



# SKIPMASTER WASTE MANAGEMENT

## POLLUTION INCIDENT

## RESPONSE MANAGEMENT PLAN

## Distribution

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<b>Document Control</b>			
Rev No	Date	Revision Details	Approver
1	01/12/2015	001	Jamie McLaughlin
<b>System Testing</b>			
Rev No	Test Date	Revision Details	Tested By
1	10/12/2015	001	Jamie McLaughlin

## Table of Contents

1	Introduction .....	5
2	Aims and Objectives.....	6
3	Relevant Legislation, Policy and Guidelines .....	8
4	Description and Likelihood of Hazards.....	11
4.1	Risk Identification, Assessment & Control .....	11
4.2	Hazard Matrix.....	12
4.3	Hazards .....	13
5	Pre-emptive Actions to be Taken.....	14
5.1	Corrective and Preventive Action Process .....	14
5.2	First Aid.....	16
5.2.1	DRSABCD.....	18
5.3	Fire Safety .....	19
6	Inventory of Pollutants.....	19
7	Safety Equipment.....	20
7.1	Personal Protective Equipment.....	20
8	Contact Details .....	21
8.1	Emergency Contact Details.....	22
8.2	Glenfield Internal Contact Details .....	23
8.3	Relevant Agency Contact Details.....	25
9	Communicating with Neighbours and the Local Community .....	26
10	Minimising Harm to Persons on the Premises .....	27
11	Maps .....	27
12	Actions to be Taken During or Immediately After a Pollutant Incident .....	28
12.1	Classification of Pollutant Incidents .....	28
12.2	Immediate Action Plan .....	29
12.2.1	Immediate Reporting.....	29
12.3	Incident Investigation Procedure .....	30
12.4	Reporting Procedure .....	31

13	Staff Training .....	32
13.1	Inductions .....	33
13.2	Incident Management Training .....	34

**List of Tables**

Table 4-1:	Hazard Risk Matrix.....	12
Table 4-2:	Risk Rating Groups.....	12
Table 4-3:	Hazard Identification .....	13
Table 5-1:	Risk identification and preventative measures .....	15
Table 6-1:	Inventory of Pollutants .....	19
Table 7-1:	List of Safety Equipment.....	20
Table 8-1:	Emergency contact details .....	22
Table 8-2:	Glenfield Staff contact details .....	23
Table 8-3:	Agency contact details.....	25
Table 12-1:	Classes of Pollution Incidents .....	28

# 1 INTRODUCTION

Larodan PTY LTD t/as Skipmaster Waste Management (SMWM) site is located at 8 Heald Road Ingleburn. The site is comprised of a 2000sm with a recycling shed of 1100 sm. It is located in the Campbelltown Council area.

Transport activities are regulated under Environment Protection License 12050 issued by NSW Office of Environment and Heritage (OEH) in accordance with Section 55 of the *Protection of the Environment Operations Act 1997* (POEO Act). Scheduled activities identified on the license are “resource Recovery”

In 2012, several changes were introduced to the *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) to improve the way pollution incidents are reported, managed and communicated to the general community. Included in these changes was the requirement of all holders of an Environmental Protection License to prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP).

In accordance with these legislative changes, and to ensure that SMWM is able to respond effectively and efficiently to pollution incident occurring on site or extending off site, this PIRMP has been developed. This plan has been developed to prepare key personnel to provide and coordinate an effective response to ensure minimal disruption to the business operations, and the environment in the event of an incident.

The Plan has been written with a view to simplicity so that it can be implemented easily and effectively and be clearly translated by the employees and contractors of the company.

SMWM maintains that this policy will be continually discussed and reviewed to reflect any changes in workplace hierarchy or practice, with a formal review undertaken annually to implement any required amendments.

