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Draft Construction Environmental Management Plan for Proposed Construction of a LPG Storage and Distribution Depot on Erf 9834, Beaconvale

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Submitted as Part of the Draft Basic Assessment Report

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CONTENTS

		Page
1	**INTRODUCTION**	**1**
1.1	Background	1
1.2	The Affected Environment and Anticipated Impacts	2
1.3	Purpose/Objectives of the EMP	2
1.4	Format of the EMP	3
2	**ENVIRONMENTAL LEGISLATION**	**4**
2.1	Legislative Framework	4
2.2	Applicable Legislation, Regulatory and Other Requirements	4
2.3	Statutory and Other Applicable Legislation	4
2.4	Environmental Standards	5
3	**IMPLEMENTATION OF THE EMP**	**6**
3.1	Scope and Terms of Reference	6
3.2	Contractual Agreement	6
3..3	Environmental Policy Statement	7
3..4	Financing of environmental control	7
3..5	Organisational Structure and Responsibility Linkage	8
3.6	Roles and Responsibilities	9
3..6.2	Applicant	9
3.6.3	Role of the Project Manager (PM)	9
3.6.4	Engineer or Project Manager	10
3.6.5	Resident Engineer	10
3.6.6	Role of the Environmental Control Officer (ECO)	11
3.6.6.1	Requirements for the post of ECO	12
3.6.6.2	Authority of the ECO	12
3.6.7	Role of the Contractor	12
3.6.8	Sub-Contractors	13
3.6.9	Environmental Officer	13
3.6.10	All On-Site Project Personnel	14
3.7	EMP Administration	14
3.8	Method Statements	15
3.9	Record of Activities and Record Keeping	15
3.10	Security and Safety on Site	16
3.11	Emergency Preparedness and Procedures	17
3.12	Temporary Site Closure	18
3.13	Surrounding Land Use and Community Relations	19
3.14	Communication and Site Inspections	20
3.14.1	Site Meetings	20
3.14.2	Site Inspection	20
3.15	Penalties, Bonuses and EMP Review	21
3.15.1	Individual Transgressions	21
3.15.2	Contractors Transgressions	22
3.15.3	Bonuses	24
3.16	Review of EMP	25

4 ENVIRONMENTAL SPECIFICATIONS 26
4.1 Site Construction Camp Establishment 26
4.2 Toilet Facilities 26
4.3 Demarcation of Eating Areas 27
4.4 Water Provision 27
4.5 Environmental Education 27
4.6 Defining No-go and Working Areas 29
4.7 Working Hours and Construction Personnel 29
4.8 Batching and Mixing Areas 30
4.9 Equipment Servicing and Cleaning 32
4.10 Handling and storage of Fuel and Hazardous Materials 32
4.10.1 Fuel, Oil And Other Substances 32
4.10.2 Hazardous Materials Transport and Storage 34
4.10.3 Spillages 35
4.11 Waste Management 35
4.11.1 Solid Waste 35
4.11.2 Litter 36
4.11.3 Hazardous Waste 37
4.11.4 Spoil Sites 38
4.12 Water Pollution Prevention 39
4.13 Storm Water Control 40
4.14 Water Resource Management 40
4.15 Dust Control 41
4.16 Noise Control 41
4.17 Stockpiling 41
4.18 Preparation of Building Material 42
4.19 Fire Prevention 42
4.20 Pollution Prevention and Remediation 43
4.21 Cleanliness of Public Roads 43
4.22 Traffic Control 44
4.23 Appropriate use of Machinery
44
4.24 Method Statements: Contractors Requirements 45

5 SITE CLEAN UP AND REHABILITATION 47
5.1 Site Clean Up 47
5.2 Rehabilitation 47
5.3 Environmental Completion Statement 47
5.4 ECO: Environmental Completion Statement 48
5.5 Environmental Audit Report 48

APPENDIX 1: EXAMPLE OF METHOD STATEMENT 50

APPENDIX 2: ENVIRONMENTAL WEEKLY CHECKLIST 51

APPENDIX 3: BASIC RULES OF CONDUCT 52

KEY TERMS AND ABBREVIATIONS

Affected environment: Those parts of the socio-economic and biophysical environment impacted on by the development.

Audit/Monitoring: Regular inspection and verification of construction activities for degree of compliance to the Environmental Management Program.

Batch plant: A concrete or plaster mixing facility and associated equipment and materials.

Bund: Enclosure under / around a storage facility to contain any spillage.

Contractor: The principal persons / company and all other sub-contractors involved in the construction of the project.

Construction camp: Construction camp refers to all site offices, staff accommodation, container sites, workshops and testing facilities.

Construction phase: The construction phase period of a Construction Site.

EMP: Construction Environmental Management Plan: a plan that organises and co-ordinates mitigation, rehabilitation and monitoring measures in order to guide all phases of the implementation of the development and include all site works.

ECO: Environmental Control Officer - a qualified, independent environmental Consultant. This is the person responsible for ensuring that the requirements of the EMP are implemented.

Emergency: A situation requiring immediate action and where failure to implement appropriate actions timeously may result in environmental damage.

Engineer: A person who represents the client and is responsible for the technical and contractual development.

Environment: The biosphere in which people and other organisms live. It consists of renewable and non-renewable natural resources, natural ecosystems and habitats; and ecosystems, habitats and spatial surroundings modified or constructed by people, including urbanised areas, rural landscapes and places of cultural significance.

Environmental Awareness Course: An environmental education course for the Contractor's management staff and labour force, which informs them of the requirements of the EMP. The ECO must present and co-ordinate courses.

Environmental Management: That part of the overall management process which seeks to ensure, as far as possible, that no avoidable impact is caused to the environment and that when this is unavoidable that the consequences are understood prior to the impact being caused and that the impact is then mitigated as far as possible.

Environmental Management Programme: That part of the overall management process which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

EO Environmental Officer - A person with adequate environmental knowledge to understand and implement the EMP by conducting on site inspections determined by the ECO and the client.

Hazardous: Contains an element of risk. Dangerous or toxic to life.

Hazardous Substances: This means any substance or mixture of substances, product or material declared to be a hazardous substance under section 2(1) of the Hazardous Substance Act (1973).

HWC: Heritage Western Cape.

Maintenance: The complete upkeep, support and protection of areas/regions/sites.

Method Statement: Document that describes the scope of the intended work in a step-by-step in order for the PM and ECO to understand the contractors intentions.

No Go Areas: Areas identified as being environmentally sensitive in some manner and delineated on plan and on the site with pegs or fencing and which are out of bounds to unauthorised persons. Authorisation must be obtained from the Engineer/Project Leader prior to entry.

Penalties: Penalties, which can be imposed on the contractor and/or his subcontractors in the event of a contravention of this EMP.

Pollution: Any change in the environment caused by substances, radioactive or other waves; or noise, odours, dust or heat, emitted from any activity, including the storage or treatment of waste or substances, construction and the provision of services, whether engaged in by any person or an organ of state, where that change has an adverse effect on human health or well-being or on the composition, resilience and productivity of natural or managed ecosystems, or on materials useful to people, or will have such an effect in the future.

Potentially hazardous substance: A substance, which, in the reasonable opinion of the Engineer, can have a deleterious effect on the environment.

Project Manager: The person responsible for ensuring that on-site activities are undertaken in accordance with the requirements of the EMP.

Reasonable: Means, unless the context indicates otherwise, reasonable in the opinion of the Engineer/Project Leader after he has consulted with a person, not an employee of the client, suitably experienced in "environmental implementation plans" and "environmental management plans", both as defined in the National Environmental Management Act (Act No 107,1998).

SAHRA: The South African Heritage Resources Agency.

Site:	The ‘site’ refers to the cadastral entity (-ies) awarded to the Contractor and any other area reasonably required by the Contractor to undertake the construction activities in order to fulfill the contract. The Site proposed for the construction of facilities to store Diesel and LPG is Erf 9834, Beaconvale
Solid waste:	Means all solid waste, including construction debris, chemical waste, excess cement/concrete, wrapping materials, timber, tins and cans, drums, wire, nails, food and domestic waste.
Specification:	A technical description of the standards of materials and workmanship that the Contractor is to use in the Works to be executed, the performance of the Works when completed and may include the manner in which payment is to be made. It is essential for the specifications to be clear, concise and to the point, and use should not be made of ambiguous terms or phraseology.
Works:	The works to be executed in accordance with a contract.

1 INTRODUCTION

1.1 Background

Fuel First is in the process of establishing an LPG storage and distribution depot in the industrial area of Beaconvale, Cape Town. The Site proposed for the construction of facilities to store Diesel and LPG is Erf 9834, Norton Street Beaconvale Industria. The approximated co-ordinates of the site are Latitude: 33°54'44.70"S and Longitude: 18°35'8.07"E. The area surrounding the facility is industrial and commercial. There is a residential area within 300m to the east of the site. (See Figure 1 below).

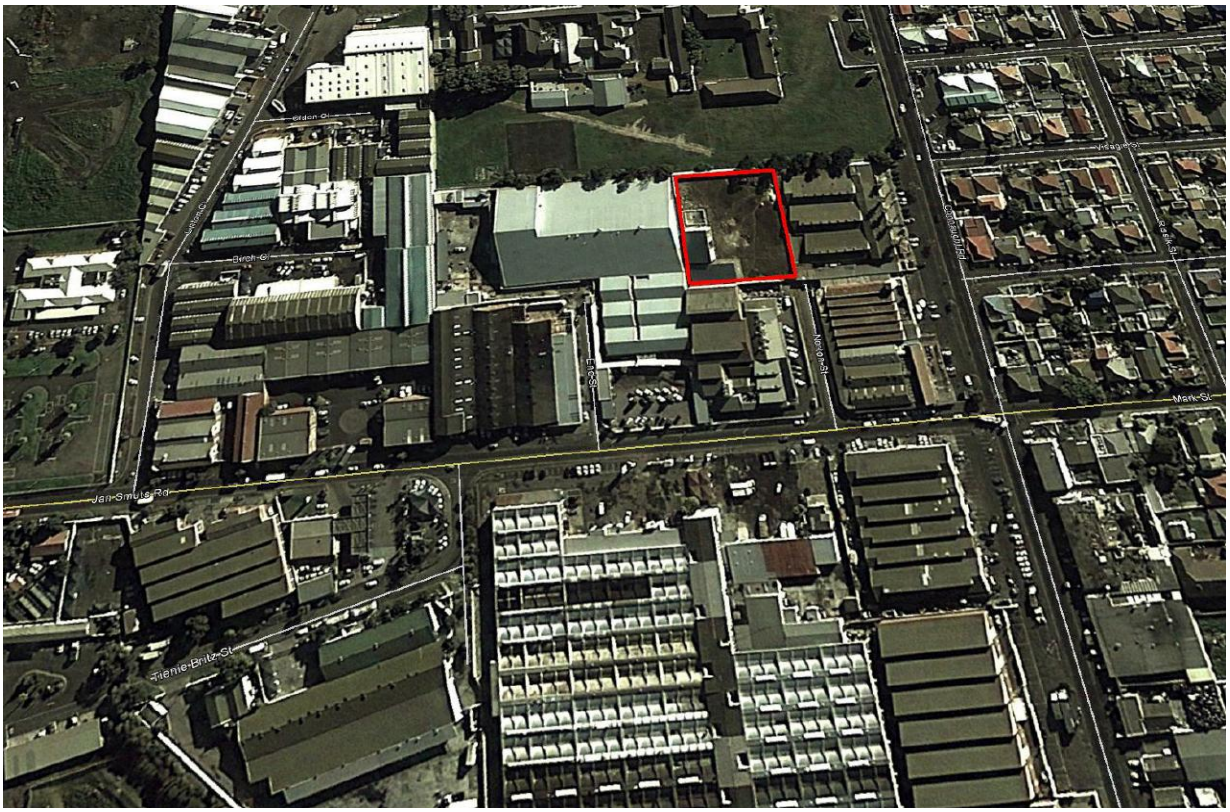


Figure 1: Site Locality map

The Site is envisaged to have the following storage facilities (a) a combined storage total LPG of various cylinder sizes amounting to 70 Tons and covering an area of approximately 140m³ on the platform; (b) an additional total LPG storage cylinders of various sizes amounting to 80 Tons covering an area of approximately160m³ within the bollard demarcated storage area; (c) Two LPG Bulk tanks each with a capacity of 90m³. The Gross total of LPG Storage, comprising of the bulk LPG Tanks and all LPG cylinders is 440m³; (d) and an additional storage for Diesel which comprises of two above ground diesel storage tanks for filling of the distribution trucks. Each will cover an area of approximately 23m³

The proponent intends to act responsibly and meet environmental obligations and other regulatory requirements. The Department of Environmental Affairs and Development Planning (DEA&DP) requires that a Construction and Environmental Management Plan (EMP) be prepared for the proposed project, which addresses all phases of the proposed development, for submission to them for approval. Consequently, Frontline Health and Safety Consultants were appointed to compile the EMP for the project. This document serves as the EMP for the proposed construction of facilities to store Diesel and LPG is Erf 9834, Norton Street Beaconvale Industria, which outlines measures to be undertaken for the protection and enhancement of the environment during the construction phase. The EMP is intended to be a dynamic document that will evolve and be updated to meet the changing needs of the Project as it proceeds through each element.

