

# Site Management Systems

203162/SMS

## 1.0 MANAGEMENT

1.1 Tetron Treatment Limited (the Operator) have access to all site-specific management plans submitted and approved under the Environmental Permit's Operating Techniques. Within the systems, the site operates in accordance with the following management systems:

- Register of Environmental Effects;
- Operational Management Plan;
- Asbestos Management Plan;
- Drainage Plan;
- Particle Emissions Management Plan;
- Noise Management Plan;
- Accident Management Plan;
- Fire Prevention Plan;
- Site and Equipment Maintenance Plan;
- Spill Response Plan; and
- Complaints procedure

1.2 The Plans set out the following information:

- **Environmental Policy**  
High level policy document outlining the Operator's commitment to the laws, regulations, and other guidance concerning environmental issues.
- **Register of Environmental Effects**  
Standalone document detailing the aspects and impacts in a risk-based profile for all site specific potential emissions.
- **Operational controls and responsibilities including method of works**  
This forms part of the Fire Prevention Plan, Operational, Noise and Dust Management Plan. The plan includes waste types, waste storage times, quarantine controls, and environmental controls for potential emissions.
- **Site Infrastructure plan**  
Series of plans detailing site infrastructure, vulnerable locations, drainage, and utilities.
- **Site and equipment maintenance regime**  
All mobile and handheld equipment, belonging to the Operator, is maintained in accordance with the manufacturer's recommendations. There is a maintenance register and daily checklist.
- **Accident prevention and management plans and procedures**  
This plan outlines all risks associated with unforeseen events (unexpected shutdowns, fire, inclement weather etc.) and implement contingency controls.
- **Contingency plans**  
The contingency plans are outlined within the Accident Prevention & Management Plan.
- **Complaints procedure**  
The Operator has a complaints procedure, which can be implemented at the site. As part of the procedure, there is a complaints proforma which details the complaint, complainant, corrective and preventative actions.
- **Staff competence & Training**

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Staff training and qualifications are recorded, updated and reviewed in accordance with the Operator's own management systems. It can be directly transposed to a site-specific level.

- Record keeping  
Records are kept in accordance with the Permit requirements. All records are kept on site and a copy kept at the Operator's main office.
- Review process (ongoing review of the Management System)  
There will be yearly review of both the site-specific management plans. Following an unforeseen event or complaint, the systems will be reviewed.

1.3 The site will clearly establish and monitor performance for key objectives, this includes, but is not limited to:

- Material and waste compliance;
- Incidents and complaints by category; and
- Non-conformances.