

ANNEX G – SITE ROLES AND RESPONSIBILITIES

The Production Manager works with the relevant functional managers and human resources personnel to ensure adequate resources are in place for the site.

The Production Manager ensures that the specific roles, inter-relationships, and lines of reporting are defined in the site's organisational structure, and may assign:

- an individual to a specific role
- the responsibilities for the specific role to themselves; or
- the responsibilities for the specific role to other site team members.

Production Manager

Typical Responsibilities

- Visibly committing to and implementing environmental practices as defined in the EMP.
- Overseeing site occupation and delivery compliance to the EMP, and ensuring environmental records are maintained and made available upon request to government agencies.
- Reporting environmental status and environmental incidents.
- Reviewing and participating in environmental incident investigations and nominated corrective measures.
- Instigating site meetings where environmental performance is an agenda item.
- Participating in environmental audits.
- Initiating environmental reviews with the Zero Harm Advisor / Environmental Advisor to facilitate continual improvement.
- Maintaining a useable library of environmental documentation.
- Ensuring required environmental training, including for environmental management, spill response, and spill prevention, is completed.
- Understand legal requirements relevant to their role and responsibilities and implement appropriate measures to comply with legal requirements.
- Verify that legal requirements have been identified in compliance registers and measures to comply are implemented.
- Lead a program of communication activities for informing the community on operations.
- Manage the handling of enquiries and complaints in line with the complaint handling procedure.
- Work closely with the technical streams and management team to ensure known stakeholder requirements are proactively considered.
- Manage the maintenance of stakeholder database and contribute to reporting requirements.
- Ensure that the appropriate management response and handling procedures are instigated and carried through in the event of an incident and/or non-compliance.

Site Supervisor

Typical Responsibilities

- Visibly committing to and implementing environmental practices as defined in the EMP.
- Participating in environmental incident investigations and nominated corrective measures.
- Participating in environmental audits.
- Undertaking monthly environmental inspections across all areas of the site and presenting alerts or findings at toolbox meetings.

- Co-ordinating and facilitating SWMS activities for their area of responsibility.
- Ensuring all personnel, including subcontractors and visitors, undertake site defined induction and training, and are aware of any evacuation and emergency procedures.
- Reporting environmental incidents to the Environmental Advisor as they are identified.
- Participating with the Zero Harm Advisor / Environmental Advisor in the investigation of incidents in their area of responsibility.
- Ensuring environmental issues are raised at site toolbox meetings.
- Comply with the information, instruction, processes and systems provided for legal compliance.

Environmental and Sustainability Advisor (Governance Role)

Typical Responsibilities

- Providing senior support to the Production Manager and Zero Harm Advisor to ensure environmental works are carried out in accordance with the EMP and the respective sub-plans, and Downer procedures.
- Providing technical support to site staff.
- Assisting in the investigation of any incidents.
- Consulting with the administering authorities on environmental matters, as required.
- Maintaining effective Zero Harm systems in the field by developing maximum employee and subcontractor participation.
- Assisting in achieving zero environmental incidents for the site.
- Undertaking regular system/ site environmental audits and producing high quality environment audit reports.
- Provide environmental guidance in resolving issues with a view to continuous improvement and elimination of any environmental incidents.
- Assisting site personnel in the development of site-specific documentation, e.g. SWMS.
- Assisting in the preparation of the Site Risk Register and the environmental induction of site personnel.
- Monitoring and reporting on energy, greenhouse gas and waste management, including sewage disposal.
- Being familiar with and implementing the requirements of this EMP, as required.
- Complying with any regulations or statutory obligations for environmental management.
- Identify legal requirements and implement measures to comply, while also providing guidance and advice regarding relevant Zero Harm requirements.

Downer Worker

Typical Responsibilities

- Visibly committing to environmental procedures and instruction.
- Completing required inductions as specified in this EMP.
- Participating in the formulation of SWMS.
- Implementing environmental controls as detailed in inductions, SWMS, all aspects of this EMP and applicable sub-plans, compliance documents, procedures, and standards.
- Reporting environmental incidents and issues to the relevant Supervisor or to the Environmental Advisor.
- Using equipment provided to reduce environmental hazards or emissions.
- Participating in environmental inspections.

- Contributing to the overall site goal for zero environmental impacts and incidents by making suggestions for improvement where identified.
- Complying with all aspects of this EMP and all associated compliance documents, permits, procedures, and standards.
- Conducting risk assessments and providing SWMS to Downer prior to construction.
- Undertaking induction(s) as defined by this EMP and complying with site environmental instructions.
- Providing to Downer details of all hazardous substances, contained within Safety Data Sheets (SDS), proposed for use in subcontractor scope.
- Providing other environmental related data to Downer as defined by this EMP, including data for NGER, waste generation, and water consumption.
- Attending site meetings when requested.
- Reporting, investigating, and implementing corrective measures arising from associated environmental incidents.
- Attending environmental training and awareness sessions.
- Comply with the information, instruction, processes and systems provided for legal compliance.
- Employees, contractors and subcontractors are to:
 - Notify the Production Manager of any hazard or potential hazard that may result in an incident and/or non-compliance, regardless of the nature or scale.
 - Take immediate action (where it is safe to do so) to prevent, stop, contain and/or minimise any adverse impact associated with an incident and/or non-compliance.

Zero Harm Advisor

Typical Responsibilities

- Visibly committing to environmental procedures and instruction, and maintaining environmental records defined within this EMP.
- Providing technical support to the Production Manager and site team.
- Assisting the Production Manager / Environmental Advisor in providing environmental training and inducting all site personnel, including subcontractors and visitors.
- Providing environmental input to the formulation of SWMS, as required.
- Resolving and/ or facilitating solutions to site environmental issues and problems.
- Liaising with relevant regulatory authorities and stakeholders, as required.
- Reviewing and participating in environmental incident investigation and nominating corrective measures.
- Carrying out environmental inspections.
- Initiating environmental reviews with the Production Manager and facilitating continual improvement.
- Directing the workforce (in consultation with the Production Manager) to stop work in order to achieve compliance with the environmental requirements of the head contract, as covered in the EMP, or to prevent environmental damage.
- Identify legal requirements and implement measures to comply, while also providing guidance and advice regarding relevant Zero Harm requirements.