

Guide to Completing Environmental Impact Identification and Control Forms

The attached Environmental Impact Identification and Control Form or a similar appropriate form used by the contractor shall be completed by the successful tenderer in relation to the contract works and submitted to East Gippsland Water for approval prior to commencement. The primary objectives of the form are to:

- Identify environmental impacts associated with contract tasks and activities
- Establish appropriate risk control measures

Each major or significant task or activity associated with the contract shall be considered in terms of the associated environmental impacts. When all environmental impacts have been identified the most likely outcome as a result of an incident shall be determined.

A primary goal shall be to eliminate all adverse environmental impacts associated with the contract. Contractors should detail control measures that adequately address all identified risks.

Where procedures or instructions are developed, they must clearly spell out the work sequence, highlighting the procedures required to adequately control each environmental impact identified. All employees involved in the activity shall have received appropriate training in the procedure prior to the commencement of works.

The Form shall consider the full scope of work associated with the contract where a risk of environmental damage exists. Additional environmental impact assessments may be undertaken during the course of the contract as required (ie work undertaken by subcontractors).

The Environmental Impact Identification and Control Form requires the Contractor to complete the following:

(i) **Specific Job/Activity**

The Contractor should document each major task associated with the contract. This should consider the sequential aspects of the work to be performed from contract commencement to finalisation of the contract.

(ii) **Environmental Impacts**

The Contractor should identify the particular environmental impacts associated with each activity or task to be carried out.

- (iii) **Control Measure**
The Contractor should identify and document what actions are necessary to eliminate or minimise the hazards that could lead to environmental damage.
- (iv) **Who is Responsible**
The Contractor is to identify who is responsible for implementing the particular control measure.
- (v) **Sign Off**
The Contractor is to ensure that the particular control measure is 'signed off' once implemented.

In addition, page two provides a space for all staff involved in the task to sign that they have been involved in the development of, or made aware of the contents of the form.

Generic environmental impact assessments may be used provided that the circumstances giving rise to the environmental impacts are sufficiently similar for the generic risk assessment to be valid.

Where relevant, a contractor may use EGW's Form 048.