



## RED BUS SERVICES ENVIRONMENTAL MANAGEMENT PLAN

|                             |                      |   |                    |
|-----------------------------|----------------------|---|--------------------|
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| <b>File Name</b>            |                      | Environmental Management Plan                                       |                    |
| <b>Associated Documents</b> |                      | Environmental Policy  |                    |
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## **1 INTRODUCTION**

### **1.1 Background**

Red Bus Services (RBS) operates the Outer Sydney Metropolitan Bus Service Contract Region 7 on the Central Coast, providing excellent mobility, whilst being committed to providing a service which is an environmentally responsible transportation for local services that bring together people and communities. Thus, achieving a balance between the environment, society, and the economy which RBS considers essential to meet the needs of the present without compromising the ability of future generations to meet their needs. Sustainable development is a goal that RBS see as essential in achieving balance between the three pillars of sustainability.

### **1.2 Aim of Environment Management Plan**

RBS Environmental Management Plan (EMP) aim is to develop dynamic procedures and preventative measures so as to be always evolving with changing environments which;

- protecting the environment by preventing or mitigating adverse environmental impacts;
- mitigating the potential adverse effect of environmental conditions on RBS;
- assisting RBS in the fulfilment of compliance obligations with the requirements under the ISO 14001 standard, OSMBSC (Outer Sydney Metropolitan Bus service Contracts) and statutory obligations related to environmental protection;
- enhancing environmental performance where practicable;
- controlling or influencing the way RBS services, activities and maintenance requirements are designed, delivered, consumed, and disposed by using a life cycle perspective that can prevent environmental impacts from being unintentionally shifted elsewhere within the life cycle;
- achieving financial and operational benefits that can result from implementing environmentally sound alternatives that strengthen the organisation's market position;
- communicating environmental information to relevant interested parties.
- includes a monitoring plan to enable evaluation of the success or failure of environmental management measures, and to carry out reorientation of the plan if found necessary.

This management plan is reviewed and updated annually by the management team and RBS Board.

### **1.3 Success Factors**

RBS sees the success of the environmental management plan depends on commitment from all levels and functions throughout RBS, led by top management. Where reasonably practicable RBS shall leverage opportunities to prevent or mitigate adverse environmental impacts and enhance beneficial environmental

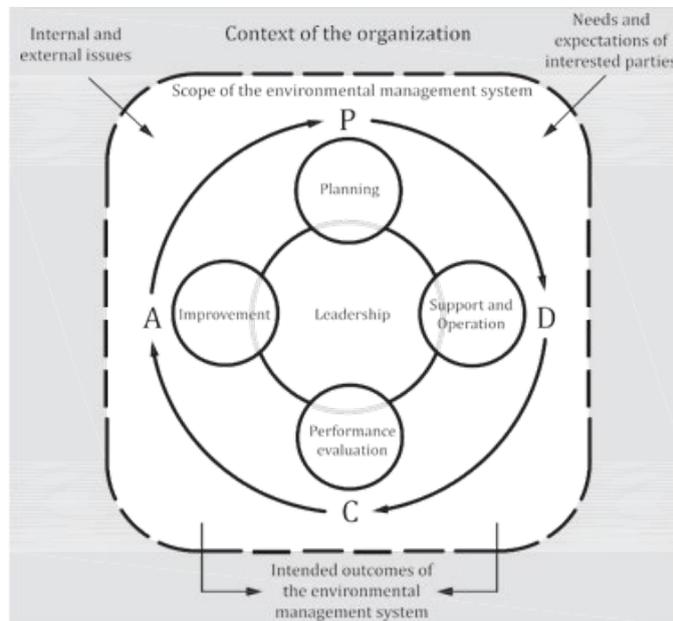


impacts, particularly those with strategic and competitive implications.

## 1.4 Plan-Do-Check-Act Model

Red Bus Services (RBS) Environmental Management Plan (EMP) approach is based on the Plan-Do-Check-Act (PDCA) model. PDCA model provides RBS an iterative process to achieve continual improvement.

- Plan: establish environmental objectives and processes necessary to deliver results in accordance with the organization's environmental policy.
- Do: implement the processes as planned.
- Check: monitor and measure processes against the environmental policy, including its commitments, environmental objectives and operating criteria, and report the results.
- Act: take actions to continually improve.



