



ACT
Government

Territory and Municipal Services

Procedure for the Management of TAMS Contaminated Assets

Version 1.2
31 May 2013

Table of Contents

Document Information	3
Definition of Terms	4
Purpose	5
Scope	6
Background	6
Compliance	7
Procedures	7
1. Recording Information on Contaminated Assets	7
2. Request Information Relevant to the Work Site	8
2.1 Information Search	8
2.2 Data Supply	8
2.3 Engage an Environmental Consultant	8
3. Safety and Environment	8
3.1 Understand the SMP	8
3.2 Prepare a Safe Work Method Statement	9
4. Site Activities.....	9
4.1 Induction	9
4.2 Non-Compliant Activities and Unexpected Finds	9
5. Project Closure	9
Contaminated Assets Flow Chart.....	11
Supporting Documentation	14
Appendix A - Related documents and contacts.....	15
Appendix B - Procedure to accept contaminated land assets to the IAMS database ..	16
Appendix C – Contractor Checklists	18

Document Information

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Procedures name: Procedure for the Management of Contaminated Assets
 Content owner: Tony Gill, Roads ACT
 Advisor: James Downing: james.downing@act.gov.au
 Audience: Project Officers, Project Directors, Contractors, Senior Manager Road Maintenance, IAMS Manager
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 G:\Roads ACT\COMMON\Procedures\Roads ACT

Relevant legislation/policy:

- ◆ [Environment Protection Act, 1997](#);
- ◆ [Environment Protection Regulation, 2005](#)
- ◆ [Contaminated Sites Environmental Protection Policy, 2009](#);
- ◆ [ACT Strategic Plan: Contaminated Sites Management, 1995](#);
- ◆ [Public Health Act, 1997](#);
- ◆ [Work Health and Safety Act, 2011](#); and
- ◆ [Work Health and Safety Regulation, 2011](#).

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1.0	26/11/2012	External Review	SMEC Australia
1.1	11/12/12	Initial release	SMEC Australia
1.2	31/05/13	Amended version approved by Director-General, TAMS	SMEC Australia

Note: The current version of this document is on the TAMS website www.tams.act.gov.au
 Printed copies may be out of date, please check before using.

Definition of Terms

Term	Definition
Beneficial Reuse (BRU)	Material that contains a level of contamination that has been assessed and found to be suitable for a particular land use or range of land uses. In the context of this procedure, only the ACT EPA can approve material as suitable for BRU to remain onsite and for offsite disposal the approval of ACT Health is also required.
Contaminated material	Contaminated materials in the context of this procedure are defined as materials that contain substances that have sufficient concentration to potentially cause harm to human health or the environment. Substances causing contamination may include asbestos, cancer-causing compounds or other agents. They may be solid, liquids, dust, vapour or gas or a combination of these components. <i>Environment Protection Act 1997</i> provides further definition of contaminated land.
Delegated authority	An officer that is authorised to approve expenditure and/or to make a decision regarding work health and safety/SWMS.
Employees	Employees are those officers who have obligations under the <i>Public Sector Management Act 1994</i> , and include those on direct hire.
Capped or Encapsulated Contaminated Material	Known contamination covered (capped) by a defined and documented additional thickness of clean fill or known contaminated material encapsulated and capped in a suitable containment cell.
Non-compliant activity	An activity that fails to comply with established conditions. Activities or measures which fail to comply or meet conditions specified in SWMS/Work Activity and/or a Site Management Plan are considered non-compliant.
People that are engaged to represent TAMS.	Agents, contractors, labour hire employees, volunteers and board appointees
Principal Contractor	Is defined in the ACT Work Health and Safety Regulation, 2011 as “a person conducting a business or undertaking that commissions a construction project” This term is applied to the individual with the authority to have management or control of the work place. This role may be carried out by the Project Manager.
Project Manager	Person who manages and is responsible for works on site. May also be known as Principal Contractor or Project

