



Site Environmental Induction Form

Address		
ORC Consent Number (if applicable):	RM	
District or City Council Consent Number (if applicable):	RM	
Resource consent holder/representative:		
Name	Phone No.	
Contractor:		
Name	Phone No.	
Environmental Representative:		
Name	Phone No.	
SQEP:		
Name	Phone No.	

Instructions

This form may be used for all site environmental inductions for relevant staff and contractors undertaking works onsite. If required by your resource consent, the form must be submitted to the Otago Regional Council's (ORC) **Compliance team** at compliance@orc.govt.nz at intervals as specified in the consent. An ORC Compliance Officer may request to view your induction register during an inspection.

The induction should include, but not limited to the follow points:	
	Roles and responsibilities for environmental management and who to contact.
	Specific locations within the site of environmental significance or risks, including receiving waterbodies.
	Resource consent conditions, Environmental Management Plan (EMP) and Erosion & Sediment Control Plan (ESCP) <ul style="list-style-type: none"> • Who has copies • On-site copies available (and where) • All conditions are clear and understood • Any specific conditions for this site/activity • Erosion and sediment control plan understood • Chemical Treatment Management Plan (CTMP) explained if relevant to the site, and understood • Contaminated land procedures explained if relevant to the site, and understood • The limit of earthworks for each Stage of works and timeframes for key stages is understood



	<p>Environmental incidents</p> <ul style="list-style-type: none"> • Environmental management measures stipulated in the EMP understood • Procedure, including spill response • Notification of potential/actual Environmental Incidents, including ORC’s pollution hotline number 0800 800 033 and appropriate Territorial Authority/District or City Council (if applicable) understood • Procedures in the event of an uncontrolled collapse or instability affecting the site or adversely affecting any neighbouring property
	<p>Common issues explained</p> <ul style="list-style-type: none"> • Ensure construction of Erosion and Sediment Control (ESC) measures • Ensure maintenance of ESC measures • Procedures for managing storm events (wind, snow, freezing conditions and rain) • Winter works • Ensure communication between parties within site, and between site and Council representatives
	<p>Removal/modification of ESC measures</p> <ul style="list-style-type: none"> • Stabilisation of at least 80% over site required and/or Suitably Qualified and Experienced Person (SQEP) approval required before removal • Modification of ESC measures should be discussed with SQEP and/or ORC representatives, as ORC approval may be required

Register

Name	Organisation	Date inducted	Inducted by	Signature of Inductee