1.2 The Affected Environment and Anticipated Impacts

The general context of the immediate buildings next to the site is mainly industrial and some residential houses east of the Site. It is noteworthy that being located in an existing industrial area, the Site is deficient of vegetation and water bodies. Noise, dust and other disturbances as a result of excavation, and erection of the new building structures have the potential of negative impacts to the environment. In addition, impact on traffic and safety, possible fire outbreak, pollution and spillage cannot be ruled out. The management of these aspects and others is addressed in the relevant sections of this EMP.

1.3 Purpose/Objectives of the EMP

The purpose of an Environmental Management Plan (EMP) is defined in the Integrated Environmental Management Guideline Series (DEA, 1992) as: “A plan that organises and co-ordinates mitigation, rehabilitation and monitoring measures in order to guide the implementation of the proposal”. This EMP serves as a baseline information document and provides guidance for preventing or mitigating environmental impacts that may result as part of the construction phase of the project. The EMP provides details regarding measures to be undertaken during the implementation of the Project to ensure the protection and enhancement of the environment and human health. It is intended for use by the Environmental Control Officer (ECO), the Principal Agents for civil and building works respectively, the various Contractors and sub contractors appointed to the project, the regulatory authorities and the project Development team as a whole.

In addition, this EMP addresses the applicable requirements of the conditions of project approval in terms of Regulation E1 of the National building Regulations for approval to construct building(s) in terms Section 4(2) of Act 103 of 1977, which ensures that the application complies with the provisions of the National Building Regulations and Building Standards and any other applicable law.

In a nutshell, the objectives of this EMP are thus:

- Make application for and receive regulatory approval as per the project schedule;
- Maximize recycling opportunities and minimize disposal of wastes.
- Apply emission controls during these activities to minimize the release of dust and contaminants to the surrounding environment;
- To include components of the development;
- To prescribe the best practicable control methods to lessen the environmental impacts associated with the construction of the development;
- To monitor and audit the performance of personnel in applying such controls; and
- To ensure that appropriate environmental training is provided to construction personnel.
- Define activities which may have an impact;
- Define mitigation and control measures;
- Identify responsibilities;
- Establish decision making processes;
- Emergency response planning including procedures, response actions and responsibilities;
- Development of contingency plans; and to
- Ensure compliance with relevant environmental legislation

1.4 Format of the EMP

The scope of environmental management described in this EMP pertains to the entire proposed development and has been divided into five sections:

Section 1: Provides background information, a purview of the affected environment and impacts envisaged, aims and objectives of this EMP and contents of this EMP.

Sections 2: The section outlines the applicable legislation, regulatory and other requirements; organisational structure.

Sections 3: Describes how the EMP would be implemented. The section outlines policy statement, organisational structure, the management structure and responsibilities of the various stakeholders. The procedures for environmental management and monitoring of the construction phase are also presented.

Sections 4: This section includes environmental specifications relating to the construction phase of the development and associated infrastructure.

Sections 5: Provides details about site cleanup and rehabilitation upon completion of the contract.

2 ENVIRONMENTAL LEGISLATION

2.1 Legislative Framework

This EMP, which forms part of the Contract document, informs the Contractor as to his duties in the fulfillment of the project objectives, with particular reference to the prevention and mitigation of environmental impacts caused by project activities. The Contractor should note that obligations imposed by the EMP are legally binding in terms of environmental statutory legislation (i.e. the Environment Conservation Act, 1989, Act No. 73 of 1989). In the event that any rights and obligations contained in this document contradict those specified in the standard or project specifications, then the latter shall prevail.

2.2 Applicable Legislation, Regulatory and Other Requirements

The National Environmental Management Act No. 107 of 1998, as amended in June 2010, and the Environmental Impact Assessment Regulations, provides for the control of activities that may have an impact on the environment. In view of the above and based on the information received, the proposed development will constitute the following listed activities as defined in terms of Government Notice No. R.544 of 2010 that reads as follows:

> ***Activity 13: The construction of facilities or infrastructure for the storage, or for the storage and handling, of a dangerous good, where such storage occurs in containers with a combined capacity of 80 but not exceeding 500 cubic metres.***

The listed activity above requires a basic environmental assessment to be undertaken. A Basic Assessment Report is to be compiled for review and approval. The competent authority that will be responsible for decision-making regarding the proposed activity is the DEA&DP. This EMP is part of the annexure to the BAR that has to be approved.

2.3 Statutory and Other Applicable Legislation

The Contractor shall identify and comply with all South African national and provincial environmental legislation, including associated regulations and all local by-laws relevant to the project. Key national and provincial environmental legislation that is currently applicable to the construction phase of the project must be complied with.

Cognisance will be taken of, but is not limited to, the following pieces of legislation during the construction phase of the project:

- National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004);
- Atmospheric Pollution Prevention Act, 1965 (Act No. 45 of 1965);
- NEM Waste Act, 2008 (Act 59 of 2008)
- National Heritage Resources Act, 1999 (Act No. 25 of 1999);
- National Water Act, 1998 (Act No. 36 of 1998);
- Mineral and Petroleum Resources Development Act, 2002 (Act No. 28 of 2002);
- Environment Conservation Act, 1989 (Act No. 73 of 1989), as amended;
- National Environmental Management Act, 1998 (Act No. 107 of 1998);
- Occupational Health & Safety Act, 1993 (Act No. 85 of 1993);
- Health Act, 1977 (Act No. 63 of 1977); and
- Hazardous Substances Act, 1973 (Act No. 15 of 1973).

The above list is intended to serve as a guideline only and is not exhaustive. In addition, the following permit requirements (where applicable) would be relevant:

- Approval from the South African Heritage Resources Agency (SAHRA) on cultural issues;
- Health permits for sanitation (provincial health authorities); and
- Fuel storage permit (obtained from DEA).

The project will also take cognisance of, but is not limited to, the following by-laws of the City Of Cape Town:

- Storm Water Pollution
- Air Quality Management 2010
- Environmental Health
- Integrated Waste Management Amended By-Law 2010
- Stormwater Management
- Streets Public Places and the Prevention of Noise Nuisances
- Traffic 2011
- Limit or Restrict the Use of Water

The Contractor shall establish and maintain procedures to keep track of, document and ensure compliance with environmental legislative changes.

2.4 Environmental Standards

All applicable environmental standards contained within the environmental legislation shall be adhered to.

3 IMPLEMENTATION OF THE EMP

3.1 Scope and Terms of Reference

Frontline Safety Health and Environmental Consultants have been appointed by the Developer to compile an Environmental Management Plan (EMP) for the proposed project. The EMP is compiled to address the activities related to the construction of proposed construction of facilities to store Diesel & LPG, which may have a significant impact upon the environment.

Although careful consideration is always given to the completion schedule and cost, these two items will not necessarily be used to limit the types and frequency of control and contingency measures to be implemented. Imposition of a control or contingency measure will always be followed by a review of the effectiveness and appropriateness of the control measure. For all planned activities, stopping of an activity is an available measure that will be implemented when other control and contingency methods are not effective. Resumption of the activity is always of paramount importance. However, resumption will not occur unless effective control measures have been implemented to the satisfaction of the relevant parties including the regulatory authority and the City of Cape Town. It is important to note that the development and implementation of environmental specifications is an on-going process that is iterative in nature. This document is thus the first version of the EMP for the proposed project. This EMP is submitted on behalf of Fuel First by Frontline Health and Safety Consultants to the DEA&DP for approval. No construction works will commence until Fuel First has received the approval.

The EMP outlines the procedures that govern the way in which the Contractor shall conduct him/herself on the proposed activity. The document will form the basis for the environmental specifications that the Contractor, in terms of the construction contract, will be obliged to adhere to during construction. This document will be included in the contract documentation for the construction phase and will thus form a binding agreement between the Contractor and the Applicant.

3.2 Contractual Agreement

This EMP is to be an annexure to the Tender documentation as a commitment from the contractors regarding all their activities and to make them aware of their environmental responsibilities. Failure by any of the contractors' or sub-contractors' employees to adhere to the document will be considered cause for the offending employees to be potentially removed from the site, and/or that the damage be repaired at the cost of the contractor. The Project

Manager (PM), under advisement of the ECO, may recommend the removal of equipment causing continual environmental damage.

The EMP is a legally binding agreement between Fuel First, ECO and the contractors. It is therefore important to ensure that the actions specified by the EMP are enforced through integration of the EMP into the tender and other project related documents for the project as a set of environmental specifications. Copies of this EMP shall be made available to the ER, the Contractor and the ECO. A copy of the document must be available on site at all times. The PM, under advisement of the ECO, may recommend that the contractors suspend part or all of the works if they fail to comply with the specifications set out in the EMP and method statements supplied by themselves or other responsible parties. The suspension shall be enforced until such time as the offending procedure or equipment is corrected. No extension of time will be granted for such delays and all costs will be borne by the contractors. A policy statement is now presented, together with a list of the most important pieces of legislation pertaining to this project.

3.3 Environmental Policy Statement

The policy statement that follows is formulated specifically to support this construction phase EMP for the Proposed Construction of LPG Storage and Distribution Depot on Erf 9834 Norton Street, Beaconvale Industrial. All construction personnel will be required to commit themselves to this policy.

- Adherence to the requirements of the EMP for the project;
- Management of all construction and associated activities so as to minimise the risk of pollution of ground and surface water, the air and the soil;
- Management of all construction and associated activities so as to minimise the nuisance and disruption to people resident in Beaconvale area, working in the Beaconvale Industrial or commuting through the area;
- Adherence to the environmental legislation relevant to the location and nature of the work being conducted; and
- Compliance with the monitoring and auditing programmes contained in the EMP, to ensure its accountable and transparent implementation.

3.4 Financing of environmental control

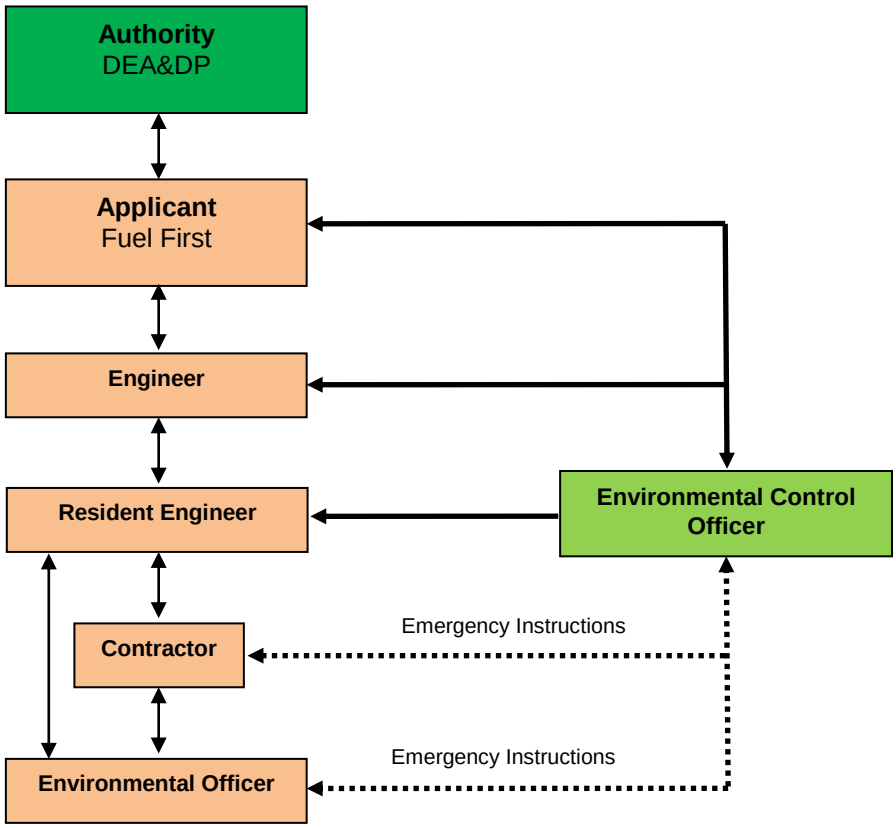
Financing of environmental control requirements as outlined in this document is the sole responsibility of each Contractor appointed by the Developer. Therefore it is accepted that the cost incurred for implementing this plan by any Contractor would be allocated for in the tender document.

Where any uncertainties arise in this matter the responsibility for costs is that of the Developer. Any responsibilities not defined in this document will be the responsibility of the Developer. In this regard the National Environmental Management Act (NEMA) allows for the relevant authorities such as the City Cape Town to take actions and recover costs where and when appropriate.

3.5 Organisational Structure and Responsibility Linkage

It is essential that an organisational structure is established early in the construction phase of the project and that all parties concerned accept the structure. This identifies the responsibilities and the authority of the proponent, design team, Project Manager (PM), consulting engineers and the numerous contractors and sub-contractors. The relationship between the PM, the engineers and the contractors' site agents are key links in the structure. The organisational structure also clarifies the channels to direct instructions and provides the means of interaction between the various groups involved. Good communication is a prerequisite of maintaining the organisational structure and is vital to the smooth operation of the project.

Essentially, the responsibility for the application of the EMP for the project begins with the proponent who will devolve the responsibility to the designated PM to assume this task within his or her portfolio. Details of the management structure for this Construction EMP are presented below. All official communication and reporting lines including instructions, directives and information shall be channeled according to the management structure presented below.