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	Officer.
Site Management Plan (SMP) Note: also commonly referred to or titled a Site Environment Management Plan (EMP)	A document prepared by a suitably qualified environmental consultant/practitioner to guide the management of environmental conditions at a site that may impact on occupants, visitors, employees, members of the public and the environment. Failure to observe the requirements of the SMP may result in uncontrolled release of contamination into the work place and/or the environment.
Safe Work Method Statement (SWMS)/ work plan	Sets out the work activities in a logical sequence, identifies hazards and describes control measures. SWMS should be prepared on a site by site, job by job basis, and should be understood by all parties involved in works on the site.
Unexpected Find	The finding of site conditions that are not expected, such as the presence of undocumented waste, odorous or stained soil, asbestos, structures such as underground storage tanks, slabs, or any contaminated or suspect material.
Type 1 Land Asset	Is an undisturbed TAMS land asset with contamination/potential contamination located on site and where no development is planned
Type 2 Land Asset	Is a TAMS land asset that is planned to undergo, or has recently undergone, some form of development or remediation where contaminated/potentially contaminated material is left on site, or imported to site (as beneficial reuse material-BRU) as part of the remedial/development strategy.

Purpose

Land contamination can arise from a range of land use activities, particularly when the previous land use has involved hazardous substances. These substances, if not properly managed, may threaten human health or the environment, and/or may affect the current or future land use. The welfare of the environment, the general community and people engaged in works where there is a possibility of exposure to contaminated material must be safeguarded.

Territory and Municipal Services (TAMS), in consultation with the Environment Protection Authority (EPA), the Health Directorate and WorkSafe ACT and accredited Contaminated Land Auditors, have agreed to be the custodian of a number of strictly controlled land assets containing materials that contain low levels of contamination that have been assessed and approved as suitable for Beneficial Reuse (BRU) within TAMS assets.

Contaminated/potentially contaminated materials located in these land assets have been covered or encapsulated with clean material which safeguards the environment, workers and the public from uncontrolled exposure.

In addition, there are a number of TAMS land assets with pre-existing contamination/ potential for contamination. These assets may or may not have undergone detailed assessment and/or remediation. No development or remediation is planned for these sites.

It may be necessary for maintenance or development work to be carried out in the locations of known contamination/potential contamination on TAMS land assets.

This contaminated asset procedure is designed to be integrated into the TAMS Integrated Asset Management System and its purpose is to outline steps required for the collation, provision and updating of information for employees or contractors undertaking works at land assets associated with contaminated/potentially contaminated materials in a way that maintains safety for human health of employees, contractors and the public, and of the environment.

TAMS will implement these procedures to meet its obligations under the *Environment Protection Act 1997*, *Public Health Act, 1997* and the *Work Health and Safety Act 2011* and/or demonstrate compliance with the Contaminated Sites Environment Protection Policy, 2009 and site specific documents including any Site Management Plan.

Scope

This procedure has been prepared to integrate with the TAMS Integrated Asset Management System (IAMS) and should be triggered by:

- An enquiry to undertake work at/within a land asset known or suspected to contain contaminated/potentially contaminated soil materials.

This procedure only applies to land assets and does not apply to building assets.

All records related to the contaminated land assets are required to be maintained in a consolidated and easily accessible location. IAMS has been selected for this purpose.

This procedure is aligned with the TAMS Directorate (the directorates') position in relation to the Management of Contaminated Assets in accordance with the documents below:

- ◆ *Environment Protection Act, 1997;*
- ◆ *Environment Protection Regulation, 2005*
- ◆ *ACT EPA Contaminated Sites Environmental Protection Policy, 2009;*
- ◆ *ACT Strategic Plan: Contaminated Sites Management, 1995;*
- ◆ *Planning and Development Act, 2007;*
- ◆ *Public Health Act, 1997;*
- ◆ *Work Health and Safety Act, 2011; and*
- ◆ *Work Health and Safety Regulation, 2011*

These procedures apply to all TAMS employees, agents, contractors, labour hire employees, volunteers and board appointees or representatives of the Directorate, when carrying out their official duties.

