



# **POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN**

## **FAIRFIELD CITY COUNCIL'S SUSTAINABLE RESOURCE CENTRE**



## CONTENTS

- 1. **Purpose** – page 3
- 2. **Scope** – page 3
- 3. **Responsibilities** – page 4
- 4. **Legislative Requirements** – page 4
  - 4.1 Definition of a Pollution Incident – page 5
- 5. **Hazards and Hazard Control** – page 6
  - 5.1 Risk Matrix – page 6
  - 5.2 Description of Likelihood of hazards – page 6
  - 5.3 Pre-emptive actions to be take – page 8
- 6. **Pollution Incident Response Management Plan** – page 9
  - 6.1 Emergency Definitions and Evacuation Requirements – page 9
  - 6.2 Contact Details – page 10
  - 6.3 Emergency Equipment – page 11
  - 6.4 Community Relations – page 12
  - 6.5 Incident Investigations – page 12
  - 6.6 Disaster Recovery – page 12
  - 6.7 Incident Debriefing – page 12
  - 6.8 Records of Documentation – page 12
- 7. **Training Requirements** – page 13
  - 7.1 Staff Training – page 13
  - 7.2 Additional Training – page 13
  - 7.4 Implementation Training – page 13
- 8. **Testing PIRMP** – page 13
  - 8.1 Plan Review – page 13
  - 8.2 Testing – page 13
  - 8.3 Record of Testing – page 14
  - 8.4 Implementing Plans – page 14
- 9. **Maps** – page 14
- 10. **Inventory** – page 18
- 11. **QMPOL-SRC-001 Pollution Incident Response Management Plan – Document Changes** – page 19
- 12. **References and Documents** – page 19



## 1. PURPOSE

This document details site specific organisational responsibilities, actions, reporting requirements and the resources available to ensure an effective, consistent and timely management of a pollution incident that may occur at Fairfield City Council’s Sustainable Resource Centre (SRC) Site. This includes:

- Details of the procedures used to deal with emergencies affecting the site workers;
- To ensure the timely communication of the incident to all relevant authorities, and others who may be affected;
- To provide safe operating procedures which identify risks and provide control measures to minimise and manage those risks.
- Definitions of the roles and responsibilities of Sustainable Resource Centre workers and training requirements to carry out the plan;
- Details of the external resources available to the Sustainable Resource Centre (SRC) workers in the event of an emergency and how these resources will be coordinated.
- To ensure regular testing of the plan for accuracy, currency and suitability.

This Pollution Incident Response Management Plan (PIRMP) has been written specifically for the Sustainable Resource Centre (SRC) and is consistent with operational policies and procedures. While no plan can take into consideration all possible scenarios, safe operating procedures referred to in this plan should assist employees in making appropriate decisions.

## 2. SCOPE

This PIRMP will be used as a “First Response” guide for all types of pollution incidents that may occur on site.

This includes the following:

<b>PROTECTION PRIORITIES</b>	<p>Sustainable Resource Centre protection priorities, in the event of an emergency, include:</p> <ul style="list-style-type: none"> <li>• Safety of People;</li> <li>• Protection of the Environment; and</li> <li>• The safeguarding of Commercial operations.</li> </ul>
<b>PREVENTION AND REPORTING</b>	<ul style="list-style-type: none"> <li>• The prevention and reporting of hazards, accidents, occurrences and emergency situations are documented in the Fairfield City Council's Work Health &amp; Safety Management System, which applies to the Sustainable Resource Centre</li> </ul>
<b>PREPAREDNESS</b>	<ul style="list-style-type: none"> <li>• The Sustainable Resource Centre’s Emergency Response Team is adequately prepared and trained for an occurrence and processes and procedures are in place. These include:</li> <li>• Collecting and collating data and documentation to assist them in implementing their role more effectively. For example, contacts, maps, records, reports, etc.</li> <li>• Identifying and maintaining contact details of possible support personnel or organisations that may be of assistance in the event of an emergency.</li> <li>• Training (including the induction of new staff) is organised and conducted.</li> <li>• Emergency Evacuations Plans are kept up-to-date.</li> <li>• A minimum of one evacuation drill per year is conducted onsite, and the details are documented.</li> </ul>

### 3. RESPONSIBILITIES

All SRC workers must be familiar with the relevant requirements of this PIRMP and actions to be taken during or immediately after a pollution incident.

The **Emergency Response Team** must ensure that:

- The names of Chief Warden, Deputy Chief Warden and Area Warden/s and changes to Warden Arrangements, are communicated to the WHSEQT Officer and the WHS Branch.
- Training (including the induction of new staff) is organised and conducted as per the WHS-04.1.1 WHS Training Requirements Register.
- Emergency Evacuations Plans are kept up-to-date. Annual internal audits conducted for currency.
- A minimum of one evacuation drill per year is conducted onsite, and the details are documented.

The **Emergency Response Manager** is responsible for the management of the incident, communicate with neighbours and/or the community and they may need to notify the following Council staff at the Manager's discretion:

- City Manager
- Directors
- Councillors
- Mayor

The **WHSEQT Officer** is responsible for:

- Developing and maintaining this Plan and any procedures and related documents.
- Developing and conducting training sessions for Chief Warden, Deputy Chief Warden and Area Warden/s, and Nominated First Aiders.
- Providing the initial Emergency Evacuation Plans and maintaining the Emergency Evacuation Plans.
- Advising the Operations Manager, City Services of the implementation of this PIRMP.
- Notifying and coordinating relevant authorities after an incident.
- Implementation and management of this document.

**Manager of City Services** are responsible for:

- Monitoring the development of the Evacuation Process.
- Appointing Chief Warden and Deputy Chief Warden and Area Warden/s.
- Monitoring the implementation of this PIRMP, collecting information from evacuation drills feedback, with suggestions for improvements and updates for emergency procedures.

The **Chief Warden** is responsible for:

- Organising a minimum of one evacuation drill yearly.
- Annual Review and test or PIRMP in consultation with the WHSEQT Officer and SRC Site Supervisor.

### 4. LEGISLATIVE REQUIREMENTS

The Protection of the Environment Operations (POEO) Act (Part 5.7A) and the Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012 (Part 3A) outlines requirements for licensees of an environment protection licence to prepare, implement and test pollution incident response management plans.

#### 4.1 Definition of a 'pollution incident'

**Definition of a 'pollution incident'** (as described in *Environmental Guidelines: Preparation of pollution incident response management plans; EPA 2012*).

**Pollution incident;** means an incident or set of circumstances during or as a consequence of which there is likely to be a leak spill or other escape or deposit of a substance as a result of which pollution has occurred is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises but it does not include an incident or set of circumstances involving only the emission of noise.

A Pollution Incident is required to be notified if there is risk of material harm to the environment, as defined below:

- If it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- If results in actual or potential loss or property damage of an amount, or amounts in aggregate exceeding \$10, 000 (or such other amount as is prescribed by the regulations) and;
- The loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

Notification is required even where 'harm to the environment is caused only in the premises where the pollution incident occurs', as specified in *Section 147 of the POEO Act 1997*.

Pollution incidents causing or threatening material harm must be notified as per the *POEO Act 1997, Section 148*.

- Council are required to report pollution incidents immediately after they have become aware of the incident and must notify all the relevant authorities about the incidents, not just the appropriate regulatory authority under the POEO Act. These include the Environment Protection Authority, NSW Ministry of Health, SafeWork NSW, and/or relevant emergency services/local authorities.
- Employees or any other person carrying on any activity on site must notify Council immediately after they become aware an incident including relevant information about the incident.