## 2 AIMS AND OBJECTIVES

SMWM is committed to ensuring that the safety and well-being of all employees, contractors and visitors is maintained at all times. This Pollution Incident Response Management Plan (PIRMP) has been prepared to:

- Identify all potential hazards and their likelihood of occurring;
- Describe all pre-emptive actions to be taken to reduce this likelihood;
- Identify an exhaustive inventory of pollutants within the SMWM site;
- Describe the safety equipment used to minimise risk and/or harm;
- Provide a comprehensive list of contact details within SMWM;
- Provide a communication plan for the local community in case of emergency;
- Provide a plan of action to minimise risk and/or harm to persons in case of a pollution incident occurring; and
- Detail the nature and objectives of staff training with SMWM.

In keeping with the above aims, this PIRMP is consistent with the governing objectives. The regulatory intentions of the PIRMP are to:

- Ensure comprehensive and timely communication about a pollution incident to staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as local councils, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW) and people outside the facility who may be affected by the impacts of the pollution incident;
- Minimise and control the risk of a pollution incident at the facility by requiring identification of risks and the development of planned actions to minimise and manage those risks; and
- Ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

SMWM endeavours to carry out the implementation and operation of the PIRMP in accordance with the following principles:

- **Openness about failures** – errors are reported and acknowledged without fear of inappropriate blame
- **Obligation to act** – the obligation to take action to remedy problems is clearly accepted and the allocation of this responsibility is unambiguous and explicit
- **Accountability** – the limits of individual accountability are clear, individuals understand when they may be held accountable for their actions
- **Appropriate prioritisation of action** – action to address problems is prioritised and resources directed to those areas where the greatest improvements are possible
- **Teamwork** – is recognised as the best defence of system failures and is explicitly encouraged and fostered within a culture of trust and mutual respect.

The procedures contained within the PIRMP have been prepared to ensure that all risks and incidents are identified, mitigated and appropriate corrective actions put into place in the case of any incident occurring.

### 3 RELEVANT LEGISLATION, POLICY AND GUIDELINES

The need to prepare a Pollution Incident Response Management Plan applies to all holders of an Environmental Protection License. The Environmental Protection Authority (EPA) issues EPL's to the owners and operators of various industrial premises under the *Protection of the Environment Operations Act 1997 (POEO Act)*. An EPL contains a set of conditions relating to pollution prevention and monitoring, and cleaner production through recycling and reuse, and the implementation of best practice. Chapter 3 of the POEO Act specifically contains the legislative requirements pertaining to the issuing of EPL's.

As the holder of an EPL (# 12050), SMWM is required to prepare, test and implement a PIRMP, specifically in accordance with Part 5.7A of the POEO Act. Clause 153C of the Act lists the information to be included in the Plan, and has been read in conjunction with Clause 98C of the Protection of the Environment Operations (General) Regulation 2009 which lists the form and details of the PIRMP.

Clause 153C of the POEO Act states:

*A Pollution Incident Response Management Plan must be in the form required by the regulations and must include the following:*

*(a) the procedures to be followed by the holder of the relevant environment protection licence, or the occupier of the relevant premises, in notifying a pollution incident to:*

*(i) the owners or occupiers of premises in the vicinity of the premises to which the environment protection licence or the direction under section 153B relates, and*

*(ii) the local authority for the area in which the premises to which the environment protection licence or the direction under section 153B relates are located and any area affected, or potentially affected, by the pollution, and*

*(iii) any persons or authorities required to be notified by Part 5.7,*

*(b) a detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant environment protection licence, or the occupier of the relevant premises, to reduce or control any pollution,*

*(c) the procedures to be followed for co-ordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made,*

*(d) any other matter required by the regulations.*

Clause 98C of the POEO (General) Regulation states:

*The matters required under section 153C (d) of the Act to be included in a plan are as follows:*

