

**INSERT COMPANY NAME  
INSERT PROJECT NAME  
PERTH AIRPORT**

**MINOR CONSTRUCTION  
ENVIRONMENTAL MANAGEMENT  
PLAN**

**Revision**

**Date**

**Project Specifics**

Name:

Position:

Contact Details:

Description of Project:

Personnel / Contractors  
involved in Project:

Timeframe of project:  
(commencement/completion)

PAPL Permit Details:

**Minor CEMP Checklist**

1. Do you have an existing environmental management plan that you believe meets CEMP requirements for this project?     **Y / N**

*(If yes, provide to PAPL Environment Department for approval. If no, go to Q2)*

2. Have you assessed the environmental risks associated with this project?  
**Y / N**

*(Environmental risk assessment must be approved prior to commencement of works. If no, please discuss with PAPL Environment Department if you believe there are extenuating circumstances. If yes, go to Q3)*

3. Identify the environmental risks associated with this project and outline measures you will be taking for their control. Information about the Environmental Risk Assessment process is provided below:

### **Environmental Risk Assessment Process**

Environmental risk assessment effectively identifies potential or actual environmental impacts associated with activities, goods or services over which the organisation may have influence or control. Once identified, risks should be ranked, prioritised and where required, controls established to reduce the level of risk to an acceptable level. The resulting environmental risk register must be provided in the EMP in Appendices. AS/NZS 4360:2004 provides further guidance on the risk assessment process and can be obtained from Standards Australia.

The risk assessment process is composed of three key stages:

1. Risk identification - Identifying and documenting environmental risks and impacts associated with the construction project;
2. Qualitatively ranking potential environmental impacts to establish relative significance; and
3. Establishing and documenting control measures to mitigate potentially significant environmental impacts.

Risk ranking is generally undertaken by assigning likelihood and consequence levels to each identified activity or issue and determining risk levels through the use of a risk matrix (**Table 1**). After completing this process management measures are implemented and residual risk is determined. For guidance, the PAPL likelihood (**Table 2**) and consequence (**Table 3**) criteria and levels are presented below with an example provided in **Table 5**.

Table 1: Qualitative Risk Rating Matrix

Likelihood	Consequence				
		Critical	High	Medium	Low
	Almost Certain	Very High	Very High	High	Moderate
	Likely	Very High	Very High	High	Moderate
	Unlikely	Very High	High	Moderate	Low
	Rare	High	Moderate	Low	Low





	Very high risk; immediate action required
	High risk; senior management attention needed
	Moderate risk; management responsibility must be specified
	Low risk; manage by routine procedures

Table 2: PAPL likelihood classification

Level	Likelihood	Description
1	Almost Certain	Event is a common or frequent occurrence and is expected to occur at least annually
2	Likely	Event is expected to occur within three years
3	Unlikely	Event may occur. If the event has occurrence in our company it is very infrequent. It is likely to have occurred within the industry
4	Rare	The event has not occurred in our Company but has been known to occur infrequently within the industry. The event may occur in our company at a frequency of more than 10 years

**Table 3: Consequence Classification**

Level	Consequence	Example			
		Environment	Legal Sanction	Community Profile	Community Impact
1	Low	Minor breach of environmental policy negligible impact on environment and having "Low" financial, legal, community profile or community impact	Technical breach with no sanction	Few community complaints or minor adverse media coverage. Negligible impact on reputation	Isolated community disruption up to 1 day, minimal economic impact
2	Medium	Moderate impact on environment, no long-term or irreversible damage. "Medium" financial, legal, community profile or community impact	Non compliance having "Medium" financial or community profile impact	Widespread local community complaints or adverse regional media coverage extending beyond 1 day	Isolated community disruption up to 3 days with limited adverse economic impact
3	High	Severe impact requiring remedial damage to habitat or environment and having "High" financial, legal, community profile or community impact	Non compliance and having "High" financial or community profile impact	Extensive community complaints extending beyond the region or adverse state level media coverage	Wider community disruption up to 7 days with adverse economic impact
4	Critical	Long term large scale damage to habitat or environment and having "Critical" financial, legal, community profile or community impact	Non compliance and having "Critical" financial or community profile impact	Extensive community complaints and adverse state and national level media coverage. Long-term damage to reputation	Widespread community disruption with significant adverse economic impact

Once the level of risk has been determined, risks can be prioritised. The organisation should determine and document the criteria above which risks are considered significant. For all significant risks, control strategies should be established and implemented.

