Construction Environmental Management Plan

Project Name:	Toll Group **Lot 619 Port Drive Development Project**
Document Number	HSEQ002-PLN-011

Prepared By

Document Owner(s)	Project / Organisation Role
Deanne Partington	HSEQ Manager

Revision Control

Version	Date	Author	Change Description
1.0	18 Nov 2024	D Partington HSEQ Manager	Creation of CEMP for the Toll Development Project

Table of Contents

1. Statement of Environmental Commitment / Environment Policy

McCorry Brown Earthmoving Pty Ltd (**MBE**) recognises the unique biodiversity of the Kimberley Region in which we operate and is committed to minimising the environmental impacts from our activities to the air, land, and waters of this region that we call home.

This Policy is relevant to all McCorry Brown Earthmoving controlled activities.

COMMITMENT STATEMENT

HSEQ OUTCOME 3: Minimise our impact on the Environment and strive to reduce our carbon footprint

To achieve MBE's environmental Outcome, we will:

- Comply with all applicable local, state, and federal environmental legislation, regulations, and standards
- Create, achieve & maintain an Environmental Management System (**EMS**) that is certified to ISO 14001
- Identify and manage environmental risks in order to reduce or eliminate their impact
- Ensure sustainable development is a goal that is included in all decisions
- Stay within the client defined boundaries of our scope of works at all times
- Identify opportunities to reduce our carbon footprint and contribute to a low carbon society
- Identify opportunities to improve energy efficiency, reduce waste, make the best use of resources, and reduce greenhouse gas emissions
- Jointly set and review meaningful environmental targets with MBE staff & relevant stakeholders to achieve continual improvement
- Provide resources, training, and support to meet environmental targets & objectives
- Ensure this Policy is displayed, communicated, implemented, and periodically updated to reflect changes that may impact upon the environment
- Engage with employees, contractors, clients, the community, government, and other stakeholders on our commitment and actions to reduce our impact on the environment
- Report all environmental incidents internally and to the appropriate regulators
- Conduct systematic audits of the EMS to identify and address any issues, non-conformances, and opportunities for environmental improvement

RESPONSIBILITIES & EXPECTATIONS

The General Manager, Leadership Team Managers and delegated staff of MBE sites are responsible for ensuring compliance with this Policy.

All workers, contractors and visitors are responsible for policy implementation by cooperating, participating, and contributing to its success through their actions and suggestions.

Sherele Brown
General Manager

Kodee Brown
Business Manager

2. Background

2.1. Introduction

This Construction Environmental Management Plan (CEMP) if for the development of Lot 619 Port Drive, Minyirr for Toll Group. The key project contacts are:

Toll Group
David Honeysett
Email: David.honeysett@tollgroup.com
Phone: 089194 4200 / 0408 223 187

McCorry Brown Earthmoving

Nick Wadge Project Manager Nick.wadge@mccorrybrown.com.au 0429 921 125	Kodee Brown Business Manager kodee@mccorrybrown.com.au 0400 512 461
Jorj Park Project Supervisor jorj@mccorrybrown.com.au 0419 951 545	Deanne Partington HSEQ Manager safety@mccorrybrown.com.au 0475 921 128

2.2. Project Description

Location
Lot 619 Port Drive, Minyirr

Construction Activities
- Supply of machinery and materials
- Vegetation removal
- Excavation of eluvial overburden
- Placement of conditioned pindan bulk fill
- Construction of rear boundary fence

Timing and Scheduling
Work is proposed to commence in December 2024 and last for approximately two weeks.

Hours of work are 6.00 – 1700 Monday to Saturday. No work on Sundays or Public Holidays.

Any work outside of these hours requires an application to be submitted to Toll Group along with a Noise Management Plan, at least one week before works commence. Works cannot commence until written approval is received. Nearby residents and businesses must be notified of the intended out of hours work.

There will be 8 – 10 workers on site at any given time.

