



Waitakere City Council  
*Te Tatao o Waitakere*

## **Cleaner Production Programme**

# **Cleaner Production BOAT BUILDING PROJECT**

**A Survey of the  
Environmental, Health & Safety Practices of  
Members of the Boat Building Working Group**

**June- July 2004**

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## **1. INTRODUCTION**

This survey was initiated by Waitakere City Council as a bench-marking exercise to take stock of where the current members of the Boat Building Working Group were in terms of their health, safety and environmental practices. The purpose being to provide information to the Boat Building Information Group to assess which topics should be focussed on during forum meetings and what additions/updates should be prioritised for the 'Health, Safety and Environment Guide for the Boat Building Industry.' But also to allow targeted assistance to those boat builders wanting to receive it. For background information on the boat building project refer to Appendix A.

The survey has been modelled on an original survey carried out at the beginning of the project which was distributed to 62 boat builders in the Auckland Region, however this survey was targeted more specifically to the members of the Boat Building Working Group and consequently has not been compared with the initial survey.

The survey was given out at the Boat Building Working Group meeting on 27 May 2004 and completed during that meeting by those attending. The survey was then emailed to those members of the Boat Building Working Group that did not attend the 27 May meeting, and then finally 2 weeks later the survey was posted to those who had not responded to the emailed survey.

## **2. SURVEY**

The survey questions were structured around the following topic areas;

- Contact details (this section was optional)
- Business Details
- Environmental, Health and Safety responsibilities
- Accidents/Injuries
- The 'Health, Safety & Environment Guide for the Boat Building Industry'
- Waste Management
- Energy Management
- Hazardous Substance Management
- Process Management

### 3. RESULTS

The results of the survey were presented to both the Boat Building Working Group and the Boat Building Information Group during their bi-monthly forum meetings in August 2004.

#### 3.1 RESPONSE RATE

The method of using the Boat Building Working Group meeting, email and post gained a reasonably good response rate of 53%, this being 10 responses out of 19 member companies. There was some concern that the results may be passed on to council inspectors and therefore some businesses chose not to respond. The results are shown purely as statistics and cannot be linked to the business names, however those who chose to provide contact details will be given a feedback report recommending some actions they can take to improve their practices.

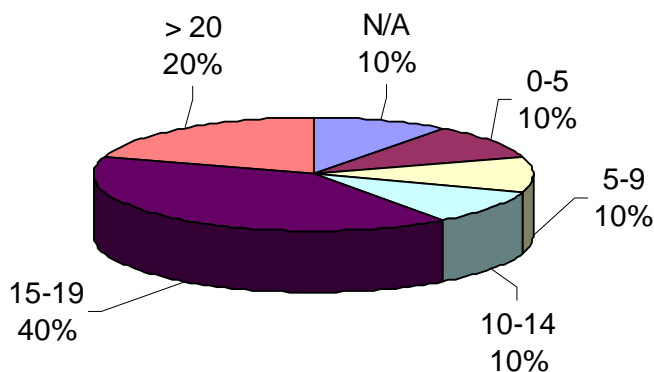
#### 3.2 OPTIONAL CONTACT DETAILS

90% of respondents chose to complete this section which indicated the name of company and contact details of the person filling in the survey.

#### 3.3 BUSINESS DETAILS

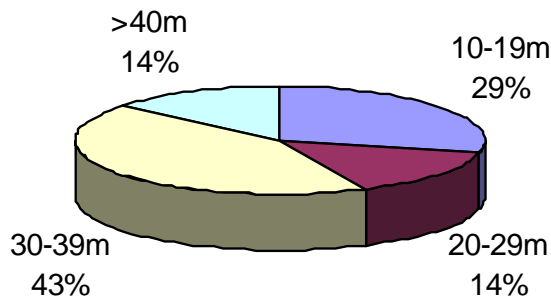
In this section respondents were asked about the nature of their companies including the number of years in operation, the type of construction, the number of boats produced in the last calendar year (2003), the average size of those boats and the number of employees in the company in the last year. 40% of respondents businesses have been in operation 15-19 years, 67% of respondents produce composite boats and the majority of responding businesses produced less than 5 boats in the 2003 calendar year. Some of these results are shown below;

*Figure 1: Number of Years in Operation*

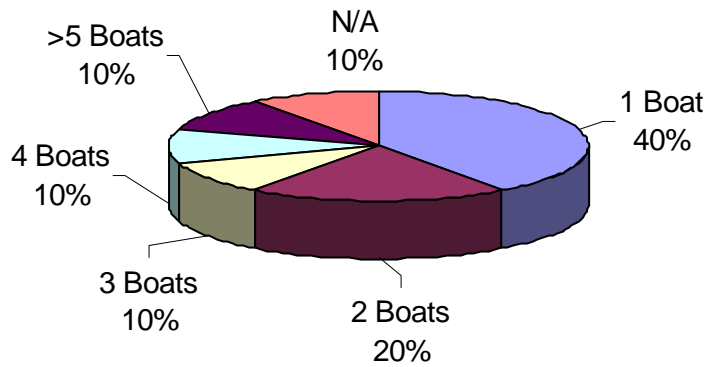


NB: N/A - "Not answered" - indicates the percentage of respondents that did not answer the question

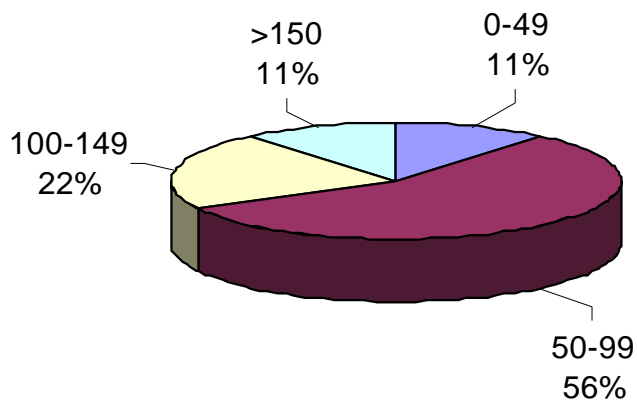
Figure 2: Average size of boats produced:



Figures 3: Number of boats produced in 2003:



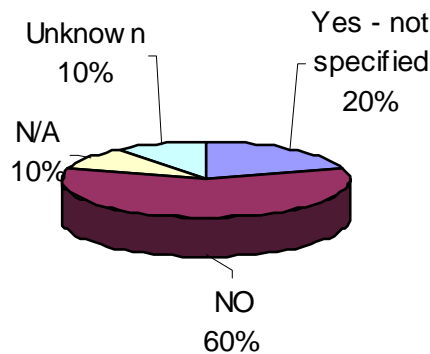
Figures 4: Number of Employees in 2003



### 3.4 ENVIRONMENTAL, HEALTH & SAFETY RESPONSIBILITIES

In this section respondents were asked about their legislative requirements as well as management policies and plans.

