## READ FIRST: How to use this plan

This plan is a template from the Collision Repair Association (CRA) to use to develop your own environmental plan. You will need to customise this plan for your own operations.

CRA suggest you follow this process:

1. Find someone that will take responsibility (nominated person) for completing this plan.

The nominated person should then:

1. Read this plan from beginning to end.
2. Go back and work through the plan section by section.
3. Ask for help from the rest of your team to find existing information and documents.
4. Identify the gaps and work to fill those.
5. Complete the plan as a draft.
6. Review the plan so it is ready to be read by management.
7. Arrange for management to read and approve the plan.
8. Have a copy of this plan ready for when the council or auditor visits.
9. Review and update this plan regularly.

**IMPORTANT: The grey text is the text you need to customise and add, and/or remove.**

**The red text is important notes for you to read - remember to delete the red text from your final plan.**

**Please delete this entire page when creating your final plan!**

# Environmental Management Plan

**ABCD Limited**

**23 Smith Street**

**Hamilton, New Zealand**

**Key contact:**

**Joe Bloggs, Owner**

**Phone: 021 111 111**

**Email joe.blogss@xtra.co.nz**

## Introduction

The purpose of this plan is to:

* Capture the main environmental issues for our business;
* State the practical measures we have put in place to reduce our environmental risks and impacts;
* Help us consider the environment in everyday activities;
* Demonstrate our commitment to the local community, and to being a responsible business operator.

Our environmental goals are to:

* Limit discharges of contaminants to water and land;
* Limit discharge of contaminants to air; and
* Limit solid waste production; and ensure all wastes are managed and disposed of appropriately.

## Compliance

There are a number of regulatory compliance requirements in New Zealand. The following table gives a summary of main environmental laws that are applicable to our business.

|  |
| --- |
| **Resource Management Act 1996 and amendments** |
| Allows for the development of regulations and regional rules that control activities such as discharges to land, water and air.The relevant council can take enforcement action. | Regional plans and rules set by a regional council or unitary council. Consent is obtained from the council to undertake activities that are not permitted, or are discretionary activities. Consent may be needed for discharge to air and discharge to stormwater. |

|  |
| --- |
| **Local Government Act 1974 and amendments** |
| Allows for the city and district council to develop special laws that are enforceable locally to control activities.The relevant council can take enforcement action. | Common bylaws that are applicable include tradewaste, waste management and water supply. It is common to require a tradewaste permit. |

|  |
| --- |
| **Hazardous Substances Act 1996 and amendments** |
| Allows for regulations to be developed to control the approval of hazardous substances being imported and used in New Zealand. There are also requirements for businesses manufacturing hazardous substances.Environmental Protection Agency is the enforcement agency. | If a substance or new product being imported to New Zealand doesn’t have existing approval or covered by a group standard then there is an approval process to follow. |

|  |
| --- |
| **Health and Safety at Work Act 2015 and amendments** |
| Allows for regulations to be developed to control the use, storage, labeling, emergency management, signage, and disposal of hazardous substances.WorkSafe New Zealand is the enforcement agency. | This law came into force on 4 April 2016.Currently the existing Hazardous Substances and New Organisms Act regulations are still in place. This includes a number of Codes of Practice.Depending on the type and quantity of substances held this may trigger requirements for approved handlers, container certification, location certification, emergency plans, signage and labeling.  |

## Contaminated land

The Ministry for the Environment has put together a list of Hazardous Activities and Industries (HAIL). The list as at October 2011 includes our activities in section F.4:

*F. Vehicle refueling service and repair*

*4. ‘motor vehicle workshops’.*

This may trigger special precautions and requirements when the land is sold, new activities take place on the land, a building consent is lodged, and earthworks or excavation is undertaken.

As per the Ministry for the Environment’s advice the first point of contact will be the regional council.

## Site Drainage

Contaminants such as chemicals, debris and other liquids can enter the waterways directly or via stormwater drains, which end up in rivers, lakes and the sea. This can ultimately destroy aquatic life. Spills and leaks can also runoff to land and cause soil contamination.

