BORAL

Build something great™

Pollution Incident Response Management Plan

WIDEMERE RECYCLING

Version 12: 20th November 2020

DOCUMENT CONTROL SHEET

Rev.	Date	Prepared by	Approved By	Revision Details
01	20 Aug 2012	Rod Johnson	Rod Johnson	Document Created
02	11 Dec 2012	Patrick Boyce	Rod Johnson	Site visit Customisation of document
03	10 Apr 2013	Patrick Boyce	Rod Johnson	Document re-format
04	14 Aug 2013	Philip Paterson	Philip Paterson	PIRMP Drill Updated details
05	08 Sep 2014	Philip Paterson	Philip Paterson	PIRMP Drill Updated details
06	14 August 2015	Philip Paterson	Philip Paterson	Updated details
07	15 March 2016	Philip Paterson	Philip Paterson	Updated details
08	13 March 2017	Philip Paterson	Greg Johnson	Updated personnel details Updated risk ratings Added relevant HSEQ references Added new maps / aerials
09	8 January 2018	Philip Paterson	Alex Ross	PIRMP Drill Updated personnel details
10	10 January 2019	Peter Scioscia	Peter Scioscia	Updated personnel details
11	20 November 2019	Peter Scioscia	Peter Scioscia	Updated personnel details
12	20 November 2020	Peter Scioscia	Peter Scioscia	Updated personnel details

TABLE OF CONTENTS

1. PURPOSE…… 4
2. LEGISLATIVE REQUIREMENTS…….. 4
3. DEFINITION OF A POLLUTION EVENT…… 4
4. SCOPE …… 6
5. POTENTIAL POLLUTING SUBSTANCES…….. 6
6. ROLES AND RESPONSIBILITIES…….. 10
7. INTERNAL POLLUTION INCIDENT REPORTING…….. 11
8. EXTERNAL POLLUTION INCIDENT REPORTING…….. 12
9. POLLUTION INCIDENT AUTHORITY CONTACT LIST……. 13
10. INCIDENT RESPONSE TRAINING…….. 14
11. PIRMP AUDIT…… 15
12. PIRMP REVIEW……. 15
    - 12.1 EVENT BASED……. 15
    - 12.2 TIME BASED……. 15

APPENDIX 1: RISK ASSESSMENT ON POTENTIAL IMPACTS... 16

APPENDIX 2: PIRMP RESPONSE ACTIONS…….. 19

APPENDIX 3: WIDEMERE RECYCLING LOCATION MAP…… 32

APPENDIX 4: WIDEMERE RECYCLING REFERENCE MAP……. 33

APPENDIX 5: WIDEMERE RECYCLING AFFECTED AREA MAP…….. 34

APPENDIX 6: POLLUTION INCIDENT NOTIFICATION LOG…… 35

1. PURPOSE

The purpose of the Widemere Recycling Pollution Incident Response Plan is to:

• Provide direction to the staff at Widemere Recycling in responding to pollution incidents at the Widemere 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 Fairfield City 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 Widemere Recycling 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.

Widemere Recycling 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 Widemere Recycling, 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 Widemere Recycling 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: Widemere Recycling						**Responsible Person:** Phil Paterson	**Date:** 20/12/2020
Name / description	**Covered under Hazardous Chemicals/MSDS?**	**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)							
Diesel	Class 3	2 tanks: 12,500 litres and 9,500 litres	Diesel Storage Area, and sales area (west of workshop)	Ref No #1 and #2	N/A	• Bunding (including rollover bund) • Roofed • PMP • Training • Spill Kits • SOP • Inductions • Fire Fighting Equipment • Security	Incident #1-3
Oils/Solvents, Lubricants	Class 3	Packaged goods up to ~100 litres	Oil Storage Shed at Workshop	Ref No #3	N/A	• Bunding • PMP • Training • Flammable Cabinet • Spill Kits • Inductions • Fire Fighting Equipment • Security	Incident #4
Gases	Class 2	Variable	Workshop	Ref No #3	N/A	• Fire Extinguishers • Concrete Floor	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.

