

**(Insert Name of Quarry)**

**Coral Borrow Pit**

**QUARRY MANAGEMENT PLAN**

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**1.0 Purpose**

This Quarry Management Plan sets out the principles and procedures to be followed for the operation of the Coral Borrow Pit at \_(insert quarry name)\_Quarry.

**2.0 Scope and Application**

This Plan incorporates details of quarry opening activities; quarrying operations; quarry closing activities and environmental effects and how these will be managed.

**2.1 Scope**

The Plan sets out the principles to be followed for the operation of the coral borrow pit and addresses matters arising from its operation.

**2.2 Contacts**

In regard to the operation of the coral borrow pit and ancillary plant and operations, the persons to contact are:

Divisional Engineer - \_insert name\_\_

Mobile Phone - \_insert number\_\_

**3.0 Responsibilities**

* **Process Management:**

The Divisional Engineer is responsible for the managerial oversight and performance measurement of the works in respect of this plan.

* **Process Implementation:**

All quarry staff are responsible to ensure that this plan is maintained and correctly implemented to ensure effective quarry management.

The Divisional Engineer has the authority to review this procedure.

* **Licenses/Permits:**

The Department of Energy, Mines & Minerals (DEMM) is responsible for arranging access for Public Works Department including providing customary owners consent and the necessary quarry licenses/permits as required.

The Department of Environmental Protection & Conservation (DEPC) is responsible for providing Environmental Impact Assessment of the quarry site.

* **Environmental Monitoring**

In conjunction with the DEPC, the Environment & Social Officer is responsible for the final preparation of the Environment Management Plan of the coral borrow pit.

The Divisional Manager and his Engineer are responsible for implementing the Environment Management Plan.

Monitoring shall be done by the Environment & Social officers.

**4.0 Related Documents**

* Quarry Procedures Manual

**5.0 Site Description**

The coral borrow pit is located at \_\_insert name of village/area\_ village / area, on the island of \_\_insert name of island\_.

The nominated borrow pit is a site designated for gardening/future landfill *(describe land use)* and the customary landowners have given their consent for the operation of a borrow pit on the nominated site, a copy of the consent for PWD access by the landowner(s) is included in Appendix 1 herein.

The site boundaries have been identified in the field by the PWD (insert Division name) Divisional survey team details of which are shown on the site plan included in Appendix 2 herein.

The area of land impacted by the borrow pit is \_\_\_\_5 (e.g.) hectares approximately.

An updated Quarry Management Plan will be submitted in the event a need to expand the borrow pit beyond established limits is identified.

**6.0 Quarry Layout**

**6.1 Outline**

A site plan has been prepared identifying the extent of the borrow pit, the location of the resource therein, the extent of development within the borrow pit and the drainage & sediment control measures to be implemented. A copy of the site plan is included in Appendix 2 herein.

The key factors affecting the site layout include the natural grade of the site, access to the site, and minimizing the impact of the development on the natural environment.

**6.2 Access**

The site is located adjacent to the \_\_\_\_\_\_\_\_\_\_\_\_ arterial/feeder road, connecting \_\_\_\_\_\_\_\_\_\_ village and \_\_\_\_\_\_\_\_ village.

The entrance to the site will be cleared to improve visibility and signs erected on the road from either direction warning approaching traffic of heavy vehicles exiting/entering the roadway.

**6.3 Infrastructure**

No permanent infrastructure will be constructed on the site, however the following temporary facilities will be erected and remain for the operational life of the borrow pit:

* State facilities e.g.: Demountable site offices,
* Storage Containers,
* Suitably located and screened pit toilet,
* Bulk fuel storage tank (5,000 litre minimum),
* Water storage tank (10,000 litre minimum) for domestic use,
* Security guard shelter.

**6.4 Fuels Storage**

Bulk Fuel and oils/lubricants will be stored on a selected area of the site. The selected area will be shaped/surfaced (sand) to contain spills.

