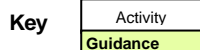
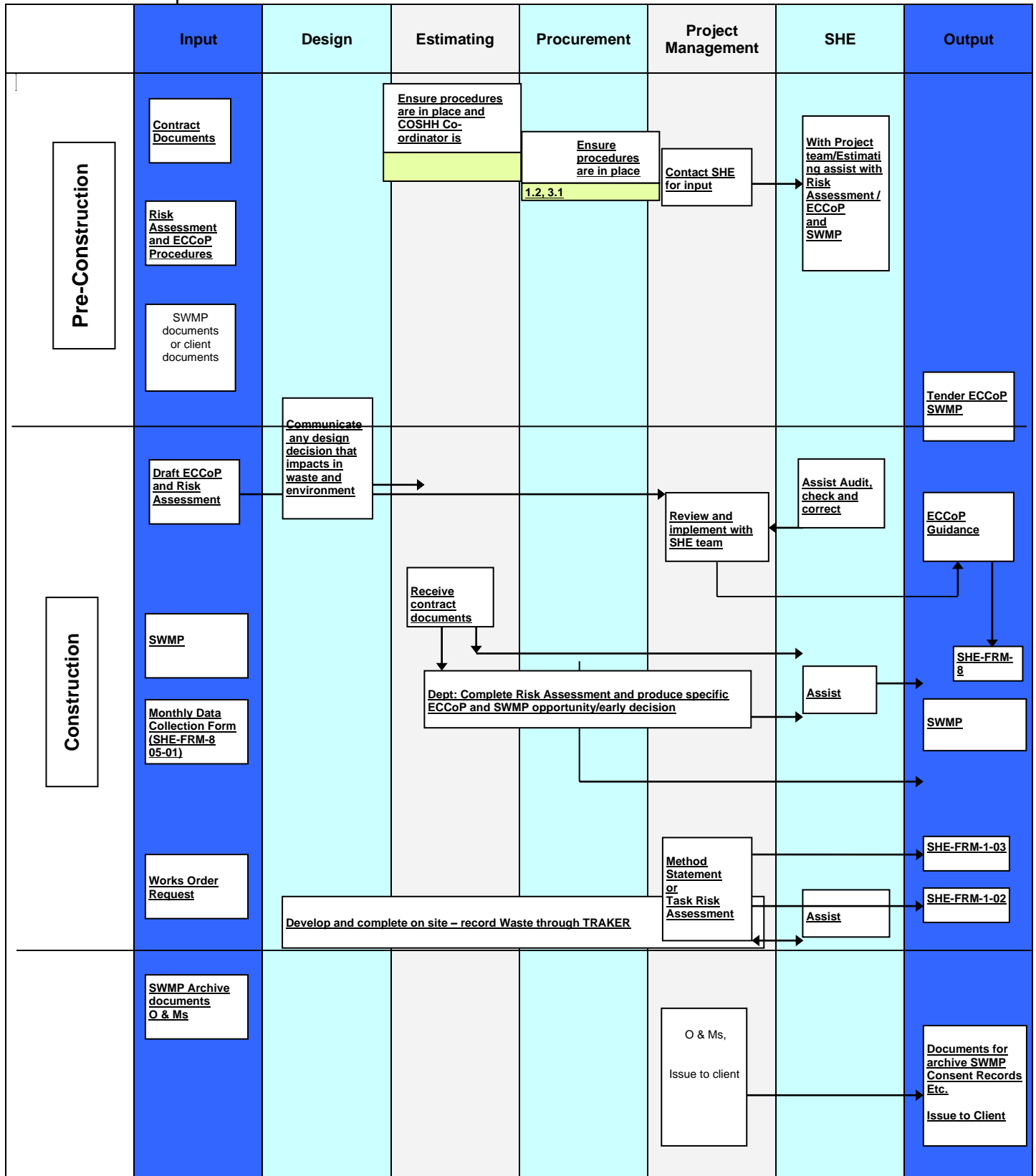


2	SAFETY AND ACCIDENT PREVENTION MANAGEMENT / ADMINISTRATION SYSTEM (SAMAS)	1
2.3	SAFETY, HEALTH AND ENVIRONMENT PROCEDURES	1
▪	ENVIRONMENTAL PROTECTION	1
2.3.15.1	Responsibilities	5
2.3.15.2	Definitions	Error! Bookmark not defined.
2.3.15.3	Action Required To Implement This Procedure	7
2.3.15.4	Guidance to This Procedure	10
2.3.15.6	Contractor Requirements	13
2.3.15.7	Legal Framework	13
2.3.15.8	Programme Management Delivery System (PMDS)	13
2.3.15.9	Environmental Management and Responsibilities	13
2.3.15.10	Emergency Response Plan	21
2.3.15.11	Completion and Site Clearance	24
2.3.15.12	Glossary of Terms	25
2.3.15.13	Author	26
2.3.15.14	Approvals	26

Process Map



PURPOSE

- 1 The purpose of this procedure is to provide a framework by which environmental impacts and aspects will be managed. In line with **COMPANY** Policies and in complying with the requirements of the Environmental Management System Standard ISO 14001 of the latest version.
- 2 The Environmental Protection Law No. 30 of 2002 provides the regulatory requirements for organization to set their environmental policy & objectives where this Environmental Management System may be subject to third party or, independent certification by external Environmental Auditors.
- 3 The Environmental Protection Law No. 30 of 2002 provides a structure in which legislative requirements, best practice and pollution prevention obligations that can be addressed in a logical, orderly manner. The framework can be extended to incorporate Client and/or regulatory non-standard requirements. The law also provides a vehicle for corporate commitments to be translated into everyday activities.

SCOPE

- 1 This procedure covers all COMPANY Projects and locations under the control of COMPANY. A COMPANY is defined as the organization with responsibility for management of safety (including health and security) and environment at a construction site.

Note: Environment Ministry is the competent authority in relation to matter relating to environmental protection and any spillages of hazardous material/substances must have reported accordingly.

REFERENCE DOCUMENTS

- 1 The following standards are referred to in this part of specification:
ISO 14001.... Environmental management systems
ISO 19011 Guidelines for auditing management systems
BS 5228..... Code of practice for noise and vibration control on construction and open
Sites noise

DOCUMENTS

- 1 Safety, Health and Environmental Risk Management and Written Safe Systems of Work (SHE-PRO-001)
- 2 Safety, Health and Environmental Information and Training for all Employees, Newly Assigned Employees, Promoters and Sub-Contractor Personnel (SHE-PRO-006)
- 3 Contractors Check List for Initial Safety, Health and Environmental Meeting (SHE-PRO-007)
- 4 The Report and Investigation of Accidents and Incidents (SHE-PRO-008)

FORMS

- 1 Site Waste Management Plan Options
- 2 SWMP Word Version (SHE-FRM-15-01)
- 3 Complaints/Comments/Compliments Record (SHE-FRM-15-02)
- 4 Water Discharge Inspection Sheet (SHE-FRM-15-05)
- 5 Controlled Waste Transfer Note (SHE-FRM-15-06)
- 6 Environmental Vibration Recording Sheet (SHE-FRM-15-07)
- 7 Communication Record (SHE-FRM-15-09)
- 8 Environmental Check – Open culvert/Stream (SHE-FRM-15-10)
- 9 Environmental Noise Survey Summary Sheet (SHE-FRM-15-11)
- 10 Method Statement – (SHE-FRM-1-03)
- 11 Job/Task Risk Assessment/Method Statement (SHE-FRM-1-02)
- 12 First Alert (SHE-FRM-8-01)
- 13 Environmental Survey and Risk Assessment (SHE-FRM-15-12)
- 14 (SHE-FRM-15-13)

2.3.15.1 Responsibilities

2.3.15.1.1 SHE Director / Project SHE Manager

- 1 Authorises this procedure.

PROJECT/SITE MANAGER/SUPERVISORS

- 2 Ensure this procedure is established and works are carried out in accordance with this procedure.
- 3 Environmental or SHE Advisers should be contacted to carry out the Environmental Survey and Risk Assessment and assist site management in the implementation of the Environmental Protection Law No. 30 of 2002. Successful operation of the system is dependant on Project Management's commitment to make it work.
- 4 Ensure all those who are part of a project or a construction site are fully aware of the contents of this procedure and that all activities consider the application in full or commensurate with the environmental risks.

2.3.15.1.2 ENVIRONMENTAL MANAGER/ADVISOR/SHE ADVISER

- 1 Provide advice and support in the application and monitoring of this procedure. In conjunction with Project Management, carry out Environmental Survey and Risk Assessment form and produce project specific framework.

2.3.15.1.3 PROCUREMENT/ESTIMATING

- 1 Determine the relevant issues identified by this procedure and provide for adequate resources at the tender stage.

2.3.15.1.4 DESIGNER

- 1 Consider environmental issues in the preparation of designs and provide input to the construction process to facilitate environmental best practice.

2.3.15.1.5 ENVIRONMENTAL CO-ORDINATOR

- 1 In most cases the Site Safety Co-ordinator shall assume the role as Site Environmental Co-ordinator, where a specialist environmental person is not assigned. However, the COMPANY shall ensure that this person is provided with appropriate trainings to fulfill this role, in addition to being the Site Safety Coordinator.
- 2 The Site Environmental Co-coordinator has training in applicable disciplines of the environmental management including, air, water & wastewater, dewatering, EMS & CEMP, audits environmental monitoring and waste management.
- 3 Where more than one Site Environmental Co-ordinator is appointed their areas of responsibility shall be clearly defined and agreed with them.
- 4 The role of the Site Environmental Co-ordinator is to assist the site/location manager to comply with their environmental responsibilities.
- 5 The main duties of the Site Environmental Co-ordinator are as follows:
 - (a) To assist management in identifying environmental requirements set out in the contract documentation.