- (a) a description of the hazards to human health or the environment associated with the activity to which the licence relates (the **relevant activity**),*
- (b) the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood,*
- (c) details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity,*
- (d) an inventory of potential pollutants on the premises or used in carrying out the relevant activity,*
- (e) the maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates,*
- (f) a description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident,*
- (g) the names, positions and 24-hour contact details of those key individuals who:
  - (i) are responsible for activating the plan, and*
  - (ii) are authorised to notify relevant authorities under section 148 of the Act, and*
  - (iii) are responsible for managing the response to a pollution incident,**
- (h) the contact details of each relevant authority referred to in section 148 of the Act,*
- (i) details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on,*
- (j) the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on,*
- (k) a detailed map (or set of maps) showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises,*
- (l) a detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk,*
- (m) the nature and objectives of any staff training program in relation to the plan,*

*(n) the dates on which the plan has been tested and the name of the person who carried out the test,*

*(o) the dates on which the plan is updated,*

*(p) the manner in which the plan is to be tested and maintained.*

SMWM has prepared this PIRMP in accordance with the above conditions and in concurrence with the *Preparation of Pollution Incident Management Plans Guidelines* issued by the Environmental Protection Agency.

## 4 DESCRIPTION AND LIKELIHOOD OF HAZARDS

In accordance with Clause 98C (1) (a) and (b) of the *Protection of the Environment Operations (General) Regulation 2009*, this section of the PIRMP details:

- A description of the main hazards to human health and the environment,
- The likelihood of these hazards occurring, and
- Details of any circumstances which would increase the chances of the risk occurring.

### 4.1 Risk Identification, Assessment & Control

The site shall identify and assess all hazards that have caused incidents using the following risk management methods:

- Defining the scope of the activity that is to be assessed.
- Identifying the risks.
- Assessing the risks.
- Controlling the risks.
- Monitoring and reviewing the process.

The site shall implement all controls using the following hierarchy of hazard control:

- Eliminating the hazard.
- Substituting the hazard.
- Modifying the process.
- Isolating the hazard.
- Implementing engineering controls.
- Using a combination of controls.
- Using back up controls, such as personal protective equipment.

Risks will be identified in terms of hazards. To determine the level of risk from a hazard, the likelihood and consequence of such a hazard occurring must be analysed.

Consequence will be defined according to the following criteria:

- Severe – Fatality, permanent disability, or irreversible environmental damage
- Major – Serious injury, long-term illness, long-term environmental damage
- Moderate – Medical treatment, short-term illness, short-term environmental damage
- Minor – First aid required, easily managed environmental damage

Likelihood will be defined according to the following criteria:

- Likely – the event has occurred several times
- Possible – the event might occur on average once a year
- Unlikely – the event does occur rarely from time to time
- Remote – This event has not occurred, knowledge of event from elsewhere

## 4.2 Hazard Matrix

Potential risks for SMWM will be awarded a risk level in terms of a rating determined by using the matrix below:

Table 4-1: Hazard Risk Matrix

Likelihood	Consequence			
	Severe	Major	Moderate	Minor
Likely	1	1	2	3
Possible	1	2	3	4
Unlikely	2	3	4	5
Remote	3	4	5	6

Table 4-2: Risk Rating Groups

High – 1 or 2	Medium – 3 or 4	Low – 5 or 6
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The risk level at which the risk rating becomes acceptable (tolerable) will be when it is as low as reasonably practicable, being notionally a risk rating of 5 or 6.

## 4.3 Hazards

Hazards will be analysed to determine their likelihood, consequence and to determine their risk rating. Two hazard identification tables are provided in this PIRMP, one in consideration of the risk without any control measures, and the second to categorise the residual risk after mitigation measures have been identified and implemented.

