Environmental Management System (EMS)

For

The Motor Industry
THE MTA
ENVIRONMENTAL MANAGEMENT SYSTEM
FOR THE MOTOR INDUSTRY

The Motor Trade Association of South Australia, Environmental Management System for the Motor Industry is available to all members of the Motor Trade Association.

This management system is intended to assist MTA members create and implement procedures that may assist your business to comply with certain legislation and achieve more environmentally friendly work practices.

Disclaimer.

The MTA Environmental Management System is designed to facilitate the creation and implementation of auditable procedures that may be required to comply with legislation to achieve a cleaner more environmentally friendly worksite.

Implementation of this system does not however, guarantee compliance with all of the various laws that may apply to your business and its operations.

Business owners are responsible for determining the extent to which various laws apply to their business, and to take appropriate action. This may necessitate seeking advice from an authority, government department, independent adviser or the MTA.

The MTA disclaims any responsibility or liability that may arise from the use of this system or its related documents.
INDEX

Environmental Management Policy

Good Practice Guidelines

Housekeeping ............................................. 2
Bunding & Wash Storage Areas ...................... 3, 4
Washing Vehicles ........................................... 5, 6
Wastewater Disposal ................................... 7-9
Trade Waste Agreements ............................... 10-11
General Waste ............................................ 11
Prescribed Waste ......................................... 12-13
Recycling Waste .......................................... 14
Spraypainting ............................................. 15-16
Using & Disposal of Solvents ......................... 17-18
Managing Hazardous Substances .................... 19-20
Cleaning up Spills ....................................... 21
Controlling Noise ........................................ 22
Air Pollution .............................................. 23
Conserving Energy ...................................... 24
Warning Signs .......................................... 25
Storage Tanks ............................................ 26-27
Emergency Response Procedures .................... 28-29
Keeping Environmental Records .................... 30

Environmental Management System Checklist .... 31

Key Performance Indicator History ................. 32

Compliance Checklist

Management Responsibilities ........................ 33
Emergency Procedures ................................ 33
Staff Training ........................................... 34
Warning Signs .......................................... 34
Suppliers & Sub Contractors ......................... 34
Housekeeping ........................................... 35
Vehicle and Parts Wash Area ......................... 35
Spray Painting .......................................... 36
Chemical Storage ....................................... 36-37
Waste Chemical Storage .............................. 37
Prescribed Waste Disposal ......................... 37-38
General Waste Disposal .............................. 38
Permits & Approvals ................................... 38
Noise ....................................................... 39
Resource Conservation ................................ 39
Land Use ................................................. 39

Environmental Management System – Position Description 40

Environmental Management Tasks & Responsibilities 41

Motor Trade Association of SA Inc.
2005.
General  41
Housekeeping  42
Operational  42
Waste Disposal  43

Environmental Management Training  43
Permits, Agreements, & Notices  43
Induction Checklist  44
Training Schedule  44-45
Document Authorisation  45
EMS Action Plan  46
Emergency Contact Numbers  47
Emergency Site Map  48
Problem Report  49
Improvement Report  50
Problem & Improvement Reports Register  51

Environmental Management Review Meeting Agenda  52-55
EMS Master List  56-57
Environmental Audit Checklist  57
Environmental Management System for Body Repair Workshops

Environmental Management Policy

It is the objective of……………………………..to use cleaner production initiatives to protect the environment from harm.

It is our intention to demonstrate leadership in our approach to environmental management and continually improve our control over the activities that may create pollution and environmental risks.

These objectives will be fulfilled by identifying and implementing appropriate responses to Environmental Management Acts, Regulations, Codes, Standards, and other legislative requirements.

This will guide and inform our efforts to:

- Ensures that our business complies with the Environment Protection Act and other relevant Legislation;
- Minimise any adverse affect our business has on the environment;
- Prevent the pollution of land, air and water;
- Ensure that all staff contribute, cooperate and participate in all environmental related matters;
- Provide training and information to staff and customers which will allow them to use our products, services and equipment with minimal environmental effect;
- Take practical and reasonable precautions to identify, assess and control risks to the environment;
- Provide and maintain procedures and work practices that are consistent with industry standards for good environmental management;
- Ensure that sufficient resources are provided to implement and maintain the Environmental Management System;
- Set, review and monitor our targets and actions;
- Continually improve our ability to protect the environment from the possible consequences of our business activities.

To ensure the effectiveness of this Policy, and the entire Environmental Management System, staff are encouraged to report all environmental and health hazards and risks to management.

..............................................................
Managing Director

................................................
Date
Environmental Management Systems
Good Practice Guidelines

1. Housekeeping

Applies To

➢ All MTA member businesses

Governing Legislation

➢ Environment Protection Act 1993
➢ Occupational Health, Safety and Welfare Act 1986 & Regulations
➢ South Australian Water Corporation Act 1994
➢ Dangerous Substances Act 1979
➢ Dangerous Substances Regulations 1998

Summary Information

The easiest way to prevent pollution and avoid fines and clean up costs is to keep your business clean and well organised in the first place.

Daily housekeeping activities will present your business in the best possible and most professional manner, and can also help you to:

- Reduce waste held on site;
- Reduce down time spent on cleaning up and looking for equipment;
- Improve working conditions and morale;
- Improve the public appearance of your business.

Good Practice

✔ Establish daily clean up routines.

✔ Allocate housekeeping responsibilities to all staff.

✔ What sort of impression does your business create? Think about your business from your customer’s (or EPA) viewpoint.

✔ Set aside designated areas for the correct storage of all materials and wastes.

✔ Make sure that workshop equipment is well maintained and safe to use.

✔ Make sure that your workshop has sufficient drip trays, storage bins and clean up material etc.

✔ Do not tolerate unnecessary storage of junk and waste.
2. Bunding Wash & Storage Areas

**Applies To**

- Washing down of workshop floors.
- Vehicle washing areas.
- Parts washing areas.
- Chemical storage areas.
- Waste storage areas.

**Governing Legislation**

- Environment Protection Act 1993
- South Australian Water Corporation Act 1994

**Summary Information**

A bund is a small wall or barrier that restricts the flow of substances and contains them in a particular area. A bunded compound should have the ability to contain 110% of the largest chemical container plus 25% of the capacity of any other container held within the compound.

Careful consideration should be given to the bunding of vehicle and parts washing areas to prevent the contamination of stormwater drains resulting from your business activities.

To contain possible chemical spills and avoid causing pollution, you may need to bund chemical, raw material and waste storage areas.

To eliminate the possibility of a bunded area from filling with rainwater, and becoming contaminated, each bunded area must be roofed.

Car wash areas may not need to be roofed, however your local sewer authority must approve the discharge of any collected rainwater to the sewer.

To discharge from a bunded area into the sewer you must have prior approval from SA water (Trade Waste Permit)

**Good Practice**

- Prevent untreated spills from running into stormwater.
- Ask your local EPA Officer for details of approved bund designs.
- Have a contractor construct your bund in accordance with this approved design.
- Obtain a Trade Waste Permit that allows you to drain bunded areas direct to sewer.
- Bund all vehicle and parts wash areas.
- Bund all chemical storage areas.
✓ Drain bunded areas to the sewer via a silt trap and a triple interceptor trap, or a grease and oil separator, plate separator or a similar approved device.

✓ Bund your entire workshop.

Further Help

- MTA Environmental Management Hotline - phone 8291 2016
- Environment Protection Authority
- SA Water – Trade Waste - phone 8207 1350
- Local Council
- Environmental Consultants

MTA References

Eco-Efficiency Environmental Guidelines
- Bunds & Bunding
- Preventing Oil Pollution
- Mobile Mechanical Repairers
- New premises
- Handling & Disposal of Lead Acid Car Batteries
- Managing Collision Repairer Waste Water
3. **Washing Vehicles**

**Applies To**
- All MTA Member Businesses

**Governing Legislation**
- Environment Protection Act 1993
- South Australian Water Corporation Act 1994
- Local Council Regulations
- South Australian Water Corporation Regulations

**Summary Information**

You are responsible for controlling all waste water from washing vehicles (or wet rubbing) to prevent pollution reaching the waterways.

The discharge of contaminated water into stormwater drains is prohibited.

Visible entrances to the stormwater system include side entry pits, kerbs, gutters and stormwater drainpipes. These all lead directly into water catchment areas and into the sea.

Stormwater pits are normally rectangular or square shaped and covered by a grill.