						• Enclosed Shed • Containment Cages and Cabinets	
Oils	Class 3	~2000L	Plant and Equipment (Workshop area). Shipping container.	Ref No #3	N/A	• Bunded Area • PMP • Training • Spill Kits • SOP • Inductions • Fire Fighting Equipment • Security	Incident #4
Acid	Class 3	1000 litres capacity	pH Treatment Plant	Ref No #4	N/A	• PMP • Training • Spill Kits • SOP • Inductions • Bunding	Incident #4
MATERIALS (eg stockpiles, silos, bulk solids etc)							
Aggregate Stockpiles	N/A	Variable	Dedicated on site	Ref No #5 & #6	N/A	• Water sprays • Water cart • Maintain manageable levels • Security	Incident #5
Cement	N/A	3 silos, each with capacity of 55T	Stabilization Plant	Ref No #7	Yes	• High level alarm • Auto closure • Pressure relief valve • Filtered air ducted • Preventative maintenance	Incident #6
AQUEOUS (eg dams, wastewater tanks, other water storage area)							
Water Storage Dam (Sediment)	N/A	Variable		Ref No #8	N/A	• Continue to use for dust suppression • Ensure pumps are	Incident #7

						maintained through scheduled maintenance • Discharge monitoring	
Storm Water Drains	N/A	Variable	Site	N/A	N/A	• Straw Bales • Rubber and Earthen Berms • Audits and Inspections	Incident #7
SUBSTANCES IN PROCESSES (substances which could be emitted from operational process i.e. treatment plants, vehicles etc)							
Name / description	**Covered under Hazardous 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	Variable	Dedicated on site	N/A	N/A	• Spill Kits • Pre start checks • PMP • Training	Incident #8
Mobile Plant (Contractor/visitor)	Class 3	Variable	Variable Locations	N/A	N/A	• Spill Kits • Training • Inductions	Incident #9
Car Parking up to 37 vehicles	Class 3	Variable	Site Office	Ref No #9	N/A	• Spill Kits • Training	Incident #10
Traffic Areas (dust, chem. leaks & loss, material drag-out)	Class 3	N/A	Dedicated on site	N/A	N/A	• Training • Water cart • Spill Kits • Traffic management • Wheel wash • Street sweeper	Incident #11

[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 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 / Operations Manager and/or Site Environmental Coordinator 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
Jason Sweeney	State Manager Recycling NSW/ACT		
Angus Shedden	Operations Manager- NSW/ACT		
Phil Paterson	Site Manager		
Phil Orchard	WHS Business Partner- NSW/ACT		
Shoanne Labowitch	Environment Manager- NSW/ACT		

4. Jason Sweeney or in case of his 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 David Bolton, 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
Department Of Planning & Environment (DoPE)	1300 305 695
Fire and Rescue NSW (FRNSW)	1300 729 579
Fairfield City Council	9725 0222
Public Health Unit (Sydney West AHS) – Parramatta NC PHU	HealthLink (24 hr)- 1800 063 635 Head Office - Parramatta – 9840 3603
SafeWork NSW	13 10 50 Company ABN if asked: 51 000 187 002
Government Authority - ring if relevant	**Emergency notification phone number**
Police & Ambulance	000
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 (power line emergencies)	13 23 91

Communication with the local community may also be undertaken depending on the circumstances of the pollution incident. Widemere Recycling 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

Widemere Recycling 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

Widemere Recycling 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: Widemere Recycling				Responsible Person: Site Manager			Review Date: 20th November 2020	
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**
Diesel	**Incident #1** Catastrophic failure of diesel storage tank.	4	1	M(4)	Yes	Consequence: (Major): 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. Loss of fuel outside the bund would be captured by the rollover bund. 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 diesel outside bund during refuelling operations.	1	1	L(1)	No	Consequence: (Incidental): Failure resulting in loss/leakage from fuelling or re-fuelling from hose, nozzle or plant/equipment would be captured by the rollover bund & spill kits. Likelihood: (Rare): 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 fuel outside bunded area with leaking or open drain valve.	1	1	L(1)	No	Consequence: (Incidental): Failure resulting in loss of all or substantial volume of tanks would be captured entirely by primary bund with minimal release to soil. Primary bund connected to oil water separator. Likelihood: (Rare): Blind sump, drain valve, hoses and refuelling equipment are maintained in good structural integrity with low risk of failure.	As per PIRMP action plan	When required
Oils/Solvents	**Incident #4** Loss of oils, solvents, lubricants etc inside bund during delivery and or use.	1	1	L(1)	No	Consequence: (Incidental): 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: (Rare): 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
Aggregate stockpiles	**Incident #5** Excessive airborne dust from crushing plant and stockpiles.	3	2	M(6)	Yes	Consequence: (Moderate): Excessive dust from the yard during high winds can cause some nuisance to surrounding areas. Likelihood: (Unlikely): Stockpiles are maintained to a manageable level on a monthly basis. Use of water sprinklers and water cart onsite during windy periods.	As per PIRMP action plan	When required
Cement silos	**Incident #6** Overfilling or failure of cement silo during cement delivery and/or daily operations.	3	1	L(3)	Yes	Consequence: (Moderate): Silo malfunction on a windy day will result in cement powder crossing the site boundary. Cement is highly alkaline and will have a negative effect natural water courses and vegetation. Likelihood: (Rare): Fail-safe controls on the cement silos are serviced every 6 months.	As per PIRMP action plan	When required
Sediment Dams	**Incident #7** Catastrophic failure of one or more sediment dams /tanks releasing large volumes of water into on-site and off-site water courses (i.e creek).	4	1	M(4)	Yes	Consequence: (Major): Catastrophic failure of one or more sediment dams/tanks are likely to result in off-site impacts to water courses which would predominantly reduce water quality over a short period of time. As such, impact to the environment/human health is not considered to be significant. The downstream sediment dam has an overflow to prevent the dam from overfilling, and an acid treatment system reduces the water's alkalinity. Likelihood: (Rare): Dams are frequently monitored and inspected for water levels and dam integrity. **Note:** For PIRMP purposes overflow events during extreme wet weather will be reported under POEO Licence obligations and not Immediate Reporting.	As per PIRMP action plan	When required