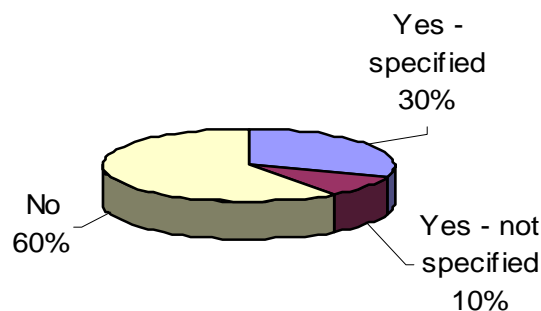
*Figure 5: Does the Company hold any consents for discharge to water/land/air?*



All respondents indicated that they held a Dangerous Goods license until 31 March 2004. All respondents indicated that their company has a formal Health & Safety policy, while 90% of respondents also provide health & safety training to employees.

50% of respondents indicated that their company has a formal Environmental Policy, of these 60% indicated that their Environmental Policy is separate to their Health & Safety Policy. No respondents had an Environmental Management System in place.

*Figure 6: Does staff training include consideration of environmental issues?*



The 30% that indicated staff training included consideration of environmental issues specified the following;

***“Briefings to supervisors”***

***“ARC certification, outside consultants meetings”***

***“Disposal”***

One respondent who indicated ‘no’ to this question added the following comment;

***“Hope to implement this in new premises”***

### 3.5 ACCIDENTS/INJURIES

Respondents were asked to indicate what they perceived to be the main causes of accidents in their company and the main types of injuries.

*What are the main causes of accidents in your company?*

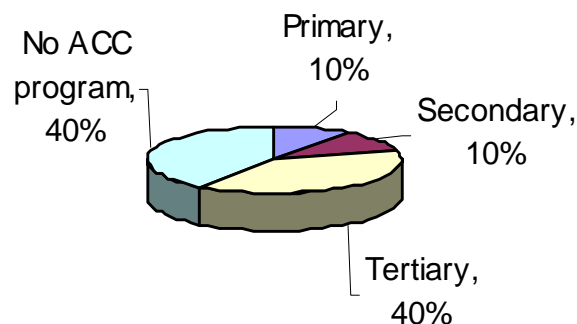
- “Slips, Trips, Falls”** (x 3 responses)
- “Not following procedures”**
- “Welding”**
- “Manual Handling”**
- “Power tools”**
- “Dust/dirt”**
- “Cuts/knives”**
- “Misuse of Tools”**
- “Persons lack of attention”**
- “Grinders”**

Many of the items listed above such as slips, trips and falls, welding, power tools etc are already planned to be addressed in the first update to the ‘Health, Safety & Environment Guide for the Boat Building Industry’ which is due to be released in late 2004.

*What are the main injury types in your workplace?*

- “Eye”** (x5)
- “Minor abrasions and cuts”** (x4)
- “Hand”** (x2)
- “Back Strain”** (x2)
- “Strain”**
- “Open wounds”**

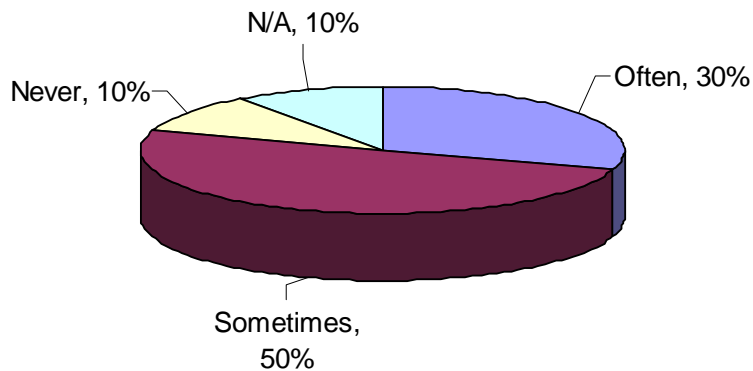
Figure 7: Are you currently involved in an ACC program?



### 3.6 HEALTH, SAFETY & ENVIRONMENT GUIDE FOR THE BOAT BUILDING INDUSTRY

All respondents indicated they had a copy of the 'Health, Safety and Environment Guide for the Boat Building Industry.'

*Figure 8: How often does the Company use the Guide? Often, Sometimes or Never.*



A space was provided for any comments respondents wished to make on the guide. 83% of comments on the guide were positive;

***“Used as a back up to company H&S manual, good reference for points of discussion.”***

***“A lot of duplication of information easily found elsewhere.”***

***“Great guide, enjoyed helping put it together for the industry.”***

***“Hopefully it will continue to develop and include revisions.”***

***“Good and developing a sound base to work from.”***

***“Helpful”***

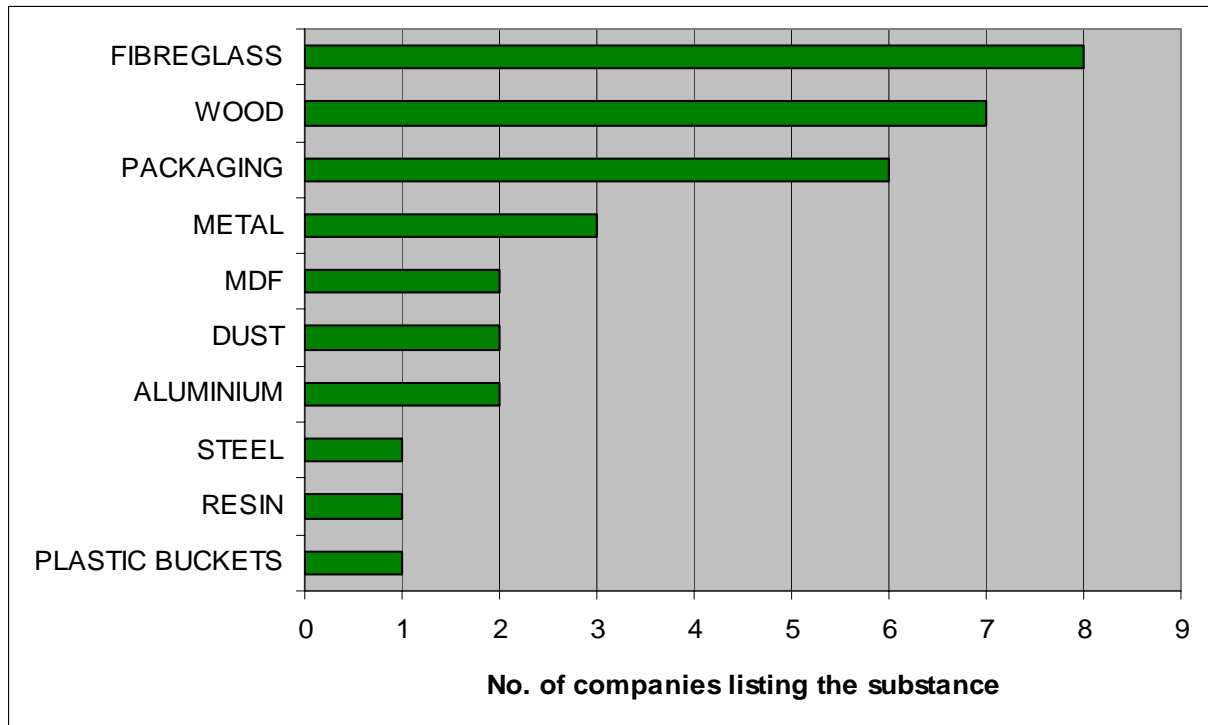
### 3.7 WASTE MANAGEMENT

20% of respondents have a formal Waste Minimisation & Management Plan while 10% indicated they were developing a plan. 60% of respondents indicated that their company operates a materials inventory system and 40% of respondents had undertaken a waste audit at some stage.