- (b) Accompany Environmental Advisers during visits to site.
- (c) Assist management in the implementation of the Environmental Protection Law No. 30 of 2002.
- (d) Co-ordinate and attend Environmental forum meetings.
- (e) Conduct regular environmental inspections to check compliance with the Environmental Protection Law No. 30 of 2002.
- (f) Liaise with management to facilitate environmental improvement where deficiencies have been highlighted.
- (g) Respond to observations/comments from personnel with environmental concerns.
- (h) To maintain a liaison role with COMPANY Environmental Adviser and the appropriate local agencies (e.g. Labor & Environment Ministries)
- (i) Assist the Site Safety Co-coordinator in the timing of environmental awareness talks.
- (j) To assist in site induction preparations and/or presentations.
- (k) Ensure adequate emergency procedures are developed for the site/location
- (l) Empowered to stop work where an activity could result in environmental impacts

2.3.15.1.6 DUTIES OF WASTE CO-ORDINATOR

- 1 The Waste Coordinator has the required training and skills to manage the waste (hazardous or non-hazardous) covering storage, transport and disposal including record keeping and waste auditing.
- 2 In association with the Purchasing Team, monitor sub or work package contractors' replies relating to waste.
- 3 Notify sub or work package contractors of site requirements relating to waste including segregation.
- 4 Monitor waste handling and containment on site and/or at the permanent location ensuring that the requirements of the Environmental Protection Law No. 30 of 2002 are being fulfilled.
- 5 Check that the waste is disposed of at an appropriately authorized facility and obtain relevant copies of documentation and as necessary follow loads to disposal facilities to support this requirement.
- 6 Report any inadequacies in carrier performance immediately to the site or permanent location manager and the Purchasing Team.
- 7 Report any failure of sub or work package contractors to handle waste correctly to the site or permanent location manager.
- 8 Liaise with the SHE Team if there are any doubts on classification of waste such as hazardous waste.
- 9 Where COMPANY vehicles carry waste, determine that the waste to be carried is acceptable to the authorized waste manager/disposer for whom it is destined.
- 10 Maintain records for archiving for a period of three years.

2.3.15.2 Definitions

2.3.15.2.1 RISK ASSESSMENT

- 1 The process of hazard, aspect and impact identification, assessment of the risk and identification of the controls required to manage the risk to an acceptable level to ensure the health and safety of those affected by the activity and the protection of the environment from harm.

2.3.7.1.2 HAZARD/ASPECT/IMPACT

- 2 Is something with the potential to cause harm (this can include substances or machines, methods of work, harm/damage to the environment including the potential of causing a statutory nuisance and other aspects of work organization).

ASPECT

- 3 Any of parts or in whole, of an organization's activities or products or services that interact or can interact with the environment. Environmental Aspects have corresponding Environmental Impacts

IMPACT

- 4 Change to the environment whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.

2.3.15.2.3 METHOD STATEMENT

- 1 A statement describing the proposed working methods that address the output from a risk assessment process. A Method Statement provides instruction and guidance for those individuals carrying out the activities.

2.3.7.1.4 ENVIRONMENTAL PROTECTION LAW NO. 30 OF 2002

- 1 The Environmental Protection Law No. 30 of 2002 forms a key part of COMPANY's Environmental Management System, particularly on larger projects, and provides an effective environmental management tool for a project, office or other fixed location.

2.3.15.3 Action Required To Implement This Procedure

2.3.15.3.1 INITIAL CONTRACT OR SUB-CONTRACT ENQUIRY

- 1 On receipt of the tender enquiry, the contract documents shall be reviewed by the **Estimating Team** to ascertain the following (where required assistance should be sought from the Environmental Adviser) :

- (a) Potential Pollution sources or impacts identified
- (b) Possible areas of pollution/contamination, or potentially contaminated past and use, e.g. landfill, heavy industrial works.
- (c) Conditions of any Environmental Statement (contact the Environmental Adviser).
- (d) Waste types and quantities likely to be generated.
- (e) Other environmental issues such as special Client requirements.

- 2 In view of the necessity to identify applicable legislation and prevent breaches, advice, where appropriate, shall be sought from the following sources:

- (a) The Client
- (b) Enforcing Authorities (e.g. Labor & Environmental Ministries)
- (c) Environmental Adviser/Manager

- 3 The environmental issues identified in 3.1 shall be communicated to the project team to allow environmental issues to be addressed by appropriate team members such as Designers, Estimators etc.

2.3.15.3.2 TENDER

1 The elements of the Environmental Protection Law No. 30 of 2002 (Appendix 1) shall be taken into account in the tender submission in addition to any other requirements identified through section 3.1.

2 Any tendering sub or work package contractors shall be made aware of any environmental constraints or issues potentially affecting their works and likely commercial effects.

3 It is a policy requirement that only sub or work package contractors who can demonstrate a commitment to environmental management shall be invited to tender for work. Estimators or procurement personnel shall therefore implement this requirement where the environmental performance of a sub or work package contractor is previously unknown.

4 In case of projects that are part of a program for a client organization, Contractors shall ensure that the requirements of the Environmental Protection Law No. 30 of 2002, are understood as part of the project requirements and that they coordinate with clients for such purposes. These requirements include but not limited to the carrying out of an Environmental Impact Assessment (EIA) prior to commencement of any site activities.

2.3.15.3.3 DESIGN

1 Initial and any subsequent design shall take into account the requirements of the Environmental Protection Law No. 30 of 2002 (see Appendix 1).

2.3.15.3.4 CONTRACT AWARD/PRE-COMMENCEMENT

1 The **Project Manager** shall contact the **Environmental Adviser** to initiate an Environmental Risk Assessment (Appendix 1) for applicable contracts and advise on establishing contact with the appropriate regulatory authorities (e.g. Labor & Environment Ministries). The Environmental Adviser shall carry out the baseline Risk Assessment with assistance from the Project Team.

2 On contract award the Project Manager shall review the Environmental Protection Law No. 30 of 2002 (Appendix 1) in conjunction with an Environmental Adviser and ensure relevant parts implemented. Additional environmental requirements identified in section 3.4 shall be incorporated in and be managed through the SHE Management Plan specific to the contract.

3 The project Supply Chain Manager/Procurement Team shall make sub and work package contractors shall be made aware of their environmental obligations as detailed under the Environmental Protection Law No. 30 of 2002 and if applicable the SHE Management Plan.

4 For smaller projects that are instructed via a works order an Environmental Protection Law No. 30 of 2002 is not required. Environmental Management (Document, efficient etc) must be considered as part of the Risk Assessment **SHE-PRO-001**.

2.3.15.3.5 CONSTRUCTION PHASE

1 The **Construction Manager/Project Manager/Site Manager** shall ensure that the Environmental Protection Law No. 30 of 2002 has been implemented on site where applicable.

2 In the event of a works order being placed environmental impact is assessed via a 'Job/Task Risk Assessment/Method Statement (SHE-FRM-1-02) or detailed 'Method Statement' (SHE-FRM-1-03) dependent on the scope of work.

3 The **Project Team** shall include Environmental issues in site inductions within Safety, Health and Environmental Information and Training for all Employees, Newly Assigned Employees, and Subcontractors, **(SHE-PRO-006)**

4 Environmental issues shall be covered in detail within Safety, Health and Environmental Risk Management and Written Safe Systems of Work **SHE-PRO-001**.

5 The **Project Management Team** shall ensure that all site supervisory staff regularly monitors environmental matters whilst executing their normal site duties.

6 The **Project Management Team** shall ensure environmental matters shall be listed and discussed as an agenda item.

7 **Project Manager**, with the **SHE Adviser**, shall review the Environmental Protection Law No. 30 of 2002 on a regular basis throughout the project, and in line with the SHE Management Plan, to take into account changes in the job.

8 The **Project Team and Environmental Adviser** shall, in pursuance of good relationships with enforcing authorities and where it is deemed practicable, contact the statutory authority (e.g. Labor & Environment Ministries), invite them to site to inspect works and keep them fully informed of the progress of the works. This should be managed through the SHE Management Plan.

9 The **Project Team** shall record and report any environmental incidents in accordance with **SHE-PRO-008** – The Report and Investigation of Accidents and Incidents procedure.

2.3.15.3.6 OFFICES/FIXED LOCATIONS

1 The **Office/ Facility Manager** shall develop an Environmental Protection Law No. 30 of 2002 and waste plan for each office/fixed location (yard/depot/factory etc), in conjunction with the Environmental Adviser.

2.3.15.3.7 HANDOVER

1 The **Project Team** shall ensure all temporary consents are closed out with the appropriate authority or handed over to the Client; the Client shall be informed of any statutory and/or on-going environmental restrictions, permits, and consents operating on the contract at handover.

2.3.15.3.8 SITE CLEARANCE

1 All waste materials under the control of **COMPANY** shall be removed from site in accordance with the **COMPANY** Environmental Standards and Guidance documents.

2 Following site clearance the client shall be invited to agree that the site is clear of any waste, polluting or contaminating materials. Agreement shall be recorded in writing.

2.3.15.3.9 NOTICES

1 Any Environmental Notice pertaining to any environmental matter shall be notified using the **COMPANY** SHE Alert System, **SHEPRO-008** – The Report and Investigation of Accidents and Incidents procedure.

2 Any such notice shall be fully complied with and copies served on sub contractors or others likely to be affected by the document contents.

PROSECUTIONS

3 Should any summons be received in relation to environmental matters it shall be referred to the **COMPANY SHE Director** who shall forward it immediately to the **COMPANY MD** and **Regional MD** and will brief solicitors and handle the matter directly.

2.3.15.3.10 VISITS BY LABOR & ENVIRONMENT MINISTRIES, WORKPLACE INSPECTORS

- 1 Formal visits to site by a Workplace Inspector shall be accompanied at all times and the **Project Manager and related client representative or the client** made aware of their visit who in return will notify the Environmental Adviser or Environmental Manager using the First Alert Form **SHE-FRM-8-01**.
- 2 Notes shall be made of any action taken, comments, testing and/or sample taken including locations at which samples have been taken during a formal visit.
- 3 Should any sample be taken off site the company should request a share of the sample and this shall be retained, if it is refused the fact shall be recorded. Details of the exact origin of the sample, time of sampling and the method used shall be requested.
- 4 Should a statement be requested the following should be adhered to:
 - (a) Immediately notify the COMPANY SHE Director and Line Manager.
 - (a) Request the presence of a third party (Project Manager or equivalent) who shall take notes.
 - (b) Request a copy of any statement you have made and make it clear that you wish a copy of the statement to be made available to your employer.
- 5 For routine visits by a Workplace Inspector, record in the Project Diary and notify the SHE Team.

2.3.15.3.11 MAINTENANCE PERIOD

- 1 Where maintenance operations impose a serious environmental risk any such operation shall only be carried out under the guidance of, and in compliance with a prepared environmental method statement and/or Client's occupier's environmental codes of practice.
- 2 Maintenance staff/operatives shall be briefed that their operations shall not affect the environmental integrity of plant and control measures shall be put into place to ensure that all environmental risks are adequately controlled.

2.3.15.3.12 POST CONTRACT AND COMPLETION ENVIRONMENTAL

- 1 Wherever an environmental problem is raised by the client after occupation the **COMPANY Environmental Manager** shall be notified as soon as possible.

