environmental Reporting" available from Environment Australia.

Further information

There are many excellent sources of further information to assist you in developing and implementing an Environmental Management System into your business, some of which are listed in the Tool Box.

Checklist Step 5:

- Has the Environmental Management System been reviewed on a regular basis?
- Has this review evaluated the suitability, adequacy and effectiveness of the Environmental Management System, and taken into account any non-conformance?
- Have any changes that the review identified, been implemented (including an update of the Environmental Action Plan)?
- Has the review and any changes been documented?

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Action Checklist Summary

Action	Completed?
Checklist step 1:	
Has the owner/ manager of the business committed to addressing the environmental issues related to the organisation's activities, products and services?	
Has the owner/ manager written an environmental policy that includes a commitment to:	
a) Prevent pollution	
b) Continuous improvement	
c) Comply with environmental regulations?	
Has this policy been provided to all staff?	
Is the environment policy displayed in the workplace and available to the public?	
Checklist step 2:	
Have all the business' aspects and impacts been identified?	
Have staff been consulted on these impacts?	
Have the impacts been prioritised using the risk assessment rating system in the Toolbox?	
Have all the legal requirements for the business been established and documented?	
Has an Environmental Action Plan been documented for these impacts?	
Has each action been allocated to the responsible person?	
Checklist step 3:	
Has the hierarchy of controls been used to decide on actions to eliminate or reduce impacts on the environment?	
Has a procedure / s for implementation of the Environmental Action Plan been developed and communicated to all staff?	
Has this been documented?	
Has an emergency response plan been prepared and documented?	
Has this been communicated to all staff?	
Have training needs been identified?	
Has this training been undertaken?	
Checklist step 4:	
Have you developed a procedure for regularly checking the environmental impacts of your business' activities?	
Have you audited your Environmental Management System?	
Is regular monitoring taking place, and being documented?	
Is there a procedure in place to ensure that the business' compliance with legal requirements is updated and documented?	
Has a procedure been developed for reporting and correcting non-conformance?	
Checklist step 5:	
Has the Environmental Management System been reviewed on a regular basis?	
Has this review evaluated the suitability, adequacy and effectiveness of the Environmental Management System, and taken into account any non-conformance?	
Have any changes that the review has identified, been implemented (including an update of the Environmental Action Plan)?	
Has the review and any changes been documented?	

Environment Policy

Our environmental commitment and policy

_____ is committed to managing all aspects of our operations in an environmentally responsible manner at all times. We care about the environment, and we ask our customers to do the same.

To ensure environmentally responsible behaviour is accepted as an integral part of our operations, we specifically undertake to:

- establish an Environmental Management System in order to help systematically reduce our impacts on the environment
- prevent pollution occurring from our activities and operations
- conduct operations in compliance with relevant local environmental regulations, licences and legislation
- communicate this policy to our employees and the wider community
- educate our employees and contractors on their environmental responsibilities and ensure this is integrated into their work practices, training and decision making
- continuously improve the environmental performance of our company

Signed:.....

Position:.....

Date:.....

Risk Assessment and Rating

Step one is to assess the probability of each impact occurring, using the table below as a guide.

1. Probability

Frequent	Exposure of the environment to the impact is likely to occur weekly, every day or most of the year
Occasional	Exposure of the environment to the impact is likely to occur infrequently over weeks or months
Remote	Exposure of the environment to the impact could occur randomly in the course of a year or two
Unlikely	Exposure of the environment to the impact is not likely to occur

Step two is to assess the consequence of each impact on the environment, using the table below as a guide.

2. Environmental Impact Consequence

Catastrophic	The impact could cause permanent and irreparable damage to the environment
Critical	The impact could cause severe but reparable damage to the environment
Major	The impact could cause an impact on the environment that requires significant time to eliminate (>3 days)
Minor	The impact is likely to cause minor impact on the environment

Step three is to determine the seriousness of each impact, using the table below as a guide.

3. Risk Assessment Rating

	Catastrophic	Critical	Major	Minor
Frequent	Extremely serious	Extremely serious	Very serious	Serious
Occasional	Extremely serious	Very serious	Serious	Not serious
Remote	Very serious	Serious	Not serious	Not serious
Unlikely	Serious	Serious	Not serious	Very minimal

Step four is to rate each impact according to the priorities below.

4. Risk Priority

Risk	Control Priority
Extremely serious	Urgent
Very serious	High
Serious	Medium
Not serious	Low

Adapted from Britax OHS/Environmental Risk Assessment Report

Emergency Procedures

Implementing spill controls and emergency response procedures into the workplace can help to ensure that you prevent any possible pollution and can contribute to a defence under the *Environment Protection Act 1993*. Businesses need to identify potential environmental emergencies and prepare an emergency response procedure. The procedure should be reviewed and tested regularly.