Respondents were asked to list the main wastes produced on site, in the categories of solid wastes and hazardous/liquid wastes.

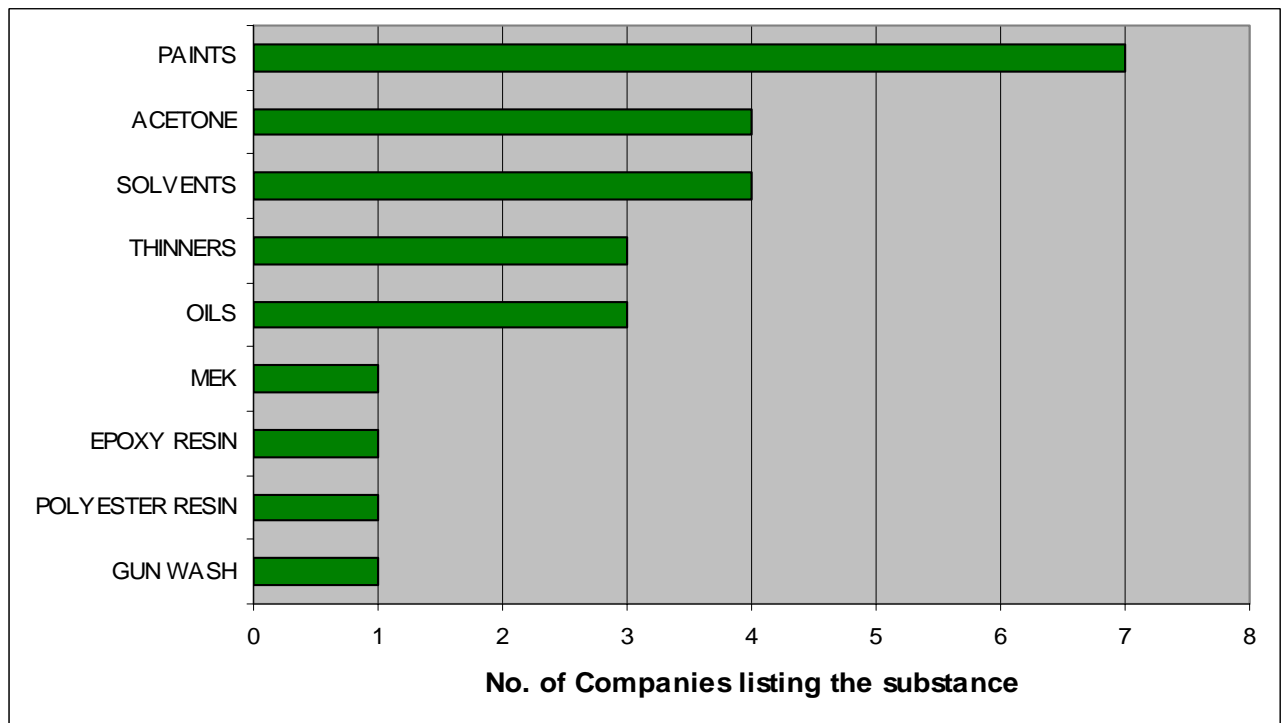
For solid waste, fibreglass had by far the largest response, followed by wood, packaging and metal. MDF, dust and aluminium had multiple respondents while steel, resin and plastic buckets were listed only once.

**Figure 9: LIST THE MAIN SOLID WASTES PRODUCED ON SITE:**



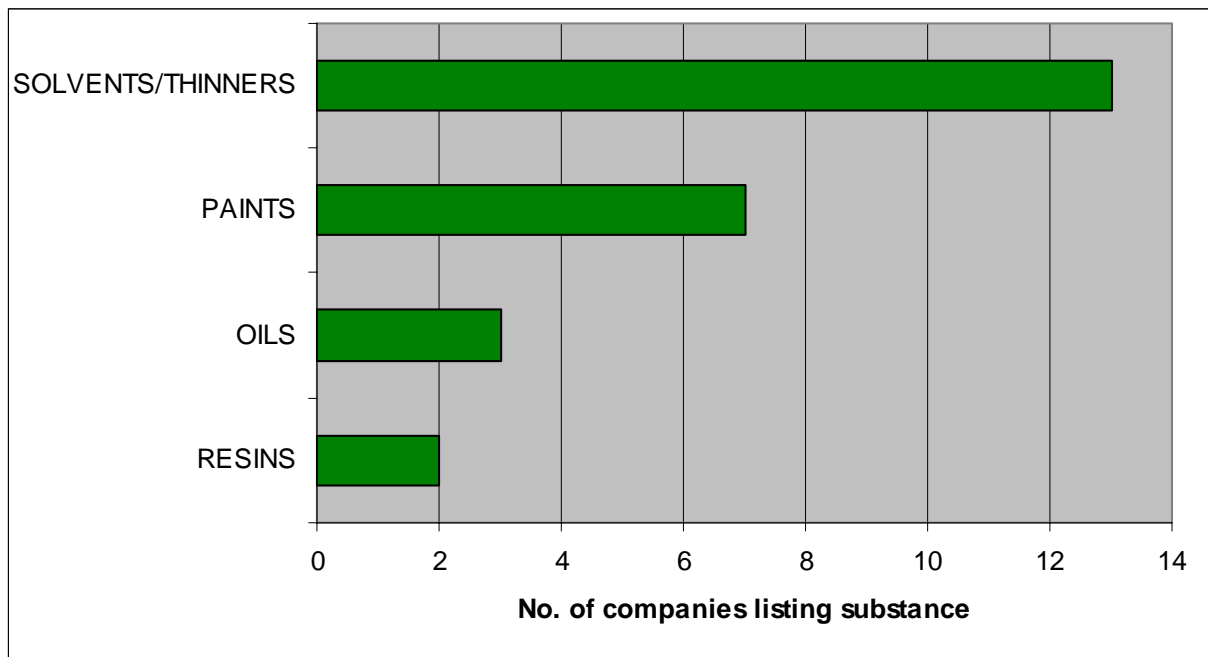
Paints had the largest listing by respondents for liquid wastes, followed by acetone, thinners, solvents and oils. MEK, Epoxy resin, polyester resin and gun wash were all listed once.

**Figure 10: LIST THE MAIN LIQUID WASTES PRODUCED ON SITE:**



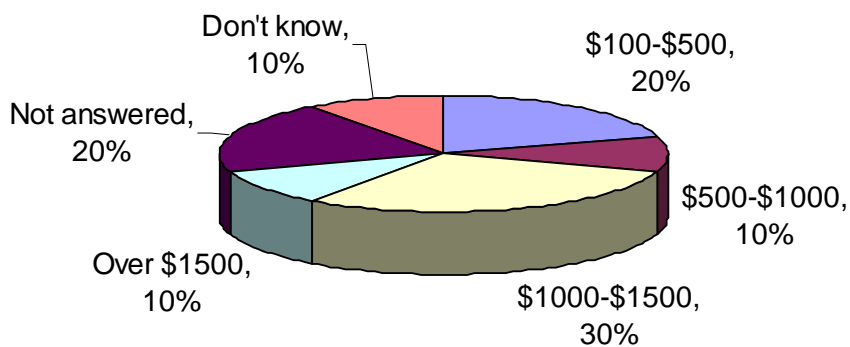
However, when the liquid waste categories are broken down into their four generic categories shown below, this indicates that solvents and thinners were actually listed more than paints.

