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1. Overview

The Environmental Training and Awareness Guide focuses on environmental policies and procedures relevant to working at The University of Queensland.

Environmental Management System (EMS)

The University has had an Environmental Management System in place since 1996 which provides a process for the University to:

- Identify activities that may impact on the environment.
- Provide programs and procedures to manage those activities.
- Help demonstrate due diligence.

Environmental Training Checklist

A checklist that can be used as a training record is available at the end of this document.
2. Sustainability Policy

The University of Queensland’s Environmental Policy is located in UQ Policy and Procedures Library, Section 10. Sustainability.

Key elements are:

- Consider sustainability issues in the decision-making process of planning and managing the University’s operations and activities, including capital works projects.
- Facilitate and enhance the decision-making process by seeking opinions, feedback and participation from the University’s stakeholders on environmental management issues on University campuses and sites.
- Promote and encourage environmental awareness and training to ensure individuals throughout the University are aware of their environmental responsibilities.
- Strive for continuous improvement of environmental performance by identifying and addressing environmental risk. Make available procedures for minimizing risks that comply with local, state and federal environmental legislation with the goal of attaining best environmental practice.
- Make available resources to implement and meet the requirements of the environmental policy.
- Offer, encourage and develop courses, programs and research projects of environmental and sustainable content. Promote external awareness by supporting projects that seek solutions to environmental problems in order to improve the sustainability of the global environment.

3. Environmental Responsibilities

General Environmental Duty
Under the *Environmental Protection Act 1994*, everybody has a ‘general environmental duty’. You must be aware of the activities you are involved in that may impact on the environment. For example, you must know how to correctly dispose of hazardous materials.

For further information, refer to:

IF SOMETHING DOES GO WRONG and there is an environmental incident:
- Initially Contact Security on Ext 53333 and/or the Manager Sustainability on Ext 51587
- Follow all instructions from Security.
- Try to minimise harm if safe to do so.
- After the incident, contact the Manager Sustainability, Sustainability Office, Property and Facilities, to complete the incident investigation process. (Ext 51587, Email: s.green@pf.uq.edu.au)
- (Note: Some Schools/Centres may appoint a specific person that staff and students can report environmental incidents to. This person should then contact Security on Ext 53333 and/or the Manager Sustainability on Ext 51587.

Breaches of the *Environmental Protection Act* can incur heavy penalties:

Individuals: $3,750 (minor breaches)
$312,375 + 5 years in prison (willful and serious breaches)

Body Corporates: $1.56 million
Executive Officer Responsibilities
(for all Executives and Staff with supervisory responsibilities)

The Environmental Protection Act (1994) (QLD) includes an Executive Officer Liability (Section 493).

UQ’s Executive:
- Must ensure UQ complies with The Act and all subordinate legislation.
- Has committed the same offence, if the corporation commits an offence. (Maximum Penalty – 5 years imprisonment & $312,375 personal fine)

Demonstrating due diligence in minimising risk of environmental liability is the best way for an Executive Officer to demonstrate “reasonable steps”. This includes:
- Being familiar with all environmental aspects of UQ’s operations.
- Identifying members on staff with responsibility for environmental management.
- Preparing, implementing and supporting an Environmental Management System that addresses all regulatory requirements and risks.
- Keeping abreast of changes and developments in policy and legal requirements.
- Demonstrating and communicating responsibility to employees and the public.
- Exercising control over the actions of contractors.
- Keeping adequate records to demonstrate compliance.
- Ensuring staff are adequately trained and resourced to undertake their duties.

In meeting due diligence, UQ currently has:
- Environmental Management Policy
  PPL 10.20.01 http://ppl.app.uq.edu.au/content/10.20.01-environmental-management
- Water Management Policy
  PPL 10.20.02 http://ppl.app.uq.edu.au/content/10.20.02-water-management
- Annual risk assessment of environmental aspects.
- Environmental Management System (EMS) including, but not limited to, procedures for:
  - waste management and disposal (including hazardous wastes and recycling),
  - energy, noise and water management,
  - training, reporting and responsibilities.

These require UQ Executives to:
- Ensure their managers are adequately trained and resourced to undertake their duties, minimising the risk of environmental harm.
- Ensure their managers are aware of the EMS and the applicable procedures.
- Consider environmental issues in making operational decisions.

Employee Responsibilities
Employees have a responsibility to comply with Corporate (and therefore executive) policy, procedures and direction where possible, and where they do not contravene The Act.