*Delete the suggested controls in the list below that you do not use or feel that it is not feasible to implement. Add in any extra controls that you may have in place.*

We control our activities by:

* Making sure we know the locations of each stormwater drain.
* Ensuring all stormwater drains are clearly marked.
* Ensuring all staff members and contractors are aware that stormwater drains are for rainwater only.
* Keeping chemicals and hazardous liquids such as fuels, solvents, oils, and coolants within a secondary containment system (i.e. a bund).
* Ensuring all bunds are impervious to the materials stored within it.
* Ensuring all bunds can hold 110% of the contents of the bund (or the % stated in our local council rules).
* Regularly checking bunds to ensure they are in good condition.
* Using and storing chemicals in undercover areas.
* Ensuring all repairs within our workshop are done so on a sealed surface, which is drained to an oil/water separator, or an interceptor tank for collection by an approved waste contractor.
* Having the separator or interceptor regularly serviced, and maintaining records of this.
* Ensuring outdoor surfaces that drain to the stormwater system are not washed/hosed down with water.
* Using drip trays when needed under vehicles to catch spent liquids.
* Having spill kit(s) available including the correct personal protective equipment.
* Training staff so they know to use the spill kits and personal protective equipment.
* Having access to additional equipment available to cleanup a spill e.g. mop, bucket etc.
* Conducting regular spill drills for practice (minimum annually).
* Washing and cleaning of vehicles, parts and equipment does not take place where it can drain to the stormwater system.
* Protecting our stormwater drains using a drain guard, or a pod to prevent silt and debris entering the drain.
* Having a stormwater discharge consent and monitoring our activities against the conditions of our consent.

## Air Discharge

Dust, offensive odours and toxic vapors from spray painting and surface preparation can affect the environment and enter neighbouring properties causing nuisance.

*Delete the suggested controls in the list below that you do not use or feel that it is not feasible to implement. Add in any extra controls that you may have in place.*

We control our activities by:

* Ensuring panel beating work is conducted inside the workshop in an undercover area.
* Ensuring spray painting is conducted inside an approved spray booth or a well-ventilated enclosed area.
* Ensuring spray booth filters are regularly checked and maintained.
* Controlling dust using an effective dust extraction and filtration system.
* Regularly cleaning workshop floors to keep dust levels to a minimum.
* Requiring all sanders to have dust vacuums installed.
* Using enclosed abrasive blasting units that can contain all waste residues.
* Mixing paints in a room with a filtered exhaust.
* Ensuring all liquids are stored with lids securely in place.
* Ensuring no refrigerant gases are discharged to the atmosphere.
* Having an approved staff member, or using a contractor to decommission air conditioning systems.
* Having an air discharge consent and monitoring this against the conditions of our consent.

## Waste

Sending waste to landfill has significant environmental impacts. When waste is not properly managed it can also cause contamination of land, water and issues with littering.

*Delete the suggested controls in the list below that you do not use or feel that it is not feasible to implement. Add in any extra controls that you may have in place.*

We control our activities by:

* Looking for opportunities to reuse items on site e.g. cardboard.
* Ensuring waste materials are recycled whenever possible, including clean cardboard, paper, metal, and plastics.
* Ensuring used oil filters are drained of oil, and stored appropriately before being collected for recycling.
* Having any liquid waste from our solvent parts washer stored within a bund.
* Ensuring waste oil containers are stored in a bund for collection by an approved contractor.
* Ensuring appropriate storage and disposal of solvent-soaked rags.
* Having all hazardous waste (e.g. coolant, waste oil, solvents, brake fluid, fuel, spill waste, oil filters, contaminated rags etc) picked up by an approved contractor and sent to a waste disposal facility that can lawfully receive it (e.g. council approved).
* Having batteries stored undercover in a spill tray and collected by an approved contractor, or dropped off to a council approved collection facility.
* Ensuring general waste is sent to a council approved landfill.
* Having waste tyres collected for separate disposal and recycling where available.
* Having scrap metals stored in a secure container ready for collection and recycling.
* Not storing waste collection units such as skips and wheelie bins near stormwater drains.
* Storing waste undercover or in a container that prevents the waste washing or blowing away.
* Not burning any waste.
* Ensuring all refrigerants are removed for appropriate disposal by an approved contractor.
* Ensuring no liquid or hazardous waste enters our general waste bins.

