Using the highest priority control measures that you identified on the previous page, list three actions that you will undertake when you return to work that will be a first step towards putting those measures in place (for example, discuss with manager, seek a quote, contact environmental consultant).

Three things that you will do when you return to work:

1.

By date:

2.

By date:

3.

By date:

Example of a risk ranking system:

It is suggested that you use the risk ranking system with which you are most familiar. If you do not have such a system, then you can use the example below. Remember that this risk assessment process is a tool towards prioritising better site management, risk assessments are not a requirement under environmental legislation and do not confer legal protection.

	Likelihood		
Hazard	**Very likely**	**Possible**	**Unlikely**
Substance will leave the site, not possible to contain it (eg via stormwater drain, through the soil)	High Risk	High Risk	Medium Risk
Substance may be contained if noticed in time	High Risk	Medium Risk	Low Risk
Substance can be prevented from leaving the site	Medium Risk	Low Risk	Low Risk

STORING AND HANDLING LIQUIDS: ENVIRONMENTAL PROTECTION

SITE ACTION PLAN

Date: Name:

Description of facility / area within the facility to which this plan applies:

Sketch of facility or area within the facility showing:

- liquid storages (above ground, below ground, bulk and package storage)
- pipes, hoses, valves
- liquid delivery / despatch areas
- stormwater drainage inlets and indicate direction of surface flow/grade
- sewer inlets
- existing pollution prevention measures (containment measures, spill kit locations, shut off valves, alarms, fencing etc.)
- existing treatment equipment.

Area/activity Identify an area, process or activity that could result in pollution.	**Possible outcome** What could happen? Consider both normal operations and accidents/ vandalism. Ask 'what if...'	**How likely is that?** Very likely Possible Unlikely	**Hazard** How easily could you prevent the substance leaving the site?	**Assess the risk** Risk = hazard x likelihood *See back page for an example of risk rankings*	**Action/Control measure** How could this risk be controlled? What measures could be put in place to reduce the risk of this occurring? Repeat the risk assessment process for each possible solution and choose one that produces a 'low risk' ranking.	**Responsibility** Who would be responsible for implementing and/ approving this action?	**Priority/timeframe** Based on the risk ranking, assign a priority to this action. You can use 1, 2, 3 or short/ medium/long term etc.
Example: Cooking oil storage area near loading dock adjacent to stormwater drain	Forklift impact could rupture or topple drums	Possible – Forklifts turn close to the storage area	Minimal chance of containing spill as stormwater drain adjacent	High risk	Relocate cooking oil storage drums to indoor area, away from traffic zones and within secondary containment structure.	Site Manager	1