

	<b>START UP MEETING &amp; CHECKLIST</b>		REV	00	11/07/2021
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## START UP MEETING AND ENVIRONMENTAL COMPLIANCE CHECKLIST

Date of meeting and checklist survey: **25 February 2022**

Site: **VYEBOOM REHABILITATION PROJECT**

### ATTENDANCE

SURNAME	NAME	ORGANISATION	CAPACITY	CONTACT	E-MAIL ADDRESS
De Wit	Bernard	EnviroAfrica	Director	0824489991	info@enviroafrica.co.za
Miller	Billy	Fruitways	Employee	0828860830	Billy.vyeboom@gmail.com
Gentle	Mark	EnviroAfrica	ECO	0825556080	info@enviroafrica.co.za

A start up meeting was held prior to the commencement of the Vyeboom rehabilitation project. The purpose of the start-up meeting aims to discuss and mitigate any potential problems which may be experienced or confronted during the proposed rehabilitation activities.

The approved rehabilitation plan will guide the rehabilitation process and the contractor shall use the plan throughout the rehabilitation phase.

The environmental checklist below strives to incorporate all the environmental conditions under which the contract shall be executed, and by reviewing the environmental criteria step by step, the contractor shall be made aware of its obligations and commitments prior to the commencement of the project.

Inspected by: **Mark Gentle**

Environmental Element	Compliance			Findings / Comments
	Y	N	N/A	
<b>DOCUMENTATION / MANAGEMENT</b>				
A copy of the approved rehabilitation plan to be available on site for easy reference?	Y			Approved rehabilitation plan available on site
Proof of site inspections conducted by ECO	Y			Daily photographic monitoring on site by the ECO
Method statements approved / signed off	Y			Method statements for the specific activities approved
<b>ENVIRONMENTAL AWARENESS TRAINING</b>				
All employees have received induction training	Y			Each employee to be inducted and signed off individually
Records of training kept up to date	Y			Proof of induction to be filed for record purposes
Employees have general understanding of the approved rehabilitation plan (Toolbox talks, awareness)	Y			Each employee to sign off on their understanding of the do's and don't's of the rehabilitation project
<b>SITE ESTABLISHMENT AND DEMARCATION</b>				
Site configuration/ method statement corresponds with approved rehabilitation actions	Y			No other areas outside of the designated areas to be rehabilitated will be accessed
Work areas properly demarcated	Y			Personnel inducted / orientated as to the areas to be accessed
Designated smoking areas with designated bin – no paper	Y			No smoking allowed on site
<b>WASTE MANAGEMENT</b>				
Waste stored in separate labeled containers	Y			Waste stream dedicated for general waste only
Waste collection equipment in good condition	Y			
Waste regularly disposed	Y			As and when necessary

Environmental Element	Compliance			Findings / Comments
	Y	N	N/A	
<b>HANDLING OF HYDROCARBONS</b>				
Safe guarding of fuels and oils on site			N/A	For the removal of the identified concrete pipes – a small excavator will be used for this action. No storage of fuels or oils will be done on site
<b>SEWAGE &amp; SANITATION</b>				
Enough toilets provided (1 per 15 persons)	Y			
Safely and conveniently accessible (within 100m)	Y			
Ablution facilities in tact and working – not leaking	Y			
Separate toilets for men and women	Y			Portable chemical toilets only
Seats and doors in tact and working	Y			
Toilet paper available	Y			
Chemical toilets are placed level to prevent spillage	Y			
Facilities are regularly emptied and cleaned	Y			
Facilities to be used at all times – no urination and/or defecation on site	Y			All personnel inducted to be aware of the environmental restriction during the rehabilitation project
<b>SUPPLY OF WATER FOR HUMAN USE</b>				
Water taken from approved points on site	Y			
Water supplied to working areas on site	Y			Adequate water available at all times during the project
Water use monitored – no wastage	Y			
<b>EATING AREAS</b>				
Demarcated undercover seating	Y			
Dust free and clean	Y			
Refuse facilities available at all times	Y			
No accumulation of food scraps around the eating area	Y			
No open fires for food preparation	Y			All personnel made aware of their obligation towards the project
<b>AIR POLLUTION MANAGEMENT</b>				
Vehicle speeds adjusted when arriving on site	Y			
No access of vehicles on to the rehabilitation footprint	Y			All personnel made aware of their environmental responsibilities
Dust generation - corrective action taken	Y			
<b>FIRE PREVENTION</b>				
Fire prevention equipment in good order - serviced	Y			
Fire breaks in place where needed	Y			
Fire prevention awareness in place	Y			All personnel inducted as to their environmental responsibilities
Fire emergency contact numbers available on site	Y			Supervisor have all the necessary emergency contact numbers
<b>PROTECTION OF HERITAGE RESOURCES</b>				
Work stopped and area secured in case of finds	Y			
Relevant parties to be informed of finds	Y			
Staff educated on specific find	Y			All personnel inducted as to their environmental responsibilities
<b>SENSITIVE AREAS (WETLANDS)</b>				
Sensitive areas demarcated and fenced off	Y			Rehabilitation footprint identified during induction process
Environmental awareness training on sensitive areas	Y			All personnel inducted as to their environmental responsibilities
Encroachment on sensitive areas to be reported	Y			Working within the rehabilitation footprint only
<b>PROTECTION OF FAUNA</b>				
Rules communicated to employees	Y			All personnel inducted as to their environmental responsibilities
Potential incidents reported and recorded	Y			
<b>PROTECTION OF FLORA</b>				
Rules communicated to employees	Y			All personnel inducted as to their environmental responsibilities
Potential incidents reported and recorded	Y			
<b>REHABILITATION</b>				
Rehabilitation method statements approved and in place prior to commencement of activities	Y			All method statements referred to in the rehabilitation plan approved prior to commencement of activities
Rehabilitation to be conducted accordingly to method	Y			All work to follow the guidance of the



## START UP MEETING & CHECKLIST

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Environmental Element	Compliance			Findings / Comments
	Y	N	N/A	
statements and approved rehabilitation plan				
<b>AUDITS &amp; CLOSE-OUTS</b>				
Following the completion of the rehabilitation process, the site to undergo an environmental audit				The contractor undertakes to do an environmental audit
<b>GENERAL</b>				
Follow-up inspections of the rehabilitated work areas to be conducted to monitor to incidence of erosion				The contractor undertakes to ensure that follow-up inspections be done to monitor possible erosion damage
The rehabilitation plan must not be implemented during the rainy season	Y			The contractor undertakes not to implement the plan during the rainy season
The process to complete the rehabilitation of the damaged areas must be completed within 14 days, or in the event that it is not possible, the relevant competent authority must be notified	Y			The parties understand that the rehabilitation project should be completed within the designated time period, or to notify the competent authority should it not be possible

Following the review of the process to follow for the successful rehabilitation of the damaged areas, the participating parties all agree that there are no foreseen impediments to complete the work successfully. However, should any queries or obstacles arise, then the parties agree to communicate any such incidence immediately, after which a meeting between the parties will follow.

ENVIRONMENTAL CONTROL OFFICER: **Mark Gentle**

DATE: **25 February 2022**