You must also prevent stormwater run-off from being contaminated by your business activities.

Any water intended for release directly into the sewer system must be treated to remove silt and contaminants like oil or grease, and requires a Trade Waste Permit and/or prior approval from SA Water.

If your premises are not connected to the sewerage system, then wastewater should be directed to a septic tank or soakage trench.

**Good Practice**
- Minimise the amount of water used
- Attach trigger action nozzles to your hoses
- Use biodegradable and quick break detergents
- Consider sub contracting car washing operations to another business
- Avoid washing and degreasing engines
- Avoid engine wash bays wherever possible
- Do not allow contaminated wash water to enter stormwater drains by bunding and properly draining all car wash areas so that wastewater is directed into a silt trap and then into a triple interceptor trap or similar approved device.
✓ Regularly inspect and clean traps and interceptors when the build up of sludge is noticeable in the discharge chamber.
✓ Clean traps, interceptors and/or separators regularly (at least 6 monthly)
✓ Only discharge directly to the sewer if you have a Trade Waste Permit or prior approval from SA Water.
✓ Ensure that detergents or emulsifiers used are suitable for discharge into the sewer.
✓ Consider recycling your wastewater by using equipment that allows the removal of contaminants from water.

**Further Help**

- MTA Environmental Management Hotline - phone 8291 2016
- Environment Protection Authority
- SA Water phone - 8207 1350

**MTA References**

Eco- Efficiency Environmental Guidelines - Cleaning Vehicles
4. Wastewater Disposal

Applies To

- Washing down of workshop floors
- Washing vehicles
- Washing vehicle parts
- Spray booth water
- Rub down water
- Processing water

Governing Legislation

- Environment Protection Act 1993
- Environment Protection (Water Quality) Policy 2003
- Local Government Act 1993
- Public and Environmental Health Act 1987

Summary Information

Stormwater drains are for clear rainwater only.

The discharge of wastewater from your site into the stormwater system is not allowed.

Entrances to the stormwater system include; side entry pits, kerbs, gutters and stormwater drainpipes. These all lead directly to water catchment areas, waterways and ultimately into the sea.

Stormwater pits are normally rectangular or square in shape and covered by a grill.

To prevent waterway pollution, you need to:
- Minimise the amount of water your business uses and contaminates;
- Properly dispose of any water that may be contaminated as a result of your work processes;
- Prevent stormwater drains from being contaminated by your business activities.

Contaminated water resulting from work processes or cleaning activities (such as washing floors, spray booths or parts) must be processed and controlled. Wastewater should be discharged to a silt trap and then into a triple interceptor trap, oil and grease interceptor or a similar approved device, before it is allowed to enter the sewer system.

Rub down water must not be allowed to enter stormwater drains.

SA Water Trade Wastes must approve any discharge of wastewater to the sewer.

Good Practice

- Minimise your use of water.
- Clearly identify your stormwater drains so that all staff know where they are.
Do not hose down workshop floors to clean them. Instead, sweep, use dry cleaning processes and spot clean all spills.

Do not allow wastewater from any workshop activity (including sanding) to drain into stormwater.

Do not store waste or wastewater in areas where any spill or leak can enter stormwater.

Make sure that your rainwater downpipes do not connect to the sewer.

Ensure that all contaminated wastewater is processed using a silt trap and a triple interceptor trap, grease and oil separator or a similar approved device.

Inspect your silt traps every week and keep them clean.

Clean and maintain your traps, interceptors and separators on a regular basis (at least half yearly).

Only discharge wastewater to the sewer if you have a Trade Waste Permit or prior approval from SA Water Trade Wastes.

Minimise all discharges to the sewer system.

If possible, recycle all water on site.

If you have a wet booth employ an EPA licensed Waste Management Contractor to pump out and dispose of wastewater. (unless you have a trade waste permit that allows you to discharge this wastewater to the sewer).

Have remaining wastewater handled, transported and disposed of by an approved Waste Management Contractor.

Never tip oils, paints, transmission fluid or solvents onto the ground or down a drain.

**Further Help**

- MTA Environmental Management Hotline – phone 8291 2016
- Environment Protection Authority
- SA Water – phone 8207 1350

**MTA References**

- Eco-Efficiency Environmental Guidelines – Cleaning Vehicles
- - Managing Collision Repairer
- - Wastewater.
5. **Trade Waste Agreements**

**Applies To**
- The disposal of wastewater (beyond toilets, lunchroom facilities and hand basins) to sewer.

**Governing Legislation**
- Environment Protection Act 1993
- Environment Protection (Water Quality) Policy 2003
- South Australian Water Corporation Act 1994
- Dangerous Substances Act 1979
- Dangerous Substances Regulations 1998

**Summary Information**
Trade waste is a term given to water contaminated by your work processes, which untreated, cannot safely enter waterways.

Trade waste should either be held on site, pumped out and disposed of by an EPA licensed Waste Management contractor, or disposed of into the sewer if you have a Trade Waste Permit.

Holding a Trade Waste Permit ensures that the wastewater you generate will be treated prior to disposal.

There are strict guidelines on the quality of trade waste discharge going to sewer. These guidelines are designed to protect the sewerage system and the environment.

Untreated wastewater can adversely affect:
- The health and safety of sewerage workers;
- Sewerage pipes;
- Pumps and equipment;
- The biological systems that treat the waste prior to discharge;
- The receiving environment.

Trade waste charges vary depending on the water authority but are generally related to the quantity and quality of trade waste.

A Trade Waste Permit will allow you to discharge into the sewer system.

Sewer pipes are connected to toilets, basins, sinks, showers, laundries and other plumbing fixtures and water that flows into the sewer is processed at a treatment plant before disposal.

Sewer openings are usually round and their lids are generally more difficult to remove than stormwater grates.

**Good Practice**
- Do not discharge any wastewater to the stormwater drain.
✓ Use biodegradable and quick break detergents.

✓ Ensure that a licensed plumber performs all your plumbing work. Ask to see their license card.

✓ Hold wastewater on site for removal by an EPA licensed Waste Management Contractor.

✓ Keep records that detail the permits and approvals your Waste Management Contractors have.

✓ Keep all invoices that your Waste Management Contractor gives you.

✓ Apply for a Trade Waste Permit that allows you to discharge wastewater direct to sewer.

✓ Install the necessary pre treatment equipment as required by SA Water and the EPA (eg. silt traps, interceptors and separators etc).

✓ Discharge wastewater into the sewer in accordance with the terms of the Trade Waste Permit.

Further Help

- MTA Environmental Management Hotline – phone 8291 2016
- Environmental Protection Authority
- SA Water - phone 8207 1350

MTA References

Eco-Efficiency Environmental Guidelines - Cleaning Vehicles
- Managing Collision Repairer Wastewater.
- Preventing Oil Pollution.
6. **General Waste**

**Applies To**

- The storage, disposal and handling of solid, non hazardous waste.

**Governing Legislation**

- Environment Protection Act 1993
- Local Council Regulations

**Summary Information**

Solid non hazardous wastes commonly found in the motor industry include panels, plastics, bumpers, light assemblies, batteries, tyres and cardboard etc.

Many of these wastes can be recycled.

To recycle waste you need to separate the various types of waste from each other.

The use of incinerators to burn general waste is not allowed in South Australia.

**Good Practice**

- Minimise the amount of waste your business generates.
- Implement strict waste disposal procedures for handling, storage and disposal of general waste and ensure that staff follow them.
- Separate and segregate the different types of waste your business produces.
- Never mix general waste with prescribed waste or other types of waste.
- Recycle whenever possible.
- Negotiate with your product suppliers to take back waste packaging and materials.
- Only dispose of wastes that cannot be recycled or re-used.

**Further Help**

- MTA Environmental Management Hotline – phone 8291 2016
- MTA members handbook
- Local councils
- Trade suppliers
- EPA Industrial Waste Database
7. Prescribed Waste

Applies To

- The handling, storage and disposal of prescribed solid, liquid and gaseous hazardous wastes.

Governing Legislation

- Environment Protection Act 1993
- Dangerous Substances Act 1979
- Dangerous Substances Regulations 1998
- Occupational Health, Safety & Welfare Act 1986 & Regulations

Summary Information

Prescribed wastes are also known as hazardous wastes.

