

Contractor Environmental Demobilisation Management Procedure

Environment

1 Purpose and Scope

This procedure specifies the operational environmental requirements relating to contractor demobilisation at Roy Hill. This procedure applies to all personnel involved in activities at the Mine, Rail and Port operations where a contractor is demobilising from Roy Hill.

2 Procedure

2.1 Demobilisation Process


2.1.1 One to Two Months Prior to Demobilisation

- 1) Contractor is to inform the RH Contract Manager approximately one to two months prior to demobilising from site, or as soon as possible if working on site for a short period of time.
- 2) RH Contract Manager (or representative) is to provide the Contractor with a list of outstanding environmental incidents and audit/inspection actions (if any) from InControl for prompt completion prior to demobilisation.
- 3) RH Contract Manager is to liaise with the relevant site Superintendent Environment (or representative) and the Superintendent Rehabilitation (or representative) to determine any pre-demobilisation environmental requirements and the extent of rehabilitation or handover to operations through the Rehabilitation Permit process.
- 4) RH Contract Manager is to provide the Contractor Responsible Person with details of the pre-demobilisation environmental requirements and the Rehabilitation Permit which details the rehabilitation requirements.

2.1.2 One to Two Weeks Prior to Demobilisation

- 1) Contractor is to complete demobilisation activities that include removal of agreed upon temporary infrastructure and waste as well as complete the rehabilitation works required.
- 2) Superintendent Environment (or representative) is to complete the Contractor Demobilisation Environmental Inspection Form (OP-FRM-00308) during a site inspection and provide any corrective actions to the Contractor Responsible Person and inform the RH Contract Manager.
- 3) Contractor is to provide the RH Contract Manager and Superintendent Environment (or representative) evidence of the close out of actions from InControl as well as corrective actions provided during the Demobilisation Environmental Inspection.
- 4) Superintendent Environment (or representative) is to reassess the Contractor's work area to ensure that corrective actions have been adequately addressed and that no new environmental issues have developed.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Approver Signature	Issue Date	Page
3	OP-PRO-00032	D Richards	Manager – Environment & Approvals		19/10/2018	1 of 5

Contractor Environmental Demobilisation Management Procedure

Environmental

- 5) Superintendent Rehabilitation (or representative) is to undertake inspections of any rehabilitated areas using the Rehabilitation Permit Closeout Inspection Form (OP-FRM-00137).
- 6) Contractor is to provide the Environmental Team with all end of month Contractor Environmental Reporting (CER) data (via Data Entry Forms).
- 7) Superintendent Environment and the Superintendent Rehabilitation are to provide confirmation to the RH Contract Manager when the Contractor's demobilisation and rehabilitation works have been assessed as compliant.
- 8) Contractor to supply as cleared data and rehabilitated areas shape files to GIS Team as defined in the Ground Disturbance Permit Procedure (OP-PRO-00193).
- 9) All Contractor GDPs are to be closed or transferred to Roy Hill in accordance with the Ground Disturbance Permit Procedure (OP-PRO-00193).

2.1.3 Post Demobilisation

- 1) Superintendent Environment (or representative) is to complete the Contractor Demobilisation Environmental Inspection Form (OP-FRM-00308) and assess the Contractor's work area following demobilisation to ensure that the area has been left in the required condition.
- 2) Any facilities that have Licences in the Contractors name are to be transferred to Roy Hill.

2.2 Training and Awareness

- 1) Familiarise all personnel associated with contractor demobilisation activities with the requirements of this procedure.
- 2) Include information on land disturbance, rehabilitation and GDP procedures in the site environmental induction.
- 3) Supervisors and other relevant personnel to complete GDP training and ensure awareness of demobilisation and rehabilitation requirements.
- 4) RH Contractor Manager and Responsible Persons must complete the online Contractor Management Awareness Session which includes information on contract close out and demobilisation.
- 5) Update training records of personnel on Learning Management System as training occurs.

2.3 Monitoring Actions

- 1) After removal of any infrastructure and prior to rehabilitation activities, the Contractor is required to undertake contamination assessments of areas where potentially contaminating activities have occurred. Soil sampling and/or visual inspections of potentially contaminated areas is to occur in accordance with the following
 - Soil samples are required to be tested at a National Association of Testing Authorities (NATA) laboratory.
 - All sampling is to be undertaken in accordance with Australian Standard 4482.1-2005 – Guide to the investigation and sampling of sites with potentially contaminated soil.
 - Results of the inspections/testing is to be provided to the RH Site Environment Department.