Employees must meet their individual responsibilities by:
- Following all UQ Environmental and related policies
- Following Environmental Management System and any other University environmental processes
- Reporting Environmental Incidents
- Providing feedback on new and/or existing activities that require improvements to existing procedures or development of new procedures to better address risk.
4. Environmental Training and Awareness

**Environmental Management sessions** are held through the University’s Staff Development Program. View: [http://www.uq.edu.au/staffdev/](http://www.uq.edu.au/staffdev/) - Select OHSE section. Other sessions may be conducted by the Sustainability Office, Property and Facilities Division.

**EMS Internal Auditor training course** is held on an annual basis or as required. University staff who work in areas with hazardous materials (e.g., laboratories) may train as EMS internal auditors so that they are skilled to conduct EMS audits on campus. To register for this course please contact the Sustainability Office or register through the Staff Development Program website at [http://www.uq.edu.au/staffdevelopment/](http://www.uq.edu.au/staffdevelopment/)

**Environmental awareness** is promoted through a range of avenues including the Green Office Program, Green Labs Program, and specific promotional activities such as energy conservation. Information on awareness programs is available at: [http://www.uq.edu.au/sustainability](http://www.uq.edu.au/sustainability)

**Environmental Powerpoint Slide presentation** that gives an overview of the Environmental Management System policies and procedures is available to view at: [http://www.uq.edu.au/sustainability/training](http://www.uq.edu.au/sustainability/training)

**Send us your Feedback**
Email feedback to: sustainability@uq.edu.au
5. Identifying and Managing Environmental Impacts

The University's Environmental Management System requires that we:
- Identify relevant environmental laws and regulations.
- Identify activities that may impact on the environment.

Heads of Schools, Centres and Administrative Divisions and Environmental Contacts are asked to assess activities in their School or Centre that may impact on the environment in the second half of each year. However, whenever they become aware of an item that requires attention they should notify the Sustainability Office, Property and Facilities Division on Ext. 51587.

To date, we have identified activities such as air quality, energy consumption, construction, noise, waste management and water usage.

**Example:**

*John is setting up a new research laboratory and will need to dispose of chemicals, and clinical and related waste. He should take a risk management approach and also be aware of a number of laws and regulations such as:*  
- Environmental Protection Act 1994  
- Environmental Protection (Waste Management) Regulation 2000  
- Brisbane City Council Trade Waste Policy

Once set up, John should also identify activities that may impact on the environment. He realizes that one type of waste that will be generated in the new lab is not included in the EMS Manual procedures. John should advise the Sustainability Office, Property and Facilities Division.
6. Environmental Procedures

The University's Environmental Management System includes operating procedures for air quality, biodiversity, energy, noise, waste and water management. These can be viewed at http://www.uq.edu.au/sustainability/policies-and-procedures

**Air Quality**

Any staff working with chemicals that will be emitted to atmosphere should be aware of air quality standards. At no time should any odours impact on our neighbours.

This includes:
- Fumehoods, stacks and scrubbers
- Refrigerants
- Odours
- Plant emissions

P&F monitors air emissions. For further detail view [Air Quality procedure](#).

**Biodiversity**

Environment Australia describes biodiversity as ‘the variety of all life forms: the different plants, animals and micro-organisms, their genes and the ecosystems of which they are apart’.

Currently, the University’s Biodiversity program covers Management of Native and Non-Native Birds, Possums and Weeds.

What you can do:
- Place rubbish in appropriate bins and don't litter
- Don't bother or feed native animals, particularly birds. They become dependent on your food source and lose their capacity to survive without it.
- Never feed feral or introduced animals
- Minimise what you put down the drain. Things like oils and chemicals may start at the sink but can end up in our waterways and seas.
Energy and Greenhouse Gas Emissions

The University of Queensland used approximately 125,500,000 kWh of electricity in 2008, generating 58,309 tonnes of CO2e emissions and contributing to 74.66% of the University’s carbon footprint. The remaining emissions are largely generated through air travel (20.89%).

The University of Queensland strives to minimise energy consumption through efficient operational control and by promoting energy awareness to the University community.

You can view information on how UQ is working to conserve energy on campus, and find energy saving tips at http://www.uq.edu.au/sustainability/energy

UQ Staff and Students – what you can do

All areas
- Switch off lights, computers, monitors and non-essential equipment at the end of the day or when not required
- Switch off air conditioning after work hours and keep doors and windows closed in air conditioned space.
- Buy energy efficient appliances and equipment
- Consider the option of video or telephone conferencing rather than travel.

