



This register is to be used in conjunction with the EHS Manual Section 3.1.New. EHS Risk Management.

Summary of legal obligations by category

EnviroLaw provides plain english summaries of legal obligations for each category. Other pages may also be relevant depending on environmental impact.

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|------------------------|---|
| 1. Air | http://www.enviroessentials.com.au/elview.php?state=Victoria&search=Air |
| 2. Noise | http://www.enviroessentials.com.au/elview.php?state=Victoria&search=Noise |
| 3. Water | http://www.enviroessentials.com.au/elview.php?state=Victoria&search=Water |
| 4. Sewer | http://www.enviroessentials.com.au/elview.php?state=Victoria&search=Sewer |
| 5. Land | http://www.enviroessentials.com.au/elview.php?state=Victoria&search=Land |
| 6. Waste | http://www.enviroessentials.com.au/elview.php?state=Victoria&search=Waste |
| 7. Hazardous Materials | http://www.enviroessentials.com.au/elview.php?state=Victoria&search=Hazardous+Materials |
| 8. General | http://www.enviroessentials.com.au/elview.php?state=Victoria&search=General |

Category	Aspect	Impact	Raw Risk Assessment			Raw Risk Rating	Legislation	University Policies/ Procedures	Controls	Residual Risk Rating
			E	L	C					
1. Air	Use of fume cupboard or dust extractor.	Release into the immediate atmosphere chemical or dust.	10	3	15	450 (H)	Dangerous Goods (Storage and Handling) Regulations 2000. [Vic] Hazardous substances Regulations 1999 [Vic]	EHSM Chapter 5 Section 5.7.1 Safe use of Ducted Fume Cabinets.	Laboratory inductions. Work procedures for use of fume cupboards, cabinets and hoods. Training of all Lab personnel in correct storage procedure.	L
	Decanting of substances Hazardous to the environment (air)	Chemical emissions into atmosphere.	10	6	0.5	30 (L)	Environmental Protection Act (1970) [Vic] Hazardous substances Regulations 1999 [Vic] State Environment Protection Policy (The Air Environment). General provisions in SEPP (The Air Environment) governing maximum ground-level	EHSM Chapter 5 Section 5.2. Hazardous substances and Dangerous Goods. EHSM Chapter 5 Section 5.7.1 Safe use of Ducted Fume Cabinets.	Maintenance of cabinet filters. Levels of chemicals stored kept to procedure limits. Chemical containers kept sealed when not in use.	L

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			E	L	C					
							concentrations of various pollutants.			
	Use of Incinerator	Fumes					State Environment Protection Policy (The Air Environment). General provisions in SEPP (The Air Environment) governing maximum ground-level concentrations of various pollutants.			L
2. Noise	Noise emissions from plant operating outside allowable hours.	Nuisance to local residents or staff	10	3	5	150 (M)	EPA Regulation, Residential noise 1997 [Vic]	EHSM Chapter 11 11.23. New. Noise – Occupational, Environmental	Ensure run ups and operation during normal working hours. Installation of noise baffles to known excessive noise areas. Proactive maintenance of plant. Replace old noisy equipment with new quieter equipment.	L
	Building, construction and demolition works	Nuisance to local residents or staff	10	3	5	150 (M)	EPA Regulation, Residential noise 1997 [Vic]	Property & Campus Services Special Conditions of contract	Restriction on hours of noisy building, construction and demolition works.	L
3. Water	Outdoor use of chemicals hazardous to water systems eg. painting, removing graffiti	Chemical spillage into storm water system.	3	0.5	15	22.5 (L)	SEPP (Waters of Victoria) – standards for quality of water entering storm water system (limitations on nutrient levels).	EHSM Chapter 11 11.31. New. EHS Waste Management	Disposal through approved contractor waste management program. Spill kit availability.	L

