

## **An Environmental Checklist for Your Business**

This checklist can assist you to identify your areas of immediate environmental impact. Use the information to develop an environmental improvement plan or management system for your business. These forms of business administration are increasingly recognised by the market place and even in environmental legislation.

### ***Stormwater Management***

Do you have any features or procedures in place to prevent stormwater pollution?

Yes      No      N/A

Are the stormwater drains around your business free of pollution (litter, grease, oil, paint and sediment etc.)?

Yes      No      N/A

Do you do all your work inside (including spray painting, blasting, repair and servicing work)?

Yes      No      N/A

Is your workshop fully enclosed and isolated from the stormwater system?

Yes      No      N/A

Do you wash all vehicles, parts or components in an area that does not let wastewater drain to the stormwater system?

Yes      No      N/A

Do you store all waste, parts, equipment and machinery so that there can be no spill or leaks to the stormwater system and rainwater cannot be contaminated?

Yes      No      N/A

Do you store all waste oil and chemicals in a covered, bunded area or inside the workshop in an area that drains to an oil plate separator or can otherwise contain your maximum possible spill?

Yes      No      N/A

Do you use a broom or a sweeper instead of a hose to clean up the surfaces in and around your premises?

Yes      No      N/A

Is your site managed so that all rainwater that falls on it leaves the property uncontaminated (check all storage, work, loading, waste and fuelling areas)?

Yes      No      N/A

**Wastewater Management**

**Part 1**

Are you connected to sewer or septic?

Sewer              Septic              N/A

Do you know where your septic system is?

Yes      No      N/A

Is it regularly checked and desludged when necessary?

Yes      No      N/A

**Part 2**

Do you dispose of any waste or process water to sewer other than domestic water?

Yes      No      N/A

Do you have a SA Water Trade Waste Permit for disposal of waste to sewer?

Yes      No      N/A

Do you have the appropriate pre-treatment device for your wastewater disposal to sewer?

Yes      No      N/A

Is the device checked and maintained regularly?

Yes      No      N/A

**Water Use**

Do you monitor your use of water?

Yes      No      N/A

Have you installed any water-efficient devices, appliances or rainwater tanks?

Yes      No      N/A

Does your site use hand-trigger nozzle on it's hose to stop water wastage?

Yes      No      N/A

## **Waste Management**

Are all your wastes stored in a contained, bunded area to prevent pollution of stormwater drains?

Yes      No      N/A

Have you done a waste audit to identify the waste types and quantities of waste, and the disposal costs of waste generated from your business?

Yes      No      N/A

Have you tried to reduce:

- your solid wastes?      Yes      No
- your liquid wastes?      Yes      No

Do you separate any of your wastes (items for reuse, return to your supplier, recycling)?

Yes      No      N/A

If a supplier were willing to take back packaging wastes (e.g. crates, plastic drums), would you use this service?

Yes      No      N/A

Do you recycle or reuse:

Oil	Yes	No
Scrap Metal and Parts	Yes	No
Batteries	Yes	No
Solvents	Yes	No
Aluminium Cans	Yes	No
Glass Containers	Yes	No
Paper and Cardboard	Yes	No

Do you have a waste contractor to transport and dispose of:

Waste Oil	Yes	No
Waste Solvents	Yes	No
Waste Acidic and Caustic Cleaning Chemicals	Yes	No
Waste Oil Filters	Yes	No
Waste Tyres	Yes	No

Are all liquid wastes awaiting transportation off-site stored in a contained area to prevent spills and possible pollution of stormwater drains?

Yes      No      N/A

## ***Air Quality and Noise Management***

### ***Air***

Do you try and stop dust and fumes from leaving your premises?

Yes      No      N/A

Do you use water-based or biodegradable strippers, cleaners, degreasers and weed killer wherever possible?

Yes      No      N/A

Do you use a dedicated parts cleaner with a lid?

Yes      No      N/A

Do you have an approved spray booth with an exhaust fan and filter?

Yes      No      N/A

Do you change your spray booth filters regularly, as recommended by the manufacturer?

Yes      No      N/A

Do you try to keep sanding dust and fumes from paint and solvents inside your premises?

Yes      No      N/A

### ***Noise***

Have you ever had any complaints from your neighbours

Yes      No      N/A

Do you know the maximum permissible noise levels for your council zone?

Yes      No      N/A

Do you ensure your operations are set up so noise is reduced on afternoon or night shifts?

Yes      No      N/A

Do you leave machinery running overnight?

Yes      No      N/A

Have you checked their noise levels?

Yes      No      N/A

### ***Management of Hazardous Materials***

Do you store your hazardous materials (such as diesel, oils, coolants, solvents, and chemicals) in a bunded, covered area that will not allow any materials to be spilled or washed into the stormwater?

Yes      No      N/A

Do you know whether you store Dangerous Goods?

Yes      No      N/A

If you store dangerous goods (e.g. petrol, LPG) do you know whether you need a license from Workplace Services?

Yes      No      N/A

Do you have all the relevant material safety data sheets (MSDS)?

Yes      No      N/A

Do you have an emergency response plan or spill procedure or kit?

Yes      No      N/A

Do all your employees know where to find the MSDS's and how to carry out emergency response procedures?

Yes      No      N/A

### ***Management of Premises***

Have you made any changes in your business for environmental reasons?

Yes      No      N/A

Are you aware of environmental laws pertaining to your operations?

Yes      No      N/A

Are you taking all practical and reasonable steps to ensure that you do not breach environmental laws and regulations?

Yes      No      N/A

Do you have an environmental policy or plan?

Yes      No      N/A

Do you document your business practices with regard to training, operations, problems and environmental improvements?

Yes      No      N/A

Are your staff aware of your commitment to improving the environment?

Yes      No      N/A

Are your customers aware of your commitment to improving the environment?

Yes      No      N/A

For further information please contact:

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