Refer to EMP included in Appendix 3 herein.

**6.5 Explosives**

No explosives will be used in the operation of the coral borrow pit.

**6.6 Waste Disposal**

Waste solids shall be stored well in bins or in a suitably protected area within the quarry area and removed weekly to be dumped in an approved landfill. Waste oil shall be shipped to Port Vila during demobilization to return to supplier for recycling.

In the case that there is no proper landfill nearby or on the island, a small hole will be dug within the quarry area for the purpose of waste disposal. The hole shall be 3m x 3m wide and long and 4 meters deep. Any waste from the site will be dumped in the hole and buried once operations of the borrow pit cease.

**7.0 Operations**

**7.1 Stripping**

Stripping will be required which will involve firstly, the stripping and removal and stockpiling of native vegetation followed by the removal and stockpiling of any topsoil. Native vegetation and any topsoil will be stockpiled on the site adjacent the boundaries for re-use on completion of works. Stockpiling locations are detailed on the site plan included in Appendix 2.

Equipment to be used in stripping the sites includes Cat D6, Komatsu 155 dozers and a Cat 330 excavator.

**7.2 Materials Extraction**

Coral will be extracted using a Komatsu 155 dozer to rip and push up to a Cat 330 excavator which will load material into a Finlay 883 power screen for processing material into head wall/ rip rap rock (˃250mm), gabion rock (150mm – 100mm) and base course.

A mechanical crusher may be used in the event track rolling by the Komatsu 155 does not sufficiently break down larger material.

Stockpiling of processed material in the quarry will be carried out by Cat 966 and Cat 950 loaders.

Quarry products will be stockpiled adjacent the screening plant ready for loading out.

The quantities of material to be extracted from the site will be in the order of 40,000 BCM approx over time frame of 3 to 4 months.

**7.3 Load-out and Dispatch**

Load-out from the stockpile area will be carried out by Cat 966 and Cat 950 loaders directly into road transport. Each of the loaders is equipped with scales so truck loads can be accurately determined.

**7.4 Stockpiling for Roading Operations**

It is not expected significant volumes of waste or surplus materials from the associated roadwork will be stockpiled at the coral borrow pit.

**7.5 Operating Hours**

Hours for quarry related activities are:

Monday to Friday 0700 hours to 1700 hours

Saturday By Arrangement

The operating hours do not apply to, or restrict access to the sites, for the maintenance of vehicles, plant and machinery.

**7.6 Community Liaison**

In regard to community liaison, persons to contact are:

Divisional Manager - \_insert name\_\_ (insert Mobile Phone number)

OR

Environment & Social Officer – Ms Uravo Nafuki (Ph: +678 77 38796)

Environment & Social Officer – Mr Jason Andrews (Ph: +678 53 98 675)

**7.7 Environmental Monitoring**

An inspection of the site has been made and found no man made obstacles, structures, services or commercial trees or crops within the area to be impacted by the borrow pits and its operations. *(a brief statement of findings of PEA/EIA to be inserted here).* Refer to the Environment Management Plan included herein as Appendix 3.

The Divisional Engineer will do a daily inspection to check all procedures are operating effectively and take immediate corrective action where required.

**7.8 Health & Safety**

The borrow pits are deemed to form part of the PWD operations and as such will operate under the cover of the PWD Health & Safety Guidelines, a plan is included herein as Appendix 5.

A Hazard Register/Hazard ID sheet for project hazards and mitigations has been prepared a copy of which is included in Appendix 5 herein. The work crew will have a weekly toolbox meeting to review work procedures and the Hazard ID sheet. Any new hazards will be added as identified.

A construction site warning sign written in Bislama will be posted prominently at the entry to the site advising the works, no unauthorized entry to public and authorized visitors to report to the site supervisor.

**7.9 Daily Quarry Operations Check-sheet**

Recording of the daily operations and site activities of the quarry shall be done daily by the Senior Road Foreman/Divisional Engineer; a copy is included herein as Appendix 6.