Prescribed wastes commonly generated in the motor industry include:

- Liquid waste: paint, solvents, paint stripper, oil, automatic transmission fluid, brake fluid, coolant and chemicals;
- Old batteries
- Sludges: paint sludge, solvent recovery sludge, interceptor sludge;
- Air conditioning refrigerant;
- Contaminated spill material.

Prescribed wastes need to be stored safely before removal from site.

Only an EPA licensed Waste Management Contractor may collect prescribed wastes. The contractor must be able to show you their license to transport and dispose of prescribed wastes.

You must keep your own records of any license/permits that your waste management contractors have.

Always keep copies of waste management contractor invoices for at least 3 years.

Good Practice

- Minimise the amount of prescribed waste you generate – hazardous waste costs money to dispose of, and reducing and recycling waste saves you money.
- Never mix prescribed wastes with other wastes.
- Return empty and unused drums to the supplier.
- Store prescribed wastes under cover, on an impervious surfaced designated bunded waste storage area.
- Clearly identify the contents of all drums and containers used to hold prescribed waste.
- Appoint an EPA licensed Waste Management Contractor to remove and dispose of your prescribed wastes.
Keep records detailing the amount of prescribed wastes you dispose of together with the cost incurred.

Keep your own records of Waste Management Contractor licences and/or permits.

Keep all Waste Management Contractor invoices for at least 3 years.

Make sure that CFC based refrigerants (R12) recovered from air conditioning systems is not discharged into the atmosphere.

**Further Help**

- MTA Environmental Management Hotline – phone 8291 2016
- MTA Waste Management Product and Services Wallchart (copies available from MTA)
8. Recycling Waste

Applies To

- The storage, handling and distribution of recyclable material.
- Solid non-hazardous wastes.

Governing Legislation

- Environment Protection Act 1993

Summary Information

Many of the by-products created in your workplace can be recycled. Recycling can save, and even make you money. By recycling materials you reduce the amount of waste going to landfill. Some of the non-hazardous wastes that can be recycled include:

- Cardboard, clean paper and glass;
- Panels and other metals;
- Bumpers
- Batteries
- Air conditioning refrigerants
- Oil and waste solvents

These materials need to be stored separately. Mixing these materials contaminates them and makes them unsuitable for recycling.

Good Practice

- Reuse or recycle packaging.
- If possible order supplies in bulk to reduce packaging.
- Recycle wastes wherever possible.
- Separate your recyclable materials and store them in areas where you can accumulate quantities that are economical to recycle.
- Negotiate with materials and parts suppliers and ask them to take back packaging and materials.
- Only use bins for solid wastes that cannot be recycled.

Further Help

- MTA Environmental Management Hotline – phone 8291 2016
- Local Council
- MTA Waste Management Wallchart – available from MTA
9. **Spray painting**

**Applies To**

- All MTA members businesses.

**Governing Legislation**

- Environment Protection Act 1993
- Environment Protection (Air Quality) Policy 1994
- Environment Protection (Ozone) Regulations 1994
- Environment Protection (Burning) Policy 1994
- Dangerous Substances Act 1979
- Dangerous Substances Regulations 1998
- Occupational Health, Safety & Welfare Act 1986 & Regulations

**Summary Information**

Many of the solvents used in spray painting present fire risks, health hazards and have the potential to contribute to atmospheric pollution.

Paint particles suspended in the air, and odour associated with the use of solvents and paints, can create environmental problems and raise health and safety concerns.

Sanding produces waste which contains paint and abrasive material.

Employers engaged in continual spray painting processes must ensure that the following equipment is provided:

- A spray painting booth which complies with AS 4114:1995;
- Appropriate respiratory protection, compliant with AS/NZS 1715;
- Skin and eye protection;
- Appropriate dangerous substances storage facilities for paint and flammable solvents.

**Good Practice**

- Implement stringent housekeeping standards that reduce the risk of fires and spills.
- Make sure that all spray painting (primer, colour & touch ups) is only carried out inside an approved spray painting booth.
- All paint is toxic. Make sure that you have the necessary Personal Protective Equipment, including excellent air-supplied respiratory systems.
- Ensure that the purchase of paint and solvent is strictly controlled.
- Minimise the amount of paint and solvent stored on site.
- Mix colours with care to ensure that you do not mix up more paint than required.
✓ Use technology and staff training to reduce the amount of paint and solvent used in a job and discharged into the environment (this includes water-based paints, high solids paint and HVLP spray equipment).

✓ Use a vacuum collection system when dry sanding.

✓ Sweep up dry sanding material and dispose of it into the waste system.

✓ Make sure that wet sanding wastes are disposed of into the sewer (only if you have a Trade Waste Permit to do so), or contained and allowed to dry before being swept up and placed in the general rubbish.

✓ Regularly inspect and maintain your spray booth in accordance with the manufacturer’s specifications.

✓ Dispose of paint residue from the booth grates in the general rubbish if it is dry, or with the booth waste water if it is a sludge. Do not dispose of paint sludge into sewer.

✓ Save money and avoid spills by converting diesel fired ovens to gas fired ovens.

✓ Maintain booth burners on a regular basis to ensure efficient operation. Consider annual certification/verification of performance by a competent combustion engineer.

✓ Seek advice from the EPA on the required height of your spray booth stack.

✓ Consider installing a computer based recipe system that will reduce paint consumption and paint cost.

Further Help

- MTA Environmental Management Helpline – phone 8291 2016
- MTA Members Handbook
- Workplace Services – phone 8303 0400
- Spray booth manufacturers and suppliers
- Paint and equipment suppliers
- National Guidance Material for Spray Painting, National OHS Commission, Sydney, June 1999

MTA References

Eco-Efficiency Environmental Guidelines
- Solvent Thinner Recycling Systems
- Managing Collision Repairer Waste Water
- Cleaning up Spills
- Cleaning Vehicles
10. **Using & Disposing of Solvents**

**Applies To**
- All MTA Members Businesses

**Governing Legislation**
- Environment Protection Act 1993
- Dangerous Substances Act 1979
- Dangerous Substances Regulations 1998
- Occupational Health, Safety and Welfare Act 1986 & Regulations

**Summary Information**

Solvents are often flammable materials that are harmful to both people and the environment.

Solvents evaporate easily, and as such, care should be taken to keep solvent containers tightly sealed. Stringent handling procedures should be adopted to prevent excessive contact with the skin.

Waste solvent (or thinners) is primarily generated from cleaning spray equipment and cleaning parts.

Because cleaning parts with solvents often requires brushing and scrubbing, care should be taken to protect skin.

Gun wash cleaning stations reduce solvent vapours, contain solvent vapours and can minimise the amount of solvent that comes into contact with skin.

No solvent, regardless of whether it is clean or contaminated, must enter the sewerage system.

**Good Practice**

- Reduce the risk of fire and spills by reducing the amount of solvent you keep on site.
- Prevent waste and minimise risk by reducing the amount of solvent used on each job.
- Do not allow a waste solvent build up – arrange for licensed waste management contractor to remove your used solvent regularly.
- Ensure that all flammable solvents are isolated and kept clear of all ignition sources.
- Minimise wastage by making sure that solvent containers are tightly closed and stored away from heat and drafts when not in use.
- Except for when you are actually cleaning equipment, keep your cleaning sinks covered and sealed.
✓ Do not use open sinks or drains for cleaning equipment.
✓ Use a purpose built gun wash station to clean spray guns and other equipment.
✓ Make sure that the area that houses your gun wash station has a concrete floor and is bunded to contain any solvent spills or leaks.
✓ Store all contaminated and waste solvents in sealed drums.
✓ Use a flammable storage cabinet that complies with AS 1940, or a fire proof enclosure.
✓ Have waste solvents collected by an EPA licensed waste management contractor, or
✓ Recycle waste solvents on site in a purpose built solvent-recycling unit.
✓ Store drums of flammable solvents in an appropriate, well ventilated flammable liquid store. Volatile solvents should be stored in a temperature-controlled area within the flammable liquid store.

Further Help

- MTA Environmental Management Helpline – phone 8291 2016
- Environment Protective Authority
- Flammable Storage Cabinets - Australian Standard 1940
- Solvent and equipment suppliers

MTA References

Eco-Efficiency – Environmental Guidelines – Bunds and Bunding
- Solvent Thinner Recycling systems
- Parts Washers
11. Managing Hazardous Substances

Applies To

- The storage and handling of solid, liquid and gaseous chemicals and hazardous substances.

