Environmentally Hazardous Materials Management Procedure

1. Purpose

The purpose of this Procedure is to provide a summary of tasks, responsibilities, tools and templates applicable to renewals programs delivered by the Project Delivery Group, relevant to Environmentally Hazardous Materials Management.

2. Scope

☐ Planning	☒ Delivery	☐ Handover
☐ Program Management	☐ Procurement	☐ Community & Stakeholder
☒ Safety	☒ Environment	☐ Quality

The purpose of this document is to provide procedures for construction activities which utilise environmentally hazardous materials. These activities/procedures include:

- Hazardous Materials Storage
- Spill Prevention
- Spill Response
- Refuelling
- Incident Reporting
- Disposal

The Procedure also includes bypass pumping related to sewage infrastructure.

This Procedure should be read in conjunction with the following documents:

- PDG Environmental Management Plan
- Waste Management Procedure
- Working in and Around Water Procedure
- Site Environment Plan
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3. Definitions

This Procedure should be read in conjunction with the Project Delivery Group Acronyms and Glossary document.

This is not an exhaustive list. It provides step-by-step guidance. Please refer to the relevant management plan or tools for detailed information.

4. Spill Prevention & Control

The following information contains controls to limit contamination from site compounds, chemical storage areas, and wash down locations. Fuel, chemicals, oils, grease and petroleum hydrocarbon spills from construction plant and/or equipment have the potential to impact nearby waterways (including groundwater aquifers) and soils, resulting in contamination.

PROCEDURE	RESPONSIBILITY
STORAGE	

The following are the requirements for storage (including bunding) for fuel, chemicals and oils:
• Bunded storage areas to be in place for all fuels, chemicals and oils (minimum 110% of the stored capacity)
• External bunded storage areas are to be provided for generators with fuel storage capacity of greater than 100 litres (minimum 110% of the stored capacity)
• External bunded storage are to be provided for any generators and fuel storage systems that are stored over, or within 30 metres of, waterways
• Generator systems with external fuel storage must be installed and commissioned by competent personnel
• Storage tanks and containers must have appropriate bunding
• The amount of chemicals stored on site to be minimised
• Chemical storage areas to be checked weekly using site environmental inspection forms and any damage to be repaired
• Chemical and fuel storage bunds must be made of impervious floor and wall materials to the specified capacity and have the ability to prevent migration of any spills to the surrounding environment
• The bund must have a sump at which any build-up of liquids can be removed at the lowest point (sump cannot be connected to the storm water system)
• Bunds to be covered to prevent storm water entering the bund area
• A licensed waste contractor should be engaged to clean out the contents of a bund and dispose of to a licensed facility
• Storage sites are to be > 20m away from operational facilities, drainage lines and areas prone to flooding or on slopes > 1V:10H
• Safety Data Sheets (SDSs) are to be available on site for all fuels, oils, chemicals and dangerous goods. Suppliers are to provide SDS prior to dispatch of the material.
• Temporary toilet facilities must kept be >30m from waterways.
• Biodegradable hydraulic oil shall be used in equipment working over water where there is a potential risk for hydraulic oil to enter the marine/aquatic environment and is restricted to the following marine equipment:
  ○ Pile frame hydraulic systems
  ○ Piling hammers
  ○ Travelling cranes over water
	Contractor
	Environmental Advisor

SPILL PREVENTION CONTROL	
Spill response procedure shall be: • Control the spill - stop refuelling / turn off valve/ upright the drum only where it is safe to do so; • Contain the spill - containment methods to prevent further spread of fuel spills, including: – Minimising the potential for spills to enter aquatic environments, using sandbags, absorbent pads, pillows to contain the spread of the spill. – Building containment dykes or digging cut-off trenches to prevent flow off site / into drains or drainage lines. – Blocking drainage lines (e.g. use spill kit materials). • Diverting and absorbing spill using booms, absorbent pads and absorbent particulate material. • Report the spill to the Site Supervisor, who will in turn notify the PEMR	Contractor

