# Melbourne Airport CEMP Checklist

| **Criteria** | **Location in Document**[Contractor to complete - Insert page or section number of CEMP where information is located] |
| --- | --- |
| 1. **Project details:**
 |
| Name of project |  |
| Project scope |  |
| Map of project area clearly showing works area(s) and environmental controls |  |
| Describe the works methods  |  |
| Infrastructure and equipment onsite |  |
| Site operation times and days |  |
| Proposed works schedule |  |
| Persons with responsibilities within CEMP |  |
| 1. **Project Contacts (minimum):**
 |
| APAM Coordination Centre (03) 9297 1601 |  |
| APAM Environment ManagerNick Walker, (03) 8326 3033 |  |
| Project manager / project director (include APAM and external contacts) |  |
| Site supervisor |  |
| Principal contractor |  |
| List of subcontractors |  |
| Works Contractor’s representative available 24/7 |  |
| 1. **Environmental Aspects and Impacts table:**

An environmental aspects and impacts table must be completed for all projects requiring a CEMP. All of the categories identified below must be included as separate columns.  |
| 1. Operation or Activity - Categorise the works e.g. Earthworks, construction, demolition, housekeeping.
 |  |
| 1. Environmental Aspect - an element of an organisation’s activities, products or services that can interact with the environment. Aspects = Causes.

*Note:* Where there are multiple aspects per activity, each aspect must be individually documented. |  |
| 1. Environmental Impact - any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation’s activities, products or services. Impacts = Effects.

*Note:* Where there are multiple impacts per aspect, each impact must be individually documented. |  |
| 1. Consequence Category - insert the appropriate consequence score for the impact. The Melbourne Airport Consequence Table can be used. If a different environmental consequence tool is used, provide a copy with the CEMP.
 |  |
| 1. Likelihood Category - insert the appropriate likelihood score for the impact. The Melbourne Airport Likelihood Table can be used. If a different likelihood tool is used, provide a copy with the CEMP.
 |  |
| 1. Risk Rating – using the applicable risk matrix for the consequence and likelihood scoring insert the risk rating, risk score and applicable colour for the impact. The Melbourne Airport Risk Matrix can be used. If a different risk matrix is used, provide a copy with the CEMP.
 |  |
| 1. Control Measures – List the management, mitigation and control measures employed to reduce the risk of the identified impact.
 |  |
| 1. Frequency of Monitoring – Advise how often the control measures will be checked to ensure that they are correctly implemented and effective.
 |  |
| 1. Responsibility/Owner – Identify the person onsite responsible for implementing the control measures and monitoring their effectiveness.
 |  |
| 1. Provision of the consequence table, likelihood table and risk matrix.
 |  |
| 1. **Environmental management program:**

Describe the management and mitigation measures employed to protect the following aspects. |
| 1. Stormwater and wastewater management
 |  |
| 1. Chemical storage, handling & disposal
 |  |
| 1. Recycling and reuse
 |  |
| 1. Waste disposal and litter control
 |  |
| 1. Flora and fauna
 |  |
| 1. Noise and vibration
 |  |
| 1. Dust
 |  |
| 1. Odour
 |  |
| 1. Management of ozone depleting substances (e.g. refrigerants)
 |  |
| 1. Erosion
 |  |
| 1. Emergency procedures including spill response
 |  |
| 1. Cultural heritage
 |  |
| 1. Contaminated land management
 |  |
| 1. Air quality (e.g. combustion emissions)
 |  |
| 1. Protection of groundwater
 |  |
| 1. Management of stockpiles/ fill material
 |  |
| 1. Sensitive receptors (people and environs)
 |  |
| 1. Other
 |  |
| 1. **Other Requirements:**

Outline how the following tasks will be addressed |
| Application of relevant environmental legislation and other requirements (e.g. Melbourne Airport Environment Policy, Airport Environment Strategy) |  |
| Environmental induction and awareness training for all personnel onsite, including staff, sub-contractors and visitors |  |
| Reporting and resolution of environmental incidents and complaints (internally and to APAM) |  |
| Audits and inspections: to monitor CEMP compliance  |  |
| Monitoring: to assess the effectiveness of control measures |  |
| Onsite record keeping & document control e.g. asbestos removal, prescribed waste removal, monitoring, inductions. |  |
| Project hold points |  |
| Corrective actions and environmental improvements, including an outline of the process for addressing any actions raised as a result of an APAM site inspection |  |
| 1. **Environmental Site Register (ESR) Review:**

Contact Melbourne Airport Environment Team to ascertain whether the project impacts an ESR |
| ESR: Contaminated land assessments |  |
| ESR: Indigenous and European cultural heritage site locations |  |
| ESR: Flora and fauna assessments |  |
| 1. **The following information is required as per the *Melbourne Airport Environment Strategy:***
 |
| A minimum of 50% of construction waste will be reused or recycled during the project. |  |
| Provision of a monthly waste report to the Melbourne Airport Environment Team including the percentage of total construction waste reused/ recycled. |  |
| A Melbourne Airport tree removal permit is required prior to tree removal. |  |
| Landscaping plans are to be approved by the APAM Environment Team in advance.  |  |
| **Prior** to soil arriving, origin of soil certificates for all soil brought onto the Melbourne Airport site are to be approved by the Melbourne Airport Environment Team. |  |
| All spills exceeding a volume of 5ℓ or that enter the stormwater drains will be immediately reported to the Melbourne Airport Coordination Centre (03) 9297 1601.  |  |
| An incident report will be provided to the Melbourne Airport Environment Team within 48 hours of any environmental incident. |  |