2.3. CEMP Objectives

The objectives of the CEMP are to:

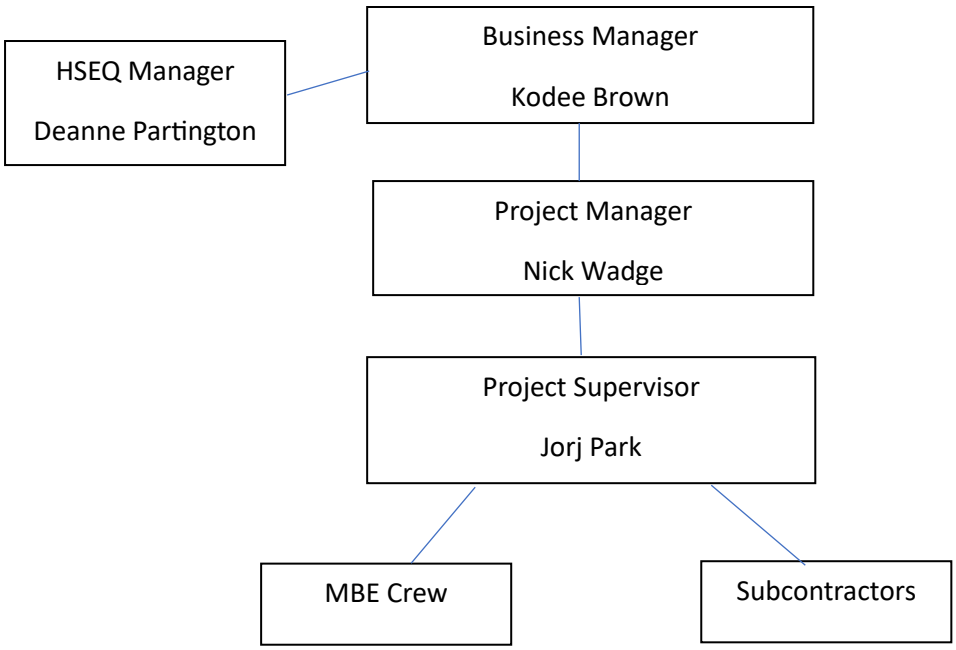
- Minimise any adverse environmental impacts associated with the development works at the project site.

- Ensure compliance with the relevant environmental legislation.
- Ensure all staff and contractors are aware of their project environmental responsibilities.

These objectives will be achieved by identifying possible environmental risks, setting up systems to reduce the risk, and managing and maintaining the systems throughout the project to ensure correct function of the Control Systems.

3. Environmental Management

3.1. Environmental Management Structure and Responsibilities



Business Manager – Kodee Brown

- Ensuring compliance with legislation, regulations and authorities.
- Ensuring environmentally sound work practices and that the CEMP Objectives are achieved.
- Ensuring adequate human, technical and financial resources are allocated to implement the CEMP.
- Provide direction concerning environmental policies and procedures.

Project Manager – Nick Wadge

- Responsible for compliance with the contract, Project CEMP and Site Specific CEMP.
- Managing compliance with legislation, regulations and authorities.
- Ensuring all employees are familiar with and understand the requirements of the CEMP.
- Liaise with the client and external stakeholders concerning all day-to-day work practices and any relevant issues.
- Management of design issues that affect the CEMP.
- Verifying that staff and subcontractors comply with the CEMP.
- Ensure that adequate planning is developed and carried out before commencing work on site and at appropriate times throughout the project.

HSEQ Manager – Deanne Partington

- Maintain the CEMP.
- Monitoring compliance with legislation, regulations and authorities.
- Monitoring compliance with the CEMP.
- Conduct environmental inspections and report non-conformances and corrective action to management.
- Carry out investigations into environmental incidents recommend corrective action.
- Ensure the CEMP is communicated effectively to all personnel.
- Assist with the CEMP induction.
- CEMP consultation and communication.
- Development and implementation of emergency procedures.