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	Transport of chemicals across University grounds.	Excess chemical run off into storm water system.	10	1	15	150 (M)	SEPP (Waters of Victoria) – standards for quality of water entering storm water system (limitations on nutrient levels).	EHSM Chapter 11 11.31. New. EHS Waste Management EHSM Chapter 5 Section 5.2.2 Spill Control Guidelines	Transportation in leak proof containers. Training of personnel in the correct method for the transportation of chemicals. Operator training in spill control system, waste minimisation and correct cleaning techniques.	L
	Cleaning of chemical spray equipment, including agricultural use and storage	Chemical contamination of water systems	3	0.5	15	22.5 (L)	Agricultural & Veterinary chemicals (Control of Use) Act 1992 [Vic] SEPP (Waters of Victoria) – standards for quality of water entering storm water system (limitations on nutrient levels).	EHSM Chapter 11 11.31. New. EHS Waste Management	Dedicated wash down area with built in holding tanks. Storage of agricultural chemicals in banded containment area. Segregated and labeling of chemicals in storage. Controlled Vvolume of chemicals to be used for area to be sprayed. Ensure when applying chemicals, overspray or wind drift does not occur. Ensure when mixing chemicals, that spillage is contained and that excess chemicals are not allowed to be disposed of down storm water drains.	L
	Marine environment disturbed through eg. diving or boating activities	Contamination of water courses.	3	1	15	45 (L)	Catchment & Land Protection Act 1994 [Vic]	EHSM Chapter 5 Section 5.2.2 Spill Control Guidelines	Boat operators to be licensed. Environmental impact study to be undertaken prior to activity.	L

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	Discharge of equipment wash off (chemical and solid residue) to storm water drainage system	Contamination of storm water.	10	1	15	150 (M)	SEPP (Waters of Victoria) – standards for quality of water entering storm water system (limitations on nutrient levels).	EHSM Chapter 5 Section 5.2.3 Spill control; guidelines.	Always clean equipment in allocated wash bays. Ensure drain system fitted with interceptor device. Use of non-toxic, biodegradable chemical wash liquid recommended. Risk assessments for Off Campus activities.	L
	Repair, servicing, maintenance, alteration of plant, machinery, appliances, tools, implements.	Contamination of storm water.	2	3	5	30 (L)	Environment Protection Act (1970) [Vic]	EHSM Chapter 5 Section 5.2.3 Spill control; guidelines.	Ensure spill / containment kits adequate for any spillage. All substances to be drained (if practicable) before commencement of repair, maintenance, alteration or service. All wastes to be collected by approved contractor. Training of all personnel (including contractors) in correct containment and spill prevention.	L
4. Sewer	Autoclave water	Release of hot water to trade waste.	2	0.5	1	1 (L)	Melbourne Water Corporation Act 1992: By-Law No.208 - Trade Waste. Water Industry Regulations 2006 [Vic]	EHSM Chapter 5 Section 5.2.3. Spill Control Guidelines. EHSM Chapter 11 11.31. New. EHS Waste Management	Small quantity of autoclave water does not pose an issue.	L
	Chemical spillage (large)	Contamination of trade waste.	1	1	15	15 (L)	Environment Protection Act (1970) [Vic] Dangerous Goods Act 1985 [Vic] Hazardous Substances Regulations 1999	EHSM Chapter 5 5.2.1. Chemical Management EHSM Chapter 5 Section 5.2.3. Spill	Containers to be stored in containment trays. Spill kits appropriate to the quantity stored to be available at site of use.	L