## 2 SCOPE

This EMP is applicable to all staff of Red Bus Services, subcontractors and visitors working locations including but not limited to;

- Administration building
- Top Yard including breakdowns
- Depot Maintenance
- Kerb-side Infrastructure (mobile workplace)
- Customer and Driver (mobile workplace)
- Bus Driving (mobile workplace)

This EMP identifies, evaluates, controls and mitigates environmental impacts generated by RBS to water, land, air and biodiversity.



### **3 INTERESTED PARTIES**

RBS recognizes interested parties needs and expectations, Interested Parties viewed as Customers, communities, suppliers, regulators, non-governmental organisations and employees.

### **4 ENVIRONMENTAL CONTEXT**

#### **4.1 Intent**

Our management will ensure to effectively address its risks and opportunities by integrating environmental management into the organization's business processes, strategic direction and decision making, aligning them with other priorities and obligations, and incorporating environmental governance into its overall management system. Demonstrating a successful implementation of this showing that RBS is a leader in environmentally sustainable future and a commitment to mitigating adverse impacts on the environment to achieve a balance between environmental, economic & social objectives.

### **5 ROLES AND RESPONSIBILITIES**

As part of governance and leadership commitment, RBS had determined roles environmental responsibilities, which are managed in positions descriptions and as identified in this EMP.

#### **5.1 RBS Board of Directors**

The Managing Director is responsible for:

- Ensuring effective implementation of the Environmental Policy and to promote environmental management within the organisation.

#### **5.2 RBS Facilities Managers (Head of Business Services, General Manager and Depot & Fleet Manager)**

The Facilities Managers are responsible for:

- Support HSEQ, operations and workshop/ maintenance department with implementation and evaluation of EMP.

#### **5.3 Operations Manager**

The Operations Manager shall contribute to the implementation of the EMP by ensuring:

- Workplace health and safety procedures are followed.
- Workplace activities are executed as to ensure the objectives of the EMP are maintained.

#### **5.4 HSEQ Administrator**

HSEQ Administrator is responsible for:



- Ensuring environmental aspects and impacts are monitored and implemented based on this EMP.
- Reporting any major incidents to appropriate authorities with all relevant information.
- All hazards, near misses and incidents are reported, investigated and corrective action taken to eliminate or minimise further risk or incident.

## 5.5 All employees

All employees shall contribute to ensuring the objectives of the EMP are met as well as ensuring their work is in line with all company policies and procedures.

## 6 COMMUNICATION

RBS environmental performance and programs are communicated through internal channels to all employees, via:

- Notice Boards
- Quarterly Newsletters (GM Update)
- Sign on messages
- Internal Communications
- Staff handbook

Employees will be encouraged to provide environmental improvement suggestions through WHS and Consultation Committee reporting documents in common areas.

Decision to communicate with external interested parties is retained by the company taking into account their expectations and regulatory requirements. External communication is implemented through external channels, such as website, Facebook, and snap frames on buses.

External interested parties can provide environmental improvement suggestions through customer feedback channels, such as Transportnsw Infoline, emails, phone and others.

## 7 ENVIRONMENTAL ASPECTS, IMPACTS, LEGAL AND OTHER REQUIREMENTS

RBS has identified and evaluated environmental aspects and impacts generated by our operations to ensure compliance with applicable legal requirements. Each potential impact has been risk assessed to ensure elimination, substitution and control actions are identified and implemented. Significant aspects and impacts identified in the following table and aligned with section 11 of this document, RBS EMP objectives and targets.