Table 4-3: Hazard Identification

<b>Hazard</b>	<b>Likelihood of Hazard Occurring</b>	<b>Consequence</b>	<b>Activities which may increase the potential of the hazard occurring</b>
<b>Chemical/ Petroleum Spill</b>	Unlikely	Moderate	Vehicle Collision Plant failure
<b>Contaminated Stormwater</b>	Unlikely	Moderate	Excessive rainfall Vandalism
<b>Fire</b>	Unlikely	Major	Plant Failure Smoking Combustion Bushfire
<b>Asbestos</b>	Unlikely	Minor	Vehicle accident/spillage
<b>Dust</b>	Likely	Minor	Dry weather High traffic Wind
<b>Noise</b>	Unlikely	Minor	Vehicle failure

## 5 PRE-EMPTIVE ACTIONS TO BE TAKEN

- Visitor induction
- Waste Screening
- Waste Placement Management
- Spill containment kits
- Use of fire containment water tanks
- Presence of fire trucks on site
- Irrigation for dust suppression
- Non-acceptance of certain materials, gas bottles, batteries, asbestos and chemicals
- Signage/ Dissemination of Site Management Plan
- Fire Drills
- Muster point
- Frequent plant repairs and maintenance
- High quality plant and machinery
- Site bunding
- Visual/ Noise barriers

### 5.1 Corrective and Preventive Action Process

It is a requirement that a system be established to manage incidents in the longer term to ensure that appropriate follow up action is completed with the aim of improving environmental performance. The elements of the system are:

- Reporting and recording;
- Investigation; and
- Corrective actions including action plans.

The likelihood of potentially significant environmental impacts can be reduced and/or the potential impacts mitigated by implementation of appropriate preventative measures. These preventative measures for identified potentially significant environmental issues are identified in the table below:

Table 5-1: Risk identification and preventative measures

<b>Risk</b>	<b>Impact</b>	<b>RR</b>	<b>Preventative Action</b>	<b>RR</b>
<b>Chemical/petroleum spills</b>	Site contamination – onsite and off site Fire	3	Observe loads All waste inside building at all times Repairs and maintenance Traffic management Waste Inspection points Secure access to chemicals	6
<b>Contaminated Storm water</b>	Site contamination	4	All waste inside building at all times “Drain Wardens” in place at all times/cleaned and replaced as required Physical barriers Out of hours contact and staff supervision	6
<b>Fire</b>	Air pollution Infrastructure damage Plant damage	3	All waste inside building at all times Prohibit smoking and naked flame Employee education Secure flammable chemicals Site management Limit waste types Physical inspection of waste types Plant maintenance Maintenance of fire equipment	5
<b>Asbestos</b>	Site contamination on site and off site Remediation	3	Public education Waste stream management Load inspections at load inspection points Zero tolerance	6
<b>Dust</b>	Air pollution	3	Traffic management Water cart Road repairs	6

The team of management will be responsible for providing staff with guidance on the implementation of effective measures to appropriately manage the possible occurrence of these potentially significant impacts as identified above.

## 5.2 First Aid

In an **EMERGENCY** contact:

**AMBULANCE**

**FIRE**

**POLICE**

DIAL **000**

(or **112** from a Mobile Telephone)

Required Information:

1. Your name and company name
2. Your location/emergency location
3. Type of emergency and assistance required

In the event of a pollution incident impacting on the health of a person, the following procedure must be followed:

- Contact emergency services: This may only apply if the person has suffered a serious injury of the situation is classified as an emergency.
- Contact the next of kin of the person injured as soon as possible. Please note: If a very serious injury has occurred, no notification should be given to the next of kin. Notification should be made by a member of the Police Force on advice from medical personnel.
- Conduct basic First Aid (if required). All staff members must undergo basic first aid training prior to commencing employment within the SMWM site. Remember: DRSABCD (outlined below).
- Report incident on an Accident Investigation Form: any incident requiring first aid must be recorded in this format and signed off by the General Manager. Further details of this process are outlined within the SMWM Safety Manual.

