

Pollution Incident Response Management Plan

Concrete Recyclers (Group) Pty Ltd

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Pollution Incident Response Management

A site emergency can develop from a number of different causes: fire, bomb threat, earthquake, structural fault, leakage of gas or chemical and others. Following the Australian Standard AS 3745; this sets out the minimum standards in the approach to planning and management of emergency situations. There will be a structured group of people (ESR = Emergency Response Personnel) employed who take command on the declaration of an emergency in the site. They will facilitate safe and orderly implementation of emergency procedures within the site, including evacuation of occupants, pending the arrival of the fire brigade or other emergency service.

The Pollution Incident Response Management Plan has been produced as a guide for use on the site and establishes the administrative structure and procedures for the handling of emergencies at the premises. The procedures can only be a guide, as any emergency will have peculiarities that require some changes to suit the circumstances of that emergency. However, the basic instructions for advising of an emergency and the conduct of authorised officers during an emergency will not vary.

Authority and Indemnity

During emergency situations or exercises, the responsible ERP shall have authority to issue instructions to evacuate all persons from the site and/or areas. Such instructions are to be adhered to at all times by all employees and visitors. These personnel shall be indemnified against civil liability resulting from practice or emergency evacuation of a site where personnel act in good faith and in the course of their duties.

Emergency Response Personnel

Emergency Personnel	Name
Evacuation Coordinator	Managing Director
Deputy Evacuation Coordinator	Site Foreman
Area 1 Warden	Site Foreman
Deputy Area 1 Warden	Workshop Coordinator
Area Warden 2	Allocator
Deputy Area 2 Warden	Allocator
First Aid Officer	Site Foreman and Office first aid officer

Responsibilities

All employees must be familiar with the relevant requirements of this procedure.

Emergency personnel must ensure that:

- The names of Area Wardens and Deputy Area Wardens, and changes to Warden arrangements, are communicated to the OHS Manager.
- Training (including the induction of new staff) is organised and conducted.
- Emergency Evacuations Plans are kept up-to-date.
- A minimum of one evacuation drill per year is conducted onsite, and the details are documented.

The OH&S Manager is responsible for:

Developing and maintaining this procedure and related documents.

Developing and conducting training sessions for Site Foreman, Managers, Emergency Personnel, and First Aid Personnel.

Providing the initial Emergency Evacuation Plans.

Advising the Site Foreman and Managers of the implementation of this procedure.

Once the system is implemented:

The Evacuation Coordinator and Site Foreman are responsible for:

- Monitoring the development of Evacuation Procedure.
- Appointing Wardens and Deputy Wardens.
- Organising a minimum of one evacuation drill yearly.
- Monitoring the implementation of this procedure, collecting information from evacuation drills feedback, with suggestions for improvements and updates for the Emergency Procedures Manual

SITE EMERGENCY PROCEDURES

1. Evacuation Procedure

This procedure covers this site in case of an evacuation from an Emergency.

1. The types of emergencies that could lead to an evacuation are:
 - a. Fire
 - b. Spill of a Hazardous or Dangerous Good.
 - c. Major gas leak.
 - d. Natural disasters – eg fire, floods, earthquake, or major electrical, hail or other storm.
 - e. Hold-up.
 - f. Bomb threat or terrorist activity.
 - g. Neighbourhood emergency.
 - h. Civil incident or serious traffic incident.

- i. Medical Emergency.
2. When the 'evacuation alarm' is sounded, all employees operating equipment must safely shut down the machine/equipment immediately if safe to do so.
3. Additionally, all personnel onsite are to assemble at the closest and most safe assembly point, which is located at the front entrance gate or weighbridge. Evacuate to the assembly area. DO NOT RUN. The Evacuation Coordinator will check all areas to ensure all personnel are accounted for.
4. Access to the assembly areas is displayed on the 'Evacuation Plan'.
5. At this time, the Evacuation Coordinator will decide on the correct course of action. The Emergency Services may be called, if required.
6. All employees and visitors onsite shall be accounted for.
7. The Evacuation Coordinator will discuss the situation, including any unaccounted personnel, with the Emergency Services. Together, they will decide when it is safe to return to the site. In the event of the Emergency Services not being present the Evacuation Coordinator in consultation with the Operations Manager will decide when it is safe to return to the site.
8. **Note:** Only attempt to extinguish the fire if safe to do so. Ensure your own safety Report the fire ASAP to your Site Foreman / Manager and then follow the instructions from the Evacuation Coordinator.

