



# HSE SYSTEM REQUIREMENT

## SR Communication and Reporting

### PURPOSE

The purpose of this system requirement (SR) is to explain the process of communication and reporting on environmental performance and system implementation. Environmental performance reporting includes Laing O'Rourke's environmental objectives and targets, environmental and sustainability performance benchmarks and project/client specific requirements.

### COMMUNICATION

The processes outlined within the Laing O'Rourke system are intended to communicate operational environmental matters and impacts, ensure knowledge is shared and to allow relevant stakeholders to the Environmental Management System (EMS) to remain informed on its operation and performance.

In addition the following communication activities will be used to ensure stakeholders are informed about the operation and performance of the EMS:

- Internal environmental performance reporting
- External reporting to clients, regulators and other stakeholders
- Internal social media systems (utilised as necessary) to communicate environmental content, awareness materials and to facilitate knowledge sharing
- Toolbox talks on environmental issues delivered on a regular basis to operational teams to communicate contemporary environmental issues, risks and opportunities. Specific environmental toolbox programs will be documented in project and workplace specific environmental management plans.
- Project and workplace notice boards may be used to communicate pertinent environmental issues
- Knowledge sharing and lessons learnt bulletins. Bulletins shall include positive environmental performance, innovations and opportunities in addition to sharing information on environmental events.

Information provided on workplace and project notice boards shall be reviewed regularly and out of date material removed.

Material is considered uncontrolled when published and will not be maintained unless it is provided with document control and reference numbers as part of the HSEMS and Laing O'Rourke document control procedures.

## Environmental Performance Reporting

Laing O'Rourke's environmental performance reporting framework commences at the operational or project level and facilitates timely information flow from our projects and operations to the senior leadership team. All environmental reporting outputs must be reviewed and endorsed by the Project or Workplace Leader.

At a project level, reporting requirements include internal reporting to address the requirements of the EMS and any contractual or client reporting requirements.

Client reporting requirements are to be included in the project specific Construction Environmental Management Plan (CEMP). Project teams must assess the client reporting requirements and document these within the CEMP.

## Supply Chain Environmental Performance Reporting

Subcontracts and supply chain agreements must include supply chain reporting requirements as necessary. This may include the following:

- Environmental management reporting requirements and key performance indicators
- Waste management reporting
- Project specific conditions of approval or environmental compliance reporting requirements
- Greenhouse gas and life cycle reporting

Supply chain environmental performance reporting shall be used as necessary to inform project and workplace environmental reporting.

## Digital Contract Reviews

The Digital Contract Review must include pertinent project or workplace specific environmental performance information. The Project Leader or Workplace Leader is responsible for ensuring environmental performance information is included in each month's Digital Contract Review such as the following as necessary:

- Summary discussion on project risks and opportunities – to be read in conjunction with the risk register
- Environmental performance outcomes, improvement initiatives or corrective measures
- Client and stakeholders engagement and interface. In particular, client feedback on project environmental performance.
- Environmental incident and event management including the outcomes from incident investigations and corrective actions
- Content for the environmental project dashboard

## Business Stream Reporting

Laing O'Rourke's business streams have evolved to meet its operational needs. From an environmental performance perspective, the status of environmental obligations must be reviewed on a monthly basis and where necessary actions developed to mitigate operational risk and realise environmental opportunities. Business stream reporting of the issues outlined

below will be completed on a monthly basis. Environmental matters including the items below are to be reviewed and discussed at the business leadership forums:

- Review and collation as need of content from the project Digital Contract Reviews
- Includes regional level risks and opportunities
- Discussion on pre-contracts issues
- Status of strategic environmental initiatives
- Environmental resourcing
- Legal matters and compliance obligations
- Environmental performance and metrics
- Operational sustainability

## Hub Board Reporting

Laing O'Rourke Hub Board Reporting is completed on a monthly basis. Each month, an environmental performance report is prepared and issued to the Hub Board for discussion and consideration. The intent of the Hub Board Report is to ensure that the business's leadership team remains aware of environmental performance matters and can initiate action as necessary to mitigate operational risk and realise environmental opportunities.

- Status of strategic environmental initiatives
- Key risks and environmental resourcing
- Legal matters and compliance obligations
- Environmental performance and metrics across the Hub
- Significant environmental incident review
- Outcomes of Laing O'Rourke Environmental Assurance Strategy and audit program

## Project Key Performance Indicators

The Impact monthly reporting framework is to be reviewed and updated each month by the project's or workplace environmental representative. The content of this framework will be revised to meet the needs of the business based on the contemporary environmental performance benchmarks and objectives and targets as necessary.