Governing Legislation

- Environment Protection Act 1993
- Dangerous Substances Act 1979
- Dangerous Substances Regulations 1998
- Occupational Health, Safety and Welfare Act 1986 & Regulations

Summary Information

Chemicals, fuels and other dangerous goods and hazardous substances can cause a variety of severe problems to both workers and the environment. Accordingly, they need to be managed with extreme care.

The storage and use of chemicals in your business must not impact on the local environment.

When considering the risks associated with any chemical or hazardous material you need to evaluate the following factors:

- The likely duration of the use of the chemical (is it once off, short term or ongoing use?);
- Volumes to be stored and used;
- Methods used to handle substance;
- Equipment available to manage spills (absorbent rags etc.) or other incidents;
- Disposal method of any waste you generate.

Some paint solvents are highly flammable and present a fire risk to people and property.

Soil can be contaminated by the careless disposal of oils, paints, thinners, coolants and other chemicals.

If the groundwater, soil or water is contaminated then the owner or occupier of the property may be subject to potential liability claims from neighbours as well as legal action by the local council or EPA.

Good Practice

- Store chemical containers safely, with lids on tightly
- Clearly label hazardous substances and store them under cover in a designated imperviously surfaced, bunded storage area.
- Clearly display placards that identify the types of chemicals stored inside your storage facility on an outer wall of the storage area.
✓ Prohibit smoking and naked flames from flammable chemical storage areas.

✓ Make sure that unsafe electrical equipment and connections are not within your chemical storage areas.

✓ Train staff in the safe handling and use of chemicals.

✓ Make sure that your staff have, and always use, the appropriate safety equipment and protective clothing when handling chemicals.

✓ Rather than carrying large containers of chemicals around the workshop, decant smaller amounts of the required chemical into appropriate vessels.

✓ Provide spill control equipment and materials that are always easily accessible to staff at all times.

✓ Train staff in the use and disposal of spill control equipment.

✓ Make sure that Material Safety Data sheets are held for all dangerous and hazardous substances used on site. (MSD's contain detailed information about chemicals; including the management of spills, protective equipment required for handling, and first aid procedures).

✓ Use MSD’s to assess the environmental and OHS risks associated with any new chemical you consider using in your workshop.

✓ Keep a register detailing the type, quantity and location of all the chemicals, fuels, dangerous goods and hazardous substances held on site. Update on a regular basis.

✓ Store all drums of flammable substances in a designated, flammable liquid store.

**Further Help**

- MTA Environmental Management Hotline – 8291 2016
- MTA Members Handbook
- Material Safety Data Sheets

**MTA References**

Eco – Efficiency Environmental Guidelines - Bunds and Bunding
12. **Cleaning Up Spills**

**Applies To**

- All MTA Member businesses

**Governing Legislation**

- Environment Protection Act 1993
- Dangerous Substances Act 1979
- Dangerous Substances Regulations 1998

**Summary Information**

All spills create waste materials and take up valuable production time to clean up. Spills can be avoided by keeping containers tightly sealed, regularly inspecting containers for leaks, following proper handling methods and using drip trays.

If a spill does occur it must be quickly contained to prevent it from reaching stormwater, the sewer or causing other contamination. Containment methods for spills include:

- Sandbags, sawdust, brooms, mops, portable bunding, rags, special absorbent pads, squeegee mops, special absorbent pellets, sand and kitty litter.

Depending on the method of clean up you use, you will then need to dispose of the clean up material according to approved methods.

In all cases you should refer to the specific substances Material Safety Data Sheet (MSDS) for information about proper clean up. If you do not have the relevant MSDS they can be obtained from the product supplier.

**Good Practice**

- Collect material leaking from vehicles in drip trays.
- Keep protective clothing and spill equipment within easy reach.
- Do not use a hose to wash spills into stormwater drains or the sewer.
- Place spill clean up material in the general waste only if the material is not saturated with oil.
- Consider spill clean up material as a prescribed waste when it is saturated with oil.
- Follow MSDS clean up and disposal instructions carefully.

**Further Help**

MTA Environmental Management Hotline – phone 8291 2016
Environment Protection Authority.
13. **Controlling Noise**

**Applies To**
- All MTA Member businesses

**Governing Legislation**
- Environment Protection Act 1993
- Occupational Health, Safety and Welfare Regulations 1995
- Public and Environmental Health Act 1987

**Summary Information**
Excessive noise levels can cause permanent hearing impairment. The incidence of hearing impairment increases as the exposure to noise increases. Some persons will be more sensitive to noise than others. Hearing deteriorates naturally with age, which makes it difficult to assess the cause and effect of any impairment.

Excessive noise levels have an adverse affect on your staff and neighbours. The workshop radio can often be as damaging as your workshop equipment.

Noise from small businesses come under local government control.

**Good Practice**
- Turn down the volume on the workshop radio.
- Reduce the use of noisy tools, like impact wrenches.
- Eliminate the use of extremely noisy tools like air chisels.
- If residents live within close proximity to your workshop restrict the use of noisy equipment to normal working hours.
- Avoid excessive noise and/or vibration by restricting the number of different tools and/or equipment that may be used at one time.
- Fit effective inlet silencers to air compressors.
- Provide personal protective equipment (hearing protection) to all staff.
- Place warning signs in areas that may experience excessive noise and make sure that hearing protection is used by everyone entering this area.
- Arrange for staff to have their hearing checked once every two years.

**Further Help**
- MTA Environmental Management Hotline – phone 8291 2016
- MTA Employers Handbook
- Environment Protection Authority
- Local Council
14. **Air Pollution**

**Applies To**

- All MTA Member businesses

**Governance Legislation**

- Environment Protection Act 1993
- Environment Protection (Ozone) Regulations 1994
- Environment Protection (Air Quality) Policy 1994

**Summary Information**

Common causes of air pollution in a body repair workshop include emissions from over spray and the evaporation of solvent.

Dry sanding can also contaminate the air.

**Good Practice**

- Do not burn off any waste.
- Make sure that all spray painting (primer, colour and touch ups) is only carried out inside a spray painting booth.
- Use technology and staff training techniques to reduce the amount of paint and solvent used in a job and discharged into the environment. (this includes water based coatings, high solids paint, and high volume low pressure[HVLP] spray equipment).
- Use a vacuum collection system when dry sanding.
- Regularly inspect and maintain your spray booth in accordance with manufacturer’s specifications.
- Make sure that your spray booth exhaust stack is the required height above the highest roof level within 15 metres of your premises.

**Further Help**

- MTA Environmental Management Helpline – phone 8291 2016
- Environment Protection Authority
15. **Conserving Energy**

**Applies To**
- All MTA Member businesses

**Summary Information**

Because of the amount of energy your business uses is not clearly visible (in the way that solids and liquids are) it is difficult to notice waste.

However, by reducing the amount of energy you use, you can save money on electricity, fuel and gas bills and at the same time help the environment by reducing greenhouse gases and other air emissions.

To be energy efficient the MTA recommends that you adopt the following steps to conserve energy:

1. Make sure that you are on the correct tariff;
2. Only use energy when required;

If you discover that energy is being wasted, carry out an energy audit to investigate the causes behind the problem and possible solutions.

**Good Practice**

- Review your bills to monitor energy usage.
- Investigate any increase in consumption immediately.
- Turn off electrical equipment (eg. hot water urns, photocopiers and printers) when they are not being used.
- Use 7 day timer switches.
- Install energy efficient light globes wherever possible (eg. replace tungsten filament globes with compact fluorescent globes. Replace standard 40w fluorescent tubes with 36w triphosphorus globes).
- Use lighting that is appropriate to the job. Only turn the lights on when they are needed – separate light switches will help with this.
- Maintain air compressor in accordance with the manufacturer’s specifications.
- Improve efficiencies by regularly checking compressed air systems to identify and repair leaks.
  - One quick check that can be easily carried out is to turn off all equipment (at lunchtime) that requires compressed air to see how much the compressor runs – this is wastage.
- Consider installing skylights in the workshop areas to reduce the need for electrical lighting.

**Further Help**

16. **Warning Signs**

**Applies To**
- All MTA Member businesses

**Governing Legislation**
- Dangerous Substances Regulations 1998

**Summary Information**

Warning signs are an effective way to highlight hazards and the need to follow safety procedures.

Common warning signs include those for:

- Chemicals (including solid, liquid and gas);
- Plant and equipment;
- Personal protective equipment (PPE) requirements.