The ECO will then ensure that the requirements of the EMP are implemented by monitoring and auditing the performance of the PM in achieving the requirements, while also providing strategic support and advice. In practice, on-site responsibility would typically lie with an engineer tasked with particular components of the project. The ECO may at times communicate directly with the engineer, but always with recourse to the PM.

3.6 Roles and Responsibilities

The implementation of this Construction EMP requires the involvement of several stakeholders, each fulfilling a different but vital role to ensure sound environmental management during the construction phase. Formal roles and responsibilities are necessary to ensure that key procedures are executed. Specific responsibilities of the key role-players during the operation phase are presented below.

3.6.1 Department of Environmental Affairs and Development Planning (DEA&DP)

DEA&DP is the designated authority responsible for authorising this Construction EMP and has overall responsibility for ensuring that the Applicant complies with this EMP and any conditions listed in the Environmental Authorisation.

DEA&DP shall also be responsible for approving any amendments that may be required to the EMP. DEA&DP may also perform random site inspections to check compliance with the Construction EMP.

3.6.2 Applicant

The Applicant, Fuel First, is ultimately responsible for the implementation of the EMP and the financial cost of all environmental control measures. The Applicant must ensure that any person acting on their behalf complies with the conditions / specifications contained in this EMP. The Applicant is also responsible for the appointment of a Project Manager / Engineer, Contractor and Environmental Control Officer (ECO).

The Applicant shall address any site problems pertaining to the environment at the request of the DEA&DP, the City of Cape Town, Project Manager / Engineer and / or ECO.

3.6.3 Role of the Project Manager (PM)

The PM is responsible for ensuring that on-site activities are undertaken in accordance with the requirements of the EMP. The PM will thus need to ensure that:

- Method statements requested by the ECO are submitted for approval;

- Corrective action is implemented as required;
- Appropriate records and information regarding compliance with the EMP requirements are maintained and made available to the ECO;
- All site instructions are copied to the ECO; and
- Instructions as required by the ECO are issued to the relevant contractor.

3.6.4 Engineer or Project Manager

- The Engineer or Project Manager shall oversee the planning, design and construction phases of the project.
- The Project Manager or Engineer shall appoint a Resident Engineer (RE) to act as on-site implementing agent. In the situation where no Engineer is appointed, the Project Manager shall appoint a Resident Project Manager to act as on-site implementing agent. For the purposes of this document the term Engineer will be
- used interchangeably with Project Manager. Similarly, “RE” will be used interchangeably with Resident Project Manager.
- The Engineer shall address any site problems pertaining to the environment at the request of the RE and/or the ECO. The Engineer shall also be responsible for issuing penalties for contravention of the EMP.

3.6.5 Resident Engineer

A Resident Engineer (RE) shall act as the Developer’s on-site implementing agent and has the responsibility to ensure that Developer’s responsibilities are executed in compliance with the EMP. Any on-site decisions regarding environmental management are ultimately the responsibility of the RE.

The role of the resident engineer will be to ensure that the contractors initiate and complete work activities in accordance with contract documents, specifications, drawings, EMP, Project specific Contingency and Emergency Response Plan, and all municipal regulations. The RE shall assist the ECO where necessary and shall have the following responsibilities in terms of the implementation of this document:

- Reviewing and approving the Contractor’s Method Statements with input from the ECO where necessary.
- Monitoring and verifying that the EMP and Method Statements are adhered to at all times and taking action if specifications are not followed.
- Keeping a photographic record of construction activities on site.
- Assisting the Contractor in finding environmentally responsible solutions to problems with input from the ECO where necessary.
- Ordering the removal of person(s) and/or equipment not complying with the EMP specifications.

- Issuing spot fines for transgressions of site rules of the EMP
- Delaying any construction activity if he/she believes the environment has been or is likely to be seriously harmed / impacted.
- Providing input into the ECO's ongoing internal review of the EMP.
- Communicating environmental issues to the Environmental Officer.

3.6.6 Role of the Environmental Control Officer (ECO)

The ECO is responsible for ensuring that the requirements of the EMP are upheld and is to be employed by the Project Proponent for the duration of the project. The ECO should have appropriate qualifications and training and experience in the implementation of environmental management specifications. The ECO provides feedback to the Project Manager regarding all environmental matters. Contractors are answerable to the ECO (or Project Manager, depending on contractual arrangements) for non-compliance with the requirements stated in the EMP.

More specifically, the ECO shall:

- Request, review and approve method statements from the Contractor and Sub-contractors prior to any construction commencing.
- Undertake weekly inspections at the outset of the project and, thereafter, regular inspections (on average once or twice per week) of the construction site in order to check for compliance with method statements as well as specifications outlined in this document. This should also involve completion of a weekly checklist, which will also serve as site records.
- Ensure that the Contractor and his Subcontractors and his employees have received the appropriate environmental awareness training before commencing site establishment/ set up.
- Meet with the Contractor to discuss the implementation of and non-conformances with this document in Site meetings. These meetings will serve to re-affirm overall policy for the project, method statements as well as discuss weekly checklists.
- Identify appropriate corrective action if non-compliance occurs or unforeseen environmental issues arise that require environmental management action.
- Keep a register of major incidents (spills, injuries, complaints, legal transgressions, etc) and other documentation related to the EMP.
- Report to the Project Manager any problems (or complaints) related to conformance with this document which cannot first be resolved in co-operation with the Contractor and/or his Subcontractors.
- Assist in finding environmentally acceptable solutions to construction problems.
- Identify and make minor amendments to the EMP where appropriate.
- The ECO shall have the authority to issue penalties (via the PM) for non-compliance with the EMP
- Issue site instructions to the Contractor for corrective actions required.

- Conduct regular audits to ensure that the system for implementing the EMP is operating effectively. Reports/audits should be sent to the DEA&DP, City Of Cape Town's E&HRM Branch as well as to contractors on a monthly basis.

3.6.6.1 Requirements for the post of ECO

- A suitably qualified environmental practitioner with a sound knowledge of the environment and environmental management principles.
- A person independent from the Contractor, Client or Project Engineer with four or more years of environmental site management and able to ensure EMP compliance monitoring experience on construction projects.

3.6.6.2 Authority of the ECO

The ECO has the authority to stop works if in his/her opinion there is a serious threat to, or impact on the environment, caused directly by the construction operations. This authority is to be limited to non-compliance to the EMP and emergency situations where consultation with the Client is not immediately available. The ECO is to inform the Client of the reasons for the stoppage and agree on a solution to the problem as soon as possible.

Upon failure by the contractor or his employee to show adequate consideration to the environmental aspects of this contract i.e. willful destruction of the environment, the ECO may recommend to the Client/site representative to have the contractor's representative or any employee(s) removed from the site or work suspended until the matter is remedied. No extension of time will be considered in the case of such suspensions and all costs will be borne by the contractor.

3.6.7 Role of the Contractor

The role of the Contractor is as follows:

- The Contractor shall appoint, at his / her own cost, an Environmental Officer (EO) or Site Agent to ensure that the EMP is implemented and ensure that all environmental specifications and Construction requirements are met at all times.
- The Contractor shall ensure that all employees, sub-contractors, suppliers, etc. are fully aware of the environmental issues and requirements detailed in this EMP;
- Ensure on-site handling and off-site disposal of hazardous wastes is carried out in compliance with the Waste Management Plan and applicable health and safety regulations/standards.
- The Contractor shall liaise closely with the ECO and PM and will ensure that works on site are conducted in an environmentally sensitive manner in accordance with this EMP;
- The Contractor is to have a copy of the EMP on site and be familiar with its contents;

- In conjunction with the ECO, the Contractor must ensure that all employees (permanent and temporary) and all sub-contractors that work on the site for longer than two days, receive Environmental Awareness Training within one week of being on site;
- To implement all provisions of the EMP. If the Contractor encounters difficulties with specifications, he / she must discuss alternative approaches with the RE and/or the ECO prior to proceeding;
- To prepare the required Method Statements ;
- To rehabilitate any sensitive environments damaged due to the Contractor's negligence. This shall be done in accordance with the RE's and ECO's specifications. Failure to comply with the EMP may result in fines and reported noncompliance may result in the suspension of work or termination of the contract by the Engineer.

3.6.8 Sub-Contractors

All subcontractors (if any) have environmental responsibilities during the performance of their various activities on the Project in particular:

- The preparing and implementing of and specific environmental control plans deemed necessary by the Site Manager or his nominee to correct identified deficiencies or to enhance overall environmental performance and compliance on the Project;
- Taking all necessary precautions or actions in relation to any activity conducted on the Project that may potentially cause environmental harm and ensuring compliance with this EMP and relevant regulations including the development and implementation of an environmental monitoring program;
- Providing initial and ongoing environmental awareness training including induction training for all new employees detailing each person's individual environmental responsibilities and key aspects of the EMP and their own environmental objectives and compliance plans, and any other details specific to their individual work scope on the Project;
- The immediate verbal reporting to the site manager of all environmental incidents, non-conformances, or concerns and the timely implementation of corrective actions or remediation strategies to control or ameliorate the extent of environmental harm; and
- Ensure that all environmental complaints are handled in a prompt and courteous manner and in compliance with the guidelines contained in this EMP.

3.6.9 Environmental Officer

The Environmental Officer (EO) shall be responsible for monitoring, reviewing and verifying the Contractor's compliance with the EMP. The EO's duties in this regard shall include, *inter alia*, the following:

- Monitoring and verifying that the EMP and Method Statements are adhered to at all times and taking action if specifications are not followed;
- Monitoring and verifying that environmental impacts are kept to a minimum;
- Assisting the RE and ECO in finding environmentally responsible solutions to problems;
- Inspecting the site on a regular basis with regard to compliance with the EMP;
- Keeping accurate and detailed records of these inspections;
- Reporting any incidents of non-compliance with the EMP to the RE and / or the ECO; and
- Keeping a register of complaints on site and recording community comments and issues, and the actions taken in response to these complaints.

3.6.10 All On-Site Project Personnel

- Attend required training;
- Follow all requirements of the EMP; and to
- Immediately inform supervisor or designate of any issue of non-compliance with this EMP and/or regulation.

3.7 EMP Administration

Copies of the EMP shall be made available to the DEA&DP, City of Cape Town, Contractor, EO, Engineer, RE, ECO and other members of the project team. Copies of the EMP shall be kept at the site office/s during the construction phase and shall be distributed to the EO and all other senior contract personnel. All senior personnel shall be required to familiarise themselves with the contents of this document.

Any significant revisions to the EMP must be approved by the DEA&DP before any revision. Records will be kept in the document indicating changes made. The ECO shall be responsible for the implementation and distribution of any “approved” revisions to the EMP.

The Applicant and the Contractor must sign an “Environmental Agreement”, which presents the Contractor’s obligations in terms of the EMP.

The Engineer may order the Contractor to suspend part or all of the works during the construction phase if the Contractor fails to comply with the specifications set out in the EMP and Method Statements supplied by the Contractor and any Sub-contractors. Such suspension shall be enforced until compliance is achieved.

3.8 Method Statements

A method statement is a living document that allows for modifications to be negotiated between the contractors and the PM, as circumstances dictate. All method statements will form part of the EMP documentation and are subject to all terms and conditions contained in the EMP. Note that a method statement is a point of departure for understanding the nature of the intended actions to be carried out and allows for all parties to review and understand the procedures to be followed in order to minimise risk of harm to the environment. Changes to, and adaptations of, method statements can be implemented with the prior consent of all parties.

A method statement describes the scope of the intended work in a step-by-step description in order for the PM and ECO to understand the contractors intentions. This will enable them to assist in devising any mitigation measures, which would minimise negative impact during these tasks. For each instance where it is requested that a contractor submit a method statement to the satisfaction of the PM and ECO, the format should clearly indicate the following:

WHAT	A brief description of the work to be undertaken
HOW	A detailed description of the process of work, methods and materials
WHERE	A description/sketch map of the locality of work (if applicable)
WHEN	The sequencing of actions with due commencement dates and completion date estimates.

Any Method Statement shall be produced within such reasonable time as the Engineer shall specify. The Contractor shall not commence the activity until the Method Statement has been approved and shall, except in the case of emergency activities, allow a period of 48hrs for approval of the Method Statement. Such approval shall not unreasonably be withheld.

Approved Method Statements shall be readily available on the Site and shall be communicated to all relevant personnel. The Contractor shall carry out the Works in accordance with the approved Method Statement. Approval of the Method Statement shall not absolve the Contractor from any of his obligations or responsibilities in terms of the Contract. All method statements are to be to the satisfaction of the PM, the ECO and the DEA&DP, the City Of Cape Town Environmental and Heritage Resource Management.

3.9 Record of Activities and Record Keeping

The RE, ECO and EO shall keep a record of activities on site, including but not limited to meetings attended, Method Statements received and approved, issues arising on site, cases of

non-compliance with the EMP, penalties/fines issued and corrective action taken to solve problems that arise. In addition, the Contractor shall keep a record of complaints from interested and affected parties.

The RE shall undertake photographic monitoring of the contract. This shall include a photographic record of all areas that will be impacted by the construction activities prior to construction activities commencing. Photographs are to be taken of the site prior to, during and immediately after construction, as a visual reference.

These photographs must be stored with other records related to this EMP. Any environmental non-compliance reported must have the support of sufficient photographic proof to mitigate the non-compliance report. The ECO shall monitor all sensitive work environments, which may also include photographic monitoring.

