ANNEXURE 15: ENVIRONMENTAL AWARENESS PLAN

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ENVIRONMENTAL AWARENESS PLAN FOR THE EXPANSION OF THE CAPE WINELANDS AIRPORT

(P10 OF FARM 724, RE OF FARM 724, P23 OF FARM 724, P7 OF FARM 942, RE OF FARM 474, P3 OF FARM 474 AND P4 OF FARM 474)

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COVER IMAGE NOT REPRESENTATIVE OF THE PROJECT SITE

PREPARED FOR
CAPEWINELANDS AERO (PTY) LTD

PREPARED BY
PHS CONSULTING

P.O. BOX 1752, HERMANUS, 7200 I TEL: +27 28 312 1734 I FAX: 086 508 3249,
JT@PHSCONSULTING.CO.ZA / PAUL@PHSCONSULTING.CO.ZA

ENVIRONMENTAL AWARENESS PLAN

The Environmental Manager (EM) for the operator/owner/applicant will implement an Environmental Awareness Plan at the proposed Cape Winelands Airport (CWA), situated within the administrative district of the City of Cape Town, Western Cape. The material/source of information for the Environmental Awareness Plan will be the approved Environmental Management Programme (EMPr), as well as other relevant specialist reports/ permits/ licences. These documents will be utilised by the EM to compile an electronic database which will contain environmental aspects and issues with medium to high significance. The environmental issues and aspects will be entered into the database with associated mitigation measures and responses, along with the specific legislation that governs such an impact or aspect. The environmental awareness plan is detailed in the sections below.

The purpose of this section is to outline the methodology that will be used to educate employees and contractors of any environmental risks associated with their work and the manner in which these risks must be dealt with so as to avoid pollution and minimize the degradation of the environment.

Once approved, a copy of the EMPr will be handed to the Environmental Manager (EM). Issues such as site establishment, site clearance, protection of sensitive features, erosion control and waste management to name a few will be discussed with the Contractors/ Subcontractors/Operators to ensure that they understand the goals as set out in the EMPr. An induction meeting will also be held with all the site workers to inform them of the basic steps towards environmental awareness regarding the environment.

The EM must ensure that he/she understands the EMPr document and its requirement and commitments. An Environmental Control Officer (ECO) needs to check compliance of the construction and operational activities to the management programmes described in the EMPr.

1. INDUCTION & ENVIRONMENTAL MEETINGS

All full-time staff and contractors are required to attend an induction session. Employees are inducted when they start on site and when they return from leave. Any contractor, who works on site for a period of 24 hours or more, is required to undergo the respective induction training. Environmental issues and aspects related to the construction / operation will be addressed in these induction sessions.

All environmental impacts and aspects with their mitigating measures will be discussed, explained and communicated to employees. The induction sessions will be modified according to the level of employee attending the induction session, so that all employees gain a suitable understanding of environmental issues and pollution.

The basic content of the induction programme for full time employees is as follows:

- Welcome and Registration;
- Disciplinary Code;
- Fire Extinguisher;
- Employee Assistance Program;
- Security;
- HIV/Aids Awareness;
- Environmental Issues as per EMPr
- Environmental and Quality Checklists

A Basic Environmental Training Course should be developed by management.

Environmental meetings can be held with management, and selected groups/ teams and/or their Environmental Control Officers (ECO). This will take the form of an open discussion between the relevant department and these individuals. The symposiums will aid in environmental awareness being generated at all levels, as well as assist the relevant department in defining all, and identifying new environmental issues, concerns and pollution sources.

2. TRAINING NEEDS

A training needs analysis will be performed through all levels of the organization. Each of the categories / levels of the organization have different responsibilities and roles, accordingly different knowledge requirements are applicable. These are summarized in Table 1 below.

After the training needs have been identified, it is the responsibility of the SHE Office/ EM to ensure that personnel attend the relevant identified training. Training will also address the specific measures and actions as listed in the EMPr. This Environmental Awareness Plan is intended to supplement the Safety, Health and Environmental (SHE) training and awareness requirements.

3. SPECIALIZED SKILLS

The Training Department in conjunction with the SHE Officer & EM are responsible for ensuring job specific training for personnel performing tasks, which can cause significant environmental and social impacts (e.g. receipt of bulk hazardous chemicals/fuel, hazardous materials handling, responding to emergency situations, fire management etc.). The EM with the assistance of the SHE Officer must identify relevant personnel and training courses.

3.1 In-house Training

In-house training sessions will be held with relevant employees. The training sessions will be determined by the relevant department and will allow for employees to participate in determining what the environmental issues and concerns are with regard to their specific occupation. Education with regard to environmental incident reporting will be detailed at these sessions.

3.2 On the Job Training

On the job training is an essential tool in environmental awareness. Employees will be given details of the expected environmental issues and concerns specifically related to their occupation. Employees will be trained on how to respond if an environmental problem or source of environmental pollution arises. The training will be on-going, and all new employees will be provided with the same standard of training as existing employees.

3.3 General Training and Skills Development

Human Resources Development Programmes will include appropriate training and skills development programmes as required by the workforce in support of operation specific business plans. Training will be offered in portable skills, being competencies that will enable employees to find jobs elsewhere within similar industries, or to become self-employed.

