

Business Details

Business Name

Address

Date and Time

Type of Business

Environmental Management

<input type="checkbox"/> The business has an Environmental Policy.	<p>This declares a business' commitment to the environment. It should highlight the organisation's objectives and targets. The policy can be displayed in a reception area to demonstrate the commitment to customers.</p>
<input type="checkbox"/> The business has an Environmental Management Plan.	<p>An Environmental Management Plan prioritises good practices that need to be achieved to maintain good environmental practice.</p>
<input type="checkbox"/> Staff members receive training and/or are made aware of environmental practices and responsibilities regularly.	<p>This can be achieved by discussing the issues at staff meetings, toolbox meetings or one-on-one. Information can also be given to staff when new equipment or practices are introduced.</p>

Notes:

Energy Use

<input type="checkbox"/> Workshop has skylights to minimise the amount of artificial lighting used.	<p>Installing clear roof sheeting or skylights can be a relatively inexpensive way of saving energy and money on lighting.</p>
<input type="checkbox"/> Energy efficient globes are used.	<p>Energy efficient globes can reduce energy consumption therefore saving money.</p>
<input type="checkbox"/> Compressor air hoses, tools and connections are checked regularly (monthly) for leaks and repaired promptly.	<p>Leakage is the single largest waste of energy associated with compressed air usage. An inexpensive way to check for leaks is to apply a soapy water solution in the suspect air using components.</p>
<input type="checkbox"/> The compressor is turned off after hours.	<p>This cuts down energy consumption if the compressor is leaking.</p>

Notes:

<input type="checkbox"/> All spray painting and repair work is conducted inside the workshop.	Activities that can be conducted outside the workshop are those that will not involve the risk of spilling any contaminants (such as sanding dust, thinners, coolant or oil) to the ground or drains.
<input type="checkbox"/> Vehicle washing and engine degreasing is conducted in a dedicated wash down bay that drains to a sediment tank and oil separation system.	Washing vehicles on the driveway will direct wastewater directly to stormwater drains, carrying contaminants such as oil and detergents to nearby rivers, wetland or to groundwater via leach drains.
<p>The following contaminants are stored on sealed ground on a bunded, undercover area:</p> <input type="checkbox"/> Thinners <input type="checkbox"/> Paint <input type="checkbox"/> Solvents, acids, caustics and cleaning chemicals <input type="checkbox"/> Engine oil and other lubricants (new and used) <input type="checkbox"/> Coolants	A bund is a low wall or other obstruction (such as a speed bump or angle iron) that will prevent any spilled material from leaving a workshop or chemical storage area. A bunded area should be 110% of the largest container, plus 25% of all containers held in the compound or bunded area. Sealed ground such as concrete or bitumen will prevent spilled chemicals from polluting the soil or groundwater. Depending on the type of chemicals held it might also be necessary to seal this surface to prevent deterioration.
<p>Contaminated parts such as those containing oil, brake fluid, battery acid and radiator fluid are stored in:</p> <input type="checkbox"/> Sealed containers or bins <input type="checkbox"/> Undercover in a bunded area	Parts that have not been drained and cleaned of all fluids should be stored in an area where inevitable leaks will not drop to open ground or stormwater drains. Areas used for the storage of oil-contaminated parts should be drained to an oil separation system.
<input type="checkbox"/> All containers used for storing chemicals and contaminated components are sealed, not spilling over and free of leakage.	To prevent pollution and clean-up hassles, regularly check all storage containers for potential leaks.
<input type="checkbox"/> Workshop has bunding across all external openings or the workshop floor drains inwards.	A bund is a low wall or other obstruction (such as a speed bump or angle iron) that will prevent any spilled material from leaving a workshop.

Notes:

Wastewater Management

<input type="checkbox"/> Workshop floor is cleaned the majority of the time by sweeping or vacuuming.	These methods use less water and reduce problems associated with treating wastewater prior to disposal.
<input type="checkbox"/> Fluids from all parts washers, irrelevant of chemicals used, are removed for approved disposal by a licensed contractor and not directed towards the wastewater system or drains.	Oil water separators will not remove the types of chemicals used in many parts washers. These chemicals can also be more toxic than biodegradable, quick-break degreasers, therefore will poison the sewer, septic or stormwater system that they are drained to.
<input type="checkbox"/> The workshop floor drains to a sediment tank or silt trap.	The Department of Environment and Climate Change (DECC) recommends that waters contaminated with paint, paint remover or sanding dust from paint or fillers be directed to a sealed settling tank and stored until the particulate matter settles out. The clear water is allowed to discharge to sewer or a soak well or be removed from the premises on a regular basis.
<input type="checkbox"/> Sediment trap is cleaned regularly (monthly).	Regular maintenance ensures efficient operations preventing pollution of drainage systems.
<input type="checkbox"/> An oil separation system is used to manage wastewater prior to approved disposal. The type of separator is: _____. If no separator is used please go to next section.	An oil separation system separates the oil from water to allow the wastewater to be safely discharged into the sewer.
<input type="checkbox"/> The separator is serviced every 13 weeks or per manufacturer's specifications.	Oil separation systems require regular servicing. Failure to do so could lead to system failure and pollution.
<input type="checkbox"/> At least 2 staff members are aware of how the separator operates.	Having staff trained will ensure that the separator is used properly.
<input type="checkbox"/> A log book is kept of separator services.	This provides a record of work undertaken if a system malfunction or problem occurs. A log book can demonstrate that the separator has been responsibly maintained.
<input type="checkbox"/> The workshop uses: <input type="checkbox"/> Biodegradable/phosphate free detergents when cleaning the outside of vehicles. <input type="checkbox"/> Quick-break/biodegradable degreasers when degreasing and directing wastewater to a separator.	Biodegradable chemicals are broken down by living organisms. Quick-break cleaning compounds rapidly allow the oil and water to separate so that the separator can act efficiently. Solvent-based degreasers tend to create a mixed solution of oil and water that stays together for a long time, allowing oil to pass through a separator without being filtered out as required. The characteristics of the chemicals used can be checked on the MSDS or by written verification from the supplier.
<input type="checkbox"/> The business has an <i>Industrial Waste Permit</i> to discharge wastewater from the separator to the sewer.	Businesses wanting to discharge industrial waste to the sewers must apply for a permit from Sydney Water, Hunter Water or the local council (depending on location). The permit specifies an amount and type of wastewater allowed to be discharged. The permit carries terms and conditions.

Notes:

Spill Management

<input type="checkbox"/> Premises has an adequate number of emergency spill kits that contain absorbent pads, pillows or granules, containment booms, brooms, dust pan, mop, gloves and relevant protective equipment. If no spill kits are available please go to next section.	Spill kits aid in the clean up and containment of liquid spills around the workshop. They should be easily accessible and have the capacity to cope with potential spills.
<input type="checkbox"/> The spill kits are clearly visible and accessible to all staff at all times.	It is important that spill kits are located in a designated area and are not obstructed.
<input type="checkbox"/> Formal spill procedures are available to staff.	Instructions on how to use spill kits should be visible.
<input type="checkbox"/> Staff members are trained in spill response.	It is important that staff members are aware of how to handle a spill. Good suppliers will often demonstrate how to use the spill equipment at the time of purchase.
<input type="checkbox"/> Larger spills are recorded.	Recording spills can highlight ongoing issues that could be rectified and prevented.
<input type="checkbox"/> Material Safety Data Sheets (MSDS) are held onsite for all chemicals used.	MSDS provide a broad range of information on the chemicals used including clean up procedures and safety concerns that will affect both personnel and the environment.

Notes:

Air Quality

<input type="checkbox"/> All spray painting is conducted in an approved spray booth with an exhaust fan or filter.	Spray booths will contain the odours associated with spray paints. The filters help increase the lifespan of the exhaust fans, reduce fire hazards and prevent paint particles from depositing outside the building.
<input type="checkbox"/> Spray booth filters are changed over as per the manufacturer's recommendations.	This leads to efficient operation of the filter system.
In addition to or as an alternative to compressed air spray guns the spray painters use: <ul style="list-style-type: none"> <input type="checkbox"/> High volume, low pressure spray guns <input type="checkbox"/> Airless spray guns 	These alternative methods have higher transfer efficiency therefore the quantity of paint and solvent used is significantly reduced.
<input type="checkbox"/> Solvent containers are kept sealed between uses.	This prevents solvents from evaporating and causing atmospheric pollution.
<input type="checkbox"/> Recycled thinner (gunwash) is used to clean guns.	Using a recycled product, such as thinner, for cleaning guns saves money on virgin products and ensures the continual reuse of a potentially recyclable product.