## ENVIRONMENTAL ASPECTS AND POTENTIAL ENVIRONMENTAL IMPACTS

| Environmental aspect                      |   | “RISKS” Adverse environmental impact | “OPPORTUNITIES” Beneficial environmental impact                               |
|---|---|--------------------------------------|---|
| Air emissions                             | Exhaust produced from fuel consumption.   | Air Pollution                        | Reduction of greenhouse gases and atmospheric pollution.                      |
|   | Hazardous chemicals fumes and vapours from spray painting tasks.                        |                                      |   |
| Noise                                     | Noise from depot workshop and parking.  |                                      | Limit discomfort or inconvenience to local residents.                         |
|   | Noise produced from company vehicles. Examples include engine, horns & reverse buzzers. |                                      |   |
| Wastewater discharge                      | Water use at bus wash & wash bay  | Water Pollution                      | Conservation of waterways and natural resources, wastewater use.              |
|   | Housekeeping and toilet use.  |                                      |   |
| Spills including fuel & oil leaks         | Leaks and spills from vehicles.   |                                      |   |
|   | Leaks and spills from daily operations at the depot.                                    |                                      |   |
| Chemical/hazardous material use           | Incorrect storage and handling of hazardous chemicals.                                  |                                      |   |
| Chemical/hazardous material use           | Incorrect storage and handling of hazardous chemicals, including waste.                 | Contamination of land                | Conservation and preservation of natural habitats.                            |
| Solid waste generated by depot.           | Incorrectly disposal of solid waste.  |                                      |   |
| Natural resource use (water, land, trees) | Depletion of natural resources, degradation of biodiversity and habitats                |                                      |   |
| Spills and leaks                          | Fuel or oil leakage generated by on-road accidents                                      |                                      |   |
| Natural resource and fuel use             | Electricity and non-renewable fossil fuel Consumption                                   | Depletion of natural resources       | Use of renewable energy resources and conversion to alternative fuel sources. |

### 8 ENVIRONMENTAL INCIDENTS AND EMERGENCIES

Emergency preparedness and response requirement is identified and managed in BOAS (Bus Operator Audit Scheme) Safety Management System and Emergency Plan.

Fuel and chemical spill and leak (small and large) emergency response is identified in the Incident Management and Reporting Plan.



## 9 MONITORING

Environmental Management Plan compliance is monitored every three (3) months at quarterly meetings between HSEQ Administrator and management. HSEQ administrator is responsible for coordinating and facilitating these meetings. Monitoring ensures all activities stated in this EMP are implemented and conform to company policy.

### *EMP Monitoring Quarterly Meetings*

| <b>Meeting</b>        | <b>Due</b>     | <b>Responsible</b> | <b>Attendees</b>  |
|-----------------------|----------------|--------------------|---|
| <i>First meeting</i>  | July 2020      | HSEQ Administrator | HSEQ Administrator<br>Depot & Fleet<br>Manager<br>General Manager<br>Head of Business<br>Services |
| <i>Second meeting</i> | September 2020 | HSEQ Administrator |   |
| <i>Third meeting</i>  | December 2020  | HSEQ Administrator |   |
| <i>Fourth meeting</i> | March 2021     | HSEQ Administrator |   |

## 10 ENVIRONMENTAL TRAINING

RBS employees, sub-contractors, suppliers, consultants and visitors shall receive relevant environmental training to ensure they understand their responsibilities. The training is tailored to the role of the individual. Environmental training is implemented through induction modules by role, including sub-contractors. Suppliers and visitors training is implemented through site induction.

## 11 RBS EMP OBJECTIVES AND TARGETS

Activities / initiatives in this management plan are managed (scheduled / monitored) in the following table. Objectives and targets are divided by environmental significant impacts identified in section 7 of this EMP.

| <b>Objective</b>  | <b>Target</b>  | <b>Activities/ Initiatives</b>  | <b>Schedule/<br/>monitoring<br/>frequency</b>         | <b>Responsible</b>        |
|---|--|---|---|---------------------------|
| <b>Compliance with Environmental Legislation and other Requirements</b>   |  |   |   |                           |
| <b>Ensure compliance with legislative requirements regarding environmental protection including, noise, stormwater, pollution, liquid trade waste discharge and</b> | Develop an Environmental Management System in accordance with the requirements of ISO 14001:2015 | Identify environmental aspects associated with Red Bus activities.<br>Develop control measures to reduce impact.                                  | Quarterly – as part of WHS walkthrough or as required | Head of Business Services |
|   |  | Develop a suite of procedures in consultation with relevant staff to address activities and tasks that have an adverse impact on the environment. | Ongoing   | Head of Business Services |