Basic environmental and pollution control skills will be included in this training.

4. REVIEW OF TRAINING MATERIAL

The effectiveness of the environmental management training will be done by the management through task observations and during internal and external audits.

All training material for presentation to personnel and contractors will be reviewed annually to ensure consistency with organizational requirements and best practice guidelines. In addition to this, annual monitoring reports, audit results and all incident reports will be reviewed, any shortcomings and non-compliancy will be highlighted and management measures incorporated or improved upon within the training material.

5. RECORDS

Records from the implementation of this environmental awareness plan will be kept and controlled in accordance with the Management System Control of Records Procedure, which is required to be implemented to provide evidence of conformity and effective operation of the relevant requirements of the management system.

6. ENVIRONMENTAL COMMUNICATION STRATEGY

Management shall establish and maintain procedures for the internal communication between the various levels and functions of the organisation, and receiving, documenting and responding to relevant communication from external interested & affected parties. The organisation shall consider processes for external communication on its significant environmental aspects and record its decision. Communication is a management responsibility. All supervisors are responsible for effective communication within their own sections. Environmental communication can be divided into two categories, namely internal communication and external communication.

6.1 Internal Communication

The following communication channels and media will/can be used to communicate environmental issues.

HOD Meetings: The EM communicates information to senior management on environmental issues.

HSEC/ECO Meetings: Environmental issues should be an item on plant and section monthly safety, health & environmental meeting agendas.

Publications: Leaflets, posters etc. are produced by the relevant department or other designated persons.

Daily/ Weekly Safety Meeting: All meetings are scheduled to commence with a discussion on safety, health & environmental topics.

6.2 External Communication

The following communication channels and media will/can be used to communicate environmental issues to individuals who are not employed.

Publications: Selected publications should be produced and used to communicate environmental issues to outside parties. Examples include newsletters and Annual Reports.

E-mail: E-mail communication received must be stored, with replies, in an appropriate folder on a server. E-mail messages, relevant to environmental management, should be kept for a minimum of two years before deletion.

Mail: Correspondence received by mail must be filed, along with the response (where relevant), within the relevant department's filing system for a minimum period of 2 years. Paper correspondence will be archived in this department.

Telephone: A register of telephonic environmental queries should be kept by the relevant department detailing caller, contact details, date, query, action taken and response. Furthermore, the person answering the call will be responsible for logging their particulars against the call, as well as ensuring that all communication that leads to an aspect or an impact, is entered on the database.

Storage of Correspondence: All original correspondence must be retained by the EM for a minimum period of two years.

Environmental Reports: Copies of relevant specialist study reports and Environmental Impact Assessments will be made available by the EM should these be requested by an external party.

Queries from Interested and Affected Parties: Response to queries about environmental impacts and aspects will be addressed by the relevant department and approved by the EM.

7. INCIDENT REPORTING STRUCTURE & PROCEDURE

Environmental incident reporting is a vital part of communication. Employees are required to report any and all environmentally related problems, incidents and pollution, so that the appropriate mitigating action can be implemented timeously. Refer to the Incident Report Template in **Annexure A**.

Table 1: Environmental incident reporting procedure.

ENVIRONMENTAL INCIDENT REPORTING STRUCTURE	**ACTION REQUIRED**
Line Management in relevant area of responsibility where the incident occurred	Shall investigate the incident and record the following information: • How the incident happened; • The reasons the incident happened; • How rehabilitation or clean up needs to take place; • The nature of the impact that occurred; • The type of work, process or equipment involved; and • Recommendations to avoid future such incidents and/or occurrences. Shall inform the Environmental Manager on a daily basis of all incidents that were reported in the area/section. Shall consult with the relevant department / person for recommendations on actions to be taken or implemented where appropriate (e.g. clean-ups). Shall assist the Environmental Manager with applicable data in order to accurately capture the incident into the reporting database.
Area / Line Managers	Shall forward a copy of the incident form to other line managers. Shall forward a copy of the incident form to the Environmental Manager. Shall inform the relevant department / person on a weekly basis of the incident by e-mail or by submitting a copy of the incident report. Once a High-Risk Incident (any incident which results from a significant aspect and has the potential to cause a significant impact on the environment) occurred it must be reported immediately to the Environmental Manager by telephone or email to ensure immediate response / action. Shall forward a copy of the completed Incident Reporting Form (and where applicable a copy of the incident investigation) to the relevant department / person
Environmental Manager	Shall complete an incident assessment form to assess what level of incident occurred. Shall make recommendations for clean-up and / or appropriate alternate actions. Shall enter actions necessary to remediate environmental impacts into the database in conjunction with the responsible line manager. Shall enter the incident onto the database to monitor the root causes of incidents. Shall include the reported incidents in an appropriate monthly / quarterly report. Shall highlight all incidents for discussion at meetings

APPENDIX A: INCIDENT REPORT TEMPLATE

Environmental Incident Report

Date:	**File reference number:**
Name:	
Exact location of incident:	

Section 1: Description of incident

Section 2: Remedial action required

Section 3: Relevant Documentation

Section 4: Steps to prevent recurrence

Section 5: Signatures

Environmental manager:	Date: .....
ECO:	Date: .....
Landowner:	Date: .....