**Good Practice**

✓ Contact your local fire authority and find out if you need to display HAZCHEM signage. WorkCover can also assist you with HAZCHEM signage.

✓ Ensure that safety signage for plant and equipment is in place.

✓ Make sure that signage for Personal Protective Clothing (PPE) is in place and that all staff and visitors comply with these requirements.

✓ Read the MSDS for the chemicals on site to ensure appropriate warning signs are in place.

**Further Help**

- MTA Environmental Management Hotline – phone 8291 2016
- South Australian WorkCover Corporation – phone 13 18 55
17. **Storage Tanks**

**Applies To**

- MTA Members businesses with either:
  - Above ground storage tanks (AGST)
  - Underground storage tanks (UST)

**Governing Legislation**

- Environment Protection Act 1993
- Dangerous Substances Act 1979
- Dangerous Substances Regulations 1998

**Summary Information**

Underground storage tanks have the potential to leak or rupture. If this happens, soil, groundwater and waterways will be contaminated.

If tanks exist on site it is important that these tanks cannot leak or be overfilled. They should be protected from corrosion.

To anticipate or prevent underground storage tanks deteriorating they need to be monitored regularly. Inspections should include the transfer and delivery pipe work.

Any unexplained increase in fuel consumption or the presence of water in the fuel might indicate a leak or rupture in your tank.

All spills need to be contained – above ground tanks need to be bunded. The EPA or your local water authority can approve your bund design.

**Good Practice**

- Identify and properly document the location, age, condition and other details of all storage tanks on your premises.
- Bund above ground storage tanks to contain any spill that may occur.
- Roof above ground storage tanks to prevent rainfall contamination.
- Inspect underground storage tanks on a regular basis and document findings.
- Make sure that you monitor and maintain underground storage tanks in accordance with applicable environmental and Dangerous Substances legislation and standards.
- Regularly inspect all underground storage tanks in accordance with the recommendations of the Australian Institute of Petroleum Code of Practice.
- Install a leak detection system for underground storage tanks.
- If you discover any contaminated soil on your premises, have it investigated by a qualified consultant.
- Decommission underground storage tanks that are no longer in use.
Further Help

- South Australian WorkCover Corporation – phone 13 18 55
- AS 1940-1993 Storage and Handling of Flammable and Combustible Liquids
- Australian Institute of Petroleum CP4 Code of Practice – The Design and Installation and Operation of Underground Petroleum Storage Systems
- Product suppliers.
18. **Emergency Response Procedures**

**Applies To**

- All MTA Member businesses

**Governing Legislation**

- Environment Protection Act 1993
- Dangerous Substances Act 1979
- Dangerous Substances Regulations 1998

**Summary Information**

To ensure the safety of your workshop, enforced codes of conduct that minimise the risk of an accident or incident occurring need to be adhered to.

Senior management must develop an emergency plan that protects the environment and the health and safety of staff in the event of an accident.

Also the development of emergency procedures to cover incidents that may occur as a result of accidents involving either chemicals and/or equipment should be a priority.

Effective planning and preparation will help you reduce the potential for injuries, protect staff and adjacent facilities, reduce asset losses, production down time and protect the environment.

**Good Practice**

- Display emergency contact telephone numbers next to every phone and ensure that they are up to date.
- Report all emergencies and incidents to the relevant authority as soon as possible.
- Make sure that the appropriate fire extinguishers are available on site.
- Ensure that each extinguisher is regularly serviced, recharged and tagged. Train your staff in the correct use of each type of fire extinguisher.
- Take prompt action to control emergencies and incidents.
- Make sure that you know how to deal with predictable spills and have emergency clean up materials on hand.
- Develop an Emergency Plan, that includes a site map, and display it in an area where staff can see it. Encourage all staff to become familiar with it.
- Identify your stormwater entry points.
- Lodge your Emergency Plan with the local fire authority.
- Appoint a person who is responsible for coordinating your emergency response. Appoint a back up for this person as well.
✓ Arrange for local emergency response personnel to train your staff on the nature of hazards at your site.

✓ Talk to WorkCover and determine if you need to install and maintain any specific emergency equipment.

✓ Hold regular fire and emergency response drills.

Further Help

- MTA Environmental Management Hotline – phone 8291 2016
- South Australian WorkCover Corporation – phone 13 18 55
- Local fire authorities
- Material Safety Data Sheets
19. **Keeping Environmental Records**

**Applies To**
- All MTA Member businesses

**Governing Legislation**
- Environment Protection Act 1993

**Summary Information**
Good record keeping is essential to every successful business.

Keeping and maintaining environmental records provides a basis for continual improvement.

Without proper records you may miss the opportunity to save costs or find it difficult to prove that you have fulfilled your environmental responsibilities.

**Good Practice**

- If you have a Trade Waste Permit make sure that it is documented and kept on file.
- Keep records of transport certificates from licensed waste management contractors that take away your prescribed waste.
- Use a management system to document all of the critical work processes you expect your staff to follow.
- Keep records of your Key Performance Indicators (like paint and solvent usage) and use this information to monitor and track your consumption of resources and materials.
- Use problem reports and keep them on file.
- Note environmental events in a diary.
- Keep a record of all meetings and training sessions held.

**Further Help**

- MTA Environmental Management Hotline – phone 8291 2016

**MTA Reference**

- MTA Members Handbook
EMS Checklist

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checklist completed by:</td>
<td>Date:</td>
</tr>
<tr>
<td>Position or Qualification:</td>
<td></td>
</tr>
</tbody>
</table>

Disclaimer: The completion of this EMS checklist does not guarantee your business's compliance with all relevant laws. Further information regarding legal requirements is available from referred sources, the current MTA members handbook or the MTA Industrial Department. MTA and EPA accept no responsibility for the accuracy of the information contained in this document. Professional advice may be required to gain an effective interpretation of the laws applicable to your business or to define the terms of this checklist.

Proof of compliance: All of the requirements listed in this checklist must be marked in accordance with the legend. For every tick you use to show that a requirement has been satisfied, you must be able to refer to objective and impartial evidence that supports your claim. Note the details of your objective evidence in the proof of Compliance column. Your evidence may consist of either: documents or records that can be produced on request; physical evidence; a discussion that can be validated. If a specific requirement does not apply to your business, mark it with a cross and explain why it does not apply. If you cannot demonstrate compliance to a requirement, you should clearly note what further action is necessary to resolve the issue.

Impact Ranking: Each further action you identify needs to be ranked according to the Impact Ranking Legend. The ranking you give each action must reflect the urgency to implement that action because of its likely environmental impact and the potential for damage, waste and/or public outrage. Use the Impact Ranking column to record the urgency of the further actions you will implement, where:

A = Immediate action is necessary because the impact ranking is critical:
B = Short term action is necessary because the impact ranking is important, but not critical. Short term actions should be completed within 12 months.
C = Long term action is necessary because the impact ranking is low. Schedule your long term actions for completion in future business plans.

EMS Action Plan: Use the EMS Action Plan to summarise the implementation of this checklist. Your EMS Action Plan should always include observable or measurable objectives that can demonstrate the improvements you have made.

Audit: Use this checklist to conduct an environmental audit of your business at least annually.
# Key Performance Indicator History

To calculate the percentage of change against any one of the Key Performance Indicators shown here, use approximate figures if you cannot be precise.

If your business turns over a high volume of cars each month, you should seek to implement strict controls over each of the indicators shown here because your material and resource consumption will be correspondingly high.

