

General Area Environmental Inspection Checklist

Environment



Work Area / Location:		
Company / Work Group:		Date and Time:
Inspected by <small>(include all personnel who took part in the inspection)</small>	Name(s):	
	Position(s):	
	Signature(s):	

Instructions: This inspection is to be completed for all work areas not covered by a facility-specific (e.g. WWTP, landfill etc.) environmental inspection checklist – use facility-specific environmental inspection checklists instead where they apply
Note: “Yes” is compliant with environmental requirements, while “No” is non-compliant

#	INSPECTION ITEMS	YES	NO	N/A	COMMENTS
General Items					
1.	Have all actions raised in the previous inspections been closed out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Have all actions from any recent environmental incidents been adequately investigated and appropriately addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Is the work area free from visible incidents (ie. hydrocarbon and sewage spills)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Have all incidents been reported to the Environment Department and raised as an incident in INX?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Has the department SSOW daily/weekly inspection been sighted? Do they assess environmental hazards adequately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	<u>Auditee task:</u> What environmental hazards were identified by the supervisor during the inspection? How would they address these hazards?				
Dust Management					
7.	Is the work area free from excessive visible dust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Are activities in the area creating minimal dust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Is dust suppression of dirt roads and other cleared areas being undertaken where excessive dust is visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Are dribble bars being used where water containing >5,000 mg/L total dissolved solids is approved for dust suppression, or other means to prevent overspray onto adjacent vegetation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous Materials and Hydrocarbons Management					
11.	Are all hazardous materials (including hydrocarbons) stored within appropriate bunds/containment areas? (ie. 110% volume of largest vessel plus 25% of total volume, HDPE or concrete lined)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Is bunding in good condition? (ie. liner in good condition, free from waste)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Are spill containment bunds and drip trays free of water and is a process in place to remove and dispose of contaminated water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Are stationary equipment (e.g. generators) which holds >20L of fuel secondarily contained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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15.	Is equipment containing hazardous materials (including hydrocarbons, and hoses/pipes) free of spills/leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Are service trucks and fuel trailers in a good working order with fully stocked spill kits on board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Are adequate spills kits available and fully stocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Are there an adequate number of hydrocarbon waste bins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Has all contaminated soil been stored in a bunded area or placed in bins prior to removal from site, or transported to a bioremediation area where available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Waste Management					
20.	Is the work area free from waste, including cigarette butts and windblown litter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Has a designated smoking area been provided with appropriate fireproof receptacles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Are bins labelled correctly, in good working condition and have lids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Do bins have adequate capacity to contain rubbish disposed within them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Has waste been adequately segregated and stored in the correct bins (general, steel, hydrocarbons, oily etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	Have sumps been cleaned out adequately as part of routine maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Are contaminated wastes removed offsite by an approved contractor for disposal at an approved location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wastewater Management (for Ablution Blocks, Sewage Spills and Wash downs)					
27.	Are the ablution blocks free of odour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.	Are the system alarms plugged in and operational (ie. high level alarm)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	Is the ablution block displaying/sounding any alarms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	Does the ablution block wastewater level indicator show that there is sufficient capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31.	Is the wash down of vehicles only occurring in approved areas (e.g. wash down bays)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32.	Are oily water separators in good working order and being maintained as per schedule??	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Surface Water Management					
33.	Are all surface water courses unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Are erosion and sediment control structures intact and maintained (in good working order), and dispersion systems at discharge points of diversion drains maintained to reintroduce sheet flow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35.	Are surface water structures free from erosion or scour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36.	Is potentially contaminated storm water prevented from being discharged into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weed Management					
37.	Is the area (and any topsoil stockpiles) free of weeds (i.e. non-native species)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38.	Are vehicle hygiene certificates available for machinery that has accessed uncleared areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Fauna Management					
39.	Have all excavations, trenches or large receptacles that cannot be covered, been provided with adequate fauna egress to enable fauna to climb out if trapped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40.	Have all pipe ends and bore openings been capped or covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41.	Have lids or fixed covers been fitted to receptacles (containers, bins, tanks and receptacles) or have they been up-ended or stored so that they cannot be accessed by fauna?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42.	Have drill muds on the drill pad surface or within the sump been covered with dry soil to prevent entrapment of wildlife as soon as drilling of that hole has been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clearing and Ground Disturbance Management					
43.	Is the clearing or ground disturbance being undertaken under an approved Ground Disturbance Permit (GDP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44.	Are vegetation clearing and earthworks being avoided during high wind (>50 km/hr) conditions where possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Topsoil Management					
45.	Are topsoil areas appropriately signed including identification number, date of placement and source location (including GDP number)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46.	Is topsoil from different Soil Management Areas or different ages being stockpiled separately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47.	Is the topsoil stockpile paddock dumped with a maximum height of 3 metres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48.	Is there a stormwater diversion structure around the base of the topsoil stockpiles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49.	Is there evidence of disturbance to topsoil stockpiles (i.e. tyre tracks)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other					
50.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ISSUES RAISED DURING INSPECTION				
Item	Actions Required	Due Date	Responsible Person	Entered in Action Tracking System (yes/no)
1.				
2.				

Note: These actions need to be entered into the Roy Hill Action Management System for tracking and closeout with adequate evidence

Other Comments/ Notes:

See the Roy Hill e-Care intranet portal for the current version of this environmental inspection checklist and others

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