**Figure 11: MAIN LIQUID WASTES BY GENERIC CATEGORIES:**



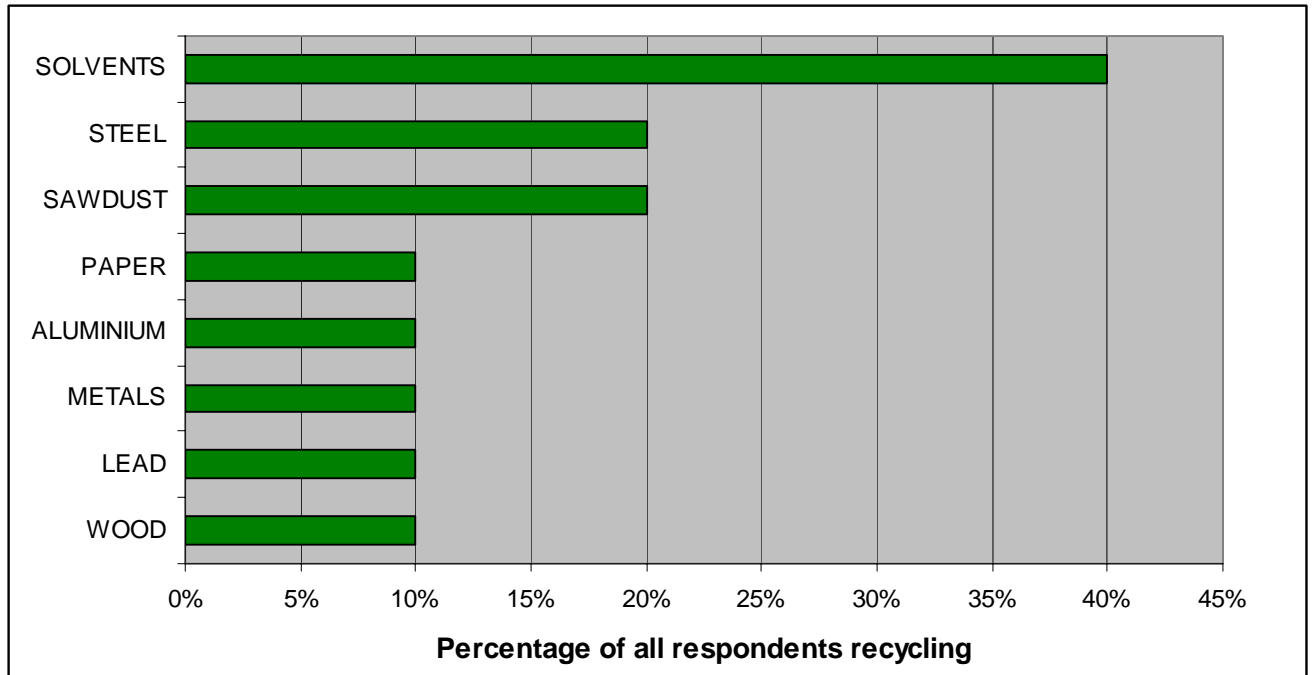
Respondents were questioned on the number of waste skips sent to landfill each month and the cost of this. Waste disposal varied from 2-16 skips per month which ranged in cost from \$160-\$1600 per month.

**Figure 12: Cost of Landfill Waste Disposal per month**



80% of respondents indicated that they do some sort of recycling, with solvents being the most common waste recycled.

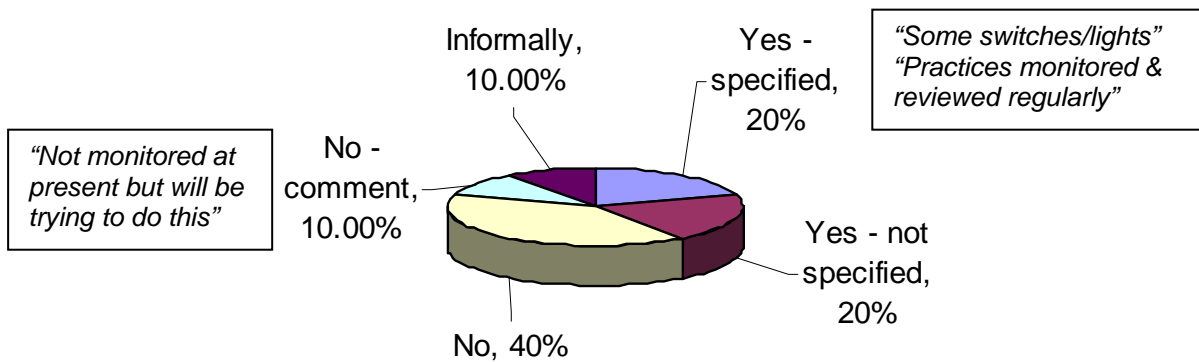
Figure 13: **SUBSTANCES RECYCLED BY RESPONDENTS:**



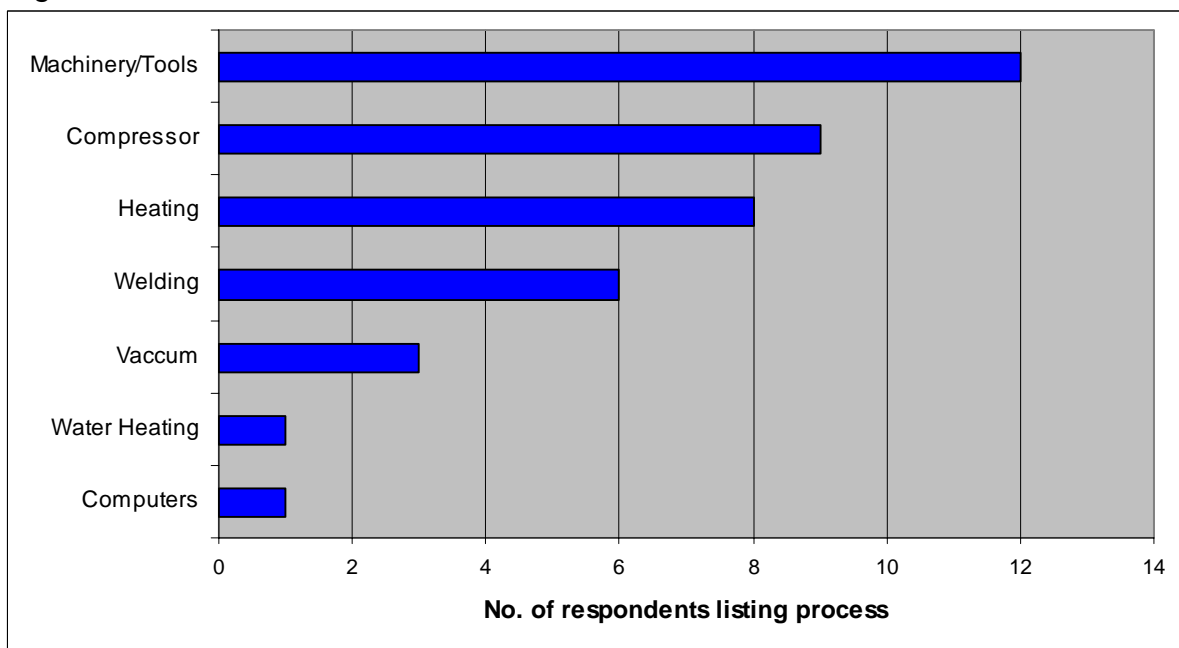
### 3.8 ENERGY MANAGEMENT

In this section respondents were asked about energy monitoring and efficiency.

