

GPG 17 Keeping Environmental Records



Governing Legislation and Standards:

- Environment Protection Act
- Environment Protection (Transport) Regulations
- Environment Protection (Prescribed Waste) Regulations
- Occupational Health & Safety (Incident Notification) Regulations
- Occupational Health & Safety (Issue Resolution) Regulations



Summary Information:

Good record keeping is essential to proving you comply with the law.

Keeping and maintaining environmental records provides a basis for continual improvement.

Records are required to enable you to prove you have fulfilled your environmental responsibilities.

Good records enable you to monitor and improve compliance requirements and to introduce cost saving measures.



Further Help:

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Good Practice Risk Control:

- If you have a Trade Waste Agreement make sure that it is documented and kept on file.
- Keep records of transport certificates from the contractors and companies that take away your Prescribed Wastes. Invoices will usually do.
- Keep records of your Key Performance Indicators (like paint and solvent usage) and use this information to monitor and track your consumption of resources and materials.
- Use Improvement Reports to record problems, solution to problems and other improvements and keep them on file.
- Note unusual environmental events in a diary.
- Keep records of the employee meetings and training sessions you hold.
- Keep all environmental records for at least 3 years.
- Ensure that training induction records prove that all employees are assessed for their competence regarding their proper use of OHS and environmental controls.