This document does not address specific assets or contaminants, or asset specific management requirements. These protocols are to be found within Site Management Plans associated with each land asset. Where Site Management Plans are not yet associated with a site of interest, advice should be sought from the TAMS Senior Manager Road Maintenance.

At all times, management of contaminated material should be undertaken in accordance with ACT EPA endorsed policy, guidelines and fact sheets where relevant. Where conflicts arise between the Work Health and Safety and Environmental considerations, the former takes precedence.

Background

TAMS require a procedure to address works taking place on land assets which involve the importation or onsite reuse of contaminated/potentially contaminated material (known as Uncontrolled when printed.

beneficial reuse material - BRU). Contaminated material could include soils, water, dust, vapour or odours contaminated with petroleum compounds, metals, asbestos, organic compounds such as pesticides and herbicides and other contaminants.

The Work Health and Safety Regulation, 2011 specifies:

“If a person conducting a business or undertaking that commissions a construction project engages a principal contractor for the project, the person must give the principal contractor any information the person has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is to be carried out.”

and

“A person conducting a business or undertaking that includes the carrying out of high risk construction work must, before high risk construction work commences, ensure that a safe work method statement for the proposed work –

- a) Is prepared; or*
- b) Has already been prepared by another person”*

The principles of the above Worksafe ACT regulations will apply to sites where contaminated material has been noted on an SMP.

Compliance

All TAMS employees and people engaged to represent the directorate are accountable to the Director-General under these procedures. Executives, managers and supervisors are to ensure their employees and people engaged to represent TAMS are aware of their obligations under these procedures.

Non-compliance with these procedures is taken as a serious matter and could constitute a failure to comply with the obligations and standard of conduct expected of a public service employee, set out in the *Public Sector Management Act 1994* (PSM Act) and Public Sector Management Standards 2006. Non-compliance may result in formal or informal disciplinary action. In the case of a contractor being responsible, immediate cessation of contract services may result.

TAMS considers its duty of care to its employees, contractors, public and the environment to be of utmost concern and takes compliance with Work Health and Safety and Environment Protection legislation seriously.

Failure to comply with conditions specified in the Work Health and Safety Regulation, 2011 or the *Environment Protection Act 1997* and *Environment Protection Regulation 2005* may result in financial penalties payable by the individual and/or the corporation.

Procedures

The Procedure for the Management of Contaminated Assets applies to all activities undertaken at TAMS owned/managed land assets. The Procedure is outlined below and is summarised in the attached Contaminated Assets Flow Chart.

Wherever possible, works should be planned such that the contaminated materials remain undisturbed.

1. Recording Information on Contaminated Assets

The IAMS Manager is to provide spatial data on all known contaminated assets to Dial Before You Dig.

In order to satisfy conditions of this procedure the IAMS Administrator is required to record the following information into the IAMS:

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- Contaminants affecting the site
- Depth of contamination
- Area of contamination;
- Road name, or, block and section identifier
- Surveyed Coordinates for the boundary of contamination
- Contamination status: suspected, known, investigated, remediated (no SMP), under management (SMP)
- Hyperlink to the Site Management Plan or for Type 2 sites, ACT EPA management protocols and recommendations; and
- Hyperlink to this procedure

2. Request Information Relevant to the Work Site

2.1 Information Search

Before ANY excavation work can commence on TAMS assets, the Project Manager (may be government or contractor Project Manager) must undertake a Dial Before You Dig (DBYD) query to determine the presence or absence of buried assets affected by the planned works.

2.2 Data Supply

Where planned works intersect a Contaminated Asset:

- IAMS Administration will receive a request from DBYD to provide information on the Contaminated Asset.
- IAMS Administration are then required to provide:
 - Details of information recorded in IAMS as detailed in Section 1;
 - A check list of required actions to be undertaken and then either:
 - Provide the SMP, or
 - Provide contact details of the Manager of Asset Acceptance so that the query can be further investigated/discussed.

This information will be forwarded to the enquirer/Project Manager. An email alert will also be sent to the Senior Manager Road Maintenance.