*Figure 14: Is energy use monitored and energy efficiency encouraged? (If yes, briefly expand on measures taken).*



**Figure 15: LIST THE PROCESSES THAT USE THE MOST POWER:**



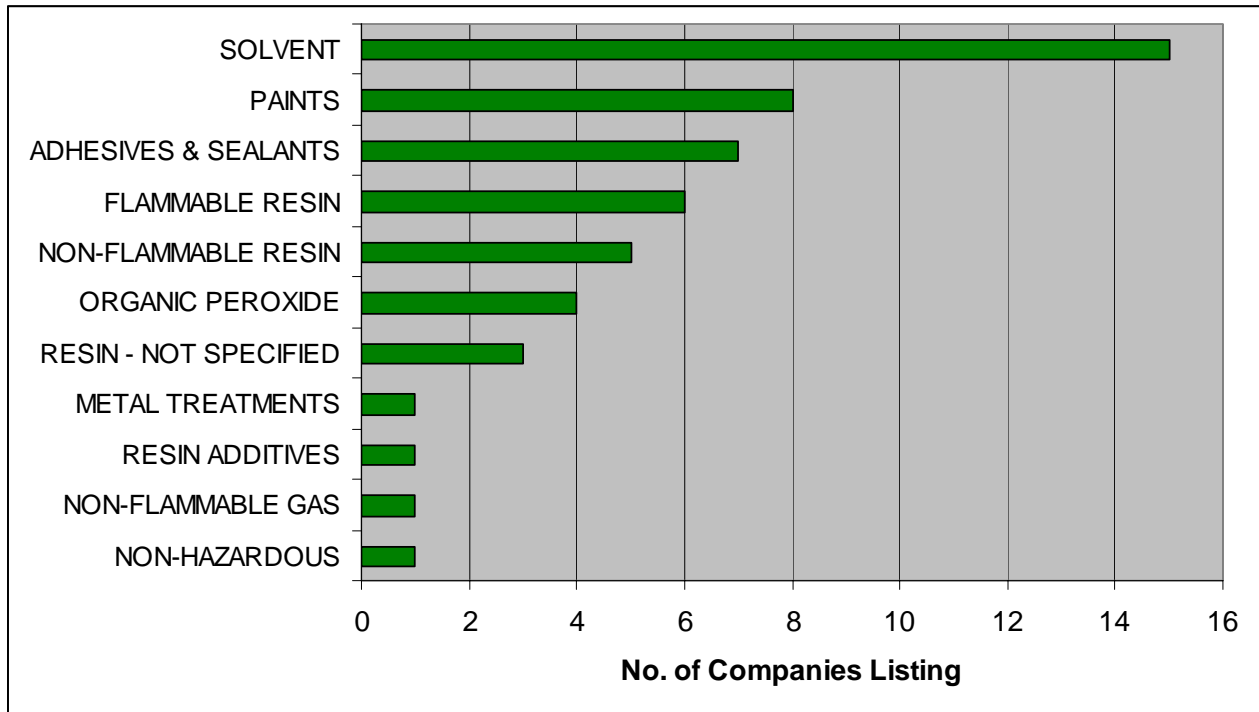
Only 10% of respondents had ever undertaken an audit of their energy use while another 10% currently had an energy audit under action. 80% of respondents had never undertaken an energy audit.

Energy efficiency fact sheets are planned to be provided in the first update to the 'Health, Safety and Environment Guide for the Boat Building Industry.'

### 3.9 HAZARDOUS SUBSTANCE MANAGEMENT

Respondents were asked to list the hazardous substances in most common usage. These are shown below under their generic categories.

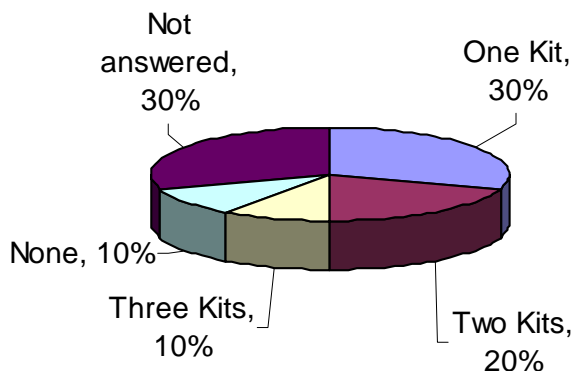
Figure 16: HAZARDOUS SUBSTANCES IN MOST COMMON USAGE:



All respondents indicated that their hazardous substance storage areas were separate from their non-hazardous substances storage areas. 80% of respondents indicated that their hazardous substance storage areas were bunded and 100% of respondents indicated that these storage areas were either inside or in a covered area. 90% of respondents indicated that storage areas and containers/drums are checked regularly for leaks/faults.

70% of respondents had a Spill Response Plan in place, while only 20% did staff practice drills for spills.

Figure 17: How many spill kits do you have on-site?



70% of respondents held a copy of the drainage plan for their site and 80% of respondents were aware of the locations of stormwater drains on their sites, however only half of these respondents indicated that the stormwater drains were marked for “Rainwater only”.

All respondents indicated that Material Safety Data Sheets were held for all hazardous substances on site. 80% of respondents kept an inventory of all types and quantities of hazardous substances on-site and 30% of respondents record what hazardous substances arrive and leave the site.

*Figure 18: Summary of Responses to Hazardous Substance Survey Questions*

| <b>HAZARDOUS SUBSTANCE RESPONSE SUMMARY</b>           | <b>YES</b> |
|---|------------|
| Are HS & non-HS stored in separate areas?             | 100%       |
| Are storage areas/drums regularly checked for leaks?  | 90%        |
| Are HS storage areas bunded?                          | 80%        |
| Do you have a formal Spill Response Plan?             | 70%        |
| Do staff practice drills for spills?                  | 20%        |
| Do you know where stormwater drains are on your site? | 80%        |
| Are stormwater drains marked rainwater only?          | 40%        |
| Do you hold SDS sheets for all HS on the site?        | 100%       |
| Do you keep a HS inventory (types and quantities)?    | 80%        |
| Do you record what HS arrive and leave the site?      | 30%        |

### **3.10 PROCESS IMPROVEMENTS**

Respondents were asked to list any improvements to the company's environmental practices in the last 12 months, half of the respondents filled in this section. The responses are listed below;

***“Collection of compressor residues, vacuum use for tables (resins)”***

***“Major clean up after launch of luxury yacht, labelling of chemical containers, upgrade MSDS”***

***“Review of our waste output we have reduce this by 25% by way of reviewing procedures”***

***“Environmental Air Monitoring, Noise Monitoring, Workshop extraction unit installed”***

***“To be fair not many but hope to improve that when we have new premises”***

Respondents were asked to list any improvements to the company's health & safety practices in the last 12 months. The responses are listed below;