In the event of a leak or spill resulting in pollution, staff must inform the SRC Site Supervisor and City Operations Manager immediately.

A pollution incident that is required to be notified must be done so verbally to each relevant authority as well as written notification on QMF-SRC-052 Notification of Pollution Incident Form within 7 days of the date in which the incident occurred.

**5. HAZARDS AND HAZARD CONTROL**

**5.1 Risk Rating Matrix**

This matrix has been used to identify the risk rating in the hazards identified in section 5.2.

Risk Matrix					
Likelihood	Consequences				
	Catastrophic 1	Major 2	Moderate 3	Minor 4	Insignificant 5
Almost certain A	Extreme	Extreme	High	High	Medium
Likely B	Extreme	Extreme	High	Medium	Low
Possible C	Extreme	High	Medium	Medium	Low
Unlikely D	High	Medium	Medium	Low	Low
Rare E	High	Medium	Low	Low	Low

Consequences		
Level	Descriptor	Consequences examples
1	Catastrophic	Long term environmental damage, multiple deaths, loss of licence, significant prosecution/fines
2	Major	Very serious environmental damage, single death or permanent injury, major breach of legislation
3	Moderate	Serious medium term environmental impact, lost time injury, serious breach of legislation
4	Minor	Moderate Environmental damage with short term impact, Medical treatment, minor legal issues or report to authorities
5	Insignificant	Minor effect on biological or physical environment, Minor injury (first aid treatment), minor breach with no legal requirements

Likelihood			
Level	Descriptor	Likelihood of the risk arising and leading to the assessed level of consequence	
A	Almost certain	Is expected to occur in most circumstances and has a history of occurrence	Once a week
B	Likely	Will probably occur in most circumstances	Once a month
C	Possible	Could occur at some time	Once a year
D	Unlikely	Not likely to occur in normal circumstances	Once in 10 years
E	Rare	May occur only in exceptional circumstances	Once in 100 years

**5.2 Description of Likelihood of hazards**

An incident is an event that causes or has the potential to cause environmental damage and incidents such as:

- Implosion, explosion or fire;
- Escape, spillage or leakage of hazardous substances;
- Contamination of natural waterways (streams, creeks, rivers, etc.) or public drains;
- Excessive/ harmful air emissions (dust, smoke, fumes, etc.);
- Excessive/ harmful noise or vibration;
- Tracking of mud from worksite
- Hydrocarbon incident

HAZARD	RISK	RISK RATING	MITIGATION MEASURES
Excessive/ harmful noise or vibration	Injury to staff and customers	L	<ul style="list-style-type: none"> <li>Operating hours are Monday to Friday between 0600 and 1600, Saturday between 0600 and 1200 and at no time on Sundays and Public Holidays.</li> <li>Ensure that machines are fitted with guards and mufflers</li> <li>Restrict, where possible, noise making activities to normal working hours,</li> <li>Ensure plant and equipment have noise suppression devices</li> <li>Undertake regular acoustic monitoring at the crushing plant and screener operations to monitor noise levels</li> </ul>
Tracking of mud from worksite	Damage to the environment	L	<ul style="list-style-type: none"> <li>Road sweepers used to maintain roads and limit tracking of mud onto public roads.</li> <li>Site inspections carried out to maintain control of area.</li> </ul>
Hydrocarbon incident	Damage to the environment	M	<ul style="list-style-type: none"> <li>Immediate action taken to contain or stop the source of the spill. The spill will be cleaned up where practical with appropriate materials from available spill kits;</li> <li>Spill kits will be readily accessible and maintained at storage and fill/drainage points</li> <li>Soils impacted by hydrocarbons will be disposed of to a suitably licensed waste facility via a licensed waste transporter.</li> </ul>
Implosion, explosion or fire	Damage to the environment through air pollution	E	<ul style="list-style-type: none"> <li>General purpose fire extinguishers and fire extinguishers suitable for control of oil/ fuel fires will be available on all mobile plant, workshop and light vehicles.</li> <li>Workers on site will be familiar or trained in the use of fire-fighting equipment (all employees will complete the induction which included fire extinguisher training).</li> </ul>
Spillage or leakage of hazardous substances	Injury to staff or visitors to the site  Damage to the environment	M	<ul style="list-style-type: none"> <li>Re-fuelling of vehicles on site to take place in the bunded area to minimise the risk of environmental contamination and to contain spills</li> <li>Fuels, oils and chemicals required for construction and operation to be appropriately stored and bunded</li> <li>Any spillages to be immediately contained and absorbed with a suitable material and disposed in an approved manner</li> <li>Diesel is stored in the diesel fuel truck. Diesel Fuel Truck is stored at Fairfield City Council's Works Depot.</li> <li>All fuel, oil and chemicals stored on site, will be contained in a weatherproof, self bunded storage vessel,</li> <li>Spill kits will be readily accessible and maintained</li> <li>Safety Data Sheets for all chemicals stored on site will be available on site</li> </ul>
Pollution of Surface water	Discharges of contaminants  Leachate leak  Contamination of stockpile areas	L	<ul style="list-style-type: none"> <li>Re-fuelling of vehicles on site to take place in bunded area to minimise the risk of environmental contamination and to contain spills</li> <li>Fuels, oils and chemicals to be appropriately stored and bunded</li> <li>Any spillages to be immediately contained and absorbed with a suitable material and disposed in an approved manner</li> </ul>
Contamination of natural waterways	Discharges of contaminants	H	<ul style="list-style-type: none"> <li>Re-fuelling of vehicles on site to take place in bunded area to minimise the risk of environmental contamination and to contain spills</li> <li>Fuels, oils and chemicals required for construction and operation to be appropriately stored and bunded</li> </ul>

			<ul style="list-style-type: none"> <li>Any spillages to be immediately contained and absorbed with a suitable material and disposed in an approved manner</li> <li>Where a significant risk exists (e.g. fuel storage and transfer to vehicles) and especially near waterways and drains, Sustainable Resource Centre will consult with workers to ensure that our procedures are consistent and communicated.</li> </ul>
Excessive/harmful air emissions	Injury to staff, Community or Customers  Damage to the Environment	M	<ul style="list-style-type: none"> <li>All workers will be advised of the potential impacts of dust control objectives and management during inductions and toolbox talks and documents kept.</li> <li>All workers engaged in dust control will be suitably trained and proficient,</li> <li>All machinery and vehicles with internal combustion engines will be maintained in good condition to minimise visual exhaust emissions and comply with relevant exhaust standards and the Protection of the Environment Operations (Clean Air) Regulation 2012 as amended</li> <li>Personal Protection Equipment (PPE) should include appropriate face mask/ respirator for working in and around harmful air emissions</li> <li>As required; stockpile areas will be watered to minimise dust creation,</li> <li>Dust suppression will be fitted to all crusher to minimise dust (water sprayers),</li> <li>Water cart will be utilised to wet down haul road and load out areas.</li> </ul>
Asbestos	Injury to staff, Community or Customers  Damage to the Environment	M	<ul style="list-style-type: none"> <li>No asbestos or suspected asbestos containing material to be accepted on site.</li> <li>Three points of inspection to be completed on all incoming material.</li> <li>Staff trained and competent in asbestos awareness.</li> <li>Staff trained and competent in relevant SWMS (for example incoming load inspections, weighbridge operations etc.).</li> <li>All incoming loads to be wet down prior to tipping.</li> <li>Water Cart on site during operational hours.</li> <li>Staff trained and competent in correct fit and use of Personal Protective Equipment (PPE).</li> <li>P2 masks must be worn at all times during Spotting.</li> <li>Staff to document all loads rejected for suspected contaminants in the Rejected Load Register.</li> <li>Vehicles banned from site if they attempt to bring in unsuitable or contaminated material excessively.</li> <li>Any load that is rejected is reloaded and material removed off site</li> </ul>
Natural Disasters e.g. Bush Fire	Injury to staff, Community or Customers  Damage to the Environment	M	<ul style="list-style-type: none"> <li>Water cart on site at all times</li> <li>Three dams on the premises for access by fire brigade as required (please see map below for more information)</li> <li>Water tanks kept full and accessible as required</li> <li>Fire hydrants available at various locations around the facility perimeter</li> <li>Trained and competent emergency response team on site at all times.</li> <li>Workers on site will be familiar or trained in the use of fire-fighting equipment (all employees will complete the induction which included fire extinguisher training).</li> <li>General purpose fire extinguishers and fire extinguishers suitable for control of oil/ fuel fires will be available on all mobile plant, workshop and light vehicles</li> <li>Testing of equipment and evacuation processes on a schedule</li> </ul>

