

Metal Forming

Checklist for operators

This checklist is designed to assist you in meeting your environmental due diligence. You should be aware that this document is only a guideline for compliance with your general obligations under the *Environmental Protection Act 1994*. It does not limit your legal responsibilities and obligations under the *Environmental Protection Act 1994* or any other relevant legislation.

*** signifies "best practice"

| Compliance details | | |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Aspect | Requirement | ✓ |
| General | *** An environmental management system (EMS) is developed specifically for your business. | |
| | All staff are trained in the environmental management of the business. | |
| | Your business is complying with the conditions set by the Environmental Authority and as detailed in your Development Approval. A copy must be kept at a location readily accessible to all. | |
| | A copy of the Development Approval is on-site and readily accessible. | |
| | A complaints register is kept at the premises to document any complaints received about the activity. The complaints register includes: <ul style="list-style-type: none"> time, date and nature of the complaint how the complaint was made details of the complainant investigation into the complaint and action taken details of the person who investigated the complaint *** response to complainant. | |
| | An incidents register is kept at the premises which records: <ul style="list-style-type: none"> time, date and details of the incident how the incident occurred action taken to remedy the incident investigation into the incident recommendations from investigation. | |
| | Your business is complying with the requirements of Transitional Environmental Program (TEP) and the Environmental Protection Order (EPO) (where applicable). | |
| | Quantities of flammable and/or combustible liquids are stored in compliance with the requirements of the <i>Work Health and Safety Act 2011</i> . | |
| Site management - general | | |
| Aspect | Requirement | ✓ |
| Lighting of the premises | Lighting of the premises for security or any other reason is controlled so that annoyance is not caused to the occupants of neighbouring areas. | |
| Noise | Noise generating equipment and processes (e.g. compressors, sanders) are controlled so that noise nuisance is not caused to surrounding premises. | |
| Visual amenity | The facility is maintained in a clean and tidy state at all times. | |
| | *** Visual amenity blends suitably with the surrounding environment. | |
| Air/odour | Dust, odour and particulate emissions are controlled so that nuisance is not caused to surrounding premises. | |
| Stormwater | Stormwater is prevented from entering contaminated work areas. | |

For more information, contact your local Council

| Site management – site specific | | |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Aspect | Requirement | ✓ |
| Noise | Silencers are fitted to compressors, pumps, fans and other noisy machinery and regularly maintained. | |
| | Noisy equipment is enclosed or acoustically screened to muffle and reduce noise. | |
| | Equipment is mounted on vibration isolating platforms or rubber mats. | |
| | Mechanical ventilation systems are fitted with noise-proof ducting and acoustically designed intake and exhaust openings. | |
| | *** All new equipment is fitted with noise-reduction devices. | |
| | *** Windows and roller doors facing noise-sensitive premises are closed and all unnecessary openings sealed. | |
| | *** Heavy vehicles only operate in daylight hours or as specified in the conditions of the Development Approval. | |
| | All equipment and vehicles are serviced and maintained to prevent any loose parts, rattling covers, worn bearings or broken components. | |
| General | Oxy-acetylene torches are used away from possible ignition sources, such as flammable and combustible liquids and materials (e.g. oils, greases, rubber, solvents). | |
| | Appropriate saws are used for cutting operations to limit possible ignition of rubber and other materials. | |
| | Contaminated materials, such as metal products and machinery, vehicle parts and engineering structures, are stored undercover. | |
| | Containers and packages, containing chemicals and possible contaminants, are housed in an adequately bunded and covered area. | |
| | Contaminated wastewater is directed to an approved system | |
| Cleaning and preparation | | |
| Aspect | Requirement | ✓ |
| Air | All dry sanding of coatings or metals is conducted so that environmental nuisance is not caused to neighbours. | |
| | Dust from rubbing down is prevented from accumulating. | |
| | All cutting operations are conducted on a sealed, covered surface, and collected and removed for recycling; metal scraps and filings are vacuumed or swept. | |
| | *** Physical cleaning methods, such as scraping, scrubbing or blasting, are used wherever possible to avoid producing wastewater. | |
| | *** A dry sanding system with dust extraction system is used to completely prepare surfaces. | |
| | *** Solvent emissions are collected and re-used on-site or sealed in a container for collection by a solvent recycler. | |
| Water | *** Oily or greasy parts are cleaned using "Quick break" degreasing compounds and detergents. | |
| | *** Wet sponge and bucket are used to wet sand and clean prepared surfaces. | |
| | Sludge and dust are collected using a wet/dry vacuum cleaner with bag filter and then placed in an industrial bin for removal by an approved regulated waste transporter. | |
| | Surface cleaning and preparation is conducted on an impervious area (e.g. concrete) that is adequately covered and bunded to contain spills and exclude stormwater. | |
| | Wastewater is drained to the sewer via an approved trade waste treatment device and under the conditions of a trade waste approval from the relevant authority. Ensure that the trade waste treatment device is regularly maintained. | |

