

# STANDARD OPERATING PROCEDURE

## SP09

### DELIVERY AND STORAGE OF CHEMICALS, FUELS AND OILS

ENVIRONMENTAL RISK ACTION PLAN	
Delivery and Storage of Chemicals, Fuels & Oils	
Objective	<ul style="list-style-type: none"> <li>To comply with contractual and legislative requirements in relation to the storage of chemicals, fuels and oils on the site.</li> </ul>
Legal, Contractual & Other Requirements	<ul style="list-style-type: none"> <li>Contract specification</li> <li>WHS Act 2011 / Regulation 2017</li> <li>See ENV005 Legal Requirements</li> </ul>
Targets	<ul style="list-style-type: none"> <li>Chemicals, fuels and oils to be stored in a securely bunded area at all times when not specifically in use.</li> <li>Zero spills or uncontrolled release of fuel, oils or chemicals on the site.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>Site Supervisor are required to ensure that sufficient bunds are available and that material is stored appropriately.</li> <li>Subcontractors are required to ensure they have sufficient bunded storage capacity for their materials in accordance with their agreements.</li> <li>Subcontractors are required to advise Proline of any spills.</li> </ul>
Controls (means & resources)	<ul style="list-style-type: none"> <li>Minimise storage of fuel, oil, chemicals or other dangerous goods on site.</li> <li>Delivery of fuel, oils &amp; chemicals to be transported by suitably operated &amp; maintained vehicles with qualified &amp; trained drivers in accordance with OH&amp;S (Dangerous Goods) Regulations, applicable Codes of Practice &amp; Australian Standards.</li> <li>Store chemicals fuels and oils inside impervious bunds of sufficient capacity to contain 110% of the stored volume. Bunded areas must have sufficient cover to prevent ingress of rain.</li> <li>Select storage sites to be &gt; 20m away from current facilities, drainage lines, areas prone to flooding or on slopes &gt; 1V:10H.</li> <li>Driver or Site Supervisor to be in attendance at all times when unloading of fuel, oil or chemicals takes place on site.</li> <li>No water to be discharged from bunded areas into site drainage system unless it complies with EPA water quality requirements. Contaminated water may be removed by appropriately licensed contractor &amp; discharged to a suitably licensed waste facility.</li> <li>Delivery drivers are to be provided with specific drop off and storage instructions.</li> <li>Spill kits &amp; absorbent material to be located adjacent to storage bunds.</li> <li>Absorbent material used to clean up spills to be disposed of in accordance with the Resource and Waste Management Plan.</li> <li>Protect bunds from accumulating stormwater and periodically remove storm water from bunds to maintain required storage capacity.</li> <li>A Register of hazardous Substances Doc No: OHS017 kept on site (ie fuel, oil &amp; chemicals) and maintained for the duration of the project.</li> <li>A Register of Safety Data Sheets Doc No: OHS116 kept on site (ie chemicals, fuels, materials) and maintained for the duration of the project</li> </ul>

Proline Building Commercial Pty Ltd

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Timeframe	<ul style="list-style-type: none"><li>• Duration of site works.</li></ul>
Monitoring & Reporting	<ul style="list-style-type: none"><li>• Daily inspections to be recorded on the Daily Site Safety Checklist Doc No: OHS013.14</li><li>• Complaints to be recorded on form Environmental Incident and Complaint Report ENV026.</li><li>• A register Incident / Accident Register Doc No: OHS052 will be maintained for all incidents or complaints.</li><li>• Monthly project status briefs to be provided to the clients representative and stakeholders if required under the contract.</li><li>• A Register of hazardous Substances Doc No: OHS017 must be maintained for the duration of the project.</li><li>• A Register of Safety Data Sheets Doc No: OHS116 must be maintained for the duration of the project</li><li>• Storage areas are to be inspected weekly.</li></ul>
Review & Evaluation	<ul style="list-style-type: none"><li>• In order to ensure this procedure remains effective, it will be reviewed by Senior Management on an annual basis or in the event of a major environmental incident, changes in legislation or if raised by workers concern/s.</li></ul>

### Version Control

Date	Version	Owner	Comments
29.03.11	1	Michelle Murphy	For Issue
23.12.13	2	Michelle Murphy	Management Review
18.05.15	3	Michelle Murphy	Management Review
20.08.18	5	Michelle Murphy	ISO Accreditation
09.09.19	6	Michelle Murphy	Management Review