Environment Inspection Checklist GRP-HSEQ-3-03-F04

This checklist must be completed once a month, by an allocated person as decided by the Site Management. Actions arising from the inspection are to be listed in the spaces provided below, uploaded to SIMs and tracked by Site Managers. All completed checklists showing signed-off actions must be kept on file.

Division: (BCM, BBP, Cement)		Business Unit: (Quarries)		Date of Inspection:	
Site:					
Inspector Name:				**Signature:**	

Item	Checklist Item	Status C	NC	N/A	Comments
GENERAL REQUIREMENTS					
1.	Inspect site entrance - *document sediment on road, rubbish, drag out – action clean up*				
2.	Inspect site boundary*, fence un-broken, fire tracks cleared as required etc.*				
3.	Check extraction boundaries are marked out and intact *(select N/A if not required)*				
4.	Emergency Response Plan (or PIRMP) up to date, tested and staff trained in the plan.				
WATER MANAGEMENT					
5.	Is there any water being discharged from the site, is it 'clear', has it been sampled? – *pH recorded, any exceedances (less than 6.5 more than 8.5 entered into SIMs as an environmental incident*				
6.	Inspect stormwater system - *basin settling capacity, drains, spill ways, bund walls, and are they clear from litter and sediment? Are they leaking?*				
7.	Are site wedge pits and first flush pits maintained, and free from sediment build up				
8.	No evidence of leaks (from taps/water lines and tanks)				
LAND MANAGEMENT					
9.	Any spills added to the site Contaminated Land Register				
10.	No vegetation cleared without approval as per GRP-HSEQ-8-03 Land Management				
WASTE MANAGEMENT					
11.	Designated Waste areas/bins available and labelled - *Recyclables (Cans, bottles, paper, steel and copper)* - *Oily waste (Rags, filters, empty containers)* - *General waste / Other*				
12.	Waste Register/ Records maintained and up to date detailing; *Waste Sources Quantities, Disposal Methods, Disposal Routes, location facility.*				
13.	No evidence of illegal dumping and stockpiling of waste on site – *report any to HSE*				
14.	Area tidy – good general housekeeping and no evidence of littering and rubbish.				
NOISE MANAGEMENT					
15.	Check activities, plant and equipment isn't causing un-usual or excessive noise				
16.	All noise complaints discussed at toolbox/pre start meetings recorded in SIMs*. Include SIMS numbers.*				
AIR MANAGEMENT					

Item	Checklist Item	Status			Comments
		C	**NC**	**N/A**	
17.	Dust / Odour complaints managed & brought up at next day's pre-start meetings and uploaded to SIMs. *Include SIMs number*				
18.	Air impacts included in recent SWMs				
19.	Dust controls in place and in working order such as – *Water Sprays, Water Carts, Bag Filters, Enclosed Equipment etc. record any broken, unworking systems or areas that require maintenance*				
20.	No Air Emission from broken down plant and machinery				
HYDROCARBON / SPILL MANAGEMENT					
21.	Spill response equipment available and full - *spill kits, MSDS, PPE*				
22.	Bunds used for the storage of Dangerous Goods *Able to capture 110% of stored liquid.*				
23.	Are bunds clean and free of liquids? *Bund not filled with rain water and able to hold storage within tanks*				
24.	Bund drain valves (if fitted) are closed and locked				
25.	Flammable liquids stored in designated area fitted with dry chemical or carbon dioxide extinguisher				
26.	Hydrocarbons (including waste containers) are clearly labelled, sealed and returned to bund/cabinet after use. *No fuel containers/paint tins lying around site.*				
27.	Batteries are stored on pallet above ground				
28.	Storage areas are appropriately signed				
29.	No evidence of spills/ contamination that have not been cleaned up				
30.	Any spills entered into SIMS *include SIMS number in comments.*				
31.	Underground Storage Tanks (USTs) – *Leak tested in the past 12 months, include date of last test, visually inspect integrity (no leaks)*				
32.	Above Ground Storage Tanks (ASTs) – *No visible leaks include in comments condition of valves, pumps, lines, and correct signage.*				
FLORA AND FAUNA MANAGEMENT					
33.	No major infestations of Weeds and Feral animals.				
34.	No evidence of animal interaction on site, No animals being fed on site. Any wildlife found on site communicated to site supervisor and wildlife hotline contacted for injured wildlife.				
HERITAGE MANAGEMENT					
35.	Any known heritage sites documented to staff, flagged on site and included in induction.				

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Detail any items that require attention and/or remedial action. Actions are to be uploaded to SIMS as incident type 'Environmental'. The Site Manager must monitor progress and completion of actions.

Item No.	Comment	Action Taken	By Who	By When	SIMs No.