Project Supervisor – Jorj Park

- CEMP induction.
- Implementing the CEMP on site.
- Managing contractors CEMP issues, issuing site instructions and warnings.
- Manage site specific induction training and site specific work activity training.
- Report incidents as per the CEMP procedure.
- Liaise with the Project Manager over site specific issues.
- Keep all site specific documentation up to date.
- Maintain housekeeping of a high standard at all times.
- Stopping, rejecting or quarantining environmentally unsound work methods, materials, plant and equipment.
- Ensuring that work areas, work methods, materials, plant and equipment comply with environmental requirements.
- Ensuring that spill kits are stocked and available on site.

MBE Staff and Subcontractors

- Be alert at all times to possible environmental hazards and dangers, warn work mates of possible dangers, make suggestions to eliminate hazards.
- Handle hazardous substances as described in the relevant safety data sheet.
- Learn and carry out the safety rules on site.
- Report any incidents to the Site Supervisor.
- Keep work areas clean and tidy.
- Assist in the event of an incident e.g. spill response / first aid.
- Assist as required in incident investigation.
- Immediately discontinue any practice or remove any equipment considered by MBE to be dangerous to the environment.

3.2. Reporting

Non Conformance and Corrective Action Reporting

MBE will monitor compliance to this CEMP by undertaking regular site inspections.

Non-conformances identified by MBE and any relevant corrective actions will be reported to Toll Group and MBE management using the MBE Initial Incident Notification Form.

Incident Reporting

All incidents are to be reported verbally to the Site Supervisor upon becoming aware of the incident. The Supervisor is to implement the relevant emergency response procedure.

Once the initial emergency response is underway, the Supervisor must notify the Business Manager as soon as possible by the quickest available means. The Business Manager will then notify the client and the relevant authorities.

The following is to be reported:

- The details of the incident.
- Measures taken to mitigate the impact of the incident.
- Initial corrective action to be taken.
- Any other details requested by the client or relevant authority.

Complaints Management

The Site Supervisor will report any complaint to the Project Manager who will report to the client as soon as possible.

3.3. Environmental Training

Environmental training involves induction for staff and contractors into site conditions and the requirements of the CEMP, including controls and emergency response. This is to be undertaken by the HSEQ Manager or Site Supervisor. Records of the training will be attached to the CEMP and stored on Skytrust.

3.4. Emergency Contacts and Response

Name	**Phone**
Toll Group – David Honeysett	0408 223 187
MBE Business Manager – Kodee Brown	0400 512 461
MBE Project Manager – Nick Wadge	0429 921 125
MBE Site Supervisor – Jorj Park	0419 951 545
Emergency Services	000
Broome Police	9103 9000
Broome Hospital	9194 2222

All emergency procedures including evacuation details are described in the MBE Emergency Management Plan. In the event of an oil / fuel spill the Emergency Response Procedure in Appendix 1 of this plan will be executed.

4. Legislation and Other Requirements

- Environmental Protection Act 1986
- Environmental Protection and Biodiversity Conservation Act 1999
- Wildlife Conservation Act 1950
- Environmental Protection Regulations 1987
- Environmental Protection (Clearing of Native Vegetation) Regulations 2004
- Environmental Protection (Noise) Regulations 1997
- Dangerous Goods Safety Act 2004
- Dangerous Goods Safety (Storage and Handling of Non-Explosives) Regulations 2007
- Aboriginal Heritage Act (1972) (WA)
- Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth)
- Native Title Act 1993 (Cth)
- National Parks and Wildlife Act 1974