			<ul style="list-style-type: none"> <li>• Grass and trees around site to be maintained at an appropriate level.</li> <li>• Routine cleaning of gutters for leaf litter.</li> <li>• Monitoring of Fire Danger Ratings as required at <a href="http://www.rfs.nsw.gov.au/fdr">www.rfs.nsw.gov.au/fdr</a> and “Fires Near Me NSW” app</li> <li>• Refer to WHS-10.1.1 Emergency Situations Guideline for further information.</li> </ul>
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**5.3 Pre-emptive actions to be taken**

Site walks are conducted daily as well as monthly and bi-monthly inspections are conducted. This is to best manage and prevent pollution incidents. Contractors on site also inspected. All inspection records are saved in Fairfield City Council’s digital safety system, Safety Champion.

Fire extinguishers are installed in all buildings and plant including vehicles and machinery. Fire extinguishers are inspected, serviced and maintained by a Contractor as well as inspected by the WHEQT Officer during site inspections. All fire extinguishers are noted on all evacuation plans around the site. Water Cart and three dams on site to assist emergency services as required.

Wardens and First Aiders are listed across the site and accessible to all workers and visitors. CB two way radio communication, telephones and internet is also available as a form of communication.

Restricted Areas are in place and communicated during inductions to limit access to workers and visitors from accessing high risk or areas with hazardous/chemical substances.

Spill kits are located wherever a small spill could occur around the site. Spill kits are serviced quarterly.

**6. POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP)**

Pollution Incident Response Management Plans will assist management and employees in identifying appropriate actions to prevent damage to the environment and property and prevent injury. If a pollution incident occurs where harm to the environment has been caused, SRC staff must immediately implement this Pollution Incident Response Management Plan.

**6.1 Emergency Definitions and Evacuation Requirements**

The following emergency descriptions will assist in determining the actions required to mitigate an incident:

- **First Aid Emergency** - Area to be supervised and/or managed, NOT evacuated. Minor incident only (e.g. minor injury requiring first aid) First aid emergencies need to be recorded on the WHS-11.1.1 First Aid Treatment Register.
- **Minor Emergency** - Area where emergency is located is only to be evacuated (e.g. cardiac arrest or other injury requiring ambulance or lost time injury, minor vehicle incident, small spill that can easily be contained).  
Minor emergencies generally do not require notification to relevant regulators/authorities. However as precaution any minor injuries should be reported to the Director, City Delivery

and Operations Manager City Services. In the event that it may be a notifiable incident with SafeWork NSW, the WHS Branch must be notified immediately and an internal investigation is required. WHS-03.1.7 Hazard/Incident Report must be completed and if required WC-04 Notification of Injury Form. These documents must be forwarded to the Injury Management Branch.

- **Major Emergency** - The ENTIRE premises to be evacuated (e.g. fire, explosion, major vehicle incident, gas releases)  
Major emergencies require assistance from emergency services (Fire and Rescue, Police and/or Ambulance) as well as relevant Regulator/Authorities (EPA, SafeWork NSW).

Where serious incidents or events occur the below emergency process is to be followed:

### **SITE EVACUATION SRC**

- The caller clearly announces 'Emergency Emergency Emergency' on CB Radio (channel 15). The caller states their name and location of the incident including any injuries, and if any threat to the environment or property.
- **Chief Warden** will determine the need for an evacuation and/or first aid response.
- **The Pollution Incident Response Manager** (Group Manager or Manager City Services) must also be notified and if not already onsite they must attend as a matter of urgency.

#### **If an evacuation is called:**

The **Chief Warden** will;

- Announce 'Evacuate, Evacuate, Evacuate' and the evacuation area is announced over the Emergency UHF (channel 1) and Site CB radio (Channel 15).
- Call Emergency Services if required.
- Send a responsible person to take charge of the assembly point and close the inbound gate to ensure no one enters SRC.

The **Deputy Warden** will:

- Collect sign in/sign out sheets from the SRC Office and Contractor's Office whilst conducting a sweep of the area.
- Sweep the SRC Office, shed, outdoor toilets and contractor's office and direct any personnel to the evacuation area.
- Take control of the site if the Chief Warden is not available
- Communicate with all wardens to ensure their areas are clear.

The **First Aider** will:

- Ensure the first aid kit and red folder in the SRC office are taken to the evacuation area
- Provide first aid until emergency services arrive

The **Pug Mill Warden** will:

- Safely shut down the Pug Mill if safe to do so.
- Sweep Pug Mill Area and Concrete Recyclers Crusher area and direct all personnel to the evacuation area.
- If required communicate via mobile phone to the Concrete Recyclers to evacuate.

The **Site Warden** will:

- Ensure all trucks, loaders and other relevant plant to be shut down if safe to do so and direct truck drivers and plant operators to the evacuation area.
- Check and clear the Drop Off Centre

The **Weighbridge Warden** will:

- Sweep the Weighbridge and ensure any trucks on the weighbridge are switched off if safe to do so and, direct all personnel to the evacuation area.

- Radio for the Spotters to come to the Weighbridge with the Spotters vehicle so they can complete a check and clear the back of the yard (if it is safe to do so). Direct the Spotters to the emergency assembly point prior to taking the vehicle.

Once all areas have been evacuated, the **Chief Warden** will ensure all personnel are accounted for and communicate this to Emergency Services. In the event of Emergency Services not being present the **Chief Warden** in consultation with the **Pollution Incident Response Manager** will decide if and when it is safe to return to the site.

**6.2 Contact Details**

During a pollution incident, the Director, City Delivery will ultimately assume the role of **Pollution Incident Response Manager** and will ultimately have the responsibility for ensuring proper actions are taken to ensure the safety of employees and any other personnel present at SRC.

In the event that the Director is not available, the Operations Manager, City Services will assume responsibility for management of the incident.