2. In the Event of a Bomb Threat or Terrorist Activity

1. Keep calm and do not alarm employees and visitors.
2. If threat is by telephone:
 - a. Prolong call - keep person talking and ask:
 - i. Location of Bomb
 - ii. Time Set to Explode
 - iii. Record information for Police as well as any other relevant information as shown on the 'Bomb Threat Checklist'
3. Report the call to the Managing Director.
4. If object found:
 - a. Do not touch
 - b. Report find
 - c. Keep areas clear
5. Basic Rules:
 - a. Treat as genuine
 - b. Record exact information (using checklist if possible)
6. Evacuate if required by Emergency Services or Evacuation Coordinator.

3. In the Event of a Hold-Up

1. Note and report suspicious persons to the Operations Manager.
2. If confronted, obey intruder's instructions.
3. Observe carefully:
 - a. Any articles touched by the intruder/s.
 - b. Physical details and clothing worn.
 - c. Any aids to descriptions of persons for eg. Mannerism, distinctive marks, weapons used etc.
 - d. Directions on the intruder/s as they leave the site.
4. Record information for the Police.
5. Inform Operations Manager and provide details of incident.

4. In the Event of a Major Chemical Incident

The Concrete Recyclers site has been **specifically designed** with bunded areas to contain any spills onsite. Any small spills are contained into the specific area and cleaned up with appropriate spill kits.

There are a number of ways a major chemical spill could occur.

1. Bund and tank rupture.
2. Vacuum tanker malfunction.
3. Vandalism where containers are ruptured.
4. Mobile machinery incident.
5. Natural disaster.

There are two types of **major** chemical spills to be included:

1. Onsite: where all the spillage is controlled by the bund system.
2. Offsite: where the spillage flows offsite onto adjoining properties and/or river channels.

In the event of a **major** spillage, or contamination to personnel, the following procedure shall be followed:

1. The area shall be evacuated at once.
2. Consult with the Managing Director and Site Foreman for the MSDS of the spilled chemical, if applicable.
3. If flammable, spray a mist of water over the spill and organise one of the tankers to vacuum up the liquid.
4. If non-flammable and water based consult with the Operations Manager and Site Supervisor to which holding tank the liquid can be pumped.
5. The immediate emergency actions are as follows:
 - a. Treat any persons that may be contaminated by washing with large amounts of water and removing contaminated clothing.
 - b. Inform the Operations Manager.
 - c. Inform the Evacuation Coordinator of the situation.

- d. Determine the identity of the substance(s) and obtain their Material Data Safety Sheets.
6. Isolate the affected area by erecting a temporary barricade or using caution tape to prevent other persons entering the area.
7. Do not attempt to decontaminate the area leave this to the staff that have been trained to deal with the situation.
8. In the case of fire, every effort must be made to prevent undue spreading of contamination. However, fire fighting must take precedence over the control of contamination if safe to do so.
9. Normal work must not be resumed until the Operations Manager, Site Foreman and Evacuation Coordinator are satisfied that it is safe.

5. In the Event of a Major Fire

In the event of a fire onsite:

1. Ensure your own safety. Alert all other employees to the incident of the fire.
2. If you are trained in the use of fire fighting equipment i.e. fire extinguisher's and the fire is less than 1 cubic metre, select the correct extinguisher for the type of fire and try to extinguish the fire if it is safe to do so. If unable to do this, sound the evacuation siren or call the emergency services on "000".
3. Follow the evacuation procedure as listed previously.