A summary of basic first aid steps in accordance with the DRSABCD principle are outlined below:

### 5.2.1 DRSABCD

<b>D</b>	<b>DANGER</b>  'Check for Danger'	Ensure there is no immediate danger to: <ul style="list-style-type: none"> <li>• Yourself</li> <li>• Others around you</li> <li>• The victim</li> </ul>
<b>R</b>	<b>RESPONSE</b>  'Check for a response from the victim'	Try to get the victim to respond to you to find out whether the victim is conscious or unconscious. Methods used to check for a response: <ul style="list-style-type: none"> <li>• Ask the victim their name and what happened</li> <li>• Gently squeeze the persons hands or tap the shoulders/face of the victim</li> <li>• Ask the victim if they are hurt or injured, and where</li> </ul>
<b>S</b>	<b>SEND</b>  'Send for help'	Dial 000 for all emergency services, or ask someone to call them on your behalf while you're assisting the victim. Call the SMWM First Aid Officer(s) and General Manager
<b>A</b>	<b>AIRWAY</b>  'Check the airway'	Check the airway of the victim is open and clear. To open the airway, tilt the head of the victim and lift their chin. It is important to check there are no objects obstructing the airway of the victim.
<b>B</b>	<b>BREATHING</b>  'Check to see that the victim is breathing'	Look and feel the lower chest of the victim to see if it is moving up and down as an indication that they are breathing.  If the victim IS breathing: Roll the victim into the recovery position until an ambulance arrives.  If the victim is NOT breathing: Start breathing for the victim using rescue breaths
<b>C</b>	<b>CIRCULATION</b>  'Undertake cardiopulmonary resuscitation'	Do NOT undertake this step unless you have undergone formal first aid training.  Chest compressions combined with rescue breaths can help resuscitate the victim and get the blood circulating. Note: the amount of breaths to compressions, and amount of pressure to exert is different for adults, children and babies.
<b>D</b>	<b>DEFIBRILLATION</b>  'Check for a defibrillator'	A defibrillator is a machine that shocks the heart into normal rhythm. SMWM does not have a defibrillator on site so this step must be left to emergency medical personnel to perform.

## 5.3 Fire Safety

- Raise alarm with the SMWM office 98293033
- If the fire is unable to be contained safely with the use of fire fighting equipment CALL 000
- Clear area of all personnel and stay well clear
- Assist any person in immediate danger ONLY IF SAFE TO DO SO
- directed

For further information on fire safety within the SMWM, please refer to the 'Emergency Response Procedure'

- If emergency services are called the operations manager will direct an employee to collect emergency service at assembly point at front gate and escort them out to emergency area.

## 6 INVENTORY OF POLLUTANTS

Table 6-1: Inventory of Pollutants

Item	Quantity	Map Reference
Oils and Degreases	Less than 400 litres	2
Chemicals used in cleaning	Less than 100 litres	2
Oxygen/ acetylenyl gas	Less than 100 litres	1
LPG/Gas cylinders	Less than 100 kilograms	1

## 7 SAFETY EQUIPMENT

Table 7-1: List of Safety Equipment

Equipment	Map Reference
Personal Protective Equipment	3
Fire Hose Real	4
Spill kits	5
Welding masks	6
Irrigation system	7

### 7.1 Personal Protective Equipment

PPE comprises of a range of clothing and equipment to be worn by employees, contractors and visitors to the site as appropriate to protect their bodies from workplace hazards. The following PPE should be worn as necessary and appropriate:

- Sunglasses
- Ear muffs
- Gloves
- Covered in shoes, hard capped boots
- Hat
- Sunscreen
- Long Sleeved clothes
- Disposable respiratory masks

Management must ensure that:

- Professional advice is obtained, where necessary, to identify the most suitable types of PPE for the tasks to be carried out
- Training is provided to supervisors and employees to enable them to ensure the proper selection, fit, use, cleaning and maintenance of PPE
- Supervision and enforcement of the PPE policy is undertaken
- Evaluation of the effectiveness of the PPE program is carried out on a regular basis
- Suitable PPE is provided for visitors who may be exposed to hazards in the workplace

## 8 CONTACT DETAILS

The OH&S Manager and General Manager will coordinate the quarterly review and updating of the contact listing details and ensure the current qualifications of the listed persons. Pocket copies will be developed for staff members to carry with them. All personnel issued a company mobile phone shall be encouraged to keep emergency numbers in their mobile phone directories.