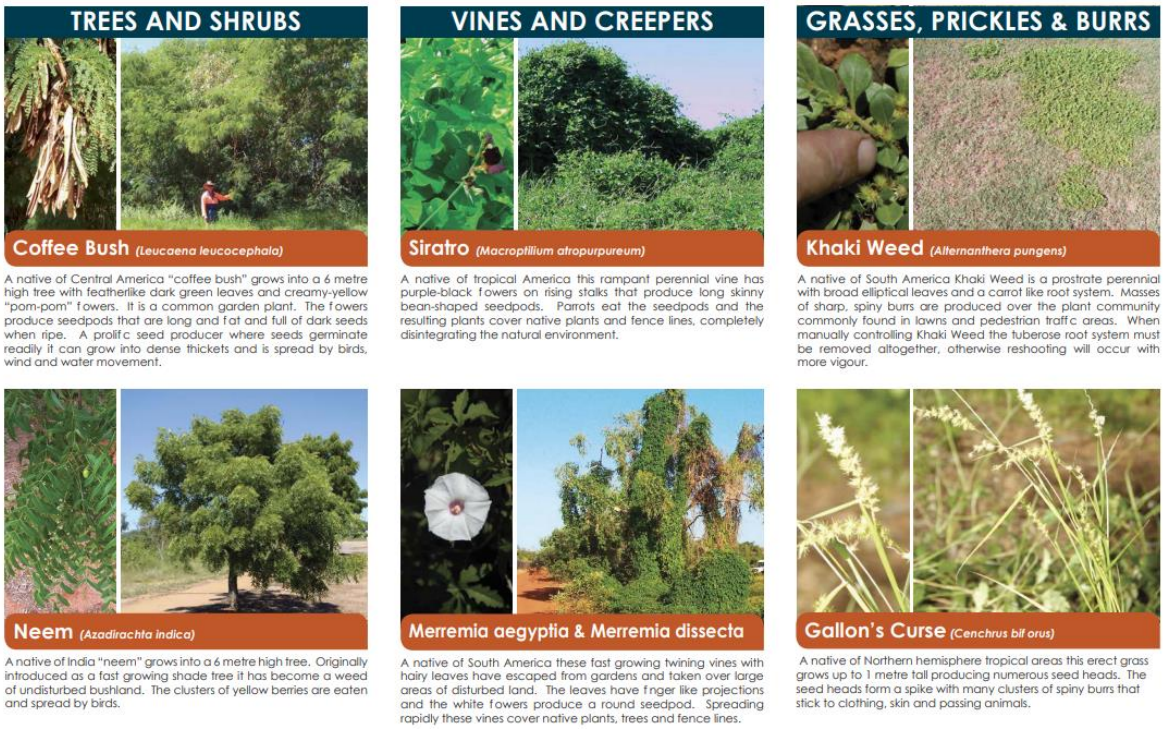
5. Environmental Impact Assessment

MBE maintains an Environmental Aspects and Impacts Register which assesses our operations in order to identify any activities that may contribute to, or result in and adverse impact on the environment and the management measures we have in place to mitigate such impacts.

5.1. Weed Hygiene and Control

SOURCES OF WEEDS

The below information from the Shire of Broome identifies common Environmental weeds in Broome that invade the natural ecosystems and have a negative effect on the natural process resulting in a decline in biodiversity.



Sources of weeds on equipment and vehicles include:

- In mud adhering to wheel arches and the underside of vehicles and equipment;
- Attached to plant material caught around the exhaust system or elsewhere on the underside of vehicles;
- Material attached to the radiator; or
- In open trays of light vehicles or in other recesses.

Induction and awareness training

- All employees and contractors are required to participate in in the site induction which will provide an awareness of weeds, including risk species, and an overview of the weed hygiene process;
- Employees and contractors who are involved in movement or operation of earthworks equipment, off road vehicles and land clearing will be specifically trained in weed hygiene procedures and documentation;
- Training or technical assistance may be required for site personnel to be able to recognise locally occurring weed species;
- Toolbox talk will be presented from time to time to refresh employees and contractors on weed hygiene procedures.