PROCEDURE	RESPONSIBILITY
	
REFUELLING CONTROLS	
Where refuelling on site is required, the following management practices will be implemented: • Refuelling will be undertaken on level ground and at least 30 metres from drainage lines, waterways and/or environmentally sensitive areas. • Refuelling will be undertaken within the designated refuelling areas with appropriate bunding and/or absorbent material. • Refuelling will not be undertaken on or in the vicinity vegetated areas (even roadside grasses). • Refuelling activities will be monitored at all times and are not to be left unsupervised. • Refuelling vehicles must carry adequate spill prevention (e.g. drip trays) and response equipment for use during on-site refuelling. • Spill kits will be readily available, and personnel trained in their use. A spill kit will be kept on the refuelling truck at all times. • Hand tools will be refuelled within lined trays of site vehicles wherever possible. • When refuelling from small, portable fuel containers (e.g. jerry cans) ensure an appropriate nozzle and/or funnel is used to mitigate the risk of spills, splashes and drips.	Contractor
DECANTING CONTROLS	
• Carry out any decanting at least 50m away from aquatic habitats (including cane drains, creeks, rivers and wetlands) unless otherwise approved by TasWater CDO; • Prior to transferring chemicals between storage containers, drums, tanks or plant and equipment, transfer equipment (e.g. hoses and connections) will be checked to ensure that it is compatible and suitable for the materials being transferred and free from defects; • Only decant chemicals into correctly labelled storage containers; • Where practical, chemical decanting shall take place over an impervious surface which is sufficient to prevent release of drips, splashes or spills into the environment. Where this is not practical, temporary measures such as use of drip trays and absorbents shall be used; • All decanted chemicals will be labelled immediately in accordance with SafeWork Australia requirements.	Contractor
REMEDIATION	
Note: Burying contaminated materials is not permitted. A specialist spill remediation or environmental consultant shall be engaged for all remediation of spills. • All spill material must be removed. • All contaminated materials must be assessed to determine appropriate treatment/disposal method. • All contaminated materials will be considered for bio-remediation (where appropriate, i.e. for hydrocarbon spills) prior to disposal.	All

PROCEDURE	RESPONSIBILITY
• Contacting a service and repair provider to alleviate any mechanical issues. Sorbent pads/soils contaminated with hazardous substances will be placed in double-lined heavy duty, plastic bags, and disposed in accordance with waste provider requirements.	

5. Disposal of Hazardous Materials

Incorrect disposal of hazardous chemicals can injure people and cause significant environmental harm. Unused hazardous chemicals must always be disposed in accordance with the directions provided on the SDS.

Note: Empty containers may also need to be treated as hazardous chemicals and disposed of accordingly.

Before disposing of hazardous chemicals, refer to the risk assessment and SDS to check recommended methods for disposal.

PROCEDURE	RESPONSIBILITY
DISPOSAL OF HAZARDOUS MATERIALS	
Disposal may be on-site (e.g at a sewerage treatment plant) or off-site by a licensed hazardous waste disposal contractor. The Operations Manager or Supervisor shall ensure that a specialist waste disposal provider is contacted to dispose of the hazardous chemicals where required. Dispose of the substance in accordance with the following instructions: • Do not dispose of hazardous chemicals in general rubbish bins. • Do not use septic sewage systems or stormwater drains for the disposal of any hazardous chemicals • Ensure compliance with the requirements specified in the SDS and on the label. • Ask the HSSE Professional for assistance if no disposal procedure is provided or if the procedure on the SDS is vague and ambiguous. • Contact the preferred contractor for disposal and record any disposal date on the Hazardous chemicals Register and Materials Tracking Form. The waste disposal service provider is to be licensed/accredited to remove waste and must provide evidence that the waste has been disposed of in accordance with Statutory Authority requirements	Contractor Environmental Advisor

6. References

- PDG Environmental Management Plan
- Waste Management Procedure
- Working in and Around Water Procedure
- Site Environment Plan (Template)
- Dewater or Bypass Pump Permit
- Sediment and Erosion Control Procedure.