

# ENVIRONMENTAL RISK ASSESSMENT SHEET

## Instructions for Use

**A filled-in example of this sheet is provided, based on the hypothetical removal of an underground diesel storage tank. Use this example to familiarise yourself with the layout and use of the form, then follow these instructions when undertaking any project that may impact on the environment.**

1. Write in the name of the site and a short description of the planned activity.
2. Tick all the boxes in Section 2 that describe what will be undertaken for the planned activity and write in what is to be done as illustrated in the worked example. Add any Notes that will help with the descriptions or provide standards or codes of practice to be used. In the worked example, the contractors will adhere to the requirements of Australian Standard AS 1940 or an equivalent Australian Institute of Petroleum Ltd (AIP) standard.
3. When Section 2 has been completed, turn the page and fill out Section 3. In the worked example each box that relates to the type of facility that may be affected has been ticked (alternatively you can circle the item ) and the actual word that describes the facility has been underlined. Additional descriptions can be added to the lines provided, e.g. "Tank" is underlined (or circled) and the tank is then described as "*diesel tank No.1 at front gate*". Additional notes can be added for clarity.
4. Next go to Section 4 where the type of material that may be affected is itemised. Tick the appropriate boxes, underline or circle the words against each box that apply, and add additional descriptive words such as soil "*surrounding the tank*".
5. Section 5 is provided for you to draw a simple plan of the site and activity to help make sure nothing is overlooked. In the worked example, a plan and a cross section have been hand drawn. Alternatively a plan or engineering drawing can be attached, or referred to by number or location. Tick the appropriate box.
6. Section 6 is used to assess in detail what actions are to be carried out, what the risk associated with each action is, what we can do to minimise that risk by providing protective measures, and finally deciding what to do if something goes wrong. This is the "guts" of the assessment and you should spend as much time as necessary to complete a short statement for every action, as shown in the worked example. Remember to consider any possible effect on neighbours, such as *noise*, and suggest appropriate measures to minimise it, e.g. *no work out of hours*.
7. Keep a copy of this document on file (preferably the original) and use it to plan and control the operation, including the actions of contractors. It is designed to help everyone to minimise environmental risk and protect the company name from adverse publicity due to an environmental incident that could have been avoided.

# ENVIRONMENTAL RISK ASSESSMENT SHEET

## 1. Short description of the planned activity:

NAME OF SITE:

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## 2. Type of activity to be undertaken:

Repair of \_\_\_\_\_

Removal of \_\_\_\_\_

Demolition of \_\_\_\_\_

Decommissioning of \_\_\_\_\_

Abandonment of \_\_\_\_\_

Rehabilitation of \_\_\_\_\_

Construction of \_\_\_\_\_

Operation of \_\_\_\_\_

Other (specify) \_\_\_\_\_

**NOTES:**

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### 3.Type of facility that will be affected:

***Circle the appropriate responses and specify which facilities are involved.***

**Plant and Equipment:** \_\_\_\_\_

**Dam, pond, lagoon impoundment:** \_\_\_\_\_

**Tank, container, silo, bunker:** \_\_\_\_\_

In ground	Underground	Above ground
<p>1. <b>Water</b></p> <p>2. <b>Soil</b></p> <p>3. <b>Rock</b></p> <p>4. <b>Vegetation</b></p> <p>5. <b>Buildings</b></p> <p>6. <b>Infrastructure</b></p> <p>7. <b>Wildlife</b></p> <p>8. <b>Human activity</b></p> <p>9. <b>Climate change</b></p> <p>10. <b>Disasters</b></p>	<p>1. <b>Water</b></p> <p>2. <b>Soil</b></p> <p>3. <b>Rock</b></p> <p>4. <b>Vegetation</b></p> <p>5. <b>Buildings</b></p> <p>6. <b>Infrastructure</b></p> <p>7. <b>Wildlife</b></p> <p>8. <b>Human activity</b></p> <p>9. <b>Climate change</b></p> <p>10. <b>Disasters</b></p>	<p>1. <b>Water</b></p> <p>2. <b>Soil</b></p> <p>3. <b>Rock</b></p> <p>4. <b>Vegetation</b></p> <p>5. <b>Buildings</b></p> <p>6. <b>Infrastructure</b></p> <p>7. <b>Wildlife</b></p> <p>8. <b>Human activity</b></p> <p>9. <b>Climate change</b></p> <p>10. <b>Disasters</b></p>