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								Control Guidelines. EHSM Chapter 6 6.10. Spill Control	Drawing of liquid to be undertaken in a fume cabinet over a containment tray. All personnel to be trained in the correct method for use, storage and clean up procedures.	
	Sealed and unsealed radiation emitting devices.	Release of Radiation emitting sources into the trade waste system.	1	0.5	15	7.5 (L)	Radiation Regulations 2007. Occupational Health & Safety Act 2004. [Vic]	EHSM Chapter 5 5.5.4. Storage and Handling of Radionuclides	All members dealing with radioactive substances are to be trained in the correct method of disposal as per the University's Policy. Disposal can only occur when the level of activity is equal to or lower than that specified in the EHS manual.	L
	Commercial kitchen waste discharge to grease trap.	Overflow of grease trap may contaminate or block drainage system	6	1	5	(30) (L)	Melbourne Water Corporation Act 1992: By-Law No.208 - Trade Waste. Water Industry Regulations 2006 [Vic]	Procedure specific to Maintenance Section	Grease trap regularly cleaned and serviced by an approved and licensed contractor. Ensure all drains in kitchen floor areas fitted with drain grates. Correct collection of food scraps.	L
	Chemical storage	Trade waste contamination	6	1	15	90 (L)	Environmental (prescribed wastes) Regulations 1998.	EHSM Chapter 5 5.2.1. Chemical Management	Training in chemical management and storage induction. Chemicals stored kept to minimum quantity. Storage cabinets, containment trays and bunding to be used. Adequate spill kits. Work procedures for storage and handling of chemical substances.	L

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	Release or spill of chemicals, oils, petroleum products from plant	Trade waste contamination	3	1	15	45 (L)	Melbourne Water Corporation Act 1992: By-Law No.208 - Trade Waste. Water Industry Regulations 2006 [Vic]	EHSM Chapter 11 11.31. New. EHS Waste Management	All substances to be drained (if practicable) before commencement of repair, maintenance, alteration or service. All wastes to be collected by approved contractor. Training of all personnel (including contractors) in correct containment and spill prevention.	L
5. Land	Sampling from trees and vegetation.	Damage to trees and vegetation.	2	1	1	2 (L)	Catchments & Land Protection Act 1994 [Vic].	Procedure specific to Department.	DSE permits required. Students to be supervised and trained in collection techniques that limit the damage to the area. Samples to be collected in a manner that minimises impact to the area. Vegetation to be replaced after collection of samples.	L
	Possibility of transferring pathogenic material.	Contamination of forest or vegetation. Contamination of the environment with species not native to area.	2	1	1	2 (L)	Catchments & Land Protection Act 1994 [Vic].	Procedure specific to Department.	DSE permits required. Students to be supervised and trained in collection techniques that limit the damage to the area. Ensure vehicle and equipment is inspected for seeds or other material before leaving site for new area. Trained personnel in equipment operation.	L

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	Underground Storage Tanks no longer in use.	Contamination of soil from fuel leak.	1	6	25	(150) M	Environment Protection Act (1970) [Vic] Catchments & Land Protection Act 1994 [Vic].	Procedure specific to Property & Campus Services	Survey on the condition of Underground Storage Tanks conducted. Risk Assessment conducted to determine if the tank can be removed or back filled.	L
	Heritage listed buildings	Alteration or destruction of buildings	0.5	1	25	12.5 (L)	Heritage Act 1995, s 64, 66	Project Management and Design Standards Section 2: General Planning and Design, Appendix 2A: Registered Buildings	Procedures in place to ensure buildings are managed in accordance with the Heritage Act.	L
	Heritage listed trees Location: 1 London Plane Tree – Ross McKay Courtyard 2 Osage Orange – System Garden, South East Corner	Alteration or destruction of trees	0.5	1	25	12.5 (L)	Heritage Act 1995, s 64, 66 National Trust Register of Significant Trees	Project Management and Design Standards Section 2: General Planning and Design, 2.7.3 Protected Tress During Construction	Procedures in place to ensure trees are managed in accordance with the Heritage Act.	L
6. Waste	Laboratory work of potentially hazardous materials /products, including: • hazardous chemicals	Trade waste contamination	2	3	5	(30) L	Environmental (Prescribed wastes) Regulations 1998. [Vic]	EHSM Chapter 11 11.31. New. EHS Waste	Disposal of Chemical waste through central University waste pick up via EnviroChem. Appropriate bunding / spill trays / sumps. Spill kit with capacity to contain contents of largest container. Training for all personnel in the cleanup procedure for spills. Training of all personnel in decontaminating spills. Laboratory risk assessments.	L