When a Weed Hygiene Certificate is required

The movement of earthmoving equipment and vehicles may require use of a Weed Hygiene Certificate (WHC). This procedure cannot cover every situation, but a WHC would generally be required when there is a medium to high risk or if it is a client requirement. Medium to high risk situations include:

- Movement of equipment that has been operating in borrow pits or in topsoil stockpiling or recovery operations;
- Light vehicles operating in an area with known weed occurrences;
- Any off road earthmoving or heavy equipment moving from one site / project to another.

WHC's are generally not required for low risk situations unless specified by the client. Low risk situations include:

- Light vehicles and support vehicles remaining on established roads.

Use of Weed Hygiene Certificates

If a WHC is required:

- The earthmoving equipment or vehicle must be cleaned to remove any seeds, plant material or mud that could contain seeds;
- Cleaning can be undertaken using wet or dry methods;
- Ensure any material cleaned from equipment and containing weed seed does not itself become a source of weeds. Disposal to landfill or other suitable alternative is required.
- Once the cleaning process has been completed and the Supervisor is satisfied the equipment or vehicle is clean, a WHC can be completed;
- The WHC remains with the equipment until arrival at its destination

Cleaning Vehicles and Equipment

- Place machinery in a safe, stable and immobile position with wheel chocks in place;
- Ensure the area is free of obstructions / objects that may cause injury;
- Examine the item for cleaning to determine the extent of mud, dust and plant material build up;
- Identify any points that require specific attention (e.g.) behind guards and protective plates, radiators, tyres and spare tyres) that may be difficult to locate and access;
- Identify areas that may require cleaning with compressed air rather than water. Do these first;
- Clean from the top of the vehicle towards the bottom, cabin, upper body, under guards and underneath the machinery / vehicle.
- Toolboxes and storage compartments may also require cleaning;
- Exterior cleaning should be undertaken with a high pressure or high flow spray unit;
- Interior cleaning with a vacuum cleaner or air compressor should be undertaken with the contents of the vacuum cleaner bag disposed of appropriately

Weed Control

- If populations of declared or pest plant occur on any MBE sites / projects, control should be undertaken in consultation with the client (if applicable) and the Department of Agriculture and Food.
- If populations of environmental weeds occur on MBE sites / projects, control should be undertaken where it is practicable to do so. Some environmental weeds are so well established that control is not warranted.
- Control methods may include spraying with herbicide or physical removal.
- Herbicide use will only be undertaken in accordance with the manufacturer's instructions. Users must consider their personal safety, the safety of others e.g. people potentially exposed to herbicide through wind drift) and sensitive non-target plant species that occur nearby.
- Weeds that are physically removed should be disposed of to a landfill.

5.2. Noise and Vibration

Operation of heavy machinery, plant, equipment, and heavy vehicles can generate noise & vibration pollution that can disturb workers, local wildlife and nearby communities.

5.2.1. Noise and Vibration Management Measures

- All onsite personnel will undergo a site induction and ongoing toolbox talks that will details noise and vibration requirements from this plan through inductions, toolbox talks and targeted training;
- The safe working distances for vibration intensive plant will be complied with where feasible and reasonable. This would include the consideration of smaller equipment when working in close proximity to existing structures;
- Community liaison and notification;
- Provision of respite and alternative accommodation where required;
- Programming the works to minimise the duration of noisy works in any one particular location;
- Ensure mobile plant, equipment and vehicles are serviced regularly so they are running at optimal performance and not generating excessive noise or vibration;
- Plan and design projects to minimise noise and vibration impacts, considering the proximity of sensitive areas, including residential areas, wildlife habitats and protected areas;
- Conducting environmental impact assessments and monitoring the potential impacts and develop appropriate mitigation measures;
- Implement regulatory frameworks and standards for noise and vibration emissions to ensure compliance and minimise environmental impacts;
- Educate and raise awareness among operators, workers and the community about the importance of minimising noise and vibration impacts and promoting reasonable practices.