**8.0 Water Management**

Storm water falling within the site will flow to a settlement pond constructed at the low point on the site as detailed. The settlement pond will have a protected (i.e. geotextile) spillway installed.

The stockpile area will be bunded and sediment fences will be constructed where necessary to channel the overland flow to the settlement pond. Grit traps will be installed on the longer drains.

**9.0 Air Discharges**

Refer to Significant Hazard Sheet No. 3: Dust, a copy of which is included in Appendix 5 herein.

In the event of dust becoming an issue, the water cart will be used to spray water over the site to mitigate the problem.

Water will be drawn from the approved water source at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A copy of the water consent for the \_\_\_\_\_\_\_\_\_\_\_ river/creek is included in the Landowner Consent, a copy included as Appendix 1 herein.

Dust from the screening plant and mechanical crusher could pose a safety hazard in the area immediately surrounding the plant and staff will be issued with PPE (masks/respirators).

**10.0 Rehabilitation**

On completion works, any remaining stockpiles will be leveled out and all loose material will be removed. All batters and benches will be tidied up in such that they are left in a safe condition.

Topsoil will be re-spread over the surface and left for natural regeneration of vegetation to occur.

Following demobilization, an inspection/sign off will be carried out with the landowner, as in accordance with the Rehabilitation Plan included in Appendix 4 herein.

**11.0 Responsibilities and Procedures for Monitoring and Reporting**

**11.1 Dust**

Refer to EMP included in Appendix 3 herein.

Dust from the screening plant and mechanical crusher may impact the area immediately surrounding the plant and staff will be issued PPE (masks/respirators).

**11.2 Noise**

Refer to Significant Hazard Table included in Appendix 5 herein.

The work crew will be issued PPE (Grade 4 ear plugs).

The following standards shall apply to noise arising from general operations at the roadside boundary:

During operating hours 65 dBA

Monday to Friday 0700 – 1700 hrs

Saturday By Arrangement

All other times and Public Holidays 50 dBA

**11.3 Inspections and Maintenance**

The Divisional Engineer will perform a daily inspection to confirm all procedures are operating effectively and take immediate corrective action where required.

**12.0 Emergency Procedures**

Refer to Emergency Procedures (included as part of Health & Safety Plan - Appendix 5).

**13.0 Appendices**

Appendix 1 – Landowner Consent

Appendix 2 – Site Plan for Borrow Pit

Appendix 3 – Environmental Management Plan

Appendix 4 – Rehabilitation Plan

Appendix 5 – Occupational Health & Safety Monitoring Plan

Appendix 6 – Daily Quarry Operations Recording Form

**APPENDIX 1 – CONSENT FOR ACCESS BY LANDOWNER(S)**

**CONSENT FOR ACCESS TO QUARRY SITE**

I / We, the undersigned, on behalf of the community of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby give consent to the Public Works Department to have access to the area known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, located on the island of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the purpose of quarrying material.

I / We also give consent to the Public Works Department to have access to the river/creek known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the purpose of extracting water for quarry/road operations.

This consent is given on this day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX 2 – SITE PLAN FOR BORROW PIT (insert plan)**