Laboratories
- Turn off laboratory equipment that can sensibly be turned off when not in use, especially anything with a heating function, eg. heating blocks, microscopes, PCR machines, water baths.
- Keep fume hood sashes at their lowest as much as possible. Fume hoods not only operate more effectively but this reduces the air conditioning load and associated energy usage.

Kitchens
- Fully load up the dishwasher before running it for maximum efficiency.
- Turn off the auto boiler at night (Check first to see if it already has a timer)

P&F Responsibility:
- Compiling an annual report on behalf of the university that is required to be submitted to government under the National Greenhouse and Energy Reporting Act
- Ensuring that the University complies with Energy Efficiency Opportunities Act
- Energy auditing and energy efficiency projects
- Automated control systems for equipment
- Selection and design of equipment
- Energy monitoring
Noise Management

The Noise Management procedure covers any noise that affects areas not central to the University (i.e. neighbours’ houses and colleges)

The procedure provides details on eight (8) types of noise with specific controls:

- University Ceremonies
- Sports
- Entertainment
- Construction, Renovation and Demolition
- Grounds Maintenance
- Public Address System
- Air Conditioning / Refrigeration

Exemptions can be gained on strict provisos.

An activity can be shut down by security, manager of off-campus sites, or police.

Sustainable Procurement (Purchasing)


To ensure compliance be aware of the following:

- Statutory Authorities must integrate the practice of sustainability into the procurement of goods, services and construction.
- Statutory Authorities should seek to progressively increase the proportion of their procurement expenditure on sustainable goods and services from year to year and consider setting, measuring and reporting against sustainable procurement targets.
- You can obtain environmentally preferred items from the P&F Central Store. If an item is not in the P&F Central Store catalogue, ask for it to be ordered in.
Waste Management and Recycling

The University seeks to minimize waste going to landfill. Strategies to reduce waste are:

1. Source reduction – the most beneficial because it avoids generation of waste (eg. Reducing excess packaging, returning packaging to supplier)
2. Recycling or re-use – diverts waste from going to landfill.
3. Treatment of waste prior to disposal to minimize environmental impacts.

Procedures to dispose of waste at UQ can be viewed at http://www.uq.edu.au/sustainability/policies-and-procedures

If you are not sure where to place your waste, please refer to Appendix 1 in the Waste Management Program which covers all currently identified wastes. It details which of the waste streams the waste falls under and the associated disposal process.

Disposal of Hazardous Wastes

Laboratories at UQ generate a range of wastes including animal waste, chemicals, clinical and related waste, cytotoxic drugs and related waste, radioactive materials, as well as recyclables and general waste.

Hazardous waste disposal must follow the Hazardous Waste hierarchy. That is, the most hazardous waste component should be treated first. A waste that is a mix of two types (or more) of hazardous waste, must be disposed of as the most hazardous. (ie, a radioactive isotope in a chemical mixture is a radioactive waste)

<table>
<thead>
<tr>
<th>Hazardous Waste Hierarchy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radioactive</td>
</tr>
<tr>
<td>Cytotoxic</td>
</tr>
<tr>
<td>Clinical</td>
</tr>
<tr>
<td>Chemical</td>
</tr>
<tr>
<td>General/Maintenance</td>
</tr>
<tr>
<td>Recyclable/Green/Biological/Animal Waste</td>
</tr>
</tbody>
</table>

Tip:
Note down your waste disposal methods at the same time as your risk assessment details.
Laboratory Emergency Procedures and Spill Kits

Section 319 of the Environmental Protection Act states that everyone has a ‘general environmental duty’ to minimise harm to the environment. This includes a Duty to Notify of environmental harm.

In the case of an emergency:

Security is always first point for notification (Ph: 336 53333)  Security will notify the Manager Sustainability, Property and Facilities Division, who will in turn notify the Environmental Protection Agency if required.

Some Schools and Institutes may have a contact person who will in turn notify Security.

Be prepared with appropriate spill kits that are easily accessible:

All laboratories must have spill kits available that are appropriate to the current work being undertaken and staff must be trained.

Animal Waste

The Animal waste procedure covers non-Infectious animal carcasses, wastes and associated housing materials only. NO PLASTICS are to be included in this waste stream. Minimise all other types of waste other than animal waste.

- Refrigerate animal waste if held for any period of time or remove within an acceptable time.
- Dispose Animal waste that is non infectious/uncontaminated in green 240 litre wheelie bins with light green lids marked as ‘Animal Waste’
- Dispose of animal litter and foodstuffs for composting in green 240 litre wheelie bins with light green lids.
- Dispose of infectious or contaminated animal waste in Clinical and Related waste.
Chemical Waste

The Chemical Waste procedure details the processes for the disposal of sewerable and non-sewerable chemicals, as well as oil, gas cylinders and batteries.