| Abrasive blasting | | |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Aspect | Requirement | ✓ |
| Air | Abrasive blasting, particularly dry blasting, is conducted in an enclosed chamber with dust extraction equipment installed. (See Abrasive Blasting - Checklist for operators.) | |
| | Fine abrasive dust from cleaning of metal products is disposed of by a licensed waste removalist. | |
| | Abrasive blasting materials and debris do not enter the stormwater system. | |
| | Spent abrasive material is stored in a bunded and covered area where soil and stormwater cannot be contaminated. | |
| Metal cutting | | |
| Aspect | Requirement | ✓ |
| Air | Metals and non-metals are separated prior to shredding/fragmenting operations. | |
| | Particle filters or water scrubbers are used to control impurities released from shredding/fragmenting equipment. | |
| | No burning is conducted on the premises. Plastic coated wire is recovered by mechanical stripping or in an approved incinerator with appropriate air pollution control equipment fitted. | |
| | *** Oxy-acetylene is used only for cutting parts that either shear or that a cut-off saw will not reach. | |
| Water | Cutting and shredding area is covered and contained, and stormwater excluded from work area. | |
| | Liquid sludge, released in the shredders/fragmenters, is appropriately controlled and collected. | |
| | *** Wet/dry vacuums are used rather than hosing. | |
| Noise | All noise generating equipment and processes (e.g. motors, compressors) are located so that noise nuisance is not caused to surrounding premises. | |
| Storage of potential contaminants | | |
| Aspect | Requirement | ✓ |
| General | Potential solid and liquid contaminants are stored within an adequately bunded and covered area, away from through traffic areas. | |
| | Spill clean-up equipment is available. | |
| | Procedures are in place with respect to containment and disposal of spilt contaminants. | |
| | All containers with decanting taps are fitted with spill trays to contain drips from taps. | |
| | All bunds are constructed of compounds that are impervious to the materials stored within. | |
| Waste management- general | | |
| Aspect | Requirement | ✓ |
| General waste | Undercover storage area is provided and maintained in a clean and tidy condition. | |
| | Waste containers are clearly labelled and located in conveniently accessible areas. | |
| | Waste is minimised on-site; only solid inert waste is disposed of to landfill. | |
| | No incineration of waste on-site. | |
| | Floor waste is captured and disposed of appropriately (e.g. sweep and bag, vacuum). | |
| Wastewater | Disposal is to sewer under a trade waste approval, or removed by a licensed waste transporter. | |
| | *** Wastewater is treated on-site and re-used. | |

| | | |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Regulated wastes | All regulated wastes are removed from the premises by an approved regulated waste transporter. Records are available for inspection of the following: <ul style="list-style-type: none"> • Hazardous waste disposal facility dockets (when applicable). • Licensed waste transport vehicle details (when applicable). • Register of time, date, quantity, type and destination of waste removed or disposed of. | |
| Recycling | *** Waste (as below) is segregated for recycling and re-used on-site where possible: <ul style="list-style-type: none"> • Clean cardboard. • Aluminium cans and drink bottles. • Plastics. • Steel products (drums, drained steel cans). • Rags. | |
| Waste management - site specific | | |
| Aspect | Requirement | ✓ |
| Waste oil | Waste oil is stored in an area where a spill will not result in a release to the environment | |
| Oil filters | Oil filters are drained prior to disposal | |
| | Storage area is covered and stormwater directed away from area | |
| Metal scrap | *** All scrap metal is separated and recycled; records are kept | |
| Prevent landfill contamination | All containers or vessels containing oils, solvents, and other chemicals or potential contaminants are emptied before disposing via the industrial bins. | |
| Wastewater | *** All recyclable liquid wastes that are not suitable for the sewer to be separated out for collection by a licensed waste removalist. | |
| Regulated Waste | Regulated waste as per Section 65 and Schedule 7 of the <i>Environmental Protection Regulation 2008</i> , must be identified and segregated from non-compatible waste streams for storage and collection by approved waste transporter. | |

Your name: _____ Date: _____