Mobile Plant (Boral)	**Incident #8** Mobile plant, hydraulic hose or fuel tank failure	1	2	L(2)	No	Consequence: (Incidental): Failure from fuel tank or hydraulic hoses would be restricted 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 are maintained and available.	As per PIRMP action plan	When required
Mobile plant (Contractor/ Visitor)	**Incident #9** Mobile plant, hydraulic hose or fuel tank failure	1	2	L(2)	No	Consequence: (Incidental): Failure from fuel tank or hydraulic hoses would be restricted 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 are maintained and available. Inductions for all contractors demonstrating their accountabilities and responsibilities for reporting environmental incidents.	As per PIRMP action plan	When required
Car Park	**Incident #10** Ruptured fuel tank in the carpark.	1	1	L(1)	No	Consequence: (Incidental): Failure from fuel tank or hydraulic hoses would be restricted to a small localised area in the car park. Likelihood: (Rare): Hose or fuel tank failure from employee or visitor car would be minimal. Car park area is fully sealed, and any significant runoff would be directed to the dam. Spill kits are maintained and available in various areas.	As per PIRMP action plan	When required
Traffic areas (dust)	**Incident # 11** Surface dust from traffic areas	2	3	M(6)	Yes	Consequence: (Minor): Dust is created from continuous mobile plant operations across site. Likelihood: (Possible): Main areas watered with water cart in high wind conditions.	As per PIRMP action plan	When required

APPENDIX 2.

PIRMP RESPONSE ACTIONS

Incident No 1

Incident #1	Catastrophic failure of diesel storage tank. Actions Required: • Contact all relevant people/departments (refer to Immediate Reporting Contact Sheet in office or at spill kit station) • Ensure bunds are capturing full volume of diesel • 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 tanks • Refuel tanks 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	• Site Manager • Call service provider (Ops Manager) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Ops Manager)
Scale of incident	Incident would be restricted to Diesel 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. Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Site Manager • Enviro Representative 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: • GRP-HSEQ-3-02 Incident Reporting Investigation and Action Management • GRP-HSEQ-8-07 Spill Management

Incident No 2

Incident #2	Loss of diesel outside bund during refueling operations Actions Required: • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet in the office or spill kit station) • Ensure bunds are capturing full volume of diesel • 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 tanks • Refuel tanks 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	• Site Manager • Call service provider (Ops Manager) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Ops Manager)
Scale of incident	Incident would be restricted to Diesel 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. Manager and any advice provided by Fire Dept as part of attendance after immediate

	notification.
Communications	Internal: • Site Manager • Enviro Representative 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: • GRP-HSEQ-3-02 Incident Reporting Investigation and Action Management • GRP-HSEQ-8-07 Spill Management

Incident No 3

Incident #3	Loss of fuel outside bunded area with leaking or open drain valve Actions Required: • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet in the office or spill kit station) • Ensure bunds are capturing full volume of diesel • 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 tanks • Repair/replace the drain valve and lock the valve • Refuel tanks

	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	• Site Manager • Call service provider (Ops Manager) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Ops Manager)
Scale of incident	Incident would be restricted to chemical 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. Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Site Manager • Enviro Representative 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: • GRP-HSEQ-3-02 Incident Reporting Investigation and Action Management • GRP-HSEQ-8-07 Spill Management

Incident No 4

Incident #4	Loss off oil/solvents, lubricants etc inside bund during delivery and/or use Actions Required: • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet in the office or spill kit station) • Ensure bunds 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 • If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination. • 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	• Site Manager • Call service provider (Ops Manager) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Operations Manager)
Scale of incident	Incident would be restricted to chemical 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. Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Site Manager • Enviro Representative 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: • GRP-HSEQ-3-02 Incident Reporting Investigation and Action Management • GRP-HSEQ-8-07 Spill Management

Incident No 5

Incident #5	Excessive airbourne dust from crushing plant and stockpiles Actions Required: • Employees, Contractor/Visitor to notify site representative of issue immediately. (induction) • Daily monitoring to be undertaken to assess weather and site conditions • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) • Dust suppression activity to commence immediately on stockpiles
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Site Manager • Call service provider (Ops Manager) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Operations Manager)
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. Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Site Manager • Enviro Representative 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: • GRP-HSEQ-3-02 Incident Reporting Investigation and Action Management • GRP-HSEQ-8-07 Spill Management

Incident No 6

Incident #6	Overfilling or failure of cement silo during cement delivery and/or daily operations. Actions Required: • If event is during cement delivery, immediately cease activity • Employees, Contractor/Visitor to notify site representative of issue immediately. (induction) • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Site Manager • Call service provider (Ops Manager) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Operations Manager)
Scale of incident	A Minor spillage while filling the silo would be localised to the area surrounding Stabilization Plant, with minimal external impact. Catastrophic failure of silo could result in cement dust being blown across site boundary depending on wind force and direction.
Evacuate	• Only if fire or explosion potential exists. Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Site Manager • Enviro Representative 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	As per Site Emergency Plan or Fire Department as part of Immediate Reporting

Aid	
Clean up and Waste disposal	Site Management to decide appropriate clean up method and disposal.
Reporting and re-preparedness	See SOPs: • GRP-HSEQ-3-02 Incident Reporting Investigation and Action Management • GRP-HSEQ-8-07 Spill Management

Incident No 7

Incident #7	Catastrophic failure of one or more sediment dams/tanks releasing large volumes of water into on-site and off-site water courses Actions Required: • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet in the office or spill kit station) • Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections) • Contact local neighbours if going to be in inundated by rise of water • Area to be restricted to Incident Response Personnel • If any release from site onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination if any • Contact local contractor to rebuild dams immediately
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	• Site Manager • Call service provider (Ops Manager) • Spill Kit Manager (Supervisor) • Periodic inspections and update reporting of site and bund (Ops Manager)
Scale of incident	Catastrophic failure of one or more sediment dams are likely to result in off-site impacts to water courses which would predominantly reduce water quality over a short period of time. As such, impact to the environment/human health is not considered to be significant.
Evacuate	• Only if flood potential exists. Business Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Site Manager • Enviro Representative 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	Consultants to be contacted to advise on required clean-up.
Reporting and re-preparedness	See SOPs: • GRP-HSEQ-3-02 Incident Reporting Investigation and Action Management • GRP-HSEQ-8-07 Spill Management

Incident No 8

Incident #8	Mobile plant, hydraulic hose or fuel tank failure. Actions Required: • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet in the office or spill kit station) • 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	• Site Manager • Call service provider (Ops Manager) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Ops Manager)
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: • Site Manager • Enviro Representative 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: • GRP-HSEQ-3-02 Incident Reporting Investigation and Action Management • GRP-HSEQ-8-07 Spill Management

Incident No 9

Incident #9	Mobile plant, hydraulic hose or fuel tank failure from contractors / visitors. Actions Required: • Contractor/Visitor to notify site representative of issue immediately. (induction) • 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	• Site Manager • Call service provider (Ops Manager)

	• Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Ops Manager)
Scale of incident	Incident would be localised to the area with no external impact.
Evacuate	• Only if fire or explosion potential exists. Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Site Manager • Enviro Representative 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 contaminates.
Reporting and re-preparedness	See SOPs: • GRP-HSEQ-3-02 Incident Reporting Investigation and Action Management • GRP-HSEQ-8-07 Spill Management

Incident No 10

Incident #10	Ruptured fuel tank in the carpark. 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	• Site Manager • Call service provider (Ops Manager) • Spill Kit manager (Supervisor) • Periodic inspections and update reporting of site and bund (Ops Manager)
Scale of incident	Incident would be localised to the area with no external impact.
Evacuate	Only if fire or explosion potential exists. Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Site Manager • Enviro Representative 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: • GRP-HSEQ-3-02 Incident Reporting Investigation and Action Management • GRP-HSEQ-8-07 Spill Management

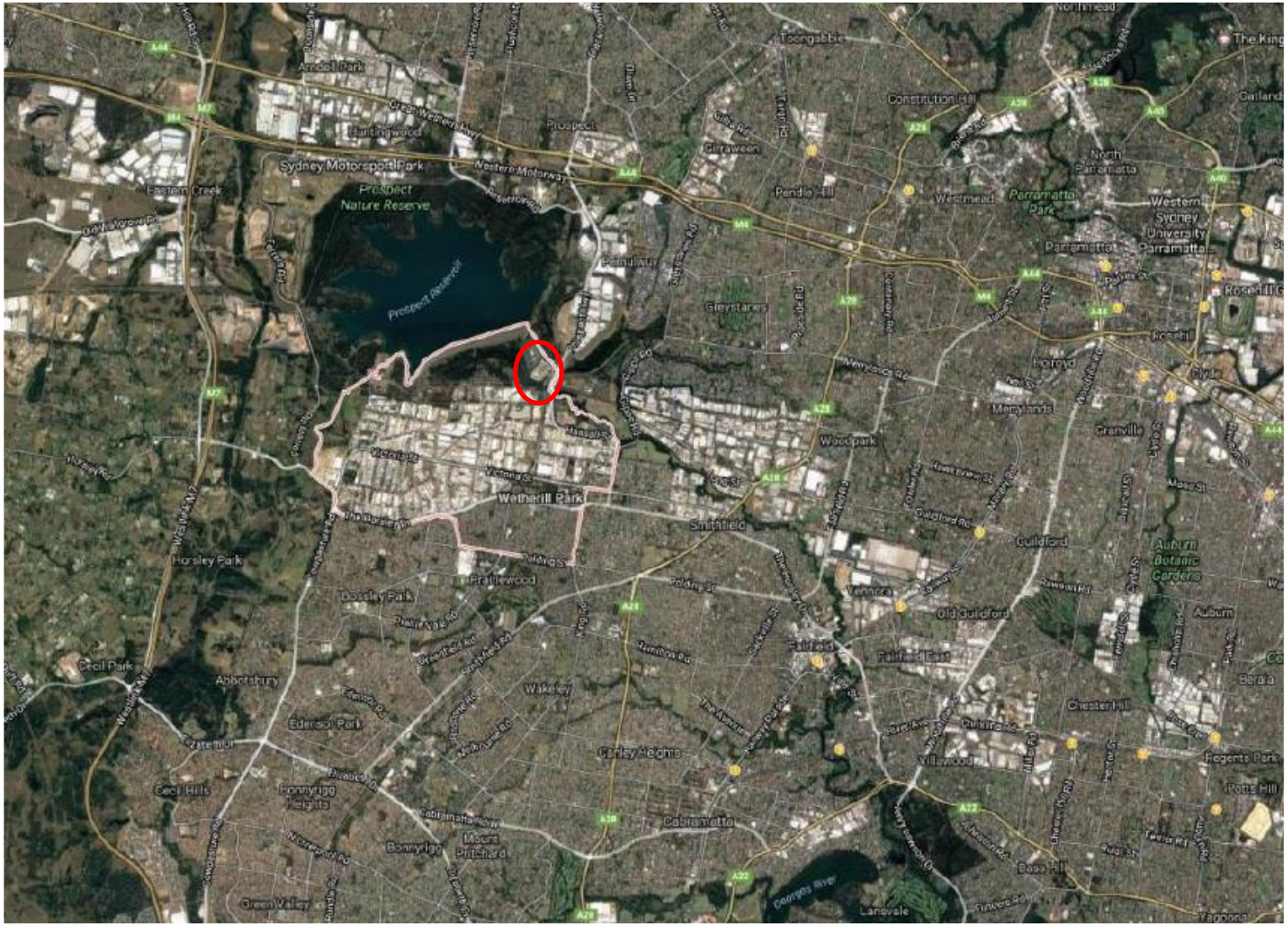
Incident No 11

Incident #11	Dust from traffic areas. Actions Required: • Employees, Contractor/Visitor to notify site representative of issue immediately. (induction) • 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 unsealed roads & 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	• Site Manager • Business Manager to instruct site personnel (Ops Manager)
Scale of incident	Incident would be localised to the area with minimal external impact.
Evacuate	Only if fire or potential exists. Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
Communications	Internal: • Site Manager • Enviro Representative 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: • GRP-HSEQ-3-02 Incident Reporting Investigation and Action Management • GRP-HSEQ-8-07 Spill Management

APPENDIX 3.

WIDEMERE RECYCLING LOCATION MAP



APPENDIX 4.

WIDEMERE RECYCLING REFERENCE MAP

APPENDIX 5.

WIDEMERE RECYCLING – 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				