See Department of Environment Regulations Assessment of Contaminated Sites Guideline - Appendix B for Potentially Contaminating Industries, Activities and Land Uses.

https://www.der.wa.gov.au/images/documents/your-environment/contaminated-sites/guidelines/Assessment_and_management_of_contaminated_sites.pdf

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00032	D Richards	Manager – Environment & Approvals	19/10/2018	2 of 5

Contractor Environmental Demobilisation Management Procedure

Environmental

- 1) Historic monitoring data of infrastructure that is being transferred to Roy Hill is to be provided to RH Site Environment team. E.g. Oily Water Separators (OWS), Ablution Waste Water Treatment Plants (WWTP), Ground water/soil monitoring data (if applicable).

2.4 Incidents, Audits and Inspections

- 1) Undertake compliance audits and inspections against Environmental Audit Procedure (OP-PRO-00018).
- 2) Report all non-compliances with any Roy Hill procedure or GDP as an incident in accordance with the Incident, Non-Conformance and Action Management Procedure (OP-PRO-00702).
- 3) All corrective or preventative action must be entered into the site Incident Management System and closed out prior to demobilisation.

2.5 Contingency Actions

- 1) Escalate outstanding corrective actions relating to the requirements of this procedure to ensure that they are closed out prior to Contractor demobilisation.
- 2) The RH Contract Manager is to hold the final invoice payment to the Contractor until advised by the Superintendent Environment and the Superintendent Rehabilitation that all outstanding environmental corrective actions have been completed, including all reporting required under the Contractor Environmental Report (OP-FRM-00305). The RH Contract Administrator should be consulted to check the invoice against contractual requirements prior to payment.

2.6 Reporting Requirements

- 1) Contractor to report incidents and close out audit findings in accordance with the Incident, Non-Conformance and Action Management Procedure (OP-PRO-00702).
- 2) Contractor to complete all reporting as required by GDP conditions.
- 3) Contractor to complete all reporting required for CER within the relevant EnviroSys data entry forms (OP-FRM-00305).

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00032	D Richards	Manager – Environment & Approvals	19/10/2018	3 of 5

Contractor Environmental Demobilisation Management Procedure

Environmental

3 Accountabilities

Unless otherwise specified, the following roles are accountable or responsible for the activities outlined in this procedure.

Role	Responsibility
Environment Team	Responsible for review and update of this procedure
General Managers/ Head of	Accountable for ensuring that resources are available to support the implementation of this procedure where it is relevant to their area of responsibility
Managers	Accountable for the implementation of this procedure where it is relevant to their area of responsibility
Superintendents	Responsible for the implementation of this procedure where it is relevant to their area of responsibility

Table 1: Accountabilities

4 Abbreviations

Abbreviation	Definition
CER	Contractor Environmental Report
GDP	Ground Disturbance Permit
RH	Roy Hill
WWTP	Waste Water Treatment Plant
OWS	Oily Water Separator
EMP	Environmental Management Plan

Table 2: Abbreviations

5 Definitions

Term	Definition
Contractor	The person(s) bound to carry out and complete works as per a contract
Demobilisation	The act of removing all equipment and agreed upon infrastructure from an area due to the completion of works outlined under a contract.
Operational Environmental Requirements	A plan, procedure or work instruction that must be complied with.
RH Contract Manager	Roy Hill employee responsible for the implementation of the Contractors contract
Superintendent Environment	The Superintendent of the Roy Hill Environment Team
Superintendent Rehabilitation	The Superintendent of the Roy Hill Roy Hill Rehabilitation Team
Roy Hill Responsible Person	Roy Hill Contractor Representative

Table 3: Definitions

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00032	D Richards	Manager – Environment & Approvals	19/10/2018	4 of 5

Contractor Environmental Demobilisation Management Procedure

Environmental

6 References

Document Number	Document Name
OP-FRM-00137	Rehabilitation Permit Closeout Inspection Form
OP-FRM-00233	Ground Disturbance Site Inspection Form
OP-FRM-00305	Contractor Environmental Report
OP-FRM-00305	Contractor Environmental Demobilisation Report
OP-FRM-00308	Contractor Demobilisation Environmental Inspection Form
OP-PLN-00043	Operational Environmental Management Plan
OP-PRO-00018	Environmental Audit Procedure
OP-PRO-00101	Rehabilitation Management Procedure
OP-PRO-00193	Ground Disturbance Permit Procedure
OP-PRO-00702	Incident, Non-Conformance and Action Management Procedure Reporting and Investigation Procedure
OP-SPC-00506	Environmental Basis of Design

Table 4: References

Note that up-to-date environmental documents should be accessed from the e-Care Roy Hill intranet portal to ensure that the current version is being used.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00032	D Richards	Manager – Environment & Approvals	19/10/2018	5 of 5