All records relating to the implementation of this management plan (e.g. checklists and/or diary, Method Statements, etc.) must be kept together so that it can be retrieved easily. These records must be available for scrutiny by any relevant authorities.

3.10 Security and Safety on Site

Although largely an operational issue, security of the site will need to be maintained during construction. The Contractor will be responsible for the security of its personnel, construction camps and equipment. No personnel will be permitted to live on the site. Security personnel present after hours must be provided with the necessary cooking, heating and ablution facilities. Security lighting should not result in a nuisance for neighbouring properties.

The Contractor shall comply with all relevant national, provincial or local regulations with regard to safety on site to ensure the safety of his staff. All accidents and incidents resulting in injury or death during construction are to be reported.

Construction activities on the Site will be conducted in accordance with the Health and Safety Plan. Each contractor and consultant will be responsible for implementing their Project specific Health and Safety Plan and will be responsible for monitoring their respective personnel for health and safety.

Contractors shall follow the guidelines of the Occupational Health and Safety Act (85 of 1993).

The wearing of hard hats by -

- All persons entering the site;
- All persons within 10m of any situation where any form of lifting or hoisting equipment is being used; and

- Any personnel working in any other situation where the possibility of head injury is present, e.g. an area where overhead work is taking place.

The wearing of gloves by personnel -

- Handling heavy materials;
- Carrying out maintenance activities within a crusher;
- Engaged in welding or gas cutting activities; and
- Handling materials/equipment with unfinished steel edges.

The wearing of approved safety shoes or safety boots by -

- All persons entering the construction site or workshop, storage and depot areas.

The wearing of safety goggles by -

- Persons operating equipment under dusty conditions;
- Persons engaged in cutting or welding activities; and
- Persons engaged in grinding activities.

The wearing of hearing protection by -

- All persons engaged in rock drilling activities (>85 decibel):
- All crushing operators; and
- Any persons entering into high noise areas (>85 decibel). These areas should be appropriately marked using a standard National Occupational Safety Association (NOSA) pictogram.

The wearing of fall arrest equipment by -

- Any person carrying out work 2m above ground level, unless it is being carried out from a safe and protected work platform; and
- All heavy equipment operators.

3.11 Emergency Preparedness and Procedures

The Contractor shall compile and maintain environmental emergency procedures to ensure that there will be an appropriate response to unexpected or accidental actions or incidents that will cause environmental impacts, throughout the life cycle of the project. Such incidents may include, *inter alia*:

- Accidental discharges to drainage channels and land;
- Accidental exposure of employees to hazardous substances;
- Accidental fires;
- Accidental spillage of hazardous substances;
- Accidental toxic emissions into the air; and
- Specific environmental and ecosystem effects from accidental releases or incidents.

It is the responsibility of the contractor to assess the potential risks to the environment as a result of the project. As such, the contractor must have the necessary standard emergency operating procedures in place to deal with any potential emergency during the construction phase. Each contractor will be required to prepare and implement a Project-specific

Contingency and Emergency Response plan that will be specific to the work activity being performed or met the requirements of the Emergency Response Plan

The Emergency Response Plans will cover topics such as:

- Emergency organisation (manpower) and responsibilities, accountability and liability;
- A list of key personnel;
- Details of emergency services (e.g. the fire department, spill clean-up services, etc.);
- Internal and external communication plans, including prescribed reporting procedures where required by legislation;
- Actions to be taken in the event of different types of emergencies;
- Incident recording, progress reporting and remediation measures required to be implemented;
- Information on hazardous materials, including the potential impact associated with each, and measures to be taken in the event of accidental release;
- Training plans, testing exercises and schedules for effectiveness;
- Preventative Measures such as training, site security, waste management, storage of machinery, equipment and materials;
- Emergency notification procedures including emergency definition, storms, spills, releases, vehicle accidents, personal injury, crime activity, fire emergency, notification and investigation, and documentation;
- Response procedures including: site evaluation, response procedures in the event of fire, personal injury, spills/releases, and responsibilities;
- All staff should be made aware of the necessary basic emergency procedures in the event of an emergency including injuries to staff. The appropriate equipment and identified personnel to deal with such basic emergencies should be available on site.

Above all, the Contractor shall comply with the emergency preparedness and incident and accident-reporting requirements, as required by the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), the National Environmental Management Act, 1998 (Act No. 107 of 1998), the National Water Act, 1998 (Act No. 36 of 1998) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) as amended and/or any other relevant legislation.

3.12 Temporary Site Closure

If the Site is closed for a period exceeding one week, a checklist procedure shall be carried out by the Contractor in consultation with the ECO. Contractor's Safety Officers (in terms of the Occupational Health and Safety Act) are to check site and report to the Engineer in terms of:

- Fuels / flammables / hazardous materials stores safe and secure/locked.
- Ensure fuel stores as low in volume as possible. No leaks.
- Bund/s empty

- Fire extinguisher serviced and accessible.
- Secure area from accidental damage e.g. vehicle collision.
- All trenches and manholes secured.
- Fencing and barriers in place per the Occupational Health and Safety Act
- Notice boards applicable and secured.
- Emergency and Management contact details displayed.
- Security persons briefed and have facility for contact.
- Night hazards checked e.g. reflectors, lighting, traffic signage.
- Fire hazards identified – local authority notified of any potential threats e.g. large brush stockpiles, fuels etc.
- Inspection schedule and log by security or contracts staff.
- Wind and dust mitigation in place e.g. straw, brush packs, irrigation.
- Slopes and stockpiles at stable angle.
- Water contamination and pollution
- Fuels hazardous stores secure.
- Cement and materials stores secured
- Toilets empty and secured
- Refuse bins empty and secured (lids)
- Bunding clean and treated e.g. Spill Sorb or Enretech powder
- Drip trays empty & secure (where possible)
- Structures vulnerable to high winds secure.

The Contractor is to ensure that all temporary closure requirements are met before leaving the site.

3.13 Surrounding Land Use and Community Relations

Cognisance must be taken of the proximity of the neighbours and surrounding residential dwellings at Parow Valley. General disturbance should be kept to a minimum.

Without compromising the construction process, local BEE service providers and local labour from the surrounding community should be employed as far as possible. The intention is to ensure that previously disadvantaged individuals benefit from the proposed project during the construction phase. Those successful in obtaining employment should be provided with the appropriate training.

The Contractor shall be responsible for responding to third party or public queries and/or complaints relating to operations. The Contractor shall notify the ECO and the Engineer of any complaints lodged. The Contractor shall be responsible for maintaining a Complaints Register to record complaints received and action taken. This register will be made available to the ECO,

the Engineer and, if required, the DEA&DP, the City Of Cape Town Environmental and Heritage Resource Management. As part of social responsibility, the Developer and Contractors shall encourage and implement wherever possible the procurement of locally based labour, skills and materials.

3.14 Communication and Site Inspections

3.14.1 Site Meetings

Regular site meetings must be held for the duration of the construction period. Provision must be made in the agenda of each site meeting for Environmental Management issues to be discussed to facilitate the transfer of information and to update all parties on the environmental compliance aspects of the project as a whole. The ECO should present a summary report on environmental issues at such meetings. These meetings are to be attended by the ECO, Project Manager or Engineers representative, Contractor and a representative of each of the sub-contractors working on site at the time.

At such meetings environmental queries must be resolved, agreed actions planned with dates of the actions and compliance / non-compliance by the Contractor to be noted. If required, penalties and remedial actions must also be tabled and planned. The frequency of meetings may be altered by the ECO, based on the nature of the works taking place on site at any time, and the level of compliance with the EMP by the Contractors.

Issues relating to complaints or comments received from the public shall also be discussed at these meetings. Minutes of the meetings shall be prepared by the RE and copied to all attendees, including the DEA&DP, the City Of Cape Town Environmental and Heritage Resource Management before the next meeting.

3.14.2 Site Inspection

A site inspection programme will be implemented and will comprise:

- Visual inspections of site activities by the ECO shall initially be on a weekly basis for the duration of the establishment of the site camp, hoarding off of trees and hedges, structures, no-go areas, etc; and
- Review of records and documentation to reconcile them with the construction programme.

Records shall be maintained during the construction phase to enable compliance with the EMP specifications to be demonstrated. These will typically comprise a daily log of activities that record waste management (documentary proof of type, volume, disposal and transport), fuels

and chemicals management (deliveries, spills etc.) and other environmental issues such as adverse weather (wind, rain) and surface water run-off.

3.15 Penalties, Bonuses and EMP Review

3.15.1 Individual Transgressions

Non-compliance with the conditions of the EMP will constitute a breach of Contract. The PM/Engineer (in consultation with the ECO) can impose spot penalties on the Contractor for any contraventions of the EMP. By imposing spot penalties on individuals guilty of contravening the EMP, the Project Manager will be able to ensure that the requirements of the EMP are taken seriously not only by the management personnel on site, but also by other site staff. Below are ranges of spot penalties for different contraventions of the EMP. The PM/Engineer should use these as a guide and use his/her own judgement in determining the issues of non-compliance and the severity of the contravention and thus the value of the spot penalties:

An individual entering the defined No Go boundaries of or around the site;	R20 – 100
An individual driving a vehicle into the defined No Go boundaries of the site;	R200 – 1000
Driving any earthmoving plant into the defined No Go boundaries of the site;	R500 – 3000
Plant operator ignoring a verbal warning to have an oil leak from machinery;	R50 – 200
An individual littering on and around the site;	R20 – 200
An individual not making use of the ablution facilities;	R20 – 200
An individual spilling fuels (non use of funnels/pumps etc);	R50 – 500
An individual causing unnecessary damage to flora and fauna on site;	R20 – 2000
An individual eating outside of the defined eating area;	R20 – 100
Smoking on site other than in the designated site camp;	R20 – 100
Playing loud music (No amplified music allowed on site)	R50 - 200

The abovementioned penalties should be revised when the construction phase commences to ensure relevance. For each subsequent similar offence committed by the same individual, the penalties should be doubled in value to a maximum value of R5 000. The Project Manager/Engineer will not collect the penalties from individuals, but will rather inform the Contractor of the contravention, the individual's identity and the amount of the penalty.

The penalties will be deducted from the Contractors' monthly certificate, or the Project Manager/Engineer will issue a variation order, to the value of the penalties, for the Contractor to undertake activities that would in some way enhance the state of the environment or the site. It will be the Contractor's responsibility to reclaim such penalties from the guilty individuals. These penalties do not preclude any prosecution under any other law.

3.15.2 Contractors Transgressions

Non-compliance with the specifications of the EMP constitutes a breach of contract for which the Contractor may be liable to pay penalties. The Contractor is deemed not to have complied with the EMP if:

- There is evidence of contravention of the EMP specifications, including any noncompliance with an approved Method Statement;
- Construction activities take place outside the defined boundaries of the site;
- Environmental damage ensues due to negligence;
- The Contractor fails to comply with corrective or other instructions issued by the RE within a specific time period;
- The Contractor fails to respond adequately to complaints from the public;
- There is a complaint from the local environmental authority with respect to non-compliance that has not been adequately addressed after a valid instruction from the RE to rectify the complaint;
- There is contravention of the EMP specifications which relate to activities outside the
- boundaries of the construction sites; and
- There is evidence of contravention of the EMP specifications within the boundaries of the construction site, site extensions and haul/access roads;

The Contractor shall timeously notify the Applicant of the details of any non-compliance and the measures taken to rectify the situation. A list of fines, including but not limited to those activities presented in Appendix A, shall be imposed by the RE on the Contractor, his staff and/or the Sub-Contractors' staff for contravention of the environmental specifications.

Where the Contractor inflicts non-repairable damage upon the environment or fails to comply with any of the environmental specifications, he / she shall be liable to pay a fine. Non-compliance with the specifications of the EMP constitutes a breach of Contract for which the Contractor may be liable to pay a fine.

The Engineer, in consultation with the RE and ECO, shall determine the amount of the penalty fine. The Engineer, in determining the amount of such fine, shall take into account *inter alia*, the nature of the offence, the seriousness of its impact on the environment, the degree of prior compliance/noncompliance, the extent of the Contractor's overall compliance with environmental protection requirements and, in particular, the extent to which he / she considers it necessary to impose a sanction in order to eliminate / reduce future occurrences. The following serves as a guide for such penalties in certain situations.

NOTE THAT THESE PENALTIES DO NOT PRECLUDE PROSECUTION UNDER ANY OTHER LAW.

