

Environmental Audit Guide

| Aspect | Legal Requirement | What is looked for |
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| Environmental Management | | |
| Environmental Management Plan | <p><i>The Airport Environment Strategy requires all Tier 1 & 2 tenants to prepare and maintain an Environment Management Plan (EMP) for their operations.</i></p> <p>Tier 1 tenants are considered to have the potential for significant environmental risk. This includes, but is not limited to, tenants that store 500 litres or more of hazardous substances or dangerous goods, and/or distribute fuel.</p> <p>Tier 2 tenants are considered to have the potential for moderate environmental risk. This includes, but is not limited to, tenants that store up to 499 litres of hazardous substances or dangerous goods and/or operate spray paint booths and/or undertake maintenance and/or repair operations requiring the cleaning or washing of parts.</p> | <p>Is there an Operational Environmental Management Plan (OEMP) for the operation?</p> <p>Does the OEMP identify all the operations / activities that pose a moderate to high environmental risk?</p> <p>Does the OEMP include procedures for managing moderate to high environmental risks?</p> <p>Have staff been made aware of the OEMP and trained in the procedures relevant to their work?</p> <p>Is the OEMP kept somewhere easily accessible for staff to be able to refer to it and do staff know where it is kept?</p> <p>When was the last time the OEMP was reviewed / updated?</p> <p>Has a copy of the OEMP been given to the Sydney Metro Airports Environment and Heritage Manager?</p> |
| Fuel, Oil and Dangerous Goods Management | | |
| Dangerous Goods Register/ List SDS Sheets | <p><i>The Work Health and Safety Act 2011 and Regulation 2011 establishes employers must;</i></p> <ul style="list-style-type: none"> <i>Reg 330 & 346 maintain a register of the chemicals used within the workplace and</i> <i>Reg 330 & 344 obtain and maintain Material Safety Data Sheets for all chemicals used within the work place.</i> <p>Note: Safety Data Sheets (SDS) can be obtained from the place of purchase of or the manufacturer of a chemical product. They can also be obtained from the internet.</p> | <p>Are chemicals used in the workplace?</p> <p>Is there a register or list of all the chemicals kept or used on site?</p> <p>Are Safety Data Sheets (SDS) kept for each chemical product kept or used on site?</p> <p>Are the SDS up to date?</p> <p>Is the chemical register / list and all the SDS kept in a location that is easily accessible to staff?</p> <p>Do staff know where the chemical register / list and the SDS are kept?</p> <p>Are staff trained in MSDS use?</p> |
| Dangerous Goods Notification | <p><i>The Work Health and Safety Act 2011 and the Occupational Health and Safety Regulation 2011 establish;</i></p> <ul style="list-style-type: none"> <i>Persons are required to notify WorkCover if they store dangerous goods equal to or in excess of the MANIFEST quantity outlined in Reg 348.</i> | <p>Are chemicals in excess of the specified Manifest quantity stored / used on the premises?</p> <p>If so, does the organisation hold a current Work Cover Dangerous Goods Notification?</p> |

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| Storage, Handling & Disposal of fuel, oil & dangerous goods | <p><i>The Work Health and Safety Act 2011 and the Occupational Health and Safety Regulation 2011 establishes employers must;</i></p> <ul style="list-style-type: none"> • <i>Reg 342 and 356 Separate chemicals that may react with each other.</i> • <i>Reg 357 Provide for the containment of any spills of dangerous goods (during storage or handling).</i> | <p>Are all chemicals and dangerous goods used on the premises stored in an area that is contained, banded (in accordance with applicable Australian Standards) and covered from the elements?</p> <p>Are dangerous goods and other chemicals that may react with each other separated within the storage area?</p> |
| Spill Response Equipment | <p><i>The Work Health and Safety Act 2011 and the Occupational Health and Safety Regulation 2011 establishes employers must;</i></p> <p><i>Reg 357 take immediate action to reduce the risk associated with any spill or leak of dangerous goods and clean up and dispose of the spilled product.</i></p> | <p>Does the organisation have a procedure for containing and cleaning up spills of chemicals?</p> <p>Is there adequate and appropriate equipment on site to respond to any potential spill or incident involving a dangerous good or hazardous substance?</p> <p>Are spill kits located in easily accessible locations that are close to area where chemicals are stored and used?</p> <p>Is the spill kit maintained and re-stocked after use?</p> <p>Have staff been trained in spill response procedures and do they know the location of spill kits?</p> <p>How does the organisation dispose of spent spill response equipment?</p> |