SUSTAINABLE RESOURCE CENTRE	DETAILS	CONTACT NUMBER
Director, City Delivery	David Niven	0407 483 564
Operations Manager, City Services (24 hours)	Glenn Meehan	0419 606 967
EXTERNAL EMERGENCY NUMBERS		
EMERGENCY SERVICE	CONTACT NUMBER	
Fire and Rescue	000 & 112 (Mobiles only)	
Police	000	
Ambulance	000	
Public Health Unit – South Western Sydney and Sydney Local Health District	(BH) 9515 9420 (AH) 9515 6111 ask for ask Public Health Officer on call	
Environmental Protection Authority (EPA)	131 555	
SafeWork NSW	13 10 50	
Poisons Information Centre	131 126	
State Emergency Service	132 500	
Emergency Muster Area	Site entry gates	
Endeavour Energy (power line emergencies)	131 003	

**6.3 Emergency Equipment**

EMERGENCY EQUIPMENT	
<b>LOCATIONS:</b>	<b>EMERGENCY RESPONSE EQUIPMENT AND MATERIALS AS LISTED BELOW.</b>

<p><b>Site Office/ Workshed</b></p>	<ul style="list-style-type: none"> <li>• Mobile chemical/fuel spill containment and clean up kit</li> <li>• Fire Extinguishers</li> <li>• Miscellaneous tools for basic fencing, sign and fixture dismemberment/ removal etc.</li> <li>• Brooms</li> <li>• Torches, batteries</li> <li>• PPE for all weather conditions and work conditions to be found at the Sustainable Resource Centre</li> <li>• First Aid Kit</li> <li>• Safety Data Sheets</li> </ul>
<p><b>Loaders</b></p>	<ul style="list-style-type: none"> <li>• Two Way communication system</li> <li>• First Aid Kits</li> <li>• Fire Extinguishers</li> </ul>
<p><b>Pug Mill</b></p>	<ul style="list-style-type: none"> <li>• Two Way communication system</li> <li>• First Aid Kit</li> <li>• Safety Data Sheets</li> <li>• Spill Kits</li> <li>• Mobile chemical/fuel spill containment and clean up kit</li> <li>• Fire Extinguishers</li> <li>• Miscellaneous tools for basic fencing, sign and fixture dismemberment/ removal etc.</li> <li>• Emergency shower and eyewash station</li> </ul>

#### 6.4 Community Relations

Communication with neighbours and the community in regard to a notification of an incident will be in the form of media, social media, website, phone calls, letterbox drop and/or door knocking. Information provided to the community must include specific details that would minimise harm to the community. (E.g. avoid contact with water in creeks affected by a pollutant).

Any information that needs to be presented to the media must be accurate. The Director, City Delivery in consultation with the Operations Manager, City Services will appoint a Communication Liaison within Council to speak with media on behalf of Council.

The following table lists the contact details of the Sustainable Resource Centre's near neighbours who will be contacted if there is an incident on site that could impact on them.

NAME OF NEIGHBOUR	ADDRESS	CONTACT DETAILS
CBS Building Supply Pty Ltd	1 Widemere Road Wetherill Park	(02) 8197 0888
Biesse Australia	3 Widemere Road Wetherill Park	(02) 9609 5355
Steritech Pty Ltd	5 Widemere Road Wetherill Park	(02) 8785 4400

#### 6.5 Incident Investigations

The pollution incident must be investigated as soon as it occurs to determine why the incident occurred and what measures can be implemented to prevent a recurrence. The Director, City Delivery and Operations Manager, City Services are responsible in ensuring that an incident investigation is conducted following an incident that occurs on site. This is to be conducted in consultation with the WHSEQ Officer.

## 6.6 Disaster Recovery

Following an incident, an assessment of damage to the site and/or any plant/equipment must be conducted to determine the extent of the damage, safety hazards resulting from the incident and repairs that must be initiated to restore the site for normal operational use.

The Operations Manager, City Operations will have the ultimate responsibility for conducting the assessment. QMPOL-SRC-003 Disaster Recovery Plan will assist with disaster recovery.

## 6.7 Incident Debriefing

The purpose of the incident debrief is to inform employees about any hazards that may still be on site and to identify any other unsafe conditions that may still exist. The deputy Chief Warden will debrief personnel after an emergency drill or an actual incident. Debrief must be recorded on WHS-10.1.2 Emergency Evacuation Debrief Form. The results of the debriefing will be forwarded to SRC Management.

Any impacts to staff involving injuries or loss of life must be managed carefully. The Operations Manager City Services must make arrangements for counselling services.

## 6.8 Records and Documentation

Following an incident, all records and forms must be collected and retained for future reference. These records may need to be used for insurance claims or potential legal action.

# 7. TRAINING REQUIREMENTS

## 7.1 Staff Training

To ensure an effective PIRMP during incidents, training must be provided to all employees by the Chief Warden.

Training will ensure that all employees will understand;

- Their roles and responsibilities,
- Evacuation procedures resulting in an efficient and safe evacuation,
- Legislation relevant on how pollution incidents are reported and managed.

All employees will receive training in this PIRMP Plan during their initial employment and annually as a refresher.

## 7.2 Additional Training

To support the PIRMP Plan, the following additional training will be completed by relevant employees;

- Spill Kit and Environmental Awareness
- Fire Extinguisher training
- Chief Warden and/or Emergency Warden training
- First Aid

Refer to WHS-04.1.1 WHS Training Requirements Register for training frequency of additional training.

## 7.3 Implementing Training

Training can be held during toolbox talks, formal staff training, desktop scenario exercises, incident exercises, training conducted by external providers or emergency services.

Training records will be kept in Fairfield City Council's digital WHS Management System Safety Champion.



## 8. TESTING PIRMP PLAN

The following section outlines the testing and review requirements of this plan.

### 8.1 Plan Review

The PIRMP Plan is to be reviewed annually or one month after an incident. Sustainable Resource Centre’s Management team shall arrange the amendment of the procedures where necessary and disseminate the information to the SRC workers.

### 8.2 Testing

This plan will be tested annually and is the responsibility of the Chief Warden. Testing can be in the form of desktop simulation or drill. Testing must cover all components of this plan, including the effectiveness of training. Contractors on site may also be involved in the test.

This plan must also be tested within one (1) month of any pollution incident to ensure the information included in this plan is accurate and up to date.

All testing must be recorded on QMF-SRC-105 Pollution Incident Response Management Plan Testing Form and saved in Fairfield City Council’s digital WHS management system, Safety Champion.

### 8.3 Record of Testing

DATE TESTED	TESTED BY	SCENARIO
16 <sup>th</sup> May 2024	Emma Mowle	Cement tanker experienced an unknown malfunction when refilling the Pug Mill silo. This resulted in a large amount of cement dust going into the air and blocking the vision of over truck drivers. As a result of this, two customer vehicles collided and a fire ensued.
23 <sup>rd</sup> of May 2023	Emma Mowle	Fuel truck swerved to avoid a bird when it lost control and collided a diesel tank.
5 <sup>th</sup> April 2022	Emma Mowle	Excavator had a fault and hit a truck’s diesel tank. This resulted in a small electrical fire and a diesel spill.
1 <sup>st</sup> December 2020	Emma Mowle	A customer’s truck collided with the diesel tank resulting in a fire.
9 <sup>th</sup> July 2020	Andriana Balocco	A customer has suffered a medical emergency and crashed into the Pug Mill.

### 8.4 Implementing Plans

If a pollution incident occurs at SRC that causes threat or harm to the environment, Council staff attending the incident must immediately implement any pollution incident response management plan that is developed to meet the requirements of the POEO Act.