***“Ongoing through training, independent audits (3 every 2 months) & visitor suggestions”***

***“Newly developed MOSHH system, spraybooth extraction and breather system”***

***“Updated H&S policy, updated hazard register, updated factory maintenance register, primary ACC level achieved”***

***“Chemical safety cards”***

***“Accident reporting, rehab/alternative duties, monthly inspections improved, contractor inductions improved”***

***“More comprehensive scaffolding equipment readily available, better fume extraction when painting”***

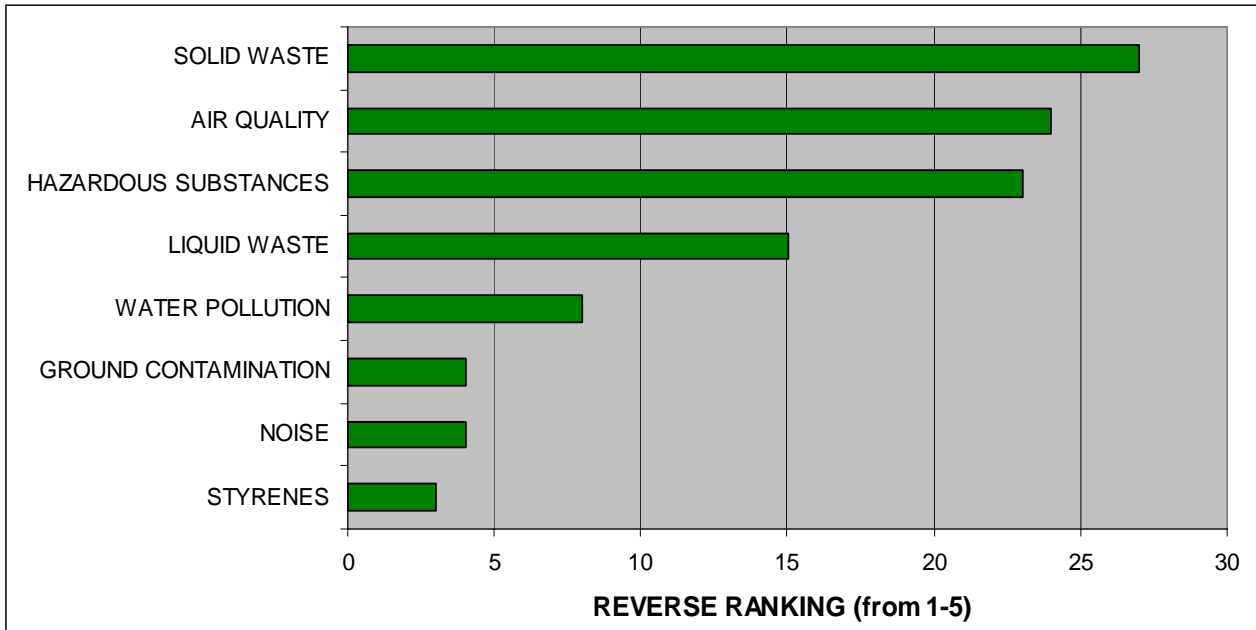
***“Continued monitoring of current system”***

***“Improved safety standards the issue of safety gear, personnel encouraged to be more aware and to wear items more often”***

***“H&S Rep training, establish workplace safety group (meet on monthly basis), monthly general workplace inspection (covering all areas, processes, equipment, practices)”***

Respondents were then asked what they considered the 5 main environmental, health & safety issues for the company and to rank these in importance from 1 to 5. The results are shown below on a reverse ranking scale. For example if a respondent listed solid waste as the number 1 environmental issue, then this solid waste response was given the value of 5 and all values for solid waste were added together to obtain the overall reverse ranking result shown on the graphs below.

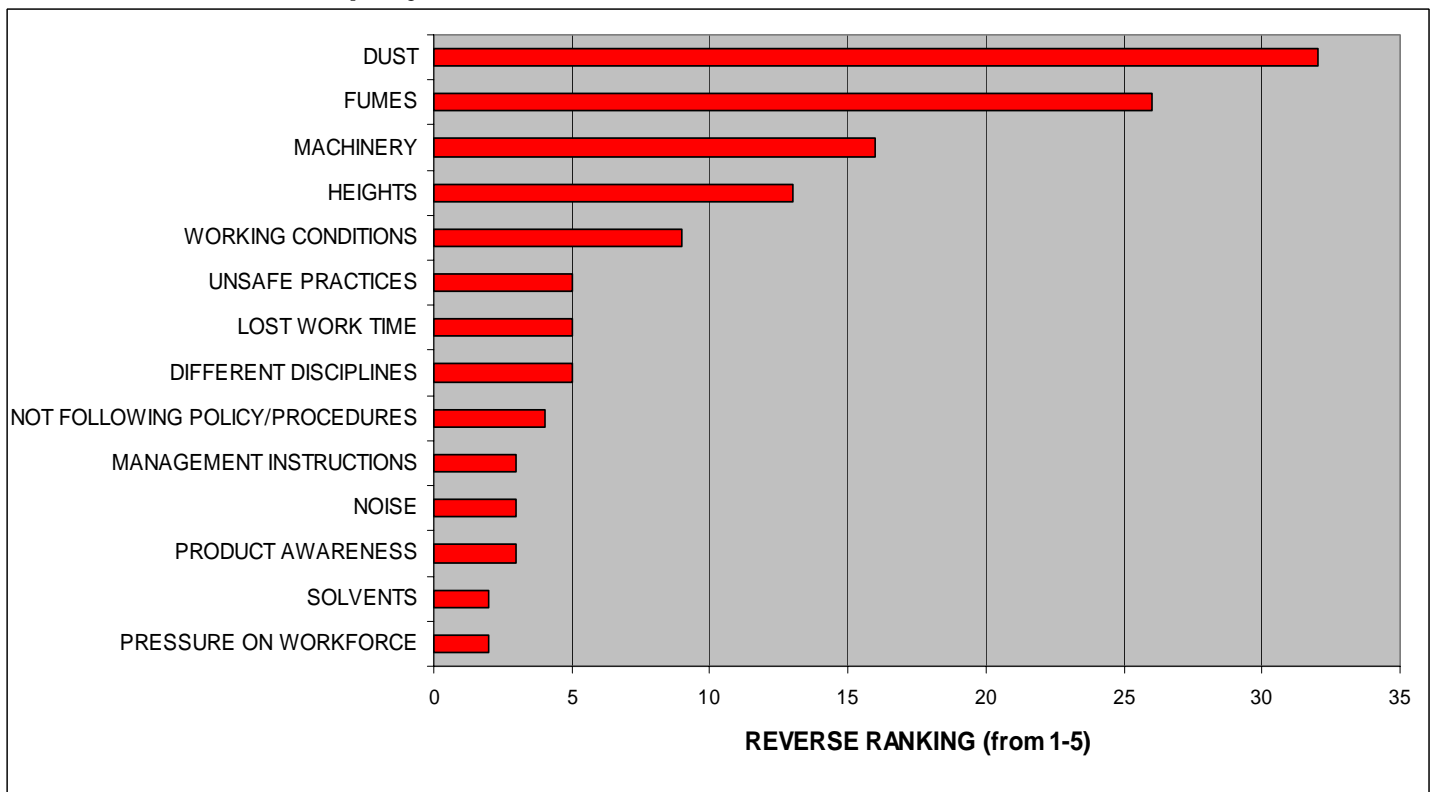
**Figure 19: What do you consider to be the main environmental issues for the Company?**



If we consider that liquid waste, water pollution and ground contamination are results of hazardous substance use and styrenes are an air quality problem then what is left is four main environmental issues; solid waste, air quality, hazardous substances and noise.