5.3. Air Quality

MBE have identified the key actions of its operations and activities that can contribute to pollution of the environment. They are listed as follows:

- The use of plant and associated earthmoving equipment contributing to the emission of exhaust gasses and pollutants;
- Soil disturbance, excavation, earthworks and soil clearance contributing to the excessive release of particulate matter into the atmosphere; and
- Waste storage and disposal.

Potential adverse impacts of these activities include:

- Reduced visual amenity;
- Smothering of surrounding vegetation;
- Adverse impact and disturbance to fauna;
- Risk to human health; and
- Nuisance.

5.3.1. Air Quality Management Measures

Key control measures MBE will implement to protect air quality include:

- All plant and equipment shall be fitted with the appropriate emissions control equipment and maintained in accordance with manufacturer's specifications;
- Large stockpiles will be located away from sensitive areas and during high wind conditions will be dampened down using water;
- Loaded trucks leaving the work site will have loads covered or levelled to prevent spillage and minimize dust;
- Speed limits on unsealed roads shall be implemented and enforced to minimise dust generation;
- Notice to be erected at project sites providing contact details for Site Supervisor should members of the public have complaints / queries regarding air quality or site conditions;
- Areas of land cleared and the period of time they remain cleared are to be kept to a minimum. Stabilization of sites will occur promptly utilising water spray (water cart on site at all times);
- Trucks carrying loose material such as sand, pindan and topsoil must have their covers on and their travel authorised by the Site Supervisor. Site entries and surrounding roads will be swept as required on a regular basis;
- If projects are undertaken in the dry season and it is deemed necessary, site exit points will incorporate wheel washes or shakers to mitigate the possibility of material causing wind blown hazard spread by vehicles leaving site;
- Vehicle speeds are restricted to no more than 20km/hr on site to minimise dust lift off.
- Material drop heights between loaders and trucks and to stockpiles will be kept to a minimum practical height;
- Appropriate deployment of water carts allocated to projects to maintain exposed site works in damp condition at all times. Water carts are to have no less than 10,000 litres capacity (typically applicable per 7.5 hectares of disturbed site);
- Preventative measures may also be required outside of normal working hours where excessive dust is observed or reported to be impacting off-site or when detected by dust monitors. In the event of a dust event outside normal working hours (a reported complaint or identified via dust monitoring) the Site Supervisor will respond by inspecting the site to establish what remedial measures are required. Contingency measures that may apply include:
    - Use of water / chemical suppressant to stabilize areas where visible dust lift off is observed; and
    - Erection of fencing wind membrane stored on-site as a contingency;
    - No burning off is to occur on site. Vegetation is to be used elsewhere on site where possible;
    - Noice to Stakeholders to be issued to surrounding occupants (letter drop) prior to works commencing to advise the following:
        - Works being completed;
        - Contact details for dust and other complaints;
        - Works start date;
    - Routine housekeeping practices will be employed to ensure that spillages and other materials that could contribute to dust generation do not accumulate within any project site;
    - Routine maintenance of machinery will be carried out to ensure efficient operation (to minimise exhaust particulate emissions).
    - Switch off engines of all on-site vehicles and plant when not in use for an extended period of time to reduce emissions;

- If additional dust control measures are required and dust suppressant products are deemed necessary, the Site Supervisor will ensure as practicable that only environmentally benign products are used;
- All personnel (including contractors) will be informed of their responsibilities and the importance of minimising ambient dust levels during site inductions;

5.4. Heritage

Disturbance or damage of unidentified Aboriginal artefact.

5.4.1. Heritage Management Measures

- Two Yawaru monitors on site during project works to provide cultural monitoring.
- All on site personnel will be provided with site training in regard to Aboriginal cultural heritage site awareness, key mitigation and management requirements and their responsibilities pertaining to the Aboriginal Heritage provisions of the National Parks and Wildlife Act 1974 prior to construction commencing. Training will include unexpected heritage finds procedures for heritage items, objects or human remains.
- Any excavations, intrusive works or other operations that have the potential to impact areas of known heritage, cultural or archaeological items must ensure works are performed in accordance with a heritage assessment and regulatory requirements (which may include a dilapidation survey and/or supervision of works by a competent person and/or vibration monitoring).
- Any such areas should be signposted and segregated by the erection of physical barriers to prevent unauthorised entry.
- Implementation of Noise and Vibration Management Plan to minimise the risk of structural damage to any heritage item.
- Conduct heritage surveys in consultation with Traditional Owners where required.