|                         |  |  |  |  |                       |
|-------------------------|--|--|--|--|-----------------------|
| <b>waste management</b> |  | Conduct regular internal environmental audit of depot  | Annually   | Head of Business Services              |                       |
|                         |  | Engage external accredited auditor to audit the EMS – Gain ISO 14001:2015 accreditation and maintain.  | Annually   | Head of Business Services              |                       |
|                         |  | Maintain staff skills register   | Monthly  | General Manager                        |                       |
|                         |  | Develop a staff training program – <ul style="list-style-type: none"> <li>• Identify environmental training requirements for relevant staff.</li> <li>• Include an environmental awareness program as part of induction sessions.</li> </ul> | Ongoing  | Head of Business Services              |                       |
|                         | Comply with; <ul style="list-style-type: none"> <li>• Protection Environment Operations Act 1997.</li> <li>• Protection of the Environment Operations (General) Regulation 2009.</li> <li>• Protection of the Environment Operations (Waste) Regulation 2005.</li> <li>• Protection of the Environment Operations (Clean Air) Regulation 2010.</li> <li>• Protection of the Environment Operations (Noise Control) Regulation 2008.</li> <li>• Central Coast Stormwater System Management Plan.</li> </ul> |  | Spill clean-up kits are placed throughout the depot and inspected regularly and kept stocked.  | Quarterly – As part of WHS walkthrough | Depot & Fleet Manager |
|                         |  |  | Educate Workshop staff through toolbox meetings on emergency procedures for major spills at on-road breakdowns and in the depot.   | Biennially or as required              | Depot & Fleet Manager |
|                         |  |  | Collection of hazardous waste, liquid waste (coolant, oils, water, and fuels), waste batteries and waste tyres are outsourced by licensed waste transporters for appropriate disposal. | As per Waste Product listing           | Depot & Fleet Manager |
|                         |  |  | Maintain and service parts washer equipment by licensed waste transporters.  | Every 6 weeks                          | Depot & Fleet Manager |
|                         |  |  | Discharge liquid wastewater to sewer in accordance with Central Coast Stormwater System Management Plan.   |  | Depot & Fleet Manager |



|  |  |  |  |                       |
|--|--|--|--|-----------------------|
|  |  | Stormwater discharge is regularly checked by Central Coast Council representative.   |  |                       |
|  |  | Paints and Solvents stored in secured containers in bunded area.   | Quarterly – As part of WHS walkthrough | Depot & Fleet Manager |
|  |  | Collection of paints and chemical waste by licensed waste transporters.  | When required                          | Depot & Fleet Manager |
| <b>Water Pollution</b>   |  |  |  |                       |
| <b>Contribute to healthy waterways in delivering our services.</b> | 100% grey water use in Bus wash/wash bay                   | Depot maintenance of 115,000 litre water tank and usages, wastewater, and sludge removal.  | 6 weeks                                | Depot & Fleet Manager |
|  |  | Depot maintenance of water separator and Solid Filter System for recycling/ harvesting of water and commercial waste prior to sewer system discharge in workshops and wash bays. | Monthly                                | Depot & Fleet Manager |
|  | No waste going through storm water drains                  | Maintenance of storm water drains fitted with drain wardens (absorbents) to keep any type of waste, leaves, litter, and other residue out of storm drains and/or gutters.        | Quarterly                              | Depot & Fleet Manager |
|  | Investigate Grey water tanks use for toilets within depot. | Depot grey-water tanks used, where possible, for toilets flush. Identification and correction of any leaking on taps or toilets in depot.  | Investigate                            | Depot & Fleet Manager |
|  |  | Monitor main water consumption.  | Quarterly                              | Depot & Fleet Manager |



|   |   |   |             |                           |
|---|---|---|-------------|---------------------------|
|   | Reduction of 1% mains water consumption based on 2019 results across all departments in depot | Investigation in Depot for further grey-water tanks use where applicable. Identification and correction of any leaking or damage to water systems depot.                        | As required | Depot & Fleet Manager     |
|   |   | Depot maintenance of sprinkle system around depot grounds with water being used from the retention pond.  | As required | Depot & Fleet Manager     |
|   |   | Purchasing policy – Purchase water efficient devices throughout the depot.  | As required | Depot & Fleet Manager     |
|   | Dispose 100% of waste water according to legal requirements                                   | Depots Trade Wastewater Permits obtained and compliant where required. Water samples taken.   | Quarterly   | Depot & Fleet Manager     |
|   |   | Compliance with disposal and containment of all fluid wastes generated by workshop.<br>Compliance with disposal and containment of vehicle parts generated by Sub- contractors. | Ongoing     | Depot & Fleet Manager     |
|   |   | Workshop to minimise water pollution by using non-toxic soaps, detergents and cleaning products where possible.   | Ongoing     | Depot & Fleet Manager     |
| <b>Electricity Consumption</b>  |   |   |             |                           |
| <b>Reduce environmental impact caused by electricity consumption.</b> | Reduce electricity consumption based on 2019 results in all depots.                           | Electricity monitoring to identify excessive use.   | Monthly     | Depot & Fleet Manager     |
|   |   | Input energy consumption data into the Australian Government's Greenhouse Reporting (NGER) framework to keep track of energy use if over threshold.                             | As required | Head of Business Services |
|   |   | Implement energy efficiency opportunities to reduce energy consumption during new, replacement and repair   | As required | Depot & Fleet Manager     |