**APPENDIX 3 – ENVIRONMENT MANAGEMENT PLAN (EMP)** *(Include copy of PEA/EIA report)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Potential Impact** | **Description/Mitigation** | **Environmental Significance Rating** H=High Risk (significant)  M=Moderate Risk  L=Low Risk | **Person Responsible for Impact Control** | **Timing/Frequency of ensuring control** | **Completed (Initials/Date)** |
| Historical/Tabu or Custom places | If any archaeological or artefacts are discovered onsite during the works, work will cease immediately within the vicinity and the Vanuatu Kaljoral Senta is contacted for further advice and action. | M | Divisional Manager | Ongoing during operations |  |
| Disruption to local village | Formal village welcome to meet village chief and community before commencement of operations to explain work program, restrictions on villagers entering work site, noise etc and to understand village protocols. | H | Divisional Manager | Before commencing work |  |
| Air Quality | To prevent dust emissions from site, ensure a buffer zone is in front of the site and water cart used to suppress dust onsite. PPE (masks/ respirators) will be issued to staff. | M | Divisional Engineer | Ongoing during operations |  |
| Flora & Fauna | The boundary of the quarry site will be fenced to prevent machines from entering adjacent vegetated areas. | L | Divisional Engineer | Before commencing work |  |
| Removal of trees and other vegetation will be restricted to the minimum required for the quarry activities. Rehabilitate and revegetate site with natural flora after operations. | L | Divisional Engineer | Ongoing during operations |  |
| Water Quality | Storm water falling within the site will be channelled to flow to a settlement pond constructed at the low point on the site. Grit traps will be placed on longer drains and silt fences used on erosion prone areas. The stockpile area will be bunded. Extraction shall not go over the 3m mark depth to underground water table. | L | Divisional Engineer | Ongoing during operations |  |
| Noise | The work crew will be issued PPE (Grade 4 ear plugs). Quarry operations not to occur from 4:30pm to 7am Monday to Friday, and for the whole days of Saturdays and Sundays. | M | Divisional Engineer | Ongoing during operations |  |
| Waste Management | Solid waste will be disposed of weekly to an approved landfill. Waste oil will be shipped back to the supplier for recycling. | L | Divisional Engineer | Ongoing during operations |  |
| Hazardous Substances | Some hazardous substances such as fuel, oil, grease and cement may be stored onsite and used. Selected storage area will be shaped/surfaced (sand) to contain spills. | L | Divisional Engineer | Ongoing during operations |  |

**APPENDIX 4 – REHABILITATION PLAN**

**REHABILITATION AND CLOSURE OF *(insert name of quarry)* BORROW PIT**

**1.0 Proposed Rehabilitation Works – Site Plan:** *(Draw a sketch plan of proposed rehabilitation works)*

|  |  |
| --- | --- |
| **2.0 Description of Rehabilitation works**  *(describe rehabilitation works to be carried out)*  The extent of planned rehabilitation is:   * Remove all vehicles and structures * Level off any leftover stockpile/Leave stockpile for landowner use * Re-spread top soil over surface * Ensure slopes are gentle and area is safe * Bury the waste disposal hole | |
| **3.0 We confirm our agreement to the rehabilitation plan described above:**  **Landowner(s)**: ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_****\_*\_/\_\_\_\_\_/*\_\_****\_\_\_\_\_***  *(Name) (Signature) (Date)*  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_***\_\_/\_\_\_\_ /\_\_\_\_\_\_***\_***  *(Name) (Signature) (Date)*  **PWD:** \_\_*insert Divisional Manager Name* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  **Divisional Manager *Signature* *Date***  **4.0 Final Closure**  **4.1** We confirm that the rehabilitation works described above were completed and the borrow pit closed on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ *(insert date*); and  **4.2** The total volume of material extracted and removed from the quarry was \_\_\_\_\_\_\_\_ m*³ (insert volume)* measured loose on truck.  **Landowner(s):**  **1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_**\_/\_\_\_\_\_/**\_\_\_\_\_**  *(Name) (Signature) (Date)*  **2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_**/\_\_\_\_\_/\_\_\_**\_\_\_\_**  *(Name) (Signature) (Date)*  **Public Works Department:**  \_\_\_*insert Divisional Manager’s name*\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_  **Divisional Manager** *(Signature) (Date)* | |
| **5.0 Record Photographs** *(insert 2 to 4 captioned photographs of rehabilitated pit)* | |
|  |  |
|  |  |

**APPENDIX 5 – OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT PLAN (OHSMP)**

The borrow pits are deemed to form part of the on-going initiatives of the Department of Public Works and as such will operate under the PWD Occupational Health and Safety Guidelines.