When determining risk control strategies, the hierarchy of risk controls, summarised below, must be considered:

**Table 4: Hierarchy of risk controls.**

<b>Option</b>	<b>Examples</b>
<b>Avoid Risk</b>	Decide not to proceed with an activity, stop providing a service to a third party. Don't have fuel on site. Automate the process so no employees are involved.
<b>Reduce Likelihood</b>	Standard Work Procedures, inspections, audits, supervision, preventative maintenance, training, contract conditions.
<b>Reduce Consequence</b>	Contingency planning, disaster recovery planning, contract conditions, insurance, relocate an activity.
<b>Risk Transfer (partial or complete)</b>	Contracts, insurance, partnerships.
<b>Retain Risk (complete or 'residual' after partial risk treatment)</b>	Can occur intentionally following risk treatment or unintentionally due to failure to properly analyse risk.

Outcomes of the risk identification and assessment process should form the basis of the environmental management measures detailed in Section 5.3. This process will assist with the identification and planning of training requirements, development of emergency procedures and setting environmental objectives.

An Environmental Risk Register format with a completed example risk is presented in **Table 5**.

Where an established risk assessment process is documented in an existing management system procedure, a summary of the process and reference to the procedure is acceptable.

**Table 5: Example Environmental Risk Register Format**

Risk Identification				Inherent Risk Rating			Control Strategy	Residual Risk Rating		
#	Activity/ Issue (Source or Event)	Potential Causes	Impacts	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
1	Water Contamination	Wash down of paint brushes	Soil / ground water contamination	Likely	Medium	High	Water contaminated with paint will be collected and disposed of in vehicle wash down bay.	Unlikely	Low	Low
2										

As part of the risk assessment you should consider:

- Dust management;
- Noise and vibration management;
- Hazardous material and waste management, including movement & storage of hazardous chemicals & hydrocarbons;
- Vegetation, habitat and fauna protection;
- Fire management;
- Water management (surface/ground/supply) including measures for activities near environmentally significant areas;
- Aboriginal and European heritage protection; and
- General waste management including the external storage of waste and contractor waste handling.

*Reference all applicable procedures/work instructions/standards/legislation etc, and attach proof of controls where applicable.*

Risk Identification				Inherent Risk Rating			Control Strategy	Residual Risk Rating		
#	Activity/ Issue (Source or Event)	Potential Causes	Impacts	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
1										
2										
3										
4										
5										
6										
7										



4. Do you believe that you have satisfactorily identified all relevant environmental risks associated with this project? **Y / N**

5. Do you believe that you have any environmental risks that cannot be suitably managed with the identified controls? **Y / N**

*(If yes, please outline below for consideration by the PAPL Environment Department.)*

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**I declare that I have truthfully and sufficiently addressed all the above questions for the proposed project. To the best of my knowledge, all potential environmental risks associated with this project have been identified and addressed as required by the PAPL Environment Department.**

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For PAPL use only**

Name of Reviewer:	
Date Checklist Reviewed:	

<b><u>Assessment of Checklist</u></b>			
Has tenant suitably identified and controlled risks?	<b>Y / N</b>	<b>Comment:</b>	
Does PAPL Environment Department require further information from contractor?	<b>Y / N</b>		
Detail:			
Further information received:	<b>Y / N</b>	<b>Date:</b>	<b>Acceptable: Y / N</b>

**Project Approved?    Yes    No**

Is inspection of project required by PAPL staff?	<b>Y / N</b>
Date of inspection:	
Results of inspection:	
Corrective Actions required from tenant:	

*Attach further pages if necessary.*