2.3.15.4 Guidance to This Procedure

1. The framework Environmental Protection Law No. 30 of 2002 (Appendix 1) is designed to be tailored to the environmental risks that are specific to the project/office, through the use of the Environmental Risk Assessment which precedes it. The Environmental Protection Law No. 30 of 2002 provides a robust framework detailing the company's minimum environmental performance and community engagement standards, and can be amended to include any contract or Client specific requirements.
2. In the event of a works order being placed environmental impact is assessed via a 'Job/Task Risk Assessment/Method Statement (SHE-FRM-1-02) or detailed 'Method Statement' (SHE-FRM-1-03) dependent on the scope of work.

APPENDIX 1 - ENVIRONMENTAL PROTECTION LAW NO. 30 OF 2002, ENVIRONMENTAL SURVEY AND RISK ASSESSMENT FORM (SHE-FRM-15-12)

HOW TO DEAL WITH POTENTIAL THREATS TO THE ENVIRONMENT

1 Site-specific environmental threats should be identified through the review of contract documentation and desk studies with the Project Team and incorporated in to the Environmental Survey and Risk Assessment Form. The control measures identified should be included within the Template of Environmental Protection Law No. 30 of 2002 and site specific controls (mitigation) included in order to control these threats.

2 Task Specific Method statement (**SHE-FRM-1-03**) or Job/Task Risk Assessment /Method Statement (**SHE-FRM-1-02**) should also include specific environmental controls. As detailed below:

IDENTIFICATION OF POTENTIAL THREATS TO THE ENVIRONMENT

1 All activities which will require a risk assessment to be completed for the Health and Safety of the personnel undertaking the task must also include any environmental risks associated. Some commonly occurring potential threats to the environment can exist when:

- (a) there is a quantity of polluting material stored on site,
- (b) a site/material is located in an environmentally sensitive location such as near to a water source or surface water drain, next to a residential property/school or an ecologically sensitive location (Examples of polluting materials: diesel, silty water, lubricant oils, paints, adhesives, battery acid, slurry, cement, treated timber, pesticide),
- (c) a site contains contaminated ground/materials,
- (d) noise/ vibration levels are predicted to be high,
- (e) an invasive species is present (e.g. Japanese Knotweed, Himalayan Balsam etc.),
- (f) waste is produced,
- (g) dust is generated,
- (h) plant/machinery is refueled and / or maintained

2 Note: The above are commonly occurring however this does not cover all potential environmental risks, which could be present on any specific site. Contractors shall ensure and demonstrate control over all environmental aspects and their associated impacts.

COMMUNICATING THE ENVIRONMENTAL RISKS

1 Once a specific risk assessment or method statement – (SHE-FRM-1-03) or Job/Task Risk Assessment/Method Statement (SHE-FRM-1-02) has been produced then all affected personnel must be informed of the relevant controls specified, most probably through a method statement briefing.

REVIEWING THE ENVIRONMENTAL RISKS

1 Once the specific risk assessment has been established it is imperative that it is periodically reviewed in light of changing circumstances on site and activities, different materials and locations.

CHECK

1 All risk assessments should include any *environmental risks associated with the activity*. As an example, any activity which uses plant/ machinery will have diesel as a potential pollutant. Suitable

control measures in the risk assessment should ensure that diesel from our site does not cause any pollution during either refueling or operations (as per Environmental Protection Law No. 30 of 2002).

2 Action owners shall be assigned to all appropriate sections of the Environmental Protection Law No. 30 of 2002 and a regular review of progress shall be held at a separate environmental meeting or environmental issues can be discussed at regular site meetings.

ENVIRONMENTAL PROTECTION LAW NO. 30 OF 2002 (SHE-FRM-15-13)

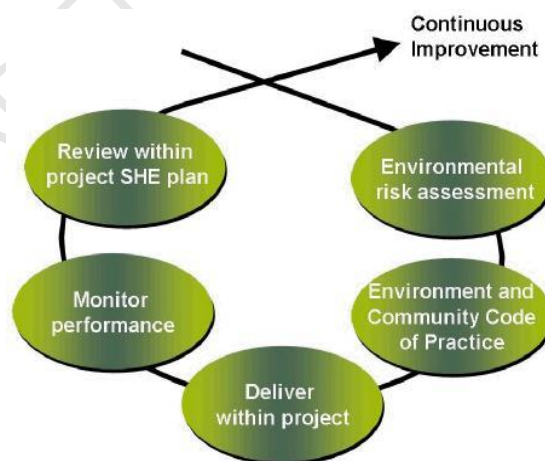
1 The following items shall be addressed by the Clients and their Contractors, in order to ensure that the Environmental Protection Law No. 30 of 2002 is implemented effectively:

- (a) Assign responsibility to site management.
- (b) Assess needs for training or awareness.
- (c) Co-ordinate liaison with Ministry's
- (d) Measure environmental performance of the project against that planned;
- (e) Amend Environmental Protection Law No. 30 of 2002 ;
- (f) Review environmental inspections/audits;
- (g) Develop the profile of environmental performance on-site;
- (h) Ensure continuous improvement.

2 The above actions and review of progress may be conducted by the Project Management Team,

3 Environmental Team, SHE Advisers, Engineers, Client.

4 The Environmental Protection Law No. 30 of 2002 shall be revised on a regular basis, and in line with the SHE Management Plan (e.g. every 3 months), to take into account changes in the job; the revision programme will be dictated by the SHE Management Plan.



Environmental Forum Structure

2.3.15.6 Contractor Requirements

- 1 The Contractor will be required to appoint a suitably qualified Contractor's Environmental Manager (CEM) who will ensure that all reasonably practicable means are adopted to fulfill the environmental requirements of the Employer. The Section D Technical Deliverables indicates the qualifications and experience required. The CEM will hold regular meetings, at least monthly, with the Engineer to discuss construction activities and compliance with the Construction Environmental Management Plan (CEMP).
- 2 All CVs of contractor's environmental management personnel will be subject to review and approval by the Engineer and, if appropriate, candidates will undertake a formal interview and be subject to an agreed probationary period. The Engineer has the right of rejection if environmental management candidates do not reach the required criteria during the probation period.

2.3.15.7 Legal Framework

- 3 The Contractor working on the Work Order shall comply with relevant national and international legislation, local bylaws and codes of practice. In the absence of appropriate legislation, recognized best practice will be followed.
- 4 The contractor shall ensure that all subcontractors and works under their control also comply with all relevant legislation and codes of practice. Best practice will be followed at all times.
- 5 The following national legislation and codes, but not limited to, will apply:
 - (a) QCS (Qatar Construction Specifications) latest edition;
 - (b) Labor Law 14 of the Year 2004;
 - (c) Qatar Traffic Law No 19 of the Year 2007;
 - (d) Environmental protection Law 30 of the Year 2002;
 - (e) Executive Bylaws of Environment Protection Law Issued under Ordinance Law No. (30) of 2002CDD (Department of Civil Defense) – Fire Safety Handbook; and
 - (f) Worker Rights Booklet 2009 (National Human Rights Committee).
- 6 In the event that legislation is updated the latest version shall be followed. All relevant new legislation will be followed as appropriate.
- 7 The contractor shall comply with all Environment Impact Assessment Mitigation and Environmental Permit Conditions.

2.3.15.8 Programme Management Delivery System (PMDS)

2.3.15.9 Environmental Management and Responsibilities

2.3.15.9.1 General Requirements

- 1 The contractor shall be required to have a recognized environmental management system such as ISO 14001:2015 or be able to demonstrate that they are actively working towards implementing such a system. Prior to the commencement of the project the contractor shall produce a CEMP that will be reviewed by the Engineer. The CEMP will be submitted for approval within 30 days of the award of contract. The CEMP must be approved by the Engineer prior to the start of construction. The Contractor shall review and update the CEMP as appropriate but no less than

quarterly. A record of the review and any recommendations shall be produced and retained on file by the Contractor.

2.3.15.9.2 Environmental Policy

- 1 The Contractor shall have an environmental policy dated and signed by the most senior person in the company. The policy shall:
 - (a) Be appropriate to the nature, scale and environmental impacts of the organizations activities, products and services.
 - (b) Include a commitment to continual improvement in environmental performance
 - (c) Include a commitment to comply with all applicable legislation and with other requirements to which the organization subscribes which relate to its environmental aspects
 - (d) Provide a framework for setting and reviewing objectives and targets
 - (e) Be documented, implemented and maintained
 - (f) Communicated to all persons working for or on behalf of the organization
 - (g) Be available to the public

2.3.15.9.3 Environmental Aspects

- 1 The Contractor is expected to use a qualitative approach to identify and evaluate potential environmental aspects along with any controls to prevent or mitigate environmental damage. A simple risk matrix should be used to assess and evaluate all environmental risks on the project. An example of a risk assessment is presented below.
- 2 Environmental Risk Assessment

(a) STAGE ONE: Identify your Environmental Aspects

- I. Your environmental aspects are how you interact directly or indirectly with the environment e.g. your activities, products or services. These will be identified for normal, abnormal and emergency conditions.
- II. Key to operating conditions:
- III. **Normal** - those activities, products or services as they are carried out or used on a regular day to day basis and operating as intended.
- IV. **Abnormal** - those activities, products and services as they are carried out or used on an irregular or limited basis but as intended e.g. maintenance
- V. **Emergency**- those activities, products or services as they are carried out or used in an unintentional manner

(b) STAGE TWO: Identify your Environmental Impacts

- I. Your environmental impacts are how your activities, products or services cause a change to the environment. These impacts can be positive or negative.
- II. Consider the environmental media that could be affected:
 - Air quality;
 - Water quality;
 - Land (contamination);
 - Waste (solid, liquid, hazardous);

- Resource use (energy, water, materials consumption);
- Nuisance (noise, odour, dust);
- Wildlife and conservation; and
- Carbon.

(c) STAGE THREE: Detail Existing Control Measures

- I. There may be control measures in place that limit the risk. The controls may be documented in procedures, physical controls (e.g. spill kits, interceptors) or control through training.

(d) STAGE FOUR: Evaluate the Environmental Risk

- I. Evaluate the significance of the environmental risk. Example criteria:
 - Legal Breach (e.g. spillage of contaminants in excess of those mentioned in the legislations);
 - Risk of environmental damage or harm;
 - Significant use of resources; and
 - Third party interest (stakeholder interest, source of complaints / questions).