Dust, fumes, machinery and heights were identified as the main health & safety issues.

**Figure 20: What do you consider to be the main health & safety issues for the Company?**



Respondents were then asked if they thought there were any process changes that could reduce the effect of these issues.

*Are there any process changes that you think might reduce the effect of these issues?*

***“Planning for capturing the air contaminants at the source”***

***“Introduce an at risk component in wates, Instigate target H&S goals, Introduce a performance management system”***

***“More training and knowledge in the industry, adding to manual”***

***“Solvent substitution to less hazardous”***

***“Industry leaders need to look at economic ways of reducing some of the hazards in resins and solvents while remaining competitive”***

***“We are always looking to improve things for our workers”***

## 4.0 DISCUSSION

- 90% of respondents completed the Optional Contact details section, this will allow targeted feedback and recommendations to be delivered to these businesses.
- 100% of respondents had a Health & Safety Policy but only 50% had an Environmental Policy.
- Only 30% of respondents included environmental issues in staff training – this is an opportunity for more education of businesses to include environmental aspects in staff training such as; company environmental policy, the environmental risks associated with hazardous substances, what to do in the event of a spill, where stormwater drains are located and disposal/recycling policies/procedures.
- The survey results for the perceived main causes of accidents were in line with the expectations of the Boat Building Information Group and many of these are planned to be addressed in the first update to the 'Health, Safety and Environment Guide for the Boat Building Industry.'
- Eyes were the most listed types of injury. This will require more consideration from the Boat Building Information Group as this was previously considered a low priority due to the low representation of eye injuries in the ACC statistics.
- Only 20% of businesses held a Waste Minimisation & Management Plan. Waitakere City Council will be developing templates/guidelines for these over the next 12 months in conjunction with local businesses.
- Some of the main types of solid wastes listed; fibreglass, resin and MDF are currently difficult to recycle, with few alternatives to landfilling.
- There are opportunities for improving recycling rates in the industry, for example only 10% of respondents recycled paper.
- There are opportunities for improving processes to reduce liquid wastes such as paints and resins.
- Energy is a significant cost to businesses (more so than waste disposal) yet only 40% of respondents indicated they monitored energy use. There are opportunities for education on energy efficiency which is planned to be addressed in the first update to the 'Health, Safety & Environment Guide for the Boat Building Industry.'
- Responses to hazardous substance management indicate that many actions are being taken but are not being followed through with. For example 70% of respondents had a spill response plan but only 20% of respondents indicated they do staff practice drills for spills. Similarly 80% knew where the stormwater drains were located on their site but only 40% had these marked for rainwater only.
- There are opportunities for education for more transparent recording of hazardous substance management; keeping a hazardous substance inventory and recording what substances arrive and leave the site.
- Some excellent actions have been taken over the last 12 months by respondents to this survey.
- The top 3 main environmental issues were solid waste, air quality and hazardous substances while the top 3 main health & safety issues were dust, fumes and machinery. This indicates the need for a focus on both indoor and outdoor air quality issues.

## APPENDIX A:

### *BOAT BUILDING PROJECT BACKGROUND*

#### *A Partnership Project between the Accident Compensation Corporation & Waitakere City Council*

Waitakere City Council initiated a project with boat builders in the Waitakere area in 2000 and ACC came into partnership in 2002. The project was originally initiated in Waitakere as there is a cluster of boat building companies in the area and it was an industry that the Waitakere City Council wanted to support and promote in their city. The overarching aim of the project is to promote safer workplaces and healthier environments in the boat building industry by promoting health, safety and environmental best practice. Although compliance is encouraged the project focuses more simply on promoting best practice to protect both employees and the environment.

There are two group forums running as within the Boat Building Project, the first is the stakeholders wanting to help and work with the industry. This is the *BOAT BUILDING INFORMATION GROUP* and consists of representatives from the Marine Industry Association, Boating Industry Training Organisation, Auckland Regional Council, Occupational Safety & Health Service, New Zealand Engineering, Printing & Manufacturing Union, UNITEC Marine Technology School, Bay of Plenty Polytechnic, Tauranga Marine Services Association, Christchurch City Council – Target Zero, Tauranga District Council, Northland Regional Council and EERST. The second group is the boat builders forum called the *BOAT BUILDING WORKING GROUP* which consists solely of boat builders and is facilitated by Waitakere City Council and ACC. There are 20 boat building companies listed in the Auckland Boat Building Working Group, 7 are from Waitakere City area while 4 are from outside of the greater Auckland region.

These two groups meet bi-monthly and link in with each other. The project is driven by the boat builders needs and issues discussed at the bi-monthly Boat Building Working Group meetings, and this is fed back to the Boat Building Information Group for action.

Both of these groups worked together to produce the *'Health, Safety & Environment Guide for the Boat Building Industry'* which is a national guide for the industry administrated by the Marine Industry Association/Boating Industry Training Organisation. The guide was launched in November 2003, the guide is not complete and is intended to be updated and amended in the future. The idea being that anyone can produce a new chapter/section which is sent to the Boat Building Information Group for consideration and then tested by members of the Boat Building Working Group.

In order to provide support for the *'Health, Safety & Environment Guide for the Boat Building Industry'* the Boat Building Information Group discussed the concept of encouraging satellite Boat Building Working Groups to be set up in areas where other Boat Building clusters exist. So far this has been initiated in the Tauranga region with a launch being held on 27 July 2004. The idea is that all groups remain linked through the central Boat Building Information Group to stay informed about what is happening in different areas and avoid any 're-inventing of the wheel.'

## APPENDIX B:

### Boat Building Health, Safety and Environmental Questionnaire 2004

This Health, Safety and Environmental Questionnaire has been designed to give the Boat Building Information Group a better idea of the issues facing the industry and what issues to prioritise. It will also help us in our reporting processes to secure on-going funding for the project. We would greatly appreciate you filling it in and we will make the results available to all those who complete it (excluding Company and individual names of course!).

