

HIGHER ENVIRONMENTAL PERFORMANCE
Monthly Inspections

Monthly inspections are important in reaching for higher environmental performance. It is the responsibility of the site supervisor/manager to ensure that monthly inspections are completed, reviewed and items followed up on in a timely manner. The site supervisor may designate an employee(s) to conduct the monthly inspections.



Environmental Performance Monthly Inspection Template				
	Yes	No	N/A	Actions:
Environmental Message Board and Postings				
• EARTH 1 st goals posted?				
• Environmental Code of Practice posted?				
• Monthly Environmental Messenger posted?				
• Weekly EARTH 1 st Message posted (for locations that don't have access to email)?				
• Last EARTH 1 st Committee Minutes posted?				
• Emergency Response Handbook and Updated Emergency Numbers posted?				
Legal Documents				
• If required, are daily records for pumping available and up to date, and correct (i.e. no pumping over the permitted limits)?				
• Is the Site's Environmental SOP Manual available and up to date (2 years)?				
• If required, are inspections required by permits and approvals available and up to date?				
• Are monthly environmental inspections on file, completed and up to date?				
• Any incidents, spills or complaints since last inspection? If so, have they been reported to the EPD?				
Storage Tanks / Tank Vehicles				
• Are tanks, containment areas, vehicular impact protection, piping, valves and other works free of visible leaks and/or damage?				
• Is secondary containment for single walled tanks free of water or other items?				
• Double walled tanks: Does the tank show the correct pressure reading?				Record: _____
• Is signage for all tanks in place and legible (tank information sign, tank certifications)?				
• Signage for tank vehicles in place and legible (i.e. contents, emergency shut-offs, CoA numbers, tank certifications)?				
Fuel Stations / Dispensing				
• Are fuel pumps, fuel pad, tank anchoring, hoses, valves, nozzles (including automatic shut-offs) and other works free of visible leaks and/or damage?				
• Is the Fueling Procedure sign in place and legible at the fuel pumps?				
• Is the fueling station located on an impervious area that is free from spills/contamination?				
• All fuel dispensing is done with care (away from water ways and other sensitive areas)?				

Walker Industries EARTH 1st Manual, Procedure H2 - Monthly Inspections, Page 2 of 4, Date Issued: April 03, 2005, Revised: June 3, 2013

Some areas of focus in a monthly inspection include:

- Environmental Message Board and postings
- Legal documents
- Storage tanks/tank vehicles
- Fuel stations/dispensing
- Onsite water courses
- Sewage holding tanks
- Material storage and management – drums, batteries, tires and wastes
- Spill response
- Monitoring wells

DID YOU KNOW?

Copies of the monthly inspection forms are required to be kept onsite for a minimum of 2 years (longer, if required by your licences, permits and approvals).

Action items from the monthly inspections are reviewed as part of the quarterly EARTH 1st Committee meetings.

WHY ARE INSPECTIONS IMPORTANT?

Because inspections:

- are a requirement of most environmental approvals
- are a tool for continual improvement of environmental performance
- provide documentation of our due diligence



Questions about Inspections? ... to the Manual ... Section H2 – Monthly Inspections

Monthly Inspections

Company _____ Date _____ Delivered by _____

Other topics discussed _____

Name _____ Signature _____

Lined area for writing responses to the inspection form.

QUESTIONS/DISCUSSIONS

RECORD RESPONSES SPECIFIC TO YOUR SITE

1. What do you inspect as part of your monthly inspections?

Lined area for question 1 response.

2. Who is responsible for the inspections at your facility? Who is their back-up?

Lined area for question 2 response.

3. What corrective actions were taken as a result of your monthly inspection?

Lined area for question 3 response.

4. What changes do you think need to be made to improve the inspection form?

Lined area for question 4 response.

This Month's Champions

Walker Environmental Group

Thank-you to everyone who participated in the EARTH 1st 10th Anniversary Challenges. We were so impressed with the enthusiasm to commit, create and participate for EARTH 1st. You each continue to go above and beyond for the environment. In particular we would like to congratulate our winners of the EARTH 1st 10th Anniversary Challenge: Walker Environmental Group!

WEG had high participation from employees throughout the 10 challenges and shared their actions and experiences frequently on the 10th Anniversary Blog (136 posts!).

The winner of the challenge receives \$10,000 to donate to an environmental cause of their choice.

Great job everyone for your participation in the EARTH 1st Challenge! Your enthusiasm and actions went above and beyond to make 2013 a year to remember.



WEG Green Team members: TOP ROW OF 3: Darren Fry; Tony Kaiser; Alice Longfield. MIDDLE ROW OF 3: Diana Aquino; Carli Falcioni; Laura Bratley. BOTTOM ROW OF 3: Leah Furey; Jon Colamartini; Mike Burger.



Commit ■ create ■ participate