|  |   |   |  |                       |
|--|---|---|--|-----------------------|
|  |   | purchases/ renovations.<br>E.g. LED lights.   |  |                       |
|  |   | Educate staff and raise awareness about energy efficiency within depot. – Energy saving information done by depot displayed, staff commented ideas and energy savings achieved by depot   | Quarterly – As per the Consult meeting         | General Manager       |
|  |   | Air conditioners in all depot departments maintained and temperature in offices set in an optimal range (Approximately between 20 Celsius and 26 Celsius).  | Biannually                                     | Depot & Fleet Manager |
|  |   | Implement plan to reduce electricity consumption across whole depot - Solar implementation.   | Ongoing  | Depot & Fleet Manager |
| <b>Air Pollution</b>   |   |   |  |                       |
| <b>Reduce air pollution environmental impact caused by our services.</b> | Ensure 100% of our bus vehicles comply with air pollution obligations and conforms to fuel consumption. | Implementation of preventative maintenance to each vehicle in our fleet which is consistent with the bus manufacturer's specification or better, and compliant with the NSW Bus Operator Accreditation Scheme (BOAS).<br><br>Compliance with Heavy Vehicle inspections (HVIS) by TfNSW. | As per manufactures maintenance specifications | Depot & Fleet Manager |
|  |   | Implementation and monitoring of RMS Clean Fleet Policy and program.  | Biennially                                     | Depot & Fleet Manager |



|  |   |             |                       |
|--|---|-------------|-----------------------|
|  | <p>Driver training for emission reduction and good driving practices.</p> <ul style="list-style-type: none"> <li>• Energy saving driving techniques.</li> <li>• Environmentally friendly acceleration and deceleration.</li> <li>• Lowering centrifugal forces when cornering.</li> <li>• Defensive driving in traffic.</li> <li>• Minimisation of idling in built up areas.</li> </ul> | Ongoing     | General Manager       |
|  | Implement driver monitoring system for emission reduction in fleet replacement vehicles. <i>Consat system</i>   | Ongoing     | General Manager       |
|  | Evaluate each driver's driving practices in relation to safety, economy and comfort on a continuing basis.  | Annually    | General Manager       |
|  | Use of Ultra Low Sulphur Diesel Fuel for Buses.   | Ongoing     | Depot & Fleet Manager |
|  | Maintain vehicle servicing according to Manufacturers service Specifications  | On Going    | Depot & Fleet Manager |
|  | Monitor fuel consumption of all vehicles – fuel database for recording fuel use for vehicles to ensure efficient consumptions   | Monthly     | Depot & Fleet Manager |
|  | Selective vehicles fitted with automatic idle shutdown.   | As required | Depot & Fleet Manager |
|  | Development, implementation and monitoring of fleet replacement programme. Purchase of efficient emission control buses – Zero Emission Bus Goal  | Annually    | Depot & Fleet Manager |