Sewerable Chemical Waste
- Initially compare the waste ingredients against the categories and criteria for disposal to sewer as detailed in QUU’s Trade Waste Sewer Acceptance Criteria
- Dispose sewerable waste down chemical sinks.
- Ensure sufficient dilution.

Non-sewerable Chemical Waste:
- Waste must be sealed in an appropriate and compatible container.
- Only one ‘individually generated’ chemical waste is permitted in each container.
- To request chemical waste containers and labels and subsequent chemical waste collection go to: http://chemstore.science.uq.edu.au
- For queries and assistance, email: chemwaste@uq.edu.au

Oil
Used oil is to be treated as Chemical Waste.
- Waste oil must be sealed in an appropriate and compatible container.
- Where applicable the container should be labelled with:
  - the type of oil and total quantity
  - waste generator’s name, school/centre, and contact phone number.
- Request collection at: http://chemstore.science.uq.edu.au

Gas Cylinders
- Empty gas cylinders must be return to the supplier.
- For collection contact relevant supplier (BOC Ltd, Linde Gas P/L, Air Liquide Aust Ltd)

Batteries
The collection and disposal of batteries at UQ includes:

<table>
<thead>
<tr>
<th>Battery Type</th>
<th>Common Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alkaline</td>
<td>Cassette players, radios</td>
</tr>
<tr>
<td>Lithium</td>
<td>Cameras, watches, computers</td>
</tr>
<tr>
<td>Nickel cadmium batteries</td>
<td>Power tools, kitchen appliances</td>
</tr>
<tr>
<td>Lead-acid</td>
<td>Video cameras, computers, portable radios, fork lifts</td>
</tr>
</tbody>
</table>

Disposal of batteries:
- Dry batteries – Seal the batteries in an appropriate container and send by internal mail to University Chemical Store, Cnr Glasshouse Rd and Walcott St, St Lucia campus.
- Wet batteries – request collection at: http://chemstore.science.uq.edu.au

Please note:
- Rechargeable batteries last longer thus reducing the number of batteries purchased. By reducing the amount of batteries procured and disposed of, you can help reduce the amount of environmentally harmful wastes discharged.
- Nickel cadmium batteries (NiCads) contain cadmium, which is potentially carcinogenic and should not be placed in general waste bins.
Clinical and Related Waste

Clinical waste refers to any samples (e.g., tissue, venom, blood, serum, and swabs) that have been in contact with, or used in experiments with a pathological substance and includes pathological waste.

The Environmental Protection (Waste Management) 2000 requires that this waste be placed in yellow bins and yellow liners that are marked with clinical waste symbol.

- Liners of the initial collection containers must be removed and transferred to the Clinical Waste bins before they exceed 2/3 full or 6kg whichever is the lesser. The liners must be sealed before transferring them to the yellow 240 litre wheelie bins.
- Sharps must be placed in sharps containers before being placed in the yellow Clinical Waste bins.
- Waste must only be held for 7 days.
- Clinical Waste Wheelie bins must be locked when in an area accessible by the public.

For further details refer to: Clinical and Related Waste procedure

Cytotoxic Drugs and Related Waste

Cytotoxic Drugs and Related waste is managed in a similar manner as Clinical and Related Waste except that it has alternate requirements related to bins and liners. It must be disposed of strictly in accordance with procedures.

This includes:
- Bins and liners are purple and must have the cytotoxic waste symbol.
- 240 litre wheelie bins are available on request from Property and Facilities Cleaning section.
- Bins must be locked and kept in a non-public area.

For further details refer to: Cytotoxic Drugs and Related Waste procedure
Radioactive Materials

Disposal applies to materials that are below the level of legal prescription as radioactive substances.

- The Radioactive Waste procedure lists the process for the disposal of common types of radioactive wastes.
- The ultimate responsibility for classification, labelling and storage of radioactive wastes rests with the generator of the waste.
- Radioactive sources such as obsolete sealed sources, radioactive minerals and neutron activated samples cannot be generally disposed of by users. Contact the University Radiation Protection Adviser for advice (OHS Unit).
- Before old containers or packages that formerly contained radioactive materials are discarded, it is essential that any radiation labels be removed or effectively obliterated by the user so that unnecessary alarm is not caused.