Excessive litter on the site or in the site camp; Waste must be disposed of at an official waste deposit site on a regular basis	500 – 5000
Water wastage or water contamination	300 – 3000
Inadequate control/management of storm water or pollution of the storm water system	400 – 3000
Spillage of fuels on site	300 – 3000
Inadequate provision of waste bins	100 – 1000
The non provision of eating areas	100 – 1000
Unnecessary dust generation and inadequate control	100 – 1000
Unnecessary noise generation	100 – 1000
Uncontrolled fires on site	500 – 2000
Non provision of hydrocarbon fuel absorbents	100 – 1000
Traffic offences by Site-bound vehicles on public roads in proximity	100 – 2000
No topsoil may be removed or altered outside the demarcated area and/or which was not specified	100 – 2000
All surplus material to be taken off-site and be disposed of at approved site	500 – 5000
Inadequate ablution facilities	1000– 5000
Ablution facilities not serviced regularly, (according to the manufacturer's instructions) and kept clean	100 – 1000
Concrete may only be mixed within the boundaries of the bunding area or demarcated area and/or where was agreed on by the ECO	500 – 5000
All excess cement & concrete mixes to be contained on construction site and removed from site when necessary or requested by the ECO	300 – 3000
Ensure that loose building material is covered to prevent dust pollution	100 - 1000
Rainwater from construction & building site/s must be channelled, contained & allowed to dry out, so as not to transport any pollutants into the surrounding area. Temporary trenches, straw stabilising, brush cutting can be used	500 – 5000
Cement-contaminated water; paint; oil; cement slurries etc must be stored in watertight containers or as agreed with ECO	500 – 5000
The absence of or inadequate drip trays or bunding facilities	300 – 3000
Failure to address oil/fuel leaks from on-site machinery	500 – 5000
Rehabilitation: Remove rocks and stones and stock pile in area recommended by ECO; Removal of all old concrete and alien materials from site	500 – 5000

The issuing of a penalty will usually be preceded by a verbal warning by the ECO, during which a time frame for rectifying the situation, as well as the penalty to be implemented should this not be done within the time frame, will be agreed on. The value of the penalty will depend on the seriousness of the contravention, and thus the Project Manager/Engineer must use his/her judgement in determining the value of the penalty.

In addition to penalties, the Project Manager/Engineer has the power to remove from Site any person who is in contravention of the EMP, and if necessary, the Project Manager/Engineer can suspend the relevant part or all of the works, as required. Note that penalties can be issued over and above costs that are incurred for the repair or rehabilitation of any environmental damage caused by the Contractor and all the parties over which they have responsibility. In this regard costs incurred by the Contractor in repairing or rehabilitating any environmental damage caused by non-compliance with the EMP cannot be claimed in the Contract Bill, nor can any extension of time be claimed for such works.

The payment of a penalty fine is subject to the following:

- If he / she is reasonably satisfied of the Contractor's failure to comply with the terms of the Contract dealing with protection of the environment;
- If he / she is reasonably satisfied that it is necessary to impose such fine in order to achieve future compliance; and
- After he / she has consulted with a person suitably experienced in "environmental management plans" (as defined in National Environmental Management Act, No. 107 of 1998) as to whether there has been a failure to comply with a term of the Contract dealing with protection of the environment and as to a reasonable amount of the fine.

The Engineer shall, with respect to any fine imposed, provide the Contractor with a written statement giving details of the offence, the facts on which the assessment is based and the terms of the Contract (by reference to the specific clause) which has been contravened.

At the sole discretion of the Engineer, they may at any time before one month after the issue of the Certificate of Completion (for the last completed portion of the Works should there be more than one), reverse all or some, in whole or in part, of previously imposed fine and shall include such reversed payment in a subsequent Payment Certificate. Penalty amounts should be deducted from Certificate payments made to the Contractor. These funds must be kept separately and donated to a non-profit organisation that works in the environmental or conservation field. The Project Management Team must nominate such an organisation collectively.

3.15.3 Bonuses

The ECO together with the Project Manager/Engineer may consider a bonus system and/or environmental certificate award for teams or individuals that perform works in an environmentally responsible manner.

3.16 Review of EMP

Although care has been taken to address all known relevant environmental issues for the construction phase, it may become necessary to add or amend certain procedures or instructions to improve the efficiency of the EMP. Only those additions or amendments of this EMP that will either improve environmental protection or can be proven not to have any negative effect to the immediate and surrounding environment will be considered. Any party involved with the development project can suggest changes to the EMP via the ECO. Such suggestions will be discussed at the project meeting and changes minuted and drafted into the existing EMP in the form of an appendix or amendments. Such amendments to the EMP shall also be copied to all parties, including the DEA&DP, and the City Of Cape Town Environmental and Heritage Resource Management.

Changes or deviations furthermore have to be motivated in writing by means of a motivation report and the same procedures for acceptance as in the case of a standard Method Statement have to be followed. If any additions or amendments must be submitted to the DEA&DP, the City Of Cape Town Environmental and Heritage Resource Management for approval, and must be included in the tender specifications for the Contractor. No deviation from the contents of this document is allowed without the above-named prescribed procedures.

As indicated in the introduction section of this EMP, the document is intended to be a dynamic document that will evolve and be updated to meet the changing needs of the Project as it proceeds through each element. Modifications to the document may arise from either a result of Site activities, or from external concerns. Unless otherwise or as founding conditions dictate, this EMP will be reviewed on a six monthly basis or as circumstances dictate. For example, should a non-routine event that requires the implementation of contingency measures occur as a result of following routine procedures, and then the routine procedures will be evaluated and modified. Such modification will be made to the appropriate part of the EMP. The modifications, once adapted, will also be monitored to ensure continued effectiveness.

Additionally, external influences to the EMP might include changes to legislation that require specific evaluations or modifications to procedures being utilized. The intention is to ensure that it remains relevant to the construction phase at all times. Modifications to procedures will be communicated to all Site personnel, as well as to external personnel, including the DEA&DP and the City of Cape Town.

4 ENVIRONMENTAL SPECIFICATIONS

4.1 Site Construction Camp Establishment

"Construction Camp" refers to all storage stockpiles sites, site offices, container sites, other areas required to undertake construction and rest areas for employees.

The Contractor's Camp and Materials Storage Area shall be located in consultation with the ECO. The Contractor is required to fence off or visually screen the site camp. The construction camp/s shall be located at an easily accessible point and within an area of low environmental sensitivity. The contractor shall supply cooking facilities that are suitable for the environment and are not liable to cause the outbreak of fires.

No site staff other than security personnel shall be housed on site. No overnight camping/staying on site is allowed. If overnighting is necessary for security purposes then it must be cleared with the ECO on site. The Contractor shall provide water and/or washing facilities at the camp site for personnel. The Contractors Camp and Materials Storage Area shall be kept neat and tidy and free of litter. The Contractor is to ensure that the site camp complies with the Occupational Health and Safety Act (first aid and fire fighting equipment, display of emergency numbers etc).

The Contractor shall submit a Method Statement indicating the layout and preparation of the construction camp(s).

4.2 Toilet Facilities

The Contractor shall provide suitable sanitary arrangements (e.g. chemical toilets) as per building guidelines (SABS 0400). There should be one toilet for every 15 workers on site. Toilets must be easily accessible and shall be secured in order to prevent them from blowing over. The siting of toilets shall be done in consultation with the RE or ECO to ensure that they are easily accessible for employees and away from residential houses off site. Toilets shall not be more than 50 m away from where construction activities are being undertaken.

The Contractor shall be responsible for ensuring that all ablution facilities are maintained in a clean and sanitary condition to the satisfaction of the RE or ECO. The Contractor shall provide toilet paper. The Contractor shall appoint a suitable Sub-contractor to empty toilets on a regular basis.

The Sub-contractor shall ensure that there is no spillage when the chemical toilets are cleaned and that the contents are properly removed from site.

4.3 Demarcation of Eating Areas

The Contractor must designate eating areas for the approval of the ECO, which must be clearly demarcated. These areas shall provide adequate temporary shade to ensure that employees do not move off site to eat. The Contractor shall provide adequate refuse bins at all eating areas to the satisfaction of the RE and shall ensure that all eating areas are cleaned up on a daily basis. Collected waste shall be stored in a central waste area within the construction camp that has been approved by the RE and ECO.

No eating of meals must take place outside these designated areas without the approval of the Contractor/ECO. The eating areas shall be restricted to the site offices and contractors' camp. If employees are to eat elsewhere on the site, the contractors shall, in consultation with the ECO, designate places for eating in the working areas, and shall provide adequate water for washing, toilets and refuse bins at all these places, which should be cleaned on a daily basis. Sufficient waste bins must be present in the eating area and emptied regularly.

4.4 Water Provision

The Contractor shall be responsible for ensuring that there is access to clean drinking water for all employees on site. If water is stored on site, drinking water and multi-purposed water storage facilities shall be clearly distinguished and demarcated.

4.5 Environmental Education

According to the National Environmental Management Act (107 of 1998), any costs incurred to remedy environmental damage shall be borne by the person responsible for that damage, it is therefore critical that the contractors read and understand the requirements of this document. It is a requirement of the act that everyone takes reasonable measures to ensure that they do not pollute the environment.

The information presented at the course shall be communicated by the Contractor to the rest of the employees on the site, to any new employees coming onto site after the initial training course and to his / her suppliers. The presentation shall be conducted, as far as is possible, in the employees' language of choice. Please note that FAILURE to attend the training will result in a penalties being issued to the contractor.

As a minimum, training shall include:

- Explanation of the specifics of this EMP and its specification (no-go areas, etc.);
- Explanation of the management structure of individuals responsible for matters pertaining to the EMP;
- Ensure that all employees are aware that they are NOT to harm or kill any animal, especially lizards and snakes.
- Individual responsibilities under the EMP and complaint handling procedures;
- Risk management strategies for addressing potential environmental impacts and for developing appropriate control strategies for any activity perceived to pose an environmental risk;
- Explanation of the importance of complying with the EMP;
- Employees' roles and responsibilities, including emergency preparedness;
- Explanation of the mitigation measures that must be implemented when carrying out their activities;
- Key environmental concerns and associated control strategies
- How hazardous or dangerous goods will be handled;
- Waste minimisation, recycling, and disposal guidelines;
- Incident and emergency response actions including reporting and recording guidelines

In view of the above paragraph, the following must be fulfilled:

- All personnel working on the construction site must attend environmental awareness training workshops conducted by the ECO. The purpose of these workshops is to provide staff with the information they require to enable them to meet the requirements of the EMP.
- Contractors shall make allowance for site staff to attend an initial environmental awareness training workshop of approximately one hour. In addition, contractors shall ensure that all new staff and sub-contractors attend environmental awareness training workshops before commencement of work on site.
- All personnel involved in day-to-day activities that could have an impact on the environment must be given on-the-job training in the procedures to be followed.
- Contractors shall keep a register of all personnel attending the awareness training workshops and the on-the-job training detailed above and copy this to the ECO.
- All new staff and sub-contractors that start work during the course of the contract must attend the training workshops conducted by the ECO.
- All staff must be trained in emergency response procedures through the conducting of dry runs of emergency situations. Records of emergency response training must be maintained and must include an attendance list for each training session. These records must be made available for audit purposes.

The Contractor shall keep records of all environmental training sessions, including names of attendees and dates of their attendance.

4.6 Defining No-go and Working Areas

It is important that activities are conducted within a limited area to facilitate control and to avoid impacts on the areas adjacent to the developable area. Working areas are defined as those areas required by the Contractor to undertake the development.

Final site demarcation must be carried out with all relevant parties (who will be responsible) present for the day-to-day activities on the site and may include;

- The Client or his delegated Representative
- Environmental Consultant
- Main Contractor or his delegated Representative
- Sub-contractor (if applicable)
- Environmental Control Officer
- Environmental Officer (if applicable)

The proposed site will be demarcated prior to the commencement of any construction or earth-moving activities and this includes site establishment, the moving of construction material or any other items onto the site, etc. Fortunately, the Site is presently fenced with vibrecrete wall.

The Contractor must maintain in good order the perimeter fencing and barriers for the duration of construction activities, or as otherwise instructed. Any temporary fencing removed for the execution of any portion of the works is to be reinstated by the Contractor as soon as practicable. The Contractor at the end of the contract must remove all demarcation, fencing or barriers not forming part of the final works on Site. The Contractor shall ensure that all plant, labour and materials remain within the boundaries of the working areas. Access must be restricted to development footprints only, with no disturbance of areas outside the development footprints allowed. All areas outside the perimeter of the site shall be considered as no-go areas. No areas outside the working areas may be cleared, damaged, excavated or leveled.

4.7 Working Hours and Construction Personnel

During construction, working hours will be permitted from 06:00 to 18:00 Mondays to Saturdays. The Contractor shall be familiar with all relevant local by-laws and regulations concerning noise, hours of operation, etc. and shall adhere to these by-laws and regulations. Only emergency work shall be allowed on Sundays and at night.

The Contractor shall negotiate for any permits requiring deviation from local by-laws and/or regulations. The Contractor shall be held responsible for any complaints received from the authority and/or public with respect to any contravention of the agreed conditions. Other work outside of normal hours shall be subject to consultation with residents in close proximity of the construction site that will be affected by the noise.

It should be noted that written approval from the Local Authority needs to be obtained for any work that is to be undertaken outside of normal working hours.

Without compromising construction and schedules, local labour should be employed as far as possible. Those successful in obtaining employment should be provided with the appropriate skills development and training. The Contractor is to submit the names of all personnel on site. Personnel will only be permitted to eat and smoke in cordoned-off areas and no littering, alcohol or drugs will be allowed on site.

4.8 Batching and Mixing Areas

Asphalt plants are considered scheduled processes listed in the second schedule to the atmospheric Pollution Prevention Act, 1965 (Act No. 45 of 1965). Should the use of an asphalt plant be required on site, the Contractor will be required to obtain the necessary permit from DEA&DP.

Crushing plants (if any) and asphalt or concrete batching plants shall be located in an area of low environmental sensitivity. Such sites will be subjected to regular inspection by the relevant authorities during the life of the project. In addition, the selection, entry onto, operation, maintenance, closure and rehabilitation of such sites shall be the same as for “spoil sites” with the exception that the Contractor shall provide additional measures to prevent, contain and rehabilitate any environmental damage from toxic/hazardous substances. In this regard, the Contractor shall provide plans that take into account such additional measures such as concrete floors, bunded storage facilities, linings to drainage channels etc.