6. In the Event of a Major Gas Leak

In the event of a **major** gas leak, the evacuation procedure needs to be followed immediately.

1. Ensure your own safety. Alert the site foreman to the incident of a major gas leak.
2. Activate the evacuation siren. Notify the emergency services if there is a fire with the gas leak.
3. Turn off the gas at the main valve.
4. When the emergency services arrive the Managing Director or Site Foreman will explain the situation to them.
5. Normal work must not be resumed until the Operations Manager, Site Foreman and Evacuation Coordinator are satisfied that it is safe.

7. In the Event of a Bushfire or other Major Natural Disaster.

Natural disasters could include - fires, floods, earthquakes, and hostile storms: electrical, hail, and / or high wind.

1. With this type of emergency, a partial or full evacuation could be required.

2. With a fire, the emergency services must be advised ASAP. Follow the procedure for 'In the event of a major fire' but be aware that the main assembly area may be moved if required by the Evacuation Coordinator or external emergency services.
3. With the other types of natural disasters, it is important to stay indoors away from falling debris, glass etc.
4. After the disaster has passed, a site inspection must be undertaken by the Evacuation Coordinator and Site Foreman to ascertain when it is safe to return to work.

8. In the Event of a Neighbourhood Emergency, Civil Disorder or Serious Traffic Incident.

1. In the event of a neighbourhood emergency and / or a serious traffic incident, the Evacuation Coordinator will assess the situation and decide on the correct and safest course of action for the site.
2. With a Civil Disorder in the vicinity of the site, it is important that the Emergency Services are contacted ASAP.
3. All employees are to attempt to restrict access to the site, stay calm, and minimise contact to avoid antagonising the group.

9. In the Event of a Serious Medical Emergency.

1. Assess the situation and ensure personnel are safe, if able to do so.
2. Remain with the person, if possible, and send another person for the nearest First Aider and to contact the Emergency Services.
3. Do not move the person unless they are in a life threatening situation.
4. One employee will be designated to meet the ambulance and guide them to the patient.
5. Complete an incident investigation and complete any actions identified to prevent a reoccurrence, if applicable.

New Employee Induction

All personnel must be made aware of their work environment.

1. Conduct a tour of the site to highlight activities in the work place, amenities, emergency and first aid equipment and emergency procedures and evacuation points.
2. All Inductions and training conducted is recorded.

Bomb Threat Checklist

1. Initial Action
 - Do not hang up. Keep the caller/s talking
2. Record the exact wording of the threat.

3. Questions to ask, if possible:

- When is the bomb going to explode?
- Where exactly is the bomb?
- When did you put it there?
- What does the bomb look like
- What kind of bomb is it?
- Did you place the bomb?
- Why did you place the bomb?
- What is your name? Where are you? What is your address?

4. Listen for:

- VOICE: accent / impediment / tone / speech / diction / manner
- LANGUAGE: polite / incoherent / irrational / taped / read out / abusive
- NOISES: traffic / voices / machinery / music / noises on the line / local call / Std
- OTHER: Gender of caller / estimated age

Do not hang up.

5. After the Call

- Note the time of the end of the call: _____am/pm
- Name of recipient (print): _____
- Signature: _____
- Date: _____
- Report the call to the Managing Director or Site Foreman, who will contact the Police.

FIRE EXTINGUISHERS TYPES

INDICATOR	CLASS OF FIRE →	A	B	C	(E)	F	SPECIAL NOTES	
 POST 1995	TYPE OF FIRE →	Ordinary combustibles (wood, paper, plastics, etc.) 	Flammable and combustible liquids 	Flammable gases 	Fire involving energized electrical equipment 	Fire involving cooking oils and fats 		
	PRE 1995	IDENTIFYING COLOURS	TYPE OF EXTINGUISHER	EXTINGUISHER SUITABILITY				
		WATER						Dangerous if used on electrical fires
		WET CHEMICAL						Dangerous if used on electrical fires
		FOAM						
		AB(E) DRY CHEMICAL POWDER						
		B(E) DRY CHEMICAL POWDER						
		CARBON DIOXIDE (CO ₂)						* May be used on small surface fires.
		VAPOURIZING LIQUID Fumes may be dangerous in confined spaces		5kg only 				* Vapourizing Liquid extinguishers are not suitable for smouldering deep seated A class fires
NOTE	→ CLASS 'D' fires (involving metals e.g. magnesium) - use special purpose extinguishers only.							