## 8.1 Emergency Contact Details

Table 8-1: Emergency contact details

Agency	Contact Details
<b>NSW Police Force</b>	Macquarie Fields 10 Brooks Street Macquarie Fields 2564 Phone: 02 9605 0499 Fax: 02 9605 0419 Open 24 hours
<b>Ambulance Service</b>	Emergency Contact: 000 Mobile Phone: 112 Available 24 hours
<b>Fire Brigade</b>	Macquarie Fields 6 Brooks Street Macquarie Fields 2564 Phone: 02 9605 1621

## 8.2

## 8.3 Skipmaster Internal Contact Details

Table 8-2: Skipmaster Staff contact details

Position	Name	Responsibilities	Contact Details
<b>Managing Director</b>	Jamie McLaughlin	<ul style="list-style-type: none"><li>• Overall management of all activities</li><li>• Operate plant within environmental approval limits</li><li>• First point of contact in case of pollution incident</li></ul>	Mobile: 0413613727 Email: jamie@skipmaster.com.au
<b>Office Manager</b>	Pam Cochrane	<ul style="list-style-type: none"><li>• Ensure that the technical direction, operation and daily supervision of the site is carried out in accordance with the instructions of the Managing Director</li><li>• Ensure applicable legislative requirements are met</li></ul>	Phone: 02 98295033 Fax: 02 98295466

<b>Health and Safety Officer</b>	Jamie McLaughlin	<ul style="list-style-type: none"> <li>• Update procedure in accordance with changes in policy.</li> <li>• Implement requirements of this procedure.</li> <li>• Providing technical advice / liaison with government departments.</li> <li>• Advise management on overall state of OH&amp;S in the workplace</li> </ul>	Mobile: 0413613727 Email: jamie@skipmaster.com.au
<b>Rehabilitation Coordinator</b>	Jamie McLaughlin	<ul style="list-style-type: none"> <li>• Organise procedures and policies</li> <li>• Ensure correct implementation and completion</li> </ul>	Mobile: 0413613727 Email: jamie@skipmaster.com.au
<b>Administration</b>	Alison DeLepervanche	<ul style="list-style-type: none"> <li>• Accounts and bookkeeping</li> <li>• Payroll</li> <li>• Administering the effective day to day operation of the disposal facility</li> </ul>	Phone 02 98295033 Fax 02 98295466
<b>Staff</b>	N/A	<ul style="list-style-type: none"> <li>• Follow site procedures including environmental procedures.</li> <li>• General requirement to prevent environmental harm.</li> <li>• Control and report incidents.</li> </ul>	

## 8.4 Relevant Agency Contact Details

Table 8-3: Agency contact details

<b>Agency</b>	<b>In case of</b>	<b>Contact Details</b>
<b>Hazmat</b>	Hazardous material incident	Hazmat Advice Unit Phone: 02 9995 5959 Email: Hazmat@environment.nsw.gov.au
<b>Environmental Protection Authority</b>	All pollution incidents	Primary Contact: Julie Currey EPA Head Office PO Box A290 Sydney South, NSW 1232. Phone: 131 555

## 9 COMMUNICATING WITH NEIGHBOURS AND THE LOCAL COMMUNITY

SMWM recognises that consultation can play a major role in ensuring landowners, neighbours, and local residents are informed of any pollution incident within the Glenfield site, and can ultimately minimise any misunderstanding within the public realm. Because of this, SMWM is committed to ensuring the surrounding neighbours and local community are informed of any pollution incident that may occur on site. This section describes the communication and consultation methods that will be undertaken following any pollution incident.