Stormwater Maintenance

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| Sources of stormwater pollution | <p><i>The Airport (Environment Protection) Regulations 1997 establish;</i></p> <ul style="list-style-type: none"> • <i>Reg 4.01 operators at the airport take all reasonable and practicable measures to prevent the generation of pollution.</i> • <i>Reg 2.02 defines water pollution as something that causes or is reasonably like to cause the physical, chemical or biological condition of waters to be adversely affected</i> • <i>Schedule 2 Water Pollution – accepted limits sets limits for the level of a variety of contaminants in stormwater.</i> | <p>Is there any evidence that activities, whether current or past, pose a pollution threat to nearby stormwater drains?</p> <p>If so, what controls / procedures does the organisation employ in order to eliminate or minimise the risk of storm water pollution?</p> <p>Have staff been trained in procedures that eliminate or minimise the risk from activities such as aircraft wash down and maintenance on stormwater pollution? (<i>Runoff from aircraft wash down contains detergents, sediment and traces of hydrocarbons (oil, fuel, grease, solvents) all of which are pollutants and must not be discharged to stormwater.</i>)</p> <p>Is there an interceptor or separator on the site and where does it discharge to?</p> |
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| Solid Waste Management | | |
| Solid Waste Storage | <p><i>The Protection of the Environment Operations (Waste) Regulations 2005 establish;</i></p> <ul style="list-style-type: none"> <i>Owners of waste (as well as the transporters and receivers) have a responsibility to ensure their waste is managed, transported and disposed of appropriately.</i> <i>Reg 48 Peoples storing waste on a premise must ensure it is stored in an environmentally safe manner. (This applies to all classes of waste).</i> | <p>Where and how is solid waste stored prior to disposal? Is it in a container that can be closed to prevent waste escaping?</p> <p>Is the waste container positioned away from high risk areas in the event waste does escape the container e.g. Stormwater drains?</p> <p>How is the solid waste disposed?</p> <p>Is waste separated and disposed according to its classification e.g. Industrial waste, hazardous waste, general waste?</p> <p>Is the waste collected by an appropriately licensed contractor?</p> <p>Does the organisation retain its waste disposal receipts?</p> <p>Does the organisation encourage waste minimisation i.e. Reduce, reuse, recycle products wherever possible?</p> <p>Have staff been trained in waste disposal requirements?</p> |
| Soil & Groundwater Management | | |
| Current evidence of contamination | <p><i>The Airport (Environment Protection) Regulations 1997 establish;</i></p> <ul style="list-style-type: none"> <i>Reg 4.01 operators at the airport take all reasonable and practicable measures to prevent the generation of pollution.</i> <i>Reg 2.03 establish soil pollution has occurred when, amongst other things, land including groundwater is contaminated by a substance that causes or is reasonably likely to cause the chemical or biological condition of the soil to be adversely affected</i> <i>Schedule 3 Soil Pollution – accepted limits sets limits for the level of a variety of contaminates in soil.</i> | <p>Does the organisation engage in any activities that pose a risk of soil and / or groundwater pollution?</p> <p>If so, what measures has the organisation taken to eliminate or minimise the risk of soil and / or groundwater pollution from their activities?</p> <p>Have staff been trained in the measures adopted by the organisation to minimise the risk of soil and / or groundwater contamination from relevant activities?</p> <p>Is there any evidence of current or past contamination e.g. Oil stains, discoloured vegetation, paint flakes, metal fibres?</p> <p>Is there any evidence that fill or landscaping material has been brought on to the site?</p> <p>If so does the organisation have a validation certificates which demonstrates the material meets the requirements of Schedule 3 or the Airports (Environment Protection) Regulations and contains no asbestos material or that it is Virgin Excavated Natural Material?</p> |