Persons using radioactive materials themselves, or who supervise their use by students, are required to be licensed by Queensland Health.

Licensees are required to appoint a Radiation Safety Officer.

Maintenance Waste

Maintenance waste must be disposed of by one of the following options, preferably in the order presented:
- Give away to other schools or centres,
- Sale or auction,
- Recycling, or
- Disposal.

It is the School, Centre or Administrative division’s responsibility to manage these items.

Green Waste

P&F is the main generator.
- Suitable wastes are mulched and used to offset the purchase of new material.
- Otherwise it is taken to BCC recycling centres.

Schools and Centres (as smaller generators):
- Dispose of as General or Clinical Waste as appropriate.
- GM materials need to be autoclaved first then placed in clinical waste.
Recycling

Paper

The University has significantly reduced the amount of paper going to landfill. The goal, however, is zero paper to landfill.

- Two types of paper recycling bins are available:
  - Non secure paper – use grey bins
  - Confidential paper – use locked orange bins
- To obtain a non secure paper recycling box or bin (grey) email: recycle@pf.uq.edu.au
- To obtain confidential bins, Ph: 3879 4276.

Cardboard and Polystyrene

Cardboard Recycling
All types of cardboard except waxed or glossy can be recycled.

Flatten cardboard waste and place at the designated collection point in your building for collection by P&F Cleaners. If you are unsure where the collection point is located, ask your supervisor; or

Place in the cardboard containers located around campus. For further assistance, email recycle@pf.uq.edu.au

Polystyrene Recycling
Store this material until you have a quantity of it and then email recycle@pf.uq.edu.au with a request to collect polystyrene.

P&F’s Cleaning section will arrange to have it collected from the School/Centre/Section’s nominated location.

Toner and Ink Jet Cartridges

Property and Facilities’ Central Store arranges for toner and ink jet cartridges to be sent to a recycling facility.

Send empty cartridges in SEALED plastic bags or boxes by internal mail to:
  P&F Central Store, Glasshouse Road, St Lucia campus
Recycling

E-Waste (Computers and associate equipment, as well as some Laboratory equipment)

Property and Facilities staff collect E-Waste from UQ Schools and Administrative areas and then send it to SIMS Recycling, located at Northgate.

Email recycle@pf.uq.edu.au with a request to collect computers and other equipment. Advise quantity of e-waste and details of the location where it is to be collected (Room No, Building).

The toxic content of E-Waste must be carefully managed and includes:
- Neurotoxin, Carcinogens, and toxic dioxins
- Mercury, Lead
- Cadmium, Lithium

E-waste also provides a resource recovery opportunity:
- Copper, Aluminium, Stainless steel
- Iron and other ferrous and non-ferrous materials
- Leaded and unleaded glass
- ABS and other plastics
- Lead (pure)

Mixed Recycling - Glass, Plastics, Aluminium Cans

Bins are located in tea rooms in buildings and in public areas on campus. Recycle:

Glass
- All clear, green and amber glass bottles, e.g. soft drink, wine, beer
- All glass jars
- Clear glass sauce bottles

Plastics
- Plastics stamped with the Plastics Identification Code (1 – 6) can be recycled.

Aluminium Cans
- Recycling aluminium saves a significant amount of energy. Making aluminium cans from recycled aluminium uses only 5% of the energy needed to make the cans from the raw materials. Recycling one aluminium can saves enough energy to run a television for three hours. (www.alcoa.com)

Cardboard
- Small amounts of clean, non-glossy cardboard can be included.

To obtain recycling bins email: recycle@pf.uq.edu.au

To obtain additional recycling bins for special events, email recycle@pf.uq.edu.au at least one (1) week in advance.
Water Management

Water is a valuable resource and water restrictions must be observed by all staff at all times – for details view http://www.uq.edu.au/sustainability/water-management

What you can do:

All areas
- Adhere to the University’s Water Management Policy, Policy and Procedures Library 10.20.02, view at http://ppl.app.uq.edu.au/content/10.20.02-water-management
- Buy water efficient equipment
- If a dishwasher is available, completely fill it, then use it
- Report leaks to PF Asisst.
  - Email: pfassist@pf.uq.edu.au
  - Ph: 336 52222

Laboratories
- When diluting chemicals, run taps only as long as necessary.
- Don't walk away and leave taps running.
- When washing labware, reduce flow to effective minimum.
7. Environmental Audit Program

The operation of the Environmental Management System is regularly checked through audits and community feedback. In response, investigation and corrective action is taken where necessary.