5.5. Waste Management

Inappropriate disposal of waste (including demolition, vegetation and hazardous / special waste) or disposal at an unlicenced waste facility.

5.5.1. Waste Management Measures

- Vegetation removed during clearing works to be mulched by Contractor and reused within the Broome Community.
- All on site personnel will undergo a site induction and ongoing toolbox talks that will detail waste and resource management measures.
- Waste classification in accordance with EPA guidelines.
- Suitably licenced waste contractors will be used for the collection and transport of all non-domestic, retail and commercial waste for either offsite processing and/or disposal to an appropriately licenced facility.
- Waste tracking register.
- All recyclable solid wastes (paper/cardboard/glass/timber/metals) will be segregated for recycling purposes. Wherever possible packaging should be avoided or minimised to prevent waste products being unnecessarily brought onto an operation.
- Waste management hierarchy to be followed:

5.6. Biodiversity

Clearing outside of an approved area including:

- Accidental clearing outside of the project boundaries.
- Accidental clearing beyond the requirements of the project approval.
- Accidental topping of trees and/or damage to tree roots.
- Accidental clearing of threatened species or threatened ecological communities outside of the project boundary.

5.6.1. Biodiversity Management Measures

- Toolbox talks regarding clearing limits.
- Clearly delineate the project footprint prior to clearing.
- Engage an arborist to supervise works where impact or damage to tree roots is probable.
- Provide tree protection where required at the direction of the arborist.
- Tree arborist on site to complete horticultural inspection.

6. Communication and Complaint Resolution

6.1. Communication

MBE will facilitate effective communication and consultation with Toll representatives, the Project Manager, Toll Group Environmental Team, sub-contractors, and other personnel on site.

To ensure the involvement and commitment of personnel MBE has, but not limited to, the following avenues for effective communications:

- Daily pre-start meetings
- Weekly toolbox meetings
- Weekly project meetings
- Employee elected HSE Representatives
- HSEQ Alerts, Notices & Toolbox Topics
- Daily Safety & Environment Interactions
- Communication and feedback on hazards, near misses and incident outcomes.

6.2. Complaint Resolution

In delivering the works, the Contractor assumes various responsibilities in regard to Workplace Health and Safety as set out in the Contract between McCorry Brown Earthmoving and KMSB.

Any complaints shall in the first instance be directed to the Contractor's Site Supervisor. Alternatively, the Contractor's Project Manager can be contacted.

Contact details are listed hereunder.

Site Supervisor:	Jorj Park	0419 951 545
Project Manager:	Nick Wadge	0429 921 125

A Complaint Register will be maintained by the Site Supervisor.

The Site Supervisor is to ensure that any complaints from local residents are acted upon immediately and corrective actions are discussed and reviewed with the complainants in a courteous cooperative manner. The review is to be conducted within 24 hours of the complaint. All efforts are to be made to prevent further occurrences.

All complaints must be reported immediately to the Project Manager and OHS&E Manager for consideration and rectification. No liability will be admitted. The incident will be fully investigated and assessed by McCorry Brown insurance providers before a decision is made.

7. Monitoring and Review

7.1. Environmental Monitoring

Monitoring the implementation of the controls in this CEMP is to be undertaken by the Site Supervisor as part of daily supervision with improvements discussed and implemented as part of the Daily Safety and Enviro Briefing.

7.2. Environmental Auditing

MBE workers and sub-contractors shall participate in the any required audits set out by the Toll Group that includes:

- Contractor Compliance Audits and worksite inspections, and
- Contractor Health, Safety and Environmental Management Systems Audit.

