

ENVIRONMENTAL POLICY

Statement of Intent

The Management and Staff of RC & FM Hemmings and Fiona's Minibus Rentals, recognise the environment as part of the work process and as such aim to raise and maintain our current environmental practices to the same high stand as our overall business management.

We aim to reduce the amount of pollution produced and eliminate our environmental impact through the ongoing training of staff and continuous assessment of work practices to comply with relevant laws and regulations

We also committed to providing an environmentally safe and non-polluting workplace

Responsibilities

The owners and staff at RC & FM Hemmings and Fiona's Minibus Rentals have accepted this Environmental Policy and its associated responsibilities.

Environmental Management Plan

Assessment			Criteria	Additional Information
Environmental Management				
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Management and staff are aware of environmental responsibilities.	This could be through induction, on the job training or staff meetings.
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Material Safety Data Sheets (MSDS) are held onsite for all hazardous chemicals and are easily accessible by staff. Copies must be sighted.	MSDS provide a broad range of information on the chemicals used for safety and environmental purposes.
Resource Efficiency				
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Lights are switched off after hours or when not required.	When not required, lights should be turned off. Consider signage to remind staff.
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Computers are switched off after hours.	When not required, computers should be turned off. Consider signage to remind staff.
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The compressor is turned off afterhours.	When not required, the compressor should be turned off to prevent wasting electricity.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	(If required) A permit from the water authority is held for washing vehicles for a business purpose.	If water restrictions do not allow for vehicles to be washed, a special permit is needed.

Preventing Water Pollution				
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Stormwater drains are clear of oily plumes and litter.	There must be no traces of contaminants near stormwater drains.
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	All hazardous substances are stored in a bunded area, on sealed ground, undercover.	A bund is a low wall or other construction that prevents liquid from leaving a liquid storage area. A bunded area should be capable of holding at least 110 % of the liquid stored within it in case of a spill.
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Parts containing liquid are stored in a bunded, undercover area on sealed ground.	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Batteries are stored in a bunded, undercover area on sealed ground or in a sealed battery box . Battery acid is left inside the batteries. Batteries are collected by a licensed contractor.	Batteries are a trackable liquid waste and need to be handled and stored carefully. They cannot be disposed into landfill and their contents should be left for licensed contractors to deal with appropriately.
Preventing Air Pollution				
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If decommissioning air conditioning systems, an ARCTick licence is held by the business and relevant technicians.	Licenses are required for handling refrigerant and decommissioning air conditioning systems. Licenses are available from www.arctick.org .
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If refrigerants are reclaimed they are removed for appropriate disposal by a licensed company.	Refrigerants should be stored in a recovery cylinder and returned to a licensed wholesaler.
Managing Wastewater				
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	No washing of floors or vehicles occurs within the building. The floor is swept regularly and any liquid spills are contained, collected and disposed of as detailed the section "managing wastes".	There is no source of wastewater within this building.
Managing Wastes				
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Liquid wastes are removed for disposal by a licensed contractor (such as coolant, waste oil, caustic, solvents, brake fluid and fuel).	Liquid wastes are trackable and must be removed by a licensed contractor that provides you with receipts of removal and appropriate disposal.
Preventing Noise Pollution				
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Noisy activity is limited to Council permitted hours.	Only operating in normal business hours prevents noise complaints.