Consultation and communication methods will include:

- Community Information Sessions relating to the pollution incident, including any sessions requested by the community;
- A 24-hour information line will be available for a one month period after the incident to ensure any questions or concerns are answered quickly and concisely;
- A basic fact sheet will be distributed to adjacent land owners.

While every attempt will be made to comfort and inform local community members, there remains potential for landowners and the wider community to be inconvenienced or unconvinced of the pollution incident. SMWM aims to manage and respond to these concerns by:

- Providing team members with the ability to respond to general enquiries about the pollution incident, and resolve basic concerns and complaints;
- Ensure team members are aware of issues/complaints that may impact the operation of the site;
- Ensure a consistent approach across the board by all team members.

## 10 MINIMISING HARM TO PERSONS ON THE PREMISES

The following methods/equipment/procedures are in place to minimise harm to all persons visiting or working on the Glenfield waste site:

- Establishment of evacuation procedures
- Establishment of muster locations
- Audible Warning alarms
- 2 way radio system/ communication protocol
- Regular fire drills
- Staff training and education (First Aid, manual handling, hazard prevention etc)
- Provision of Personal Protective Equipment
- Signage

## 11 MAPS

Maps are included as attachments to this management plan.

# 12 ACTIONS TO BE TAKEN DURING OR IMMEDIATELY AFTER A POLLUTANT INCIDENT

The following Plans have been prepared to detail site-specific response actions. In preparing this section of the pollutant incident response management plan, the following factors have been considered:

- The site operation and layout,
- Scale of the potential pollutant incidents,
- Resources available to SMWM; and
- The geographical location and sensitivity of the receiving environment.

## 12.1 Classification of Pollutant Incidents

For the purposes of response and reporting arrangements, pollutant Incidents are classified into three classes, as summarised in the table below.

Table 12-1: Classes of Pollution Incidents

Class One	Class Two	Class Three
<p>Class One Incidents create permanent or long term damage to the environment. This damage will result in the environment taking 12 months or more to return to pre-existing conditions.</p> <p>Cost: &gt; \$500,000 to clean up.</p>	<p>Class Two Incidents create short to medium term damage to the environment. This damage will result in the environment taking up to 12 months to return to pre-existing conditions.</p> <p>Cost: \$100,000 to \$500,000 to clean up.</p>	<p>Class Three Incidents typically cause short term or nuisance damage. The damage is easily rectified usually within one day. Class 3 incidents do not cause medium or long term damage.</p> <p>Cost: &lt; \$100,000 to clean up.</p>

## 12.2 Immediate Action Plan

- Account for all persons
- Establish safe site access
- Ensure emergency services, general manager and site supervisor are advised of pollutant incident
- Warn others of danger
- Assist those in danger move to a safe place
- Assist other employees
- Identify/record names and details of persons leaving/entering the site
- Control pollutant (if no personal threat)
- Evacuate persons up wind if fumes/smoke/vapour

### 12.2.1 Immediate Reporting

In order to reduce the risks of further incidents, it is important that critical information relating to incidents is conveyed immediately to relevant personnel.

The minimum information to be collected or requested on a pollutant incident should meet the requirements of the site's environmental approvals and include:

- Witness name(s);
- Date and time of incident or when discovered;
- Description of the incident; and
- Initial action taken to prevent impact, contain material or respond to incident

## 12.3 Incident Investigation Procedure

Once an incident has been controlled and initial information from witness recorded, the following events must occur and be recorded:

- Incident investigation report;
- Future actions required by management or environmental staff for prevention; and
- Any specific statutory authority notification details.

Details which should be collected during the incident investigation:

- Technical information on the contaminants/pollutants
- Environmental effects
- Site specific disposal options
- Site plans/maps showing relevant information (locations and quantities of pollutants)
- What caused the incident
- Who was first on the scene
- Decide what corrective action should be implemented and determine if OH&S procedures should be reviewed.