Cement powder has a high pH. Spillage of dry cement powder and concrete slurry will affect both soil and water pH adversely. Careless handling of cement products resulting in spillage could have serious detrimental effects on the surrounding environment.

The Engineer (in collaboration with the ECO) must indicate the permitted location of batching plants (including the location of cement stores and sand and aggregate stockpiles), if these are to be present on Site, on a site plan. A Method Statement indicating the layout and preparation of such facilities may have to be submitted. Cleaning of equipment and flushing of mixers must not result in pollution of the surrounding environment. All wastewater resulting from batching of concrete must be disposed of via the contaminated water management procedure. Used cement bags must be stored in weatherproof containers to prevent wind dispersion and water contamination. Used cement bags must be disposed of on a weekly basis via the solid waste management system, and must not be used for any other purpose. Cement bags may not be disposed of on-site, but removed on a weekly basis to an approved dumpsite.

All visible remains of excess concrete must be physically removed and disposed of on completion of cement work. Washing the remains into the ground is not acceptable. All excess aggregate must also be removed.

The following recommendations/ mitigation measures must be implemented to minimise impact:

- No batching activities shall occur on unprotected substratum of any kind (i.e. directly on the ground). Concrete mixing must take place on top of boarding and/or sheeting so as to protect the ground. This board and or sheeting must be removed from the site once the mixing is complete. Cement must be mixed on mixing trays that prevent runoff and spillage. No mixing will be allowed directly on the ground's surface;
- Concrete batching to take place at identified areas only in consultation with the ECO;
- Cement contaminated water may not enter a natural (e.g. ocean) or man-made (e.g. trench) water system. Preventative measures include establishing sumps from where contaminated water can be either treated in situ. All wastewater and runoff from batching areas shall be strictly controlled, and cement contaminated water shall be collected, stored and disposed of at an approved site;
- Contaminated water storage facilities shall not be allowed to overflow and appropriate protection from rain and flooding shall be implemented;
- Care shall be taken to collect contaminated wash-water resulting from cleaning activities of equipment and flushing of mixers, and dispose of it in a manner approved by the IE and ECO;
- Suitable screening and containment shall be in place to prevent wind-blown contamination associated with bulk cement silos, loading and batching;
- Dry mixing batching areas to be carefully placed in consultation with the ECO. If possible/appropriate ready mix concrete must be used;
- Cement bags are to be stored securely out of harms way from the elements (wind and rain). Unused cement bags are to be properly stored so as not to be affected by rain or runoff events;
- Used cement bags are to be stored in a wind and rainproof container for disposal. Used bags are to be removed from site on a regular basis and under no circumstances burned as a method of disposal;
- Sand and stone to be stored on plastic if it is stored outside the future fenced off site;
- Responsibly used ready-mix concrete and cement is preferred to site batched mixes;
- Cement contaminated equipment is to be washed so that contaminated water does not enter storm water, groundwater and/or drainage lines. Contaminated water must either be removed from site or, with the approval of the ECO and the Local Authority, be disposed of into the local sewage system. Where possible, contaminated water should be recycled back into the batching process;
- Contaminated soil resulting from a cement or concrete spill is to be removed or rehabilitated at the cost of the Contractor and to the satisfaction of the Project Manager/Engineer and the ECO;

- The Contractor shall apply to the relevant national authority for approval and closure of these measures; and
- The Contractor shall invite the relevant regulatory authorities to inspect the site within 2 months after any plant is commissioned and at regular intervals thereafter, not exceeding 12 months apart.

Note: In the event of Ready Mix concrete deliveries taking place on site the site foreman must ensure that no wash-down of ready mix trucks takes place on or around the site except, as a last resort, at the concrete batching area where concrete waste water may be contained into the existing bunding pit. Any alternative method of disposal must be approved on the basis of Method Statement to be submitted for the approval of the ECO.

The Contractor shall submit a Method Statement indicating the batching mixing areas and handling of cement.

4.9 Equipment Servicing and Cleaning

All vehicles and equipment must be maintained in a good condition in order to minimise the risk of leakage and possible contamination of the soil, groundwater, surface water and/or storm water by fuels, oils and hydraulic fluids.

4.10 Handling and storage of Fuel and Hazardous Materials

4.10.1 Fuel, Oil And Other Substances

Contractors shall identify fuels and hazardous substances to be stored on the site and shall ensure that they know the effects of these substances on their staff and the environment. A copy of a fuels and hazardous substance inventory shall be supplied to the ECO by the contractors.

Contractors shall ensure that the quantities of fuels and chemicals on site are appropriate to the requirements and are stored and handled so as to avoid the risk of spillage. All fuels, oils and chemicals shall be confined to specific and secured areas, approved by the ECO. These materials shall be stored in an area with a concrete or other impervious base, which is adequately bunded. The volume of the bund shall be two times the volume of the containers stored. Gas and fuel should not be stored in the same storage area, and any generators used on the site should also be placed on a bunded surface.

In the event that fuels, oils and other hazardous fluids are to be stored on site and approval of fuel storage must be given by the ECO and Project Manager/Engineer (refer to the SABS bulk and small volume fuel storage guidelines as available from the local Fire Fighting Authorities).

Basic guidelines to follow if any fuels are to be stored are as follows:

- These areas must comply with general fire safety requirements.
- All vehicles, equipment, fuel and petroleum services and containers must be maintained in a good condition that prevents leakage and possible contamination of soil or water supplies. Drip trays are to be used in these storage areas to prevent contamination of the ground in the event of spillages or leaks
- All plants/fuel tanks must have a bund or drip tray present (whichever is applicable) to use in the event off accidental spillage of oils and fuels and must contain a capacity level of 120% of the capacity of the plant fuel and oil tanks.
- A suitable leak proof container for the storage of oiled equipment (filters, drip tray contents and oil changes etc.) must be established.
- Fuels and oils must be safely located in a designated area out of harms way from the elements and safety and fire prevention must be strictly adhered to.
- All spills are to be recorded in the ESO diary.

In addition, the following must be implemented:

- All fuel stores must be equipped with a fire extinguisher;
- No vehicle servicing may take place on the site. Servicing of equipment that uses hydrocarbon fuels, oils, lubricants and other hazardous chemicals may only take place in the site camp under conditions approved by the ECO and the Project Manager/Engineer;
- A suitable leak proof container is to be used for the storage of oiled equipment. This container is to be removed from site and the contents disposed of at an approved waste site as required;
- Fuels and oils must be stored in tanks or drums with lids that remain firmly shut and shielded from the elements. Safety and fire prevention precautions must be strictly adhered to (ref SABS fuel storage standards);
- All fuels are to be stored within a lined demarcated area in the Site Camp. No refuelling is to take place outside of this demarcated area unless authorised by the ECO. Note that filling machinery in the field (on site) from canisters should be cleared with the ECO and both a “no leak” funnel / pump and one of the above mentioned absorption products must be on hand in the event of such refuelling taking place;
- All fuel, oil or hydraulic fluid spills are to be reported to the Project Manager/ Engineer and ECO immediately so that appropriate clean-up measures can be implemented.

4.10.2 Hazardous Materials Transport and Storage

If potentially hazardous substances are to be stored on site, the Contractor must provide a Method Statement detailing the substances/materials to be used, together with the storage, handling and disposal procedures of the materials to the Engineer and the ECO.

Paints: - No paint products may be disposed of on Site and brush/roller wash facilities must be established to the satisfaction of the Engineer and the ECO. Oil based paints and chemical additives and cleaners such as thinners and turpentine must be strictly controlled. A Method Statement detailing the paint management procedures is required.

Hazardous building materials: -Hazardous building materials (e.g. asbestos, fibre claddings, refrigerants, coolants, sub-station cooling oils, etc) must be identified and dealt with in accordance with the relevant safety and health legislation. All such material must be separated on Site and disposed off at appropriate licensed disposal sites. The Contractor must supply the ECO with a certificate of disposal. Hazardous materials should be stored under lock and key in designated areas with properly displayed and visible warning signs. The Contractor shall comply with all relevant legislation with regard to the transport and storage of such substances. The Contractor shall provide proof to the RE and ECO that relevant authorisation to store such substances has been obtained from the relevant authority. The Contractor shall comply with all applicable by-laws with regard to road safety and the transport of materials, especially hazardous materials.

In addition, hazard signs indicating the nature of the stored materials shall be clearly displayed on the storage facility or containment structure. Before containment or storage facilities can be erected, the Contractor shall furnish the RE and ECO with details of the preventative measures (emergency procedure to deal with accidents and incidents arising from hazardous substances), which are proposed to be installed in order to mitigate against pollution of the surrounding environment from leaks or spillage. The preferred method of such mitigation shall comprise a concrete floor that is bunded. The Contractor shall furnish employees with details of the proposed preventative measures.

The Contractor shall report major incidents (spills in excess of 50 litres) to the RE and ECO immediately and follow the designated emergency response procedure.

The Contractor shall be responsible for the training and education of all employees who will be handling hazardous materials about their proper use, handling and disposal. All the necessary handling and safety equipment required for the safe use of petrochemicals and oils shall be provided by the Contractor to, and used or worn by, the staff whose duty it is to manage and maintain the machinery and equipment.

4.10.3 Spillages

Streams, rivers and dams should be protected from direct or indirect spillage of pollutants such as refuse, garbage, cement, concrete, sewage, chemicals, fuels, oils, aggregate, tailings, wash water, organic materials and bituminous products. In the event of a spillage during the construction phase, the responsibility for spill treatment lies with the Contractor and the Contractor will be liable to arrange for competent assistance to clear the affected area. The Contractor shall compile and maintain environmental emergency procedures to ensure that there will be an appropriate rapid response to unexpected or accidental environment-related incidents throughout the life cycle of the project.

The individual responsible for, or who discovers a hazardous waste spill must report the incident to the Contractor, the RE and ECO. The Contractor shall assess the situation in consultation with the RE and ECO and act as required. In all cases, the immediate response shall be to contain the spill. The Contractor, in consultation with the RE and ECO, shall determine the exact treatment of polluted soil/water. Areas cleared of hazardous waste shall be re-vegetated according to the RE's instructions.

Should water downstream of the spill be polluted, and fauna and flora show signs of deterioration or death, specialist hydrological or ecological advice must be sought for appropriate treatment and remedial procedures to be followed. The requirement for such input shall be agreed with the Contractor, RE and ECO. The costs of containment and rehabilitation shall be for the Contractor's account, including the costs of specialist input.

4.11 Waste Management

The Contractor is responsible for the establishment of a waste control system that is acceptable to the Project Manager/Engineer and the ECO. This system is to be presented to the ECO in the form of a Method Statement prior to the commencement of works. For the purposes of this EMP, waste includes all debris, refuse, hazardous waste, construction litter and asphalt (tar) waste. The Contractor shall submit a Method Statement indicating the waste handling and management during the construction period.

4.11.1 Solid Waste

Solid waste includes all construction debris (cement bags, old cement, tags, wrapping materials, timber, cans, wire, nails, etc.), waste and surplus food, food packaging, organic waste, etc. The Contractor shall be responsible for the establishment of a solid waste control and removal system in order to prevent the spread of waste in, and beyond, the construction site that is acceptable to the RE and ECO.

Disposal of solid waste shall be at a permitted landfill site or at a site approved by DEA in the event that an operating permitted landfill site is not within reasonable distance from the site offices. No waste material shall be burned at the site offices, or anywhere else on the site, including the approved solid waste disposal site (also refer to COLTO Specification 1404(a).

All waste bins must have lids and be suitably wind-proof, being made of a durable, appropriate material.

Bins are to be located at all areas of the site, with waste to be removed from the waste bins daily or when near full. All waste shall be stored in a demarcated area, which meets the satisfaction of the RE and ECO.

Dumping of construction rubble, cut vegetation or other material shall only be permitted in areas indicated by the RE and ECO (also refer to COLTO Specification 3203 and 4306). The Contractor shall ensure that the site is cleaned up on a daily basis. The general cleanliness of the site shall be considered as part of the site inspections undertaken by the Contractor and ECO.

Wherever possible, materials used or generated by construction shall be recycled. Containers for glass, paper, metals and plastics shall be provided, should sufficient recyclable material be generated. Office and camp areas are particularly suited for this purpose. These materials could be sold to appropriate recycling merchants or taken to an appropriate recycling plant.

4.11.2 Litter

No littering by construction workers must be allowed. During the construction period, the facilities shall be maintained in a neat and tidy condition, and the site is to be kept free of litter. Fines shall be implemented for persons found littering.

Measures shall be taken to reduce the potential for litter and negligent behaviour with regard to the disposal of all refuse. At all places of work, the Contractor shall provide litter collection facilities for later safe disposal at approved waste disposal sites (also refer to COLTO Specification 1302(b).

Refuse collected from the working areas must be stored in a water- and animal- proof enclosure at the designated site camp. Refuse is to be removed from the site camp at least once a week by the Contractor or an appointed refuse removal agent (or approved local waste removal system). Refuse must be disposed of at an approved waste disposal site.

The Contractor will ensure that waste and surplus food, food packaging and other waste is not deposited by employees anywhere on the site except in refuse bins for removal on a daily basis

by the Contractor to the central point in the site camp. Refuse bins shall be watertight, wind-proof and scavenger-proof, and shall be placed at regular intervals throughout the site. The ECO will approve the design of the bins. Refuse collected from the site shall be stored in an appropriate closed and weatherproof container and removed once a week.