<table>
<thead>
<tr>
<th>Item (Average where necessary)</th>
<th>Quantity</th>
<th>1st Review Audit</th>
<th>2nd Review Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cars repaired per month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paint used per month</td>
<td>litres</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solvent, including gun wash, used per month</td>
<td>litres</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas consumption per month</td>
<td>g.l</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity energy consumption per month</td>
<td>Kwh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diesel energy and/or other fuel consumed per month</td>
<td>litres</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water consumed per month</td>
<td>kilolitres</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste solvents collected per month</td>
<td>litres</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste metal collected per month</td>
<td>kg's</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other waste materials collected per month</td>
<td>kg's</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific measures: paint per car</td>
<td>litres</td>
<td></td>
<td></td>
</tr>
<tr>
<td>solvent per car</td>
<td>litres</td>
<td></td>
<td></td>
</tr>
<tr>
<td>energy cost per car</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>water consumption per car</td>
<td>litres</td>
<td></td>
<td></td>
</tr>
<tr>
<td>cost of waste disposal per car</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MANAGEMENT RESPONSIBILITIES</td>
<td>Answer</td>
<td>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</td>
<td>IMPACT RATING</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------------</td>
<td>--------</td>
<td>----------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Is an Environment Management Policy on display and in the clear view of staff and customers?</td>
<td>✓</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Have you appointed an Environmental Management Representative?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is a copy of the current MTA Members' Handbook available?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Do you inform, train and supervise staff to ensure that they are aware of their environmental responsibilities?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Do you encourage staff to report existing or potential environmental risks or hazards?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Do you use Problem Reports and Improvement Reports, or something similar, to record and respond to environmental issues?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Do you use a notice board to communicate important environmental issues to staff?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you record events and incidents that affect the environment?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has management completed a formal Management Review of the Environmental System?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMERGENCY PROCEDURES</th>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are emergency contact numbers on display by the main telephone</td>
<td>✓</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>(including contact numbers for relevant environmental authorities)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have an Emergency Plan on display?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Is clean up material available for cleaning up specific chemical spills?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are appropriate fire extinguishers available?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Are staff trained to use fire extinguishers?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed any emergency response training drills?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>If so, what areas did this training cover?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LEGEND:**
- ✓ Requirement satisfied
- × Not applicable
- □ Further action necessary
- ☑ Requirement now complete

**IMPACT RANKING/TIMING OF FURTHER ACTION:**
- A=Critical: Implement within 1-3 months
- B=Medium: Implement within 12 months
- C=Low: Implement within 12-18 months
<table>
<thead>
<tr>
<th>STAFF TRAINING</th>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do new members of staff receive induction training? If so, are there records supporting this?</td>
<td>✔️</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Do you use Position Descriptions to specify each member of staff's responsibilities?</td>
<td>✗</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you use Position Descriptions to determine and record training needs?</td>
<td>✗</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do staff receive basic training to improve their environmental awareness?</td>
<td>✗</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you keep records of all the training staff complete?</td>
<td>✔️</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WARNING SIGNS</th>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you display signs to warn staff, and others, of hazards and/or of the need to use environmental management controls?</td>
<td>✔️</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Do your warning signs include:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➔ Hazardous or dangerous chemicals?</td>
<td>✗</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>➔ Storm Water?</td>
<td>✔️</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>➔ Sewer?</td>
<td>✗</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>➔ Other warning signs relevant to environmental management?</td>
<td>✗</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>➔ Procedures for handling hazardous or dangerous materials?</td>
<td>✗</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>➔ The need to use personal protective equipment?</td>
<td>✔️</td>
<td></td>
<td>A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPPLIERS &amp; SUB-CONTRACTORS</th>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you give preference to suppliers of environmentally sound products and services?</td>
<td>✔️</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LEGEND:**

- ✔️ Requirement satisfied
- ✗ Not applicable
- ✗ Further action necessary
- ✔️ Requirement now complete

**IMPACT RANKING/TIMING OF FURTHER ACTION:**

A=Critical: Implement within 1-3 months  
B=Medium: Implement within 12 months  
C=Low: Implement within 12-18 months
## HOUSEKEEPING

<table>
<thead>
<tr>
<th>Area</th>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front entry?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front carpark?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reception and waiting areas?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office &amp; Administration areas?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage areas?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paint shop?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paint storage and mixing area?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste bin storage area?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rear entry and/or storage area?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rear car park?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical and solvent storage areas?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you wash down floors, does waste wash water enter the sewer via a silt trap and triple interceptor trap, or similar device?

## VEHICLE & PARTS WASH AREA

<table>
<thead>
<tr>
<th>Area</th>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle wash?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Parts wash?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Other wash areas?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
</tbody>
</table>

Do you have a designated preparation and/or wash area that prevents waste going direct to storm water?

### LEGEND:

- ✓ Requirement satisfied
- × Not applicable
- □ Further action necessary
- ☑ Requirement now complete

### IMPACT RANKING/TIMING OF FURTHER ACTION:

- A-Critical: Implement within 1-3 months
- B-Medium: Implement within 12 months
- C-Low: Implement within 12-18 months
### Spray Painting

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your spray booth comply with AS 4114?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have records showing that you maintain your spray booth according to manufacturer’s instructions?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the paint storage/mixing area adequately ventilated?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Have you introduced any technology (e.g., computer-based recipe systems) to reduce the amount of paint mixed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you introduced a HVLP high solids, or another improved paint system, to reduce emissions and waste?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you implemented a dry sanding system to reduce emissions and waste?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is sanding carried out inside to prevent dust from spreading?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is dust floor waste swept up or vacuumed up rather than washed down?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have an enclosed gun wash system with a reticulated solvent sink?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a solvent recovery system?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Chemical Storage

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are hazardous or dangerous chemicals stored:</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>→ In bunded areas?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>→ In clearly identified containers within a roofed area?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>→ To avoid contact with heat, flames and sparks?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>→ With clear labels or signs showing?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>→ Separate from incompatible products or chemicals?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>→ In good condition, well sealed and without leakage?</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>→ With handling instructions clearly indicated?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>→ To prevent spillage?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**

- ✓ Requirement satisfied
- ✗ Not applicable
- □ Further action necessary
- ☑ Requirement now complete

**Impact Ranking/ Timing of Further Action:**

- A=Critical: Implement within 1-3 months
- B=Medium: Implement within 12 months
- C=Low: Implement within 12-18 months
### CHEMICAL STORAGE (cont.)

<table>
<thead>
<tr>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- To prevent contamination of other materials?
- To permit the immediate clean up of spills?
- Is an MSDS register of all chemicals on site regularly updated and available to all personnel?

### WASTE CHEMICAL STORAGE

<table>
<thead>
<tr>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are hazardous chemical wastes stored:

- In clearly identified and roofed areas?
- In bunded areas?
- In good condition, well sealed and without leakage?
- Separate from incompatible products or chemicals?

Do you remove empty drums and containers from the site?

### PRESCRIBED WASTE STORAGE

<table>
<thead>
<tr>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are the following prescribed wastes disposed of according to legal requirements?

- Oil and hydraulic fluids?
- Chemicals?
- CFCs/gases?
- Coolants/Brake fluid?
- Paint?
- Solvents?
- Rags saturated with oil?

### LEGEND:

| ✓ | Requirement satisfied | × | Not applicable |
|☐ | Further action necessary | ☑ | Requirement now complete |

### IMPACT RANKING/TIMING OF FURTHER ACTION:

- A=Critical: Implement within 1-3 months
- B=Medium: Implement within 12 months
- C=Low: Implement within 12-18 months
### PRESCRIBED WASTE DISPOSAL (cont.)

<table>
<thead>
<tr>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td><img src="image1.png" alt="Image" /></td>
<td>A</td>
</tr>
</tbody>
</table>

- Sludges from interceptor?

Can you prove that you, or your prescribed waste removal contractors, have the permits/licenses they require?

### GENERAL WASTE DISPOSAL

<table>
<thead>
<tr>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td><img src="image2.png" alt="Image" /></td>
<td>A</td>
</tr>
</tbody>
</table>

- Are the following wastes properly segregated and disposed of, or recycled?
  - Plastics?
  - Batteries?
  - Car Tyres?
  - General workshop rubbish?
  - Cardboard paper and plastics?
  - Steel?
  - Aluminium?

### PERMITS & APPROVALS

<table>
<thead>
<tr>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td><img src="image3.png" alt="Image" /></td>
<td>A</td>
</tr>
</tbody>
</table>

- Are records of valid permits/licences and approvals available for:
  - CFC air-conditioning service operators?
  - Prescribed waste removed from site?
  - Trade waste agreements?