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| Parts Washing practices | | |
| Parts Washing | <p><i>The EPA Guidelines: Servicing and Mechanical Repairs 1998, Information Sheet 3, Storm Water Management establish;</i></p> <ul style="list-style-type: none"> <i>Engines may be degreased in a workshop if it is done in an approved wash bay, or if there is some other means of storing and treating the waste water.</i> <i>Engines must not be degreased outside the workshop or in any area where run-off can enter the storm water system.</i> | <p>Does the organisation conduct engine degreasing or parts washing?</p> <p>If so, where and how is engine degreasing and / or parts washing conducted?</p> <p>Is engine degreasing conducted over a sealed / contained surface that is away from stormwater drains and under cover?</p> <p>Are parts washed in a container that can be sealed when not in use?</p> <p>Are all waste products collected?</p> <p>Are the waste products stored in a sealed container prior to disposal and is the container placed in a bunded and covered area?</p> <p>Are the waste products collected by an appropriately licensed contractor?</p> <p>Have staff been trained in the correct location / method for engine degreasing and / or parts washing, as well as the appropriate storage and disposal of waste products associated with these activities?</p> |
| Liquid Waste Management | | |
| Liquid Waste Storage and Disposal | <p><i>The Protection of the Environment Operations (Waste) Regulations 2005 establish;</i></p> <ul style="list-style-type: none"> <i>The owners of waste (as well as the transporters and receivers) have a responsibility to ensure their waste is managed, transported and disposed of appropriately.</i> <i>Reg 48 Peoples storing waste on a premise must ensure it is stored in an environmentally safe manner. This applies to all classes of waste.</i> <p><i>EPA Bunding and Spill Management Guidelines 2004 provides information on common issues and controls associated with the storage of liquid waste.</i></p> | <p>Does the organisation generate liquid wastes?</p> <p>If so, where and how are the liquid wastes stored prior to disposal?</p> <p>Is the liquid waste storage area contained, bunded and covered?</p> <p>Are liquid wastes that may react with each other separated within the waste storage area?</p> <p>Are the liquid wastes collected by an appropriately licensed contractor?</p> <p>Have the waste disposal receipts issued by the contractor been retained?</p> <p>Have staff been trained in the correct method for storage and disposal of liquid wastes?</p> |

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| Sewer Discharge practices | | |
| Interceptor/ Separator | <i>Under Section 49 of the Sydney Water Act 1994, it is an offence to discharge any substance into a work owned by Sydney Water without the written agreement of Sydney Water. Monitoring must be carried out in as outlined in the agreement.</i> | <p>Is there an interceptor or separator on the site and where does it discharge to?</p> <p>If the interceptor discharges to sewer does the organisation have a trade waste licence with Sydney Water?</p> <p>If the interceptor discharges to stormwater is the discharge monitored and does it meet the requirements of Schedule 2 of the Airports (Environment Protection) Regulations?</p> <p>Has a copy of the monitoring results been provided to Sydney Metropolitan Airports Environment Manager?</p> <p>How regularly is the interceptor maintained and how and where is the waste disposed?</p> |