Refuse shall be separated into suitable categories and re-cycled. Construction debris such as scrap metal shall be collected in a skip container and disposed of at an approved dumpsite. Refuse may not be burnt or buried on the site, or in the vicinity. Contractors shall identify a permitted refuse disposal site for various categories of waste and provide documentary proof to the PM and ECO of the type and volume of waste to be disposed of there. The Contractors shall provide workers to clean up the site on a daily basis and the general cleanliness of the site shall form part of the site inspections undertaken by the ECO.

4.11.3 Hazardous Waste

Hazardous waste such as bitumen, tar, oils, etc. shall be disposed of in an approved hazardous landfill site. Special care should be taken to avoid spillage of tar products such as pre-coating fluid to avoid water-soluble phenols from entering the ground or contaminating water.

Under no circumstances shall the spoiling of bituminous products on the site, over embankments, or any burying be allowed. Unused or rejected bituminous products shall be removed from site and taken to the supplier's production plant. No spillage of bituminous products shall be allowed on site. In the event of the above occurring, the affected areas shall be promptly reinstated to the satisfaction of the RE and ECO.

Used oil, lubricants and cleaning materials from the maintenance of vehicles and machinery should be collected in a holding tank and returned to the supplier. Water and oil should be separated in an oil trap.

Oils collected in this manner should be retained in a safe holding tank and removed from site by a specialist oil recycling company for disposal at approved waste disposal sites for toxic/hazardous materials. Oil collected by a mobile servicing unit should be stored in the service unit's sludge tank and discharged into the safe holding tank for collection by the specialist oil recycling company. The Contractor shall ensure that an emergency preparedness plan is in place for implementation in the case of a spill or substances, which can be harmful to an individual or the receiving environment.

All used filter materials should be stored in a secure bin for disposal off site. Hazardous waste shall not be stored or stockpiled in any area other than that designated on the construction site layout. Hazardous and flammable substances must be stored and used in compliance with the applicable regulations and safety instructions. Soils contaminated by oils and lubricants should

be collected and disposed of at a facility designated by the local authority to accept contaminated materials.

Petroleum, chemical, harmful and hazardous waste is to be stored in an enclosed and bunded area. The location of such bund sites is to be approved by the Project Manager/Engineer and the ECO. This waste will be disposed of at a hazardous waste disposal site as approved by the Local Authority. Storage and disposal etc. is also controlled through other relevant legislation that must be compiled with e.g. the Occupational Health & Safety Act.

4.11.4 Spoil Sites

The Contractor shall be responsible for the safe siting, operation, maintenance and closure of any spoil site used during the contract period. This shall include existing spoil sites that are being re-entered.

Before spoil sites may be used, proposals for their locality, intended method of operation, maintenance and rehabilitation shall be given to the RE and ECO for approval. The affected landowner must be consulted and must provide consent for the locations of these spoil sites on his property prior to the submission of proposals for use to the Contractor. No spoil site shall be located within 500 m of any watercourse, nor in areas of high ecological sensitivity identified in the EIA. A photographic record shall be kept of all spoil sites for monitoring purposes, and must include photographs of before the site is used, as well as after re-vegetation.

The use of approved spoil sites for the disposal of hazardous or toxic wastes shall be prohibited unless special measures are taken to prevent leaching of the toxins into the surrounding environment. Such special measures shall require the approval of the relevant provincial or national authority. The Contractor shall be required to obtain the necessary authority approval.

Spoil sites shall be shaped to fit the natural topography. Slopes shall not exceed a vertical: horizontal ratio of 1:2. Only under exceptional circumstances shall approval be given to exceed this ratio. These sites shall receive a minimum of 75 mm topsoil and be grassed with a suitable seed mixture. Appropriate revegetation measures to minimise soil erosion shall be undertaken by the Contractor. The Contractor may motivate to the RE and ECO for other acceptable stabilising methods, but this motivation cannot be based solely on cost savings. The RE and ECO may only approve a completed spoil site at the end of the construction period upon receipt from the Contractor of a landowner’s clearance notice and an engineer’s certificate certifying slope stability. The Contractor’s costs incurred in obtaining the necessary certification for opening and closing of spoil sites shall be deemed to be included in the tendered rates for spoiling.

4.12 Water Pollution Prevention

The Contractor shall prevent pollution of surface or underground water and shall comply with the Water Act, 36 of 1998, and any other national, provincial and local legislation regarding the prevention of water pollution, including the pollution of ground and storm water.

The Contractor must ensure that all reasonable precautions are taken to prevent the pollution of the ground and water resources as a result of site activities. Ground contamination may hinder or prevent the re-establishment of natural vegetation. The Contractor shall keep the necessary materials and equipment on site to deal with ground spills of any of the materials used or stored on site. In addition, the Contractor shall ensure that no oil, petrol, diesel, paint, etc. is discharged onto the ground.

Pumps and all machinery requiring oil, diesel etc. that are to remain in one position shall be placed on drip trays. The drip trays shall be emptied regularly and the contaminated water disposed of offsite at a facility capable of handling such wastewater. Drip trays shall be cleaned before any possible rain events that may result in the drip trays overflowing and before long weekends and holidays.

Storm water and/or groundwater may accumulate on site during the construction period and there is the potential for this water to be contaminated as a result of construction procedures. The Contractor shall ensure that this water does not become contaminated. Contaminated water (e.g. cement washings or waste water from ablution etc) shall be collected in a conservancy tank, removed from the site and disposed of in a manner approved by the ECO.
Potential pollutants of any kind and in any form must be kept, stored, and used in such a manner that any escape can be contained and the water table not endangered. This particularly applies to water emanating from runoff from fuel depots/workshops/truck washing areas. Wash down areas must be placed and constructed in such a manner so as to ensure that the surrounding areas are not polluted.

Contaminated water includes water that is carrying excess sediment due to construction activities. The contractor, being responsible for the construction and effective containment and maintenance of settlement ponds must ensure that the surrounding environment is not adversely affected as a result of construction activities. Contaminated water storage facilities must not be allowed to overflow and appropriate protection from rain and flooding must be implemented.

Contaminated water that is removed from site must be disposed of at a facility approved by the ECO and Local Authority. No contaminated water that does not meet the water quality standards and criteria under the National Water Act may be released into a natural system, whether it is to surface or groundwater

All cement effluent from mixer washings, and run-off from batching areas and other work areas must be contained in suitable sedimentation ponds. Sedimentation ponds must be allowed to dry out on a regular basis to allow for solid material to be removed. This material must be disposed of in a suitable manner, depending on the nature of the material, and to the discretion of the ECO.

The contractor should ensure that provision is made for protecting the beach and ocean at all times.

4.13 Storm Water Control

Contractors shall take reasonable measures to prevent erosion resulting from a diversion, restriction or increase in the flow of storm water caused by the presence of their works, operations and activities, all to the satisfaction of the ECO. Any storm water collected in bunded areas containing oils, fuels, chemicals or other potentially polluting substances shall be pumped out of the bund, collected in a suitable container and removed from the site for disposal as per the City of Cape Town storm water-pollution by law. Ground water and storm water in excavated areas shall be filtered through settlement ponds and filters before being discharged/ pumped into the storm water system.

Contractors shall provide adequate control measures to prevent storm water damage and erosion during construction. Control measures should include the control by sumps and adequate pumping of water ingress into trenches below the water table. Storm water should also be directed into attenuation ponds wherever possible. All methods of storm water control during the construction phase are to be agreed and approved by the PM and ECO. Berms and existing storm water drainage systems shall be used to prevent surface run-off from entering site excavations.

4.14 Water Resource Management

Water is a scarce resource in the Western Cape and water shall be conserved wherever possible. The Contractor shall not waste water (eg water areas excessively etc). All leaking water pipes are to be repaired or replaced immediately.

Contractors shall be responsible for providing construction water, water required for dust control, drinking and washing water. Contractors shall also be responsible for providing washing facilities for all staff. The location of taps should be convenient to the workers and should be indicated on the site management plan. Water shall not be used unnecessarily.

Wastewater from washing facilities shall be discharged into the existing sewage system, or removed from the site by the Contractor or by other means, should the existing services be unavailable. Such alternative means shall be submitted to the ECO for approval.

4.15 Dust Control

The Contractor will be solely responsible for the control of dust and for any claims against the proponent for damages resulting from dust. All activities that generate dust will be kept moist with water. If possible non-potable water should be used for dust mitigation.

Soil stockpiles (if any) shall be located in sheltered areas where they are not exposed to the erosive effects of the wind. Also, sand will be covered with shade cloth if not used for more than 24 hours. To control dust from the batching operation, water shall be spayed on the materials at regular intervals. Excavation, handling and transport of erodible materials shall be avoided under high wind conditions. During high wind conditions, the PM and ECO shall evaluate the situation and make a recommendation as to whether dust-damping measures are adequate, or whether work should cease altogether until wind speeds drop to acceptable levels.

4.16 Noise Control

Noise generation during construction could create disturbance and a nuisance for people working, resident in and commuting through the area. Contractors shall thus restrict working hours for construction activities to: **07h00-18h00 on weekdays** (excluding public holidays); and **08h00-13h00 on Saturdays** (excluding public holidays). No work is to be done on Sundays.

However, any deviation from the working hours needs to be pre-approved by the Consultants in consultation with the ECO. If contractors wish to work outside of these hours, this must be with the agreement of the PM, ECO and the building regulations. The ECO is, however, to be fully informed of any complaints received regarding noise levels during the construction period.

Please note that all equipment and machinery used on site should be fitted with the appropriate silencers to minimise any noise pollution.

4.17 Stockpiling

Any stockpiling of gravel, cut, fill or any other material including spoil (if any) must only be allowed in degraded areas or areas below the future cover of buildings and tar or paved parking surface. Any area used for stockpiling and not covered by building development must be returned to at least the state they were in before stockpiling and it must be ensured that the erosion potential of these areas is not increased.

The Contractor must ensure that the material does not blow or wash away or mix with each other. If the stockpiled material is in danger of being washed or blown away, the Contractor must cover it with a suitable material, such as hessian, netting or plastic.

4.18 Preparation of Building Material

The Contractor must ensure that any delivery drivers are informed of all procedures and restrictions (including "no go" areas) required to comply with the Specifications. The Contractor must ensure that these delivery drivers are supervised during offloading, by someone with an adequate understanding of the requirements of the Specifications.

All manufactured and/or imported material must be stored within the demarcated area, and, if so required, out of the rain. All lay down areas outside of the construction camp must be subject to the Engineer and the ECO's approval in such a way as not to cause a nuisance or environmental damage. All building materials are to be prepared at the batching plant, to enable the effects of cement and other substances, and the resulting effluent to be more easily managed. It is essential that any imported material i.e. base material for road works, building sand, bedding base sand for pipe / cable lines etc. must be screened and of which the origins must be identified prior to arriving at the receiving environment, this must be approved by the Engineer / ECO.

4.19 Fire Prevention

The Contractor shall take all reasonable steps to avoid any fires. Prior to the commencement of construction activities the Contractor is to ascertain the fire requirements of the local council and must submit a contingency plan in case of fire to the RE. The Contractor shall ensure that there is basic fire-fighting equipment on site (including toll plazas) at all times. This equipment shall include, as a minimum, fire extinguishers and beaters.

No fires will be allowed on the site. **No smoking** will be permitted on the site except for within a designated area in the site camp. If smoking is to be allowed on site then arrangements must be made for disposal of cigarette butts. No smoking will be allowed outside the agreed upon areas. Suitable fire fighting equipment must be readily available in this area.

The contractor will be requested to remove any person from the site who is found lighting a fire or smoking outside of the designated smoking area.

Fires for heating, cooking or disposal of any material will not be permitted. Suitable fire fighting equipment must be readily available. The Contractor will be liable for all costs incurred by organisations called to extinguish any fires started by any person(s) under their control. In such

an event, the Contractor will be liable for all costs incurred to remediate burnt areas on the site and areas to which the fire has spread.

The Contractor must ensure that the contact details of the nearest Fire Department are displayed on site (together with other emergency services) and that all persons involved with the project know the location of these numbers on site.

The Contractor shall pay the costs incurred by organisations called to put out fires started by himself or any Sub-contractor. The Contractor shall also pay the costs incurred to reinstate burnt areas as deemed necessary by the RE.

The Contractor shall also take all reasonable steps to extinguish any fires where other road users may have started a fire, either intentionally or unintentionally.

4.20 Pollution Prevention and Remediation

The Contractor must ensure that all reasonable precautions are taken to prevent the pollution of the ground and water resources as a result of site activities.

Pollution could result from the release, accidental or otherwise, of contaminated runoff from construction camps, discharge of contaminated construction water, chemicals, oils, fuels, sewage, run off from stockpiles, solid waste, litter, etc. The first activity to be undertaken once a spill occurs is to terminate the source of the spill and contain the polluted area. All fuel, oil or hydraulic fluid spills are to be reported to the Project Manager/ Engineer and ECO forthwith so that appropriate clean-up measures can be implemented.

The Contractor shall keep the necessary materials and equipment on site to deal with ground spills of any of the materials used or stored on site. Sufficient quantities of suitable hydrocarbon absorbent or remediation materials must be present on site at all times. Absorbent “spill-mop-up” products need to be on hand – Enretech, Spillsorb or Drizit type products should be investigated for these purposes.