Where planned works do not intersect a Contaminated Asset, no further actions are required to be undertaken.

2.3 Engage an Environmental Consultant

Where planned works intersect a Contaminated land asset with a site specific SMP, a suitably qualified and experienced Environmental Consultant must be engaged to provide contamination-related advice and assist with the preparation of site management documentation.

3. Safety and Environment

3.1 Understand the SMP

The Project Manager or delegated authority must read and understand the conditions of the SMP where one exists.

If the DBYD search indicates that works will intersect contaminated material within the asset, and no SMP exists, The Project Manager shall discuss the site condition with the Senior Manager Road Maintenance in consultation with the EPA where required.

If works are to be undertaken into the contamination layer, a suitably qualified Environmental Consultant must be consulted to provide contamination-related advice and assist with the preparation of site management documentation.

3.2 Prepare a Safe Work Method Statement

The Project Manager or nominated representative must

- Prepare a Safe Work Method Statement (SWMS)/Work Plan; and
- Submit to the Senior Manager Road Maintenance for endorsement of works to be undertaken.

The SWMS/Work Plan breaks down the elements of a work task, identifying hazardous activities and measures to reduce risk to employees, the public and the environment.

4. Site Activities

Works shall be planned to avoid impact to the contamination layer wherever possible. This may include consideration of alternate planting, products or locations for works, if reasonable.

An Environmental Consultant must be engaged whenever the contaminated material will be disturbed.

4.1 Induction

The Project Manager or nominated representative must ensure that all site workers are inducted into the SMP and sign the SWMS/Work Plan.

All site staff must sign acknowledgement of having been inducted to the SMP on the SWMS/Work Plan and provide agreement to abide by the conditions established in the SWMS/Work Plan.

4.2 Non-Compliant Activities and Unexpected Finds

The Project Manager must be informed by staff and/or contractors:

- In the event of a non-compliant activity, (where activities or measures fail to comply or meet the accepted criteria specified in the SWMS/ Work Plan/ SMP); or
- In the event of an unexpected find.

The Project manager will subsequently notify the TAMS Senior Manager Road Maintenance within 24 hours of being made aware of the non-compliant activity.

The TAMS Manager of Asset Acceptance must notify ACT EPA, Worksafe ACT and the Health Directorate of any non-compliant activities within 24 hours of being made aware.

It is the responsibility of the Senior Manager Road Maintenance that corrective actions are initiated by the appropriate party, as outlined in the SMP or as advised by the Environmental Consultant (or ACT EPA), in a timely manner.

All non-compliant activities and corrective actions must be recorded and included in the Compliance Record.