Noise Management

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| Sources of excessive noise | <p><i>The Airports (Environment Protection) Regulations 1997 establish;</i></p> <ul style="list-style-type: none"> <i>Reg4.06 operators at the airport must take all reasonable and practicable measures to prevent the generation of offensive noise from an undertaking</i> <i>Reg 2.04 establishes when noise that is offensive is deemed to occur</i> <p><i>Schedule 4 Excessive noise – guidelines, Parts 2.05 and 2.06 sets out indicators of noise that is excessive in relation to ground based aircraft operations and other airport operations.</i></p> | <p>Does the organisation conduct operations or activities that may cause offensive noise?</p> <p>If so, what measures does the organisation take to prevent or otherwise minimise the generation of offensive noise e.g. Appropriate use of pre-flight and engine maintenance run bays, compliance with airport specified ground running guidelines?</p> <p>Have there been any complaints made in relation to noise associated with the organisations operations and what action, if any, was taken to remedy such complaints?</p> <p>Where necessary, have measures been taken to limit or restrict noise exposure to staff and surrounding facilities e.g. issuing of appropriate Personnel Protective Equipment (PPE) or installation of muffling devices?</p> <p>Has staff been trained in the organisation's noise mitigation measures and their application?</p> |
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| Aircraft Washing practices | | |
| Location of Aircraft wash down/ Product used | <p><i>The Airport (Environment Protection) Regulations 1997 establish;</i></p> <ul style="list-style-type: none"> <i>Reg 4.01 operators at the airport take all reasonable and practicable measures to prevent the generation of pollution.</i> <i>Reg 2.02 defines water pollution as something that causes or is reasonably like to cause the physical, chemical or biological condition of waters to be adversely affected</i> <i>Schedule 2 Water Pollution – accepted limits sets limits for the level of a variety of contaminates in stormwater.</i> <p>Note: Runoff from aircraft wash down contains detergents, sediment and traces of hydrocarbons (oil, fuel, grease, solvents) all of which are pollutants and must not be discharged to stormwater.</p> | <p>Does the organisation wash aircraft?</p> <p>Does the organisation have a dedicated washing bay at their facility?</p> <p>Does the organisation wash its aircraft on a grassed area that is well away (10m) from stormwater drains?</p> <p>If aircraft are washed on hard stand what measures are taken to prevent wash water entering stormwater drains?</p> <p>What detergent is used and is it biodegradable?</p> <p>How much detergent is used?</p> <p>Does the organisation have an up to date Water Restriction Exemption issued by Sydney Water and is it displayed appropriately?</p> <p>Have staff been trained in the organisation’s aircraft wash procedures i.e. do staff know how to mitigate the risk of storm water pollution associated with washing aircraft?</p> <p>Is the aircraft washing procedure detailed in their OEMP?</p> <p>If the organisation is not required to have an OEMP, have they prepared an aircraft washing procedure and provided to the SMA Environment and Heritage Manager?</p> |

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| Air Quality Management | | |
| Sources of Air Pollution | <p><i>The Airport (Environment Protection) Regulations 1997 establish;</i></p> <ul style="list-style-type: none"> <i>Reg 4.01 operators at the airport take all reasonable and practicable measures to prevent the generation of pollution.</i> <i>Reg 2.01 establish that air pollution has occurred when a pollutant is present in air in a quantity, way, or condition, or under a circumstance, in which harm is likely to be caused to the environment; or unreasonable inconvenience is likely to be caused to a person.</i> <i>Schedule 1 Air Pollution- Accepted limits sets limits for the level of a variety of substances in air emissions.</i> | <p>Does the organisation conduct operations or activities that may affect air quality e.g. Spray painting, venting emissions from chemical stores?</p> <p>If so, what measures, if any, has the organisation taken to mitigate adverse impacts on air quality?</p> <p>If a spray paint booth, dust extraction system or any system that ventilates to the exterior of the premises has been installed does the system have WorkCover approval and was a DA/BA obtained?</p> <p>Have staff been trained in the measures the organisation has taken to mitigate the adverse impacts on air quality of their operations?</p> <p>What air quality monitoring if any does the organisation undertake?</p> <p>If the organisation is required to undertake air quality monitoring have they provided the results to the SMA Environment and Heritage Manager?</p> |

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| Heritage Management | | |
| Heritage | <p><i>The Airports (Environment Protection) Regulations 1997 establish;</i></p> <p><i>Reg 4.04 operators at the airport take all reasonable and practicable measures to ensure that there are no adverse consequences for existing ... cultural, historical, social... values of the local area.</i></p> | <p>Is the building identified as having heritage value in the Airport's Heritage Management Strategy?</p> <p>If so, does the organisation understand the heritage values of the building and the implications of this for use and / or alterations of aspects of the building</p> |

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