**9. MAPS**

Figure 1: Location of Facility

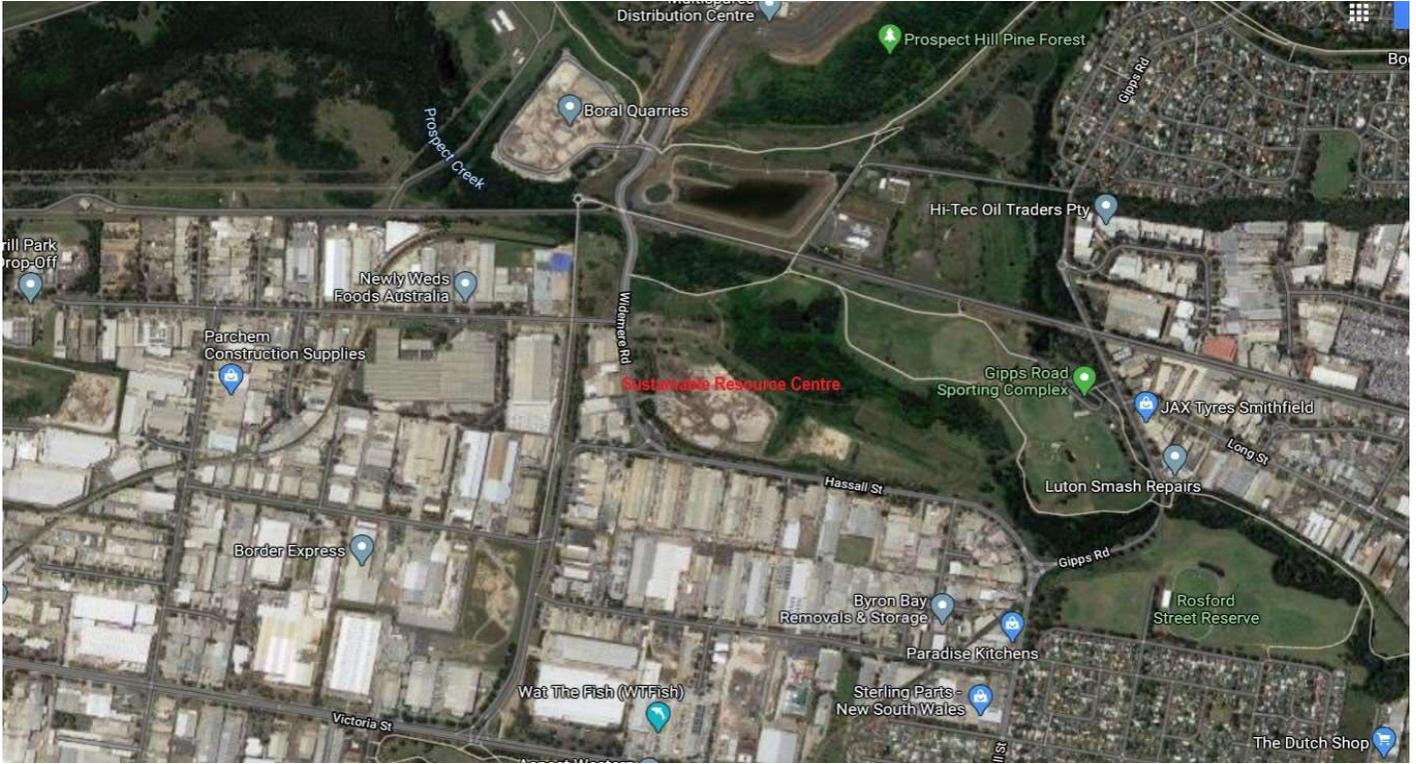


Figure 2: Drainage Diagram

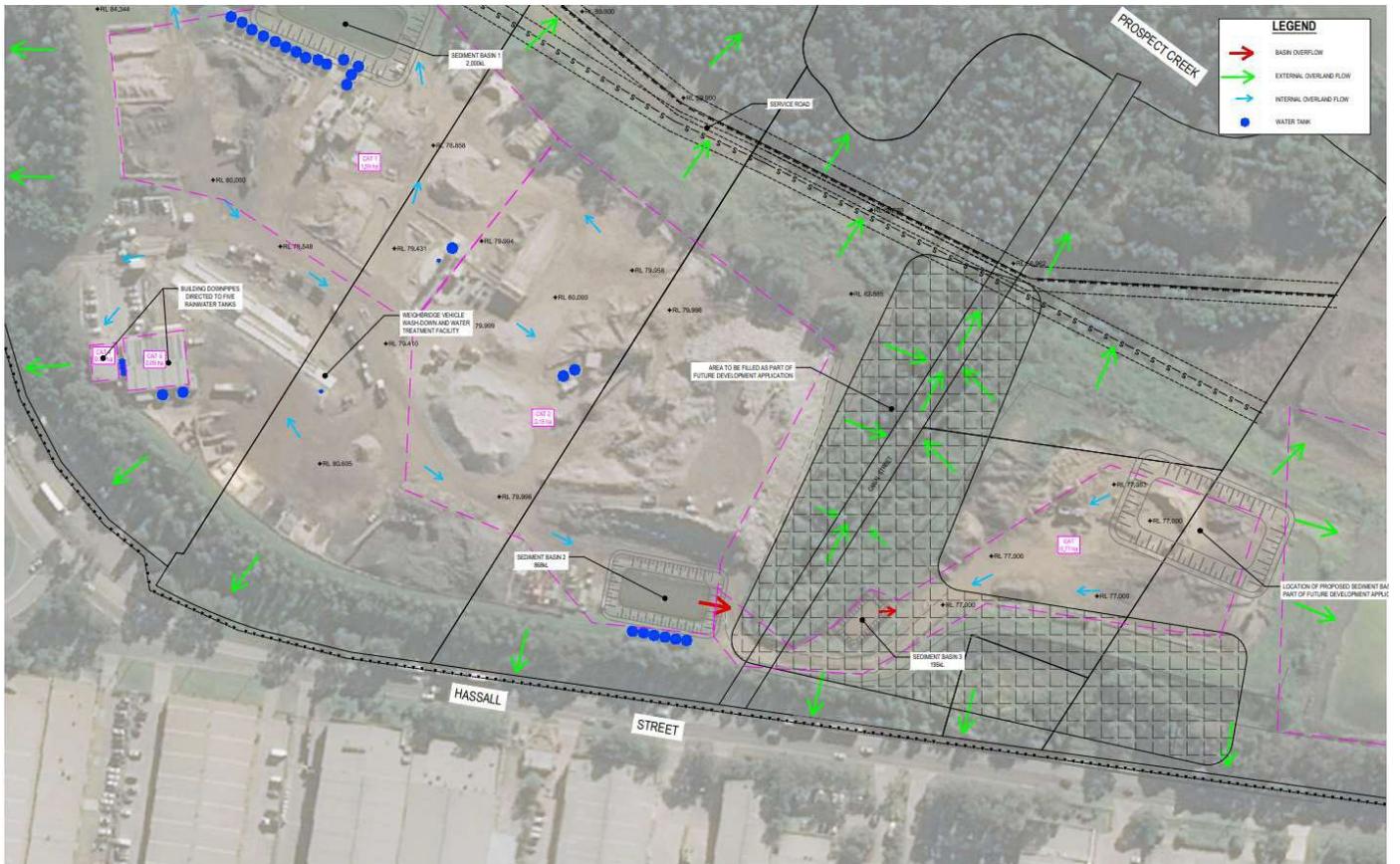


Figure 3: Stormwater Drainage – Note: no stormwater drains located on site

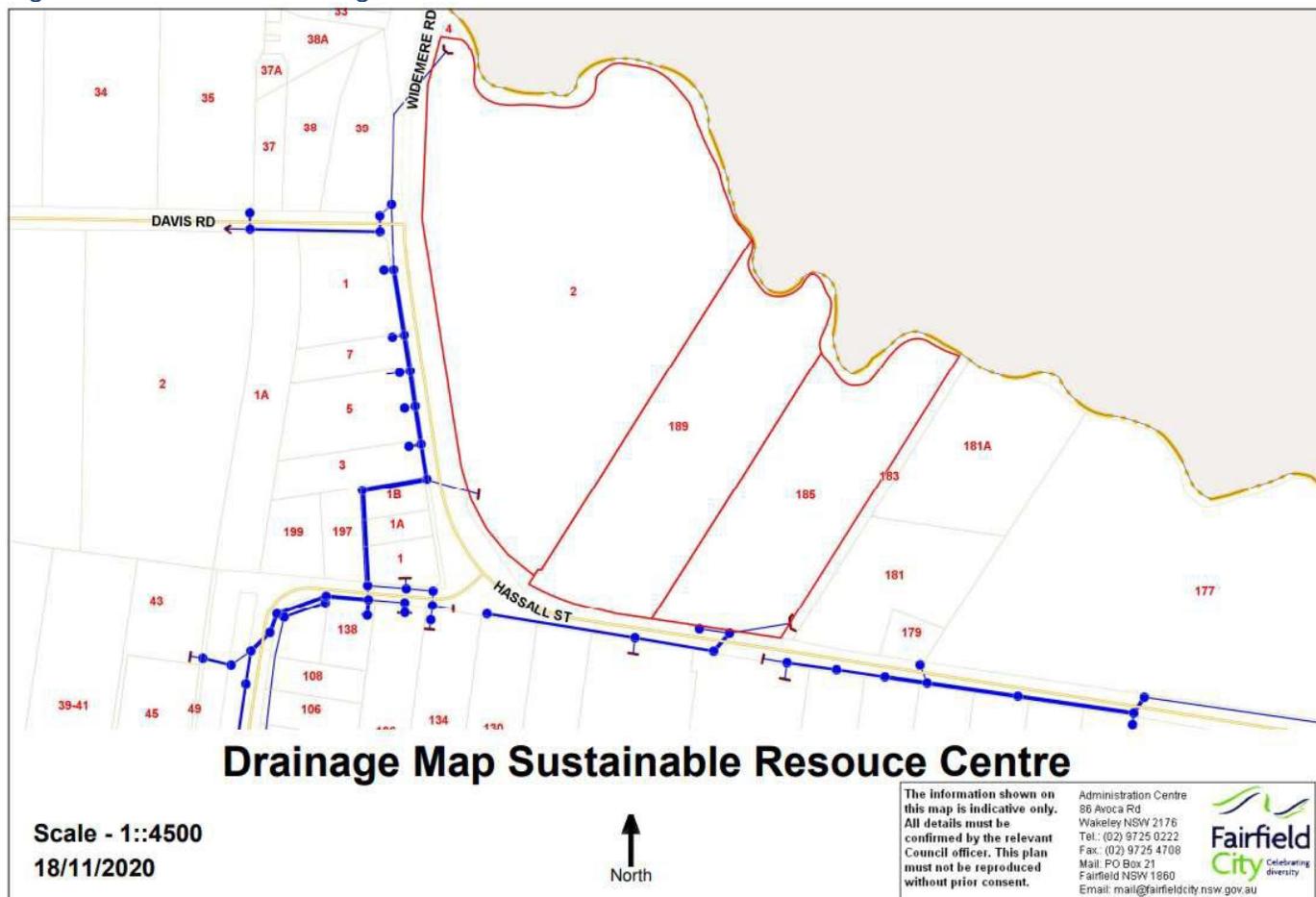


Figure 4: Dust and Water Monitoring Point Locations



Figure 5: Potential Pollutants

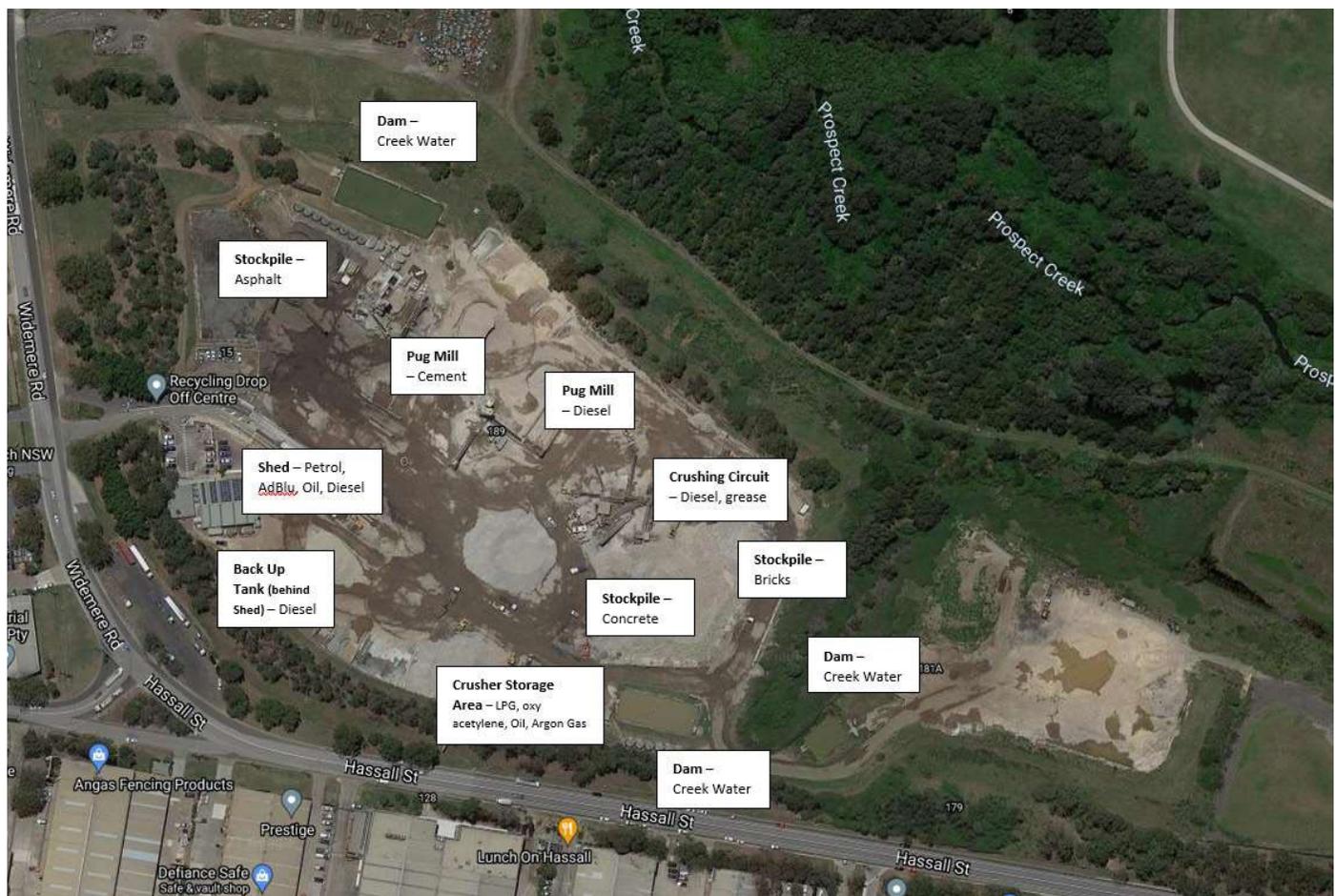


Figure 6: Emergency Equipment

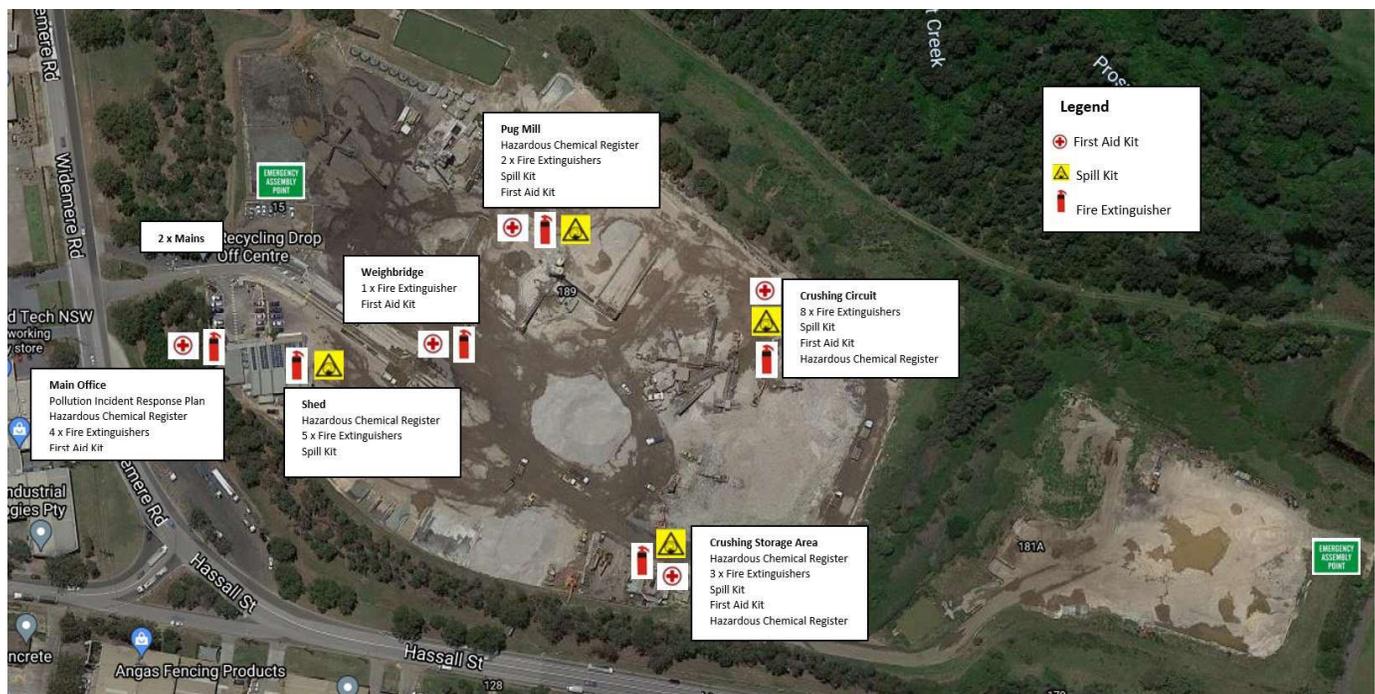


Figure 8: Emergency Preparedness – Water & Hydrants



Figure 7: Potential Impact Zone





Sustainable Resource Centre	
<b>QMPOL-SRC-001</b>	<b>POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN</b>



## 10. INVENTORY

<b>REGISTER OF POTENTIAL POLLUTION HAZARDS AND INCIDENT CONTROL</b>					
SITE:	<b>Sustainable Resource Centre (CRN Hassall St and Widemere Rd Wetherill Park)</b>				
Hazard	Approximate Quantity	Location	Current Control	Referring Document	PPE & Equipment required in the event of a incident
<b>Diesel Fuel</b>	1700-1800 L	Pugmill and Vehicles	Appropriate Tanks and spill catchment zones	<ul style="list-style-type: none"> <li>- WHS-16.1.1 FCC Hazardous Chemical Register.</li> <li>- Safety Data Sheet.</li> </ul>	Hi Vis Clothing, gloves, masks, goggles, disposable coveralls Spill Kit