**Bund surrounding:** \_\_\_\_\_

**Drain                      Culvert                      Natural Watercourse**

**Road or pavement**      **sealed**                      **unsealed:**

Pipeline from \_\_\_\_\_ to \_\_\_\_\_ carrying \_\_\_\_\_

**Excavation:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Structure:** \_\_\_\_\_

**Pollution Control Equipment:** \_\_\_\_\_

**Solid Waste:** \_\_\_\_\_

**Liquid Waste:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**NOTES:**

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

#### 4. Type of material that will be affected:

***Circle the appropriate responses and specify which materials are involved.***

**Clean rock or soil:** \_\_\_\_\_

Soil or rock stained or contaminated with: \_\_\_\_\_

**Fill from this site (type):** \_\_\_\_\_

**Fill (type):** \_\_\_\_\_ **Imported from:** \_\_\_\_\_

**Process water - potable**    **clean**    **dirty**    **acid**    **alkaline**    **:**

**Stormwater:** \_\_\_\_\_

**Sewage - raw      treated**

**Chemicals and fuels:** \_\_\_\_\_

**Vegetation - natural      lawns and gardens      cultivated**

Rehabilitated: \_\_\_\_\_

**Other:** \_\_\_\_\_

**NOTES:**

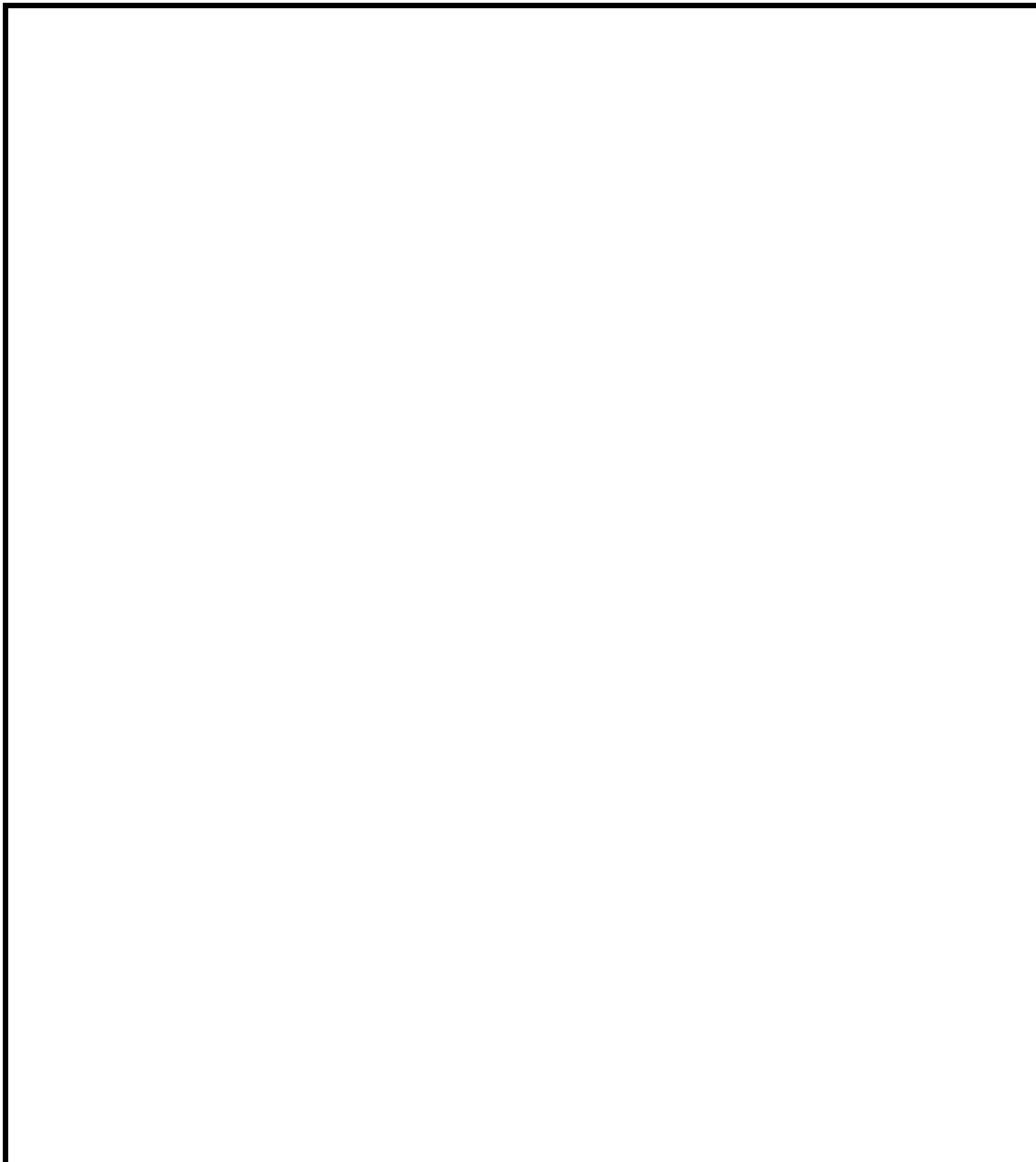
This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## 5. Plan of the proposed operation:

A plan is attached

A plan is available (reference): \_\_\_\_\_

The sketch plan below is the only one available



PREPARED BY: \_\_\_\_\_ DATE: / / SIGNATURE: \_\_\_\_\_

## 6. Assessment of Environmental Risk Table

NAME OF BUSINESS: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_ PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

No.	ACTION	ENVIRONMENTAL RISK	PROTECTIVE MEASURES (TO MINIMISE RISK)	EMERGENCY / SPILL RESPONSE/ REHABILITATION MEASURES

**EXAMPLE OF A COMPLETED**

**ENVIRONMENTAL RISK ASSESSMENT SHEET**

# ENVIRONMENTAL RISK ASSESSMENT SHEET

## 1. Short description of the planned activity:

*Name of site: Oilco*

*Removal of underground diesel storage tank and associated pipework to the bowser at the front gate.*

## 2. Type of activity to be undertaken:

☒ **Repair of Pavement** \_\_\_\_\_

☒ **Removal of U/G diesel storage tank, pipework, concrete, soil** \_\_\_\_\_

☒ **Demolition of Bitumen and concrete pavement** \_\_\_\_\_

☒ **Decommissioning of U/G diesel storage tank and pipework** \_\_\_\_\_

**Abandonment of** \_\_\_\_\_

☒ **Rehabilitation of Excavation for tank** \_\_\_\_\_

**Construction of** \_\_\_\_\_

**Operation of** \_\_\_\_\_

**Other (specify)** \_\_\_\_\_

### NOTES:

*This work is to be undertaken in accordance with the requirements of AS1940 specifications by Tank & Pipe Contractors Pty Ltd.*



### 3. Type of facility that will be affected:

Circle the appropriate responses and specify which facilities are involved.

Plant and Equipment: \_\_\_\_\_

Dam, pond, lagoon impoundment: \_\_\_\_\_

☒ Tank, container, silo, bunker: *diesel tank no. 1 at front gate* \_\_\_\_\_

In ground

☒ Underground

Above ground

Bund surrounding: \_\_\_\_\_

Drain

Culvert

Natural Watercourse

☒ Road or pavement

☒ sealed

unsealed: \_\_\_\_\_

☒ Pipeline from *Tank No. 1* \_\_\_\_\_ to bowser \_\_\_\_\_ carrying *diesel* \_\_\_\_\_