## Hazardous substances

*Delete the suggested controls in the list below that you do not use or feel that it is not feasible to implement. Add in any extra controls that you may have in place.*

The use of hazardous substances is covered by our health and safety systems. In addition to the controls mentioned in other parts of this plan we:

* Have access to Safety Data Sheets for all the substances used and stored at our premises.
* Ensure the Safety Data Sheets are readily accessible to allow for appropriate and timely response during an emergency.
* Provide our staff basic chemical handling awareness and knowledge.
* Have current and certified approval handler(s) as the quantities of hazardous substances we hold are over the HSNO Act thresholds.
* Have a current test location certificate as the quantities of hazardous substances we hold are over the HSNO Act threshold limits.
* Have appropriate chemical and hazardous substance signage around our premises.
* Have emergency procedures and plans to cover hazardous substances incidents such as spills and gas leaks.

## Spills

Our spill response plan is located within our emergency procedures, which is a separate document. A copy of this document can be found <enter location>.

If you don’t have a spill response plan then you might like to adopt the one below.

We follow the spill emergency procedures based on WorkSafe New Zealand guidance (Emergency Procedures, Stop, think, act!)

Spill Procedures Checklist:

* You must know and understand what to do if a spill occurs
* Your first consideration is the immediate safety of all people present
* Next call emergency services
* Then contain the spill but only if it is safe to do so
* If help is available, allocate responsibilities to others to create a competent emergency team to deal with the spill

Spill Response Procedure:

1. Raise the alarm
2. Evacuate people if necessary
3. Identify the danger posed by the spill- only respond if it is safe to do so
4. Identify the substance
5. Refer to the safety data sheet or call an approved handler or other specialists for advice
6. If necessary call the emergency services (dial 111)
7. Use personal protective equipment (PPE) appropriate for the spilled substance
8. Close valve, plug leak or upright container, if safe to do so
9. Remove ignition sources, if safe to do so
10. Utilise safety equipment (spill kit) to contain the spill
11. Notify the local council if the spill is likely to enter a stormwater drain or waterway
12. Clean up spill
13. Recover product or dispose of waste safely

Evacuation/assembly point is located at: <insert location>

Location of nearest phone is: <insert location(s)>

Raise the alarm by: <insert method e.g. break glass, shout, sound hooter etc)

Safety Data Sheets are available at: <insert location(s)>

After the event:

* Advise the manager if they were not present at the time of the incident
* Replenish your spill kit
* Complete an incident report
* Review the effectiveness of the emergency plan

## Register - Important Contacts

*Complete the tables below with important contacts. If these contacts are already listed in other business documents e.g. emergency plan, safety plans etc then there is no need to repeat them here, just put in the reference to where you can find them.*

### Emergency contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agency** | **Name** | **Expertise** | **Phone (Day)** | **Phone (Night)** |
| Fire Service | N/A | Fire/explosion/chemical incident response | 111 | 111 |
| Police | N/A | Emergency response | 111 | 111 |
| Ambulance | N/A | Medical emergency response | 111 | 111 |
| Medical Centre/Doctor | <complete> | Medical injuries |  | 111 |
| After Hours Medical Centre | <complete> | Medical injuries | <complete> | <complete> |
| Hospital | <complete> | Medical treatment | <complete> | <complete> |
| Poison Centre | N/A | Advice | 0800 POISON or 0800 764 766 | 0800 POISON or 0800 764 766 |

### Local/regional council

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agency** | **Name** | **Expertise** | **Phone (Day)** | **Phone (Night)** |
| Pollution Hotline | <complete> | <complete> | <complete> | <complete> |
| Regional Council  | <complete> | <complete> | <complete> | <complete> |
| Local Council  | <complete> | <complete> | <complete> | <complete> |
|  |  |  |  |  |

### Neighbours

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Business Name** | **Contact Name** | **Address** | **Phone (Day)** | **Phone (Night)** |
| <complete> | <complete> | <complete> | <complete> | <complete> |
| <complete> | <complete> | <complete> | <complete> | <complete> |
| <complete> | <complete> | <complete> | <complete> | <complete> |

### Contractors, consultants and other important contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expertise** | **Business Name** | **Contact Name** | **Phone** | **Email** |
| Electrician | <complete> | <complete> | <complete> | <complete> |
| Plumber | <complete> | <complete> | <complete> | <complete> |
| Hazardous Waste Disposal | <complete> | <complete> | <complete> | <complete> |
| Solvent Recycler | <complete> | <complete> | <complete> | <complete> |
| General Waste Disposal | <complete> | <complete> | <complete> | <complete> |
| Air-conditioning Decommissioning | <complete> | <complete> | <complete> | <complete> |
| Test Certifier | <complete> | <complete> | <complete> | <complete> |
| Insurer | <complete> | <complete> | <complete> | <complete> |
| IQP | <complete> | <complete> | <complete> | <complete> |