|  |  |   |                   |                       |
|--|--|---|-------------------|-----------------------|
|  |  | Black smoke monitoring as part of preventative maintenance of bus vehicles.   | Daily             | Depot & Fleet Manager |
|  |  | TPMS – maintain correct tyre pressures  | Daily             | Depot & Fleet Manager |
| <b>Comply with noise legal requirements.</b>   | Ensure 100% compliance with noise legal requirements.                                  | Monitoring of noise level. Where possible do not commence noisy tasks that may disrupt neighbours between 8pm and 8am on a Saturday and Sunday, public holidays or 8pm and 7am on any other day.  | Ongoing           | Depot & Fleet Manager |
| <b>Hazardous waste and Hazardous chemicals contamination to landfill/water sources</b>           |  |   |                   |                       |
| <b>Manage and monitor hazardous waste storage and disposal complies with legal requirements.</b> | Ensure hazardous waste storage and disposal is 100% compliant with legal requirements. | Collection and disposal of used oil, rags, filters, batteries, scrap metal, tyres and used spill absorbent by licensed contractor.<br><br>Maintained written statements and tracking receipts are kept in a folder and entered in a register. | As per waste list | Depot & Fleet Manager |
|  |  | Waste liquid storage tanks monitored  | Weekly            | Depot & Fleet Manager |
|  |  | Services pits is compliant cleaned and maintained.  | Biannually        | Depot & Fleet Manager |
|  |  | Workshop staff training through toolbox meetings of the importance on correctly dispose / recycle waste.  | Ongoing           | Depot & Fleet Manager |
|  |  | Maintain SDS register and SDS kept in workshops.  | Monthly           | Depot & Fleet Manager |
|  |  | Buses washed in designated wash bay area. Informing all staff of their requirements in this matter and policing.  | As required       | Depot & Fleet Manager |



|   |   |  |             |                       |
|---|---|--|-------------|-----------------------|
|   |   | Implementation and review of spill clean procedure and emergency management plan.                        | Annually    | Depot & Fleet Manager |
| <b>Manage major Fuel Tank Leakage/ Land Pollution in depots is compliant with legal requirements.</b> | Ensure 100% compliance with legal requirements.                                 | Review and implementation of environmental protection plan for fuel tanks.                               | Biennially  | Depot & Fleet Manager |
|   |   | Implementation and monitoring of safety and environment inspections.                                     | Quarterly   | Depot & Fleet Manager |
|   |   | Annual servicing for fuel pumps in depot fuel bay.   | Annually    | Depot & Fleet Manager |
|   |   | Maintain fuel filtration system for bowser   | Quarterly   | Depot & Fleet Manager |
|   |   | Implementation of integrity test every 10 years or as required for fuel tanks and scheduled in Optimus.  | 10 years    | Depot & Fleet Manager |
|   |   | Implementation of Incident Management for Fuel or other chemical Storage System.                         | Biennially  | Depot & Fleet Manager |
|   |   | Implementation and review of Loss Monitoring Procedure.  | Monthly     | Depot & Fleet Manager |
| <b>Manage on-road accidents that cause oil/fuel leakage complies with legal requirements.</b>         | Ensure 100% compliance with legal requirements.                                 | Monitoring of on-road major spills incident reports from OCC.  | As required | General Manager       |
|   |   | Workshop service vehicle spill kits maintenance  | Quarterly   | Depot & Fleet Manager |
|   |   | On-road accidents attend by workshop trained staff members.  | As required | Depot & Fleet Manager |
| <b>Comply with hazardous chemicals management requirements.</b>                                       | Ensure 100% hazardous chemicals used in workshops have Safety Data Sheets (SDS) | Audit of respective Depot Chemical Registers for compliance. Ensuring correct storage, use and disposal. | Monthly     | Depot & Fleet Manager |



|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

| <b>Solid waste contamination to landfill/water sources</b>                                       |  |   |                   |                       |
|--|--|---|-------------------|-----------------------|
| <b>Reduce solid waste generation.</b>  | Reduce paper and print resources.                                      | Implement new printers with monitor usage of paper and print resources.                                   | As required       | General Manager       |
|  | Increase recycling by 1% based on 2019 results.                        | Implement recycling campaign to reduce paper and printing wastage.  | Reviewed Annually | General Manager       |
|  |  | Monitor recycling within workshop.  | Ongoing           | General Manager       |
|  |  | Implement electronic intranet system  | 2021              | General Manager       |
| <b>Water pollution, air pollution and land contamination - Emergency Preparedness Management</b> |  |   |                   |                       |
| <b>Comply with emergency preparedness.</b>   | Prepare 100% employees for a fire/emergency evacuation event.          | Implementation and maintenance of fire extinguishers on Buses.  | Biannually        | Depot & Fleet Manager |
|  |  | Implementation and maintenance of fire suppression system on Buses.                                       | Biannually        | Depot & Fleet Manager |
|  |  | Implementation and maintenance of firefighting equipment and obtain Annual Fire Safety Statements (AFSS). | Annually          | Depot & Fleet Manager |
|  |  | Trained fire wardens and first aiders,  | As required       | General Manager       |
|  |  | Implementation and review of evacuation plan and Emergency & Crisis Management & Response Plan.           | Biennially        | General Manager       |
|  |  | Implementation and monitoring of fire and evacuation drills.  | Annually          | General Manager       |
|  |  | Implementation of electrical testing and tagging in all depots.   | Biannually        | Depot & Fleet Manager |
| <b>Water pollution, air pollution and land contamination - Plant &amp; Equipment Management</b>  |  |   |                   |                       |
| <b>Manage and monitor sub-contractors and suppliers.</b>   | Ensure vehicles purchased are 100% compliant with client requirements. | Ensure to acquire TfNSW selected model buses only.  | Annually          | Depot & Fleet Manager |