<b>Cement</b>	60 Tonne	Pugmill (Mainly) Small bags in shed	<ul style="list-style-type: none"> <li>- Pump shut off valve</li> <li>- Silo release valve</li> <li>- Air Filters, Water Cart and Sealed bags</li> </ul>	<ul style="list-style-type: none"> <li>- QMP-SRC-063 Pug Mill Procedure</li> <li>- QMPR-SRC-015 Pug Mill Cement Silo Process</li> <li>- SWMS-CO-SRC-003 Pug Mill Operations</li> <li>- WHS-16.1.1 FCC Hazardous Chemical Register</li> <li>- Safety Data Sheet</li> </ul>	Hi Vis Clothing, gloves, masks, goggles, disposable coveralls, boots
<b>Creek Water</b>	1,000,000 L	Tanks & Dam	Regular environmental monitoring by contractor	<ul style="list-style-type: none"> <li>- QMF-SRC-006 SRC Commitment Diary</li> <li>- External Reports</li> </ul>	Hi Vis Clothing , gloves, masks, goggles, disposable coveralls, boots
<b>Dust</b>	-	Whole Site	<ul style="list-style-type: none"> <li>- Regular environmental monitoring by contractor</li> <li>- Wheel Wash</li> <li>- Water Cart</li> </ul>	<ul style="list-style-type: none"> <li>- QMF-SRC-006 SRC Commitment Diary</li> <li>- QMPR-SRC-033 Cleaning with the Water Cart</li> <li>- QMP-SRC-072 SRC Dust Monitoring and Suppression Procedure</li> </ul>	Masks, goggles, disposable coveralls, Water Cart
<b>Oil</b>	200 L	Machines & Vehicles	Pre start plant and equipment safety checks	<ul style="list-style-type: none"> <li>- WHS-16.1.1 FCC Hazardous Chemical Register</li> <li>- Safety Data Sheet</li> <li>- QMP-SRC-071 Spill Response Procedure</li> </ul>	Hi Vis Clothing, gloves, masks, goggles, disposable coveralls - Spill Kit
