



Holdings Pty Ltd

REQUEST FOR TENDER

CONTRACTOR WORK PACKAGES

SHEPI – AIR CONDITIONING & ENERGY EFFICIENCY WORKS

DOCUMENT 08

ENVIRONMENTAL, WASTE & REFRIGERANT MANAGEMENT REQUIREMENTS

Issued by ATIZ Group Procurement

This document forms part of ATIZ's contractor procurement package for the SHEPI Air Conditioning and Energy Efficiency Works.

Tender Reference: ATIZ-SHEPI-010

Document Control

Item	Details
Document	Document 08 – Environmental, Waste & Refrigerant Management Requirements
Issued By	ATIZ Holdings Pty Ltd – Procurement
Project	SHEPI – Air Conditioning & Energy Efficiency Works
Project Client	Aboriginal Housing Office (AHO)
Tender Reference	ATIZ-SHEPI-010

1. Purpose

This document defines ATIZ's minimum environmental, waste, pollution-prevention and refrigerant-management requirements.

2. Environmental Management

- Maintain environmental-management arrangements proportionate to the work package.
- Provide an Environmental Management Plan when requested by ATIZ, addressing environmental risks, controls, responsibilities, training, inspections, incidents and corrective action.
- Undertake a property/site-specific review of foreseeable environmental risks.
- Comply with applicable environmental legislation, licences, permits and lawful-disposal requirements.

3. Environmental Risks to be Controlled

- refrigerant release and recovery;
- waste equipment, metals, packaging, lamps and construction debris;
- dust, noise and nuisance in occupied residential areas;
- spills of fuel, oil, chemicals, sealants or cleaning products;
- asbestos/hazardous material interfaces;
- water contamination, condensate discharge and erosion;
- damage to vegetation, landscaping or property;
- unnecessary energy, water and material consumption.

4. Waste Management Hierarchy

Priority	ATIZ Requirement
Avoid / reduce	Plan deliveries, quantities and packaging to minimise waste.
Reuse	Reuse suitable materials where lawful, safe and approved.
Recycle	Separate metals, cardboard/paper, plastics, lamps, equipment and other recyclable streams where practical.
Dispose	Use only facilities lawfully able to receive the relevant waste.

5. Site Cleanliness

- Remove contractor-generated waste and packaging from each property daily.
- Do not leave sharp objects, scrap, old equipment or trip hazards accessible to residents.
- Protect internal finishes and clean dust/debris created by the work.
- Do not use residential bins for contractor waste unless ATIZ specifically authorises it.

6. Waste Tracking and Evidence

- Maintain records of waste type, approximate volume/quantity, carrier and disposal/recycling destination where requested.

- Provide waste dockets, receipts, disposal certificates or recycling certificates to ATIZ.
- Immediately report any waste that is not disposed of at a lawful facility.
- ATIZ may require bi-monthly waste progress reporting and a final waste summary.

7. Refrigerant Management

- Only appropriately licensed personnel may recover, handle, transport or transfer regulated refrigerants.
- Refrigerant must not be intentionally vented to atmosphere.
- Recover refrigerant from decommissioned systems using compliant equipment and practices.
- Provide itemised recycling/destruction/disposal certification when required by ATIZ.
- Maintain traceability between removed equipment/properties and refrigerant-disposal evidence where requested.
- Do not transfer recovered refrigerant into another system unless specifically lawful, technically appropriate and approved by ATIZ.

8. Removed Air-Conditioners and Heaters

- Segregate equipment for lawful recycling/disposal.
- Remove residual hazardous components/fluids only using authorised processes.
- Do not abandon equipment at the property, roadside, depot or unlicensed disposal site.
- Where ATIZ instructs that equipment is to remain with the tenant, record the instruction and handover.

9. Lamps and Electrical Waste

- Recycle replaced lamps where practicable; do not dispose of removed lamps to general landfill where a lawful recycling route is available.
- Manage electrical components, cables and metal switchboard waste through suitable recycling/disposal pathways.
- Prevent breakage and uncontrolled release from fluorescent/CFL lamps.

10. Hazardous Materials and Asbestos Waste

- Do not disturb or dispose of suspected asbestos unless the work is specifically allocated and appropriately licensed.
- Package, transport and dispose of asbestos/hazardous waste in accordance with statutory requirements.
- Provide waste tracking/clearance documentation as required.
- Stop work and notify ATIZ if previously unidentified hazardous material is encountered.

11. Spills and Pollution Incidents

- Carry appropriate spill-response materials where chemicals, fuels or oils are used.
- Contain spills without exposing personnel and prevent entry to drains/soil/waterways.
- Immediately notify ATIZ of pollution incidents that may cause material harm and comply with statutory notification obligations.
- Investigate and close corrective actions where requested.

12. Noise, Dust and Resident Amenity

- Select work methods that minimise unreasonable noise and dust.
- Use dust extraction/containment where practicable.
- Schedule disruptive work within approved access/working hours.
- Keep doors/gates secured as required and avoid unnecessary impact on neighbours.

13. Environmental Reporting

ATIZ may require monthly environmental reporting including environmental risks/impacts, inspections, incidents, near misses, non-conformances, corrective actions and progress against environmental objectives.

14. Tenderer Environmental Submission

- Environmental management system/certification evidence.
- Environmental Management Plan or sample.
- Waste/recycling methodology.
- Refrigerant recovery/disposal process.
- Proposed disposal/recycling facilities and evidence process.