☒ Excavation: *to gain access to tank and occupied by the tank* \_\_\_\_\_

Building: \_\_\_\_\_

Structure: \_\_\_\_\_

Pollution Control Equipment: \_\_\_\_\_

Solid Waste: \_\_\_\_\_

☒ Liquid Waste: *diesel and water in the tank and pipeline* \_\_\_\_\_

Other: \_\_\_\_\_

#### NOTES:

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#### 4. Type of material that will be affected:

*Circle the appropriate responses and specify which materials are involved.*

☒ Clean rock or soil: *surrounding the tank* \_\_\_\_\_

☒ Soil or rock stained or contaminated with: *possibly diesel* \_\_\_\_\_

Fill from this site (type): \_\_\_\_\_

☒ Fill (type): *sand around tank* \_\_\_\_\_ Imported from: *unknown* \_\_\_\_\_

☒ Process water - potable    clean    dirty ☒ acid    alkaline    :

possible tank bottoms \_\_\_\_\_

Stormwater: \_\_\_\_\_

Sewage - raw    treated

☒ Chemicals and fuels: *diesel in tank and pipes* \_\_\_\_\_

Vegetation - natural    lawns and gardens    cultivated    rehabilitated : \_\_\_\_\_

Other: \_\_\_\_\_

#### NOTES:

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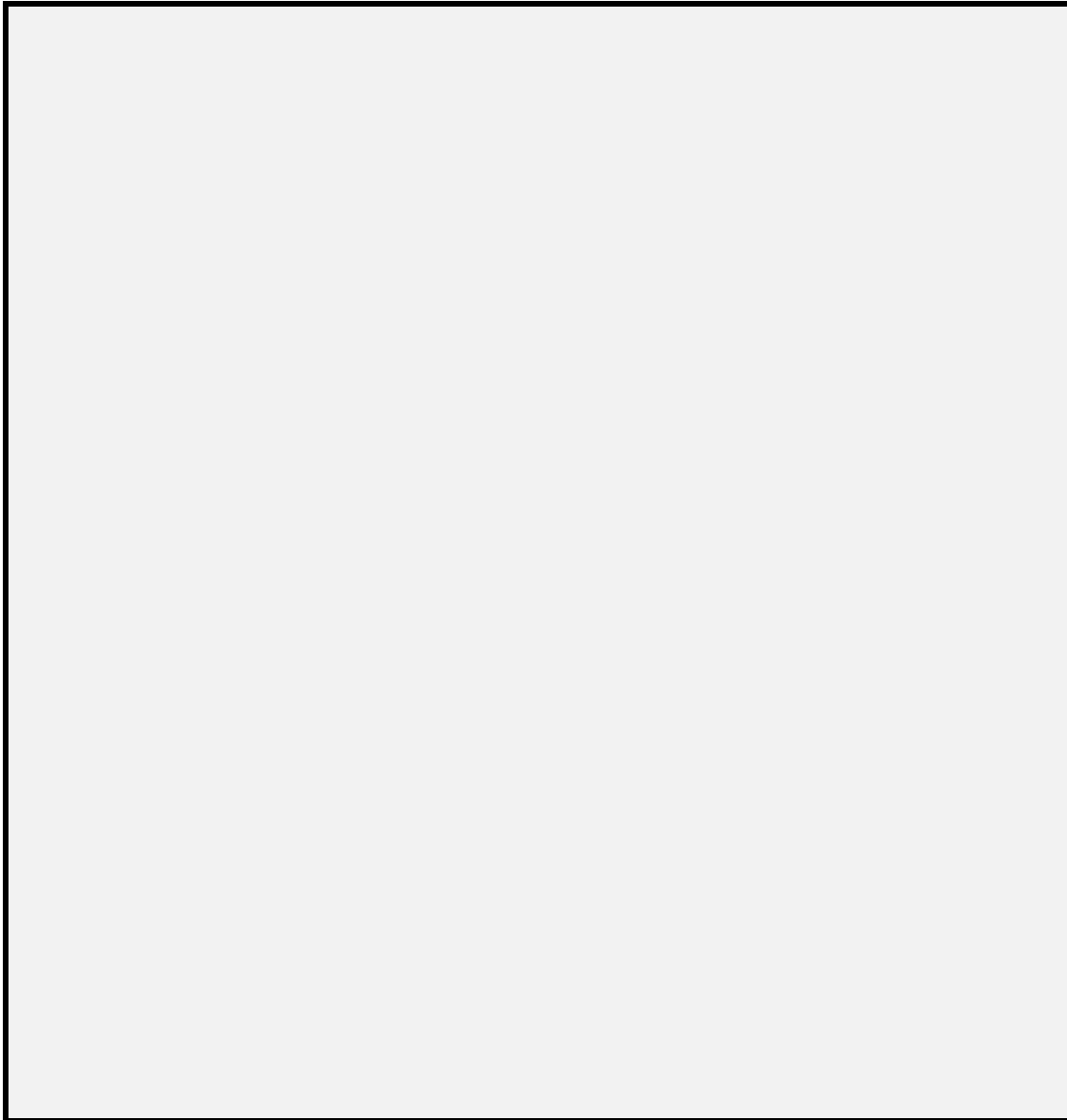
**5. Plan of the proposed operation:**