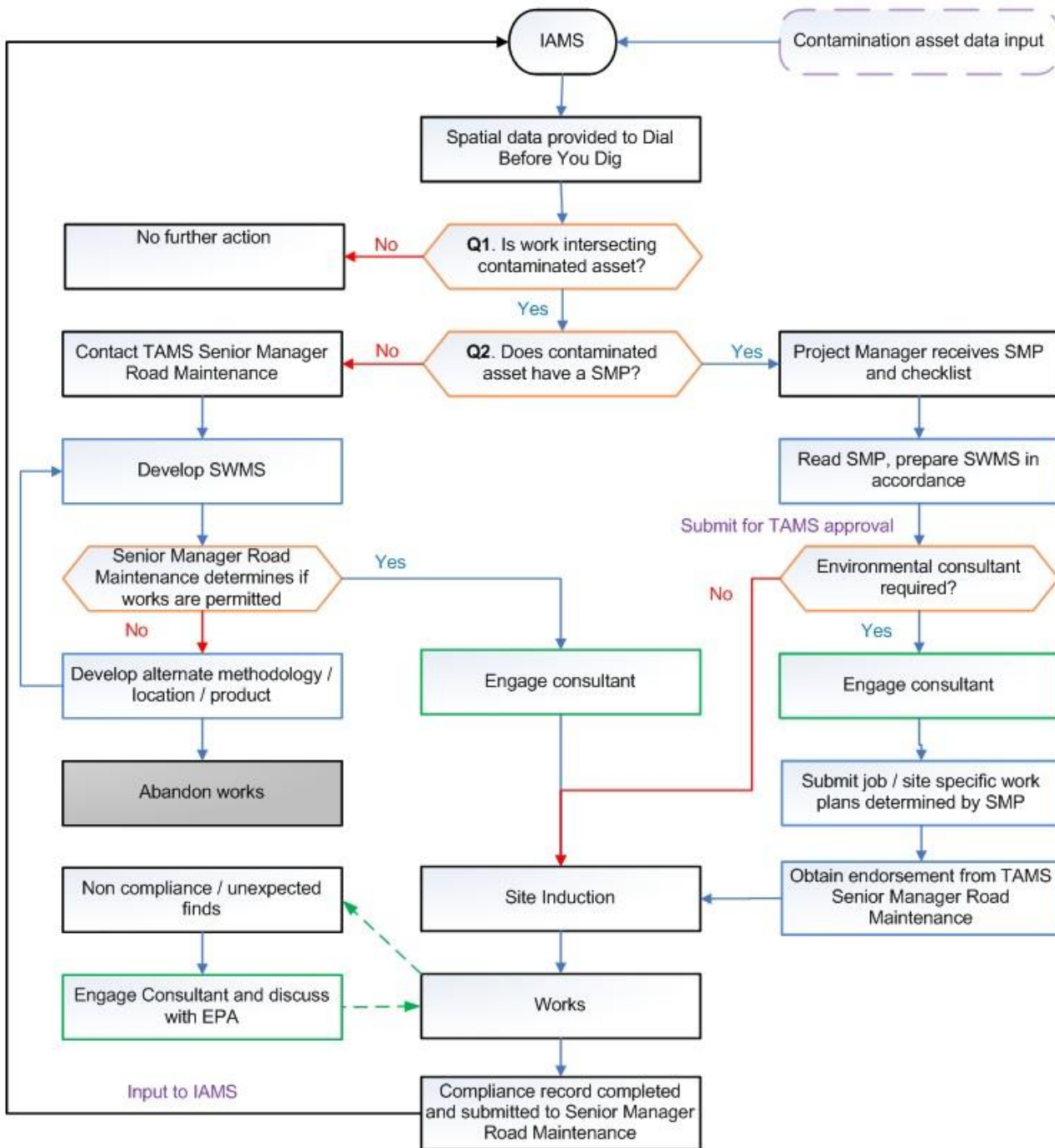
5. Project Closure

All records related to the implementation of SMPs are required to be kept in a consolidated and easily accessible location.

The Project Manager must complete a Compliance Record, including non-compliant and corrective action activities, and submit to the Senior Manager Road Maintenance.

The Senior Manager Road Maintenance, when satisfied that the conditions of the SMP have been met, shall endorse the findings of the Compliance Record and submit for lodgement on IAMS as an attribute to the site's record.

Contaminated Assets Flow Chart



	Procedure Steps	Responsibility
1.	Recording information to the IAMS Relevant information to be entered into IAMS with Contaminated Land attributes	IAMS System Administrator
2.	Data Request	IAMS Systems Administrator
2.1	Data Request Project Manager undertakes DBYD and search of IAMS for contaminated assets.	Project Manager
2.2	Data Supply IAMS provide Project Manager a copy of the data in IAMS, the SMP, a decision flow chart and a checklist of required actions. IAMS send email notification of the Manager, Asset Acceptance. If the site does not contain a contaminated asset attribute, then no further action is required. An email message should be provided to the Project Manager to confirm.	IAMS Systems Administrator
2.3	Engage a Consultant Where planned works intersect a site managed by an SMP, a suitably qualified Environmental Consultant should be engaged to provide advice.	Project Manager
3	Safety and Environment	Project Manager
3.1	Understand the SMP Read and understand the conditions of the SMP.	Project Manager
3.1.1	If no SMP exists Discuss site conditions with TAMS Senior Manager Road Maintenance and possibly EPA and determine whether to engage an Environmental Consultant	Project Manager
3.2	Prepare a SWMS/ work plan before commencing works	
3.2.1	Prepare SWMS based on work tasks addressing known site risks.	Project Manager
3.2.2	Obtain TAMS Senior Manager Road Maintenance endorsement of SWMS	Senior Manager Road Maintenance
4	Site Activities Works should be planned so that conditions of the SMP/SWMS/Work Plan are being met.	Project Manager
4.1	Induction	Senior Manager Road Maintenance

