

# Contractor Environmental Briefing Package

EF-08C

The < COMPANY NAME > Environmental Management System (EMS) is designed to meet the requirements of ISO 14001 Standard. The principle elements of the EMS and the environmental policy are:

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| 1. | to comply with all relevant environmental legislation and regulations           |
| 2. | to continually improve environmental performance by setting and achieving goals |
| 3. | to protect the environment including prevention of pollution                    |

An important part of the < COMPANY NAME > EMS is for contractors and sub-contractors, who may have the potential to adversely affect the environment - to conduct their work in an environmentally responsible manner - and be aware of the following:

- Environmental policy,
- Relevant Objectives and targets,
- Importance of compliance with environmental regulations,
- Consequences of not conducting their work responsibly

CONTRACTOR EMS REQUIREMENTS (Initial to the right, for each requirement)		Initials
1	Contractors shall not allow discharges to <b>drains and/or sewers</b> without prior approval from the Environmental Coordinator.	
2	Contractors shall provide adequate <b>spill/release prevention</b> for all bulk materials.	
3	Contractors shall <b>immediately notify</b> the <COMPANY NAME > Safety Committee Supervisor or Project Manager of any spills, releases, or other environmental incidents.	
4	Contractors shall immediately notify the Environmental Coordinator and the Project Manager of any abnormal conditions found during <b>excavation</b> at the facility. Visibly discolored soils, soils with a discernible odor, and/or heavily stained concrete must not be removed from the site without prior approval of the Environmental Coordinator.	
5	Contractors shall <b>properly label, store, and dispose of all waste materials</b> generated from their activities per Facility/Plant	
6	If <COMPANY NAME> personnel are required to work with potentially <b>hazardous materials</b> brought on-site by a contractor, prior approval of the material by the Environmental Coordinator is required.	
7	Contractors must be sensitive to the effects of <b>noise, odor, light, fugitive dust emissions, and traffic</b> movement to the facility and in the local community.	
8	Contractors shall be required to prepare and <b>maintain records</b> pertaining to the work performed in accordance with environmental regulatory requirements, including record retention requirements.	
9	Contractors shall ensure <b>protection of the natural environment</b> surrounding the work area.	
10	Contractor shall ensure that all employees are <b>properly trained</b> on such things as the proper handling of material and equipment, proper response to incidents involving their material and general information relating to the <COMPANY NAME>	
11	Have Read - Environmental Policy <<PLACE POLICY HERE ON REVERSE SIDE>>	
12	The contractor is responsible for <b>communicating to all contractor personnel</b> the above information	
13	If the contractor's work - has the potential to create a <b>significant impact on the environment</b> - then - the contractor is responsible for completing the Contractor Method Statement -and returning it to the Environmental Management Representative or designee. Is a Contractor Method Statement required for this work ?	Y or N

WORK STOPPAGE: The Supplier/Contractor understands that the facility may interrupt Supplier/Contractor activities that violate the above requirements.

Contractor Name		
Contractor Company		
Contractor Signature		
Date		
<Witnessed by>		

requirements.