<b>Petrol</b>	40 L	Large Shed	Appropriate containers in a dangerous goods cabinet	<ul style="list-style-type: none"> <li>- WHS-16.1.1 FCC Hazardous Chemical Register</li> <li>- Safety Data Sheet</li> <li>- QMP-SRC-071 Spill Response Procedure</li> </ul>	Spill Kit, gloves, masks, goggles, disposable coveralls
<b>Other Contaminates via incoming drop off's</b>	-	Drop off zone or in Vehicles	<ul style="list-style-type: none"> <li>- 1 stage visual inspection process</li> <li>- water cart, asbestos awareness training</li> <li>- Isolation bay</li> </ul>	<ul style="list-style-type: none"> <li>- QMP-SRC-056 Incoming and Outgoing Material</li> <li>- QMF-SRC-064 Rejected Load Notification</li> <li>- QMF-SRC-070 Rejected load Register</li> </ul>	Hi Vis Clothing, gloves, masks, goggles, disposable coveralls, boots, water spray bottle, approved waste bags
<b>Ground Water</b>	-	Various sites	Regular environmental monitoring by contractor	<ul style="list-style-type: none"> <li>- QMF-SRC-006 SRC Commitment Diary</li> <li>- External Reports</li> </ul>	Hi Vis Clothing , gloves, masks, goggles, disposable coveralls, boots
<b>Noise</b>	-	Plant & Machinery	Enclosed sound proof cabins	<ul style="list-style-type: none"> <li>- WHS-18 Noise Management Procedure</li> <li>- WHS-06.1.4 SRC Plant and Equipment Safety Inspection Form</li> </ul>	Ear plugs / ear muffs
<b>Adblue</b>	220 L	Large Shed	Appropriate containers in a spill catchment zone	<ul style="list-style-type: none"> <li>- WHS-16.1.1 FCC Hazardous Chemical Register</li> <li>- Safety Data Sheet</li> </ul>	Hi Vis Clothing, gloves, masks, goggles, disposable coveralls Spill Kit