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4.1.1	Project Manager must ensure that all site workers are inducted into the SMP and sign the SWMS/work plan.	Project Manager
4.1.2	All staff must sign acknowledgement of having been inducted to the SMP on the SWMS/work plan	Site Staff
4.2	Non-Compliant Activities and Unexpected Finds	
4.2.1	In the event of a non-compliant activity or unexpected find, the Project Manager must be informed.	Site Staff
4.2.2	The Project Manager must notify the relevant TAMS contact of the non-compliant activity/unexpected find within 24 hours of being made aware of the incident. All non-compliant activities and corrective actions should be recorded and included in the Compliance Record.	Project Manager
4.2.3	The TAMS Senior Manager Road Maintenance must inform the EPA, Worksafe and the Health Directorate within 24 hours of being made aware of the incident.	Senior Manager Road Maintenance
4.2.4	The Senior Manager Road Maintenance should ensure that corrective actions are immediately initiated by the appropriate party, if required.	Senior Manager Road Maintenance.
5.	Project Closure	
5.1	Records All records related to the implementation of site specific SMP/SWMS must be kept in a consolidated and accessible location.	IAMS Manager
5.2	Compliance Record	
5.2.1	The Project Manager must complete a compliance Record, including non-compliant and corrective action activities. Provide to Senior Manager Road Maintenance.	Project Manager
5.2.2	TAMS Senior Manager Road Maintenance to approve the Compliance Record and submit to IAMS for data entry.	Senior Manager Road Maintenance
5.2.3	Compliance Record is uploaded to the IAMS database.	IAMS Manager

Supporting Documentation

Forms, or records, that are generated by the procedure should be listed, together with where the record should be stored.

Form Title	Location (document path)
Contractor Checklists	G:\Roads ACT\COMMON\Procedures\Roads ACT
Non-Compliance/Unexpected Finds Record	G:\Roads ACT\COMMON\Procedures\Roads ACT
Compliance Record	G:\Roads ACT\COMMON\Procedures\Roads ACT

Appendix A - Related documents and contacts

A safe work method statement (SWMS)/Work Plan is required prior to the commencement of all high risk construction work. In the context of this procedure, any work which involves, or is likely to involve the disturbance of asbestos is considered to be high risk construction work.

Please contact any one of the below contacts if you would like further advice on WH&S requirements, the completion of compliance Records or the application of this procedure.

Senior Manager Road Maintenance

Roads ACT

Territory and Municipal Services Directorate

02 62130700

Appendix B - Procedure to accept contaminated land assets to the IAMS database

Background

There are two potential types of land assets that may be added to the IAMS database.

The first type (Type 1 land asset) is an undisturbed TAMS land asset with contamination/potential contamination located on site and where no development or remediation is planned. The second type (Type 2 land asset) is a TAMS land asset that is planned to undergo, or has recently undergone, some form of development or remediation where contaminated/potentially contaminated material (as beneficial reuse material-BRU) has been reused on site, or has been imported to site, as part of a remedial/development strategy.

Type 1 land assets can be listed on the IAMS database at the discretion and request of TAMS management. Type 2 land assets must be recorded on the contaminated assets database following the completion of development/remediation works and subsequent endorsement of the works and a Site Management Plan from ACT EPA.

Prior to works being undertaken on Type 2 land assets, the developer/project manager must seek and gain approval from both TAMS management and the ACT EPA for contaminated material to be placed/reused at the site.