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Notification Protocol for Regulatory Authorities

The Regulatory Authorities are to be contacted **immediately**, when a pollution incident occurs.

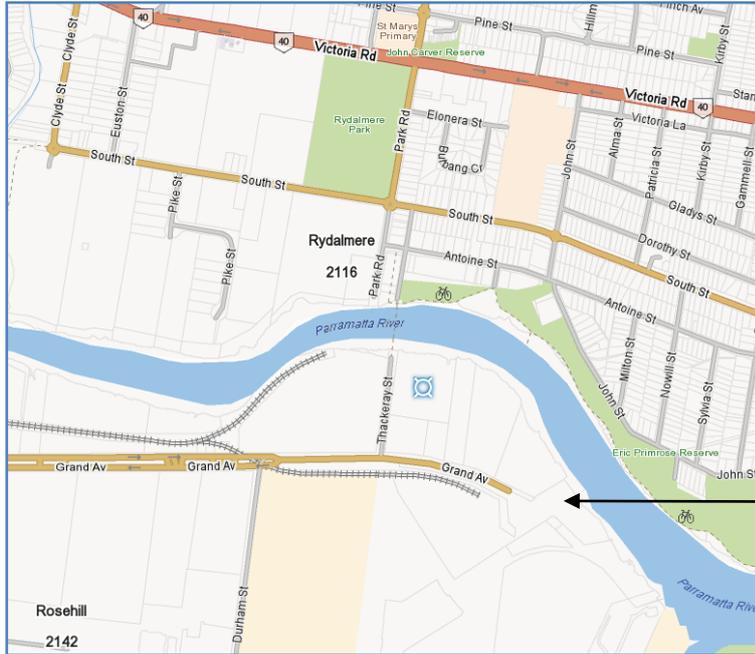
The pollution incident is defined as:

'When material harm to the environment is caused or threatened and when the clean up value will be more than \$10,000.'

The Authorities will be called in the following order.

1. Emergency Services: Phone 000 anytime
2. The EPA Environment Line Phone 131 555 anytime
3. Westmead Hospital Phone 02 9845 5555
4. WorkCover: Phone 131 050 anytime
5. Fire and Rescue Service Phone 000 anytime

14 Thackeray Street, Camellia NSW 2142



Neighbours

Shell Company of Australia – Rosehill	Terry (Main Line)	9897 8704
Downer Edi Works Asphalt	(Main Line)	9684 6792
Downer Edi Works Asphalt	Terry (Supervisor)	0438 794 717
Downer Edi Works Asphalt (after hours)	George	0414 426 814
Earthpower	(Main Line)	9684 5832
Earthpower (after hours)	David Clark	0438 139 232
Boral Plasterboard	(Main Line)	9898 7807
Boral Plasterboard (after hours)	Robby Campbell	0401 896 905
Sita Environmental Solutions	(Main Line)	88325900
Sita Environmental Solutions (after hours)	Scott Bayliss	0402 228 536
Hymix	Steve Page	9898 0318
Hymix (Plant manager)	Dennis Read	0419 243 907
KLF Recyclers	Steve Rhodes	9898 9178
KLF Recyclers	After Hours	0439 536 925
AIR Liquide Australia	Emergency phone	1800 812 588

Training

1. All personnel onsite will be trained in this PIRMP.
2. The training documentation will be filled out and filed onto the training register.
3. Each update of training will occur if the PIRMP is modified or yearly whichever is required.
4. The training will be conducted by the Site Foreman, Evacuation Coordinator or OH&S Manager.

Site Map