<input type="checkbox"/> The workshop has a gun cleaning station.	Cleaning spray guns by spraying thinners into the air leads to atmospheric pollution. A good gun cleaning station should capture the thinner redirecting them back into a holding drum for reuse or recycling.
<p>The business uses:</p> <input type="checkbox"/> Waterborne paints <input type="checkbox"/> Low emission (LE), high solid paint.	Waterborne paints are water based rather than solvent based. They have extremely low levels of toxicity compared to solvent based paints. Low emission, high solid paints do contain solvents however the proportion is far less, resulting in few toxic elements released to the atmosphere.
<input type="checkbox"/> Sanders have dust vacuum systems.	This prevents sanding dust from polluting the workplace and neighbouring properties.
<input type="checkbox"/> The workshop commissions, decommissions, services or repairs automotive air conditioning systems and has the relevant licence from ARctick. If the workshop does not carry out these activities please go to next section.	Licences are granted to businesses through the Australian Refrigeration Council on behalf of the Department of Environment and Heritage (DEH). The DEH states that "any person or company who buys or sells gas will be required to hold an authorisation".
<input type="checkbox"/> At least one staff member is accredited by ARctick to perform required work in regards to air-conditioning.	The Department of Environment and Heritage states that "any person who handles refrigerant gases where there is a risk of emission (either ozone depleting substances or synthetic greenhouse gases)" requires an air-conditioning licence which is available from ARctick.
<input type="checkbox"/> The workshop has a copy of the <i>Code of Practice for the Control of Fluorocarbon Emissions in Motor Vehicle Air Conditioners</i> .	The Code of Practice should be available to all staff, especially those conducting work on air conditioning systems. The Code of Practice is available from the Institute of Automotive Mechanical Engineers (IAME).
<input type="checkbox"/> Refrigerant gas is reclaimed and removed by a supplier for approved disposal.	All air conditioning gases such as the ozone depleting R12 and other greenhouse gases such as R134(a) must be captured and returned to suppliers for approved disposal.

Notes:

Waste Disposal Management

<input type="checkbox"/> A licensed carrier removes waste oil for recycling or reuse.	Waste oil can sometimes be removed free of charge, however some carriers impose a minimum quantity for a no-cost service. Check with a range of suppliers to see what service best suits.
<input type="checkbox"/> Scrap metal and parts are removed for recycling.	Some waste carriers that remove such things as waste oils and coolants may also take scrap metal and parts. Check with a range of suppliers to see what service best suits.
<input type="checkbox"/> Batteries are sent off or removed for recycling.	Many scrap metal dealers will accept or pick up old car batteries. If storing large quantities of batteries, ensure that the storage facilities will prevent pollution to open ground or stormwater drains.
Radiator coolant or waste coolant is: <input type="checkbox"/> Removed by a licensed waste contractor <input type="checkbox"/> Recycled internally using the workshop's own approved coolant recycling machine.	The components in many coolants are toxic to both humans and animals and <u>cannot</u> be allowed to drain into stormwater drains, the sewer or septic systems.
<input type="checkbox"/> Cardboard is recycled or reused.	It can be cheaper to have cardboard removed for recycling than it is to add it to the general waste that is sent to landfill.
<input type="checkbox"/> Rags/absorbent pads are recycled.	Some contractors will wash and replace oil contaminated rags.
<input type="checkbox"/> A licensed contractor removes old or excess paint.	Some contractors allow workshops to add excess paint to thinners removed for recycling but may charge an extra fee due to the higher level of contamination.
Waste solvent thinners are recycled by: <input type="checkbox"/> An external contractor that removes the product from the premises <input type="checkbox"/> Internally using the workshop's own approved solvent recycling machine.	Waste thinners are recyclable and should be recycled where possible. Several contractors can remove waste thinners for recycling. Small-scale recycling stills are also available for purchase. The approximate payback period on the cost price is 12 to 18 months. A business that recycles its solvent wastes can apply for a discount from the license fee through a <i>Load Reduction Agreement</i> with the NSW Department of Conservation and Climate Change (DECC).
<input type="checkbox"/> Plastic bumpers are removed for recycling or repaired onsite.	Some companies accept plastic bumpers for recycling.
<input type="checkbox"/> Headlights are removed for reuse.	Some companies accept headlights for recycling.
<input type="checkbox"/> Waste tyres are removed by a waste contractor for approved disposal, recycling or reuse.	At present there is only a small recycling market for the rubber from used tyres. Most waste tyres are directed to landfill. If not managed correctly they can be an extreme fire hazard leading to air, soil and groundwater contamination.

Notes: