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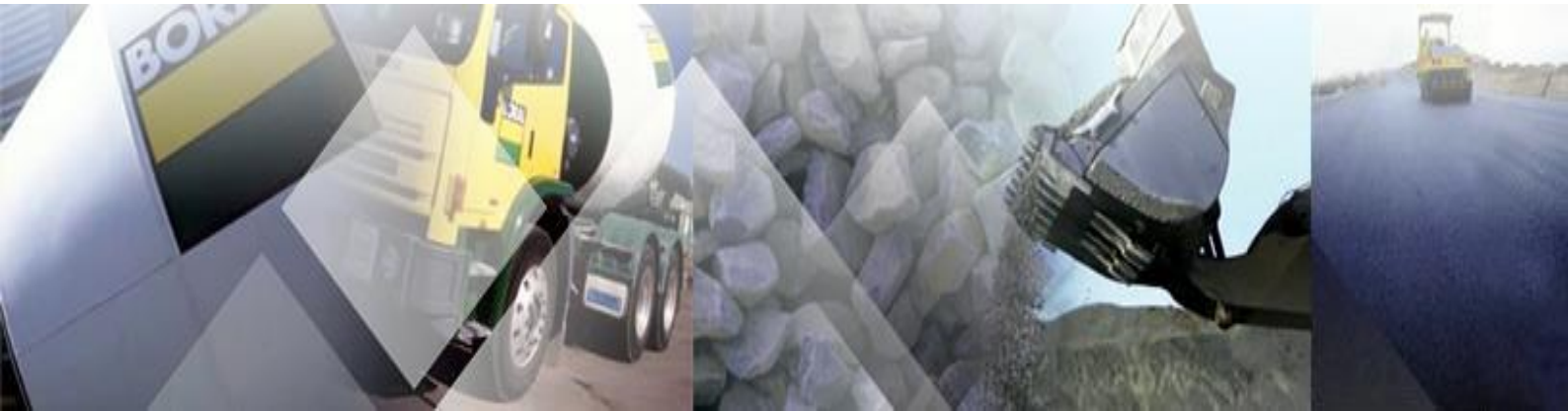
Pollution Incident Response Management Plan

Seven Hills Asphalt

Version Ten: 20th August 2019



DOCUMENT CONTROL SHEET

Rev.	Date	Prepared by	Approved By	Revision Details
01	20 Aug 2012	Rod Johnson	Rod Johnson	Document created
02	07 Feb 2013	Patrick Boyce	Rod Johnson	Site visit Customisation of document
03	11 Apr 2013	Patrick Boyce	Rod Johnson	Document re-format
04	30 Aug 2013	Philip Paterson	Philip Paterson	Updated contact details
05	6 Nov 2014	Shauna Straney	Philip Paterson	
06	30/9/2015	Kahla Hamilton	Philip Paterson	Updated contact details. Update list of polluting substance storages/uses at site. Add Skid Steer to Incident 10.
07	20/09/2016	Michelle King	Philip Paterson	Updated contact details. Updated risk matrix
08	18/9/2017	Michelle King	Ronnie Lawton	Updated contact details
09	3/9/2018	Joshua Dean	Joshua Dean	Updated contact details
10	20/8/2019	Peter Scioscia	Peter Scioscia	Updated contact details

Current Rev.	Date Implemented	PIRMP Test Schedule	Date for Next Review
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1. PURPOSE

The purpose of the Seven Hills Asphalt Pollution Incident Response Plan is to:

• Provide direction to the staff at Seven Hills Asphalt in responding to pollution incidents at the Seven Hills operations;

• Ensure timely communication about a pollution incident is provided to staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Protection of the Environment Legislation Amendment Act (POELA Act) (including Blacktown Council, NSW Ministry of Health, Work Cover NSW, and Fire and Rescue NSW) and persons outside the operations who may be affected by the impacts of a pollution incident;

• Minimise and control the risk of a pollution incident at Seven Hills Asphalt by identifying key risks and planned actions to minimise and manage those risks;

• Detail the training requirements for this plan, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

2. LEGISLATIVE REQUIREMENTS

The specific requirements for a PIRMP are set out in Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO(G) Regulation). In summary, this provision requires the following:

- All holders of environment protection licences must prepare a pollution incident response management plan (section 153A, POEO Act).

- The plan must include the information detailed in the POEO Act (section 153C) and be in the form required by the POEO(G) Regulation (clause 98B).

- Licensees must keep the plan at the premises to which the environment protection licence relates (section 153D, POEO Act).

- Licensees must test the plan in accordance with the POEO(G) Regulation (clause 98E).

- if a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the plan (section 153F, POEO Act)

3. DEFINITION OF 'POLLUTION INCIDENT'

The definition of a pollution incident is:

> *"pollution incident means an incident or set of circumstances during or as a consequence of which there is or 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 any noise."*

A pollution incident is required to be notified if there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

a) harm to the environment is material if:

i. it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or

ii. it 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

b) 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.

Seven Hills Asphalt is now required to report pollution incidents immediately to the EPA, NSW Health, Fire and Rescue NSW, WorkCover NSW and the local council.

4. SCOPE

This PIRMP must be followed by employees, contractors and visitors of Seven Hills Asphalt, to assist in the early response to and reporting of a pollution incident.

5. POTENTIAL POLLUTING SUBSTANCES

The main hazards to human health and the environment at Seven Hills Asphalt are included in the following table.

LIST OF POLLUTING SUBSTANCE STORAGES/USES AT SITE: INITIAL ASSESSMENT (all Chemicals listed in this sheet are to be subjected to a risk assessment)							
Site Name: Seven Hills Asphalt						**Responsible Person:** Asphalt Manager	**Date:** 20/8/19
Name / description	**Covered under Haz Chemicals/SDS?**	**Amount stored**	**Location of storage**	**Map reference**	**Need for early warning[1]**	**Current controls**	**See Risk Ass & PIRMP Response Action (see Below)**
CHEMICALS/FUELS/LUBRICANTS (raw materials and products which can cause pollution)							
Bitumen	Class 3	44,000 ltrs	Emulsion tank (emulsion is 60% bitumen, 40% water)	Ref No #2	N/A	• Bunding • PMP • Training • Spill Kits • SOP • Inductions • Fire Fighting Equipment • Security	Incident #1-3
Oils/Solvents	Class 3	Packaged goods up to 5,000 ltrs Waste Oil Tank 1,000 ltrs	Oil Storage Shed at Workshop Oil/water separator	Ref No #3	N/A	• Bunding • PMP • Training • Flammable Cabinet • Spill Kits • Inductions • Fire Fighting Equipment • Security	Incident #4
Gases (LPG)	Class 2	Variable	Maintenance Workshop – Storeroom and Locked cage	Ref No #3 and #4	N/A	• Fire Extinguishers • Concrete Floor • Enclosed Shed/Locked cage • Containment Cages and Cabinets	Incident #4

[1] Early warnings relate to informing neighbours who may be affected by the emission of this substance. If this substance is of a type and quantity which may reach neighbours then early warning assessment of actions is required to be undertaken.

MATERIALS (eg stockpiles, silos, bulk solids etc)							
Aggregate Stockpiles	N/A	Variable	Dedicated on site	Ref No #6 & #7	N/A	• Hose • Night time crushing only • Street sweeper • Maintain manageable levels • Security	Incident #5
AQUEOUS (eg dams, wastewater tanks, other water storage area)							
Storm Water Drains	N/A	Variable	Site	N/A	N/A	• Straw Bales • Rubber and Earthen Berms • Audits and Inspections	Incident #6
SUBSTANCES IN PROCESSES (substances which could be emitted from operational process i.e. treatment plants, vehicles etc)							
Name / description	**Covered under Haz Chemicals/MSDS?**	**Amount stored**	**Location of storage**	**Map reference**	**Need for early warning[2]**	**Current controls**	**See Risk Ass & PIRMP Response Action (see Below)**
Mobile Plant (BORAL)	Class 3	Up to 10 MP on site	Variable Locations	N/A	N/A	• Spill Kits • Pre start checks • PMP • Training	Incident #7
Mobile Plant (Contractor/ visitor)	Class 3	Variable	Variable Locations	N/A	N/A	• Spill Kits • Training • Inductions	Incident #8
Car Parking up to 50 vehicles	Class 3	Variable	Road crew and staff car parks	Ref No #8 & #9	N/A	• Spill Kits • Training	Incident #9
Traffic Areas (dust, chem. leaks & loss)	Class 3	N/A	Dedicated on site	N/A	N/A	• Training • Water cart • Spill Kits • Skid Steer	Incident #10

[2] Early warnings relate to informing neighbours who may be affected by the emission of this substance. If this substance is of a type and quantity which may reach neighbours then early warning assessment of actions is required to be undertaken.

6. ROLES AND RESPONSIBILITIES

Position	Responsibility
Employees and Contractors	Following the procedures outlined in the PIRMP and related documents Immediately alerting Supervisor or Team Leader of any environmental incidents or near-misses.
Team Leaders / Front Line Supervisors	Following the procedures outlined in the PIRMP and related documents Immediately alerting Site/Operations Manager or, in case of their unavailability, Environmental Representative or Environment Manager of any potentially material environmental incidents or near-misses. Conducting incident investigations.
Site Manager *and/or* *Site Environmental Advisor* *and/or* *Environment Manager*	Authorisation of the PIRMP Administration, maintenance and implementation of the PIRMP Assessing whether the incident has caused or threatens "material environmental harm" and, if so, immediately notifying all Appropriate Regulatory Authorities. Ensuring that investigations are undertaken to a level corresponding to the level of risk and impact.

7. INTERNAL POLLUTION INCIDENT REPORTING

Any pollution incident satisfying the ***material harm*** threshold must be immediately reported to relevant statutory authorities by either the Site/Operations Manager, or Environment Manager.

In cases where "material harm" level cannot be immediately assessed or insufficient information comes to hand on the severity of the incident, the general advice is to err on the side of caution and notify the Relevant Authorities with a qualification that the situation could not yet be fully assessed.

Until further notice the following procedure needs to be followed:

1. When a pollution incident occurs, a person who has become aware of it must immediately bring it to the attention of his/her immediate Supervisor or Manager
2. If necessary, first ring "000" for Emergency Services
3 At least one of the following BCM personnel must be contacted **immediately**:

Name	Function	Phone number	Mobile number
	Site Manager		
	HSE Advisor		
	Environmental Business Partner – NSW/ACT		

4. Site Manager, or in case of their unavailability one of the Senior Management personnel listed above, is to **immediately** notify all Appropriate Regulatory Authorities specified in Section 4.3.
5. In borderline situations, where the exceedance of the trigger level of "material harm" of a pollution incident may not be clear, a quick assessment including consultation with Boral environmental personnel should be undertaken to help the decision whether to notify or not.
6. Boral's Senior Management must be informed promptly of the fact of immediate notification to the Authorities. This includes environmental personnel listed above, as well as Robert Morrow, Andy Boyd, Greg Price and Richard Strauch.

8. EXTERNAL POLLUTION INCIDENT REPORTING

As the legislation requires that notification must be done immediately upon becoming aware of the pollution incident, it is unlikely that a detailed picture will be available for reporting. Notwithstanding, is seems that some of the Government Authorities prepared a detailed questionnaire which is being filled at the time of this initial notification. Under the stress of incident handling it could be easy to provide a hasty, inaccurate estimate of the situation when answering these questions.
Therefore, the notification should be restricted to the facts known and nothing should be assumed or guessed. The details will be provided to the asking Authority later when more information comes to hand.

The initial notification should include as much of the following information (if known) as possible:

- location and time of the pollution incident
- type of the incident (spill, fire, unlicensed harmful discharge, etc)
- assessed level of incident gravity: "it seems to be…" (e.g. "a relatively minor spill"; "major fire", "explosion limited to one building", etc.)
- whether the Emergency Services have been required to attend.

Unless known for a fact, the answers to other questions should be politely deferred until a better assessment of the situation can be made.

The Boral person who is responsible for notifying the Authorities (Site/Operations Manager or Environment Manager) about the incident must prepare a Notification Log (a suitable form is attached) with the details of time of notifications and the persons who took to the call. The Authorities are expected to log the calls but early indications are that this is not always the case.
Notification of all Appropriate Government Authorities (at least 5 entities) may take considerable time. Delays may be experienced connecting to the right person or no contact may be possible after hours. All such instances should be recorded in the Notification Log.

9. POLLUTION INCIDENT AUTHORITY CONTACT LIST

Government Authority - compulsory notifications	Emergency notification phone number
EPA – Environment Line	131 555
Fire and Rescue NSW (FRNSW)	1300 729 579
Blacktown City Council	9839 6000
Public Health Unit (Camperdown) – Sydney South West AHS	HealthLink (24 hr): 0 - 1800 063 635 Head Office – Camperdown: 0 - (02) 9515 9420
WorkCover Authority of NSW	13 10 50 Company ABN if asked: 51 000 187 002
Government Authority - ring if relevant	**Emergency notification phone number**
Roads and Maritime Services (road spills)	132 701
NSW Office of Water	8838 7885
Bush Fire Control Officer	1800 049 933
Poisons Information Centre	131 126
Endeavour Energy (power line emergencies)	131 003
Police & Ambulance	000

Communication with the local community may also be undertaken depending on the circumstances of the pollution incident. Seven Hills Asphalt would consider the following options for providing Early Warning and ongoing information to the community on pollution incidents:

- Direct phone contact with any local residents directly impacted by the pollution incident
- Letter Box drops of incident information and site contacts to local residents impacted by the pollution incident

The Stakeholder Relations Manager can assist in the process of communicating with the community, as per the Stakeholder Engagement Plan for the site.

10. INCIDENT RESPONSE TRAINING

Seven Hills Asphalt will implement the Pollution Incident Response Management Plan by training or providing information to relevant employees and contractors in relevant areas of the Plan.

Training or information will be provided on the following;

- The contents and intent of this PIRMP,
- The roles and responsibilities of site staff in relation to this PIRMP
- Spill response procedures;
- General environmental awareness; and / or
- Hazardous materials awareness.

11. PIRMP AUDIT

The objectives of an audit are to maintain compliance with this plan. Internal audits of this Plan will be undertaken every 3 years.

Routine testing of the plan will be conducted annually, and can be completed through the following methods:

- Simulated environmental emergency, or
- Desktop simulations.

12. PIRMP REVIEW

Revisions are to be coordinated by the Site Manager and Environmental Representative.

The objectives of a review are:

- To maintain compliance with the statutory requirements, and

- To identify opportunities for improvement in the Plan, and reduce the risk to human health and the environment

12.1. EVENT BASED

Events which may trigger a review of this Plan or its associated documents include:

- Within 1 month of reporting to the nominated parties in accordance with the plan, after a pollution incident, or
- Modification/Improvement to the system

12.2. TIME BASED

Seven Hills Asphalt will review this management plan routinely every 12 months. The Plan review will include:

- This Document, and
- Legislation, Approval and Licence changes.

APPENDIX 1.

RISK ASSESSMENT on POTENTIAL IMPACTS

Hazard and Likelihood Risk Assessment and Corrective Control Measures								
Site: Seven Hills Asphalt				Responsible Person: Site Manager/Supervisor			Review Date: 20th August 2019	
Name / ref of pollutant/ chemicals	**Description of Hazard / Incident leading to hazard**	**Conseq uence**	**Likeli hood**	**Risk**	**Impact on neighbours[3]**	**Control Measures Corrective Action Coverage under other Plans**	**Responsible person**	**Action date**
Emulsion (bitumen)	**Incident #1** Catastrophic failure of above ground emulsion tank.	2	2	L	N/A	Consequence: (Minor): Failure resulting in loss of all or substantial volume of tanks would be captured entirely by existing primary bund with no release to soil or water. Likelihood: (Unlikely): Due to location within bund, damage to tanks is unlikely to occur from external equipment. In addition tanks are maintained in good structural integrity with low risk of failure through corrosion.	As per PIRMP action plan	When required
	Incident #2 Loss of emulsion outside bund during filling operations.	2	2	L	N/A	Consequence: (Minor): Failure resulting in loss/leakage from fuelling or re-fuelling from hose, nozzle or plant/equipment would be captured by a secondary bund or spill kit with minimal release to soil. Likelihood: (Likely): Due to location within the bund an incident while re-fuelling and fuelling is likely to occur on some occasions. Hoses and refuelling equipment are maintained with low risk of failure.	As per PIRMP action plan	When required

[3] If the incident may impact on neighbours then it will need to trigger the early warnings assessment and actions

	Incident #3 Loss of emulsion within bunded area with leaking or open drain valve	1	1	L	N/A	Consequence: (Minor): Failure resulting in loss of all or substantial volume of tanks would be captured entirely by primary bund with minimal release to soil. Likelihood: (Unlikely): Drain valve, hoses and refuelling equipment are maintained in good structural integrity with low risk of failure The drain valve is locked at all times.	As per PIRMP action plan	When required
Diesel/Oils/ Solvents	**Incident #4** Loss of diesel, oils or solvents inside bund and/or spill tray during delivery and/or use	1	1	L	N/A	Consequence: (Minor): Failure resulting in loss of oils/solvents from packaged goods would be captured entirely by existing primary bund with no release to soil or water. Likelihood :(Unlikely): Due to location within the bund, spillage during delivery and use is unlikely to occur. In addition hoses and decanting equipment are maintained in good structural integrity with low risk of failure.	As per PIRMP action plan	When required
Crushing Plant	**Incident #5** Nuisance dust from crushing operations	2	2	M	N	Consequence: (Moderate): Crushing is only performed at night to reduce the risk of nuisance dust affecting traffic along Powers Rd. Likelihood: (Likely): It is likely that dust will , as is common in the crushing process. Crushing is only performed every two months.	As per PIRMP action plan	When required
Mobile Plant	**Incident #6** Mobile plant, hydraulic hose or fuel tank failure	1	2	L	N	Consequence: (Minor): Failure from fuel tank or hydraulic hoses would be maintained to a small localised area on site. Likelihood: (Unlikely): Hose or fuel tank failure from mobile plant would be minimal as prestart and regular maintenance programs are in place to capture and prevent such occurrences. Spills kits also maintain and available in various areas. Inductions for all contractors demonstrating their accountabilities and responsibilities for reporting environmental incidents.	As per PIRMP action plan	When required
Car Park	**Incident #7** Ruptured fuel tank	1	1	L	N	Consequence: (Minor): Failure from fuel tank or hydraulic hoses would be maintain to a small localised area on site. Likelihood: (Unlikely): Hose or fuel tank failure from employee or visitor car would be minimal. Car park area is fully sealed. Spill kits available in various areas	As per PIRMP action plan	When required
Traffic areas (dust)	**Incident # 8** Surface dust from mobile plant	1	2	L	Y	Consequence: (Minor): Dust created form continuous mobile plant operations across site. Site is sealed to reduce dust emissions. Likelihood: (Unlikely): Dust suppressed with sprays, operations can be restricted in high wind periods.	As per PIRMP action plan	When required

APPENDIX 2.

PIRMP RESPONSE ACTIONS

Incident No 1

Incident #1	Catastrophic failure of above ground emulsion tank. Actions Required: • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) • Ensure bunds are capturing full volume of emulsion • Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections) • Contact service provider (Caltex No. 1800033111 or Transpacific 02 96007185) to pump-out bund contents • Area to be restricted to Incident Response Personnel • Ensure spill kit available for any release from bund • If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination. • Repair/replace tank • Refuel tank Inspect bund for ongoing serviceability
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Matthew Vella – Site Manager • Call service provider (Matthew Vella) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Matthew Vella)
Scale of incident	Incident would be restricted to emulsion storage area with minimal external impact, however, potential for bund overflow or failure may result in surface water contamination that will require specialist investigation. Soil contamination is unlikely, as the site is sealed.
Evacuate	Only if fire or explosion potential exists. Site Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Site Manager • Environmental Business Partner External mandatory:

	• Immediate Reporting Contact Sheet to be used External non-mandatory: N/A
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of diesel and advise on required clean-up.
Reporting and re-preparedness	See SOPs: • Incident Notification SOP (GRP-HSEQ-3-02)

Incident No 2

Incident #2	Loss of product due to filling from emulsion tank. Actions Required: • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) • Ensure bunds are capturing full volume of emulsion • Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections) • Contact service provider (Caltex No. 1800033111 or Transpacific 02 96007185) to pump-out bund contents • Area to be restricted to Incident Response Personnel • Ensure spill kit is available for any release from bund • If any release from bund onto unsealed soil/surface water, Environmental Consultants are to be engaged to investigate and remediate contamination. • Repair/replace tank • Refuel tank Inspect bund for ongoing serviceability
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Matthew Vella – Site Manager • Call service provider (Matthew Vella) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Matthew Vella)
Scale of incident	Incident would be restricted to emulsion storage area with minimal external impact. However, potential for bund overflow or failure may result in surface water contamination that will require specialist investigation/remediation.
Evacuate	Only if fire or explosion potential exists. Site Manager and any advice provided by Fire Dept as part of attendance after immediate

	notification.
Communications	Internal: • Matthew Vella - Site Manager • Environmental Business Partner External mandatory: • Immediate Reporting Contact Sheet to be used External non-mandatory: N/A
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of diesel and advise on required clean-up.
Reporting and re-preparedness	See SOPs: • Incident Notification SOP (GRP-HSEQ-3-02)

Incident No 3

Incident #3	Failure of drain valve on emulsion bund. Actions Required: • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) • Ensure bunds are capturing full volume • Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections) • Contact service provider (Caltex No. 1800033111 or Transpacific 02 96007185) to pump-out bund contents • Area to be restricted to Incident Response Personnel • Ensure spill kit available for any release from bund • If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination. • Repair/replace tank • Refuel tank • Dispose of waste product by a licenced service provider. Inspect bund for ongoing serviceability

Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Matthew Vella – Site Manager • Call service provider (Matthew Vella) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Matthew Vella)
Scale of incident	Incident would be restricted to emulsion storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.
Evacuate	Only if fire or explosion potential exists. Site Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Matthew Vella - Site Manager • Environmental Business Partner External mandatory: • Immediate Reporting Contact Sheet to be used External non-mandatory: N/A
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of diesel and advise on required clean-up.
Reporting and re-preparedness	See SOPs: • Incident Notification SOP (GRP-HSEQ-3-02)

Incident No 4

Incident #4	Loss of diesel/oil/solvents, packaged goods. Actions Required: • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) • Ensure bunds and/or spill trays are capturing full volume of oil/solvents • Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections) • Contact service provider (Caltex No. 1800033111or Transpacific 02 96007185) to pump-out bund contents

	• Area to be restricted to Incident Response Personnel • Ensure spill kit available for any release from bund • Inspect bund for ongoing serviceability
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Matthew Vella – Site Manager • Call service provider (Matthew Vella) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Matthew Vella)
Scale of incident	Incident would be restricted to Production Shed or Workshop with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.
Evacuate	Only if fire or explosion potential exists. Site Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Matthew Vella - Site Manager • Environmental Business Partner External mandatory: • Immediate Reporting Contact Sheet to be used External non-mandatory: N/A
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of diesel, oil, grease and advise on required clean-up.
Reporting and re-preparedness	See SOPs: • Incident Notification SOP (GRP-HSEQ-3-02)

Incident No 5

Incident #5	Excessive airbourne dust from crushing operations Actions Required: • If crushing is causing significant dust emissions that is leaving site, operation should cease • Employees, Contractor/Visitor to notify site representative of issue immediately • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) • Dust suppression activity to commence immediately at the crusher, if it has not been previously • Daily monitoring to be undertaken to assess weather and site conditions
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Matthew Vella – Site Manager • Call service provider (Matthew Vella) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Matthew Vella)
Scale of incident	Incident would be localised to the area surrounding stockpile area, with minimal external impact.
Evacuate	Only if fire or explosion potential exists. Site Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Matthew Vella - Site Manager • Environmental Business Partner External mandatory: • Immediate Reporting Contact Sheet to be used External non-mandatory: N/A
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of diesel and advise on required clean-up.
Reporting and re-preparedness	See SOPs: • Incident Notification SOP (GRP-HSEQ-3-02)

Incident No 6

Incident #6	Mobile plant, hydraulic hose or fuel tank failure. Actions Required: • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) • Area to be restricted to Incident Response Personnel • Ensure spill kit available for any release from mobile plant & equipment • If any release from mobile plant onto unsealed soil/surface water is investigated and remediated immediately • Call service provider to inspect plant & equipment for serviceability
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Matthew Vella – Site Manager • Call service provider (Matthew Vella) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Matthew Vella)
Scale of incident	Incident would be localised to the area with no external impact.
Evacuate	Only if fire or explosion potential exists. Site Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Matthew Vella - Site Manager • Environmental Business Partner External mandatory: • Immediate Reporting Contact Sheet to be used External non-mandatory: N/A
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of diesel/hydraulic oil and advise on required clean-up.
Reporting and re-preparedness	See SOPs: • Incident Notification SOP (GRP-HSEQ-3-02)

Incident No 7

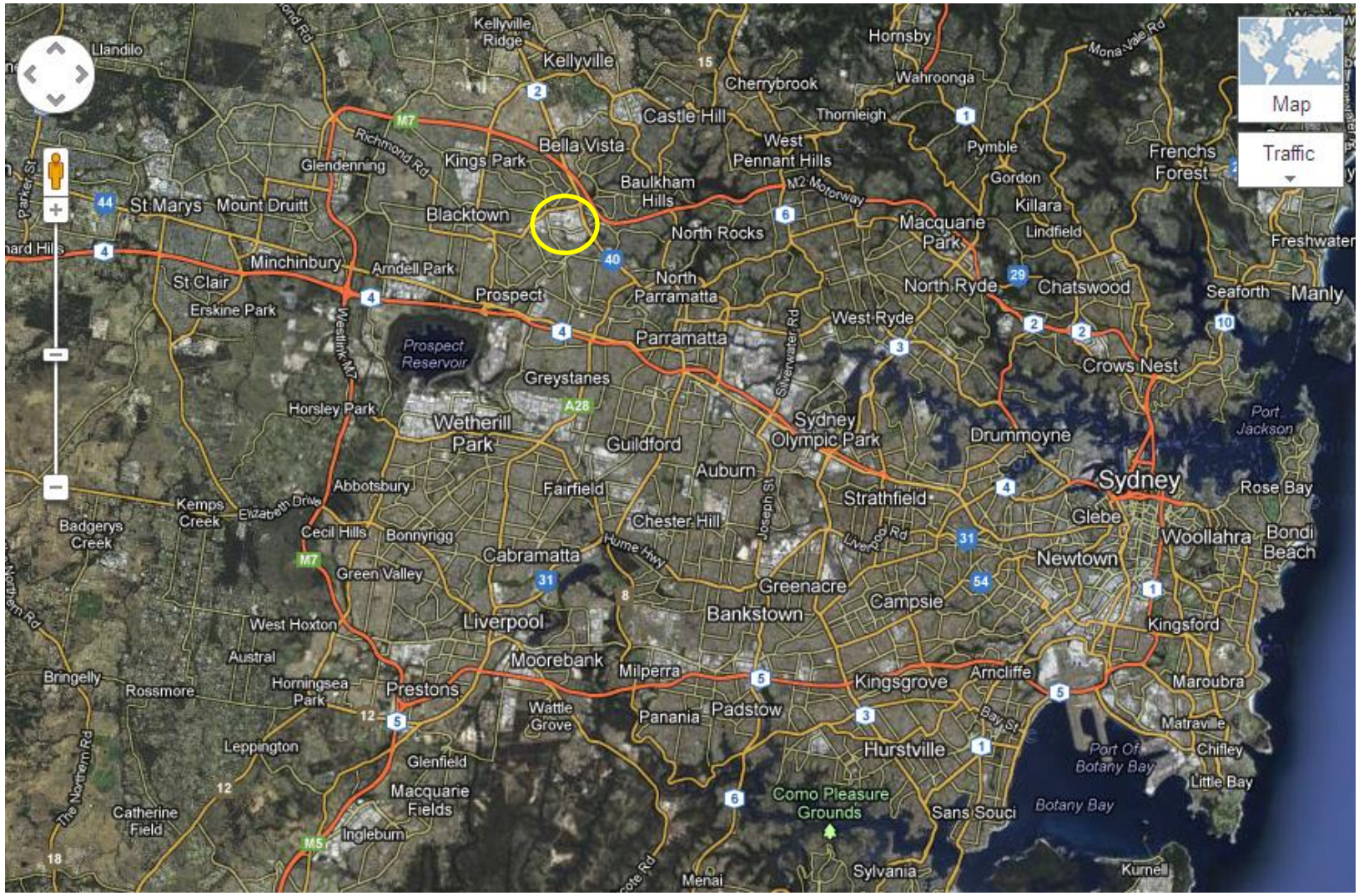
Incident #7	Car Park/ fuel tank failure. Actions Required: • Contractor/Visitor to notify site representative of issue immediately. (induction) • Area to be restricted to Incident Response Personnel • Ensure spill kit available for any release from mobile plant • If any release from mobile plant onto unsealed soil/surface water is investigated and remediated immediately
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Matthew Vella – Site Manager • Spill Kit manager (Supervisor)
Scale of incident	Incident would be localised to the area with no external impact.
Evacuate	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Matthew Vella - Site Manager • Environmental Business Partner External mandatory: • Immediate Reporting Contact Sheet to be used External non-mandatory: N/A
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	Service Provider to dispose of contaminate
Reporting and re-preparedness	See SOPs: • Incident Notification SOP (GRP-HSEQ-3-02)

Incident No 8

Incident #8	Dust from traffic areas. Actions Required: • Employees, Contractor/Visitor to notify site representative of issue immediately. • Daily monitoring to be undertaken to capture whether and site conditions • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) • Dust suppression activity to commence immediately on any dusty areas of site
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Matthew Vella – Site Manager • Environmental Business Partner
Scale of incident	Incident would be localised to the area with minimal external impact..
Evacuate	Only if fire or potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Site Manager External mandatory: • Immediate Reporting Contact Sheet to be used if required External non-mandatory: N/A
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	N/A
Reporting and re-preparedness	See SOPs: • Incident Notification SOP (GRP-HSEQ-3-02)

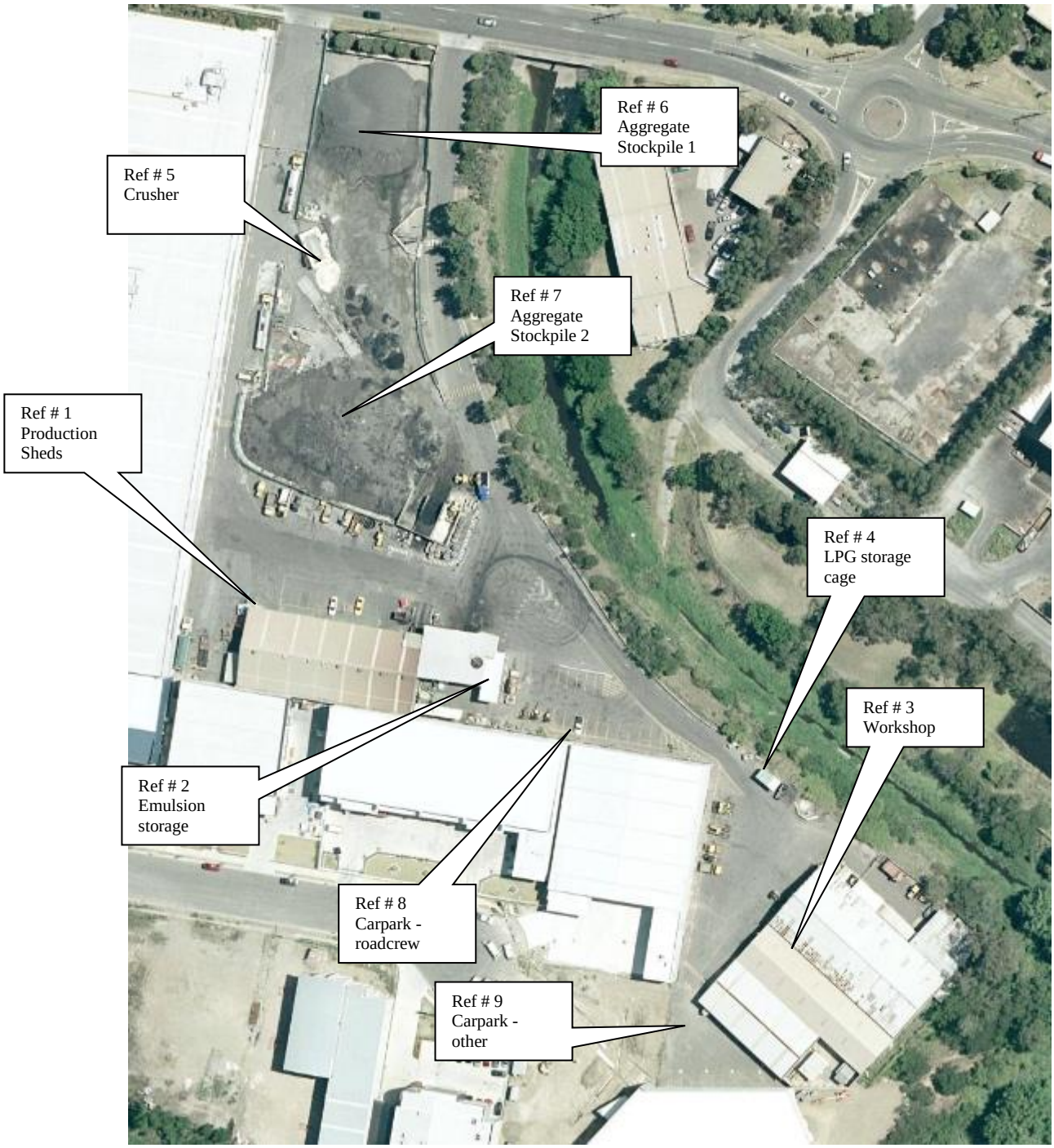
APPENDIX 3.

SEVEN HILLS ASPHALT LOCATION MAP



APPENDIX 4.

SEVEN HILLS ASPHALT REFERENCE MAP



APPENDIX 5.

SEVEN HILLS ASPHALT – MAP OF AFFECTED AREAS

APPENDIX 6.

POLLUTION INCIDENT NOTIFICATION LOG

Person undertaking notification (Name/Function):		
Date and time when first become aware of the incident:		
Incident type:		
Comments:		

Initial immediate notification log				
Appropriate Regulatory Authority	**Time of call**	**Respondent's name/function**	**Approximate call duration**	**Comments**
EPA				
Public Health Unit				
Fire and Rescue NSW				
Local Council				
WorkCover				
Other:				
Other:				
Summary of initial communication:				

Person undertaking notification (Name/Function):		
Date and time when additional information become available:		
Comments:		

Immediate notification of further pertinent information (if applicable)				
Appropriate Regulatory Authority	**Time of call**	**Respondent's name/function**	**Approximate call duration**	**Comments**
EPA				
Public Health Unit				
Fire and Rescue NSW				
Local Council				
WorkCover				
Other:				
Other:				
Summary of additional communication				