|   |  |             |                           |
|---|--|-------------|---------------------------|
|   | Implementation and monitoring of TfNSW Clean Fleet Policy and program.   | Biennially  | Depot & Fleet Manager     |
|   | Implementation and monitoring of Bus Operator Accreditation Scheme (BOAS).   | Annually    | Depot & Fleet Manager     |
|   | Implementation and monitoring of on-site quality inspection during bus manufacture. Feedback given to bus manufacturer for continual development.  | As required | Depot & Fleet Manager     |
| Ensure 100% of company bus vehicles are disposed according to legal requirements. | Bus vehicles are sold or transferred to other bus companies/other states businesses. Recycle of old/write off buses parts.   | As required | Depot & Fleet Manager     |
|   | Recycling of disposed vehicles by scrap yard. The scrap yards are registered with the EPA, and receipts are provided and maintained. All oils and fluids are drained prior to vehicle being send to scrap. | As required | Depot & Fleet Manager     |
|   | Implementation of regular maintenance and repair to ensure vehicles achieve their life expectancy.   | Ongoing     | Depot & Fleet Manager     |
|   | Reuse of old vehicles for non-route service or training purpose.   | As required | Depot & Fleet Manager     |
| Ensure 100% of sub-contractors and suppliers are monitored and evaluated.         | Evaluation of Sub-contractors and supplier as identified by business unit and company requirements. Subcontractor listing record UpToDate  | Annually    | Head of Business Services |



|  |  |  |   |   |
|--|--|--|---|---|
|  |  | Monitoring/auditing of Sub-contractors and suppliers.          | As required                                   | Head of Business Services                   |
|  |  | Coach Subcontractor – BOAS accreditation certified             | annually                                      | Head of Business Services                   |
| <b>Maintain reliability of our infrastructure to ensure we meet environmental obligations.</b>                 | Ensure plant and equipment at workshops are 100% compliant with legal requirements.  | Maintain registration of Plant & equipment with Safe Work NSW. | Annually                                      | Depot & Fleet Manager                       |
|  |  | Implement and maintain plant & equipment risk assessments.     | As per maintenance listing                    | Depot & Fleet Manager                       |
|  |  | Maintain calibration/service of Plant & equipment.             | As per maintenance listing                    | Depot & Fleet Manager                       |
| <b>Stakeholders Management</b>   |  |  |   |   |
| <b>Incorporate stakeholders' environmental needs and values into our decisions and regulatory submissions.</b> | Engage with stakeholders to understand what they need and value, including environmental considerations, from across our services. | Develop, implement and maintain stakeholder engagement plan.   | As identified by Stakeholder Engagement Plan. | Customer and Stakeholder Engagement Manager |

## 12 AUDITING

Internal audit to be performed annually and external audit biannually.

## 13 CORRECTIVE ACTIONS

Corrective actions will be managed to ensure continual improvement and control of non-conformance.

## 14 MANAGEMENT REVIEW

Review of this environmental management plan would be undertaken:

- Following significant environmental incidents.
- When there is a need to improve performance in an area of environmental impact.
- Annually as part of the business planning process.
- 

## 15 REFERENCES

- ISO 14001:2015 Environmental Management Systems – Requirement with guidance for use.
- ISO 14001:2015 Environmental Management Systems