What should an emergency response procedure contain?

As a minimum, the procedure should contain:

- preventative measures for all activities, risks, wastes and discharges that have the potential to leak or spill and cause harm to the environment. (What preventative measures are currently in place to minimise spills from entering stormwater drains? Is this sufficient? What else could be done?)
- a written procedure should be prepared for each area to ensure that all staff know what to do and who to contact in case of a spill. This should be actively and regularly reviewed
- ensure appropriate clean-up materials are provided at all identified areas to deal with potentially polluting materials

What should you do in case of a spill?

1. Check the **Material Safety Data Sheet** (MSDS) to determine the type of material spilled and any risks to human or environmental health. MSDS's also contain particular information regarding the clean up of that material.
2. **Quickly and safely stop the spill and isolate** and contain the spilt material from the stormwater system (booms, drain seals, absorbent materials can be used for this).
3. If a spill is large or is a hazardous material, contact the **South Australian Metropolitan Fire Service** (08) 8204 3600.
4. If the Fire Service is not required, you must notify the **Environment Protection Authority** (08) 8204 2004 if the spill has the potential to cause harm to the environment.
5. For **smaller or non-hazardous spills, clean up the spill** adequately using the appropriate spill materials for that type of substance.
6. Ensure that the material is **disposed of adequately** and not necessarily placed into the rubbish bin. Ensure you know the appropriate disposal method for that material.



Information required may include:

- Location of incident
- Details of material spilt
 - * Product name
 - * Chemical name or name(s) and concentration(s) of ingredient
 - * Concentration and name of solvent
 - * United Nations number
 - * Form: gas, liquid, solid
 - * Colour
 - * Number, type, size of containers
 - * Total quantity in damaged or leaking container(s)
 - * Total quantity spilt, leaked or lost
 - * Any class labels or emergency action codes
 - * Specialist advice reference

(From: *Street Smart Update Issue 5*, and the *MTA's Environmental Compliance Booklet for SA*)

Corrective Action Report Form

DETAILS OF NON-CONFORMANCE

Date: Time:
Location:

ENVIRONMENTAL NON-CONFORMANCE

Type and/or Name of Pollutant:
Estimated Quantity Released:
Have any necessary third parties been notified?
Potential Impacts:
.....
.....

Description

Describe what happened
.....
.....
.....

Analysis

What contributed to the non-conformance?
.....
.....
.....

Corrective Action

What action has been or will be taken to control the hazard or prevent a recurrence?
.....
.....
.....
Date:
By Whom:
Signature:

INVESTIGATION OF NON-CONFORMANCE

Non-conformance investigated by: Date:
Signature Date:
Corrective Action Completed Signature: Date:

Check with Workplace Services or the Environment Protection Authority regarding specific reporting requirements.

Plant and Equipment Information

Company: Area / location:

Person responsible for area / location:

Description of plant and ID number	Location and use	Operating procedure available?	Maintenance records kept?	Potential impacts on safety and environment								
				Does it leak?	Adequate machine guarding in place?	Is it excessively noisy?	Is there potential for reduced energy use?	Are air emissions minimised?				

Check with Workplace Services for more information

Sources of Further Information

More help and information can be obtained from a number of sources. Some of these are listed below.

Environment Protection Authority (EPA)

77 Grenfell Street, Adelaide SA 5000

Telephone (08) 8204 2000 or Freecall 1800 623 445 (S.A. Country)

Web www.environment.sa.gov.au/epa/

Business SA

Enterprise House

136 Greenhill Road, Unley SA 5061

Telephone (08) 8300 0000

Web www.business-sa.com

WorkCover Corporation

100 Waymouth Street, Adelaide SA 5000

GPO Box 2668, Adelaide SA 5001

Telephone 13 1855

Web www.workcover.com

Workplace Services

Department of Administrative and Information Services (DAIS)

1 Richmond Road, Keswick SA 5035

GPO Box 465, Adelaide SA 5001

Telephone (08) 8303 0400

Web www.eric.sa.gov.au

Environment Australia

John Gorton Building

King Edward Terrace, Parks, ACT, 2600

Telephone (02) 6274 1111

Fax (02) 6274 1666

Web www.ea.gov.au

Standards Australia

Telephone 1300 654 646

Fax 1300 654 949

Web www.standards.com.au

Your local Council's Environment Officer or Stormwater Pollution Prevention Officer

Web www.catchments.net/initiatives/initiatives_stormwater.shtml

Your Industry Association

This is the second in a series of guideilnes for Small Business to assist them in meeting their legislative requirements. The first in the series is Small Business Safety Solutions, copies of which are available by contacting Business SA on the details above.