### LEGEND:

<table>
<thead>
<tr>
<th>Requirement satisfied</th>
<th>Not applicable</th>
<th>Further action necessary</th>
<th>Requirement now complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Further action necessary</td>
<td></td>
<td></td>
<td>Requirement now complete</td>
</tr>
<tr>
<td>NOISE</td>
<td>Answer</td>
<td>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</td>
<td>IMPACT RATING</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Do you evaluate noise levels according to the guidelines in the 1998 MTA Motor Trade Journal?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a need for noise level testing?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there signs posted at the entrance or in the work area showing that hearing protective devices should be worn?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is noisy, continuously operated, equipment properly silenced?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the issue of hearing protection devices recorded in Position Descriptions or similar?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does noise adversely affect your neighbours?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are staff given regular hearing tests?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESOURCE CONSERVATION</th>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you taken any actions to:</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➔ Reduce water usage?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➔ Reduce the use of materials?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➔ Reduce the usage of electricity, gas and fuel?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➔ Reduce waste?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➔ Recycle wastes?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAND USE</th>
<th>Answer</th>
<th>PROOF OF COMPLIANCE OR DETAIL OF FURTHER ACTION REQUIRED</th>
<th>IMPACT RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your land use meet with Environmental or local authority Regulations?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are land and buildings well maintained and compatible with local standards and regulations?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LEGEND:

 ✓ Requirement satisfied  
 × Not applicable  
 □ Further action necessary  
 ☑ Requirement now complete

IMPACT RANKING/TIMING OF FURTHER ACTION:

A=Critical: Implement within 1-3 months  
B=Medium: Implement within 12 months  
C=Low: Implement within 12-18 months
MTA Environmental Management System
Position Description

Employee: .................................................................  Date: ............................

Company: ................................................................................................................................

Job Title: ................................................................................................................................

This person reports to: .............................................................................................................

How to use your Position Description
Use a pencil to fill out this Position Description. This will allow you to easily make any necessary changes over time. To complete your Position Description you will need to:

1. **Select Your Current Environmental Management Responsibilities**
   From this list, tick your environmental responsibilities and authorities included in normal work activities. Cross those statements that do not apply to you. You are free to make any changes to the wording of the tasks and responsibilities. There is also space for you to include additional statements.

2. **Determine Your Training Needs**
   To determine the training you require, you need to rate your ability to carry out each of your responsibilities. You should give yourself a mark between 1-3 for each responsibility.
   
   1. Means that you do not need any training.
   2. Means that although you can complete the task, you sometimes need help.
   3. Means that you need training in that area to be able to do your current job.

3. **Agree on the Contents of Your Position Description.**
   Once you have selected your responsibilities and the training you need, you need to have a meeting with your boss, where you both need to agree on the contents of your Position Description. Any changes to your current responsibilities or training needs should be discussed and agreed on.

4. **Complete Your Training Schedule**
   Any agreed responsibilities with a training need rating of 3 must be recorded in the Training Schedule at the end of this Position Description.

5. **Authorise Your Position Description**
   Both you and your boss must sign and date this Position Description to show that it is an accurate record of your job responsibilities.

6. **Review Your Position Description Each Year**
   Your Position Description should be reviewed each year. This review should determine whether or not the contents of your Position Description are still accurate. In some cases it may be necessary to make changes to your Position Description to reflect any recent training or new responsibilities. Both you and your boss need to sign and date the Position Description at the end of this review.

7. **Performance Review**
   Use each review of your Position Description as the starting point for a discussion with your boss where you talk about what you have done well and how you can improve your performance.
<table>
<thead>
<tr>
<th>General Environmental Management Tasks &amp; Responsibilities</th>
<th>✓</th>
<th>×</th>
<th>Training Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implements, controls and maintains the EMS by the use of:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policies procedures &amp; guidelines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervision of employees &amp; contractors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtaining accurate information regarding legal requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviewing environmental performance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selects suppliers of environmentally friendly materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selects licensed suppliers of waste removal services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dispose of waste products according to legislative requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prevents the spillage or release of toxic &amp; dangerous goods/substances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtains, interprets and applies information from the MTA, or others, relating to the requirements of relevant Acts, Regulations, &amp; Codes, including:-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTA members handbook</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environment Protection Act 1993</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Codes of Practice, Design, Installation &amp; Servicing of Vehicle Air Conditioners.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dangerous Substances Act 1979</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dangerous Substances Regulations 1998</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spray Booth Guidelines, EPA Technical Guidelines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make sure that adequate Environmental Management information is available to staff, and others, including:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material labels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Data Safety Sheets (MSDS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warning Signs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviews and monitors the performance of the EMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviews problem reports to determine solutions to environmental risks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conducts and/or makes reports to the Management Review meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses Improvement Reports to implement changes to the EMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conducts environmental audits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses statistical techniques to analyse performance problems and to indicate opportunities for improvement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses problem reports to report environmental problems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses Improvement Reports to suggest environmental improvements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operates fire extinguishers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Special Authorities**

Acts on behalf of the company to implement, control and maintain the Environmental Management System

**Performance Review**
### Housekeeping Tasks & Responsibilities

<table>
<thead>
<tr>
<th>Task</th>
<th>Complete</th>
<th>Train Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleans up own work each day, including:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Sweeping up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Placing rubbish in proper containers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Returning all materials to correct storage location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contains Oil and coolant spills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spot cleans oil or chemical spills, including:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Engine or transmission oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Grease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Coolant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Brake Fluid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stores parts, materials and waste in designated areas to prevent spillage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Performance Review**

### Operational Tasks & Responsibilities

<table>
<thead>
<tr>
<th>Task</th>
<th>Complete</th>
<th>Train Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works according to workplace procedures and instructions to achieve good environmental practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contains CFC gases according to legislated requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washes vehicles and parts in allocated area with equipment supplied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimises the use or waste of materials and resources including:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Paint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Solvent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Electricity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Fuel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Consumables</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prevents the release of pollutants to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Atmosphere, including smoke</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Stormwater, including chemicals and oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Ground</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains tools, equipment and facilities to make sure of good environmental management performance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Performance Review**
<table>
<thead>
<tr>
<th><strong>Waste Disposal Tasks &amp; Responsibilities</strong></th>
<th>✓</th>
<th>X</th>
<th><strong>Training Need</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposes of waste into proper locations and containers, including:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oil, coolant and chemicals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardboard and paper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Waste</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Performance Review</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ENVIRONMENTAL MANAGEMENT TRAINING**

Record the date each of these items was completed:

- MTA Environmental Management Workshop/Seminar
- Introduction to Environmental Management Self-Paced Training Guide
- Environmental Standards Implementation
- Internal Environmental Auditor
- Fire Extinguisher Use

**PERMITS, AGREEMENTS & NOTICES.**

Do you hold any personal environmental permits/licences, agreements, or notices, If so, please list them here:-

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
## Induction Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Details of Requirements Met/Actions taken</th>
<th>✓</th>
<th>×</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Records &amp; Conditions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Check Up/Annual Check Up</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Absence from work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal conduct/legal responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy Statements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superannuation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WorkCover/Workers Compensation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupational Health &amp; Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OHS Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality Management/Customer Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem Reports &amp; Improvement Reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security &amp; Risk Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoking, Drugs &amp; Alcohol</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Harrassment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equal Opportunity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introductions &amp; Site Tour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff/Supervisors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organisation Chart/Reporting Relations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockers &amp; Phones</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilet &amp; Wash Rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tea &amp; Meal Breaks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suppliers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OHS, Environment &amp; House Keeping</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OHS Officer/Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual Handling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Substances &amp; Dangerous Goods</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using Spill Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Extinguishers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting Injuries/Hazards/Incidents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WorkCover Process/Rehabilitation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Plan Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OHS &amp; Environmental Waste Procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Handling/Lifting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tools &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Vehicles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parts &amp; Sub Lets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consumables/Stock</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean Up Routines/House Keeping</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

✓ = Requirements satisfactorily completed  × = Requirements not applicable

### Training Schedule

Use the Training Schedule to record the details of any training that needs to be done as a
result of completing this Position Description.

Any tasks or responsibilities with a Training Need of 3 should be listed in the following table together with the details of when that training will start and finish. Any training recorded in the Training Schedule should be completed within the next twelve months.

<table>
<thead>
<tr>
<th>Training Program, Course or on the Job Training</th>
<th>Date of Commencement</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When training is completed, the Training Need for the relevant responsibility should be changed from 3 to 1, and the date of the change noted.

**Document Authorisation**

For this *Position Description* to be valid it must be reviewed, discussed and properly authorised.

**Position Description Authorisation**

Your Position Description must be signed and dated by both yourself and your boss. After any change, revision or review of your Position Description, you will both need to sign and date the Position Description.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**EMS Action Plan**

Use this Wall Chart to communicate current environmental targets to staff. Make sure this Wall Chart is laminated and then use a white board pen to list targets and staff responsibilities. Update the EMS Action Plan regularly.