A plan is attached

A plan is available (reference): \_\_\_\_\_

The sketch plan below is the only one available



PREPARED BY: \_\_\_\_\_ DATE: / / SIGNATURE: \_\_\_\_\_

## 6. Assessment of Environmental Risk Table

NAME OF SITE: *Oilco* \_\_\_\_\_ PREPARED BY: M. Manager \_\_\_\_\_ DATE: 25/ 12/10

No.	ACTION	ENVIRONMENTAL RISK	PROTECTIVE MEASURES (TO MINIMISE RISK)	EMERGENCY / SPILL RESPONSE/ REHABILITATION MEASURES
1	<i>Cut concrete</i>	<i>dust</i>	<i>water down</i>	<i>have hose available</i>
		<i>noise</i>	<i>discuss with contractor</i>	<i>no work out of hours</i>
2	<i>Remove concrete</i>	<i>improper disposal by contractor</i>	<i>obtain confirmation from contractor of proper disposal</i>	<i>nil</i>
3	<i>Disconnect pipes</i>	<i>leaking diesel</i>	<i>- drain all diesel and blow pipes back to tank - block ends of pipes before removal</i>	<i>have buckets and oilabsorbants handy in case of leakage</i>
4	<i>Excavate around tank</i>	<i>dust</i>	<i>water down</i>	<i>as for 1</i>
5	<i>Stockpile sand</i>	<i>sediment in stormwater</i>	<i>cover sand stockpile with plastic</i>	<i>block any turbid water from stormwater</i>
6	<i>Pump out tank</i>	<i>diesel and oily water</i>	<i>contain all pumpouts in a tanker</i>	<i>check all connections before pumping and as for 3</i>
7	<i>Remove tank</i>	<i>leakage of oily water</i>	<i>bund area with sand or absorbant booms before removal</i>	<i>as for 3</i>
8	<i>Inspect excavation</i>	<i>contaminated soil if tank has been leaking</i>	<i>remove contaminated soil in accordance with BCC and DEH requirements</i>	<i>ensure contractor is licenced for contaminated soil removal &amp; disposal</i>
9	<i>Backfill excavation</i>	<i>importation of contaminated fill</i>	<i>make sure fill is clean and acceptable</i>	<i>inspect fill before emplacement</i>
10	<i>Compaction of fill</i>	<i>spillage and storm water contamination</i>	<i>maintain bund around working area</i>	<i>divert contaminated water flow away from stormwater</i>
11	<i>Rehabilitate surface</i>	<i>as above</i>	<i>as above</i>	<i>as above</i>
12	<i>Resurface with bitumen</i>	<i>oily water runoff</i>	<i>maintain oil absorbant bund around working area</i>	<i>place second bund in front of stormwater inlet</i>
13	<i>Restore surface</i>	<i>noise</i>	<i>discuss with contractor</i>	<i>no work out of hours</i>