(e) STAGE FIVE: Determine Environmental Risk Rating

- I. Determine whether the risk to environment is High or Low risk. An example of how to do this is provided in the Environmental Register, available on the PDMS.
- II. If the activity is identified as High risk - It will require management action to improve level of control e.g. permit may be required, EIA, mitigation detailed in CEMP. It will require documentation of control within EMS e.g. development of procedure or training requirement
- III. If the activity is identified Low risk - It does not require further action at this stage.

(f) STAGE SIX: Implementation

- I. The risk assessment process should be reviewed during the activity and any changes or updates should be communicated to those involved in the project.
- II. Worked Example
- III. Activity: Storage Oil stored in tank used for powering generator
- IV. Environmental Aspect: Leak identified from fully bunded Oil storage tank
- V. Environmental impacts:
 - Potential for contamination of land;
 - Potential contamination of local water bodies; and
 - Hazardous waste from clean-up activities.

Controls:

- Ensure oil tank is fully bunded capable of holding 110% of tank capacity;
- Ensure sight gauge and pipe work are contained within the bund;
- Introduce delivery procedures, signage and training;
- Carry out regular inspection of the bund and tank to check for leaks; and
- Have a spill kit at the location.

Risk:

- High Risk - If the fuel escapes to water or land it would be in breach of regulations and would be costly to clean up.

2.3.15.9.4 Objectives, Targets and Improvement Programmes

- 1 The Contractor shall establish, implement and maintain documented environmental objectives and targets at relevant functions and levels within the organization. Objectives and targets shall be measurable and should be consistent with the environmental policy and the sustainable development objectives set out in the PMDS. When establishing and reviewing its objectives and targets the contractor shall take into account the legal and other requirements to which it subscribes and its significant environmental aspects.
- 2 The contractor shall establish, implement and maintain programmes for achieving its objectives and targets. Programmes shall include:
 - (a) Designated responsibility for achieving objectives and targets at relevant functions and levels of the organization;
 - (b) The means, resources and timeframes by which they are to be achieved

2.3.15.9.5 Roles and Responsibility

- 1 The contractor shall ensure that resources are available to develop, implement, maintain and improve the CEMP including:
 - (a) Human resources;
 - (b) Skills and training;
 - (c) Organizational infrastructure;
 - (d) Technology, plant and equipment; and
 - (e) Financial resources.
- 2 The Contractor shall define, document and communicate the roles, responsibilities and authorizations in order to facilitate effective environmental management.
- 3 The following provides guidance on roles and responsibilities at various function levels and shall be used as a basis for further development in conjunction with the PMDS and QCS.
- 4 **Business Head/Director:** Responsible for implementation of the Environment Policy and overall environmental performance.
- 5 **Contractor Environmental Manager (CEM):** Responsible for development and implementation of the CEMP. Duties shall include but not be restricted to:
 - (a) Development and implementation of the CEMP to meet the requirements of the Work Order in general, and PMDS;
 - (b) Monitoring and reporting on environmental performance;
 - (c) Ensuring that all staff are appropriately trained and informed;
 - (d) Setting, monitoring and reviewing environmental objectives and targets;
 - (e) Maintaining adequate environmental records;
 - (f) Liaising with the client and others as required;
 - (g) Ensuring that relevant statutory legislation is monitored and the requirements followed;
 - (h) Ensuring that accidents and incidents are appropriately reported;

- (i) Ensuring that environmental issues are considered by all staff and are applied to their work; Responding to unplanned and emergency situations as required; and
- (j) Reviewing performance against relevant objectives and targets.

6 Site Based Responsible Environmental Person (SBREP): Duties shall include but not be restricted to:

- (a) Ensuring that the CEMP is developed, implemented and maintained on site according to the LR&DP PMDS requirements;
- (b) Reporting on performance of the CEMP and make recommendations for improvement;
- (c) Undertaking daily/weekly checks as required ;
- (d) Undertaking monitoring and reporting on environmental performance as required; and
- (e) Delivering toolbox talks.

7 All staff: Duties shall include but not be restricted to:

- (a) Being environmentally aware and implementing the CEMP as appropriate;
- (b) For undertaking their work in a manner that does not adversely impact on the environment; and
- (c) Reporting environmental accidents, incidents and near misses.

2.3.15.9.6 Competences, Training and Awareness

- 1 The Contractor shall identify the training needs associated with the project, CEMP and its environmental aspects and produce a training plan. The training plan shall be subject to approval by the Engineer. The contractor shall provide appropriate training or take other action to meet these needs and shall retain associated training records.
- 2 The Contractor shall establish and implement a procedure to ensure that all persons working for it or on its behalf are aware of:
 - (a) The importance of the Environmental Policy and compliance with it;
 - (b) The requirements of the PMDS and CEMP;
 - (c) The significant environmental aspects and the potential impacts of the work;
 - (d) The benefits of improved environmental performance;
 - (e) The importance of complying with relevant environmental law and environmental permit conditions;
 - (f) The importance of complying with specified procedures; and
 - (g) The potential consequences of departure from specified procedures, work instructions and method statements.
- 3 The Contractor shall ensure that all staff with specific responsibility for the environment is trained in accordance with the PMDS.

2.3.15.9.7 Communication

- 1 The Contractor shall establish, implement and maintain communication procedures to enable the effective implementation of the CEMP. Specifically, the communication procedure will be for:
 - (a) Internal communications between the various levels and functions within the organization; and
 - (b) Receiving, documenting and responding to relevant communications from external stakeholders including (but not limited to) GEC, PMC, PWA, MMUP and MoE.

2 All communication procedures must be compliant with the PMDS.

2.3.15.9.8 Documentation

- 1 The Contractor shall develop, implement and maintain a document system to include, but not be restricted to:
 - (a) The Environmental Policy;
 - (b) Environmental improvement objectives and targets;
 - (c) Including competencies and training;
 - (d) Relevant EIA documentation;
 - (e) CEMP:
 - I. Procedures
 - II. Method statements
 - III. Work instructions
 - (f) Record Keeping:
 - IV. Daily inspections
 - V. Weekly inspections
 - VI. Internal and external audit reports
 - VII. Environmental permits and consents.
- 2 The Contractor shall develop, implement and maintain a procedure to:
 - (a) Approve documents for adequacy and accuracy before issue;
 - (b) Review, update and reapprove documents;
 - (c) Ensure that changes to documents and the current revision status of documents are identified;
 - (d) Ensure that relevant and up to date documents are available at the point of use;
 - (e) Ensure that documents are legible and identifiable;
 - (f) Ensure that documents of external origin are identified and their distribution controlled;
 - (g) Prevent the unintended use of obsolete documents retained for any purpose.

2.3.15.9.9 Environmental Control Plans

- 1 The controls to manage and mitigate environmental damage will be identified and put in place during the design and development phase of the project. Despite this there are activities that can result in environmental damage which can only be managed and prevented through appropriate construction methods, awareness and training and appropriate contingency measures. Where a project has been the subject of an Environmental Impact Assessment (EIA) study and report, many of these measures will be stipulated in that EIA Report and associated CEMPs.
- 2 The Contractor shall establish, implement and maintain documented environmental control procedures to manage the activities associated with the identified significant environmental aspects. These procedures should be consistent with the PMDS and the Environmental Policy, objectives and targets. It should be noted that all significant environmental aspects should be controlled. Environmental Control Plans must include, but not be limited to:

- (a) Soil Erosion and Sedimentation;
- (b) Waste Management;
- (c) Air Quality;
- (d) Pollution Prevention;
- (e) Water and Energy Use;
- (f) Dewatering activities;
- (g) Construction Noise;
- (h) Light Pollution;
- (i) Archaeological and Cultural;
- (j) Stockpile management;
- (k) Dust and air-born particulate control;
- (l) Contaminated land; and
- (m) Surface and groundwater protection

2.3.15.9.10 Environmental Inspections, Monitoring and Reporting

1 Daily Site Inspections

- (a) The Contractor shall carry daily site inspections to monitor environmental performance in accordance with the PMDS (Site Environmental Inspection Form). The inspections should include, but not be limited to, checking that:
 - I. All waste is appropriately stored and segregated;
 - II. Waste skips are covered to prevent windblown litter;
 - III. Drip trays are in place for all stored equipment and plant;
 - IV. All chemicals/fuels are stored with appropriate containment/bunds/cover;
 - V. Construction noise is within permitted limits and does not create a nuisance;
 - VI. Dust does not create a nuisance;
 - VII. Spill kits are present; and
 - VIII. Fencing is secure.
- (b) Where there are particular permit conditions that require routine checks or similar, these should be included as appropriate. Records of daily inspections shall be kept and maintained.

2 Weekly Inspections

- (a) The Contractor shall carry out weekly inspections to monitor environmental performance in accordance with the PMDS. The inspections should include, but not be limited to checking that:
 - I. Daily checklists have been completed;
 - II. Waste storage areas have been checked and there is no build-up of waste materials ;
 - III. Spill kits have been checked and contain all relevant materials;

- IV. The performance of all pollution control equipment has been checked and the equipment is working effectively;
- V. Noise reduction equipment has been checked and is operating effectively; and
- VI. Septic tanks are not overfull/discharging.
- VII. Records of weekly inspections shall be kept and maintained

3 Monitoring and Reporting

- (a) The contractor shall be required to establish, implement and maintain procedures to monitor, measure and report, on a monthly basis, statistics in accordance with the requirements of the PMDS (Monthly Environmental Statistics Report). Statistics will include, but will not be restricted, to:
 - I. General Environmental Statistics:
 - Environmental incidents, accidents and near misses;
 - Site inspections;
 - Environmental audits;
 - Environmental complaints;
 - Number of training sessions delivered including topic and numbers of attendees.
 - II. Waste Management
 - Total amount of waste produced by type:
 - General;
 - Hazardous;
 - Excavated Material;
 - Metals;
 - Liquid.
 - Total amount of waste disposed of by type to:
 - Landfill;
 - Recycling;
 - Recovery/reuse;
 - Ground.
 - III. Total amount of water consumed:
 - Ground water;
 - Mains, potable water.
 - IV. Noise and Vibration:
 - Number of complaints;
 - Monitoring undertaken;
 - Mitigation measures applied.
 - V. Air quality, dust and odour:
 - Number of complaints;
 - Monitoring undertaken;
 - Mitigation measures applied.
 - VI. Ecology, protected species and habitats:
 - Protected species or habitats identified on site;

- Vegetation removed.

VII. Archaeological or cultural artefacts:

- Number of archaeological or cultural artefacts identified on site.