<table>
<thead>
<tr>
<th>Target</th>
<th>Action Required</th>
<th>Person Responsible</th>
<th>Target Date</th>
<th>Signature &amp; Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Emergency Contact Numbers**

Current copies of this Emergency Plan need to be on view to all staff. A copy of this page should also be on display near each telephone.

<table>
<thead>
<tr>
<th>Manager in Charge</th>
<th>Date of last review of this plan</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>Number of staff at each Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Addresses:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Names of Managers or Staff to contact in the event of an emergency</th>
<th>Mobile Phone</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact Numbers:</th>
<th>Location Displayed At</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>MSDS Register</td>
</tr>
<tr>
<td>Doctor/First Aid</td>
<td></td>
</tr>
<tr>
<td>Ambulance</td>
<td></td>
</tr>
<tr>
<td>Fire</td>
<td></td>
</tr>
<tr>
<td>Chemical/Environment Spill</td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td></td>
</tr>
<tr>
<td>Other Emergency Numbers</td>
<td></td>
</tr>
</tbody>
</table>
EMERGENCY SITE MAP
Create a site map for each work address. Each site map must include all major buildings. For your site map to be complete, you will need to include:

- All Exits;
- The Emergency Assembly Point
- Adjoining roads and nearest major intersection
- Bunded wash area
- First aid cabinet
- Fire extinguisher types and locations;
- Fire hose location;
- Emergency spill equipment types & locations;
- Chemical and waste storage areas;
- Flammable and dangerous goods storage;
- Sewer entry points;
- Storm water entry point.
### Problem Report

<table>
<thead>
<tr>
<th>Name of Person making this report:</th>
<th>Date:</th>
</tr>
</thead>
</table>

This Problem Report is about:

- ………………………………………………………………………………………………………………
- ………………………………………………………………………………………………………………

*Include enough detail to relate this report to a specific incident*

What went wrong?

- ………………………………………………………………………………………………………………
- ………………………………………………………………………………………………………………

What caused this to happen?

- ………………………………………………………………………………………………………………
- ………………………………………………………………………………………………………………

How will the immediate, short term problem be fixed?

- ………………………………………………………………………………………………………………
- ………………………………………………………………………………………………………………

Who will fix it? ………………………………  When will they fix it by? ………………………

Is this problem fixed and closed out?  □ yes  □ no

How will the cause of the problem be fixed?

- ………………………………………………………………………………………………………………
- ………………………………………………………………………………………………………………

Who will fix it? ………………………………  When will they fix it by? ………………………

Does this prevent the same problem from re-occurring?  □ yes  □ no

Is there any data (key indicators) to suggest that further long term action is necessary?

- ………………………………………………………………………………………………………………
- ………………………………………………………………………………………………………………

What ongoing action will you take to resolve this issue?

- ………………………………………………………………………………………………………………
- ………………………………………………………………………………………………………………

Has this action resolved the problem?  □ yes  □ no

Report closed out & authorised by the Environmental Representative

Signed  Date
# Problem Reports & Improvement Reports Register

<table>
<thead>
<tr>
<th>Type of Report</th>
<th>Date Report Raised</th>
<th>Topic</th>
<th>Date Report Closed Out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This Improvement Report responds to the following opportunity:

(Include enough detail to relate this Improvement Report to a specific Problem Report)

An Improvement, Innovation, Corrective or Preventative Action is required because:

Is there and data (Key Indicators) to support this Report?

Is team participation needed to respond to this Report?  Yes ☐  No ☐
If NO, who is responsible to resolve this Report?

The following improvement is to be made:

The following people will be told of or involved in the improvement:

A check on the effectiveness of these changes will be made on the following dates:

Is the improvement effective?  Yes ☐  No ☐

Do any amendments need to be made to any System Documents as a result of this Report?  Yes ☐  No ☐

Report closed out & authorised by the Environmental representative

Signed:

Date:
Environmental Management
Review Meeting Agenda

Date: ..............................

Staff in Attendance: .............................. ..............................
.............................. ..............................
.............................. ..............................
.............................. ..............................

Chairman: ..............................

1. Opening remarks and the purpose of the meeting:
   ................................................................
   ................................................................
   ................................................................

2. Review the previous meeting's minutes. Have you done what you were supposed to?
   ................................................................
   ................................................................
   ................................................................

Further action required: .................................................................

3. Review the EMS Checklist and EMS Action Plan. Are you completing the actions and objectives your business has set for itself?
   ................................................................
   ................................................................
   ................................................................

Further action required: .................................................................

4. What measurable targets have you set to achieve these objectives?
   ................................................................
   ................................................................
   ................................................................

5. Are you satisfied with your progress towards these targets and objectives so far?
   ................................................................
   ................................................................
   ................................................................

Further action required: .................................................................
6. Are any developments or changes to your implementation of the EMS needed to help you achieve your objectives and targets?

Further action required:

7. Are the Implementation Standards still accurate and relevant?

Further action required:

8. Is the Environmental Management Policy relevant to your business and its goals?

Further action required:

9. Do any problems or difficulties with the EMS need to be reported to the MTA?

Further action required:

10. Do you have the staff and resources necessary to properly manage the EMS?

Further action required:

11. Do any staff require further training to meet the requirements of their Position Description or this system?

Further action required:
12. Review the following items:
   
   Problem Reports
   
   Improvement Reports
   
   Key Indicators

13. Review the results of Internal Environmental Audits. Is your business following the Environmental standards it has set?

14. Are you creating the records you need to demonstrate compliance to System requirements?

15. Have you collected any data that demonstrates the affect the EMS is having on your business?

16. Is there a need to consider new equipment or technology to improve your environmental performance?
17. Other Business:

………………………………………………………………………………………….
………………………………………………………………………………………….
………………………………………………………………………………………….

Further action required:…………………………………………………………………….

18. Closing Remarks:

………………………………………………………………………………………….
………………………………………………………………………………………….
………………………………………………………………………………………….
………………………………………………………………………………………….
………………………………………………………………………………………….

Further action required:…………………………………………………………………….

Date for next meeting:………………………………………………………….

Signed and Authorised By:………………………………………………………….

Date:……………………………………………………………………………….

These minutes were distributed/put on display on the following date:…………………………
## EMS Master List

<table>
<thead>
<tr>
<th>Title of Document/Record</th>
<th>Current Revision Date</th>
<th>Location</th>
<th>Archive Location</th>
<th>Retention Period</th>
<th>Method of Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS Manual Table of Contents</td>
<td></td>
<td></td>
<td></td>
<td>Until replaced</td>
<td></td>
</tr>
<tr>
<td>Good Practice Guidelines</td>
<td></td>
<td></td>
<td></td>
<td>Until replaced</td>
<td></td>
</tr>
<tr>
<td>Position Description</td>
<td></td>
<td></td>
<td></td>
<td>Forever do not throw out</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>EMS Checklist</td>
<td></td>
<td></td>
<td></td>
<td>Forever do not throw out</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>EMS Action Plan Wallchart</td>
<td></td>
<td></td>
<td></td>
<td>Until replaced</td>
<td></td>
</tr>
<tr>
<td>Introduction of the MTA Environmental Management System - Self Paced Training Guide</td>
<td></td>
<td></td>
<td></td>
<td>Until replaced</td>
<td></td>
</tr>
<tr>
<td>Problem Report</td>
<td></td>
<td></td>
<td></td>
<td>Until replaced</td>
<td></td>
</tr>
<tr>
<td>Improvement Report</td>
<td></td>
<td></td>
<td></td>
<td>Until replaced</td>
<td></td>
</tr>
<tr>
<td>Problem Reports &amp; Improvement Reports Register</td>
<td></td>
<td></td>
<td></td>
<td>Until replaced</td>
<td></td>
</tr>
<tr>
<td>Environmental Management Review Meeting Agenda</td>
<td></td>
<td></td>
<td></td>
<td>Until replaced</td>
<td></td>
</tr>
<tr>
<td>Pre-Implementation Audit Checklist</td>
<td></td>
<td></td>
<td></td>
<td>Forever do not throw out</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Copies of licenses, permits and approvals <em>(please list)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other important documents &amp; records <em>(please list)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*(please list)*
<table>
<thead>
<tr>
<th>Title of Document/Record</th>
<th>Current Revision Date</th>
<th>Location</th>
<th>Archive Location</th>
<th>Retention Period</th>
<th>Method of Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other important documents &amp; records (please list): [cont.]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>