#### 1. Optional Contact Details

|                         |       |
|-------------------------|-------|
| <u>Optional Section</u> |       |
| <b>Name of Company</b>  | ..... |
| <b>Contact Person</b>   | ..... |
| <b>Address</b>          | ..... |
| <b>Phone/Fax/Email</b>  | ..... |

#### 2. Business Details (required section)

Tick

|                                       |             |                          |
|---------------------------------------|-------------|--------------------------|
| <b>Type of construction</b>           | Composites  | <input type="checkbox"/> |
|                                       | Aluminium   | <input type="checkbox"/> |
|                                       | Other ..... | <input type="checkbox"/> |
| <b>Number of Years in operation</b>   | .....       |                          |
| <b>Number of boats produced</b>       | 2003.....   |                          |
|                                       | 2002.....   |                          |
| <b>Average size of boats produced</b> | .....       |                          |
| <b>Number of employees</b>            | 2003.....   |                          |
|                                       | 2002.....   |                          |

### 3. Environmental, Health & Safety Responsibilities

|   |   |                              |                             |
|---|---|------------------------------|-----------------------------|
| <b>Legislative requirements</b>                             | Does the Company hold any consents for discharge to:<br>Water/ Land/ Air. (circle) Council .....  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|   | Does the Company have a DG license (until 31 March 2004)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Health and safety policy</b>                             | Does the Company have a formal health and safety policy?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Health and safety training</b>                           | Is health and safety training provided to employees?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Environmental policy</b>                                 | Does the Company have a formal environmental policy?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|   | Is your Environmental Policy separate to your H&S policy?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>EMS</b>  | Does the Company have an Environmental Management System in place? (e.g. EnviroMark or ISO 14000)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Staff awareness and training of environmental issues</b> | Does staff training include consideration of environmental issues (e.g. minimising waste, reducing energy use, recycling etc)? (if Yes, briefly expand on how this is done) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|   | .....<br>.....  |                              |                             |

### 4. Accidents/Injuries

|   |  |                              |                             |
|---|--|------------------------------|-----------------------------|
| <b>What are the main causes of accidents in your company?</b> | .....<br>.....   |                              |                             |
| <b>What are the main injury types in your workplace?</b>      | .....<br>.....   |                              |                             |
| <b>Are you currently involved in an ACC program?</b>          | WSMP .....   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|   | Partnership Program.....<br>If so what level (please circle) ?<br>PRIMARY/ SECONDARY/ TERTIARY | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### 5. Health, Safety and Environment Guide for the Boat Building Industry

|  |                              |                             |       |
|--|------------------------------|-----------------------------|-------|
| Does your company have a copy of the 'Health, Safety and Environment Guide for the Boat Building Industry? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |       |
| If yes, how often does the Company use the guide? (please circle)  | Often                        | Sometimes                   | Never |
| Any comments on the guide?<br>.....  |                              |                             |       |

## 6. WASTE MANAGEMENT

|   |  |                              |                             |
|---|--|------------------------------|-----------------------------|
| <b>Planning</b>                           | Do you have a formal Waste Minimisation & Management Plan?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Materials inventory</b>                | Does the Company operate a materials inventory system?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Waste materials</b>                    | <p><b>List the main wastes produced on site:</b></p> <p><u>Solid wastes</u> (e.g. wood, fibreglass offcuts, metal scraps, packaging etc).<br/> .....<br/> .....<br/> .....<br/> .....</p> <p><u>Hazardous/liquid wastes</u> (e.g. used solvents, used oil, paint wastes)<br/> .....<br/> .....<br/> .....<br/> .....</p> <p><u>Other?</u> (e.g. energy...)<br/> .....<br/> .....</p> |                              |                             |
| <b>Waste/<br/>Environmental<br/>Audit</b> | Has the Company ever carried out a waste audit?<br>(if Yes expand on how regularly and if records are kept)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|   | .....<br>.....<br>.....<br>.....   |                              |                             |
| <b>Recycling</b>                          | Are any wastes recycled?<br>(if Yes, explain what wastes are recycled)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|   | .....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....  |                              |                             |
| <b>Waste to landfill</b>                  | How much waste goes to the landfill each month?<br>(number of skips per month)   |                              |                             |
|   | .....<br>.....   |                              |                             |
| <b>Cost of disposal</b>                   | What does it cost to dispose of this waste each month?   |                              |                             |
|   | .....<br>.....   |                              |                             |
| <b>Hazardous/non<br/>hazardous wastes</b> | Are hazardous wastes segregated from non-hazardous wastes  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## 7. Energy Management

|                          |  |                              |                             |
|--------------------------|--|------------------------------|-----------------------------|
| <b>Energy management</b> | Is energy use monitored and energy efficiency encouraged (if Yes, briefly expand on measures taken)<br>..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Energy use</b>        | List the processes that use the most power?<br>1.....<br>2.....<br>3.....                                    |                              |                             |
| <b>Energy audit</b>      | Has the Company ever done an audit of its energy use?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## 8. Hazardous Substances Management

|                                      |   |  |  |
|--------------------------------------|---|--|--|
| <b>Hazardous substances</b>          | List the hazardous substances in most common usage (include approximate quantities held on-site if possible):<br>.....<br>..... |  |  |
| <b>Hazardous substance storage</b>   | Are these hazardous substances stored in a separate area from non-hazardous substances?   | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
|                                      | Is the storage area for hazardous substances and hazardous wastes bunded? (secondary containment structure)                     | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
|                                      | Is the storage area for hazardous substances indoors, or if outdoors covered by a roof-like structure?                          | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
| <b>Inspection</b>                    | Are storage areas and containers/drums checked regularly for leaks/faults?  | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
| <b>Spill procedure</b>               | Is there a formal procedure in place to control spills?<br><br>How many spill kits do you have on-site?<br>.....                | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
| <b>Spill procedure practice</b>      | Do staff practice drills for spills?  | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
| <b>Drainage plan</b>                 | Does your company hold a copy of the drainage plan for the site?  | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
| <b>Stormwater drains</b>             | Do you know where the stormwater drains are on the site?<br><br>If yes, are these marked for "Rainwater Only" ?                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> Yes | <input type="checkbox"/> No<br><input type="checkbox"/> No |
| <b>MSDS</b>                          | Are there MSDS's for all hazardous substances on the site?  | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
| <b>Hazardous substances register</b> | Does the Company keep an inventory of all types and quantities of hazardous substances on-site?                                 | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |
|                                      | Does the Company record what Hazardous Substances arrive and leave the site?  | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No                                |

**9. Process Management**

|  |   |
|--|---|
| <p><b>Environmental Improvements</b></p>       | <p>Please list any improvements you have made to your company's environmental practices in the last 12 months.</p> <p>.....</p> <p>.....</p>  |
| <p><b>Health &amp; Safety Improvements</b></p> | <p>Please list any improvements you have made to your company's health &amp; safety practices in the last 12 months.</p> <p>.....</p> <p>.....</p>  |
| <p><b>Environmental issues</b></p>             | <p>What do you consider to be the <i>main</i> environmental issues for the Company? (please rank e.g. air quality, solid waste, hazardous substances, water pollution, liquid waste, ground contamination etc.)</p> <p>1.....</p> <p>2.....</p> <p>3.....</p> <p>4.....</p> <p>5.....</p> |
| <p><b>Health &amp; Safety issues</b></p>       | <p>What do you consider to be the <i>main</i> health and safety issues for the Company? (please rank e.g. fumes from solvents, lost work time, dust, working at heights, working with machinery etc.)</p> <p>1.....</p> <p>2.....</p> <p>3.....</p> <p>4.....</p> <p>5.....</p>           |
| <p><b>Possible process changes</b></p>         | <p>Are there any process changes that you think might reduce the effect of these issues (e.g. substitution of hazardous for non-hazardous solvents)?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>  |

**THANK YOU FOR YOUR ASSISTANCE YOUR EFFORT IS APPRECIATED!!!**

Please return this survey by email, fax or post to:

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 Waitakere City Council  
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