2.3.15.9.11 Auditing

- 1 The Contractor shall conduct internal audits of the CEMP at regular planned intervals to ensure that it is:
 - (a) Properly implemented and maintained;
 - (b) Conforms to the requirements of the PMDS.
- 2 Audits shall be conducted in line with the requirements of ISO 19011 2002 'Guidance for quality and/or environmental systems auditing'. Audit Reports will be maintained by the contractor.

2.3.15.9.12 Nonconformity and Corrective and Preventative Action

- 1 The Contractor shall establish, implement and maintain procedures to deal with actual and potential non-conformity (ies) and for taking corrective and preventative action.
- 2 Non-conformities may be identified through:
 - (a) Internal contractor audits;
 - (b) Audits by GEC/PMC;
 - (c) Audits undertaken by external certification bodies; and
 - (d) General observations.
- 3 The Contractor's procedures shall define the requirements for:
 - (a) Identify and correct non-conformities;
 - (b) Mitigating the environmental impacts of non-conformities;
 - (c) Investigating non-conformities including identifying root causes and implementing appropriate actions to avoid their reoccurrence;
 - (d) Evaluating the need for actions to prevent non-conformities and implementing appropriate actions designed to avoid their reoccurrence;
 - (e) Setting realistic timeframes for undertaking effective corrective and preventative actions;
 - (f) Recording the results of corrective and preventative actions taken; and
 - (g) Reviewing the effectiveness of corrective and preventative actions.
- 4 All actions identified should be appropriate to the nature and magnitude of the problem and the environmental impacts encountered

2.3.15.10 Emergency Response Plan

2.3.15.10.1 Introduction

- 1 The Contractor shall establish, implement and maintain procedures to identify and manage potential environmental emergency situations and potential accidents. The contractor shall respond to actual emergency situations and prevent and mitigate adverse environmental impacts.
- 2 The Contractor should periodically test, review and update emergency preparedness and response procedures

2.3.15.10.2 Key Requirements

- 1 During construction accidents, incidents and emergencies that have an environmental impact may occur. In the event of an emergency, the first response is to locate the source and stop continuation of the situation, followed by the containment, control and mitigation of the situation.
- 2 For each construction site the Emergency Response Procedure will be displayed at:
 - (a) Site Offices;
 - (b) Remote offices on site; and
 - (c) Every vehicle on site.
- 3 A copy of the Material Safety Data Sheets and an inventory for all the chemicals and their types and quantity used on the project site shall also be kept at each site office and in every vehicle used on the project site.
- 4 The main objectives of the Emergency Preparedness Response Plan are to:
 - (a) To ensure that all means are available to contain the consequences of an accidental spill, fire or release of oil/fuel.
 - (b) To ensure that employees are suitably trained to respond to fire and spill.
 - (c) To ensure that proper reporting takes place.
 - (d) To ensure that proper investigation is undertaken.
- 5 All Contractor personnel and sub-contractors shall be instructed and rehearsed, as appropriate, in the requirements of the emergency response procedure. Following control of an incident or emergency, an investigation will be conducted and corrective actions identified and addressed. The Site HSE Manager shall verify the close out of environmental related actions. The CEM shall be responsible for notifying the Engineer of any emergency.

2.3.15.10.3 Incident Classification and Notification Requirements

1 What is an Environmental Incident

- (a) Near miss
 - I. An accident or incident that was narrowly avoided; and
 - II. An unplanned event that did not result in environmental damage or harm, but had the potential to do so.
- (b) Non-Compliance with legislation or permit
 - I. A breach of conditions set out in the environmental permit e.g. noise limits, waste water effluent, air quality, hazardous waste disposal; and
 - II. Breach of Qatar Environmental Protection Law.
- (c) Typical environmental incidents:
 - I. Spillage of hazardous substance e.g. oil, detergent, paint, fuel;
 - II. Loss of containment – fuel, oil, liquid waste;
 - III. Fire;
 - IV. Explosion;
 - V. Release to atmosphere e.g. gas, dust, pollutants;
 - VI. Excessive noise, vibration, light, dust or odour;
 - VII. Land contamination;

- VIII. Pollution from de-watering processes/unauthorised discharge;
- IX. Incorrect disposal or storage of waste;
- X. Contamination of water course, drains, marine environment;
- XI. Disturbance of or unplanned/unpermitted damage to or destruction of protected species, habitat or artefact;
- XII. Legal breach/noncompliance with permit conditions; and
- XIII. Other environmental incidents.

2 Incident Classification

Major	Minor
The material is highly toxic or hazardous	The material has a low toxicity
The quantity of material released to environment was very large (even if not dangerous)	Incident can easily be controlled e.g. spill contained with spill kit and materials disposed of correctly <ul style="list-style-type: none"> • A site worker can usually clean up • Small spill of oil or diesel fuel • A spill of less than 200 litres (or 1 drum)
The incident occurred in sensitive area e.g. close to residential areas, water course, marine environment	The incident occurred in a area low sensitivity e.g. industrial area, hard standing
Large number and different type of sensitive receptors affected	Small number and type of sensitive receptors affected

3 Reporting Requirements

- (a) **Major Environmental Incidents** – Report to the Engineer within 24 hours of the incident and complete Report Form
- (b) **Minor Environmental Incidents** – Report to the Engineer within one week of the incident and complete Report Form
- (c) **Non-compliance with legislation, environmental permit or procedure** - Report to the Engineer within one week of the incident and complete Report Form
- (d) **Near Miss** – Include detail in Monthly Environmental Report
- (e) **all spills, irrespective of the quantity and volume** – Reported to the Engineer as per the established Environmental reporting protocol.

4 Spill Contingency Plan

- (a) The main causes of contamination can occur through:
 - I. Spillage of hazardous material including fuel oils, waste materials or chemicals;
 - II. Spillage of wastewater sewage and other liquid effluents; and
 - III. Spillage of contaminated wash down water with oils, chemicals etc from vehicles, equipment and machinery.
- (b) Prior to commencing activities on site, the Contractor shall develop, implement and maintain a Spill Contingency Management Plan. The Plan should include but not be restricted to the mitigation measures below.

Activity	Mitigation Measures
Mitigation Actions	<ul style="list-style-type: none"> • The Contractor shall carry out regular inspections/ audits of hazardous materials usage, handling and storage areas and regular/thorough maintenance of vehicles and hydraulic systems and inspections of sanitary facilities and disposal.

Emergency Response	<ul style="list-style-type: none"> • In the event of a spill, immediate action shall be taken to contain or clean up the spill using sand or a suitable absorbent material. • All contractors handling hazardous materials will keep appropriate spill clean-up material adjacent to storage and maintenance areas. • Minimise the amount of diesel, oil, paint, thinners and other chemicals stored on site that pose potential spillage environmental hazards and use materials that minimize environmental impact such as lead free paints, asbestos free materials etc. • Storage areas will be located away from drains/trenches/wastewater collection devices in an impervious bund area (volume of the storage bund >110% of the largest storage tank contained within the bund). • Collection systems will be provided/bunded if necessary under machinery or equipment that may leak hydrocarbons/hazardous substances. • All spillages of hazardous materials shall be reported immediately in accordance with the requirements of the PMDS. • The area shall be inspected by the Contractor's Project Manager and the Engineer and this shall form part of the incident report. • Contaminated soil, rags and other clean up material shall be kept in appropriate containers before being disposed of in accordance with DoE guidelines to an approved site. • The Contractor shall be responsible for training all staff in the procedures for handling spills and shall provide all staff with appropriate personal protective equipment. • The Contractor shall provide all staff with appropriate personal protective equipment. • Avoid impacting adjacent sites by ensuring all contractors activities, equipment and waste storage is confined to the allocated site boundary.
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5 Contamination Discovery

- (a) The contractor must report any suspected contamination discovery, even if the Contractor did not cause it, to the Engineer.
- (b) During construction, indications of possible contamination include, but are not limited to, the following:
 - I. Barrels and containers;
 - II. Stained or discoloured earth in contrast with adjoining soil;
 - III. Industrial waste debris;
 - IV. Non-earthly odours which emanate when the earth is disturbed;
 - V. Oily residue intermixed with earth;
 - VI. Sheen on groundwater;
 - VII. Underground storage tanks;
 - VIII. Fuel/diesel tanks; and
 - IX. Proximity to petrol stations.

2.3.15.11 Completion and Site Clearance

- 1 On completion of construction works the Contractor shall ensure that all waste and polluting material is removed from the site and is disposed of using appropriately authorized contractors and ensure that the site is restored in compliance with the terms of the contract. Following site clearance, the Engineer will undertake a final inspection of the site. Any environmental issues identified during the final inspection will be raised with the contractor. Mitigation measures and

timeframes for completion shall be agreed between the contractor and the Engineer in line with agreed procedures prior to final sign off.

2.3.15.12 Glossary of Terms

- 1 **Audit** – regular check of an organisational or project's compliance with procedures, standards, legislation or other stipulated requirements
- 2 **Auditor** – person with the training competence to conduct an audit.
- 3 **Continual improvement** – recurring process of enhancing the **environmental management system (EMS)** to achieve improvements in overall **environmental performance** consistent with the **environmental policy**.
- 4 **Corrective action** – action taken to eliminate the cause of a detected **nonconformity**.
- 5 **Environment** – surroundings in which the organisation operates including air, land, water, natural resources, flora, fauna, humans and the interrelation.
- 6 **Environmental aspect** – element of the organisations (or project's) activities or products that interact with the **environment**.
- 7 **Environmental impact** – and change to the environment, whether adverse or beneficial resulting wholly or partly from the organisations **environmental aspects**.
- 8 **Environmental Management Plan (EMP)** - The EMP is the lead environmental management document that defines the procedures for achieving the objectives set out in the Environmental Policy and the identified environmental performance targets for the project. An EMP can also provide the framework for which commitments made in an Environmental Impact Assessment report or the requirements of planning or other development conditions can be realised. A **Construction Environmental Management Plan (CEMP)** outlines a contractors approach to environmental management, with respect to project commitments, throughout the construction phase and with the primary aim of reducing any adverse impacts from construction on sensitive receivers.
- 9 **Environmental Policy and identified environmental performance targets for the project.**
- 10 **Environmental Management System (EMS)** – management system used to develop and implement an organisations **environmental policy** and manage its **environmental aspects**.
- 11 **Environmental objective** – overall environmental goal, consistent with the **environmental policy**.
- 12 **Environmental performance** – measurable results of an organisations management of its **environmental aspects**.
- 13 **Environment policy** – overall intention and directions of an organisation or project, related to its **environmental performance** as formally expressed by top management. It provides a framework for action and for the setting of its environmental objectives and targets.
- 14 **Environmental target** – a detailed performance requirement applicable to the organisation or parts thereof that arises from the **environmental objectives** and that needs to be set and met to meet those objectives.
- 15 **Glare** – uncomfortable brightness of a light source viewed against a dark background.
- 16 **Interested party** – person or group concerned with or affected by the **environmental performance** of the organisation.
- 17 **Internal audit** – systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organisation are fulfilled.