MBE maintains its own Inspection and Audit program and will work in conjunction with the Toll Group to ensure compliance with the CEMP.

7.3. Corrective Action

Incidents and nonconformances due to the works will trigger a corrective action process in accordance with MBE Hazard and Incident Reporting and Investigation Procedure. This is administered by the HSEQ Manager with actions assigned to and in consultation with the person most qualified or resourced to address the action.

7.4. Plant & Equipment

MBE maintains a regular inspection and maintenance schedule for its plant & equipment to ensure they run efficiently and that the likelihood of potential leaks and spills are minimised. Pre-start inspections are carried out daily on all vehicles and mobile plant with any defects, leaks etc. reported to the Workshop Supervisor / Manager. Unsafe or unserviceable vehicles and mobile plant are taken out of service with an “Out of Service” tag until rectified. Drip trays are available on all service trucks to minimise spills to ground.

MBE maintain a fully serviceable workshop a short distance from the work area at the MBE office where all scheduled servicing and repairs will be carried out. They also have a mobile maintenance vehicle for conducting breakdown repairs. Wherever possible, plant & equipment will be taken back to the workshop for repairs and maintenance.

Current inspection and maintenance records are available through the SkyTrust platform upon request.

7.5. Environment and Heritage Non-Conformances

Where serious areas of non-conformance or continuous breaches of environment and heritage requirements are identified as a result of audits and inspections of MBE’s operations:

- A Non-Conformance Report (NCR) shall be raised by the Owner Representative and issued to MBE
- The report is issued following consultation with MBE so an agreed time frame can be documented on the report for the rectification of issue.

7.6. CEMP Review

The HSEQ Manager will review the CEMP when the following situations arise:

- Client recommends changes to the plan.
- Significant incidents or nonconformances.
- When improvement opportunities are identified.
- There is significant change in project scope.

Project crew will be notified of changes to the CEMP via Daily Safety and Enviro Briefing, Toolbox Talk or by reinduction to the CEMP.

8. Appendix 1: Oil / Chemical Spill Response

Spill Controls

All plant and equipment: fuel, lubrication and hydraulic systems are to be maintained as per the manufacturer's specifications. Pre-start inspections are to check for leaks as well as the conditions of hoses and fittings. All leaks and damaged or fatigued items are to be rectified before using on site.

Refuelling, reoiling, decanting and mixing is to take place using drip trays, funnels and raags, with great care to avoid spills.

Spill Preparedness

A fully stocked spill kit must be available on site for all works where there is a risk of fuel, oil or other chemical spill.

Crew are to familiarise themselves with the emergency stops and other means of isolating plant and equipment on site.

Safety Data Sheets are to be available to the crew for all hazardous substances on site.

Spill response drills are to be conducted once a year. Inductions are to include this spill response procedure.

Emergency Response

Notify the Site Supervisor as soon as you become aware of the spill. The Site Supervisor is to allocated muster roles to contain the spill.

Contain the spill using the measures below once the crew and public safety is assured.

- Isolate the source of the spill to prevent additional spillage, e.g. by hitting the emergency stop; or shutting off machinery, fuel supply pumps, hydraulic pumps, and / or isolation valves.
- Ensure chemical resistant gloves and safety glasses are worn.
- Contain the spill with spill kit sausages and place absorbent clay (kitty litter) over the spill. The absorbed fluid is to be shovelled into the plastic contamination waste bags and disposed of at an EPA approved waste disposal facility.
- Request assistance from emergency services if you are unable to contain the spill or isolate the source of the spill:
    - Specify pollutant type and range of discharge, time and location of spill, size of area impacted, the name and contact number of the person in charge and nature of the response actions underway.
- The Site Supervisor is to notify the Business Manager and the relevant site contact once crew and public safety is assured and the incident is contained.
- Complete the MBE Initial Incident Notification Form and return it to your Supervisor.