**Environmental Technical Audits**

Sustainability Office, Property and Facilities Division, check:
- Air quality (fume cupboards etc.)
- Energy consumption
- Noise levels
- Chemicals and other waste disposal
- Water quality in lakes

**EMS Internal Audits**

Staff are encouraged to conduct voluntary EMS Internal Audits in their work areas to check that colleagues and students adhere to the programs and procedures that make up the EMS. The EMS Internal Audit Report template can be used to help staff conduct an audit. Work areas are encouraged to address any concerns or opportunities identified through the audit process.

**Green Labs Annual Assessments**

Green Labs Representatives conduct audits in their labs on an annual basis to assess performance and identify areas for improvement.
- Audits assess whether staff and students adhere to the programs and procedures in the EMS.
- A Green Labs Assessment Report is produced and presented to the lab audited.
- Audited labs are encouraged to address any areas of concern identified or opportunities for improved environmental performance.

8. Management Review

An annual Environmental Sustainability report is produced and submitted to the University Senate.
9. Summary

Everyone has a duty of care under the *Environmental Protection Act 1994* to undertake their activities in a way that minimises harm to the environment.

Key items to be aware of when at work:
- Identify and assess your activities for their impact on the environment.
- Comply with environmental laws and regulations. If you are unsure, contact Environmental Services.
- Use the relevant procedures in the EMS Manual.
- Know how to correctly dispose of hazardous materials.
- Support recycling, energy and water conservation initiatives.
- Advise Security and/or the Manager Sustainability, Property and Facilities, if you are aware of an environmental incident or breach of the *EPA 1994*.

10. Who to Contact

- For further information, view [www.uq.edu.au/sustainability](http://www.uq.edu.au/sustainability)
- or contact: Sustainability Office
  Property and Facilities Division
  Extensions 51587 or 52076
  Email: sustainability@uq.edu.au

11. Next step

Complete the Environmental Training and Awareness Checklist and return it to your Head of School or Centre, Supervisor or other nominated person.
The University of Queensland has developed an Environmental Management System (EMS) to manage its environmental responsibilities. As an employee/student of the University you have an obligation to follow the procedures in the EMS manual that relate to your work/study activities.

Please complete this checklist to ensure that you are aware of your responsibilities:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Employee's /Student’s Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I have been shown how to access the UQ Sustainability website</td>
<td></td>
</tr>
<tr>
<td>(<a href="http://www.uq.edu.au/sustainability">www.uq.edu.au/sustainability</a>) which includes the Environmental</td>
<td></td>
</tr>
<tr>
<td>Policy and Procedures.</td>
<td></td>
</tr>
<tr>
<td>2. I understand the main points of the Environmental Policy.</td>
<td></td>
</tr>
<tr>
<td>3. I understand my environmental responsibilities under the</td>
<td></td>
</tr>
<tr>
<td>Environmental Protection Act 1994.</td>
<td></td>
</tr>
<tr>
<td>4. I am aware of the environmental programs and procedures that relate</td>
<td></td>
</tr>
<tr>
<td>to my area of work/study. (Includes activities that relate to Air</td>
<td></td>
</tr>
<tr>
<td>Quality, Energy, Noise, Waste, and Water.)</td>
<td></td>
</tr>
<tr>
<td>Please list:</td>
<td></td>
</tr>
<tr>
<td>5. I understand the specific environmental procedures to handle,</td>
<td></td>
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<tr>
<td>store, and dispose of hazardous wastes that are associated with my</td>
<td></td>
</tr>
<tr>
<td>work. (Note: You must be competent in managing and disposing of the</td>
<td></td>
</tr>
<tr>
<td>wastes, not just aware of these procedures.)</td>
<td></td>
</tr>
<tr>
<td>Please list:</td>
<td></td>
</tr>
<tr>
<td>6. My first point of contact if an environmental incident occurs:</td>
<td></td>
</tr>
<tr>
<td>Name: ____________________ Position: ____________________________</td>
<td></td>
</tr>
<tr>
<td>Name: ____________________ Signature: __________________ Date:</td>
<td></td>
</tr>
<tr>
<td>Supervisor or nominee’s Name: __________________ Signature: __________</td>
<td></td>
</tr>
<tr>
<td>Date: _________________</td>
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</tr>
</tbody>
</table>

Please acknowledge completion on all 6 topics by email and forward to your Supervisor/Nominee for their acknowledgment. Then email your Head of School or Centre, or nominee to be held as a record of training. If a print copy is required, please print on recycled paper.