- 18 **MSDS** – Material Safety Data Sheets: instructions for the safe use and potential hazards associated with particular products or materials.
- 19 **Light Trespass** – the spilling of light beyond the boundary or the property of the area being lit.
- 20 **Nonconformity** – non-fulfilment of a requirement.
- 21 **Preventative action** – action to eliminate the course of a potential **nonconformity**.
- 22 **Prevention of pollution** – use of processes, practices, techniques, materials, products, services or energy to avoid or control the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse **environmental impacts**.
- 23 **Procedure** – specified way to carry out an activity or process, procedures can be documented or not.

2.3.15.13 Author

SECTION	NAME	POSITION IN COMPANY	CONTACT DETAILS
		SHE Manager	

2.3.15.14 Approvals

	NAME	POSITION IN COMPANY	SIGNATURE & DATE
Approved by:		SHEQ Director	

Responsibility

Name of client	
Name of contractor	
Name of person who drafted the plan	
Notes, amendments	

Construction Project

Location (address, postcode if appropriate)	
Estimated project cost	
Notes, amendments	

Materials Resource Efficiency

Describe here any methods adopted during the conception, design and specification phase to reduce the amount of waste arising.	
Method	Resource saving (quantify if possible)

Waste Management

Declaration
<p>The client and COMPANY will take all reasonable steps to ensure that –</p> <p>a) all waste from the site is dealt with in appropriately.</p> <p>b) materials will be handled efficiently and waste managed appropriately.</p>
Signatures

STAGE 1 –Design/Tender/Planning Period

	Yes	No	N/A	Comment	Action owner
Has the client and key suppliers been consulted in production of the SWMP					
Have alternative options been considered which produce less waste on site?					
Identify waste management areas on site plan - is there sufficient space for segregation of waste types (3 or more skips)?					
Is sufficient space allocated for material storage to avoid damages?					
Have you consulted Supply Chain to identify waste minimisation options?					
Has a programme been produced for estimated waste costs for the Project for monitoring against during the works?					
Can unused materials be returned to Supplier or used on another job?					
Has a careful evaluation of materials been made to avoid over-ordering?					
Has full consideration been given to use of secondary or recycled materials?					
Is unwanted packaging to be returned to the Supplier after use?					
Have materials been ordered to fit – e.g. plasterboard sized to avoid off-cuts etc?					
Have opportunities for re-use of wastes on-site been considered?					
Have opportunities for re-use of wastes off-site been considered?					

STAGE 2 –Construction

	Yes	No	N/A	Comment	Action owner
Has responsibility for waste minimisation been identified? NB it is recommended to identify an individual to Champion and drive waste min on-site.					
Has use of Tool Box Talk been planned into the project programme.					
Are sufficient skips available for segregating wastes?					
Are all skips clearly labelled?					
Are you measuring your waste costs against the programmed budget from your Planner?					
Have any materials or products been identified by design, your supply chain or Project team, for re-use?					
Can you monitor any cost savings from any re-use of materials during the Project?					
Does your supply chain (waste removal) recycle waste from site, can they give monthly figures for materials, which have been recycled & landfilled?					
Can your supply chain offer a reduced rate for providing a segregated system?					
Can any materials be re-sued on other construction sites locally?					
Have you identified any best practice that we can learn from?					

SITE MANAGEMENT PLAN

Waste type	Quantity (m3 or tonnes)							
	Re-use on-site	Re-use off-site	Recycling on-site	Recycling off-site	Other form of recovery on-site	Other form of recovery off-site	Sent to landfill	Other disposal
Estimates								
Inert								
Non Hazardous								
Hazardous								
Total (m3 or tonnes)								
Actual								
Inert								
Non Hazardous								
Hazardous								
Totals (m3 or tonnes)								
Difference between estimates and actual								

SITE MANAGEMENT PLAN

WASTE RECORDS

Date removed	Waste type	Identity of the person removing the waste	Site the waste is being taken to and whether licensed or exempt	Waste carrier and registration number*	Confirmation of delivery*

Post-Construction

[Within three months of the construction work being completed]

Confirmation
This plan has been monitored on a regular basis to ensure that work is progressing according to the plan and has been updated to record details of the actual waste management actions and waste transfers that have taken place.
Signature

Issue	Details
Explanation of any deviation from the planned arrangements	
Waste forecasts – exceeded	
Waste forecasts – not met	
Cost savings achieved	

COMPLAINTS/COMMENTS/COMPLIMENTS RECORD

Date	Name & Phone Number	Complaints/Comments /Compliments	Action Taken	Date Actioned
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			

THIS RECORD SHOULD BE KEPT CAREFULLY ON SITE AND MADE AVAILABLE TO THE CCS MONITOR FOR INSPECTION AS REQUESTED

COMPLAINTS/COMMENTS/COMPLIMENTS RECORD

Date	Name & Phone Number	Complaints/Comments /Compliments	Action Taken	Date Actioned
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			

WATER DISCHARGE INSPECTION SHEET

Contract :

Date	Person Monitoring	Comments and Remedial Action	pH Reading	Priority	Action By	Date Completed
				1.1.1 High/Med/Low		

DUTY OF CARE CONTROLLED WASTE TRANSFER NOTE

☐ SINGLE TRIP ☐ MULTIPLE TRIP

<p>DESCRIPTION</p> <p>A</p>	<p>1. Describe the waste being transferred:</p> <p>.....</p> <p>(Description).....</p> <p>2. Has the waste been treated to reduce its hazard or volume? <input type="checkbox"/> E.g. minimised, segregated, sorted etc.</p> <p>3. How is it contained?</p> <p><input type="checkbox"/> Loose <input type="checkbox"/> Sacks <input type="checkbox"/> Drums <input type="checkbox"/> Skip <input type="checkbox"/> Other Describe:</p> <p>4. Quantity (number of drums, skip weight etc.):</p> <p>5. Season ticket YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>HOLDER Transfer</p> <p>B</p>	<p>1. Name and address of company and contract:</p> <p>.....</p> <p>2. Current location of waste:</p> <p>.....</p> <p>3. Which of the following are you?: (Tick one or more boxes)</p> <p><input type="checkbox"/> Waste producer <input type="checkbox"/> Registered Waste Carrier* Licence No.:</p> <p><i>*Licence and exemption details and copies of documentation must be obtained by HOLDER prior to transfer</i></p>	
<p>TRANSFER Person</p> <p>collecting or disposing</p> <p>C</p>	<p>1. Name and address of the company:</p> <p>.....</p> <p>2. Which of the following are you?: (Tick one or more boxes)</p> <p><input type="checkbox"/> Producer of waste <input type="checkbox"/> Holder of waste management licence* Licence No.:</p> <p><input type="checkbox"/> Waste disposal Authority <input type="checkbox"/> Registered waste carrier* No.:</p> <p><input type="checkbox"/> Waste exporter</p> <p><i>*Licence and/or exemption details and copies of documents must be furnished to HOLDER prior to transfer</i></p>	
<p>DISPOSAL</p> <p>D</p>	<p>1. Transfer location address:</p> <p>.....</p> <p>2. Date of transfer:</p> <p>.....</p> <p>3. Time(s) of transfer (for multiple consignments, give period for which note is valid):</p> <p>.....</p> <p>4. Name and address of broker arranging the waste transfer (if applicable):</p> <p>.....</p> <p><i>*Licence and/or exemption details and copies of documents must be furnished to HOLDER prior to transfer</i></p>	
<p>COMPLETION</p> <p>E</p>	<p>Person collecting or disposing of waste (Part C or D):</p> <p>Signed:</p> <p>Name:</p> <p>Representing:</p>	<p>Waste Holder (as in Part B):</p> <p>Signed:</p> <p>Name:</p> <p>Representing:</p>

* For Hazardous Waste please use Hazardous Waste Consignment note. Speak to Environmental Adviser for guidance.

Distribution:
White copy – Workplace recipient
Pink copy – Distribute as required
Blue copy – Retain in book (file copy)

ENVIRONMENTAL VIBRATION RECORDING SHEET

Contract:	Date:
Weather/Environmental Conditions:	Vibration Monitor used: Serial/Certificate No: Calibration: Monitor Mode:
Monitoring Location:	Works/Operation:
Comments on Building/Structure (if relevant)	Results Summary:
	Print-out attached? Yes/No
Site Sketch:	Comments/Recommendations:

Person Undertaking Monitoring : Date :
Position :

COMMUNICATION RECORD

Site Set-Up Pack	Revision No.:	Date:
Community Relations	Reference No.:	Page

☐ In person ☐ Telephone call ☐ Letter ☐ Via 3rd Party*

*Example investigation by Enforcing Authority, Workplace Inspector, solicitor etc.

Representative (Person making comment/complaint)

Date/Time: Address:
Name: Position:

Detail Comment/Complaint

Comment/complaint received by:

Date:

Action Taken

Follow Up ☐ YES ☐ NO (Detail in the following box)

Project Manager:

Date:

ENVIRONMENTAL NOISE SURVEY SUMMARY SHEET

Contract :		Monitoring Location :		Weather/Environment :	
Date:					
Survey Location (Freefield/Façade) :		Sound Level Meter:		Calibration Certificate no.:	
Start Time :		Serial Number:		Start :	
Finish Time :		Type 1 or 2:		Finish :	
		Time Response (Slow/Fast) :			
Location Map Attached: YES/NO			Results Sheet Attached: YES/NO		
Activity/Operation	L_{Aeq} (dB) (.....mins)	SPL MAX (dB)	L90 (dB)	Comments/Events	

SURVEYOR Sign:.....
SURVEYOR Print:.....

Date :

Distribution:.....