Sustainable Resource Centre	
<b>QMPOL-SRC-001</b>	<b>POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN</b>



<b>REGISTER OF POTENTIAL POLLUTION HAZARDS AND INCIDENT CONTROL</b> (cont.)					
SITE:	<b>Sustainable Resource Centre (CRN Hassall St and Widemere Rd Wetherill Park)</b>				
Hazard	Approximate Quantity	Location	Current Control	Referring Document	PPE & Equipment required in the event of a incident
<b>Diesel</b>	2000 L	Back Up Tank behind Shed	Stored and used as per Safety Data Sheet Appropriate Tanks and spill catchment zones	- WHS-16.1.1 FCC Hazardous Chemical Register. - Safety Data Sheet.	Hi Vis Clothing, gloves, masks, goggles, disposable coveralls Spill Kit
<b>LGP</b>	5 bottles	Crushing Storage Area	Stored and used as per Safety Data Sheet	- Contractor Hazardous Chemical Register - Safety Data Sheet - QMP-SRC-071 Spill Response Procedure	Hi Vis Clothing, gloves, masks, goggles, disposable coveralls
<b>Oil</b>	1000 L	Crushing Storage Area	Stored and used as per Safety Data Sheet Appropriate Tanks and spill catchment zones	- Contractor Hazardous Chemical Register - Safety Data Sheet - QMP-SRC-071 Spill Response Procedure	Hi Vis Clothing, gloves, masks, goggles, disposable coveralls
<b>Argon gas</b>	4 bottles	Crushing Storage Area	Stored and used as per Safety Data Sheet	- Contractor Hazardous Chemical Register - Safety Data Sheet - QMP-SRC-071 Spill Response Procedure	Hi Vis Clothing, gloves, masks, goggles, welding helmet Extinguisher
<b>Oxy Acetylene</b>	10 bottles	Crushing Storage Area	Completion of contractor hot works permit prior to operation Pre start equipment safety checks Stored and used as per Safety Data Sheet Workers trained and competent	- Contractor Hazardous Chemical Register - Safety Data Sheet - Contractor SWMS - QMP-SRC-071 Spill Response Procedure	Hi Vis Clothing, gloves, welding helmet Fire Extinguisher
<b>Grease</b>	44 gallons	Crushing Circuit	Stored and used as per Safety Data Sheet Spill catchment zones	- Contractor Hazardous Chemical Register - Safety Data Sheet - QMP-SRC-071 Spill Response Procedure	Spill Kit, gloves, safety glasses with side shields, masks, overalls
<b>Diesel</b>	9000 L	Crushing Circuit	Appropriate Tanks and spill catchment zones	- Contractor Hazardous Chemical Register. - Safety Data Sheet.	Hi Vis Clothing, gloves, masks, goggles, disposable coveralls Spill Kit
<b>Stockpiles</b>	Asphalt 5000t Concrete 30 000t Brick 20 000t	As per map	Stored as per Construction Waste Standard Waste Storage Area inspection	- QMF-SR-110 - Waste Storage Inspection	Hi Vis Clothing, P2 mask, gloves, goggles Water



**11. QMPOL-SRC-001 POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN  
– DOCUMENT CHANGES**

<b>DATE AMMENDED</b>	<b>CHANGES MADE</b>
3 <sup>rd</sup> of June 2024	Updated to incorporate Council’s digital WHS reporting system, Safety Champion.
17th May 2024	Updated to include last PIMRP testing
15 <sup>th</sup> September 2023	Amended position titles of responsible persons to reflect current structure. Inclusion of site bush fire preparedness information after EPA notification of facility location identified as “bush fire prone land”
26 <sup>th</sup> May 2023	Updated to include the last PIMRP testing
7 <sup>th</sup> April 2022	Update to roles of Wardens to align with current process and details of latest Pollution Incident Response Plan test.
10 <sup>th</sup> January 2022	Removal of Coordinator position throughout document (site restructure) and realign responsibilities to reflect current structure. Updating of references section to reflect WHSMS procedure changes.
21 <sup>st</sup> September 2021	Addition of storm water drainage mapping of local area, update of “potential impact zone
28 <sup>th</sup> August 2021	Inclusion of asbestos under section 5 hazards, addition of maps for site stormwater, potential pollutants and potential impact zone. Update of register of potential pollutants, addition of document changes table.
8 <sup>th</sup> January 2021	Document streamlined. Inclusion of risk matrix, risk levels of hazards, training requirements. Clarification on roles and responsibilities of stakeholders. Inclusion of map of facility, drainage diagram and dust and water monitoring locations.
24 <sup>th</sup> August 2018	Update of hazards section to align with current site.
5 <sup>th</sup> March 2018	Update of section 4.3 emergency personnel to align with structure change and new position titles. Change of SRC Coordinator to WHSEQT Officer throughout document.
3 <sup>rd</sup> October 2017	Transfer of document onto new corporate template.



**12. REFERENCES AND DOCUMENTS**

<b>DOCUMENT NO</b>	<b>DOCUMENT TITLE</b>
	Protection of the Environment Operations Act 1997
	Protection of the Environment (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012
WHS-10	Emergency Preparedness and Response and First Aid Procedure – Fairfield City Council WHSMS
QMF-SRC-052	Notification of Pollution Incident Form
QMP-SRC-071	Spill Response Procedure
QMP-SRC-072	Dust Monitoring and Suppression Procedure
QMPOL-SRC-003	Disaster Recovery Plan
QMPR-SRC-044	Pollution Incidence Response Management Plan Process
QMPR-SRC-079	Hydrocarbon Spill Response Process
QMPR-SRC-080	Chemical Spill Response Process
QMF-SRC-105	Pollution Incident Response Management Plan Testing
SWMS-CO-SRC-006	Site Environmental Plan
SWP-IO-SRC-018	Site Emergency Plan – Sustainable Resource Centre
WHS-04	WHS Instruction, Information and Training Procedure
WHS-10.1.1	Emergency Situations Guideline