Category	Aspect	Impact	Raw Risk Assessment			Raw Risk Rating	Legislation	University Policies/ Procedures	Controls	Residual Risk Rating
			E	L	C					
								Research risk assessments.		
	Infectious biological waste from Biological Research Activities including; <ul style="list-style-type: none"> contaminated bedding material disposal of animal carcasses 	Release of infectious agents & biological material to the environment	1	1	15	(15) L	Environmental (Prescribed wastes) Regulations 1998. [Vic]	EHSM Chapter 5 Section 5.3.4. Transport, Packaging and Disposal of Infectious Material	<p>Infectious waste removal via an approved contractor, managed on a departmental basis.</p> <p>Contaminated animal bedding material to be autoclaved then disposed of via biological waste system.</p> <p>Approved contractors to dispose of non hazardous animal carcasses</p> <p>All waste to be correctly contained in biological waste bags.</p> <p>All personnel to be trained in the correct method for storage and handling of biological wastes.</p> <p>Biological bags to be stored (whilst awaiting autoclaving) in containment trays.</p> <p>Training of personnel in the safe use of Autoclaves.</p>	L
	Disposal of plant and equipment	Adverse impact on the environment: <ul style="list-style-type: none"> waste generation from plant Accidental leakage, spills, 	1	1	1	(1) L	Environment Protection Act (1970) Environmental (Prescribed wastes) Regulations 1998. [Vic] Dangerous Goods (Storage and Handling) Regulations 2000. [Vic]	EHSManual Chapter 11 11.31. New. EHS Waste EHSManual Chapter 5 Section 5.8.8 Disposal of plant or equipment.	<p>Plant Risk Assessments</p> <p>Decommissioning and removal of plant</p>	L

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		emissions to air, land and water					SEPP (Waters of Victoria)- standards for quality of water entering storm water system. [Vic]	EHSM Chapter 3 Section 3.1 New EHS Risk Management		
	Cigarette butts	Potential soil, surface and ground water contamination	1	1	1	(1) L	N/A	EHSM Chapter 11 Section 11.12 New Smoking in the workplace	Butt out bins located across the campus	L
	Disposal of <ul style="list-style-type: none"> Batteries Toner cartridges Mobile telephones 	Contamination to landfill	1	1	1	(1) L	Environmental (Prescribed wastes) Regulations 1998. [Vic]	EHSM Chapter 11 11.31. New. EHS Waste	Battery disposal depot available via mail room and collected by EnviroChem. University Approved Recycler – CartCollect. Mobile telephone disposal bins located Student Union and EHS Unit	L
	Polystyrene packaging waste	Excess waste to landfill	1	1	1	(1) L	N/A	EHSM Chapter 11 11.31. New. EHS Waste	Return polystyrene packaging to manufacturer, alternatively place polystyrene through compactor, located at Bio21.	L
	Use of paper, cardboard, paper towel and commingle waste	Excess waste to landfill	1	1	1	(1) L	N/A	EHSM Chapter 11 11.31. New. EHS Waste	Paper recycling bins located in all office areas. Commingle recycling bins located on grounds and in buildings. Use Sustainable Office/laboratory checklist.	L
	Contaminated glassware and sharps	Contamination to landfill	1	1	1	(1) L	Environmental (Prescribed wastes) Regulations 1998. [Vic]	EHSM Chapter 11 11.31. New. EHS Waste	Placement of signage on all broken / contaminated glass containers.	L

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7. Hazardous Materials	Storage and disposal of relevant plant containing hazardous materials including: PCB's, CFC, CHFC's, these can be found in light fittings and refrigeration equipment.	Contamination to landfill.	2	1	25	50 (L)	Environment Protection Act (1970)	Procedure specific to Maintenance Section	Audits of plant and equipment. Risk assessments of refurbishments, demolition and removal work.	L
8. General NOTE: The following areas do not require a risk assessment as they are an opportunity for improvement.	Domestic and overseas air travel	Contribution to increase of greenhouse gasses	N/A				Energy Efficiency Opportunities Act 2006 and Energy Efficiency Regulations 2006	Overseas Travel Policy	Field trip Risk Assessment and Plan	N/A
	Use of University vehicles	Contribution to increase of greenhouse gasses					N/A	N/A	University subscribed to Greenfleet.	
	HVAC – Heating, Ventilation and Air-conditioning of University buildings.	Depletion of gas reserves and coal reserves.					Energy Efficiency Opportunities Act 2006 and Energy Efficiency Regulations 2006	The University of Melbourne, Environmental Policy	Ensure all portable heating and/or cooling appliances are energy efficiency rated three star or higher. All heating / cooling building systems are thermostat controlled. Building systems are maintained and inspected on a regular schedule. The University of Melbourne registered to the Energy Efficiency Opportunities, Energy and Environment Division Department of Industry, Tourism & Resources on 19 February 2007.	