In these cases the ACT EPA has indicated it will add as a condition to the endorsement letter that the site must be added to the TAMS contaminated asset database prior to operational acceptance including the following information:

- A copy of the ACT EPA and TAMS endorsements for the material to be placed/left at the site
- Nature of contaminated material
- Location of contaminated material
- ACT EPA endorsed Site Management Plan for ongoing management of contaminated/potentially contaminated material

Senior Manager Road Maintenance responsibilities

The Senior Manager Road Maintenance (SMRM) is responsible for providing IAMS administrators with required information to enable land assets to be added to the IAMS database. The SMRM is also responsible for ensuring land assets are managed in accordance with this procedure and any relevant Site Management Plans.

The process for acceptance of land assets to the IAMS Database is as follows:

1. Prior to Type 1 assets being added to the IAMS database the Senior Manager Road Maintenance must:
 - a. Receive a written request from TAMS management for a contaminated/potentially contaminated land asset to be added to the IAMS database;
 - b. Once request is received, request and obtain the following information from ACT EPA:
 - i. Nature of contaminated/potentially contaminated material;
 - ii. Location and depth to contaminated/potentially contaminated material including Block and Section and drawing plans of where within the Block

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- and Section the material is located. Where this is poorly defined, an area should be agreed for which the contaminated/potentially contaminated material is within;
- iii. ACT EPA recommended management protocols and/or conditions on site use and management.
- c. Once received, forward all details to IAMS manager. IAMS Manager adds land asset to IAMS database and updates this information to 'dial before you dig'. Once this is completed IAMS Manager notifies Senior Manager Road Maintenance that the land asset has been added.
 - d. Notify the ACT EPA and TAMS management that the land asset has been added to the IAMS database and 'dial before you dig'.
2. Prior to Type 2 land assets being added to the IAMS database the Senior Manager Road Maintenance must:
- a. Receive:
 - i. Endorsements from ACT EPA and TAMS allowing the placement/acceptance of the material;
 - ii. Correspondence from ACT EPA endorsing the final placement of material following completion of works;
 - iii. Location including block and section; plans showing location and depth to contaminated/potentially contaminated material in format desired by TAMS and 'dial before you dig'.
 - iv. ACT EPA endorsed Site Management Plan outlining management protocols for contaminated/potentially contaminated.
 - b. Forward land asset details including endorsements and location details to IAMS Manager, IAMS Manager notifies Senior Manager Road Maintenance once land asset is added to the IAMS database and dial before you dig
 - c. Notify ACT EPA and TAMS management that the land asset has been added to the IAMS database and 'dial before you dig'.

Appendix C – Contractor Checklists

See the following pages.



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Procedure for the Management of Contaminated Assets

- Project Manager's Checklists
- Induction Record
- Non-Compliance/Unexpected Finds Record
- Compliance Record

Form <A> Checklist: Contaminated Asset with SMP

This checklist should be completed by the Project Manager when a Dial Before You Dig search confirms works are to take place on a TAMS contaminated asset, AND the site is to be managed in accordance with a Site Management Plan (SMP).

Activity	Yes/No/Comment/Date
Planning	
Read and understand the SMP	
Prepare Safe Work Method Statement in accordance with the SMP	
Submit to TAMS Senior Manager Road Maintenance for approval	

HOLD POINT	
Works are not to proceed until a response is received from TAMS Manager, Asset Acceptance.	
As per advice from Senior Manager Road Maintenance an Environmental Consultant is required to be engaged?	
If required as above, has an Environmental Consultant be engaged?	
Have SMP required site specific work plans been submitted to TAMS Senior Manager Road Maintenance for approval?	

HOLD POINT	
Works are not to proceed until TAMS Senior Manager Road Maintenance approves Work Plans.	
Induction	
Ensure all staff are inducted and understand the SMP (Environmental Consultant to undertake induction).	
Obtain signatures from all staff indicating understanding of SMP and intention to fully comply with all requirements.	
Works	
Implementation of all aspects of management plans are being implemented, monitored and documented?	
Non-Compliance and Unexpected Finds protocols are being implemented, monitored and documented?	
Has Consultant been engaged?	
Has EPA advice been obtained?	
Records of non-compliance and unexpected finds and rectification activities are being kept?	
Prepare a Compliance Record and submit to TAMS Senior Manager Road Maintenance for approval	
Has approval for Compliance Record been received?	