A properly planned, executed and followed up incident investigation will have some or all of the following benefits:

- Reduce the probability of a repeat of the specific incident
- Reduce the probability of related incidents
- Reduce the probability of incidents that share some contributing factors with the specific incident
- Identify and initiate action on unrelated problems found as a by-product of the investigation
- Provide the data required to detect developing trends that can be analysed to identify specific or recurring problems.

## 12.4 Reporting Procedure

In the event of a pollutant incident, and regardless of severity, the General Manager and OH&S Manager will ensure that all incidents are thoroughly investigated within the specified timeframes, with the findings and outcomes recorded and corrective action implemented.

Some pollutant incidents or activities causing or threatening environmental harm are reportable to the Office of Environment and Heritage (OEH). In such cases the General Manager, in consultation with the OH&S Manager is to prepare the report which is authorised for dispatch to OEH by the General Manager. All procedures relating to incident management will be reviewed after an incident where procedures are found to be deficient and any deficiency corrected.

## 13 STAFF TRAINING

The purpose of this section is to identify how safety training and competency will be managed in relation to pollution/hazard incident management.

Initially, all employees will be assessed on their competency prior to the assignment of a position and prior to the re-assignment to another position. The competency of all personnel will be recorded. Employees not deemed as competent or failing to achieve a satisfactory level of competency for certain duties and activities will:

- Be restricted in performing those duties;
- Be prohibited from performing those work activities;
- Be subject to an alternate development pathway including re-assessment, re-training or further training, work assignment alteration or work re-design.

Where a gap exists in competence, personnel may need to improve their levels of skills and knowledge through training.

Training will:

- Be provided as to be appropriate to the position;
- Consist of both induction training and specific training;
- Be provided/delivered by a competent person or Technical Specialist;
- Be provided/ delivered in a timely fashion;
- Be refreshed or retaken consistent with its specific duration or at 2 year intervals, or otherwise as determined; and
- Be recorded. This register will include training records and evidentiary records of acclaimed skills and experience.

This process will be review by the Safety Manager, on a yearly basis while undertaking the annual review of the PIRMP.

## 13.1 Inductions

To be inducted means to be introduced to the safe way of working in the Quarry.

**Who:** All employees, subcontractors, subcontractor's employees and visitors to the site, shall be inducted. The Quarry Manager shall take inductees through the various levels of induction, as he deems necessary, and register them once complete.

**When:** Induction shall take place as soon as practical after entering the quarry and at regular intervals for all existing staff, (i.e. once per year).

**Why:** The basic aim of induction is to impress the principal of accident prevention, safe behaviour, quality control and familiarity with work place practices.

**Where:** On-site at the quarry.

**What:** Induction training should include general instruction on the workplace and work performed. This would include advice of safety rules, risks and health hazards of the job; issue, and advice on use of protective clothing and equipment; as well as advice of first aid facilities, and accident register. All inductees should be advised that any problems they encounter should be referred to the Supervisor/Manager.

Employees should receive extra training on all safety aspects covered in this handbook as a part of their induction program. Contractor's employees may require a more detailed induction depending on their experience and skill level.

**How:** The Quarry Manager should obtain information from the handbook when compiling his induction book.

**Proof:** All persons who have been inducted shall receive a Safety Induction Card, which they must carry on them for each visit to the Quarry. The signature on this card shall be checked against your signature when you sign onto the visitor's register. NOTE: These cards should be laminated or covered in clear contact before issuing.

## 13.2 Incident Management Training

It is a requirement that staff are able to:

- Identify what is an environmental incident - refer to 4;
- Take appropriate immediate action to control an incident; and
- Know the reporting requirements.

Information provided to staff must reflect the following hierarchy in their immediate response to an incident:

- Ensure Health & Safety first;
- Shut off/Remove the source if possible;
- Contain pollutants/contaminants;
- Report; and
- Clean up.