4.21 Cleanliness of Public Roads

Contractors shall ensure that construction vehicles are not overloaded so as not to spill construction or excavated material onto any public roads in the proximity. Contractors shall provide a washing system for cleaning the wheels of vehicles moving off-site, and shall ensure that this is utilised as required. Filtering of ground-water seeping into excavated areas prior to leaving (or being pumped from) site will help keep roads clean.

4.22 Traffic Control (when applicable)

This section outlines management of construction traffic within the Project site, and nearby local roads. The Contractor must control the movement of all vehicles and plant including that of his suppliers so that they remain on designated routes. In addition such vehicles and plant must be so routed and operated as to minimise disruption to regular users of the routes not on the Site. On Site, the vehicles of the Contractor and his suppliers must not exceed a speed of 25 km/h. On public roads adjacent to the Site vehicles will adhere to municipal and provincial traffic regulations.

Traffic control and safety shall be done in accordance with the South African Traffic Safety Manual, with the relevant signs, flagmen, barriers, etc being provided at the various access points. Traffic control shall be done in co-operation with local traffic officials. All laws and regulations applicable on the public road system are enforceable on the construction site.

Due to the activities involved in the construction phase, trucks and other related vehicles will be using the roads leading to the site. These vehicles will need to be roadworthy and abide by the speed limits. The Contractor should ensure that additional construction vehicles do not produce excess noise and that generation of dust is kept to a minimum. Contractors must ensure that their vehicles are road-worthy and that loads are properly secured.

The Contractor shall ensure that all construction vehicles using public roads are in a roadworthy condition, that they adhere to the speed limits and that their loads are secured. Vehicles transporting materials such as topsoil and spoil shall be covered to prevent their contents falling/blowing off and causing a traffic hazard. The Contractor must place cordons, barriers and warning signs around excavations and wherever there is a hazard to workers, the public and animals.

No access/haul roads other than those required for construction purposes shall be developed. As far as possible, existing roads shall be used for access/haulage purposes. The Contractor in consultation with the RE and ECO shall approve all new temporary access/haul roads. All temporary roads no longer required shall be decommissioned and the land rehabilitated appropriately.

4.23 Appropriate use of Machinery

Contractor must at all times carefully consider what machinery is appropriate to the task while minimizing the extent of environmental damage. The contractor may not operate any machinery including a fuel driven compressor outside the demarcated area. Where practical, all maintenance of plant and machinery on Site must be performed in workshops. If it is necessary

to do maintenance outside of a workshop area, the Contractor must obtain the approval of the Engineer and the ECO prior to commencing activities.

All vehicles and equipment must be routinely inspected for fuel and oil leaks and kept in good working order and serviced regularly. Leaking equipment must be repaired immediately or removed from the Site. When servicing equipment, drip trays must be used to collect the waste oil and other lubricants. Drip trays must also be provided in construction areas for stationary plant (such as compressors) and for "parked" plant (such as scrapers, loaders, vehicles). Drip trays should be kept free of water that will float the oil to overspill. All drip trays/bungs to attain a 120% capacity of the plant fuel/oil capacity.

Appropriate 2.5kg (minimum requirement) dry powder SABS approved and service certified fire fighting extinguishers must be easily available at strategic points on the site (e.g the site office, fuel stores, etc.

4.24 Method Statements: Contractors Requirements

Specified contractors shall provide method statements for approval by the PM and ECO prior to work commencing on aspects of the project deemed or identified to be of potential risk to the environment, when called upon to do so by the PM. In addition, method statements from contractors may be required by the relevant authorities or the ECO for specific sensitive actions. Method Statements shall cover applicable details with regard to:

- Contractor's camp establishment including fuel storage, toilet facilities and waste management;
- Construction procedures;
- Materials and equipment to be used;
- Storm water management (plan of how storm water and ground-water is going to be handled on site, example, seeping into excavated areas);
- Pollution prevention (location, layout, preparation and operation of all wash areas, including vehicle wash, paint washing and clearing);
- Windblown sand and dust control measures;
- Batching plant activities if any (location, layout and preparation of cement/ concrete batching facilities including the methods employed for the mixing of concrete including the management of runoff water from such areas);
- Noise control;
- Storage, handling and management of hazardous substances/material;
- Solid waste management (solid waste control, stockpiling of excavated material and removal of waste from Site);
- Traffic management; and
- Any other information deemed necessary by the ECO, DEA&DP or City Of Cape Town Environmental and Heritage Resource Management.

The RE and / or the ECO shall specify any additional Method Statements that may be required. Where relevant the Method Statements indicated above can be combined on agreement with the RE or ECO.

All method statements are to be to the satisfaction of the PM, the ECO and the City Of Cape Town Environmental and Heritage Resource Management.

Method Statements shall be submitted to the RE and ECO **at least three (3) days prior** to the commencement of operations. It should be noted that Method Statements must contain sufficient information and detail to enable the RE and ECO to apply their minds to the potential impacts of the works on the environment. The Contractor will also need to thoroughly understand what is required of him / her in order to undertake the works.

Work shall not commence until Method Statements have been approved by the RE. Failure to submit Method Statements may cause the RE to order the Contractor to suspend part or all of the works concerned until a Method Statement has been submitted and approved. Failure to submit Method Statements at least three days prior to commencing the relevant activity may result in a fine. Any damage caused to the surrounding environment by work done without prior approval shall be rehabilitated at the Contractor's cost.

5 SITE CLEAN UP AND REHABILITATION

5.1 Site Clean Up

The Contractor shall ensure that all temporary structures, equipment, materials, wastes and facilities used are removed upon completion of the contract. The site cleanup must be to the satisfaction of the City Of Cape Town Environmental and Heritage Resource Management, Project Manager/Engineer and the ECO. A site closure checklist will only be given once site has been closed.

5.2 Rehabilitation

If deemed necessary by the Project Manager/Engineer, the ECO or the City Of Cape Town Environmental and Heritage Resource Management, the contractor may have to employ a suitably qualified person to rehabilitate areas damaged during construction activities on site. In the event of damage occurring to the environment due to the irresponsible actions of the Contractor, (including non-compliance with the EMP), rehabilitation may be required as decided upon by the ECO, the ECO and the Project Manager/Engineer. The completed rehabilitation is to be to the satisfaction of the Project Manager/Engineer, the ECO and the City Of Cape Town.

On completion of construction, the Contractor shall ensure that all structures, equipment, materials, waste, rubble, notice boards and temporary fences used during construction are removed with minimal damage to the surrounding area. The Contractor shall clean and clear the site to the satisfaction of the ECO. The cost of such rehabilitation will be for the Contractor's account and no extension of time will be granted. At the conclusion of the project an environmental audit report shall be compiled and submitted to City Of Cape Town Environmental and Heritage Resource Management. This report shall be compiled by the ECO, in collaboration with the RE, EO and the Contractor. It shall, as a minimum, outline the implementation of the EMP, and highlight any problems and issues that arose during the construction period to report, on a formal basis, the lessons learned from this project.

5.3 Environmental Completion Statement

An Environmental Completion Statement is a report by the ECO/Environmental Consultant to the relevant authorities stating completion of the project and compliance with the EMP and conditions. The following environmental statements may be required to be completed on completion of all site construction activities and submitted in line of sequence to the relevant office for perusal and reference.

5.4 ECO: Environmental Completion Statement

The ECO must submit an environmental closing statement relating to all environmental and technical issues that occurred on site as well as any conclusions regarding incidents such as written warnings, stoppages of works and penalties.

5.5 Environmental Audit Report

An Environmental Audit Report must be submitted by the Client to the satisfaction of the City Of Cape Town Environmental and Heritage Resource Management (or other relevant authorities such as the Department of Environmental Affairs and Development Planning), within six months after construction has been completed and after the sites have been rehabilitated, whichever is applicable.

APPENDIX 1: EXAMPLE OF METHOD STATEMENT

CONTRACT: ……DATE: ……

PROPOSED ACTIVITY (give title of method statement and reference number):

WHAT work is to be undertaken? (give a brief description of the works):

WHERE are the works to be undertaken? (where possible, provide an annotated plan and a full description of the extent of the works):

WHEN are the works to start, what is the anticipated finish date?

HOW are the works to be undertaken? (provide as much detail as possible, including annotated maps and plans where possible): **Note: please attach extra pages if more space is required**

DECLARATIONS

1) PERSON UNDERTAKING THE WORKS

I understand the contents of this Method Statement and the scope of the works required of me. I further understand that this Method Statement may be amended on application to the signatories hereunder and that the ECO will audit my compliance with the contents of this Method Statement.

_____ (Print name)

_____(signed) Dated:_____

2) ENVIRONMENTAL CONTROL OFFICER

The work described in this Method Statement, if carried out according to the methodology described, is satisfactorily mitigated to prevent avoidable environmental harm:

_____ (Print name)

_____(signed) Dated:_____

3) RESIDENT ENGINEER/ENGINEER REPRESENTATIVE/CLIENT

_____ (Print name)

_____(signed) Dated:_____

APPENDIX 2: ENVIRONMENTAL WEEKLY CHECKLIST

CONTRACTOR: ENVIRONMENTAL WEEKLY CHECKLIST

SITE: _____ PHASE OF WORK & % OF COMPLETION:_____

ENVIRONMENTAL ASPECT	YES[√]/NO[x]	COMMENTS
1. Environmental File on Site and updated on a regular basis, including environmental incidents		
2. All new personnel on site have attended the environmental awareness course		
3. Contractor's camp is neat and tidy and the labourers' facilities are of an acceptable standard		
4. Sufficient and appropriate firefighting equipment is visible and readily available		
5. Waste control and removal system is being maintained		
6. Refuse bins in place and maintained and are weather and scavenger proof		
7. Adequate toilets (one toilet per 15 workers) are in place and maintained in a hygienic condition		
8. Drip trays are being utilised where there is a risk of incidental spillage		
9. Bunds/ drip trays are being emptied on a regular basis (especially after rain)		
10. No leakages (oil & fuel) are visible from construction vehicles and equipments		
11. No go areas, remaining natural features and trees have not been damaged		
12. Dust control measures (if necessary) are in place and are effectively controlling dust		
13. Noise Control measures (if necessary) is in place and is working effectively		
14. Erosion control measures (if necessary) are in place and are effective in controlling erosion		
15. Stockpiles (if any) are located away from public areas, do not exceed 2 m in height and are protected from erosion		

Completed by:…….… Sign:…….……. Date:……/……/2014

To be submitted at the end of each week to the Environmental Control Officer (ECO)

Received by ECO: Sign:……. Date: ……/……/2014

APPENDIX 3: BASIC RULES OF CONDUCT

BASIC RULES OF CONDUCT

The following list represents the basic Do's and Don'ts towards environmental awareness, which all participants in this project must consider whilst carrying out their tasks. These are not exhaustive and serve as a quick reference aid.

NOTE: ALL new site personnel must attend an environmental awareness presentation. Please inform your foreman or manager if you have not attended such a presentation or contact the ESO.

DO:

- USE THE TOILET FACILITIES PROVIDED – REPORT DIRTY OR FULL FACILITIES
- CLEAR YOUR WORK AREAS OF LITTER AND BUILDING RUBBISH AT THE END OF EACH DAY – use the waste bins provided and ensure that litter will not blow away.
- REPORT ALL FUEL OR OIL SPILLS IMMEDIATELY & STOP THE SPILL CONTINUING.
- DISPOSE OF CIGARETTES AND MATCHES CAREFULLY. (Littering is an offence.)
- CONPENALTIES WORK AND STORAGE OF EQUIPMENT TO WITHIN THE IMMEDIATE WORK AREA.
- USE ALL SAFETY EQUIPMENT AND COMPLY WITH ALL SAFETY PROCEDURES.
- PREVENT CONTAMINATION OR POLLUTION OF STREAMS AND WATER CHANNELS.
- ENSURE A WORKING FIRE EXTINGUISHER IS IMMEDIATELY AT HAND IF ANY "HOT WORK" IS UNDERTAKEN e.g. welding, grinding, gas cutting etc.
- REPORT ANY INJURY OF AN ANIMAL.
- DRIVE ON DESIGNATED ROUTES ONLY.
- PREVENT EXCESSIVE DUST AND NOISE.

DO NOT:

- REMOVE OR DAMAGE VEGETATION WITHOUT DIRECT INSTRUCTION.
- MAKE ANY FIRES.
- INJURE, TRAP, FEED, HARM OR KILL ANY ANIMALS – this includes birds, snakes, lizards etc.
- ENTER ANY FENCED OFF OR MARKED AREA.
- ALLOW CEMENT OR CEMENT BAGS TO BLOW AROUND.
- SPEED OR DRIVE RECKLESSLY
- ALLOW WASTE, LITTER, OILS OR FOREIGN MATERIALS INTO THE STREAM
- LITTER OR LEAVE FOOD LAYING AROUND

Notes:

1. Must any animals be encountered then do not harm them. The ESO or RE must be contacted to remove these safely. The harming of any animal will result in disciplinary action.
2. Construction and heavy machine operators must be particularly sensitive to staying within access routes and prevention of unnecessary damage. Dust and noise is also of particular concern. Ensure that vehicles and machinery do not leak fuel or oils. Refueling or maintenance must be done within the maintenance camp area only.
3. Alien plant clearing and control work teams must be closely supervised.