## Register - Important Compliance Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | **Name** | **Certificate/Reference No.**  | **Certificate Issue Date** | **Certificate Expiry Date** |
| Approved Handler(s) | <complete> | <complete> | <complete> | <complete> |
| Location Test Certificate | <complete> | <complete> | <complete> | <complete> |
| Stationary Container System Test Certificate | <complete> | <complete> | <complete> | <complete> |
| Air Discharge Consent | <complete> | <complete> | <complete> | <complete> |
| Trade Waste Permit | <complete> | <complete> | <complete> | <complete> |
| Stormwater Discharge Consent | <complete> | <complete> | <complete> | <complete> |
| Building Warrant of Fitness | <complete> | <complete> | <complete> | <complete> |

## Log - Important Events

Use this log to keep track of any events relating to your environmental performance this includes:

* Spills
* Incidents like air discharge from faulty equipment
* Complaints
* Feedback (positive or negative)
* Visits or important correspondence (e.g. phone call) from council or WorkSafe New Zealand
* Maintenance or servicing of the separator or interceptor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Event** | **Type of Event** | **Details**  | **Event needs investigation?****Y/N** | **Event was reported to Council? Y/N** |
| <complete> | <complete> | <complete> | <complete> | <complete> |
| <complete> | <complete> | <complete> | <complete> | <complete> |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Appendix 1: Daily Checklist Template

Incorporate these items into your own daily site checks. An ideal time to do these checks is at the same time you complete your workplace safety checks.

|  |  |
| --- | --- |
| **DAILY CHECKLIST** | **TICK** |
| Check chemical and hazardous storage areas:* All containers are stored in a bunded and covered area
* Containers are not leaking
* The lids are secure on all containers
* Containers are clearly labelled
* Any parts that may contain oil or chemicals are also stored in the bunded area.
 |  |
| Check each stormwater drain to ensure:* Clear of oil
* Clear of chemicals
* Clear of litter, leaves and debris.
 |  |
| Check floor areas:* There are no spills and drips
* Staff have access to equipment to clean up spills and drips immediately.
 |  |
| Check waste storage areas to ensure:* Storage areas are not over capacity and containers are not overflowing
* Waste cannot be blown away or washed away when it rains
* There are no liquids leaking from the waste bins.
 |  |
| Completed by: Date:  |  |

## Appendix 2: Weekly Checklist Template

*Incorporate these items into your own weekly site checks. An ideal time to do these checks is at the same time you complete your workplace safety checks.*

|  |  |
| --- | --- |
| **WEEKLY CHECKLIST** | **TICK** |
| Daily checks have been completed. |  |
| All bunds have been checked and any issues have been reported to the manager.  |  |
| The spill kit(s) have been checked and contain all necessary materials. |  |
| All compressors have been checked for leaks.  |  |
| Walk around the outside of your premises during normal operating conditions. Are there any noise or odours that should be reported to the manager.  |  |
| Liquid wastes are stored in separate containers and are correctly labelled. |  |
| All spraypainting is done inside a spray booth. |  |
| Spare spray booth filters are available. |  |
| Spray booth filters and exhaust fans have been checked. |  |
| Completed by: Date:  |  |

## Appendix 3: Site Plan

Attach your own site plan in this section. If you don’t have a site plan then it is worth asking your landlord what they can provide. They might be able to provide you with a drainage plan and then you can draw in the extra items on top of this. A hand drawn site plan is fine as long as it include the following items:

* Site boundaries
* Areas where activities occur, such as vehicle repair and spray painting
* Nature of adjoining land (eg. commercial, residential, industrial, reserve, watercourse etc)
* Buildings
* Stormwater / wastewater management systems:
	+ if connected to a Council reticulated system, identify location of pipes and drains on site
	+ if on site servicing is provided, identify location of sumps, disposal areas and any other features of the system eg. Interceptors and /or separators
* Access and parking areas on the site
* Where water connections are
* Any bunded areas, including specific drainage for these areas if separate to the general site drainage provisions
* You may also wish to include:
	+ Allocated storage areas for hazardous substances
	+ Allocated storage areas for wastes.

*Below is an indicative site layout and key for you as a guide.*