1. **Hazard Identification, Assessment and Management**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard Identification and Management** | | | | | | | **Action** | | |
| Hazard ID and Potential Harm | Risk  Catergory | Significant Hazard?  Yes/No | Practicable to | | | Controls Required  (Including Existing) | Person  Responsible | Date of Action | Completed By |
| Eliminate?  Yes/No | Isolate?  Yes/No | Minimise  Yes/No |
| Visitors – un-inducted, unsupervised | High | Yes | Yes | Yes | Yes | - Warning signs on the Quarry gates  -All visitors to report to the Contractor’s office, sign in and be escorted by Quarry Manager or another representative |  |  |  |
| Plant movement | High | Yes |  | Yes |  | Ensure operators are competent – trained and assessed.  All staff to participate in Tool Box meetings before beginning work. The meeting will also discuss types of jobs/tasks and hazard related issues for the day |  |  |  |
| Noise |  |  |  |  |  |  |  |  |  |
| Building Stockpiles |  |  |  |  |  |  |  |  |  |
| Wet and slippery conditions |  |  |  |  |  |  |  |  |  |
| Unstable edge/rock face |  |  |  |  |  |  |  |  |  |
| Threats by Land owners |  |  |  |  |  |  |  |  |  |

1. **Injury and Incident Reporting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OCCUPATIONAL HEALTH AND WORKPLACE SAFETY**  **MONTHLY SUMMARY SAFETY, HAZARD AND INCIDENT REPORT TO DEPARTMENT OF PUBLIC WORKS**  **FROM *[Name of Divisional Engineer]***  ***Period: [start date and end date]*** | | | | | |
|  | | | | | |
|  | | | **Frequency** | | |
| **Item No** | **Item/Process/Area** | | **Near Miss** | **Injury** | **Loss of Life** |
|  |  | |  |  |  |
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|  |  | |  |  |  |
| **TOTAL NO. OF ACCIDENTS** | | |  |  |  |
|  | | | | | |
|  | | | | | |
| **Divisional Engineer:**  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | | **Signed:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |

1. **Emergency Response and Management**
2. When emergency services are required
   * 1. [enter emergency numbers]……
     2. Visitors are the responsibility of the contractor personnel that they called to see
3. Fire
   * 1. If you discover a fire within the Quarry site
4. Earth Quake
   * 1. What to do during the quake
     2. What to do when the shaking stops
5. Tsunami
   * 1. What to do in the event of receiving a tsunami warning
     2. Safety of equipment and personnel
6. Cyclone
   * 1. What to do in the event of receiving a cyclone warning
     2. Safety of equipment and personnel
7. Threats by Aggrieved Land Owners
   * 1. Contact details of personnel responsible within Department of Public works
     2. Contact details of the Chief of the village concerned
     3. Evidence of consent process followed

**APPENDIX 6: DAILY QUARRY OPERATIONS RECORDING FORM**

|  |  |
| --- | --- |
| **Quarry Name:** |  |
| **Date:** |  |
| **Weather:** |  |
| **QUARRY OPERATION RECORD** | |
| **Machinery/Equipment** |  |
| List of Machines onsite today: |  |
| State any machinery problems that occurred today: |  |
| **Quarrying Operations** | |
| Describe quarrying works done today: |  |
| Total Number of Truck loads made today: (*1 truckload is equivalent to \_\_\_\_\_m³ measured loose on truck).* |  |
| **Health & Safety** | |
| State any health & safety incidents that occurred today and how it was handled (if any): (*Complete Incident Report form if incident is serious).* |  |
| Tool-Box meeting and items discussed today with staff: |  |
| Visitors onsite today: |  |
| Any Other Matter: |  |

|  |  |
| --- | --- |
| **Name of Site Supervisor:** (Divisional Engineer/Senior Road Foreman) |  |
| **Signature:** |  |
| **Time of Record:** |  |