ENVIRONMENTAL NOISE SURVEY SUMMARY SHEET

Contract :		Monitoring Location :		Weather/Environment :	
Date:					
Survey Location (Freefield/Façade) :		Sound Level Meter:		Calibration Certificate no.:	
Start Time :		Serial Number:		Start :	
Finish Time :		Type 1 or 2:		Finish :	
		Time Response (Slow/Fast) :			
Location Map Attached:			Results Sheet Attached:		
YES/NO			YES/NO		
Activity/Operation	L_{Aeq} (dB) (.....mins)	SPL MAX (dB)	L90 (dB)	Comments/Events	

SURVEYOR Sign:.....
SURVEYOR Print:.....

Date :

Distribution:.....

Environmental Survey and Risk Assessment Form

Surveyor(s)	Survey Date
Methodology <ol style="list-style-type: none">1. Desk study: Review drawings, understand nature of project, the construction processes, their aspects and their potential effects. Note existing features, eg. current occupation, geography especially drainage, infrastructure and surrounding built environment. Check for existence of designated sites, heritage features, eg. ancient monuments.2. Site visit: Identify potential receptors of environmental harm or damage and assess the significance of construction effects on them. Effects are significant if they have the potential to cause<ul style="list-style-type: none">• particularly in regard to pollution of Controlled waters• harm or damage resulting in costs to remedy• complaint from any stakeholder including the general public3. Assess the environmental risk rating.4. Identify the measures required to minimise construction effects and where baseline and construction stage surveys should be carried out.	
Desk Study Notes	

Potential Targets	P – Personnel engaged in construction processes O – Others on or off the site, e.g. other contractors, visitors, neighbours, passersby, road traffic E – Environmental receptors e.g. land, air, water, flora and fauna, geological and historical features									
Effects Risk	F – Frequency C – Consequence R – Risk resulting from construction effects.									
applicable Environmental Aspect of Construction Works	NA = not Yes No NA	Targets			Potential Effects	Effects			Mitigation / Control Measures /Consent requirements	Risk of Residual Effects
		P	O	E		F	C	R		
Waste Significant waste streams and potential for minimisation. Opportunities for greater sustainability										
Nuisance – noise, vibration, visual, dust and odour Existing and potential levels. Sensitive receptors. Potential sources, e.g. piling. Workplace issues. New earthworks, dirt roads, sewage provision, litter.										
Water and Effluents Existing drainage and effects of construction. Site water disposal and pollution prevention. COSHH controls.										
Materials and Fuels, Oils and COSHH Storage Significant planned materials with potential for pollution and/or substitution.										



مواصفات قطر للإنشاء
Qatar Construction Specifications

Examples of Aspects v Effects Rating (R)

Aspects	Risk Level		
	0-1	2-3	4-9
Waste	Minimal quantities of waste likely to be generated.	Varied wastes generated, both hazardous and non-hazardous.	Significant wastes with large disposal costs, e.g. wastes from large asbestos strip.
Noise, Vibration, Visual, Dust and Odour	<p>Noise: Higher than background levels expected but no receptors nearby.</p> <p>Vibration: Expected but at levels below that unacceptable to neighbours or sensitive structures.</p> <p>Visual: Site remote, well screened from site or in existing building or facility.</p> <p>Dust and Odour: No emissions expected and/or no receptors nearby.</p>	<p>Noise: High/disturbing levels, receptors in vicinity. Complaints may arise.</p> <p>Vibration: High day time levels of vibration, receptors nearby. Complaints may arise. Minor damage may occur.</p> <p>Visual: Site noticeable in landscape or setting, temporarily affecting amenity value.</p> <p>Dust and Odour: Minor emissions, receptors nearby.</p>	<p>Noise: High/disturbing levels, receptors in vicinity. Expect complaints especially at night.</p> <p>Vibration: High levels of vibration, receptors in vicinity. Expect complaints and/or damage especially at night.</p> <p>Visual: Site in area of high visual quality and affecting normal enjoyment for some time.</p> <p>Dust and Odour: High levels of emissions, receptors nearby. Expect complaints.</p>
Water and Effluents	No change in existing water regime likely. No effluents arising.	Water regime affected by works, discharge off site may require consent. Minor effluents arising from site compound.	Works in main river or disturbance of receptors likely, e.g. downstream fishery. Large site with significant effluent discharge.
Materials, Fuels, Oils and COSHH Storage	Material inputs negligible, e.g. mainly site clearance, landscaping. Minimal volumes of fuels and COSHH materials stored.	Considerable material inputs required, with some environmental impact in resource use. Some fuels and COSHH materials stored on site.	Large material inputs with corresponding impacts in resource use and/or transport. Large site with significant volumes of fuels and COSHH materials stored.
Ecology, Archaeology & Built Environment	None in vicinity or no disturbance expected.	Local designated area or minor disturbance likely to designated site or protected species.	Major disturbance expected to designated site or protected species.
Plant & Equipment	No road works expected but access may cause some minor delays. No large plant	Road works will not close access. Local traffic may be delayed by site traffic. Some items of larger plant.	Road works close access. Existing access unsuitable for site plant /vehicles. Considerable amount of larger plant, e.g. for major earthworks

Resources and Energy Use	Few material and plant resources necessary and minor site establishment.	Some significant resource use and medium sized site establishment	Major construction site with large establishment for extended period
Contaminated Land	No contamination proven or is unlikely.	Possibility of contamination exists, potential pathways and receptors nearby.	Contamination proven, potential pathways and receptors nearby. Spread of contamination likely.
Community Relations, etc	No sensitive receptors nearby. No additional security required. No services in vicinity needing consideration.	Day time works, receptors in vicinity. Normal out-of-hours security measures required. Some services present, requiring diversion/protection.	Night time work, receptors in vicinity. Full time security required. Important and valuable service assets affected by works requiring significant design/temp and diversion works.
Training	No training beyond normal site inductions.	Some additional training required.	Extensive environmental training required.
Other			

Risk resulting from construction effects = Consequence times Frequency

HAZARDOUS LEVEL	ACTION
Insignificant Impact	No further preventative action. Consideration shall be given to more cost-effective solutions or improvements that impose no additional cost burden. Monitoring required ensuring that controls in place are properly maintained.
Significant Impact	Work shall not be started or continued until the Impact level has been reduced to an acceptable Impact level. While the control measures selected shall be cost-effective, legally there is an absolute duty to reduce the Impact, this means that if it is not possible to reduce the Impact even with unlimited resources, then the work shall not be started or shall remain prohibited.

Do not start work if The HAZARDOUS IMPACT IS? SIGNIFICANT

• **Aspects Significance**

Severity Likelihood	Very High 10	High 8	Moderate 6	Low 4	Minor 2	None 1
Certain 5	50	40	30	20	10	5
Very Likely 4	40	32	24	16	8	4
Likely 3	30	24	18	12	6	3
Unlikely 2	20	16	12	8	4	2
Very Unlikely 1	10	8	6	4	2	1



Significant Impact



Insignificant Impact

FRAMEWORK ENVIRONMENTAL PROTECTION LAW NO. 30 OF 2002

ENVIRONMENTAL PROTECTION LAW NO. 30 OF 2002 – INDEX

REGISTER OF CONSENTS AND AUTHORISATIONS	49
SITE WASTE MANAGEMENT PLANNING (WM)	50
NUISANCE – NOISE, VIBRATION, VISUAL, DUST & ODOUR (NU)	51
WATER & EFFLUENTS (WAT)	52
MATERIAL AND FUELS, OILS and COSHH STORAGE (MFS)	53
ECOLOGY, ARCHAEOLOGY & BUILT ENVIRONMENT (ECO)	55
PLANT & EQUIPMENT (PLA)	56
RESOURCES & ENERGY USE (RES)	57
CONTAMINATED LAND (CL)	58
COMMUNITY RELATIONS, COMMUNICATION AND REPORTING (COM)	59

Completed - No Further Action Required

Completed - But Ongoing Work Needed

Not Completed - Action Required

Not Applicable at Present

Contract/Office:

Initial Meeting Attendance:

Date:

Abbreviations:

Revision:

The Environmental Protection Law No. 30 of 2002 shall be revised on a regular basis, and in line with the SHE Management Plan (e.g. every 3 months), to take into account changes in the job; the revision programme will be dictated by the SHE Management Plan.

REGISTER OF CONSENTS AND AUTHORISATIONS

[illegible]

SITE WASTE MANAGEMENT PLANNING (WM)							
	REF	ACTION	GUIDANCE	ACTION OWNER	EVIDENCE REQUIRED / SHE FORMS	TARGET DATE	CLOSE DATE Frequency
MANDATORY	WM1	<u>Waste Planning</u> Identify and quantify waste streams likely throughout project including waste disposed of via subcontractors Complete Site Waste Management Plan for project			SHE-FRM-15-01 (Checklists) SHE-FRM-15-02 (Word)		
MANDATORY	WM2	Trained competent Waste Coordinator for the project			Training Records		
MANDATORY	WM3	Select and appoint waste management contractors ensuring 'Duty of Care' checks are carried out prior to disposal			Audit Records SWMP		
MANDATORY	WM4	<u>Waste Minimisation</u> Carry out waste minimisation workshop.			Waste Minimisation		
MANDATORY	WM5	<u>Waste Storage</u> <ul style="list-style-type: none"> Assess requirement for Waste Management Ensure waste can not leach or cause dust nuisance Establish waste management compound/area to allow segregation where required. Provide clear signage ALWAYS Keep hazardous waste separate to general waste Ensure waste is segregated as per SWMP 			Environmental Advisors Records Visual Inspection		
MANDATORY	WM6	<u>Waste Disposal</u> <ul style="list-style-type: none"> Ensure the appropriate waste transfers notes are completed. Record waste movements off-site in SWMP 			Consignment Notes Waste Carriers Details		

NUISANCE – NOISE, VIBRATION, VISUAL, DUST & ODOUR (NU)							
	REF	ACTION	GUIDANCE	ACTION OWNER	EVIDENCE REQUIRED / SHE FORMS	TARGET DATE	CLOSE DATE
WHERE REQUIRED	NU1	Conduct baseline environmental noise/vibration survey prior to works commencing, if noise/vibration identified as an issue at risk assessment stage	SHE-PRO-015		Survey / Monitoring Results SHE-FRM-15-07 SHE-FRM-15-11		
WHERE REQUIRED	NU2	Conduct ongoing environmental noise/vibration surveys during course of works as required.			Survey / Monitoring Results SHE-FRM-15-07 SHE-FRM-15-11		
WHERE REQUIRED	NU3	Establish traffic plan to minimise nuisance from deliveries & site traffic. Ensure safety of pedestrians. Provide adequate parking for site personnel & visitors and avoid parking nuisance to local community			Traffic Plan		
WHERE REQUIRED	NU4	Locate site cabins to shield neighbours from site activities. Where possible locate generators / pumps away from site boundaries.			Visual Inspection Site set up plan		
WHERE REQUIRED	NU5	Identify and implement procedures and methods to minimise noise/vibration nuisance and include in method statements (MSs). Adopt Best Practicable Means (BPM) in accordance with BS5228	SHE-PRO-001 BS5228		SHE-FRM-1-03		
WHERE REQUIRED	NU6	Communicate noise/vibration & other nuisance issues & control methods to staff, operatives & visitors			Training /induction records		
WHERE REQUIRED	NU7	During periods of dry weather, use methods to damp down sites and access roads to inhibit dust generation (e.g. road sweepers)			Continual monitoring Site inspections		
WHERE REQUIRED	NU8	Install wheel-washing facilities, fit dust covers to scaffolds and use other mitigation measures to reduce dust nuisance			Site Inspections		
WHERE REQUIRED	NU9	Assess lighting requirements and position to avoid glare and nuisance to neighbours			Site inspections		

