

Daily Checklist *(to be completed by Site Plant Operators)*

Date at start of week (i.e. Saturday) : / /	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Site inspection by :							
Write (Yes / No); (Y / N); or (✓ / X) for each issue							
Are there any obvious risks or hazards in these area ? (Yes / No)							
Access to and from the site							
Weighbridge area							
Transfer bin area							
Tipping face area							
Chemical storage area							
Metal stockpile area							
Other stockpile areas							
Other site areas							
Are there any performance issues with the following ? (Yes / No)							
Plant (as per NSC Plant Daily Check List forms)							
Irrigation activities at old site (pumps, tanks, sprinklers, lines)							
Irrigation activities at new site (pumps, tanks, sprinklers, lines)							
Leachate intercept trenches and pumps at old site							
Constructed wetland at old site							
Constructed wetland at new site							
Leachate dam at new site							
Erosion and sediment control							
Signage and traffic control							
Other (please specify)							
Are there any obvious issues with the following ? (Yes / No)							
General workplace health and safety							
Waste bins at transfer station (e.g. overflowing)							
Litter							
Dust							
Odours							
Landfill gases							
Fuel / oil spills							
Chemical spills							
Fires (at tip face, transfer bins, etc)							
Explosions (e.g. gas cylinder, methane)							
Hazardous material							
Rainfall events ? (Yes / No)							
Has there been a rainfall event of > 25mm in the past 24 hours ?							
Has there been an overflow from the leachate sump at the old site ?							
Has there been an overflow from the leachate dam at the new site ?							
Has there been a Pollution Incident today ? (Yes / No) <i>(to be completed at the end of the day)</i>							
Minor pollution incident							
Major pollution incident							
Leachate discharge event (at old site only)							
If yes, have all the incidents been entered in the site diary ?							

Comments :
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Weekly Checklist – Page 1 of 2 (to be completed by Site Leader)

Year :	Month :	Week 1	Week 2	Week 3	Week 4	Week 5
Date at start of week (i.e. Saturday)						
Site inspection by :						
Write (Yes / No); (Y / N); or (✓ / X) for each issue						
Are the following emergency response equipment in good order ? (Y/N)						
First Aid Kits (i.e. fully stocked)						
Chemical spill kits (i.e. fully stocked)						
Eye wash and dousing showers (i.e. tested)						
Asbestos kits (i.e. fully stocked)						
Fire hose reels and fire extinguishers (i.e. in place and tags current)						
Are the following matters satisfactory ? (Yes / No)						
Compliance with facility operating requirements and procedures						
General good housekeeping (i.e. the site is tidy)						
Tipping face is optimised (for waste placement, including minimising area)						
Waste is being correctly placed and compacted						
Daily cover is being correctly applied						
Stockpile areas are within designated areas						
Stockpile sizes for combustible material are minimised						
Chemicals and hazardous materials are properly stored and secured						
Herbicides and pesticides are properly stored and secured						
Fuel containers / fuel storage (properly secured, banded, sealed, not leaking)						
Gas bottles stored in accordance with WorkCover and EPA requirements						
Onsite signage is in place						
Perimeter fence lines secure and intact						
Septic tank performing satisfactorily (i.e. pump-out not required)						
Are the following works in good order ? (Yes / No)						
Roadways						
Drainage lines						
Constructed wetland at old site						
Constructed wetland at new site						
Leachate dam at new site						
Other stormwater infrastructure (e.g. pipes, culverts , manholes)						
Erosion and sediment control works						
Hardstand areas (i.e. surfaces are intact)						
Site revegetation						

Comments :

Weekly Checklist – Page 2 of 2 (to be completed by Site Leader)

Year :	Month :	Week 1	Week 2	Week 3	Week 4	Week 5
Date at start of week (i.e. Saturday)						
Site inspection by :						
Write (Yes / No); (Y / N); or (✓ / X) for each issue						
Are there any occurrences of the following ? (Yes / No)						
Contamination of the various stockpiles areas						
Excessive odours (at tip face, transfer station, etc)						
Leachate eruptions (through capped areas, batters, landfill toe)						
Litter eruptions (through capped areas)						
Litter beyond the active tipping area						
Fly and vermin infestations at tipping face or transfer station						
Vermin or feral animals within the overall site						
Erosion (at tipping face, capped areas, drainage lines, other)						
Soil tracking onto road surfaces						
Dust being deposited beyond the site perimeter						
Downstream sedimentation (within drainage lines, intermittent creek)						
Overgrown areas which need slashing						
Weed infestations						
Reporting matters (to be completed at end of week) (Yes / No)						
Have the daily inspection sheets been completed for the week ?						
Have all pollution incidents been entered in the site diary ?						
Were there any minor pollution incidents during the week ?						
Were there any major pollution incidents during the week ?						
If yes, have the major pollutant incident forms been completed ?						
How many days did leachate discharges occur (from old site only) ?						
Have the relevant NSC Plant Daily Safety List forms been completed ?						
Have the NSC Site Induction Checklist forms been completed ?						
Were there any emergency site evacuations during the week ?						
If yes, have the Emergency Site Evacuation forms been completed ?						

Comments :

Monthly Site Audit
(to be completed by Site Coordinator)

Audit Month and Year : Date of Audit : Audit By :	Yes, No or N/A	Comments	Action Taken
Have the following requirements been addressed :			
Staff training is up to date			
The Daily Checklists are current and complete			
The Weekly Checklists are current and complete			
The pollution incident reporting requirements are correct and complete, and all relevant authorities have been notified			
A review has been undertaken of the incident reports and associated corrective actions			
The site activities are being confined to the appropriate areas			
Intermediate cover has been applied to filled areas			
Final capping has been applied in accordance with requirements			
The leachate management system (at the old site) is intact and operational			
The leachate management system (at the new site) is intact and operational			
The constructed wetland at the old site is sound (outlets in order, no erosion or slips)			
The constructed wetland at the new site is sound (outlets in order, no erosion or slips)			
The leachate dam at the new site is sound (aeration operating, no erosion or slips)			
The erosion and sediment control requirements for the site are satisfactory			
The dust control requirements for the site are satisfactory			
The fire extinguishers, fire hose reels and fire hydrants are in good order, and the tags are up to date			
Other (please specify)			

Comments :

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Six-Monthly Site Audit
(to be completed by Site Coordinator)

Audit Period : Date of Audit : Audit By :	Yes, No or N/A	Comments	Action Taken
Have the following requirements been addressed :			
The conditions of the EPA Licence for the facility are being met			
The environmental management documentation including EMP, PIRMP, SOPs, registers and reporting is up to date			
The non-conformance reports, the daily and weekly inspection checklists, and the monthly audits have been reviewed			
A review of current on-site procedures against the EMP and PIRMP has been carried out			
Site staff and plant operators have been interviewed to ensure they satisfactorily understand the EMP requirements (including SOPs in the PIRMP)			
The required water quality testing requirements (for surface water, groundwater and leachate) for the period have been undertaken			
The required gas monitoring for the period has been undertaken			
The environmental reports for water quality and gas monitoring have been prepared and reviewed			
Based on all the above reviews, are there any improvements to the operation of the facility which can be implemented			
The required surveys have been undertaken to confirm the final landform design is being achieved			
The volumetric surveys have been carried out			
The weighbridge activities have been audited by an independent third party			
The weighbridge has been tested and verified			
An overall inspection of the stormwater facilities and infrastructure has been undertaken			
An overall inspection of site building infrastructure has been undertaken			
The Fire Safety Certificate inspection has been undertaken for all essential fire safety equipment on site			
Fire breaks have been maintained			
Other (please specify)			

Comments :

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