


## ENVIRONMENTAL MANAGEMENT PLAN GUIDELINE FOR PORT USERS AT TNPA PORT OF SALDANHA

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## 1. PURPOSE

An Environmental Management Plan (EMP) can be defined as “an environmental management tool used to ensure that undue or reasonably avoidable adverse impacts of the construction, operation and decommissioning of a project are prevented; and that the positive benefits of the projects are enhanced”. The purpose of this EMP guideline is to ensure that Port users or anyone conducting activities within the Port of Saldanha ensures protection of the environment against pollution or degradation by preparing and implementing a suitable EMP to prevent negative impacts that has the potential to pollute or degrade the environment and or minimize the effects of non-avoidable impacts and to maximize the positive impacts. EMPs are therefore important tools for ensuring that the management actions arising from processes and activities are clearly defined and implemented through all phases of the project or organizations life cycle.

## 2. APPLICABILITY

This EMP Guideline applies to all Port users including Tenants and Contractors. It is mandatory for everyone that uses the Port premises who wishes to conduct their activities must submit an EMP to the Safety, Health, and Environmental Department prior to commencement of activities for it to reviewed and approved. It must be submitted together with the Safety, Health and Environmental (SHE) file, where applicable.

## 3. REFERENCE DOCUMENTS

NAME	REFERENCE NUMBER	APPLICABLE SECTION
Contractor Environmental and Sustainability Specification Guidelines	TRN-IMS-GRP-GDL 014.4	All sections
National Environmental Management Act 107 of 1998 (as amended)	NEMA	Section 28

## 4. DEFINITIONS AND ABBREVIATIONS

### 4.1 Definitions

4.1.1 Environment - means the surroundings within which humans exist and that are made up of –

(i) the land, water and atmosphere of the earth;

(ii) micro-organisms, plant and animal life;

(iii) any part or combination of (i) and (ii)

and the interrelationships among and between them; and

(iv) the physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence human health and wellbeing;

4.1.2 Environmental Authorization - means the authorisation by a competent authority of a listed activity or specified activity in terms of NEMA, and includes a similar authorisation contemplated in a specific environmental management Act.

4.1.3 Environmental Aspect - An element of an organization's activities, products or services that may impact, or does impact, the environment.

4.1.4 Environmental Impact - is a result of an environmental aspect.

### 4.2 Abbreviations

4.2.1 EMP Environmental Management Plan

4.2.2 TNPA Transnet National Ports Authority

4.2.3 EA Environmental Authorization

4.2.4 I&AP Interested and affected parties

4.2.5 NEMA National Environmental Management Act 107 of 1998 (as amended)

4.2.6 NEM:BA National Environmental Management: Biodiversity Act 10 of 2004

4.2.7 SHE Safety, Health and Environment

## **5. HOW TO USE THIS GUIDELINE**

This guideline should be used:

- 5.1 In combination with the Contractor Environmental and Sustainability Specification Guidelines (Ref: TRN-IMS-GRP-GDL 014.4).
- 5.2 In combination with practical experience as practical experience is critical in preparing and reviewing EMPs.
- 5.3. In conjunction with the applicable legislation, regulations and procedural guidelines to ensure that mandatory requirements are met.

## **6. CONTENTS OF THE ENVIRONMENTAL MANAGEMENT PLAN**

The EMP content should include but not be limited to the following:

- 6.1 Name of the Organisation and duration of the project / lease agreement including start and end dates.  
Provide a summary of the proposed project and associated construction or operational activities; affected biophysical, economic and social environment; and legal context relevant to the EMP.
- 6.2 Locations in which the activities will be conducted within the Port.  
This must include construction camps, offices, workshops, eating areas and any other facilities on the site in a manner that does not adversely affect the environment. These locations of activities must be demonstrated in the form of a site plan.
- 6.3 Descriptions of works to be conducted.  
The EMP must include description of activities to be conducted within the Port, equipment to be used, storage of the equipment and materials, etc.

#### 6.4 Responsible Personnel

The roles and responsibilities of the key parties involved in the implementation of the EMP must be clearly defined. Names, designation, and contact details must be specified.

#### 6.5 Aspect and Impact Register

The EMP must include an aspect and impact register. On the register, the organization's activities and their associated impacts are to be specified and rated in terms of likelihood and significance. Furthermore, mitigation measures are to be included. This is couple with the responsible personnel, project life cycle phase and the relevant legislation.

Other information that may be required that accompanies the aspect and impact register include a Method Statement, Site Plan and an Emergency Response Plan. An example of an aspect and impact register is presented in Annexure A below.

#### 6.6 EMP Implementation

In order for an EMP to be implemented successfully and effectively, it is fundamental that the EMP be communicated to the rest of the team to ensure that everyone is conversant with the content and requirements of the EMP, also that the team is aware of what is expected from them to ensure that all components of the environment are protected against detrimental effects. Specify the requirements in terms of training and environmental awareness for all site and other personnel to ensure that the actions specified in the EMP are implemented effectively and efficiently.

#### 6.7 Monitoring program

A monitoring program must be included. The Monitoring program should specify what environmental aspects will be monitored, the frequency of monitoring, who will be responsible for monitoring, etc. The monitoring results must be recorded. The monitoring of compliance to the EMP can be conducted in the form of site inspections. Reporting of



monitoring results to I&AP and CAs is subject on the scale of the project and conditions of any Environmental Authorizations, Permits or Licenses.

#### 6.8 Reporting procedures

Stipulate the reporting procedures and practices to be followed during EMP implementation.

#### 6.9 List of Environmental Authorizations, Permits, Licences, Records of Decisions etc.

Identify the legislation, standards, guidelines and associated permits or licences that apply to the project and are related to management activities specified in the EMP.

#### 6.10 Proposed Decommissioning and Rehabilitation Plan

The plan should address all environmental issues related to the rehabilitation, decommissioning and closure of the project site or leased area.

#### 6.11 Management review and revision of the EMP

Management reviews should be scheduled at key stages in the life cycle of the project and the EMP revised accordingly. The EMP must be prepared in a manner that it is flexible so that it can be amended should the need arise to review its effectiveness.

## 7. RECORDS

### 7.1 Monitoring records

### 7.2 Environmental Inspection reports

### 7.3 Environmental Aspects and Impacts Register

## 8. ANNEXURES

### 8.1 Annexure A: Environmental Aspect and Impact Register Template

### 8.2 Annexure B: Contractor Environmental and Sustainability Specification Guideline

## Annexure A: Environmental Aspect and Impact Register

COMPANY / PROJECT NAME \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

Activity	Aspect	Impact	Likelihood	Severity	Significance	Project Life cycle stage	Mitigation Measures	Responsible Person	Relevant Legislation
Site establishment	Vegetation Clearing	Loss of biodiversity	Certain	Low	Low	Pre-construction phase	<ul style="list-style-type: none"> <li>Seach and Rescue of endangered and protected species and indigenous vegetation</li> <li>Rehabilitation of affected area.</li> </ul>	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Environmental Officer</li> </ul>	<ul style="list-style-type: none"> <li>NEM:BA (Act 10 of 2004)</li> </ul>



## Annexure B: Contractor Environmental and Sustainability Specification Guidelines



### Contractor Environmental and Sustainability Specification Guidelines

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