Category	Aspect	Impact	Raw Risk Assessment			Raw Risk Rating	Legislation	University Policies/ Procedures	Controls	Residual Risk Rating
			E	L	C					
	Materials used in events eg. flyers, bags, papers.	Resource depletion					N/A	The University of Melbourne, Environmental Policy	Encourage use of electronic communication, where appropriate, and where printed communications are needed (eg newsletters, annual publications, reports etc) ensure paper stock, ink, printers & distribution channels used meet high environmental standards.	
	Water consumption for building operation and grounds.	Depletion of water					Environment and Resources Efficiency Plan (EREP) program.	The University of Melbourne, Environmental Policy	Water Management Plan in place, Property & Campus Services, Maintenance Section responsible.	
	Lights, Computers, photocopiers (And other office equipment) left on when not in use	Resource depletion					N/A	The University of Melbourne, Environmental Policy	<p>Appoint building wardens to turn off lights etc. each night.</p> <p>Encourage and educate staff and students to turn electrical equipment off when not in use</p> <p>Computers on sleep mode or switched off when not in use.</p> <p>Photocopiers on sleep mode or switched off when not in use</p> <p>Display signs to turn off lights and computers when not in use</p>	N/A

NOTE: The following areas do not require a risk assessment as they are an opportunity for improvement.

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			E	L	C					
GENERAL EnviroLaw (link above) provides a plain english summary of legal obligations of general obligations, other pages may also be relevant depending on environmental impact	Domestic and overseas air travel	Contribution to increase of greenhouse gasses	N/A				Energy Efficiency Opportunities Act 2006 and Energy Efficiency Regulations 2006	Overseas Travel Policy	Field trip Risk Assessment and Plan	N/A
	Use of University vehicles	Contribution to increase of greenhouse gasses					N/A	N/A	University subscribed to Greenfleet.	
	HVAC – Heating, Ventilation and Air-conditioning of University buildings.	Depletion of gas reserves and coal reserves.					Energy Efficiency Opportunities Act 2006 and Energy Efficiency Regulations 2006	The University of Melbourne, Environmental Policy	Ensure all portable heating and/or cooling appliances are energy efficiency rated three star or higher. All heating / cooling building systems are thermostat controlled. Building systems are maintained and inspected on a regular schedule. The University of Melbourne registered to the Energy Efficiency Opportunities, Energy and Environment Division Department of Industry, Tourism & Resources on 19 February 2007.	
	Materials used in events eg. flyers, bags, papers.	Resource depletion					N/A	The University of Melbourne, Environmental Policy	Assess the need to provide materials for events.	
	Water consumption for building operation and	Depletion of water					Environment and Resources	The University of Melbourne, Environmental Policy	Water Management Plan in place, Property & Campus	

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	grounds.			Efficiency Plan (EREP) program.		Services, Maintenance Section responsible.	
	Lights, Computers, photocopiers (And other office equipment) left on when not in use	Resource depletion			The University of Melbourne, Environmental Policy	<p>Appoint building wardens to turn off lights etc. each night.</p> <p>Encourage and educate staff and students to turn electrical equipment off when not in use</p> <p>Computers on sleep mode or switched off when not in use.</p> <p>Photocopiers on sleep mode or switched off when not in use</p> <p>Display signs to turn off lights and computers when not in use</p>	