WATER & EFFLUENTS(WAT)							
	REF	ACTION	GUIDANCE	ACTION OWNER	EVIDENCE REQUIRED / SHE FORMS	TARGET DATE	CLOSE DATE
MANDATORY	WAT1	Ensure Environmental Impact Assessments (EIAs) and method statements address issues associated with any consents within register, including pollution prevention measures	SHE-PRO-001		SHE-FRM-1-03		
MANDATORY	WAT2	Monitor discharges			Monitoring Records	Ongoing	<i>End of project</i>
WHERE REQUIRED	WAT3	Identify areas of potential run-off and take appropriate protection measures (install French drains etc)			Design & Visual Inspection		
WHERE REQUIRED	WAT4	Conduct dewatering / over pumping discharges to foul sewer in compliance with consent conditions			Operational records Site inspections	Ongoing	<i>End of project</i>
WHERE REQUIRED	WAT5	Design and construct settlement lagoons appropriately			Design documents Site inspection		
WHERE REQUIRED	WAT6	Maintain and inspect settlement lagoons regularly to ensure effectiveness.			Operational records Site inspections	Ongoing	<i>End of project</i>
WHERE REQUIRED	WAT6	Provide wash out facility for concrete wagons with adequate pollution prevention measures in place. Record in MS.			SHE-FRM-1-03		
WHERE REQUIRED	WAT7	Know site drainage systems, flow directions and outlets. Colour code drainage gullies to minimise risk of pollution. Blue for surface water drainage and red for foul drains .			Drawings Site inspections		
WHERE REQUIRED	WAT8	Monitor and report water consumption for site activities and office space			Meter Readings	Ongoing	<i>End of project</i>
WHERE REQUIRED	WAT9	Set project specific targets for water resource use			Project specific Targets and Objectives in SHE plan		

MATERIAL AND FUELS, OILS and COSHH STORAGE (MFS)							
	REF	ACTION	GUIDANCE	ACTION OWNER	EVIDENCE REQUIRED / SHE FORMS	TARGET DATE	CLOSE DATE
MANDATORY	MFS1	<p>Oils / Fuels and other liquid materials to be stored with secondary containment:</p> <ul style="list-style-type: none"> • Either within a bund, on a catchment pallet or within a proprietary double-skinned tank • Bunds and trays to have no less than 110% of capacity of largest container and no less than 25% of total container volume when several stored • Do not allow rain water to escape from bunds and trays • All hoses, nozzles to be locked inside bund or double skinned tank when not in use • Check tanks, pipework, bunds and pollution prevention equipment regularly. Ensure no build-up of rainwater 			<p>Site inspections</p> <p>SHE-FRM-1-01</p> <p>SHE-FRM-1-03</p>	Ongoing	End of project
MANDATORY	MFS2	Locate oil /fuel storage areas away from surface waters and site drainage			Site inspection	Ongoing	End of project
MANDATORY	MFS3	Locate oil /fuel storage areas on hard standing or on sacrificial layer of sand underlain with impermeable membrane			Site inspection	Ongoing	End of project
MANDATORY	MFS4	Locate appropriate spill response equipment close to storage facilities and operating plant. Check regularly and maintain			Site inspection	Ongoing	End of project
MANDATORY	MFS5	Establish site specific spill response plan and train staff in spill response			Plan & Training Records		
WHERE REQUIRED	MFS6	Store and handle dusty materials (aggregates) in ways to minimise nuisance			Site inspection	Ongoing	End of project
MANDATORY	MFS7	Maintain high standard of site housekeeping. Store materials to avoid damage, wastage and potential pollution			Site inspection	Ongoing	End of project

ECOLOGY, ARCHAEOLOGY & BUILT ENVIRONMENT (ECO)							
	REF	ACTION	GUIDANCE	ACTION OWNER	EVIDENCE REQUIRED / SHE FORMS	TARGET DATE	CLOSE DATE
Mandatory	ECO1	Undertake Ecological assessment of site to determine actions to improve ecology of project and any mitigation measures required			Eco survey recommendations incorporated in to project		
WHERE REQUIRED	ECO2	Ensure preventative / mitigation measures are detailed in RAs and MSs and are implemented			SHE-FRM-1-03 Site inspections	Ongoing	End of project
WHERE REQUIRED	ECO3	Avoid disturbing natural habitats (including trees/vegetation) whenever possible and especially during nesting seasons			SHE-FRM-1-03 Site inspections		
WHERE REQUIRED	ECO4	Manage invasive plant species (Japanese Knotweed, Himalayan Balsam etc) appropriately, contacting Env. Advisor in first instance (Baseline Environmental Risk Assessment should identify these)			SHE-FRM-1-03 Site inspections		

PLANT & EQUIPMENT (PLA)							
	REF	ACTION	GUIDANCE	ACTION OWNER	EVIDENCE REQUIRED SHE FORMS	TARGET DATE	CLOSE DATE
MANDATORY	PLA1	Ensure plant is adequately maintained, fit for purpose and in a safe condition			Supervisor Checklist Site inspections	Ongoing	End of project
WHERE REQUIRED	PLA2	Where appropriate, establish dedicated plant storage area(s) away from surface waters and drains			Site inspections Site Layout plan		
WHERE REQUIRED	PLA3	Where appropriate use drip trays under temporary static plant (pumps, generators etc.)			Site inspections	Ongoing	End of project
WHERE REQUIRED	PLA4	Where appropriate, specify and use plant with low emissions and particulate filters			Plant Records		
WHERE REQUIRED	PLA5	Ensure all authorised plant. Conduct regular monitoring			Monitoring records	Ongoing	End of project

RESOURCES & ENERGY USE (RES)							
	REF	ACTION	GUIDANCE	ACTION OWNER	EVIDENCE REQUIRED / SHE FORMS	TARGET DATE	CLOSE DATE
MANDATORY	RES1	Ensure no-cost energy efficiency practices are adopted on site (switching off lights and heaters, closing windows etc)			Site inspections	Ongoing	End of project
WHERE REQUIRED	RES2	ECO Cabin low cost energy efficiency measures adopted (i.e. motion sensors in toilets, timers on office equipment)	Procurement ECO Cabin Specification		Site inspections		
WHERE REQUIRED	RES3	Ensure plant / equipment is not left running unnecessarily			Site inspections	Ongoing	End of project
WHERE REQUIRED	RES4	Record energy consumption on site (mains and diesel plant)			Records of consumption (bills)	Ongoing	End of project
MANDATORY	RES5	Ensure compliance with COMPANY Sustainable Timber Policy	COMPANY Policy			Ongoing	End of project
WHERE REQUIRED	RES6	Consider Environmental Impact and waste hierarchy of material specification.			Material specifications and supplier orders		
MANDATORY	RES7	Ensure materials are stored to avoid damage, vandalism or theft			Site inspections Supervisor checklist	Ongoing	End of project
WHERE REQUIRED	RES8	Consider off-site manufacturing – can this be used to produce quality, safety and environmental improvements?			SHE-FRM-1-03		

CONTAMINATED LAND (CL)							
	REF	ACTION	GUIDANCE	ACTION OWNER	EVIDENCE REQUIRED / SHE FORMS	TARGET DATE	CLOSE DATE
MANDATORY	CL1	Ensure Site Investigation includes risks to human health and the environment from contaminated land, water and ground gas			Completed SI Checklist New Form		
WHERE REQUIRED	CL2	Formulate plans to deal with contaminated land			SHE-FRM-1-03		
WHERE REQUIRED	CL3	Establish preventative measures to avoid pollution of water courses or 'clean' land.			SHE-FRM-1-01 SHE-FRM-1-03 Site inspections	Ongoing	End of project
WHERE REQUIRED	CL4	Where practicable conduct remedial treatment of contaminated soils in-situ or on-site. Regard off-site disposal as least preferred option			SHE-FRM-1-03		

COMMUNITY RELATIONS, COMMUNICATION AND REPORTING (COM)							
	REF	ACTION	GUIDANCE	ACTION OWNER	EVIDENCE REQUIRED / SHE FORMS	TARGET DATE	CLOSE DATE
MANDATORY	COM1	Forward any communication from Enforcing Authority.			Communication SHE-FRM-15-09		
MANDATORY	COM2	Provide details of surface water and foul drainage discharge consents and, if appropriate, permission to work in/adjacent to rivers to SHE Team for records			Database of consents		
MANDATORY	COM3	Report significant spills of polluting materials (oil, chemicals) as RIDDOR procedure	SHE-PRO-008		First Alert SHE-FRM-8-01 AIR SHE-FRM-8-2/02	As occur	As occur
WHERE REQUIRED	COM4	Establish community engagement strategy, e.g. advise of activities through newsletters, public meetings / open days	Develop Community doc strategy		Newsletters / Minutes of meetings		
MANDATORY	COM5	Record all comments/compliments/complaints/external environmental enquires using a logbook or form, ensure complaints are investigated and closed out where appropriate			SHE-FRM-15-14 Complaints Log / RIDDOR Procedure SHE-FRM-8-02/02 SHE-FRM-8-01	Ongoing	End of project
MANDATORY	COM6	Notify SHE Department if any invasive or protected flora / fauna are encountered. Stop work if archaeological remains found			E-mails to SHE Department	As occur	As occur
MANDATORY	COM7	Record and Report delivery staff and delivery mileage in Site Register (starting point and destination)			Site Register / Staff Mileage claims	Ongoing	End of project
MANDATORY	COM8	Disseminate best practice and learning points across the business via SHE Department			Case-Studies Produced	As occur	As occur