FORM : Checklist Contaminated Asset without SMP

This checklist should be used when a Dial Before You Dig search confirms works are to take place on a TAMS contaminated asset, and the site is NOT managed through a Site Management Plan (SMP).

Activity	Yes/No/Comment/Date
Planning	
TAMS Senior Manager Road Maintenance contacted and advice on the nature of the contaminated site obtained	
Safe Work Method Statement submitted to TAMS Senior Manager Road Maintenance for approval.	

HOLD POINT

Works are not to proceed until a response is received from TAMS Manager of Asset Acceptance.

As per advice from Senior Manager Road Maintenance an Environmental Consultant is required to be engaged?	
If required as above, has an Environmental Consultant be engaged?	
Have site specific work plans been submitted to TAMS Senior Manager Road Maintenance for approval?	

HOLD POINT

Works are not to proceed until approval of plans is received

Induction	Yes/No/Comment/Date
Ensure all staff are inducted into the Safe Work Method Statement (or similar) and understand the environmental constraints/hazards.	
Obtain signatures from all staff indicating understanding of Safe Work Method Statement (or similar) and intention to fully comply with all requirements.	
Works	
Implementation of all aspects of management plans/work method statements being implemented, monitored and document?	
Non-Compliance and Unexpected Finds protocols are being implemented, monitored and documented?	
Has Consultant been engaged?	
Has EPA advice been obtained?	
Records of non-compliance and unexpected finds and rectification activities are being kept?	
Prepare a Compliance Record and submit to TAMS Manager, Asset Acceptance for approval	
Has approval for Compliance Record been received?	

FORM <D>: Non-Compliance/Unexpected Finds Procedure and Record

A **Non-Compliance** event occurs where an activity has not been carried out in accordance with the accepted Work Plans or SWMSs.

An **Unexpected Find** is the discovery of undocumented waste, odorous or stained soil, asbestos, structures such as underground storage tanks, slabs, or any contaminated or suspect material that has not been disclosed prior to the commencement of works.

In the event of an WHS incident, the standard WHS incident forms can be attached. NOTE: For the protection of individuals, please refer to individuals by their position held.

PROCEDURE

1. Stop Work, if possible, isolate the non-compliance/unexpected find to prevent accidental entry.
2. Contact Project Manager
3. Contact TAMS Senior Manager Road Maintenance, who will contact EPA.
4. Contact (or engage) Environmental Consultant

Hold Point: observe advice provided by TAMS/EPA/Consultant

5. Rectify non-compliance
6. Continue works, observing site conditions
7. Complete Non-Compliance/Unexpected Finds Record.

Job Number:	
Date:	
Site Address:	
Project Manager:	
Contact Number:	

Non-Compliance /Unexpected Find Description:	
Corrective Action:	

Signed by:
Site Manager

Senior Manager Road Maintenance

Date:

Date:

FORM <E>: Compliance Record

This compliance report must be completed at the conclusion of works and submitted to Senior Manager Road Maintenance.

Job Number:	
Date:	
Site Address:	
Project Manager:	
Contact Number:	

Planned Works

Management Plans: (list)	
Works Undertaken:	
Non-Compliances /Unexpected Finds and Corrective Actions	

Please attach the following records as appropriate	Provide comments
Inspection Report with photographic and other records	
Approved Sampling and Analysis Plan	
Approved Remedial/Corrective Action Plan	
Approved Validation Report outlining works, records, monitoring, validation, documentation	

FORM <E>: Compliance Record

Any other relevant documentation	
All signed Induction Forms and	
Non-compliance/Unexpected Finds Forms	

Signed By

Project Manager		Date:
Senior Manager Road Maintenance		Date: